

Canon imageRUNNER ADVANCE

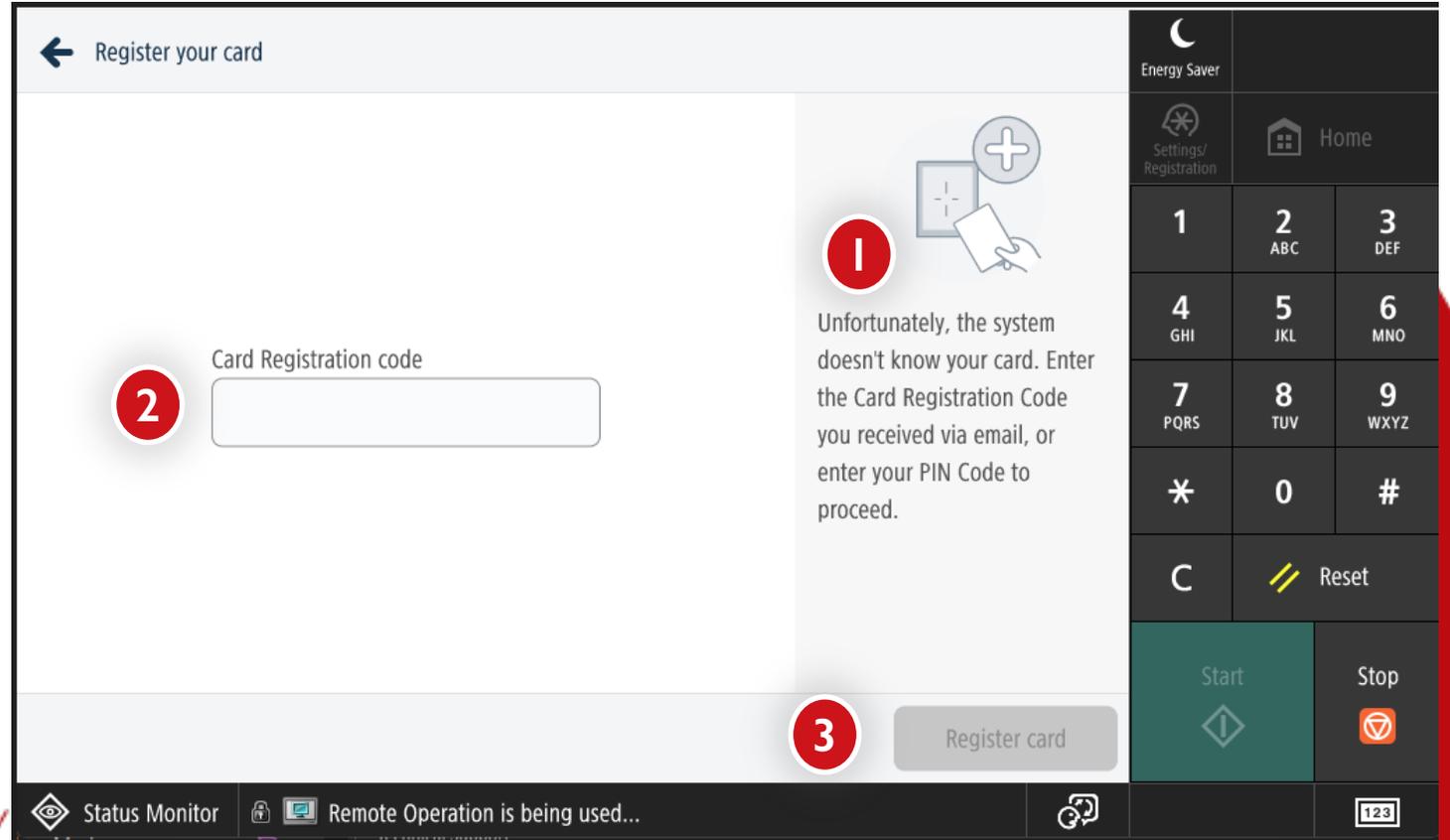
User Guide

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Login Screen- for the first time

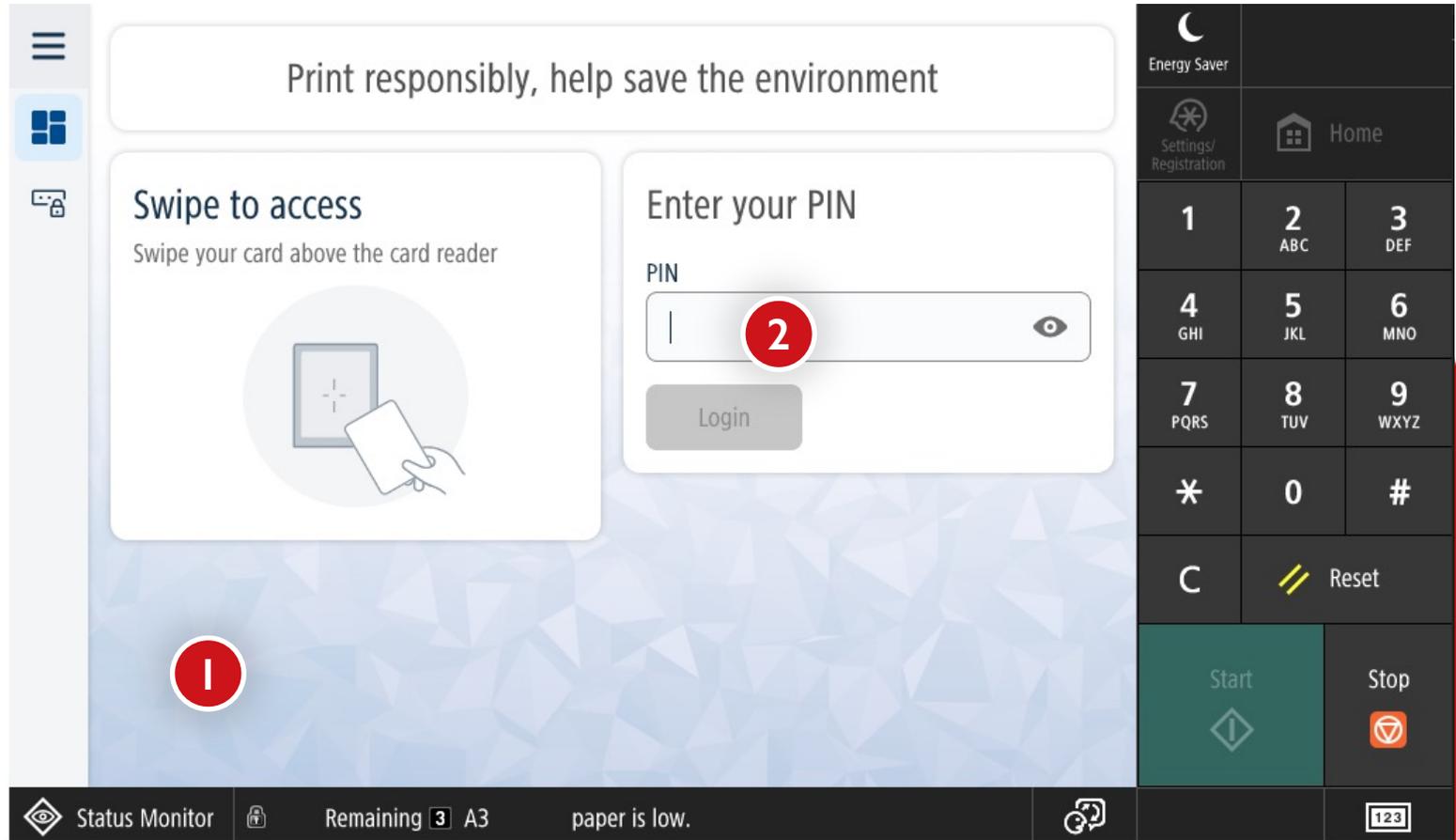
- 1 Place your card onto the car reader. The first time you will receive the message as shown
- 2 Enter the pin number you have been sent by email.
- 3 Select Register Card



Login Screen

1 Once you have registered your Pin the next time you go to the device you will see this screen .

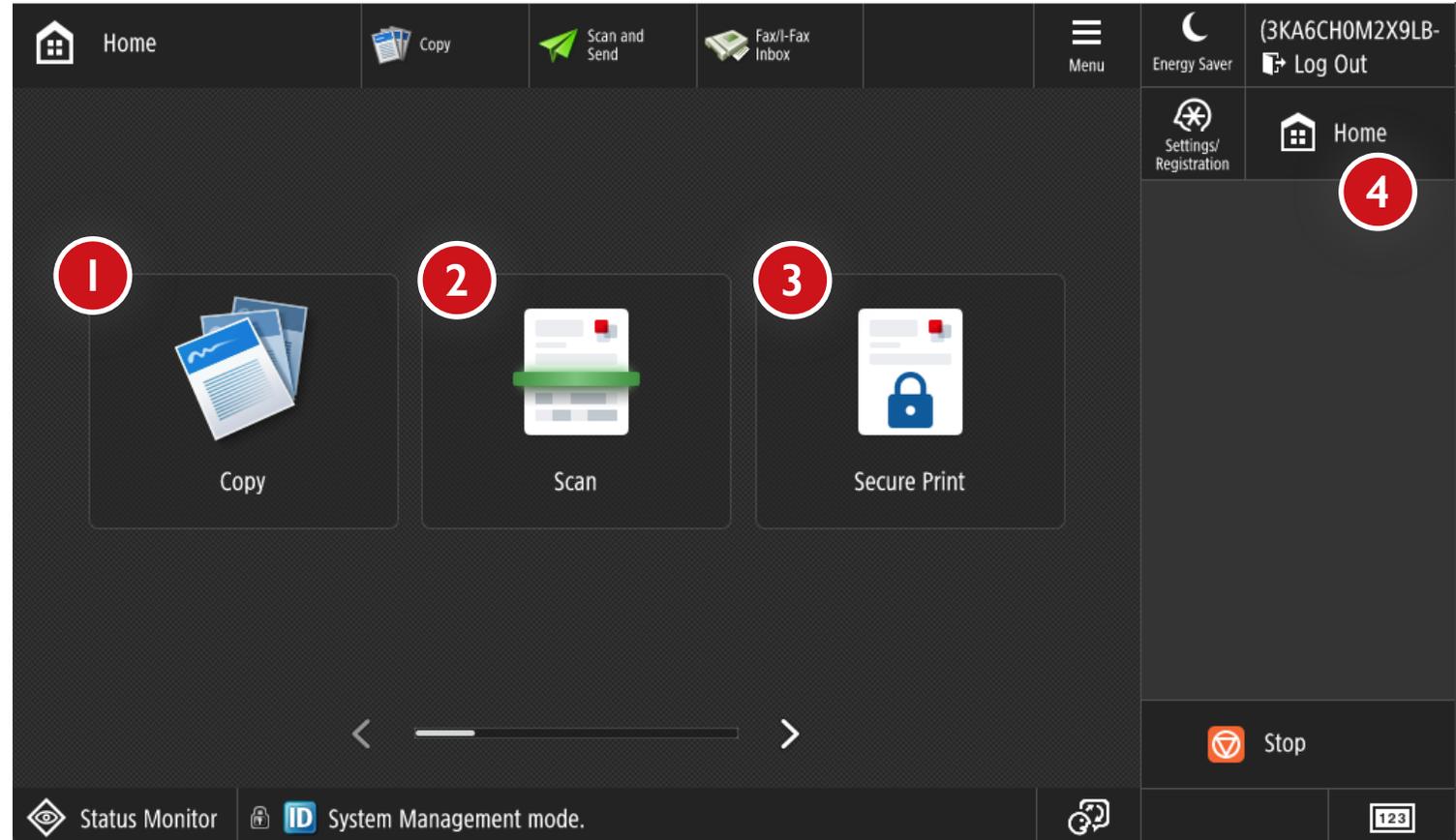
2 Enter your Pin number and select Login.



