Canon Copier Manual

Contents

"WHERE'S MY PIN?"

1. Your PIN is available in your Raidernet Account **Employee*** tab.
2. Go to **RSCC Technical Employee Communications**.
3. Click on the **Canon Copier Login/PIN**.
4. In the Uniflow Online dashboard, you will see a section marked **Identities** on the right. Scroll down to **PIN**.
5. Click the three dots on the right and choose **Show PIN code**.

* As codes are personalized to individuals, it is important that you do not share your PIN or use someone else's PIN. Anyone who needs to make copies for you already has access to your budget in their PIN.

LOGGING IN

1. Log in with your 4-digit PIN code. (No PIN? See "Where's my Pin" above).
2. If you don't have access to multiple budgets, you'll go directly to the Main Menu.
   ◈ If you *do* have access to multiple budgets, you will have the option to choose the appropriate budget to copy from before being directed to the Main Menu. *If you are missing a budget that you should have access to for copying, please contact Purchasing in Harriman to have it added*.
   ◈ Please note that it is very easy to choose the wrong budget from the swipe menu.

BASIC COPYING

Adding Paper

1. Please close the tray doors gently – they have a soft-close feature that will engage.

Copy Ratio: Reduce or enlarge copy of original on page.

2. Press **Copy Ratio.**
3. Select a preset button or use the key pad to manually input a desired percentage
4. Press **OK.**

Finishing: Collate or group copies.

1. Press **Finishing.**
2. Choose either:
   ◈ **Collate** - keep in page order (ABC, ABC).
   ◈ **Group** - output by same page (AAA, BBB).
3. Press **OK.**

Staple: Automatically staple your copies.

1. Press **Finishing.**
2. Select **Staple and Collate** or **Staple and Group**, then press **Next.**
3. Select the **Staple Position.**
4. Press **OK.**

2-Sided: Copy on both sides of page, split a 2-sided copy into single pages, or copy open books.

1. Press **2-Sided*** and choose:
   - ◈ **1-2 Sided** - 1-sided originals, produced 2-sided
   - ◈ **2-2 Sided** - 2-sided originals, produced 2-sided
   - ◈ **2-1 Sided** - 2-sided originals, produced 1-sided
   - ◈ **Book-2 Sided** - copy facing pages in a book onto a 2-sided sheet
2. Press **OK.**

** **Single-sided copies** will be made when the **2-Sided setting** is not selected; there is no separate "single sided" setting.*

Select Paper: Choose a specific tray to copy from.

1. Press **Select Paper.**
2. Choose the desired paper drawer.
3. Press **OK.**

Density: Lighten or darken text and images.

1. Press Density.
2. Select Lighter or Darker to adjust the density of text and images.
3. Press OK.

Background Density: Removes background color/tinting.

1. Press **Density.**
2. Select **Adjust.**
3. Use the **-** (minus) button to remove background color.
4. Press **OK.**

Multi-Purpose Tray for Specialty Paper

Use for specialty media including colored paper or paper that is not letter-sized (8 ½ x 11").

1. Insert paper in the **MP Tray** on the right side of the machine (as you are facing it), the tray has a hand icon indicating you can pull it down.
2. Select the **Paper Size,** then press **Next.**
3. Select the **Paper Type.**
4. Press **OK.**

COPYING TOOLS

Copy Books

Book ▶ 2 Pages: Copy facing pages in a book on to 2 separate sheets of paper.

1. Place a book on the glass with the seam lined up on the LTR line.
2. Press **Options.**
3. Press **Book ▶2 Pages.**

Erase Frame: Eliminate dark borders (i.e. book copies).

1. Press **Options.**
2. Select **Erase Frame.**
3. Choose:
   - ◈ **Erase Original Frame** – erase all four borders of document.
   - ◈ **Erase Book Frame** – erase all four borders as well as the center binding from a book.
   - ◈ **Erase Binding** – erase from one designated border.
4. Select **Original Size** - size of the original document (if applicable).
5. Use the **+** (plus) / **-** (minus) buttons to adjust the erase width.
6. Press **OK.**

N On 1: Reduce multiple originals to fit on to the front of a single page.

1. Press **Options.**
2. Select **N on 1.**
3. Choose **2 on 1**, **4 on 1**, or **8 on 1.**
4. If a double-sided output is desired, press **2-Sided Settings.**
5. Select the **Original Size** - size of original document.
6. Select the **Paper Size** - output paper size and source.
7. Press **OK.**

Differently-sized Originals: Copy different size documents at the same time.

