



Copying

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Colour imageRUNNER ADVANCE Range

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Canon

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Introduction

This guide has been designed to provide users of your new Canon imageRUNNER ADVANCE device(s) with all of the information needed to gain the most out of your investment. The following sections will take you through, in detail, the steps you need to take to produce high quality copies from your imageRUNNER ADVANCE Multi-Functional Device.

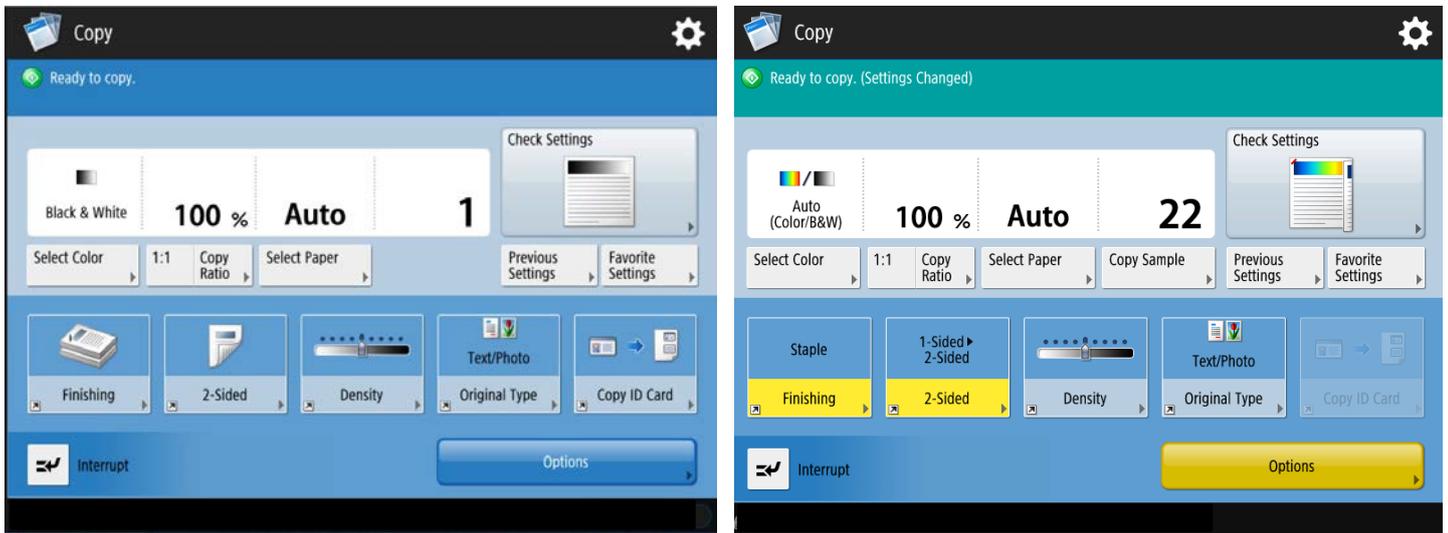
For further support please visit <https://www.canon.co.uk/support/business-product-support/>

1. Basic Features

Select the Copy option from the Home screen. Place your originals in the document feeder or on the platen glass. Specify the desired copy modes on the Copy Basic Features screen.

1.1. Regular Copy Basic Features

The screen below, which appears when [Copy] is selected from the main menu, is called the Regular Copy Basic Features screen. When a button is yellow, then that setting has been activated.



1.2. Cancelling Copy Job(s)

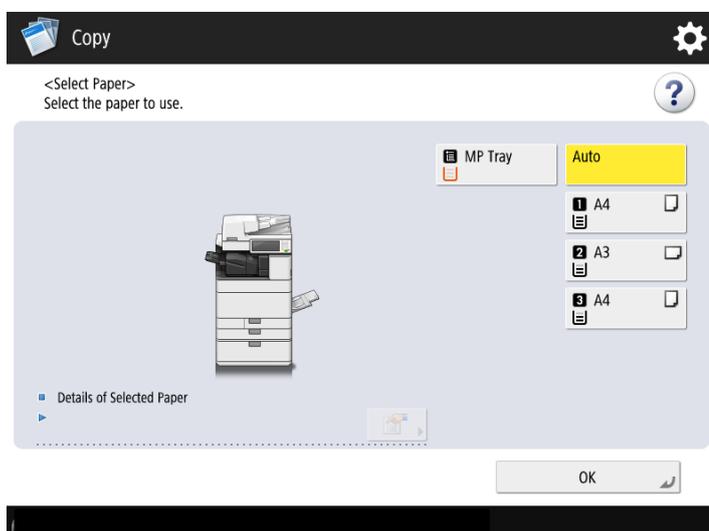
There is more than one way to cancel a copying job:

1. Press **Cancel** on the pop-up screen that appears whilst the machine is scanning, copying or waiting to print.
2. Press the orange stop button on the control panel and wait for your copying job to stop.
3. Press the Status Monitor button and highlight the job you wish to cancel, if more than one jobs appear.

1.3. Paper Selection

The default setting is Auto paper select; the machine will automatically select paper depending on the original size. Paper selection can manually be specified,

1. Press the Paper Select button.
2. Select the paper tray containing the correct size paper. (A4/A3/A4R etc)



1.4. Card/Transparencies

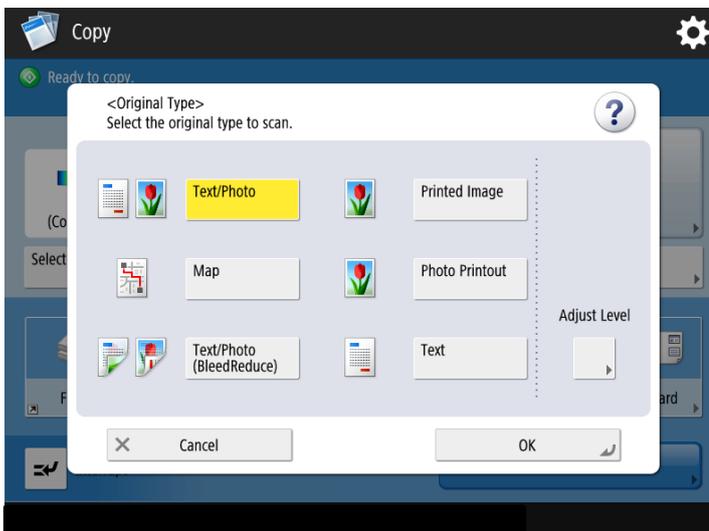
Use the manual feed on the right hand side of the machine, to copy onto card (60gsm to 300gsm) or transparencies (only Canon transparencies to be used). **Transparencies must never be placed in any of the front loading cassettes.**

1. Open the stack bypass tray on the right hand side of the machine.
2. Load card/transparencies in the tray and adjust the slide guides to the size of the paper.
3. The machine will automatically activate the manual feed if you have selected the **Copy** icon first on the Home Menu (if not when you go into the Copy Screen – select Paper and select the manual feed) select paper size and media type.
4. Transparencies with paper backing ensure the sealed edge is inserted as the leading edge. The side to be copied on is placed face up.

1.5. Copy Quality

To improve copy quality, select from one of the six original type modes. The machine will produce copies according to the type of original i.e. photo.

1. Press the Original Type button (default setting is Text/Photo).
2. Select the desired setting (Text, Text/Photo, Printed Image and Photo).



1.6. Sample Set

When making multiple copies, the machine copies only one set to be checked before completing the copying job. Sample set button will only appear when 2 or more copies are requested, and the document is placed in the document feeder.

1. Place originals in document feeder.
2. Enter the desired number of copies on the number pad, enable any settings such as 2 sided, stapling etc.
3. Press the Sample Set button which will appear on the Copy Menu.
4. Select All Pages or Specified Pages
5. Press the Start button. The machine will stop after printing the first set.

If the settings are correct, press the Start Print button, to complete the copy job.

If the settings are incorrect, press the Change Settings button and change copier settings to copy the job with new settings.

1.7. Favorite Settings

Favorite Settings will allow you to store 9 copy settings that you use on a regular basis. To Store:

1. Press Favorite Settings

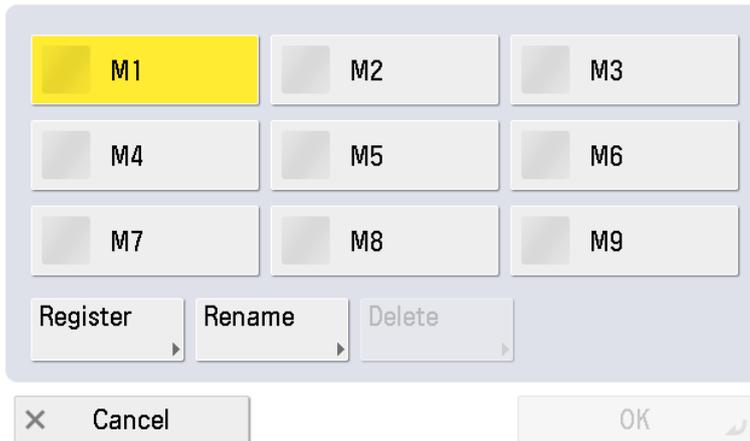
-
2. Select a button from M1 to M9 and press Register
 3. Press the Rename button to add a recognisable name to your button

To Recall

1. Press the Favorite Settings
2. Choose the Appropriate button from M1 to M9
3. Press OK and press Yes to recall the settings.
4. Your document is ready to be copied with the settings

<Favorite Settings>

Select a button to recall, then press [OK].