Home Screen

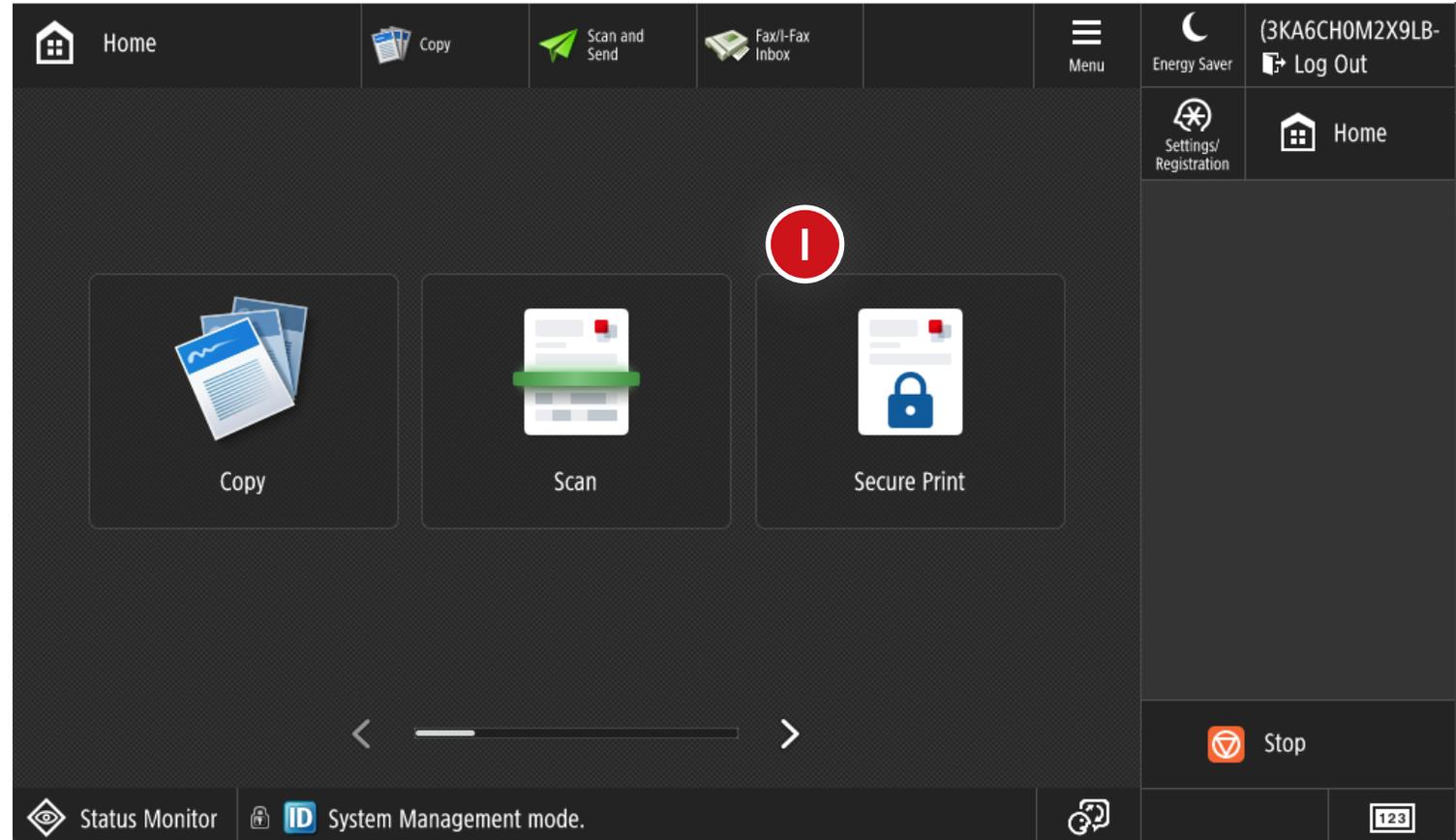
Once you've logged in, you will be presented with the home screen.

- 1 Select Copy to take you to the copy screen .
- 2 Select Scan to take you to the scan functionality .
- 3 Select Secure Print to access your documents that you have sent to print .
- 4 Home screen will always take you back to this screen .



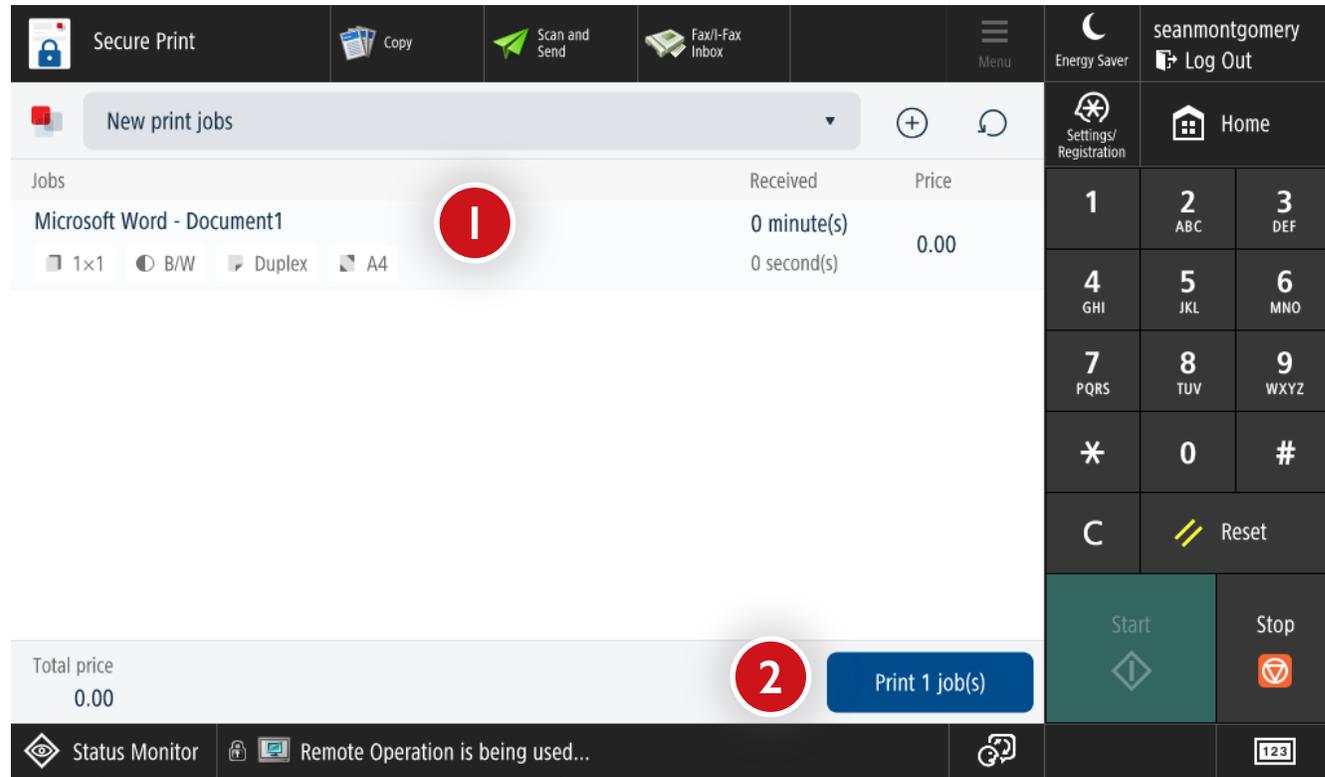
How to Print

 Select the "Secure Print" button.



How to Print

- 1 Select the print job, which will then be highlighted.
- 2 Select the print job, which will then be highlighted.



