Windows

UFR II/UFRII LT/LIPSLX/CARPS2/PCL6 V4 Printer Driver

User's Guide

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Introduction

- How to Use the Manual(P. 3)
- Disclaimers(P. 5)
- Copyright(P. 6)
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How to Use the Manual

This explains things that you need to know in order to use this manual.

Notations Used in the Manual(P. 4)

Notations Used in the Manual

This explains symbols and settings used in this manual.

Symbols Used in This Manual

In this manual, explanations of items and operations that must be followed while using the driver are set forth the symbols that indicate the following.

IMPORTANT

- Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the product correctly, and avoid damage to the product.

NOTE

- Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

About Settings

In this manual, setting names displayed on the computer screen are represented as shown in the following examples.

Example:

[Print]

[OK]

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About This Driver

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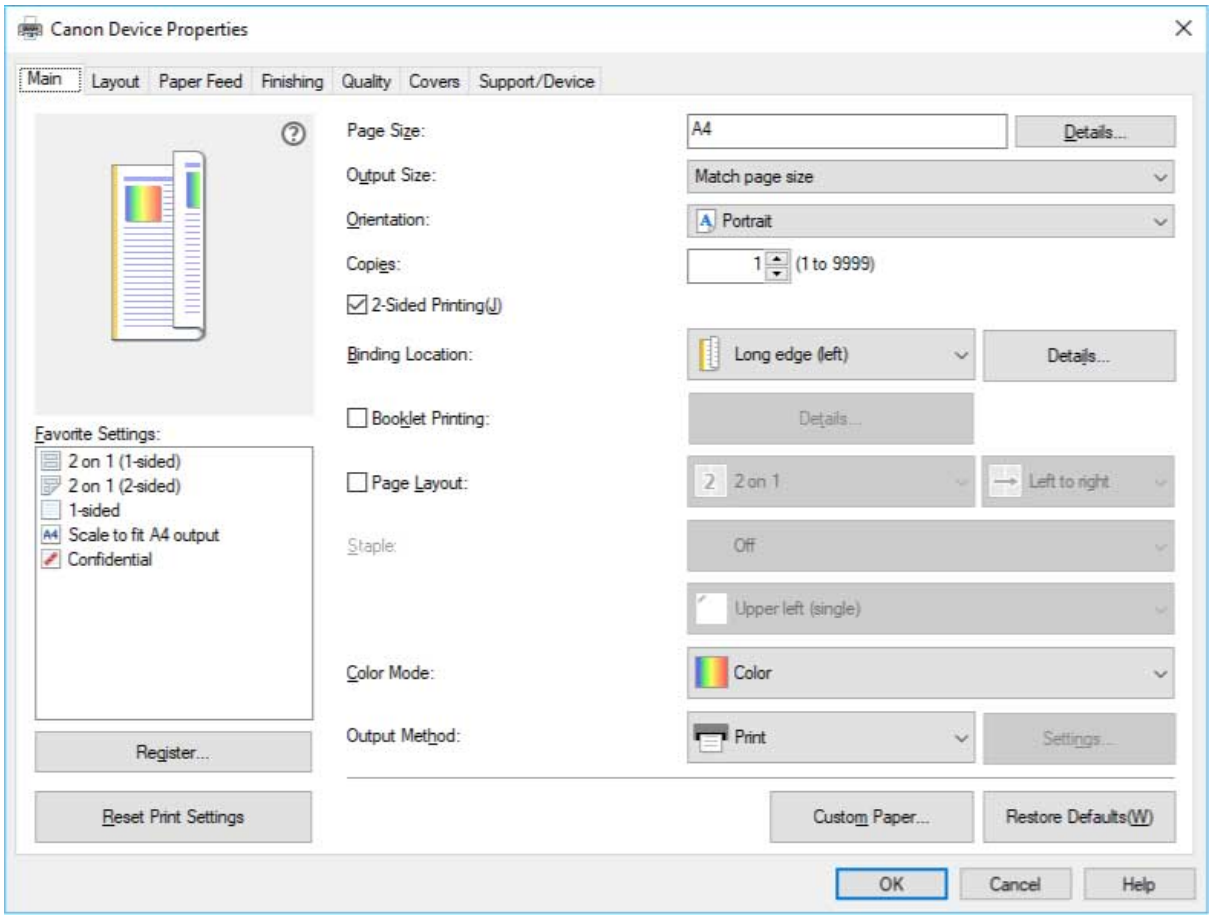
About This Driver

This driver enables you to display the print settings screen of drivers that support Windows Store apps and desktop apps, and use the print functions of Canon devices.

In this manual, Windows Store apps, Windows apps, and UWP (Universal Windows Platform) apps are referred to as store apps.

Printing from a Desktop App

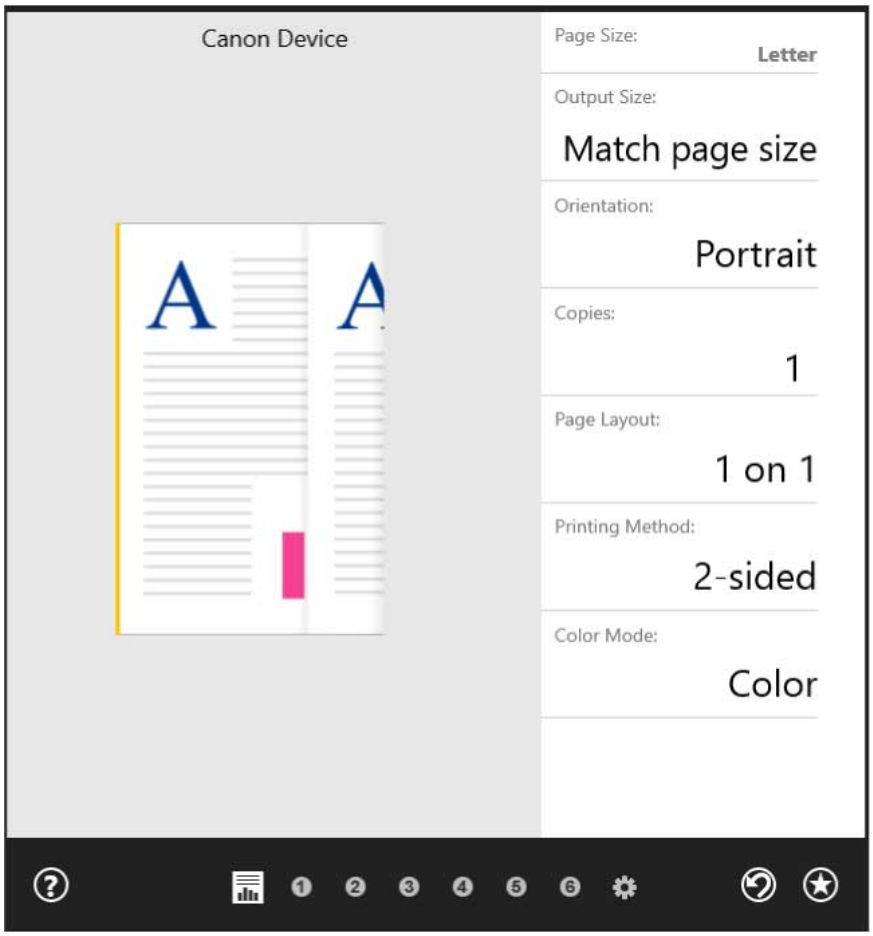
The following print settings screen is displayed when you print from desktop apps.



Printing from a Store App

The following print settings screen is displayed when you print from store apps.

The functions required to print from store apps are automatically installed from the Windows Store after the driver is installed.



Related Topics

- **Printing from a Desktop App(P. 58)**
- **Printing from a Store App(P. 61)**

Before Use

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Before Use

- The newest driver software is posted on the Canon web site. Please verify the operating environment etc. and download the appropriate software as required.

  Canon Global Site: http://www.canon.com/
- The functions that you can use may vary according to the following conditions.
  - The device you are using and its settings
  - The firmware version of the device
  - The option structure of the device
  - The driver you are using
  - The driver version
  - The computer environment you are using
- The screen content, procedures, etc. displayed and described in the manual may differ from those actually displayed.
- In this manual, examples using Windows 10 are explained.