1. Press **Options.**
2. Select **Different Size Originals.**
3. Choose **Same Width** or **Different Width** originals.
4. Press **OK.**

Creating a Booklet, Manual or Report

Add Cover: Add front and back covers.

1. Press **Options.**
2. Select **Add Cover.**
3. Choose to add a **Front Cover**, a **Back Cover**, or select both.
4. Press **Select Paper** to choose the cover paper source.
5. Select which sides, if any, to print on.
6. Press **OK.**

Insert Sheets: Add sheet inserts, chapter pages, or tabs.

1. Press **Options.**
2. Select **Insert Sheets.**
3. Choose to add **Sheets**, **Chapter Pages**, or **Tabs.**
4. Press **Add.**
5. Use the key pad to enter the page number for the insert.
6. Press **Select Paper** to choose the insert paper source.
7. Select which sides, if any, to print on.
8. Press **OK.**

Page Numbering: The copier will insert page numbers on your document.
1. Press **Options.**
2. Select **Page Numbering.**
3. Choose the **Position.**
4. Select the orientation of the placed original.
5. Specify the content to print.
6. Press **OK.**

Copy Pictures
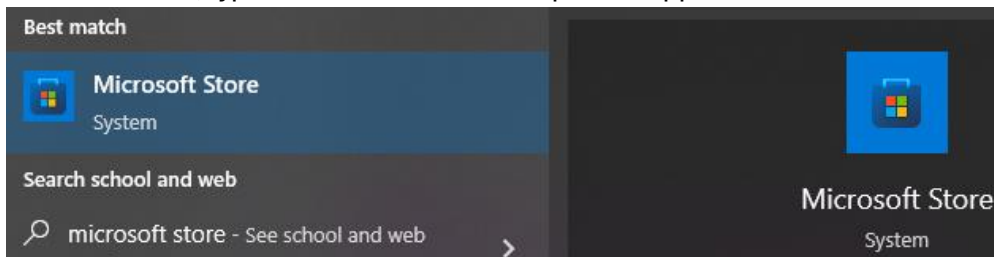**Sharpness: Sharpen or soften the text and/or photo/image.**
1. Press **Options.**
2. Select **Sharpness.**
3. Press **Low** to blur or **High** to enhance the outline.
4. Press **OK.**

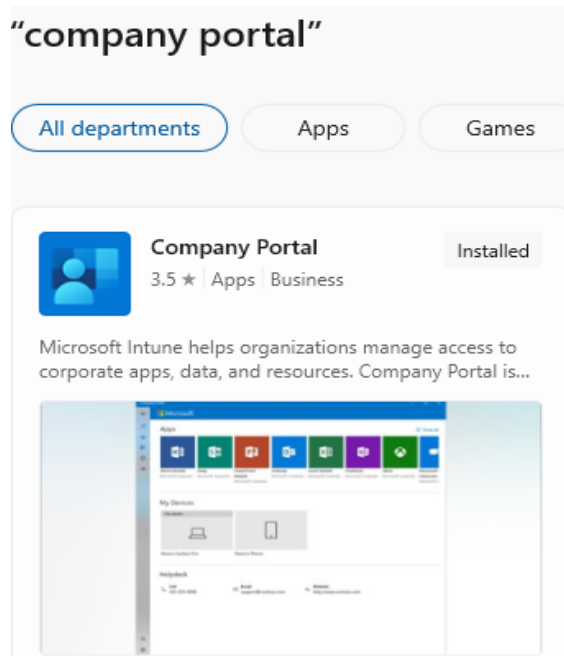## PRINTING DIRECTLY TO COPIERS WITH UNIFLOW SMARTCLIENT

Go to your Start Menu and look for **uniFLOW SmartClient**. If you can find it, you are ready to print. If you can't find it, follow the instructions below.