The screenshot shows a printer control panel interface. At the top, there are icons for 'Secure Print', 'Copy', 'Scan and Send', and 'Fax/I-Fax Inbox'. The user 'seanmontgomery' is logged in, with a 'Log Out' option. Below the top bar, there's a 'New print jobs' section with a dropdown arrow and '+' and refresh icons. A table lists the print jobs:

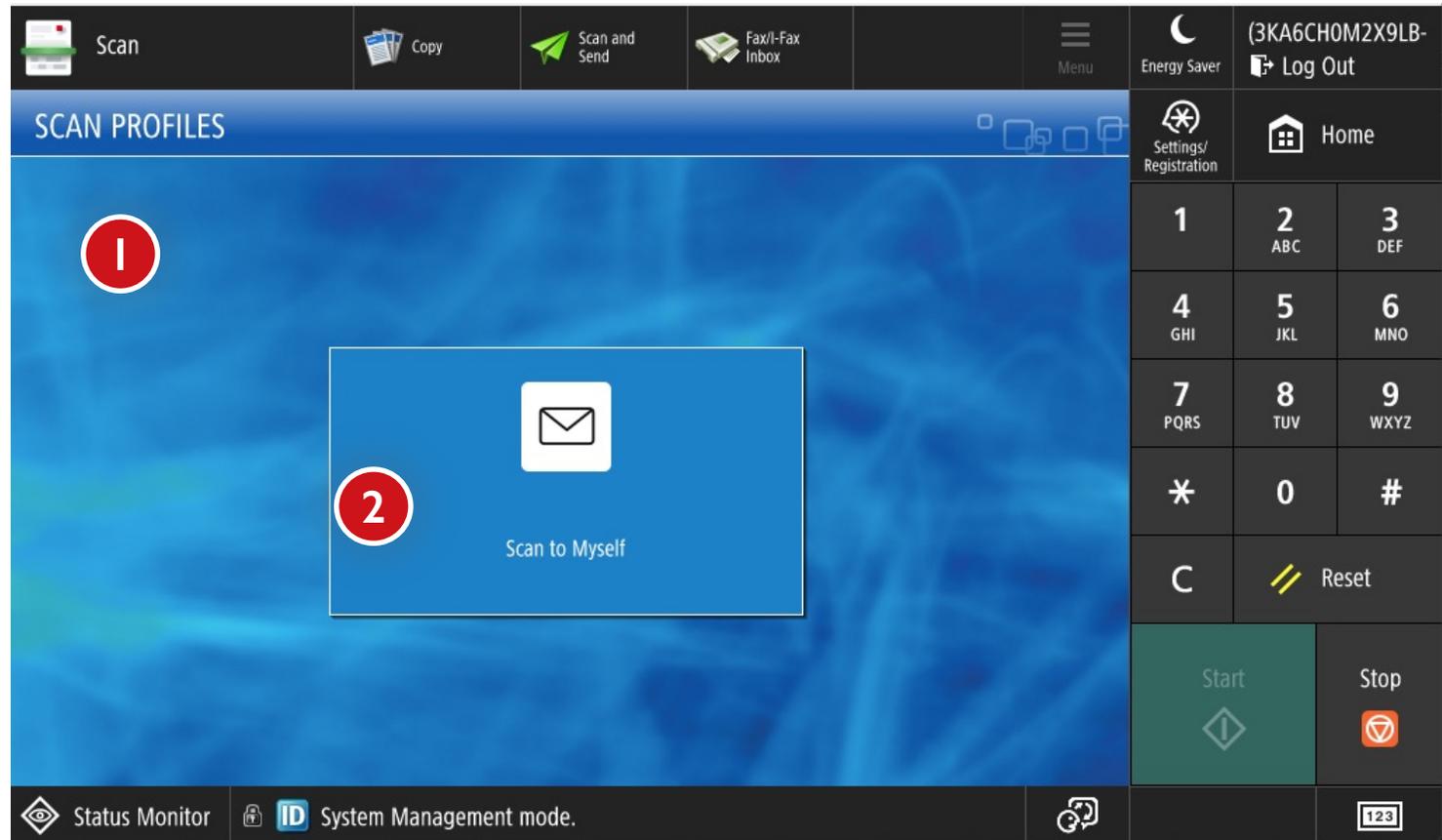
Jobs	Received	Price
Microsoft Word - Document1	0 minute(s)	0.00
1x1 B/W Duplex A4	0 second(s)	

Below the table, there's a 'Total price' section showing '0.00' and a blue 'Print 1 job(s)' button. At the bottom, there are 'Start' and 'Stop' buttons, and a 'Status Monitor' section indicating 'Remote Operation is being used...'. A numeric keypad is visible on the right side of the interface.



How to Scan

- 1 Once you have selected the scan icon on the home screen you will be shown the option to Scan to Myself.
- 2 Select the Scan to Myself icon



How to Scan

- 1 This feature is auto colour and B&W so the device will know to scan in colour or mono
- 2 This is your scan resolution and can be changed to your needs
- 3 This is the type of document you are scanning
- 4 This shows how the document will duplex
- 5 This shows the page size of the output
- 6 This shows the number of scans required
- 7 Once all settings have been made press the Scan button to scan



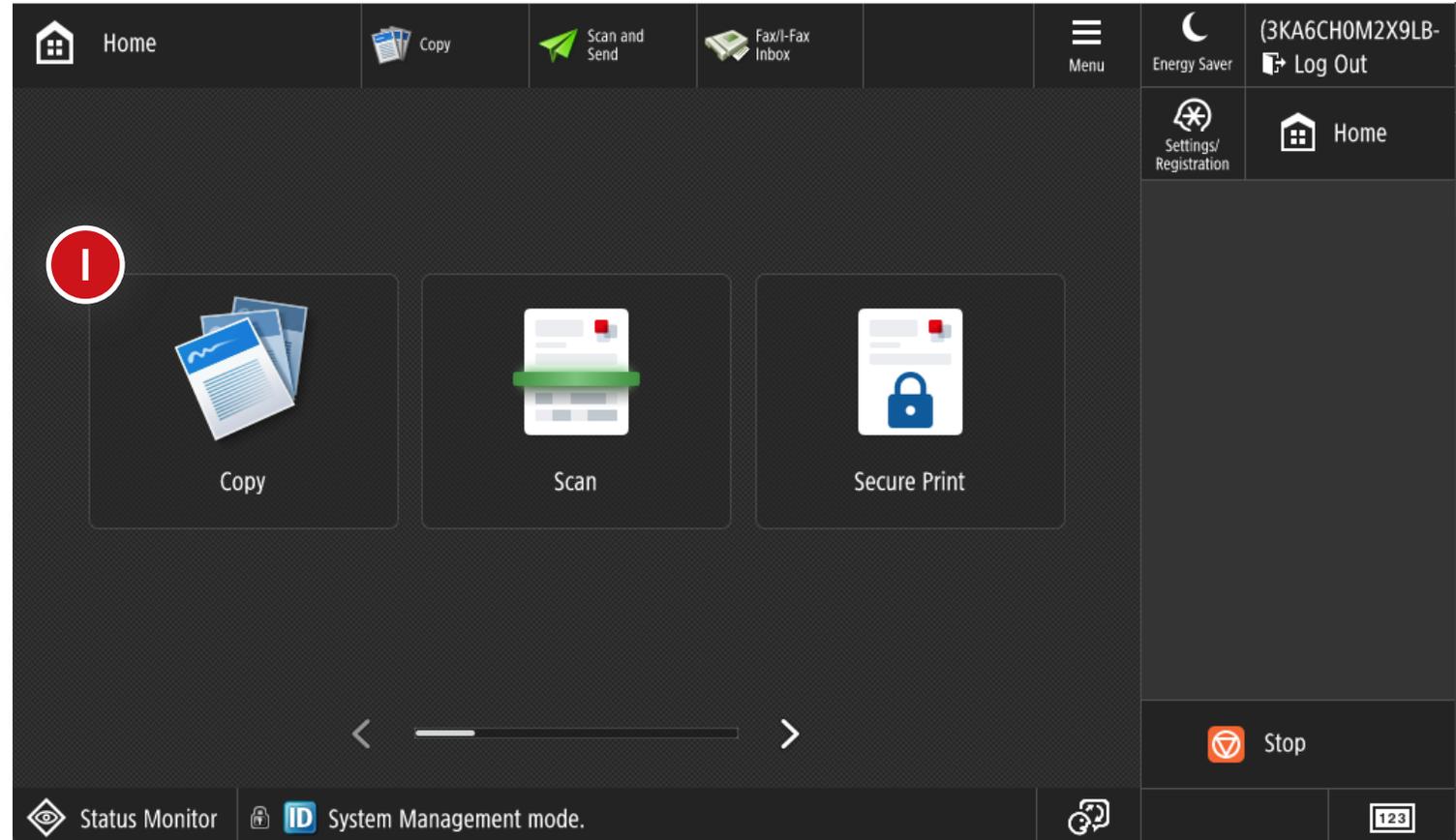
How to Preview Scan

I Press the scan button to see a preview of the scan.

The screenshot shows the control panel interface of a multifunction printer. At the top, there are icons for 'Scan', 'Secure Print', and another 'Scan' function, along with a 'Menu' icon and 'Energy Saver' status. The user's name 'hamishfriell' and a 'Log Out' option are visible in the top right. A central window displays a preview of a scanned document with various fields and text. To the right of the preview is a settings menu with a red circle 'I' highlighting the 'Scan' button at the top. The settings include: 'Auto' (color mode), '300x300' (resolution), 'Text/Image' (content type), 'Duplex long edge' (duplex setting), 'Same Originals' (output type), a grayscale slider set to '15', and 'Automatic' (output tray). Below these are 'Back' and 'Next' buttons. On the far right is a numeric keypad (1-9, *, 0, #) and a 'Reset' button. At the bottom right are 'Start' and 'Stop' buttons. The bottom status bar shows 'Status Monitor' and a warning: 'An original has been left on the platen glass.' The page indicator '1 / 1 Pages' is visible above the navigation buttons.