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Installing the Driver

Select the installation method suitable to the connection method and environment of the device you are using.

- **Pre-installation Check(P. 15)**
- **Installing by Discovering Devices on a Network(P. 19)**
- **Installing by Specifying a Port or IP Address(P. 24)**
- **Installing by USB Connection(P. 30)**
- **Installing by Specifying an inf File(P. 33)**
- **Updating/Uninstalling the Driver(P. 35)**

Pre-installation Check

This explains what to confirm beforehand in order to install the driver correctly.

System Requirements(P. 16)
Notes and Warnings Regarding Installation(P. 17)
About the Readme File(P. 18)

System Requirements

This driver can be used with the following system environments.

Operating Systems

- Windows 10 *
- Windows 8.1
- Windows Server 2016
- Windows Server 2012 R2

* Some displays and functions may not operate correctly on tablet terminals and smart phones.

Hardware

- Any computer that is guaranteed to run the above operating systems

Combinations of Driver and Operating System Display Languages

Depending on the combination of supported driver languages and the display language of the operating system, correct operation may not be guaranteed. It is recommended that you install with the language selected by default when the installer starts.

Supported Driver Languages

English / Arabic / Basque / Catalan / Chinese (Simplified) / Chinese (Traditional) / Czech / Danish / Dutch / Finnish / French / German / Hungarian / Italian / Japanese / Korean / Malay / Norwegian / Polish / Portuguese / Russian / Slovak / Spanish / Swedish / Thai / Turkish / Vietnamese

Scope of Guaranteed Operation

	Language of operating system included in supported driver languages	Language of operating system not included in supported driver languages
Installed with language matching the operating system	Guaranteed	--
Installed with language not matching the operating system	Guaranteed*1	Not guaranteed*2
Changed to language not matching the operating system after installation	Guaranteed*1	Not guaranteed*2

*1 The layout may be broken or the driver may not be displayed correctly.
*2 Operation is only guaranteed when installed with English. However, the layout may be broken or the driver may not be displayed correctly.

Notes and Warnings Regarding Installation

Take care of the following items when installing.

- If a screen requiring you to allow changes to the computer is displayed, allow the changes.
- If a Windows Security screen indicating that the publisher of the driver cannot by verified is displayed, allow installation.
- If the icon of the device is not displayed in [Devices and Printers] when installation is complete, there could be a problem with the screen or installation state. Refer to Troubleshooting to have the icon of the device displayed.

Related Topics

- **Installing by Discovering Devices on a Network(P. 19)**
- **Installing by Specifying a Port or IP Address(P. 24)**
- **Installing by USB Connection(P. 30)**
- **Installing by Specifying an inf File(P. 33)**
- **Icon of the device is not displayed after installation(P. 141)**

About the Readme File

Precautions when installing drivers or using drivers are written in the Readme file.

The Readme file is stored under the following name in the folder of the downloaded driver.

Readme_en.html

Also, if you are installing using the installer, you can refer to the screen for checking the CANON SOFTWARE LICENSE AGREEMENT.

Installing by Discovering Devices on a Network

You can automatically search for a device in a network environment and install the driver.

You can search for devices on TCP/IP networks and network environments that use WSD.

NOTE

- For network environments other than the above, refer to the procedure for installing by specifying a port or IP address.
- If you do not know the network environment you are using, check with your network administrator.

Prerequisites

- **System Requirements(P. 16)**
- Enabling [Multicast Discovery Settings] at the device

  For network environments that use WSD, enable [Use WSD].
- Setting the page description language selection (plug and play) function of the device

  Set [PDL Selection (Plug and Play)] at the device to match the driver you are using. For details about the setting method, refer to the manual of the device.
  - For "UFR II/UFRII LT/LIPSLX/CARPS2 V4 Printer Driver": [*** (V4)] (or [*** (XPS)])

    *** represents the page description language corresponding to the device.
  - For "PCL6 V4 Printer Driver": [PCL6 (V4)] (or [PCL6])
- The device is one that is on the same subnet as the computer you are using (for TCP/IP network environments)
- **Notes and Warnings Regarding Installation(P. 17)**
- When starting the computer, logon as a member of Administrators.
- [Desktop] screen display (when using Windows 8.1/Server 2012 R2)

Procedures

1 **Double-click [Setup.exe].**

2 **If you want to change the language displayed by the installer, select [Language] → click [Next].**

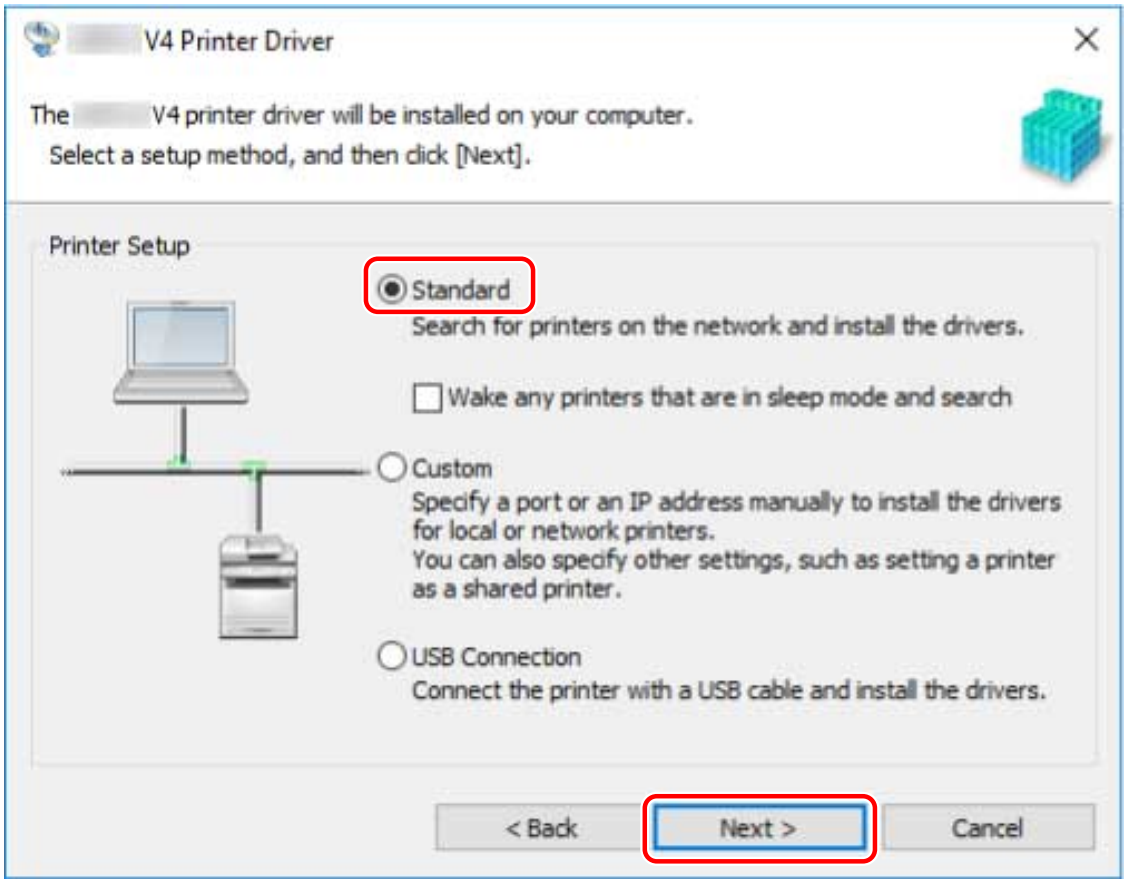
The driver will be installed according to the selected language.

3 **Read the CANON SOFTWARE LICENSE AGREEMENT → click [Yes].**

In the screen for checking the CANON SOFTWARE LICENSE AGREEMENT, if you click [Display Readme File], you can refer to the content of the Readme file.