1.8. Previous Settings

This function enables you to recall the three most recent copy settings, and make copies using those settings.

1. Press Previous Settings
2. Choose either 1 before, 2 before or 3 before and press OK
3. Your copy settings will be recalled.

2. General Copying Features

2.1. Selecting Colour (if available)

Press the Select Colour button on the main copier screen to select the mode for colour copying.



Auto (Colour/Black) - If your documents have mixed black and white and colour pages using Auto will automatically detect the colour pages and produce using the colour toners and the black and white pages will be produced just using the black toner only.

Full Colour - If you have a document with mixed black and white and colour pages all pages will be produced using the colour toners. Not cost effective as the black and white pages will be produced using the colour toners.

Black - All pages will be produced in black and white.

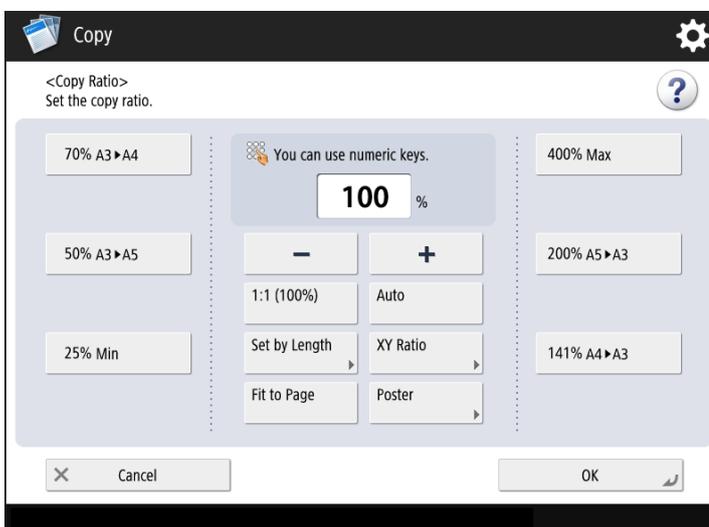
Single Colour - All pages will be produced using one single colour (red, blue, green, yellow, cyan or magenta).

Two Colours - Allows you to select a colour plus black, for example if your document has black and white text and some colour sections, the colour sections will be produced using one colour.

2.2. Reducing/Enlarging

You can select the machine to adjust the copy zoom ratio automatically, or you can specify the copy zoom ratio.

1. Press the **Copy Ratio** button on the main copier screen for Reducing/Enlarging.



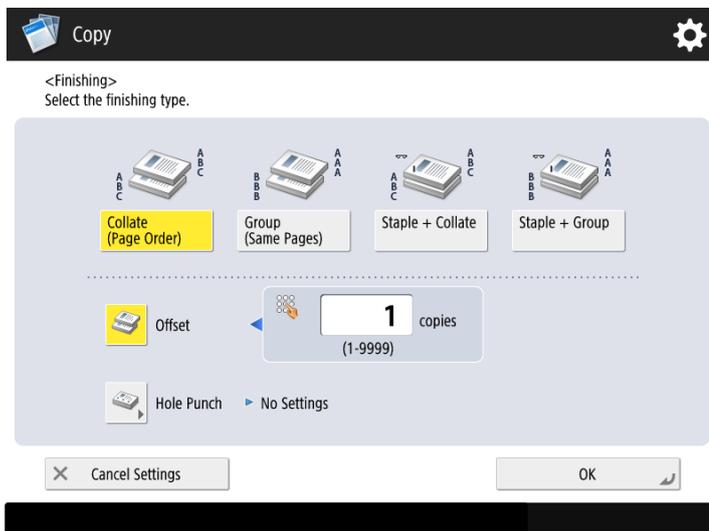
- 70% will reduce A3 to A4 as well as A4 to A5. 141% enlargement will do A4 to A3 as well as A5 to A4.
- You have pre-set enlarging on the right-hand side and pre-set reductions on the left-hand side. If you have an A4 original and you would like to enlarge to A3 please make sure your original is placed in the document feeder in the Landscape direction (A4R) and push the slide guides in to fit. If using the platen glass please place face down, again in the A4R direction.
- Make your selection i.e. A4 to A3
- Press ok and the green start button to make a copy.

2.3. Finishing

When you place your originals in the document feeder these will automatically be collated into sets.

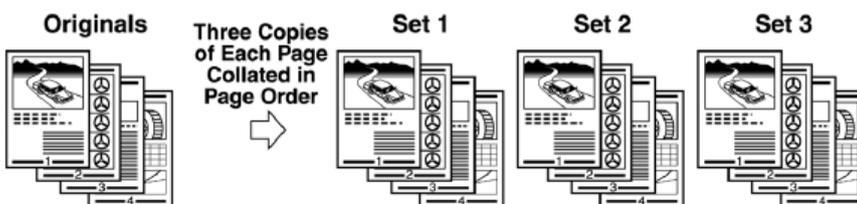
Copy sets are collated in various ways depending on the machine configuration (optional accessories).

- Place originals in document feeder.
- Press the Finisher button.
- Select the desired option - Collate/Group/Staple*/Hole Punch*. (*if installed)



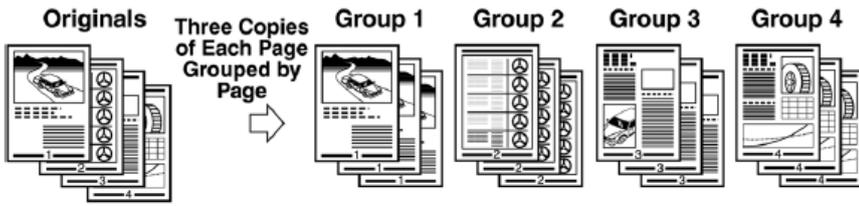
- If the Collate Mode is set:**

The copies are automatically collated into sets and arranged into page order. The output is as follows:



- If the Group Mode is set:**

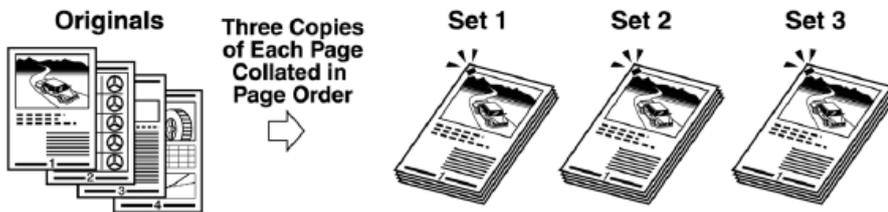
All copies of the same original are grouped together. The output is as follows:



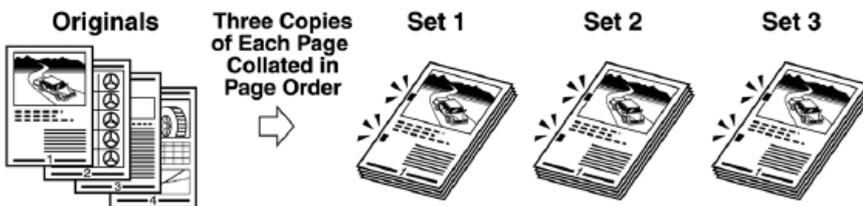
- If the Stapler Mode is set:

The copies are automatically collated into sets arranged into page order and stapled. You can select which corner/side you'd like the staple but as default the output is as follows:

If you select Corner Top Left:



If you select Double Left:



If you select Eco:

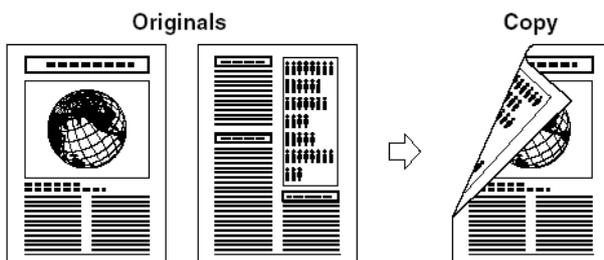
This setting is for copies using 5 sheets or less, the device is able to bind the pages together without the need for a metal staple.

2.4. 2-Sided Copying

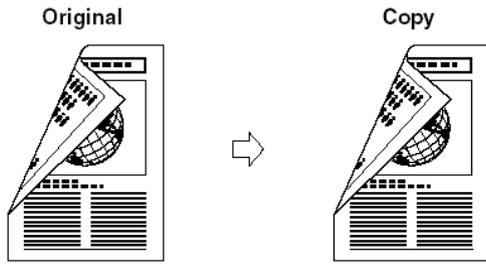
Use this option to make double sided copies.