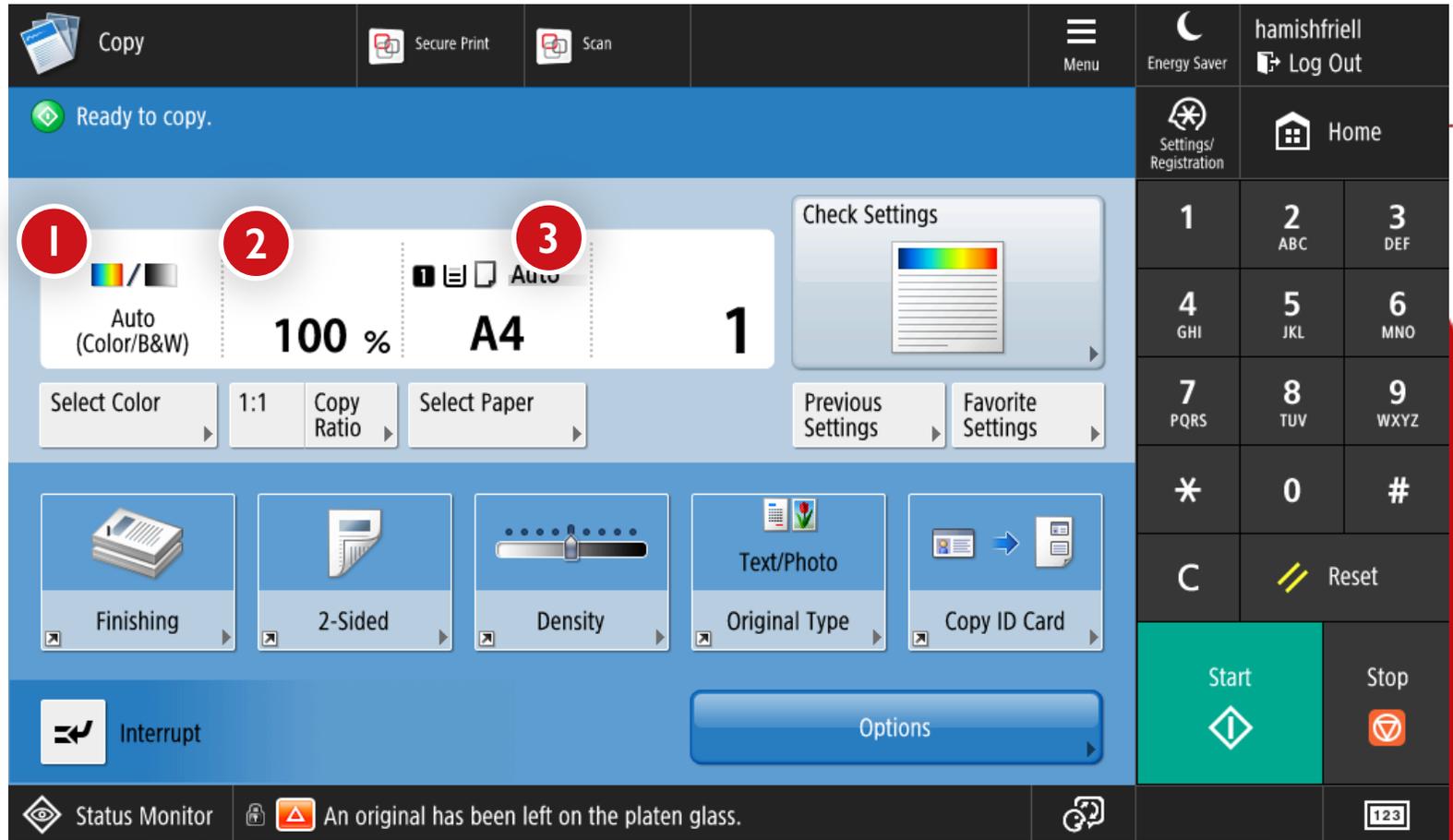
Copy Functions

I Select "Copy".



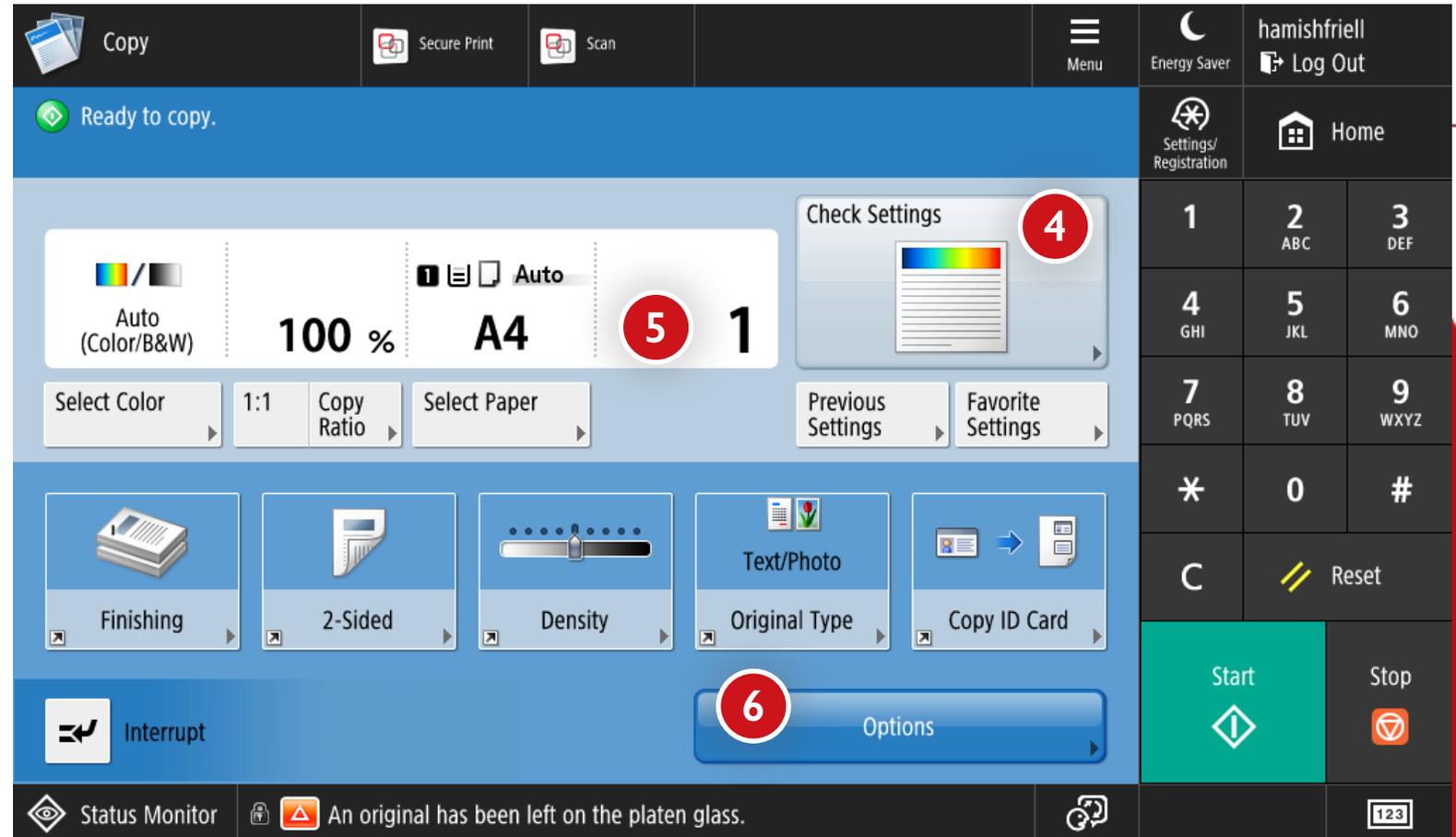
Copy Functions

- 1 Device is pre set to Auto (Colour & B&W) so will automatically detect a colour or B&W document.
- 2 Copy ratio is set to 100% - select the copy ratio button for pre set enlargements & reductions e.g. A4-A3.
- 3 Paper source is set to Auto if you require a specific tray click on the Select Paper button.



Copy Functions

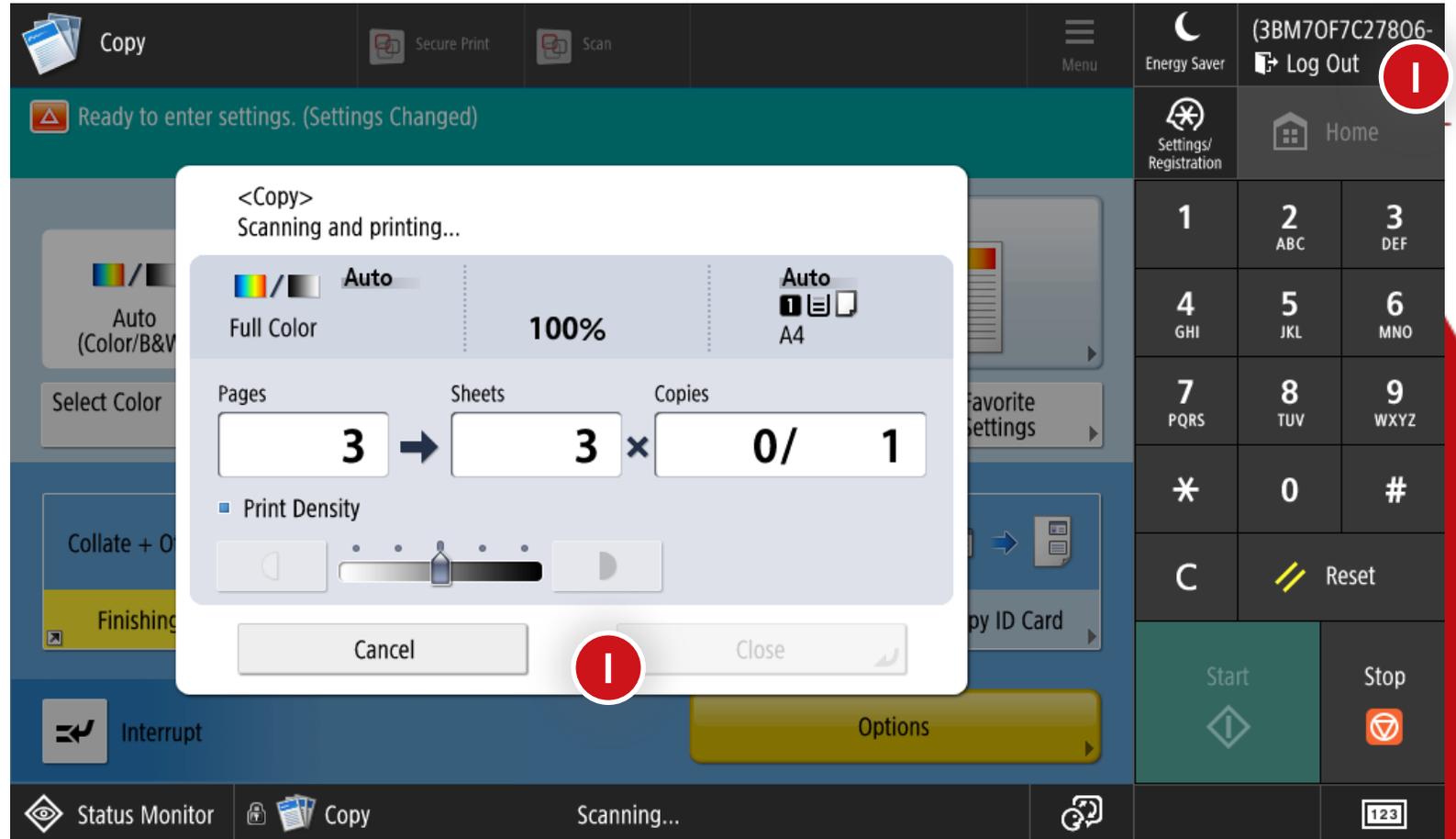
- 4 Device is pre set to Auto (Colour & B&W) so will automatically detect a colour or B&W document.
- 5 Copy ratio is set to 100% - select the copy ratio button for pre set enlargements & reductions e.g. A4-A3.
- 6 Paper source is set to Auto if you require a specific tray click on the Select Paper button.