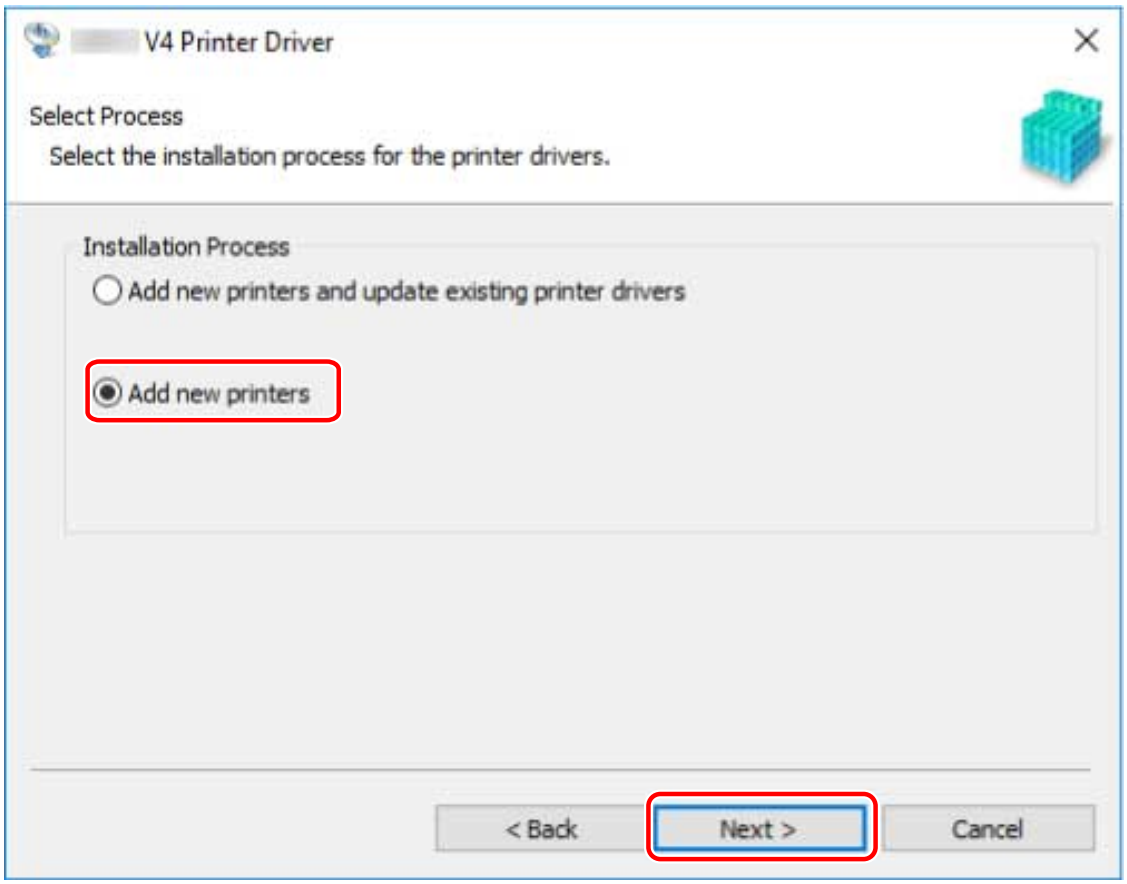
4 **Select [Standard] → click [Next].**

[Wake any printers that are in sleep mode and search]: Select this when you want to detect devices on the network that are in sleep mode.



5 If the following screen is displayed, select [Add new printers] → click [Next].

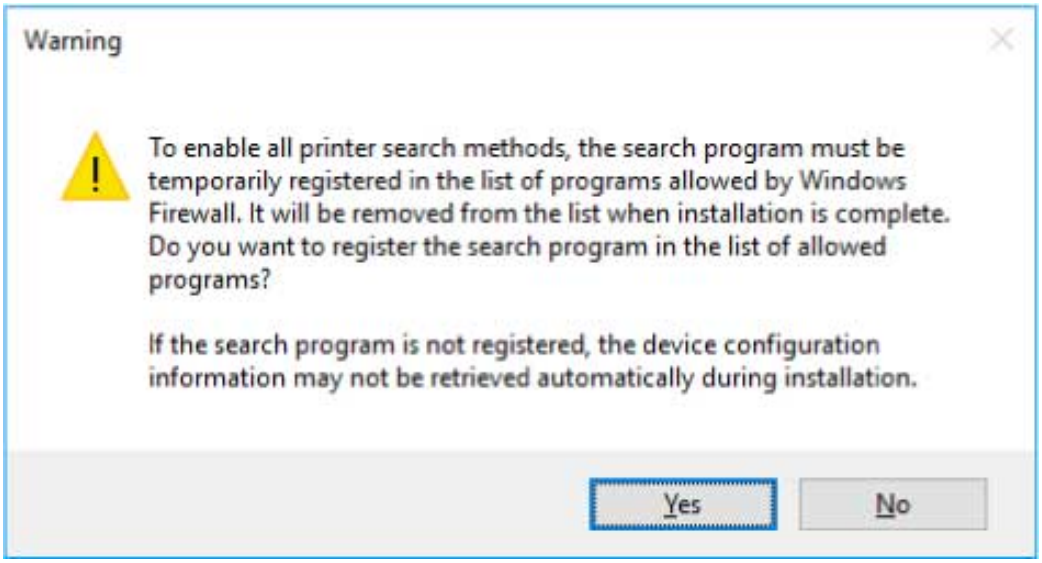
[Add new printers and update existing printer drivers]: Select this when you want to update already installed drivers at the same time that you add a new driver.



6 If the following message is displayed, confirm the message and click [Yes] or [No].

[Yes]: Communication using the TCP/IP protocol and WSD is enabled. This is normally recommended.

[No]: Communication is limited to the TCP/IP protocol only. In this case, device information may not be able to be retrieved correctly.



7 Select the device to install from [Printer List].

If the device is not displayed in [Printer List], click [Search Again].