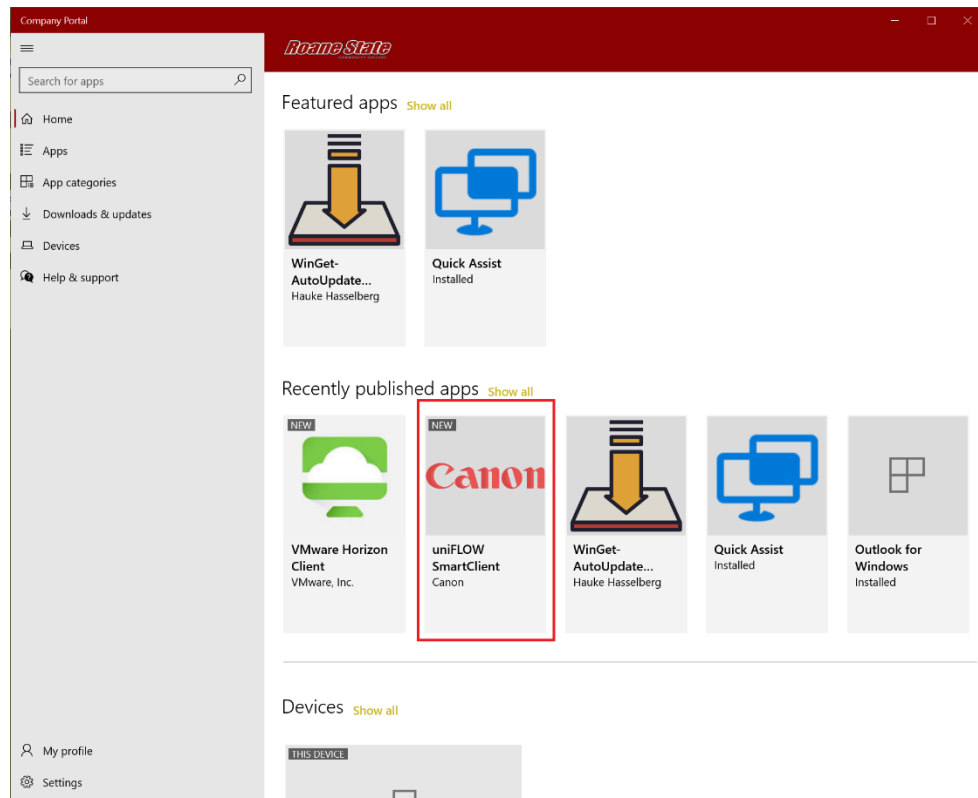## Installing uniFlow SmartClient (if it's not already present)

1. At the Start Menu, type "Microsoft Store" and open the app.

2. Search for **Company Portal**, click and install.

3. Open **Company Portal.**
4. If prompted, choose **Employee Assigned Device**.
5. Select **uniFLOW SmartClient.**

6. Click **Install** and wait for it to complete.
7. Restart your computer.
8. Go to **Company Portal** and check to make sure that **Canon uniFlow** appears in the app list as installed.

SCAN & SEND

To Register a Destination in The Address Book:

1. Select **Address Book.**
2. Select **Register/Edit** (right side of screen).
3. Select **Register New Destination** (right side of screen).
4. Choose the **destination type.**
5. Select **Name** to enter the recipient's name.
6. Enter the recipient information:
   ◈ **E-mail** - select E-mail Address to enter the recipient's address.
   ◈ **Fax** - use the key pad to dial the recipient's fax number.
   ◈ **File** - select browse to navigate to destination folder.
7. Press **OK.**

To Send a Document to a Stored Destination:

1. From the **Main Menu**, press **Scan and Send.**
2. Specify the recipient(s) from the **Address Book** or **One-Touch.**
3. If desired, make changes to the **Scan Settings.**
4. Press the **Start** button to send.

To Send A Document To A One-Time Destination:

1. From the **Main Menu**, press **Scan and Send.**
2. Select **New Destination.**
3. Choose the **destination type.**
4. Use the on-screen keyboard to enter the **destination address.**
5. Press **OK** (two times).
6. If desired, make changes to the **Scan Settings.**
7. Press the **Start** button to send.

Scan Settings & Options

◈ **Select Color**—select Auto, Full Color, Grayscale, or Black & White **Scan Resolution**—higher resolution. results in a larger file size **Original Document Size**—select auto to auto-detect.

◈ **File Format**—choose PDF, XPS, OOXML, JPEG, or TIFF.

◈ **2-Sided Original**—Choose Book-Type vs. Calendar-Type originals.

◈ **Different Size Originals**—Scan different size documents simultaneously.

◈ **Original Type**—specify to increase the scan quality.

◈ **Density**—lighten or darken text, images, and/or background **Sharpness**—sharpen or soften the text and/or Photo/Image **Copy Ratio**—reduce/enlarge.

◈ **File Name**—name the file.

◈ **Subject/Message**—add a subject and/or message line to an e-mail.