Copy Functions

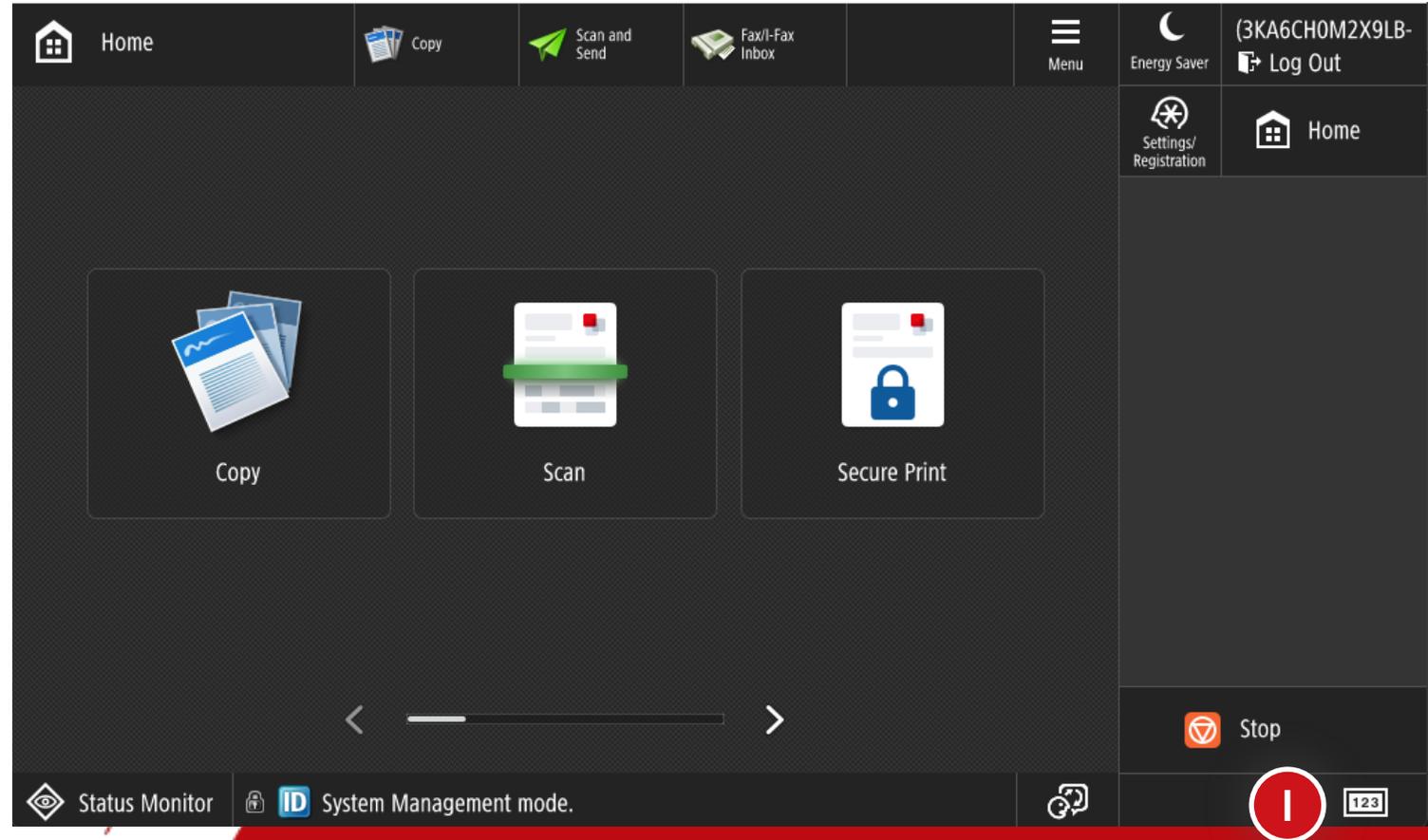
Pages will run through the feeder on the top of the printer.

 Select “Close” or “Log Out”.



How to Get to the Counter/Serial Number.

 Select the "123" button in the bottom right.



How to Get to the Counter/Serial Number.

You'll then be able to see a list of all the "Serial Number".

The screenshot shows a printer control panel interface. At the top, there are icons for 'Secure Print' and 'Scan', a 'Menu' icon, 'Energy Saver' mode, and the user name 'hamishfriell' with a 'Log Out' option. The main display area is titled '<Counter/Device Information>' and shows the IP address '192.168. 0.201'. Below this is a list of counters with their respective serial numbers:

112	Total (Black & White/Large)	00000076
102	Total 2	00014969
101	Total 1	00014531
123	Total (Full Color + Single Color/Small)	00008604
501	Scan (Total 1)	00003885
113	Total (Black & White/Small)	00005489

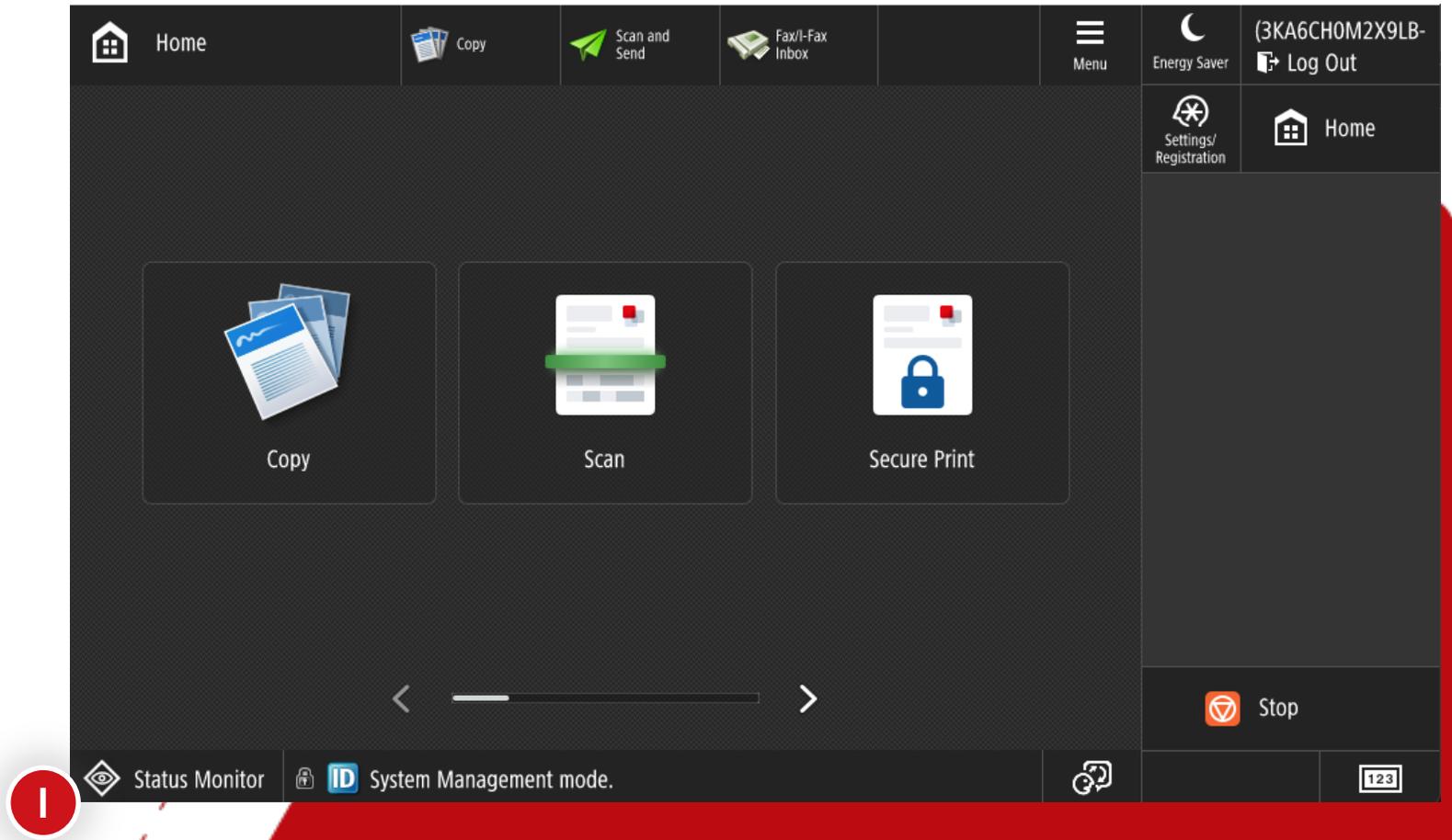
Below the list are several buttons: 'Monitoring Service', 'Print List', 'Check Send Counter', 'Check MEAP Counter', and 'Device Info./ Other'. At the bottom of the main display area, it shows '<Serial Number: 3BE00702>' and 'iR-ADV C5740' with an 'OK' button.

On the right side of the interface is a numeric keypad with buttons for digits 1-9, 0, #, *, and a 'Reset' button. There are also 'Start' and 'Stop' buttons at the bottom right. At the very bottom of the screen, there is a status bar with 'Status Monitor', a warning icon, and the message 'An original has been left on the platen glass.', along with a '123' button.



How to See the Toner Levels/Consumables

1 Select the "Status Monitor".



How to See the Toner Levels/Consumables

I Select the "Consumables/Others".

The screenshot displays the printer's control panel interface. At the top, there's a navigation bar with 'Status Monitor', 'Secure Print', and 'Scan' icons. Below this, a row of buttons includes 'Copy/Print', 'Send', 'Receive', 'Store', and 'Consumables/Others'. A red circle with an 'I' icon highlights the 'Consumables/Others' button. The main display area shows 'Job Status' and 'Job Log' tabs, with a 'Print' dropdown menu. Below the tabs is a table with columns: Time, Job Name, User Name, Status, and App. Wait Time. At the bottom of the main display are buttons for 'Interrupt/Priority Print', 'Details', and 'Cancel'. A 'Close' button is located at the bottom right of the main display area. On the right side of the interface is a keypad with numeric keys 1-9, *, 0, #, C, and a 'Reset' button. At the bottom of the keypad are 'Start' and 'Stop' buttons. The very bottom status bar shows 'Status Monitor' and 'Remote Operation is being used...'.