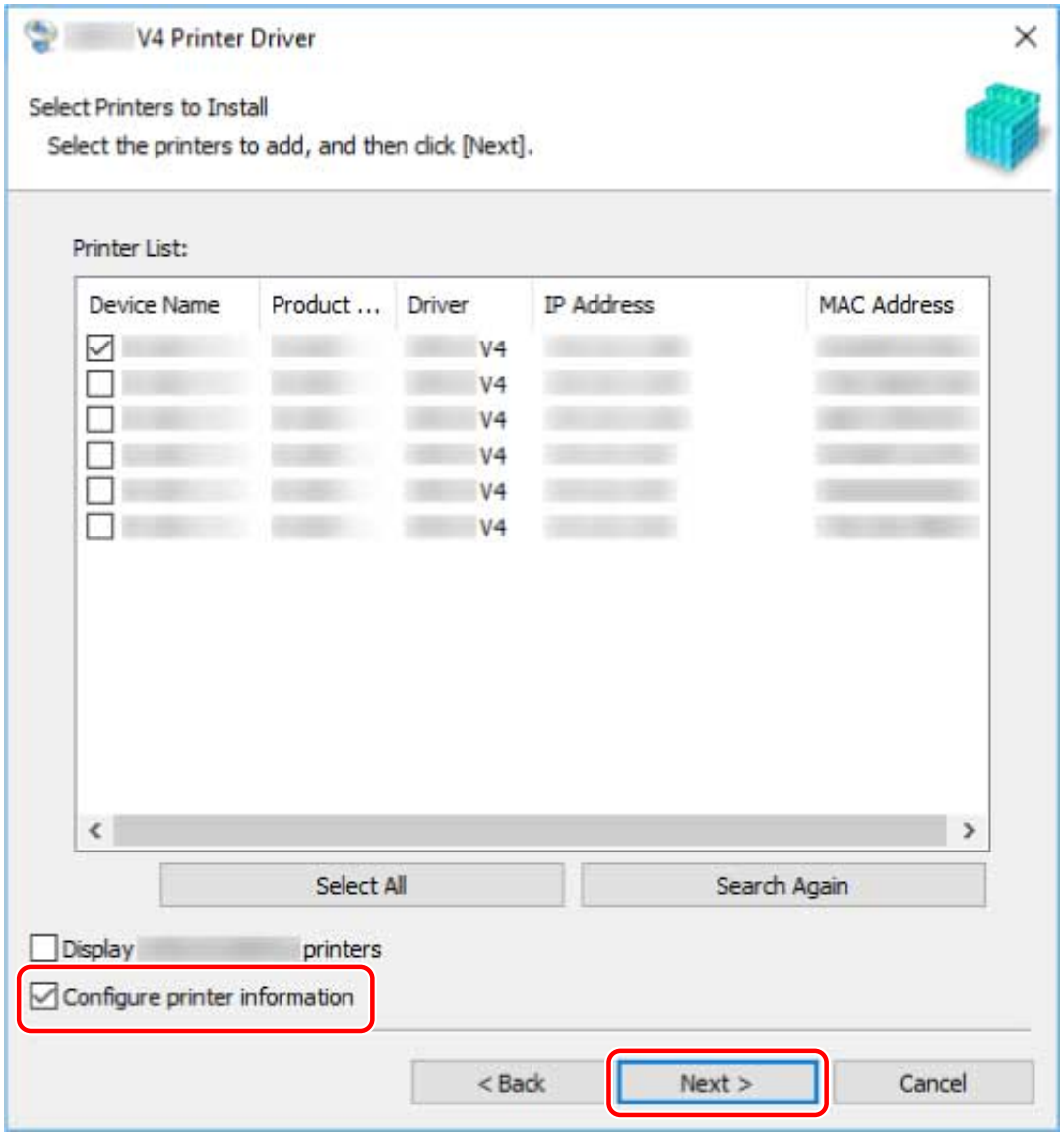
NOTE

- If you cannot discover a device, there could be a problem with the operating system or device settings. Refer to the subsequent troubleshooting to enable the device to be displayed in the discovery results.

Cannot discover a device on a network(P. 139)

8 If you want to change the name of the device, or set it as the default device, select [Configure printer information] → click [Next].

If you do not want to change the name of the device or set it as the default device, click [Next] and proceed to step **10.(P. 23)**

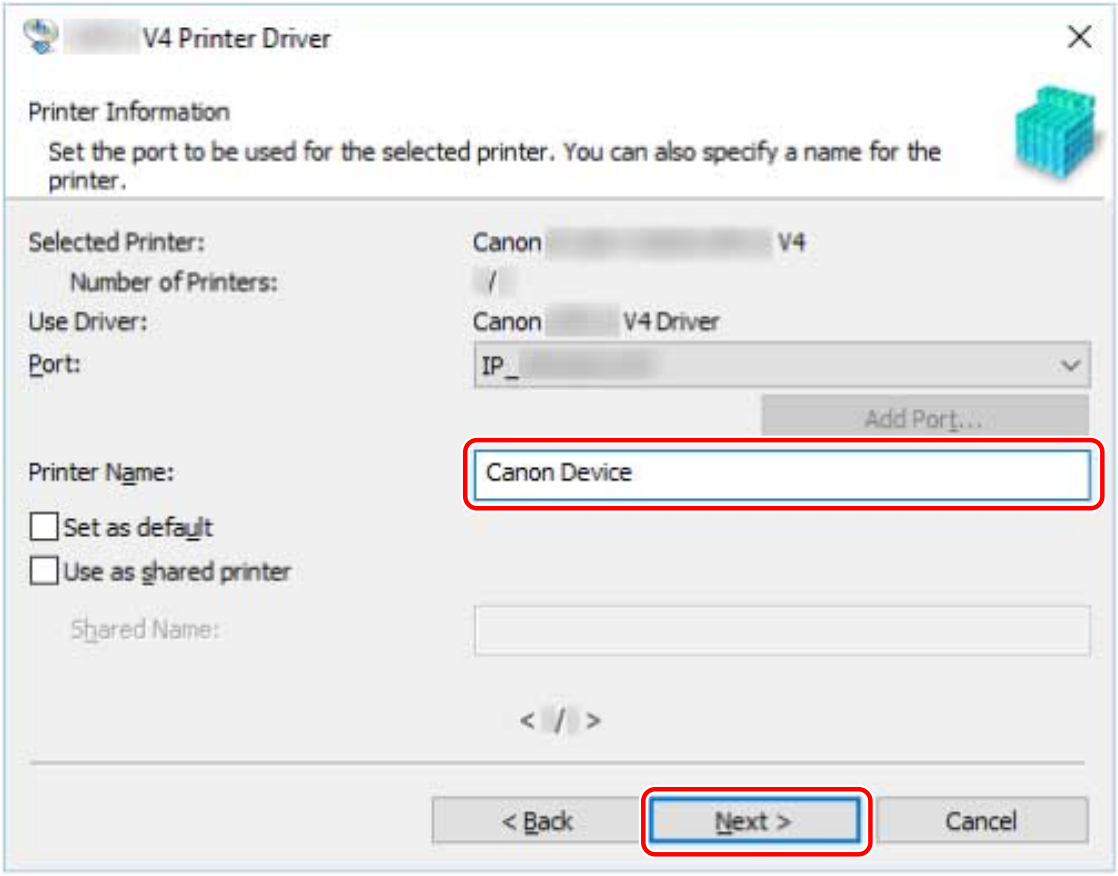


9 Change [Printer Name] if necessary → click [Next].

[Set as default]: Select this to set the device as the device that is normally used.

[Use as shared printer]: Select this if you want to share the device.

[Port]: Select the port you want to use if you can use multiple ports.



10 Check [List of Printers for Installation] → click [Start].

Proceed with the installation according to the instructions on the screen.

11 Check the installation complete message → click [Exit].

You can also print a test page if required.

Related Topics

- **Installing by Specifying a Port or IP Address(P. 24)**
- **Installing as a Print Server(P. 44)**

Installing by Specifying a Port or IP Address

You can manually specify the port or IP address to use for network connected or locally connected devices and install the driver. Install according to this procedure when you cannot automatically discover a device on the network or when unique settings are required.

As well as using an existing port, you can add a port.

Prerequisites

- **System Requirements(P. 16)**
- **Notes and Warnings Regarding Installation(P. 17)**
- Confirm the port to be specified

  Specify a WSD port, standard TCP/IP port, network printer port, or local port. You can specify an already registered port. You can select a temporary port ([LPT1] etc.) and set it after installation is complete.
- Confirm the host name, name, or IP address of the device (if adding a WSD port or a standard TCP/IP port).

  If you are installing by adding a WSD port or a standard TCP/IP port, you need to enter the host name, name, or IP address of the device. For the host name or name of the device, use the name by which the device is known on the network. If you do not know the name or value to be specified, check with your network administrator.
- Confirm the shared printer (if adding a network printer port)

  The shared printer selected when adding the port must match the device selected via the installer. Also, confirm that the version of the driver installed in the shared printer and the version of the installer match.

  Make sure to log on to the computer in which the specified shared printer is installed beforehand.
- When starting the computer, logon as a member of Administrators.
- [Desktop] screen display (when using Windows 8.1/Server 2012 R2)