1. Place originals in document feeder (except book, place on platen glass).
2. Press the Two-Sided button and select your desired option.
3. Select the Original Content Orientation, either Landscape or Portrait

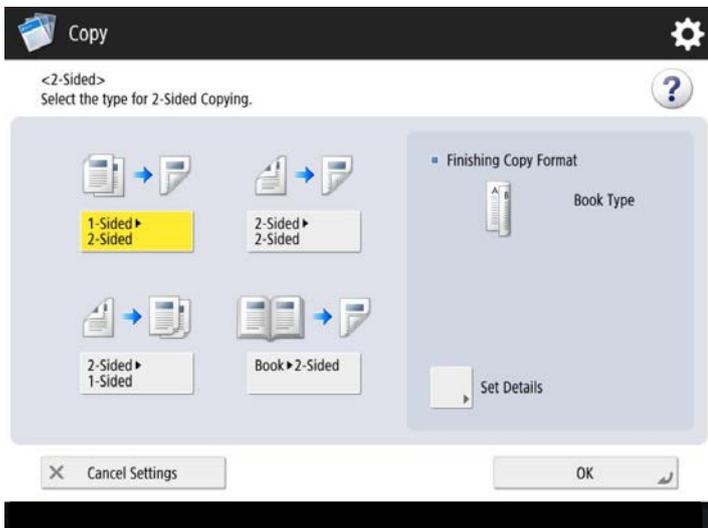
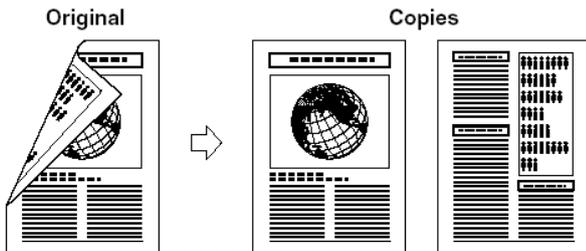
- **Single-sided originals to double-sided copies**



- Double-sided originals to double-sided copies

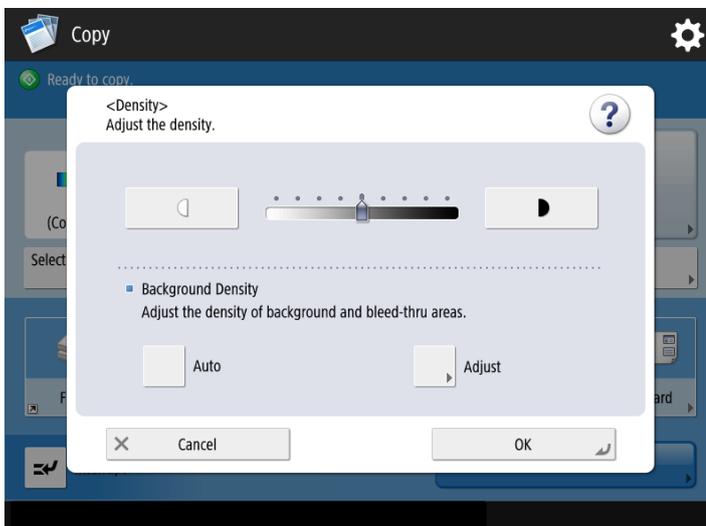


- Double-sided originals to single-sided copies



2.5. Density

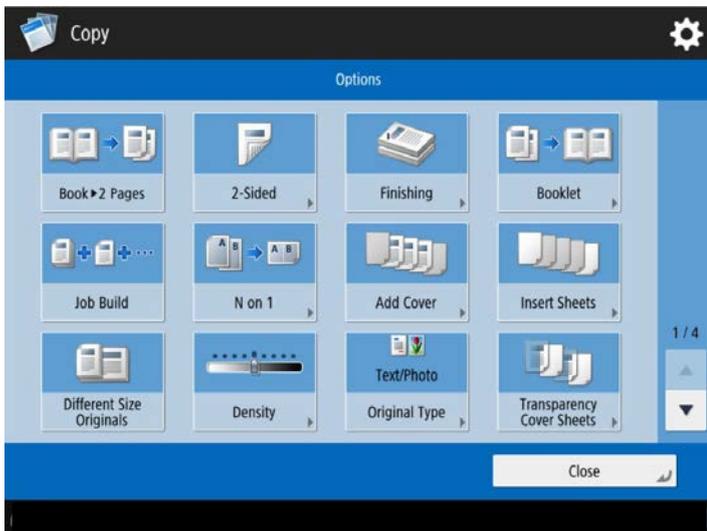
You can manually adjust the exposure to the most appropriate level for the original.



1. Use the left and right arrows to make the exposure lighter or darker.
2. Press the OK key.
3. Press the green start button.

3. Options Screen (1 of 4)

The screen below is called the Options screen. This screen is divided into four sections. Pressing [Δ] or [▽] displays the next or previous screen. All copy modes are displayed here. In some cases, when a mode is selected, a more detailed screen for the selected mode appears. Press Close the Options screen to return to the Copy Basic Features screen.



3.1. Book to 2 Pages

This mode enables you to copy facing pages of an opened book onto separate copy sheets.

3.2. 2 Sided

Please refer to section 2.4.

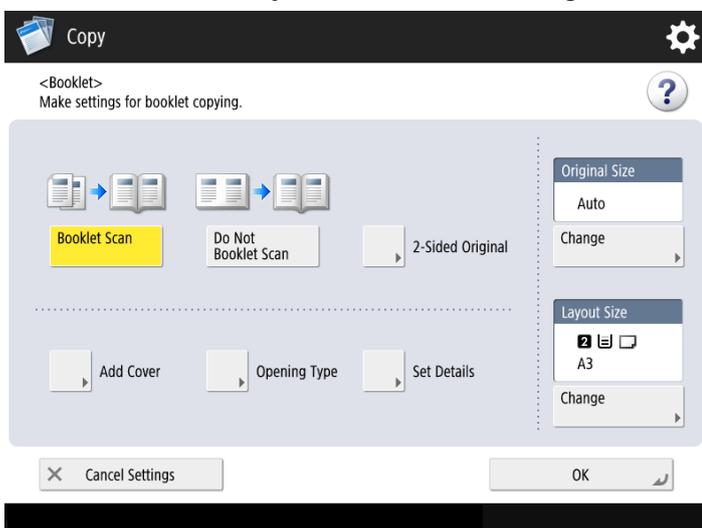
3.3. Finishing

Please refer to section 2.3.

3.4. Booklet

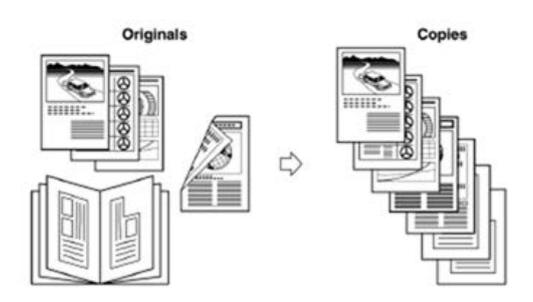
Use this setting to repaginate your originals so that copies are made into a booklet. If you have a booklet finisher, then the screen will also include options for folding and stapling your booklets.

1. Select Booklet Scan if your originals are single pages or select Do Not Booklet Scan if your originals are already in a booklet format (remove the staples and place in the feeder, covers uppermost).
2. Press the 2-sided original key if your originals are 2 sided to begin with.
3. Select Add Cover if needed. If available, select Fold & Saddle Stitch to fold and staple your booklet.
4. Select the Layout Size: A4R for making an A5 booklet, or A3 for making and A4 size booklet.



3.5. Job Build

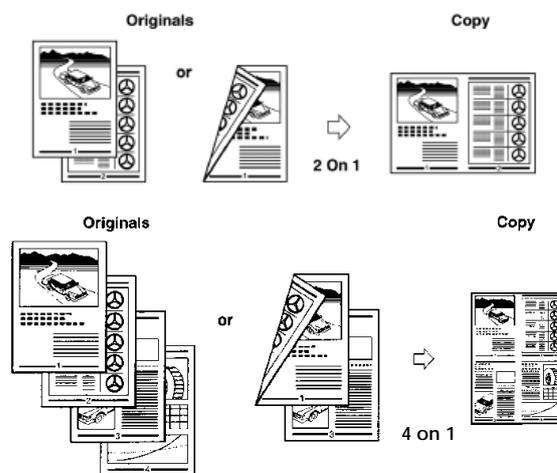
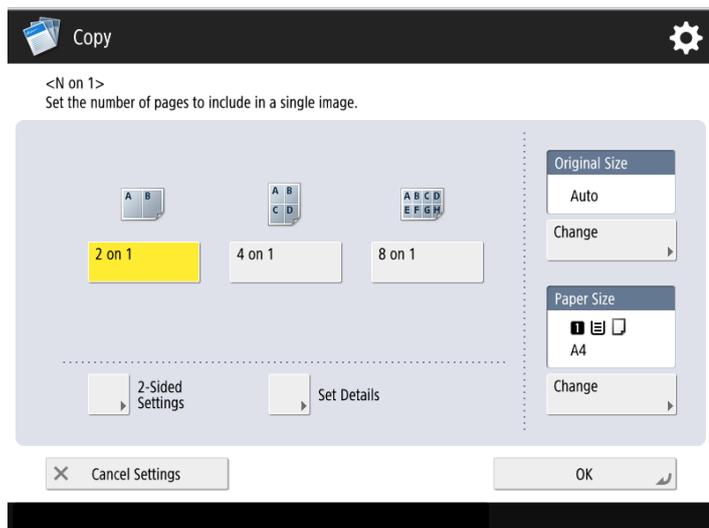
Press to select or cancel the Job Build mode. This mode enables you to divide the originals into several parts, scan them and then print them all together as one document. This is convenient when you cannot place all the originals that you want to copy at one time (i.e. platen glass and feeder).



1. Place the first batch of your originals in the document feeder or on platen glass. Set any options needed on the Basic Features screen.
2. Press Options then select the Job Build button.
3. Press the green button to start copying.
4. Place your next lot of originals in the feeder or on the platen glass. Press the green button to start copying.
5. Repeat step 4 until all scanning is complete, then press the Start Copying button on the touch screen.