How to See the Toner Levels/Consumables

You'll now be able to see the consumable levels.

The screenshot shows the printer's Status Monitor interface. At the top, there are navigation buttons: Copy/Print, Send, Receive, Store, and Consumables/Others (highlighted in yellow). Below these is a table of paper sizes and names:

Paper Size	Name
A4	Plain 2 (76-90 g/m2)
1 A4	Plain 2 (76-90 g/m2)
2 A3	Plain 2 (76-90 g/m2)
3 A4R	Plain 2 (76-90 g/m2)
4 A3	Heavy 1 (106-128 g/m2)

Below the table is a 'Details' button. To the right, there is a printer icon with numbered parts (1-4) and a section titled 'Others' showing consumable levels:

- Memory Usage: 1% (1/2)
- Black Toner: 100%
- Yellow Toner: 100%
- Magenta Toner: 90%
- Cyan Toner: 40%

At the bottom of the 'Others' section is a 'Check Consumables' button. The interface also includes a 'Close' button at the bottom right. The bottom status bar shows 'Status Monitor' and a warning: 'An original has been left on the platen glass.' On the right side of the interface, there are additional controls like 'Energy Saver', 'Log Out', 'Home', a numeric keypad, and 'Start/Stop' buttons.

Error Message Screen

ERROR:

Trying to print 9 page document in A5.

The screenshot shows a printer control panel interface. At the top, there are buttons for 'Secure Print' and 'Scan'. The main area is titled 'SECURE QUEUE' and shows a list of jobs. The user is identified as 'hamish_friell' with a 'Log Out' option. The queue contains three jobs:

Job	Format	Pages	Copies
Microsoft Word - Document1	A4	1	1
Microsoft Word - Document1	A4	1	1
Microsoft Word - HANDOVER 2021 Copy	A5	9	1

Below the table are buttons for 'Print + Keep', 'Print + Delete', 'Delete', 'Options', 'Select all', and 'Cloud'. At the bottom, there is a 'Status Monitor' showing 'Printer' status and 'Load paper.' for 'A5'. On the right side, there is a keypad with numeric keys (1-9, *, 0, #), a 'Reset' button, and 'Start' and 'Stop' buttons.



Error Message Screen

ERROR:

Caused by paper mismatch.

The screenshot shows a printer's control panel interface. At the top, there are icons for 'Secure Print' and 'Scan', along with a 'Menu' icon. The user's name 'hamishfriell' and 'Log Out' option are visible. A central message box contains the error: 'The appropriate paper size, A5, is not available. Select another paper size, then press [OK] to start printing.' Below this, a section titled 'Paper Required for Print' shows 'A5' as the required size. A list of available paper sizes is shown: 1 A4 (highlighted in yellow), 2 A3, 3 A4R, and 4 A3. A 'Details of Selected Paper' section shows 'A4 Plain 2 (76-90 g/m2)'. At the bottom, there are 'Cancel', 'Close', and 'OK' buttons. The printer status bar at the very bottom shows 'A5 Load paper.' and a 'Printer' icon.



Error Message Screen

ERROR:

Error has occurred message.

The screenshot shows a printer control panel interface. At the top, there are icons for 'Status Monitor', 'Secure Print', and 'Scan'. Below these are buttons for 'Copy/Print', 'Send', 'Receive', 'Store', and 'Consumables/ Others'. A 'Job Status' section is active, displaying a table with the following data:

Time	Job Name	User Name	Status	App. Wait Time
14:55	Microsoft Word - HA..	HamishFriell	Error	< 1 min.

Below the table are buttons for 'Interrupt/ Priority Print', 'Details', and 'Cancel'. A 'Close' button is located at the bottom right of the job status area. The right side of the panel features a numeric keypad (1-9, *, 0, #), a 'Reset' button, and 'Start' and 'Stop' buttons. At the bottom, a status bar shows 'Status Monitor', 'Printer', '1 A5', and 'Load paper.'.



Error Message Screen

ERROR:

Wrong paper size.

The screenshot displays a printer's status monitor interface. At the top, there are icons for 'Status Monitor', 'Secure Print', and 'Scan'. The user is identified as 'hamishfriell' with a 'Log Out' option. The main display area shows the following information:

- Job No. : 5061
- Status : Error

A detailed error message is shown in a light blue box:

- Received Time : 03/11 2021 14:55
- Department ID : -----
- Job Type : Printer
- File Name : Microsoft Word - HANDOVER 2021 C
- User Name : HamishFriell
- Received Size : 159.1 KB
- Rasterized Pages : 9
- Sheets : 0
- Print Time : Less than 1 min.
- Waiting Time : Less than 1 min.

At the bottom of the error message box, there are buttons for 'Pause', 'Paper Feed', 'Skip Error', and 'OK'. The right side of the interface features a numeric keypad (1-9, *, 0, #) and a 'Reset' button. The bottom status bar includes 'Status Monitor', 'Printer', and the instruction 'Check the Status Monitor screen.' along with a '123' button.



Error Message Screen



Select the "Cancel" button to remove the document that caused the error.

The screenshot shows the Status Monitor interface with a print job error. The job name is "Microsoft Word - HA.." and the status is "Error". The "Cancel" button is highlighted with a red circle and exclamation mark.

Time	Job Name	User Name	Status	App. Wait Time
14:55	Microsoft Word - HA..	HamishFriell	Error	< 1 min.

Buttons visible: Copy/Print, Send, Receive, Store, Consumables/Others, Job Status, Job Log, Print, Interrupt/Priority Print, Details, Cancel, Close.

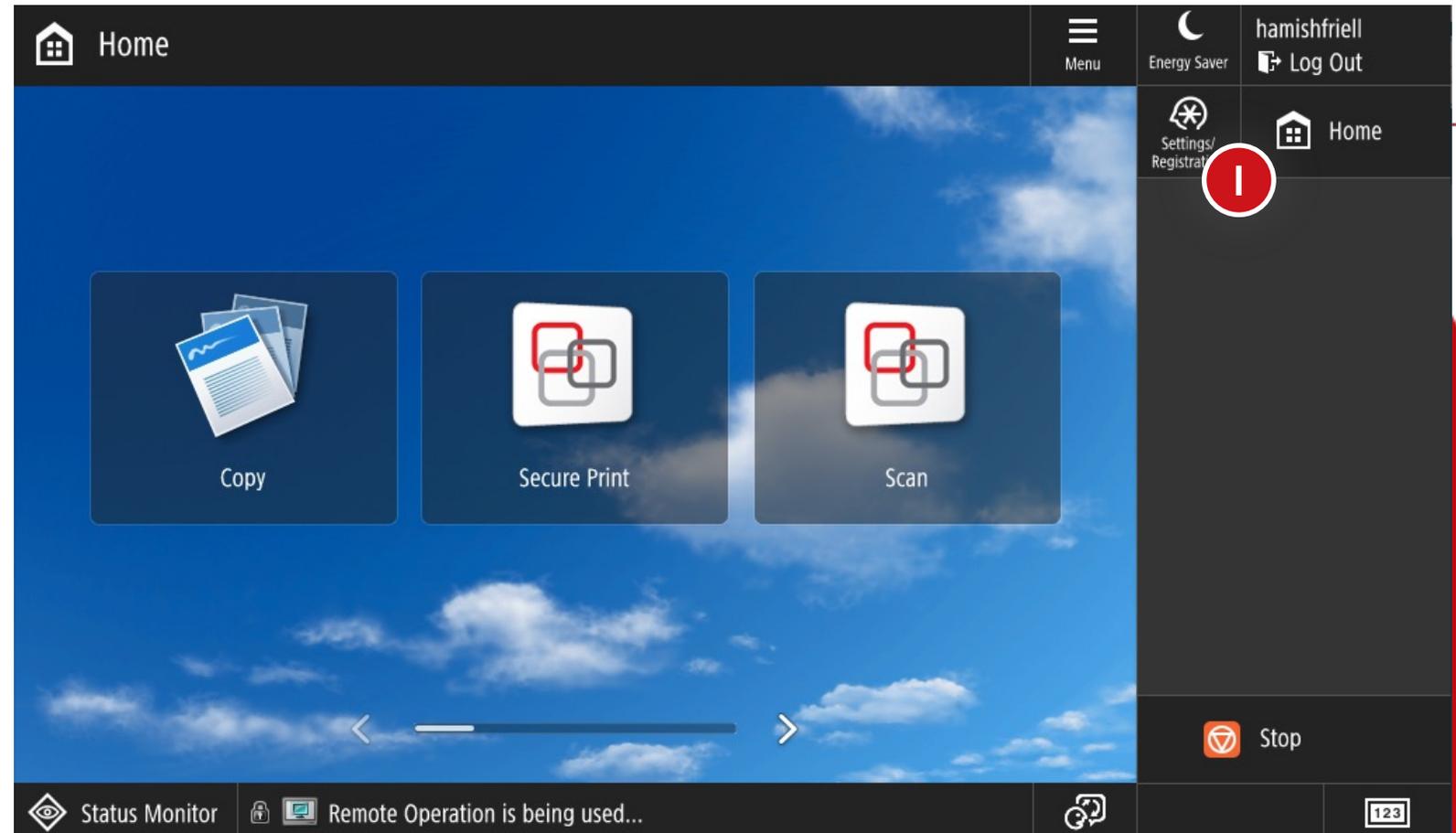
Bottom status bar: Status Monitor, Printer, A5, Load paper., 123



Auto Gradation



Select the
“Setting/Registration” button
to start auto gradation.