Procedures

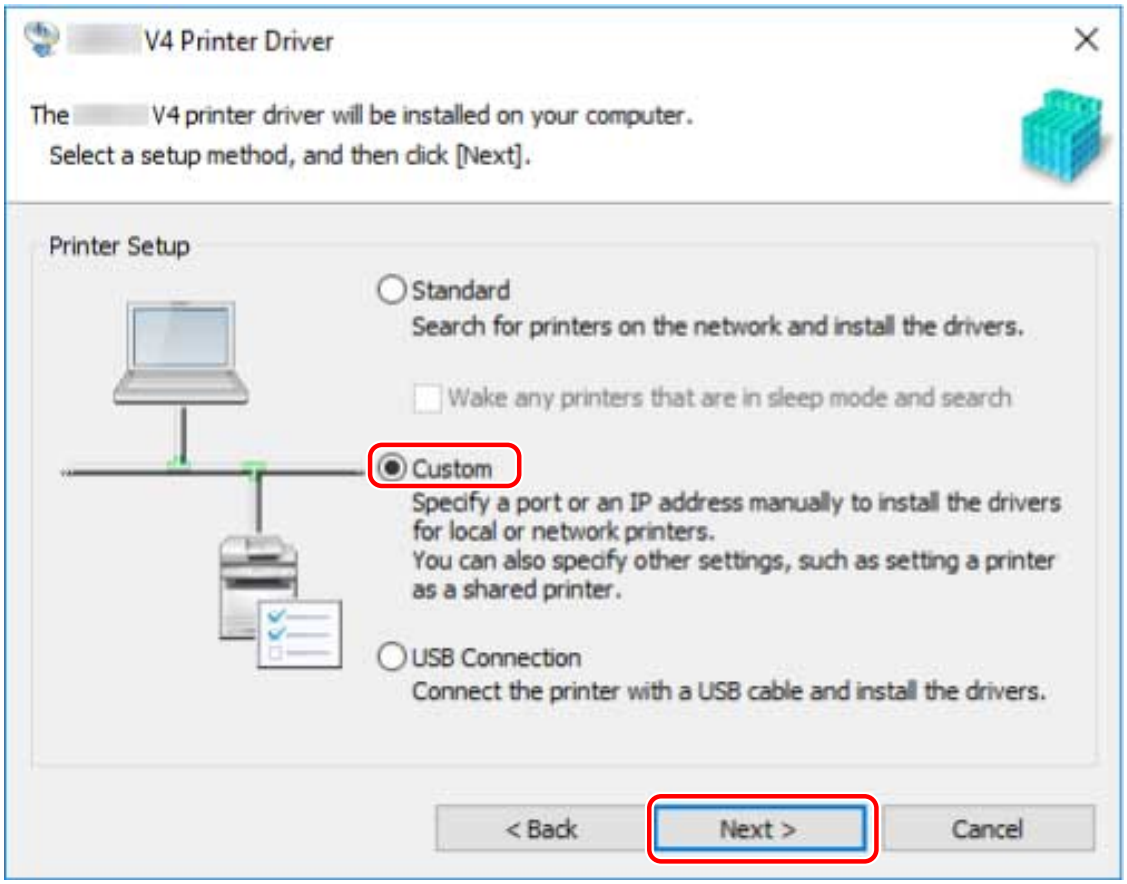
1 **Double-click [Setup.exe].**

2 **If you want to change the language displayed by the installer, select [Language] → click [Next].**

The driver will be installed according to the selected language.

3 **Read the CANON SOFTWARE LICENSE AGREEMENT → click [Yes].**

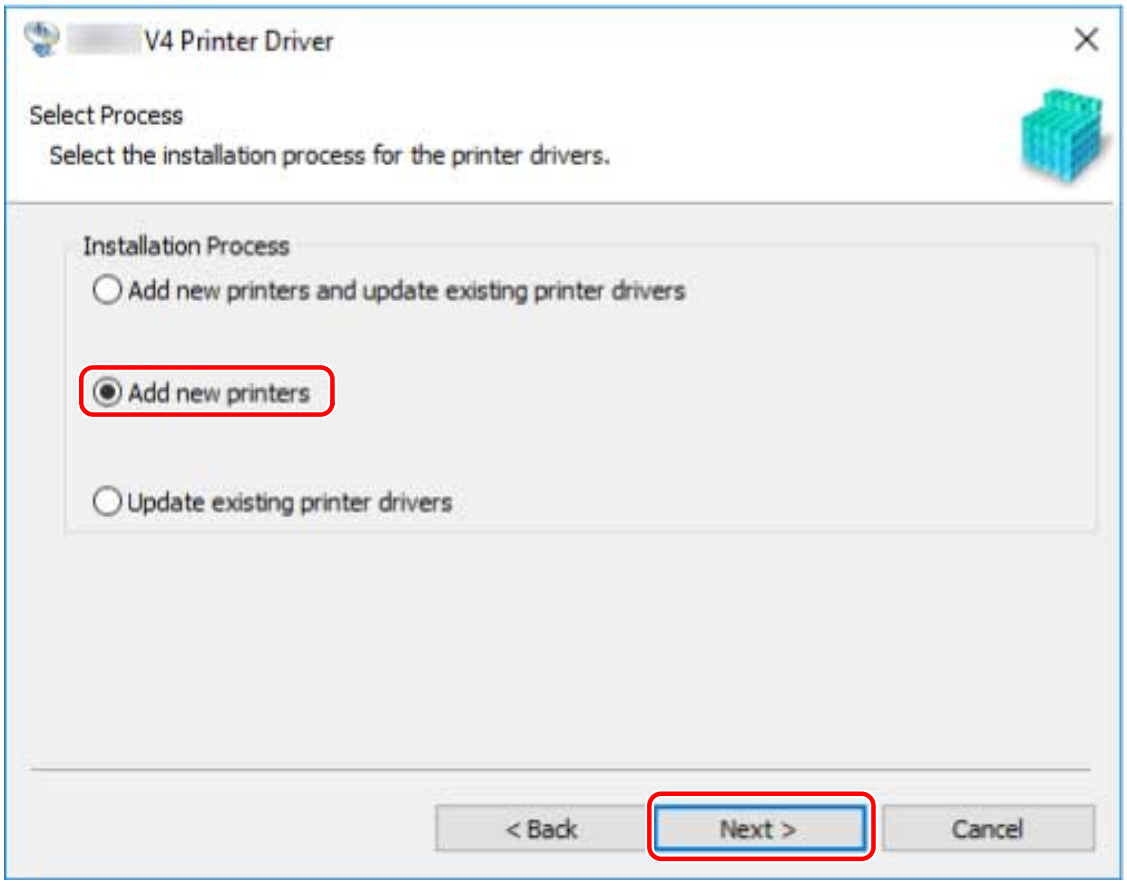
4 **Select [Custom] → click [Next].**



5 If the following screen is displayed, select [Add new printers] → click [Next].

[Add new printers and update existing printer drivers]: Select this when you want to update already installed drivers at the same time that you add a new driver.

[Update existing printer drivers]: Select this if you want to update drivers only. For details, refer to the procedure for updating drivers.

