Loading Labels

Open the manual feed tray, which you will usually find on the right hand side of the printer and adjust the guides to match the size of the paper.



Insert the paper onto the tray until the paper stops – load the paper with the print side face down. Make sure that the paper stack does not exceed the load limit line (

The screen for specifying the paper size and type is displayed when the paper is fully inserted.

	Menu
<multi-purpose tray=""> Adjust the slide guide width to match the loaded paper.</multi-purpose>	?
A4 Auto Recognize Size Free Size Paper Type Plain 2 (76-90 g/m2) Change	Favorite Paper
	OK لد
Remaining 2 A3 paper is low.	

Specify the paper size if the printer hasn't done so already, then **change the Paper Type from Plain Paper to Labels**.

Select the paper type. Thin 2 Thin 1 Flain 1 Flain 2 (52-59 g/m2) (60-63 g/m2) (64-75 g/m2) Flain 2 Plain 3 Heavy 1 Heavy 2 Heavy 3 (91-105 g/m2) (106-128 g/m2) Heavy 2 Heavy 3 (164-180 g/m2) Heavy 5 Heavy 6 Heavy 7 (164-180 g/m2) Heavy 5 Heavy 6 Heavy 7 (164-180 g/m2) (181-220 g/m2) Pre-Punched Transparency Recycled 2 Pre-Punched Tansparency Pre-Stide Page Joetailed 2nd Side of 2-sided Page V Cancel OK OK									Menu
Thin 2 Thin 1 Plain 1 Plain 2 (52-59 g/m2) (60-63 g/m2) (64-75 g/m2) Plain 2 Plain 3 Heavy 1 Heavy 2 Heavy 3 (91-105 g/m2) (106-128 g/m2) Heavy 2 Heavy 3 Heavy 4 Heavy 5 Heavy 6 Heavy 7 (164-180 g/m2) (181-220 g/m2) Pre-Punched Transparency Recycled 2 Pre-Punched Transparency Prabe Labels Tab 4 Color Letterhead 2nd Side of 2-Sided Page OK OK Pre-		<paper type=""> Select the paper ty</paper>	ype.						
Plain 3 Heavy 1 Heavy 2 Heavy 3 (91-105 g/m2) (106-128 g/m2) (129-150 g/m2) (151-163 g/m2) Heavy 4 Heavy 5 Heavy 6 Heavy 7 (164-180 g/m2) (181-220 g/m2) Heavy 6 Heavy 7 Recycled 2 Pre-Punched Transparency Pre-Punched Labels Tab 4 Color Letterhead Pre-Punched Detailed 2nd Side of 2-Sided Page Pre-Punched OK A Load paper. OK Pre-Punched Detailed Detailed		Thin 2 (52-59 g/m2)	D	Thin 1 (60-63 g/m2)		Plain 1 (64-75 g/m2)	D	Plain 2 (76-90 g/m2)	
Heavy 4 Image: Heavy 5 Heavy 6 Image: Heavy 7 Image: Heavy 7 (164-180 g/m2) (181-220 g/m2) Image: Heavy 7 Image: Heavy 7 <td< td=""><td></td><td>Plain 3 (91-105 g/m2)</td><td>D</td><td>Heavy 1 (106-128 g/m2)</td><td>D</td><td>Heavy 2 (129-150 g/m2)</td><td>D</td><td>Heavy 3 (151-163 g/m2)</td><td>D</td></td<>		Plain 3 (91-105 g/m2)	D	Heavy 1 (106-128 g/m2)	D	Heavy 2 (129-150 g/m2)	D	Heavy 3 (151-163 g/m2)	D
Recycled 2 (76-90 g/m2) Pre-Punched Transparency Labels Tab 4 (151-220 g/m2) Color (64-81 g/m2) Letterhead Detailed 2nd Side of 2-Sided Page X Cancel OK Image: Add to apper. Add to apper.		Heavy 4 (164-180 g/m2)	D	Heavy 5 (181-220 g/m2)	D	Heavy 6 (221-256 g/m2)	D	Heavy 7 (257-300 g/m2)	D
Labels Tab 4 (151-220 g/m2) Color (64-81 g/m2) Letterhead Detailed 2nd Side of 2-Sided Page X Cancel OK Image: Add to be paper. Add to be paper.				Recycled 2 (76-90 g/m2)	2	Pre-Punched	:	Transparency	
Detailed 2nd Side of Settings 2-Sided Page X Cancel OK J		Labels	۵	Tab 4 (151-220 g/m2)	D	Color (64-81 g/m2)		Letterhead	٦
Cancel OK J	•	Detailed Settings						2nd Side 2-Sided F	of 'age
予 I A4 Load paper.		× Cance	el .					ОК	J.
	₿	1 A4	Load p	aper.					

Copying on Labels

Load the paper as per the instructions above, then log on to the device and select the Copy screen. Set the job up as single sided and press the Select Paper button.



Select the Multi-Purpose tray from the list displayed. You will know if you have pressed the correct option as the manual feed will be highlighted on the picture of the printer.

💞 Сору		Menu
<select paper=""> Select the paper to use.</select>		?
 A4 Details of Selected Paper A4 Labels 	Auto	
	ОК	J
A4 Load paper.		

Press OK, then select how many copies you need before pressing the green button to start the job.

Please note: if you do not use Canon approved labels which then results in the device malfunctioning, you may subsequently be billed if this requires a Canon technician to visit and/or parts to be ordered to fix the issue

Printing on Labels

Canon Print Driver

Open the document that contain the labels and select Print. Select Printer Properties and go to the Paper Source tab.

Basic Settings Page Setup Finishing Profile: Output Method:	Paper Source Quality <change> Default Settings Print</change>	~	Add(1) Edit(2)	
	Paper Selection:	Sam	ne Paper for All Pages	~
	Paper Source:		Auto Multi-purpose Tray Drawer 1 Drawer 2 Drawer 3	
	Paper Type:		Auto	Settings(N)
A4 [Scaling: Auto]			Tab Details.	
View Settings			Paper Source Info	rmation
			Front/Back Cover S	iettings
			Re	estore Defaults
			01	Cancol Holp

In the Paper Source list, select Multipurpose Tray. Also, **please make sure the job is set to print single-sided** – a quick way to do this is by clicking the button under the thumbnail on the left-hand side of the screen.

Press OK and send the job to print as normal. When printing, it will pick up the paper up from the manual feed and print your labels.

uniFLOW Universal Print Driver

Open the document that contain the labels and select Print. Select Printer Properties and go to the Paper Catalog (Media Type) drop down.

Paper Size:	A4	\sim	₫ @
Output Size:	As Paper Size	\sim	uni FLOW
Copies:	1		
Orientation:	Portrait	\sim	Preview
Color Print:	Only B/W	\sim	
Duplex:	Simplex	\sim	
Booklet:	No	\sim	
Stapling:	None	\sim	
Hole Punch:	No Hole Punch	\sim	
Pages per Sheet:	1	\sim	
Mediatype:	- Automatically Select -	\sim	
			About

From the options, select Stack Bypass tray. Also, please make sure the job is set to print single-sided.

Press OK and send the job to print as normal. When you release it, it will pick up the paper up from the manual feed and print your labels.