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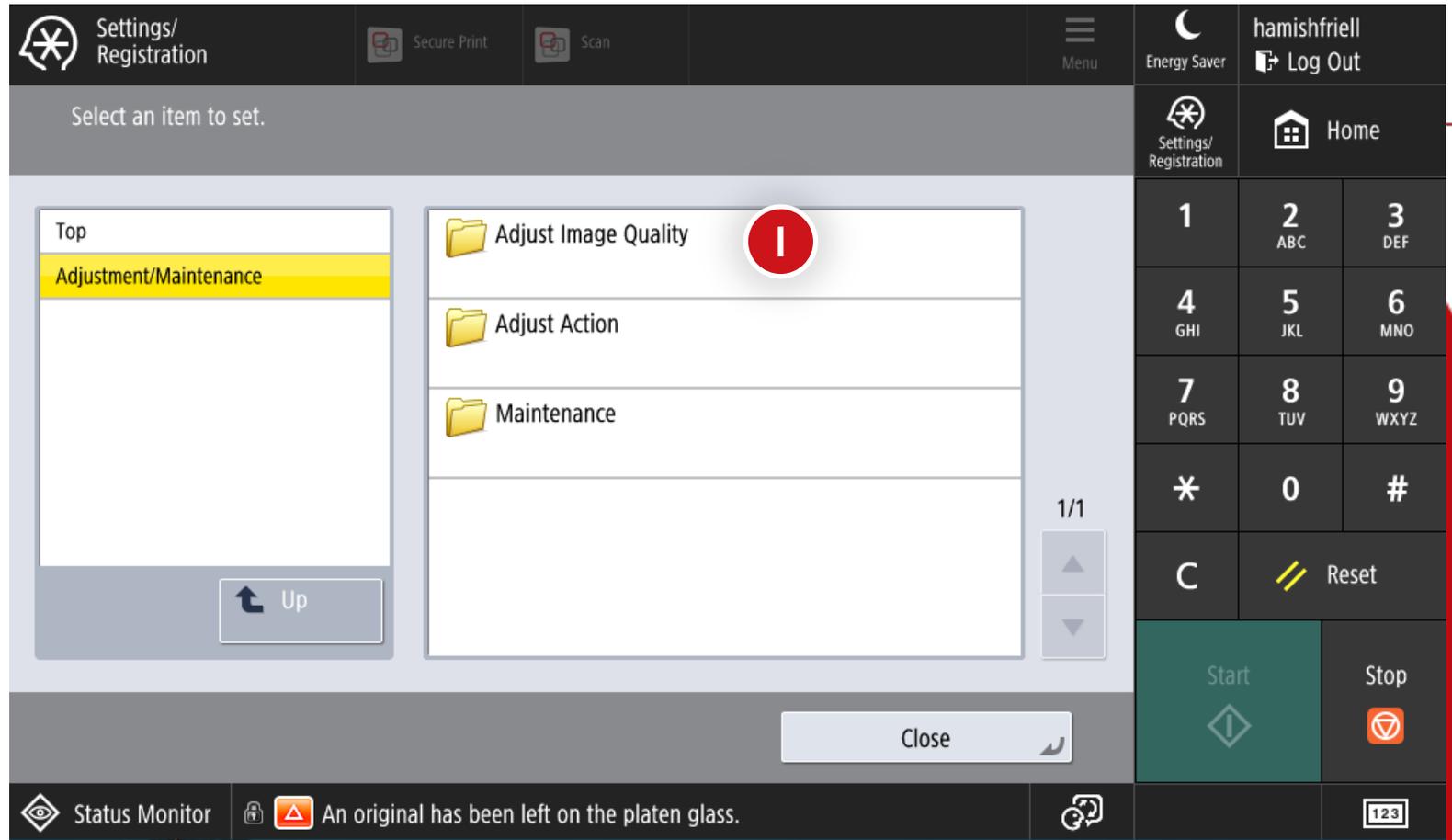
Auto Gradation

I Select "Adjustment/Maintenance".

The screenshot shows a printer control panel interface. At the top, there are icons for 'Settings/Registration', 'Secure Print', and 'Scan'. The main display area shows a list of menu items: 'Top', 'Preferences', 'Adjustment/Maintenance', 'Function Settings', 'Set Destination', and 'Management Settings'. The 'Adjustment/Maintenance' item is highlighted with a red circle and a white 'I' inside, corresponding to the instruction on the left. Below the list is an 'Up' button. At the bottom of the screen, there are 'Log In' and 'Close' buttons. On the right side, there is a numeric keypad and a 'Reset' button. At the very bottom, there is a status bar with a 'Status Monitor' icon and a message: 'An original has been left on the platen glass.' The user's name 'hamishfriell' and 'Log Out' option are visible in the top right corner.

Auto Gradation

 Select the “Adjust Image Quality” option.



The screenshot shows a printer control panel interface. At the top, there are icons for 'Settings/Registration', 'Secure Print', and 'Scan'. The main display area shows a list of settings categories: 'Top', 'Adjustment/Maintenance', 'Adjust Image Quality', 'Adjust Action', and 'Maintenance'. The 'Adjust Image Quality' option is highlighted with a red circle and an exclamation mark icon. Below the list, there is an 'Up' button and a 'Close' button. On the right side, there is a numeric keypad and a 'Reset' button. At the bottom, there is a 'Status Monitor' icon and a message: 'An original has been left on the platen glass.' The user's name 'hamishfriell' and 'Log Out' option are visible in the top right corner.

Auto Gradation

 Select the “Auto Adjust Gradation” option.

The screenshot shows the printer's control panel interface. At the top, there are icons for 'Settings/Registration', 'Secure Print', 'Scan', 'Menu', 'Energy Saver', and user information for 'hamishriell' with a 'Log Out' option. Below this is a header 'Select an item to set.' The main area is divided into two columns. The left column has a list: 'Top', 'Adjustment/Maintenance', 'Adjust Image Quality' (highlighted in yellow), and an 'Up' button. The right column has a list: 'Auto Adjust Gradation' (highlighted with a red circle and exclamation mark), 'Auto Correct Color Tone Settings' (with a folder icon), 'Correct Density', 'Correct Shading', and 'Auto Correct Color Mismatch'. There are navigation arrows and a '1/2' indicator on the right side of the list. At the bottom right of the main area is a 'Close' button. The bottom status bar contains 'Status Monitor', a warning icon with the text 'An original has been left on the platen glass.', a 'Start' button, a 'Stop' button, and a numeric keypad showing '123'.

Auto Gradation

1 Select the "Full Adjust" button.

2 Select the "OK" button.

Settings/Registration Secure Print Scan Menu Energy Saver hamishriell Log Out

<Auto Adjust Gradation>
Select the type for adjustment.

Plain/Heavy 1 Heavy 2-7

Full Adjust Quick Adjust

Adjustment Level

Initialize When Using Full Adjust

OK

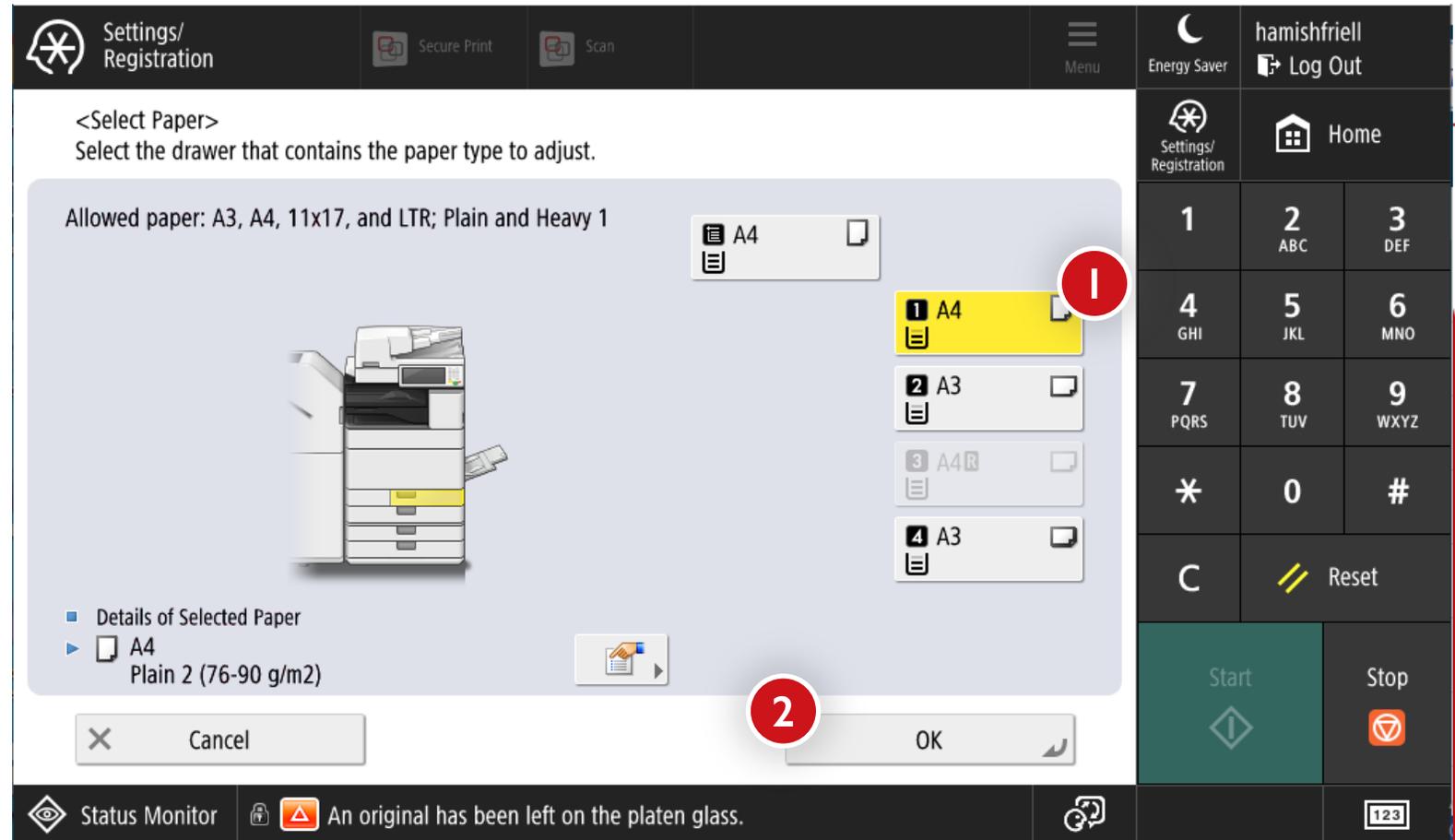
Status Monitor An original has been left on the platen glass. 123