3.6. N on 1

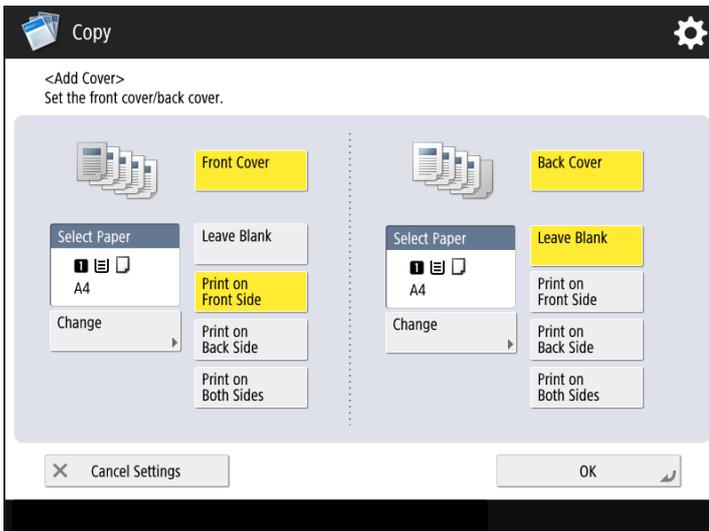
Press to automatically reduce originals to fit two, four or eight onto a one-sided or two-sided copy sheet – great for saving paper! Select if you want the output on A4 or A3. Press the green button to start copying.



3.7. Add Cover

This mode enables you to set the machine to automatically add Front and Back Covers, using a different type of paper from that used for the main document. In addition, you can decide whether the Front and Back Covers are copied on as well.





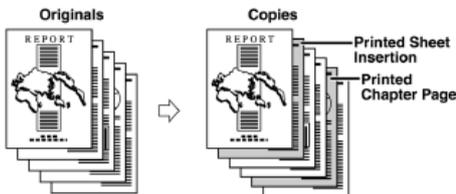
1. Specify the settings for your Front and Back Covers
2. Select Paper and specify which trays the covers are coming from and load the drawer(s) or multi-purpose tray with Cover Paper/Card
3. Press the green start button.

3.8. Insert Sheets

This mode enables you to set the machine to automatically add insert insertions, chapter pages or tab papers using a different type of paper from that used for the main document

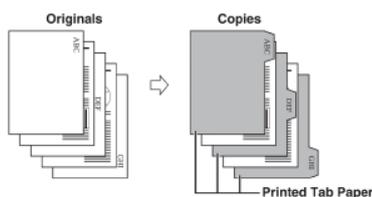
- **Sheets/Chapter Papers**

This allows you to insert a sheet of paper between copies. You may also copy on the sheet insertions.

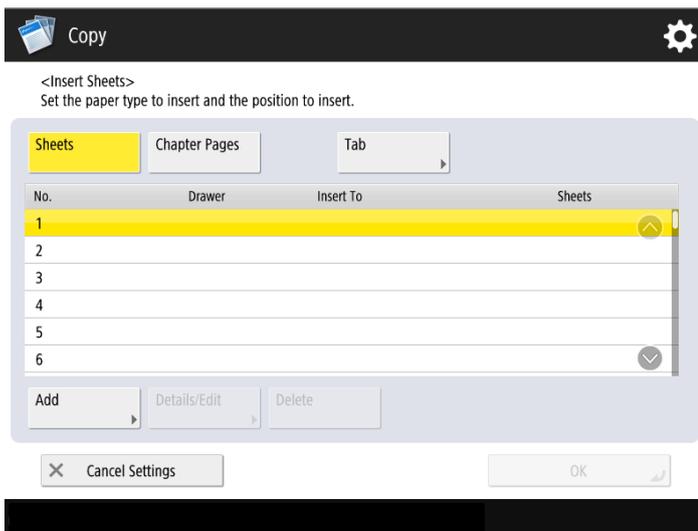


- **Tabs**

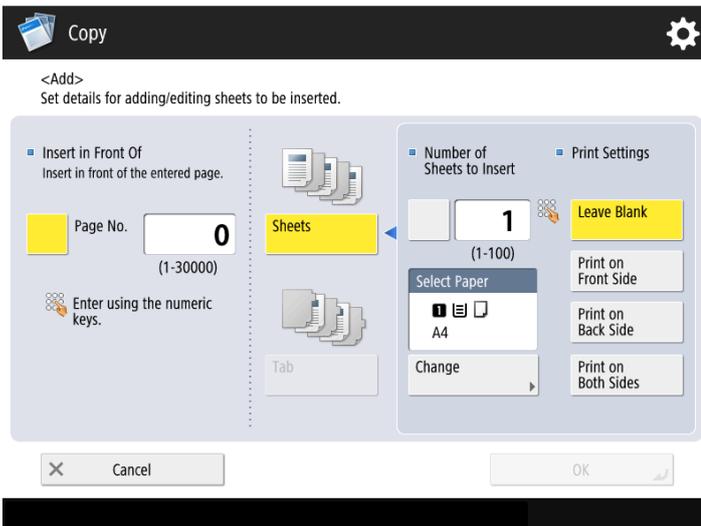
This setting inserts sheets of tab paper into the prints.



Specify your choice: Sheets/Chapter Pages/Tab. Then click Add.



Specify where the sheet insertion/chapter pages should be added using numeric key pad



If you are inserting Sheets, you can change the paper source and side(s) to be printed on. If you are inserting Chapter Pages, you can change the paper source. Repeat as necessary to add more. Press OK when done.

3.9. Different Size Originals

This mode enables you to copy different size originals with the same width such as A3 and A4, together as one group by setting them in the feeder. When copied, their original sizes will be preserved.

3.10. Density

Please refer to section 2.5.

3.11. Original Type

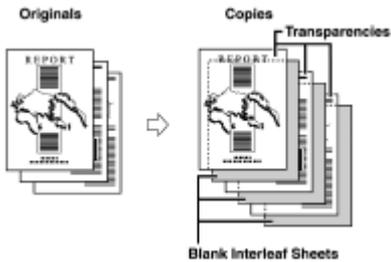
Please refer to section 1.5.

3.12. Transparency Cover Sheets

When copying onto transparencies loaded into the multi-purpose tray, this mode enables you to automatically add an interleaving sheet of paper between each sheet of transparency that is output. The interleaf sheets protect the copied surface of the transparencies. You can also set to copy the content of the transparencies onto interleaf sheets.

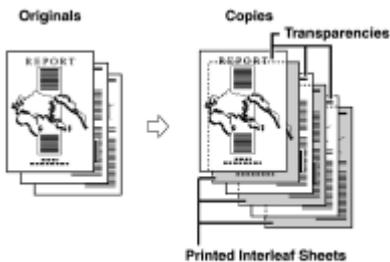
- **If you do not want to print onto the Interleaf Sheet**

Select Leave **Blank** which will interleaf a blank sheet between the transparencies.



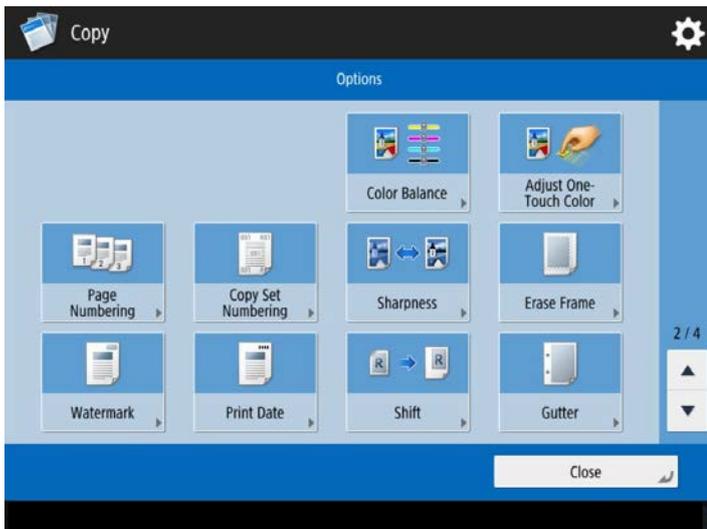
- **If you want to print on the Interleaf Sheet**

Select Print and this will output a printed transparency and a printed interleaf sheet alternatively.



4. Options Screen (2 of 4)

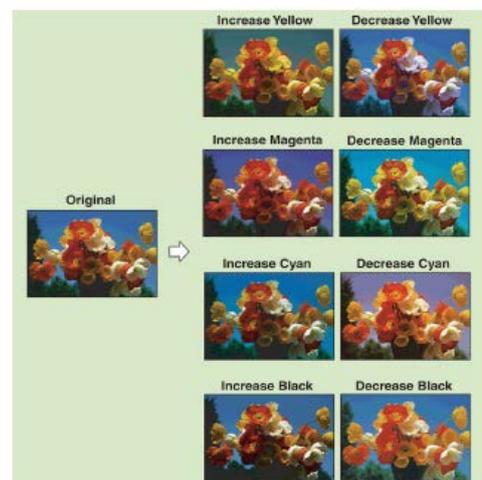
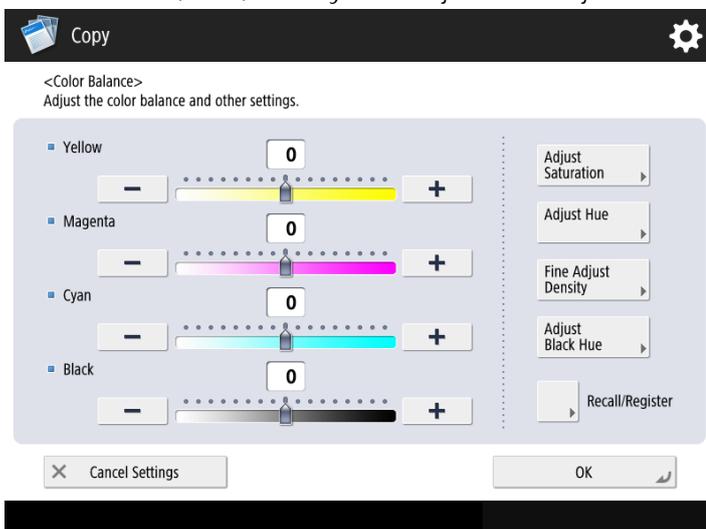
The screen below appears if you press [∇] on the Options screen.