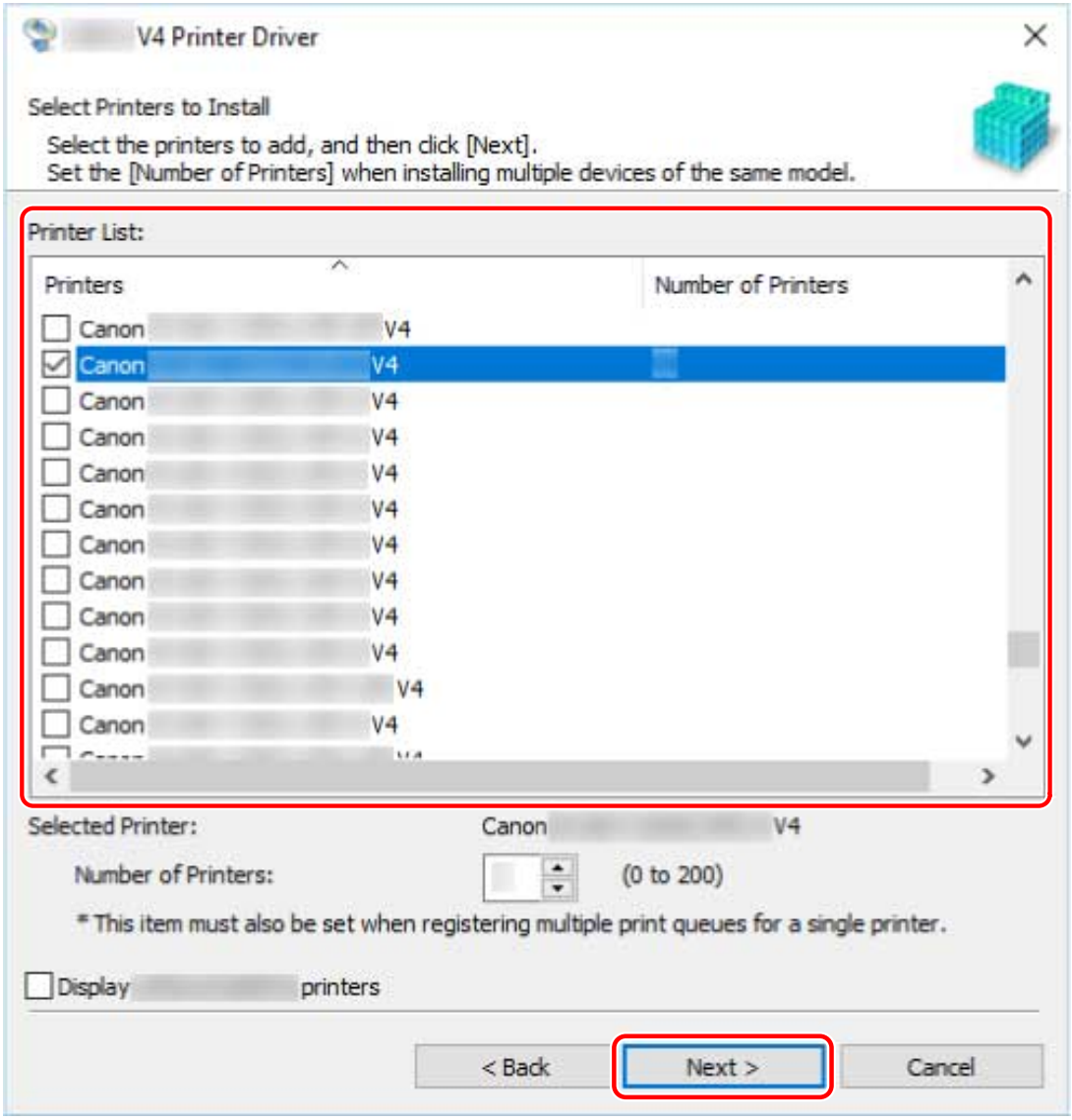


6 Select the device to install from [Printer List] → click [Next].

[Number of Printers]: Enter the number of printers to be installed for the selected device. By specifying multiple printers, multiple devices can be registered at the same time.

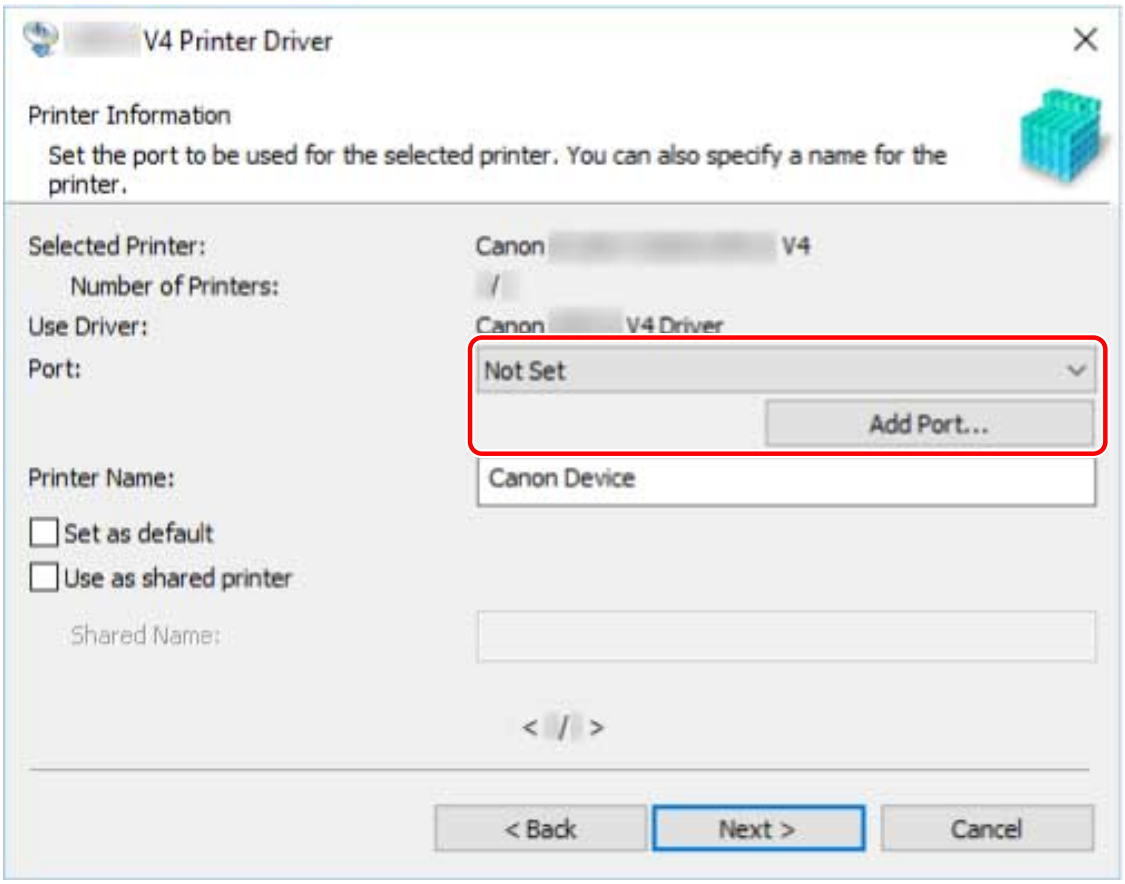
NOTE

- When multiple printers are assigned the same port for a single device, multiple print queues are registered for the selected device. Different default settings can be specified for each print queue to distinguish between them when printing. However, you can assign only one port to one device when a WSD port or network printer port is specified.



7 Set the port.

If you have entered multiple printers for one device in step **6.(P. 26)** , the port setting for the first printer is used as the default setting for the second and subsequent printers.



When adding a WSD port

(1) Click [Add Port] → select [WSD Port] from [Port to Add] → click [OK].

(2) Enter the IP address or host name → click [OK].

When adding a standard TCP/IP port

(1) Click [Add Port] → select [Standard TCP/IP Port] from [Port to Add] → click [OK].

(2) Enter the device name or IP address according to the instructions of the wizard.

[Port Name] is automatically entered. Change the port name if required.

If the [Additional port information required] screen is displayed, click the subsequent "Open details" and perform the necessary operations.

Perform one of the following.

- Return to the previous screen in the wizard → re-enter the information for [Printer Name or IP Address] → click [Next].
- Select [Device Type] > [Standard] > [Canon Network Printing Device with P9100] → click [Next].

Depending on the device you are using, the name you select in [Device Type] > [Standard] may differ from [Canon Network Printing Device with P9100].

(3) Click [Finish].

When adding a network printer port

(1) Click [Add Port] → select [Network] from [Port to Add] → click [OK].

(2) Select the network printer you are using → click [OK].

NOTE

- If a network printer corresponding to the device is not displayed in the list, the operating system or device settings may be incorrect. Refer to the subsequent troubleshooting to enable the device to be displayed in the printer list.

Cannot discover a device on a network(P. 139)

When adding a local port

(1) Click [Add Port] → select [Local Port] from [Port to Add] → click [OK].

(2) Enter the port name → click [OK].