Auto Gradation

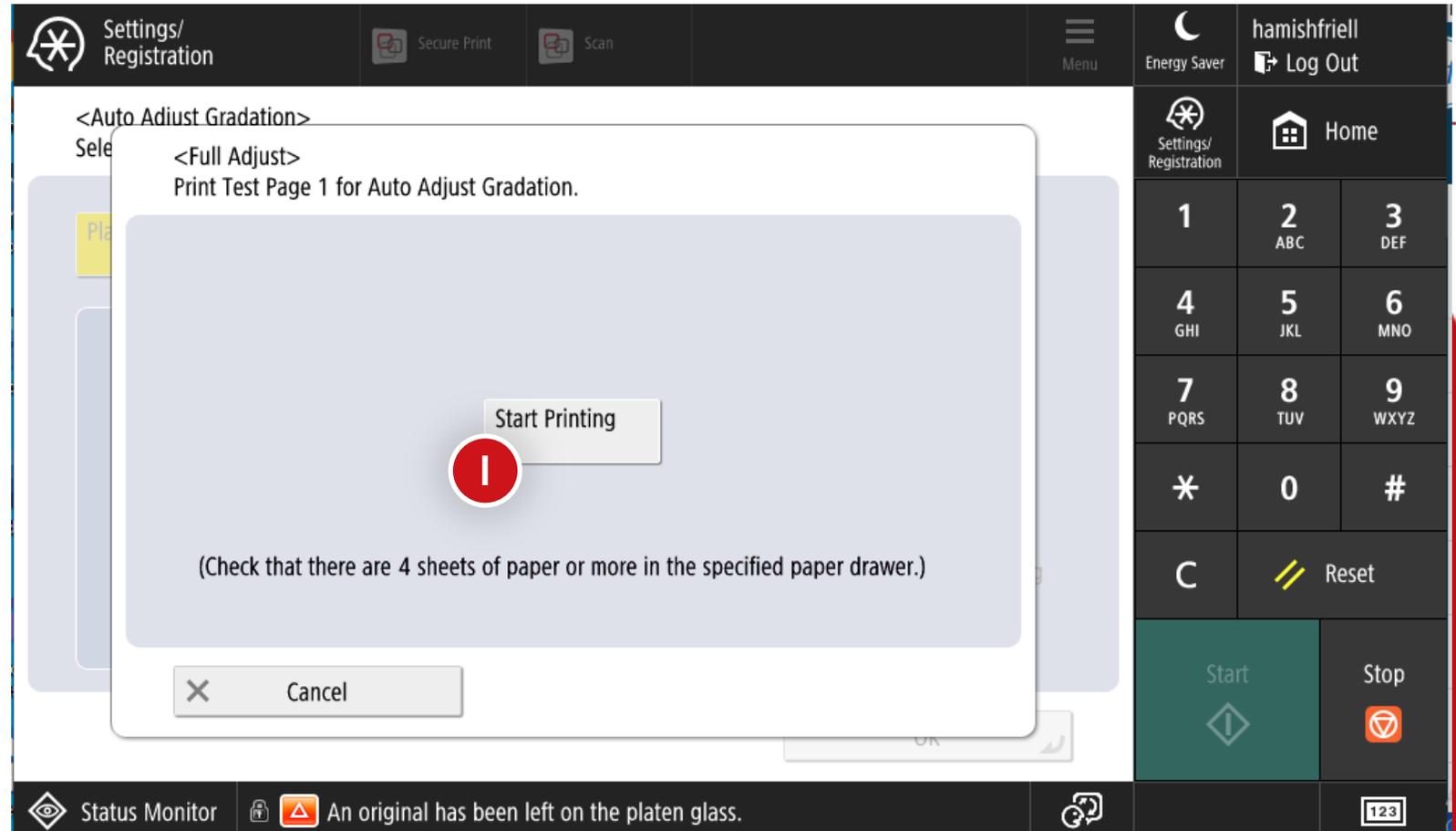
1 Select "A4 paper" option.

2 Select "OK".



Auto Gradation

I Select "Start Printing".



Auto Gradation

Continuation from "Start Scanning".



Place print on "platen Glass".

The screenshot shows the printer's control panel interface. At the top, there is a navigation bar with icons for 'Settings/Registration', 'Secure Print', and 'Scan'. Below this, the main display area shows a dialog box titled '<Full Adjust>' with the instruction 'Scan the printed Test Page 1.'. The dialog box contains a 'Test Page' icon and a 'Start Scanning' button. Below the icon, there is a note: '(Place the test page face down on the platen glass. Make sure the black bar is at the left edge of the glass.)'. At the bottom of the dialog box is a 'Cancel' button. To the right of the main display is a numeric keypad with buttons for digits 1-9, 0, #, *, and a 'Reset' button. Below the keypad are 'Start' and 'Stop' buttons. At the bottom of the screen, there is a status bar with a 'Status Monitor' icon and a warning message: 'An original has been left on the platen glass.'.

Auto Gradation

Continuation from "Start Scanning".



Print second test page.

The screenshot shows a printer control panel interface. At the top, there are icons for 'Settings/Registration', 'Secure Print', and 'Scan'. On the right, there is a user profile for 'hamishfriell' with a 'Log Out' option and an 'Energy Saver' icon. A central dialog box titled '<Auto Adjust Gradation>' is displayed, containing a '<Full Adjust>' section with the instruction 'Print Test Page 2 for Auto Adjust Gradation.' Below this is a large grey area with a 'Start Printing' button. At the bottom of the dialog, there is a 'Cancel' button and the instruction '(Remove the scanned test page from the platen glass.)'. The right side of the panel features a numeric keypad (1-9, *, 0, #) and a 'Reset' button. At the bottom right, there are 'Start' and 'Stop' buttons. The bottom status bar shows a 'Status Monitor' icon and a warning message: 'An original has been left on the platen glass.' A '123' icon is also visible in the bottom right corner.

Auto Gradation

Continuation from "Start Scanning".



Place print 2 on Platen Glass.

The screenshot shows the printer's control panel interface. At the top, there are icons for Settings/Registration, Secure Print, Scan, Menu, Energy Saver, and the user name hamishriell with a Log Out option. The main display area shows a dialog box titled '<Auto Adjust Gradation>' with the following text: '<Full Adjust> Scan the printed Test Page 2.' Below this is a large rectangular area containing an illustration of a 'Test Page' with a color calibration chart and a 'Start Scanning' button. Below the illustration, it says: '(Place the test page face down on the platen glass. Make sure the black bar is at the top edge of the glass.)' At the bottom of the dialog box is a 'Cancel' button. The background shows a numeric keypad with numbers 1-9, *, 0, #, and a 'Reset' button. At the bottom of the screen, there is a status bar with 'Status Monitor', 'Settings/Registration', and 'Waiting to scan...'.

Auto Gradation

Continuation from "Start Scanning".



Print the third test page.

The screenshot shows the printer's control panel interface. At the top, there is a navigation bar with icons for Settings/Registration, Secure Print, Scan, Menu, Energy Saver, and a user profile for hamishfriell with a Log Out option. The main display area shows a dialog box titled '<Auto Adjust Gradation>' with a sub-header '<Full Adjust>' and the instruction 'Print Test Page 3 for Auto Adjust Gradation.' Below this is a large grey rectangular area with a 'Start Printing' button in the center. Underneath the grey area, it says '(Remove the scanned test page from the platen glass.)' At the bottom of the dialog box is a 'Cancel' button with an 'X' icon. To the right of the dialog box is a numeric keypad with buttons for digits 1-9, *, 0, #, and a 'Reset' button with a double-slash icon. Below the keypad are 'Start' and 'Stop' buttons. At the bottom of the screen, a status bar shows 'Status Monitor', 'Settings/Registration', and 'Waiting to print...' along with a page number '123'.

Auto Gradation

Continuation from "Start Scanning".



Place print 3 on Platen Glass.

The screenshot shows the printer's control panel interface. At the top, there are icons for 'Settings/Registration', 'Secure Print', and 'Scan'. The main display area shows a dialog box titled '<Auto Adjust Gradation>' with the following text: '<Full Adjust> Scan the printed Test Page 3.' Below this is a large grey area containing an illustration of a 'Test Page' with a color calibration chart and a 'Start Scanning' button. Below the illustration, it says: '(Place the test page face down on the platen glass. Make sure the black bar is at the top edge of the glass.)' At the bottom of the dialog box is a 'Cancel' button. The right side of the control panel features a numeric keypad (1-9, *, 0, #) and buttons for 'Home', 'Reset', 'Start', and 'Stop'. The bottom status bar shows 'Status Monitor', 'Settings/Registration', and 'Waiting to scan...'. The top right corner of the panel shows the user name 'hamishfriell' and a 'Log Out' option.

Auto Gradation

Continuation from “Start Scanning”.



Print the fourth test page.

The screenshot shows the printer's control panel interface. At the top, there are icons for Settings/Registration, Secure Print, Scan, Menu, Energy Saver, and user information for hamishfriell. A central dialog box titled '<Auto Adjust Gradation>' is displayed, containing the text '<Full Adjust> Print Test Page 4 for Auto Adjust Gradation.' and a 'Start Printing' button. Below the dialog box, a status bar shows 'Status Monitor' and a warning message: 'An original has been left on the platen glass.' The right side of the panel features a numeric keypad (1-9, *, 0, #), a 'Reset' button, and 'Start' and 'Stop' buttons.

Auto Gradation

Continuation from "Start Scanning".



Place print 4 on Platen Glass.

The screenshot shows the printer's control panel interface. At the top, there are icons for 'Settings/Registration', 'Secure Print', 'Scan', 'Menu', 'Energy Saver', and the user name 'hamishfriell' with a 'Log Out' option. The main display area shows a dialog box titled '<Auto Adjust Gradation>' with a sub-header '<Full Adjust>' and the instruction 'Scan the printed Test Page 4.'. Below this is a large grey area containing a 'Test Page' icon, a 'Start Scanning' button, and the instruction: '(Place the test page face down on the platen glass. Make sure the black bar is at the top edge of the glass.)'. At the bottom of the dialog is a 'Cancel' button. To the right of the display is a numeric keypad (1-9, *, 0, #) and function keys: 'Settings/Registration', 'Home', 'Reset', 'Start', and 'Stop'. At the bottom of the panel, there is a 'Status Monitor' icon and a warning message: 'An original has been left on the platen glass.' along with a page number '123'.