4.1. Colour Balance

You can make fine adjustments to the colour by varying the relative strength and density of yellow, magenta, cyan and black. The colour adjustments made can be stored and recalled for later use.

Make your changes (see below) press OK and green start button to copying. Adjustments can also be made to the Saturation, Hue, Density Fine Adjust and Adjust Black Hue.



4.2. Adjust One Touch Color

You can make copies/prints by selecting the look of the image with just one touch of a key. The following options are available.

- **Vivid Colours**

This setting enables you to make copies with more vivid colour tones and increased colour saturation

- **Tranquil Colours**

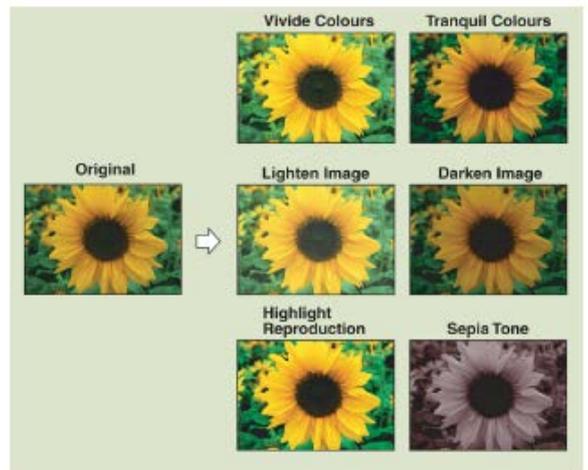
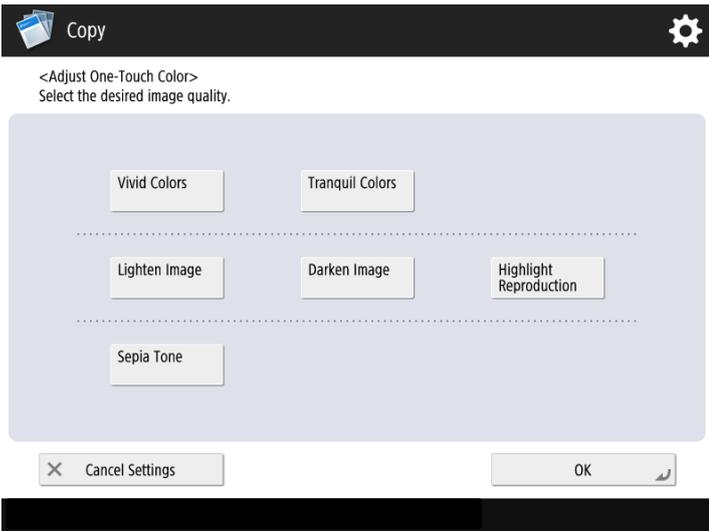
This setting enables you to make copies with subdued colour tones and decreased colour saturation

- **Lighten Image**

This setting enables you to make copies or print with lighter colour tones by decreasing the density, whilst maintaining a good balance throughout

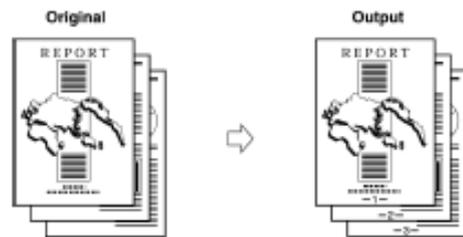
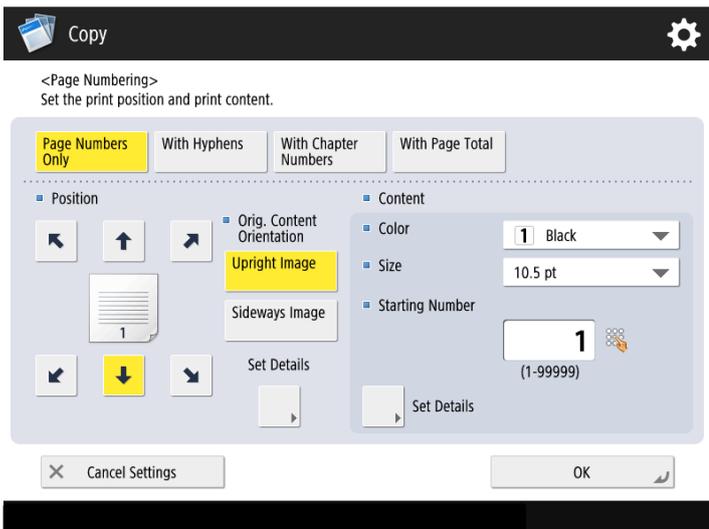
- **Darken Image**

This setting enables you to make copies or print with heavier colour tones by increasing the density, whilst maintaining a good balance throughout



4.3. Page Numbering

This mode enables you to print page numbers and/or chapter numbering onto the output.

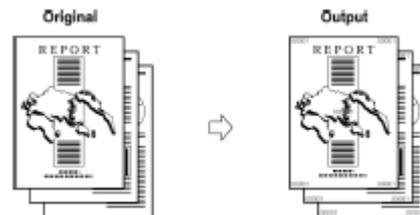
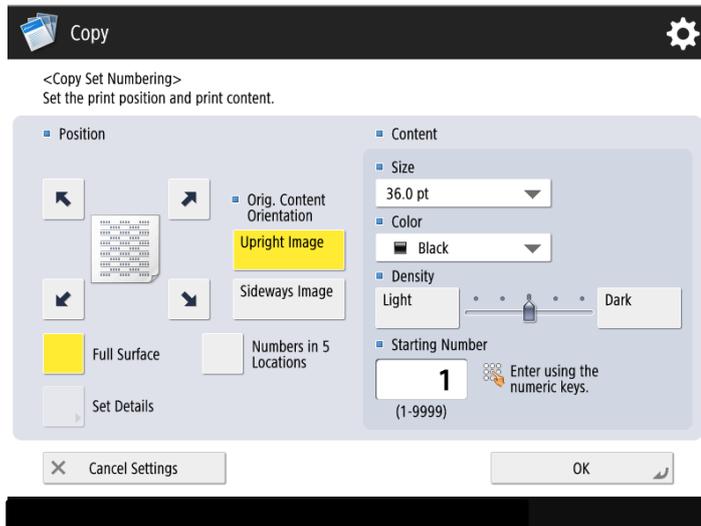


Select the Type of Numbering (numbers only/numbers with hyphens/numbered chapters/total page numbering). You can also set the orientation, colour size and the starting number.

4.4. Copy Set Numbering

This mode enables you to print set numbering onto the output.

Select the orientation and the position of the set numbering. Specify the print settings i.e. Size/Colour/Density and starting number.



4.5. Sharpness

This mode enables you to make copies of the originals with a sharper or softer contrast.

- **Low**

If you make copies, or scan an original containing any halftones, such as a printed photograph, using the Photo Printout Mode, the effect (a shimmering wavy pattern) may occur. However, you can lessen this effect by using low as the setting to produce a clearer copy (image).



- **High**

This setting enhances the edges of the original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited to scanning and copying blueprints and faint pencil drawn images.

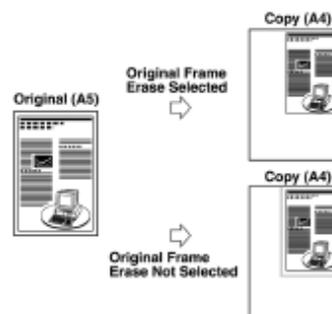
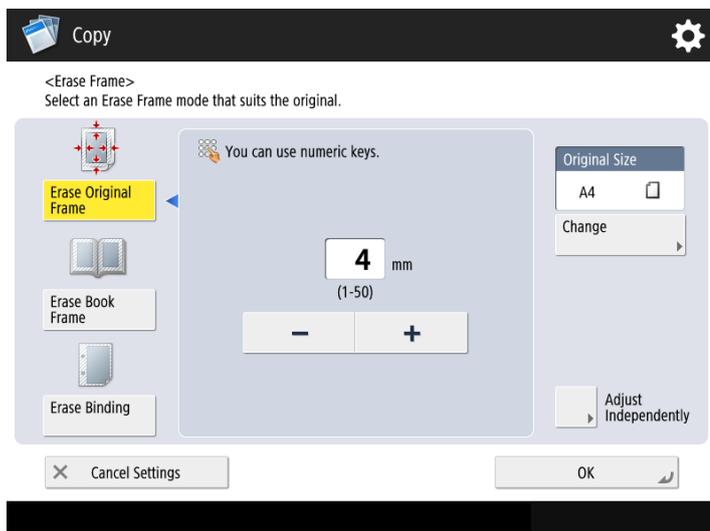


4.6. Erase Frame

This mode enables you to erase shadows and lines that appear when copying various types of originals. There are three types of Erase Frame:

- **Erase Original Frame**

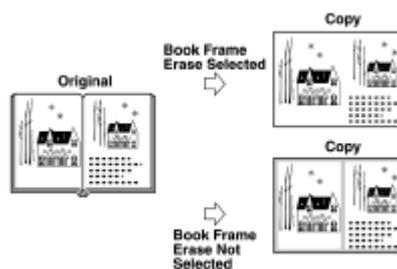
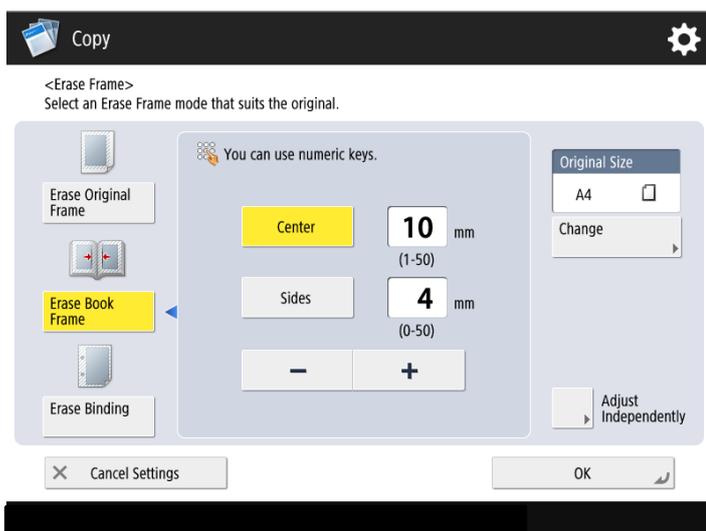
This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. This is also useful if you have fax header markings on your original and you do not want these to appear on the output copy



Press the – and + buttons to set the erase width or you can adjust each side independently by pressing the **Adjust Independently** button.

- **Erase Book Frame**

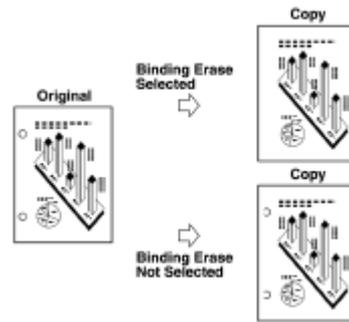
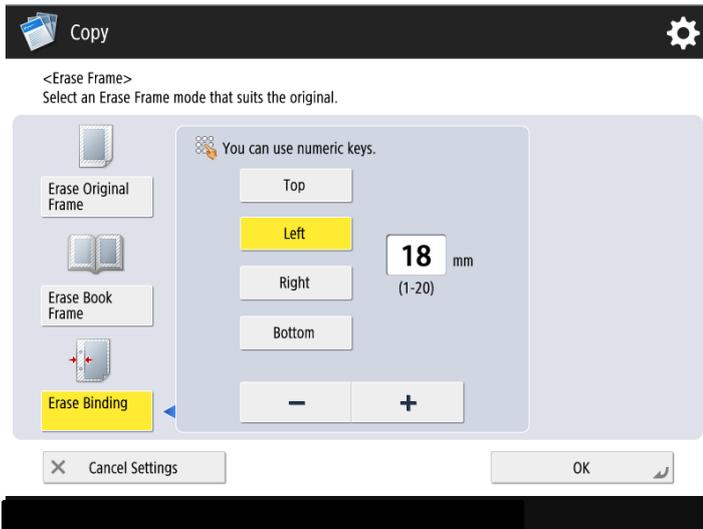
This mode erases the dark border, as well as the centre and contour lines that appear if you are copying facing pages in a book or bound originals onto a single sheet of paper.



1. Select Centre and press the – and + buttons to set the centre erase width. Do the same for the Sides.
2. You can adjust each side independently by pressing the **Adjust Independently** button.

- **Binding Erase**

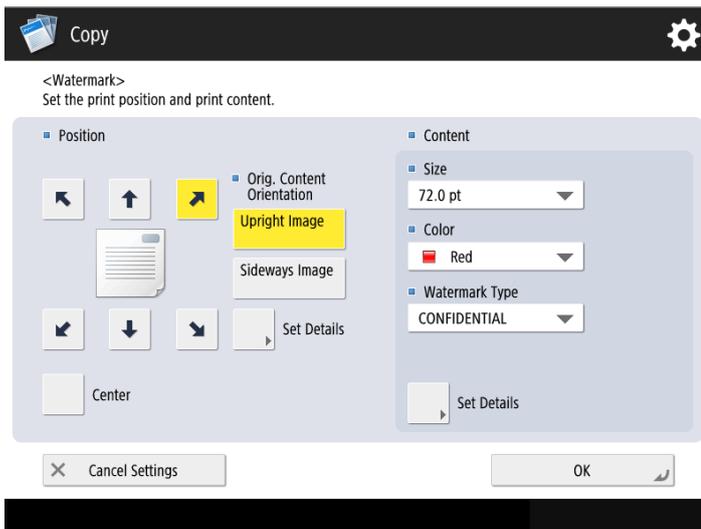
This mode erases the shadows that appear on copies from binding holes on originals.



Select the border where the binding holes are located and press the – and + to set the erase width.

4.7. Watermark

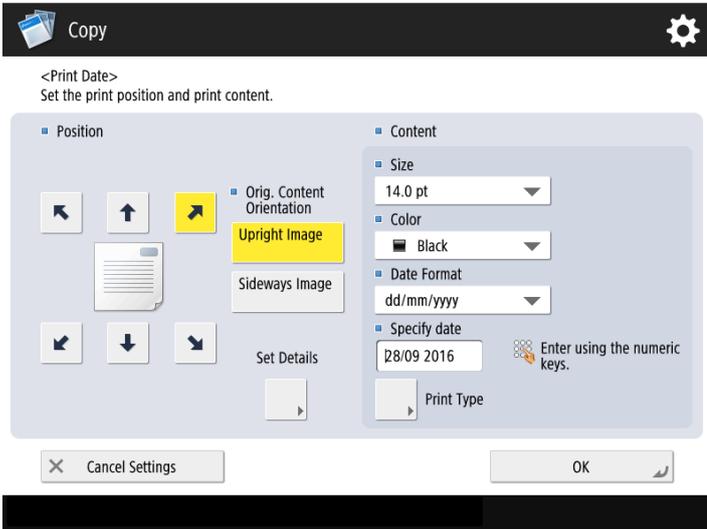
This mode enables you to print a watermark or user defined text onto the output. Select the Orientation, Size, Colour and Watermark type



4.8. Print Date

This mode enables you to print a watermark, date and user defined text onto the output.

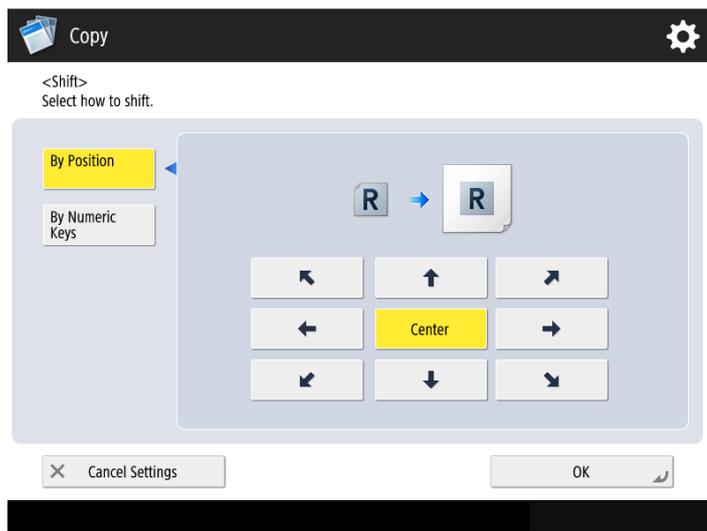




Set the Orientation, Size, Colour, Format and Specify date if you wish a date in the past or future (use the number pad).

4.9. Shift

You can make copies with the entire original image shifted to the centre or the corner. This is useful if you have for example an A5 original and only A4 output paper, you can shift the A5 image into the centre of the A4 output paper.



Press **By Position**, this will allow you to select an area where you want to shift the image using the arrows.

By Numeric Keys allows you to measure where you want to shift the image (you will require a ruler for this option).

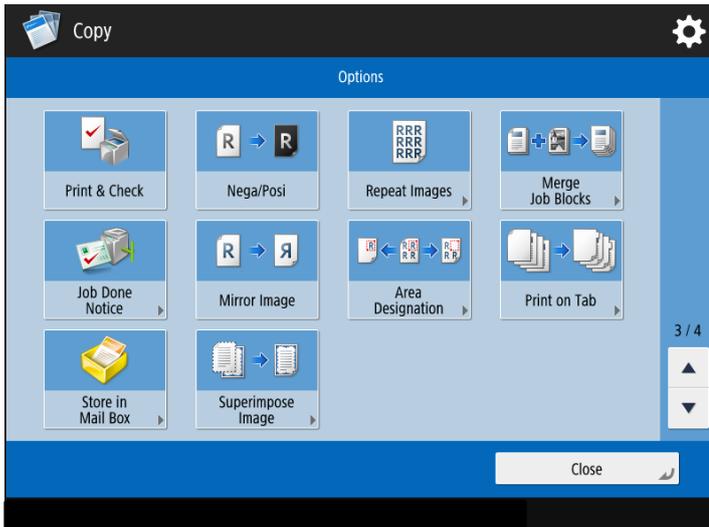
4.10. Gutter

This mode enables you to make copies or prints with the entire original image shifted by a designated width to the left, right, top or bottom in order to create a gutter on the copies.

Select the desired Gutter Type, then choose which side you want to move and by how much.

5. -Options Screen (3 of 4)

The screen below appears if you press [∇] twice on the Options screen.