When using an existing port

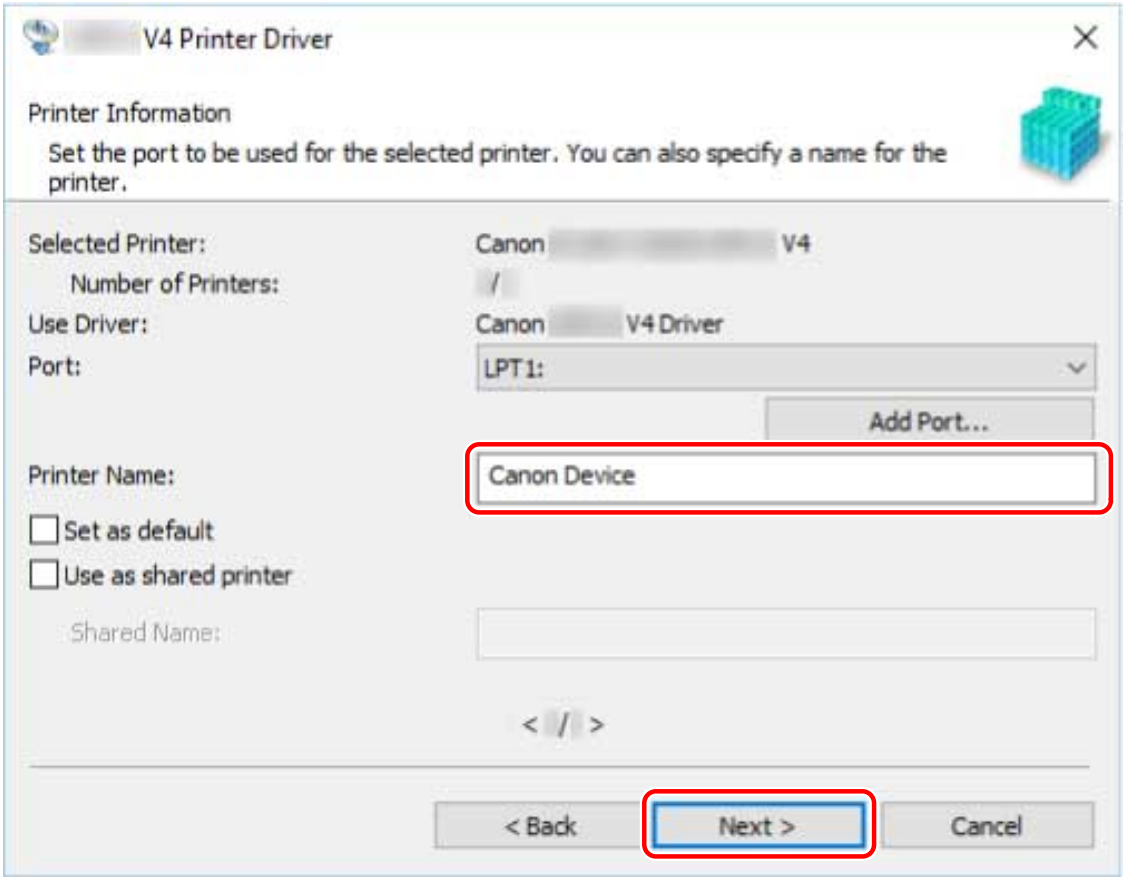
Select a port from [Port].

8 Change [Printer Name] if necessary → click [Next].

[Set as default]: Select this to set the device as the device that is normally used.

[Use as shared printer]: Select this if you want to share the device.

If you added or selected a network printer port, you cannot set [Printer Name] and [Use as shared printer].



If you have selected multiple devices or you have entered multiple printers for one device in step **6.(P. 26)** , repeat steps **7.(P. 27)** and **8.(P. 29)**

9 Check [List of Printers for Installation] → click [Start].

Proceed with the installation according to the instructions on the screen.

10 Check the installation complete message → click [Exit].

You can also print a test page if required.

Related Topics

- **Installing as a Print Server(P. 44)**
- **Changing the Port(P. 49)**
- **Updating the Driver(P. 36)**

Installing by USB Connection

You can connect the device and computer with a USB cable and install the driver.

Prerequisites

- **System Requirements(P. 16)**
- Installation of the optional USB interface board (if required with the device you are using)
- Page description language selection (plug & play) function setting of the device (if required with the device you are using)

  Set [PDL Selection (Plug and Play)] at the device to match the driver you are using. For details about the setting method, refer to the manual of the device.

  - For "UFR II/UFRII LT/LIPSLX/CARPS2 V4 Printer Driver": [*** (V4)] (or [*** (XPS)])
    *** represents the page description language corresponding to the device.
  - For "PCL6 V4 Printer Driver": [PCL6 (V4)] (or [PCL6])
- **Notes and Warnings Regarding Installation(P. 17)**
- When starting the computer, logon as a member of Administrators.
- [Desktop] screen display (when using Windows 8.1/Server 2012 R2)

Procedures

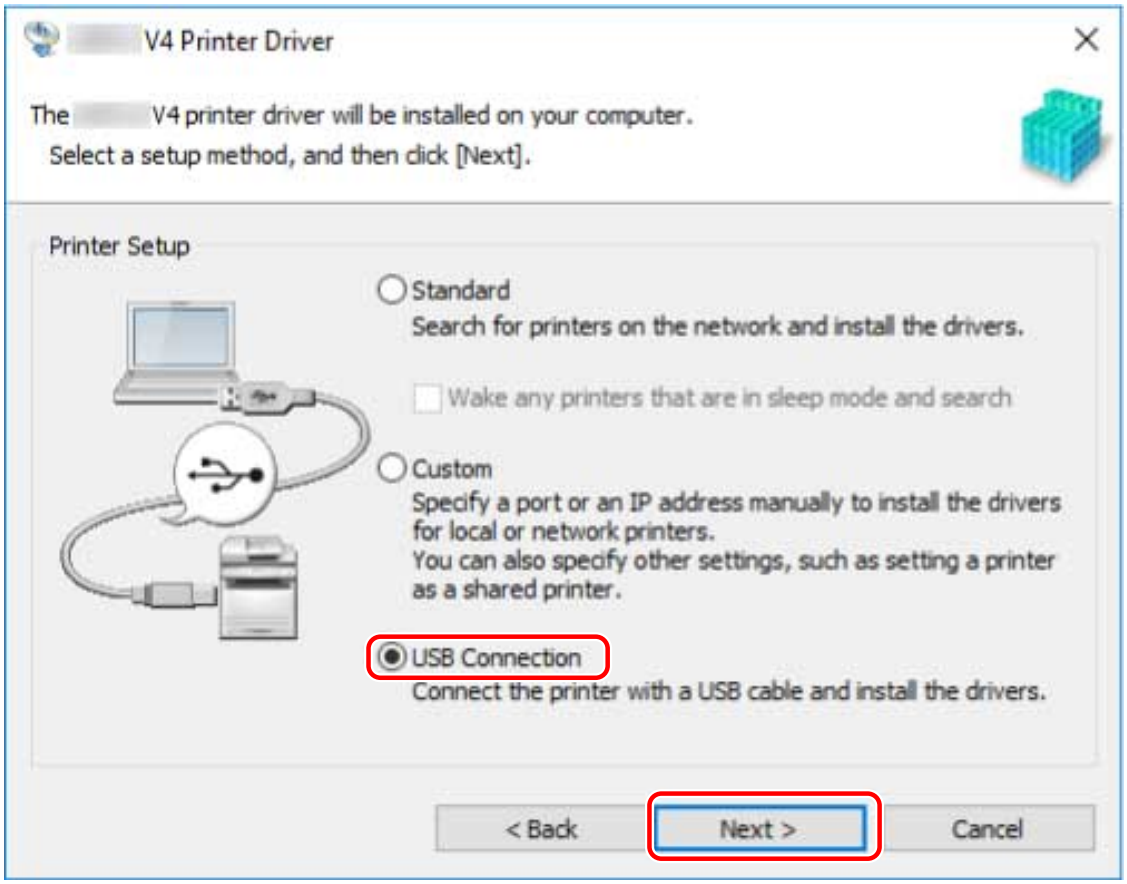
1 **Turn off the device.**

2 **Double-click [Setup.exe].**

3 **If you want to change the language displayed by the installer, select [Language] → click [Next].**
The driver will be installed according to the selected language.

4 **Read the CANON SOFTWARE LICENSE AGREEMENT → click [Yes].**

5 **Select [USB Connection] → click [Next].**



6 When the following screen appears, turn on the device → connect the device and computer with a USB cable.

[Skip]: If correctly connected by USB, in this screen you can finish the installation without waiting for automatic completion.

Proceed with the installation according to the instructions on the screen.

If installation fails in the above screen, click the subsequent "Open details" and perform the necessary operations.

Reinstall the driver after performing the following procedure.

(1) Turn on the device → connect the device and computer with a USB cable.

(2) Display [Device Manager].

In Windows 10/Server 2016

Right-click [ ] → click [Device Manager].

In Windows 8.1/Server 2012 R2

Display [Control Panel] > [Hardware and Sound] > [Device Manager].

(3) Right-click the device name of the target device from [Other devices] → click [Uninstall device] or [Uninstall].

(4) Confirm the device name.

Canon + <model name being used>

7 Check the installation complete message → click [Exit].

You can also print a test page if required.

Installing by Specifying an inf File

This explains the procedure for installing a driver by specifying an inf file with the add printer function of Windows.