5.1. Print & Check

This enables you to confirm scanned images page by page when you scan originals in succession on the platen glass. This is useful to prevent miscopying resulting from miss scanning. (This cannot be used with originals placed in the feeder).

1. Select Print & Check. Place the first original on the glass and hit the green start button.
2. Check the content of the output.
3. To copy the next original, place your original, then press the green start button again.
4. To rescan an original immediately after scanning, reset the original → select [Re-Scan] → press
5. If you want to change the scan settings, press [Change Settings]. If you want to change the settings, change them before pressing the green button.
6. Scan the originals until they are all scanned. Press [Start Copying] to start copying.

5.2. Negative/Positive

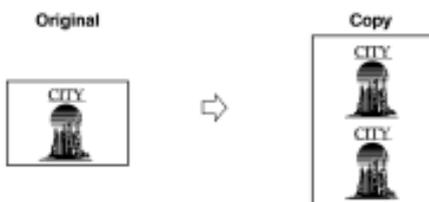
This mode enables you to make copies of the original image by inverting the gradations on black and white images or if colour is enabled then the colour toners also invert.

5.3. Repeat Images

This mode enables you to repeatedly copy the entire original image in either the vertical or horizontal direction

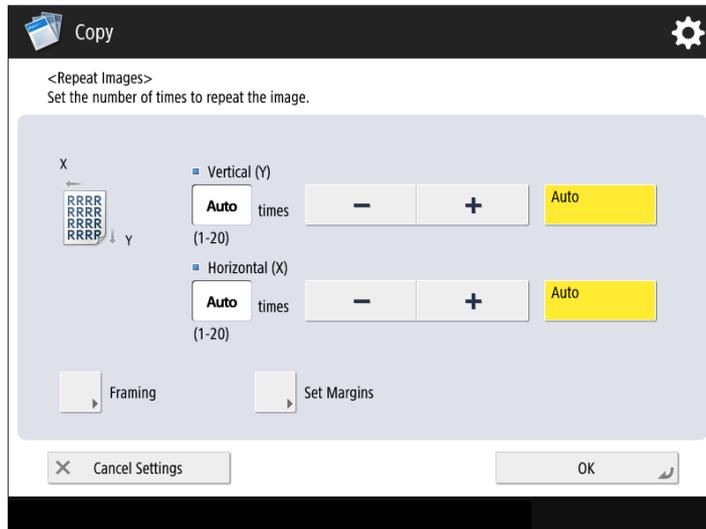
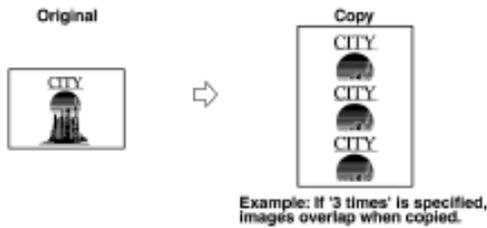
- **Automatic Setting**

The original image is copied so that the maximum number of possible repeats fit onto the selected paper



- **Manual Setting**

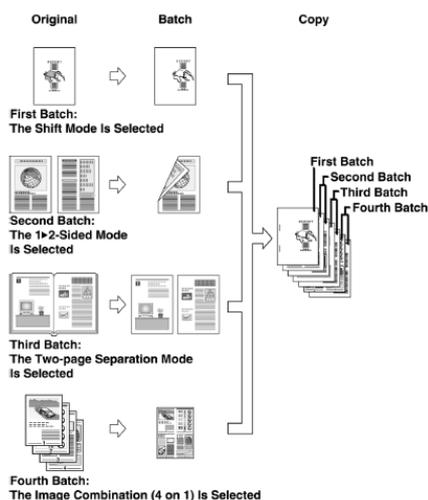
The original image is copied the specified number of times



1. Leave on Auto to do Image Repeat automatically.
2. If you wish to set the number of repeats manually use the – and + on Vertical and Horizontal.
3. Press the OK key and go back to the main copy screen, you may also need to Select Paper to guarantee the output is specifically on A4 or A3.
4. Press the OK key and press the green start key.

5.4. Merge Job Blocks

The Merge Job Blocks mode enables you to scan multiple batches of originals with different copy settings and print them as one document. You can set copy settings (for example the Job Separator and Page Numbering modes) for the combined document.



NB: Please refer to a separate guide for setting up and using this option.

5.5. Job Done Notice

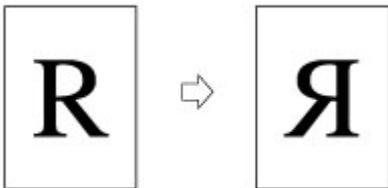
This mode enables you to set the device to notify you through email when the current copy job is done. This is useful when you are waiting for a large copying job to finish.

Your device must be set up with scan to email and you need to store your email address in the Address Book which is done under the Scan and Send screen

Press the Job Done Notice button, select your email address. Press OK. You will then get an email when the copy job has finished.

5.6. Mirror Image

This mode enables you to copy the original image reversed, as if it were a reflection in the mirror



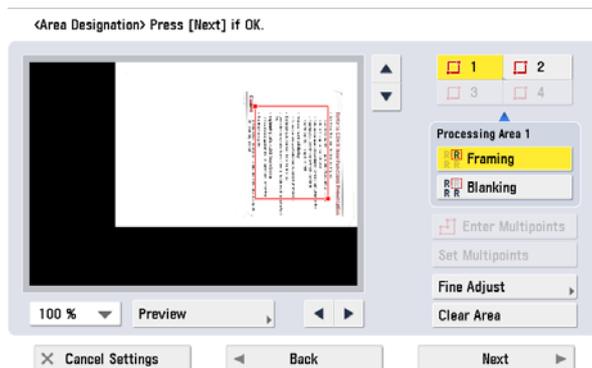
5.7. Area Designation

You can use the touch screen to designate two different types of areas, a rectangular (two points) and a polygonal area (four points)

- Use two points to Designate the Area (you can designate up to 4 areas)

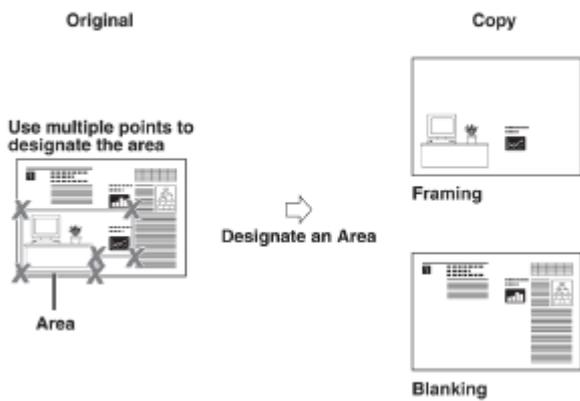


1. Press Pen Entry, then Start Scanning.
2. You may need to zoom in by changing the zoom in the bottom left corner. Plot two diagonal points with your finger by touching the screen.

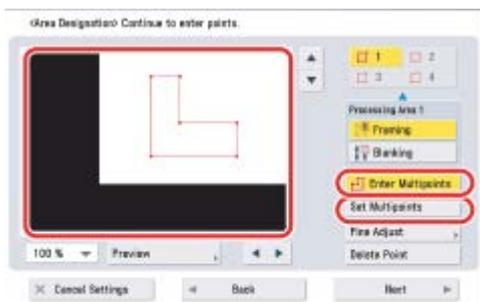


3. Press Fine Adjust button to further fine adjust an area and press the OK button.
4. Press Framing or Blanking button (framing keeps the area, blanking will delete the area – as per the example above).
5. Press Next.
6. Select Centre Shift or Do Not Shift.
7. Press OK and press the green start key.
8. If you need to enlarge your framed area, go to Copy Ratio and select Auto. Press OK and press the green start key.

- To Designate an area using multiple points



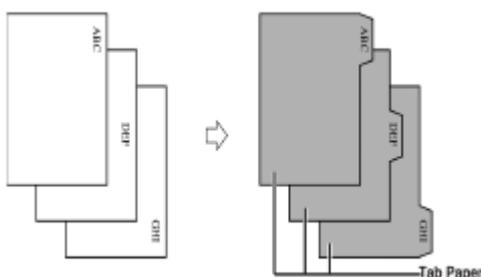
1. Press Pen Entry, then Start Scanning.
2. You may need to zoom in by changing the zoom in the bottom left corner
3. Select Enter Multipoints.
4. Specify the area by touching the screen and after designating the last point press **Set Multiply Points**.



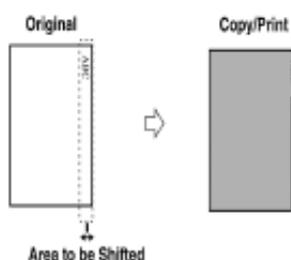
5. Press Framing or Blanking button (framing keeps the area, blanking will delete the area – as per the example above).
6. Press Next.
7. Select Centre Shift or Do Not Shift.
8. Press OK and press the green start key.
9. If you need to enlarge your framed area, go to Copy Ratio and select Auto. Press OK and press the green start key.

5.8. Print on Tab

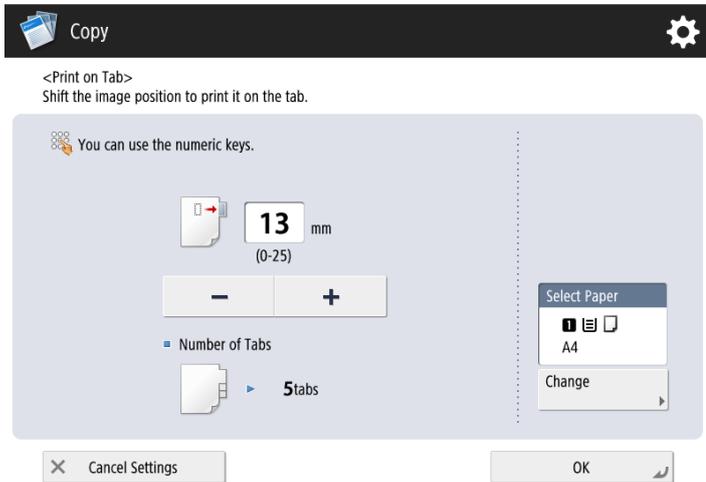
You can copy onto the tabs using the Print on Tab mode.



You must set how much the image on the originals must be shifted so that the image is copied onto the tabs.

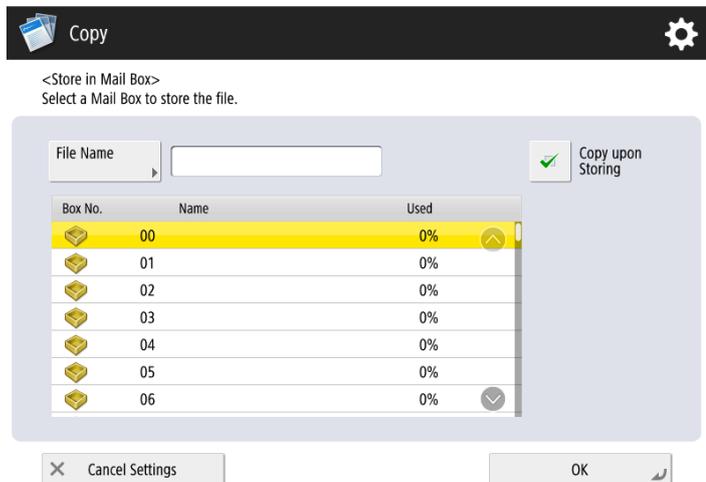


1. Load your tab paper into the multi-purpose tray or into a front drawer with the tab feeding attachment. Change the paper source (bottom right corner) to match the tray with the tabs loaded in.
2. Press the Print on Tab Button.
3. Set the copy shift width using the – and + buttons.
4. Press OK and press the green start button.



5.9. Store in Mailbox

This mode enables you to store originals scanned from the Copy Screen as a file in a Mailbox. The copy mode settings specified on the Copy Screen is stored with the file. You can also make copies of the scanned originals whilst storing them as a file in the Mailbox.



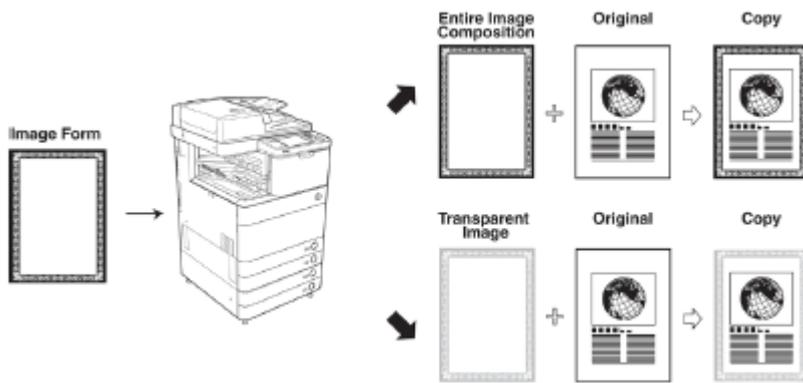
Press the Mailbox Number. If you want to name the document press File Name and enter a name for the stored document. Press the OK button.

NB. You may need to check with your system administrator how long the Mailbox has been set to store the documents for (eg 3 days).

5.10. Superimpose Image

This mode enables you to superimpose a previously scanned image, which has been stored in the memory of the machine (image form), on the output copy.

The storing of the image is done via the Settings/Registration Menu (star/head key).



- **To store the super imposed image in the memory of the device.**

1. Press the  button.
2. Press Function Settings.
3. Press Common.
4. Press Print Settings.
5. Press downward arrow to page 2/2.
6. Press Register Form.
7. Press Register.
8. Choose the size of your document.
9. Press Next.
10. Choose your settings and click on Form Name.
11. Give your stored image a name and press the OK button.
12. Place your document on the platen glass and press the green start key.
13. Press OK.
14. Press Close and your document has been stored.

- **To use the stored image**

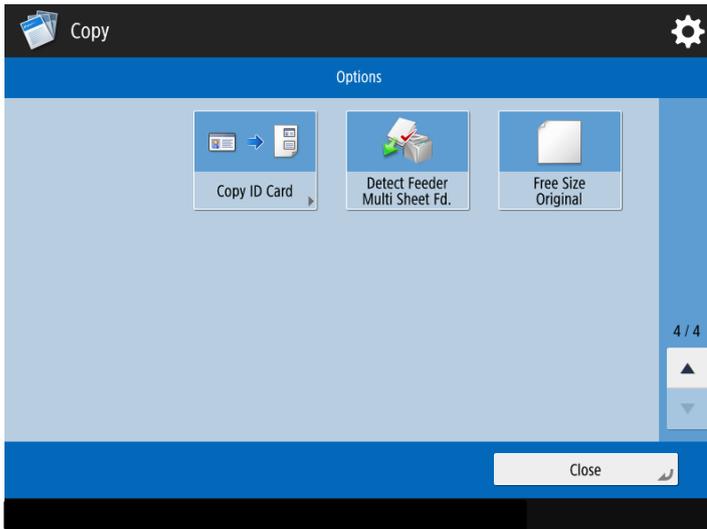
1. Place original(s) in the document feeder or on the platen glass.
2. Press the Superimpose Button.
3. Press Set for the side of the paper you want to superimpose.



4. Set the image form to be superimposed over the original, press Next.
5. Select the composition type.
6. Select colour mode for the image.
7. Press OK and press the green start key.

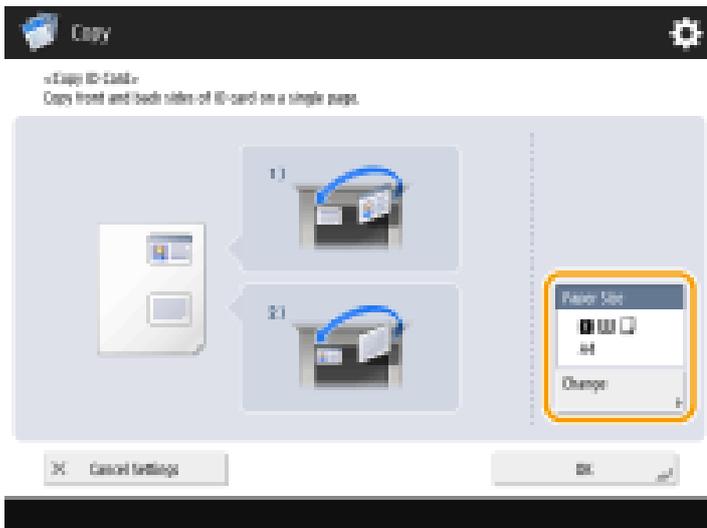
6. Options Screen (4 of 4)

The screen below appears if you press [∇] three times on the Options screen.



6.1. Copy ID Card

This function enables you to copy both the front and back of an ID card onto a single sheet of paper. This function is useful when copying ID cards (identification cards) such as driver's licenses, because the orientation and print position of the images of both sides of the ID card are aligned automatically according to the paper size.



1. Place the ID card in the top left corner of the platen glass (by the orange arrow).
2. Press Copy ID Card. If needed, press Change to select the paper to use.
3. Press OK then Close.
4. Press the green start key to scan the front side.
5. Once scanning is completed, a screen will appear notifying you that preparations to scan the back side are complete.
6. Turn the ID card over so that its back side is facing down and press the green start button to scan the back side.
7. After the back side is scanned, printing starts automatically.

6.2. Detect Feeder Multi sheet Feed

If turned on, When multiple sheets are fed at once, scanning is stopped and the message is displayed on the screen. Follow the message and start operation.

6.3. Free Size Originals

When selected, you can scan free size originals (ie not a standard paper size) automatically and fit to the paper selected for copying. Copying 2-sided originals is also available with this function.

7. Auto Gradation Adjustment

Colour devices only

If the printing result is significantly different from the original document when you copy an image, you can perform auto adjustment to correct the gradation. There are two types of adjustments: Full Adjustment and Quick Adjustment. The device performs quick adjustments on a regular basis, so this talks you through the steps for the Full Adjustment. (Adjustments may not be performed effectively if there is not sufficient toner.)

In the Settings/Registration button (star/head key)

1. Press Adjustment/Maintenance, then Adjust Image Quality, then Auto Adjust Gradation.
2. Select the paper to adjust, and press Full Adjust. (If you selected Simple in Adjustment Level, it is not necessary to select the paper. Adjustment is applied to all paper types)).
3. Select the paper source in which the paper you selected in step 2 is loaded, and press OK.
4. Press Start Printing.
5. A test page is printed. Use this test page, which has colourful stripes for adjustment.
6. Place the test page with the print side facing down, making sure that the black stripe is facing the left edge of the machine. However, if you place additional pages, make sure that the black stripe is facing the upper edge of the machine.
7. Close the feeder and press Start Scanning.
8. The machine starts scanning the test page.
9. Open the feeder, and remove the test page.
10. Repeat steps 4 to 9.
11. To complete the adjustment, print the test page four times, and scan it each time it is printed.