If you install according to this procedure, you will have to use the Windows standard print settings screen when printing from a desktop app because the print settings screen of the driver will not be displayed.

The explanation will be given with respect to installation with a standard TCP/IP port.

Prerequisites

- **System Requirements(P. 16)**
- Confirm the IP address of the device.
- **Notes and Warnings Regarding Installation(P. 17)**
- When starting the computer, log on as a member of Administrators.
- [Desktop] screen display (when using Windows 8.1/Server 2012 R2)

Procedures

1 Start the Windows add printer wizard.

If starting from [Settings] (Windows 10/Server 2016 only)

(1) Click [Devices] → click [Add a printer or scanner] from [Printers & scanners].

(2) Click [The printer that I want isn't listed].

If starting from [Control Panel]

(1) Display [Devices and Printers] → click [Add a printer].

(2) When the screen for selecting a device is displayed, click [The printer that I want isn't listed].

2 Select local printer addition and proceed to the next screen.

3 Select [Create a new port] → select [Standard TCP/IP Port] from [Type of port] → click [Next].

4 Enter the IP address of the device in [Hostname or IP address] → proceed according to the instructions on the screen.

If the device cannot be found, it may be recognized as an unknown device. If so, click the subsequent "Open details."

(1) Display [Device Manager] in Windows.

In Windows 10/Server 2016: Right-click [ ] → click [Device Manager].

In Windows 8.1/Server 2012 R2: Click [Control Panel] > [Device Manager].

(2) Select [Other devices] > [Unknown device] → click the [Action] menu > [Update driver] or [Update Driver Software].

(3) In the driver update wizard, click [Browse my computer for driver software] > [Let me pick from a list of available drivers on my computer].

(4) Select [Printers] from [Common hardware types] → click [Next].

5 **In the [Add Printer] screen, click [Have Disk].**

6 **Click [Browse] → select one of the inf files in the downloaded driver folder.**

Operations will be unaffected regardless of which inf file you select.

7 **Select the device to use from [Printers] → click [Next].**

8 **Install the driver according to the instructions on the screen → click [Finish].**

Related Topics

- **Changing the Port(P. 49)**
- **The Windows standard print settings screen is displayed(P. 142)**

Updating/Uninstalling the Driver

The procedures for updating the driver and uninstalling the driver are described below.

Updating the Driver(P. 36)
Uninstalling the Driver(P. 38)

Updating the Driver

You can update installed drivers to their newer versions.

It is recommended that you download the latest drivers corresponding to new functions and/or operating systems, and update them.

You can update already installed drivers at the same time as installing a driver for a new device, but here the procedure for updating installed drivers only is explained.

In environments where Windows Update can be used, it is not necessary to perform this procedure since the driver is automatically updated.

Prerequisites

- Acquire the installer

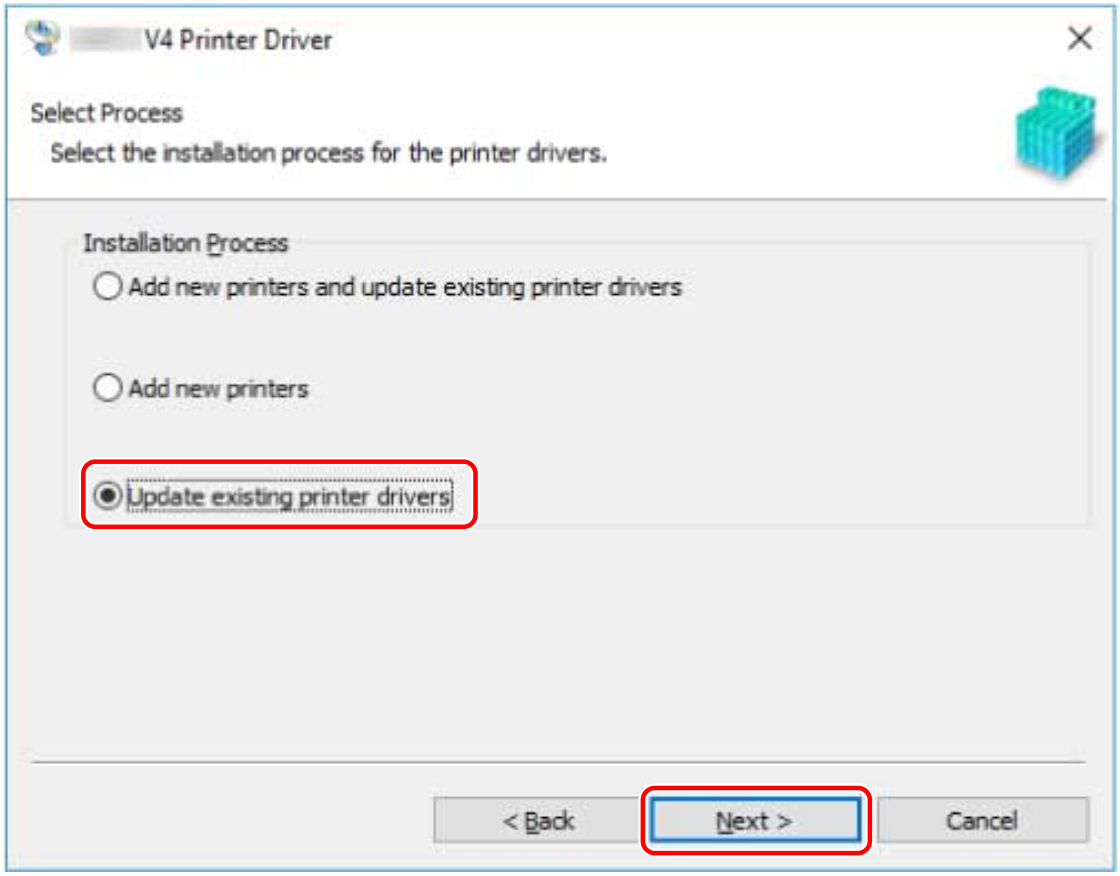
  You can download the update installer from the Canon web site (http://canon.com/).
- Connect the device by USB cable and turn the power on (when updating a driver installed with a USB connection).
- When starting the computer, logon as a member of Administrators.
- [Desktop] screen display (when using Windows 8.1/Server 2012 R2)

Procedures

1 Start the installer → proceed according to the instructions on the screen.

2 Select [Custom] for [Printer Setup] → click [Next].

3 Select [Update existing printer drivers] → click [Next].



4 **Check [List of Printers for Installation] → click [Start].**

5 **Check the installation complete message → click [Exit].**

You can also print a test page if required.

Restart your computer when a message is displayed prompting you to do so.

When updating a driver on a print server, update the drivers on clients as well, referring to the procedure for setting computers as shared printer clients.

Related Topics

- **Installing by Discovering Devices on a Network(P. 19)**
- **Installing by Specifying a Port or IP Address(P. 24)**
- **Installing by USB Connection(P. 30)**
- **Setting up Clients of a Shared Printer(P. 46)**
- **Making the Device Functions Usable(P. 53)**

Uninstalling the Driver

This explains the procedure for uninstalling a driver that is no longer needed.

The uninstallation method differs depending on whether the installer or an inf file was used when the driver was installed.

For drivers that were installed by an installer(P. 38)
For drivers that were installed by specifying an inf file(P. 39)

Prerequisites

- When starting the computer, logon as a member of Administrators.
- [Desktop] screen display (when using Windows 8.1/Server 2012 R2)

Procedures

For drivers that were installed by an installer

1 Start the uninstaller of the driver.

When using Windows functions

In Windows 10/Server 2016

(1) Display [Settings] > [Apps] or [System] > [Apps & features].

(2) Select the driver to be uninstalled in [V4 Printer Driver Uninstaller] → click [Uninstall].

In operating systems other than the above

(1) Display [Control Panel] > [Programs] > [Uninstall a program].

(2) Select the driver to be uninstalled in [V4 Printer Driver Uninstaller] → click [Uninstall/Change].

When using the Windows uninstall function, the uninstaller is displayed in the language you selected in the installer.

When using the uninstall file provided with the driver

Double-click one of the following files.

When using a file in an installed driver folder

Use [UNINSTAL.exe] corresponding to the driver within the following folder.

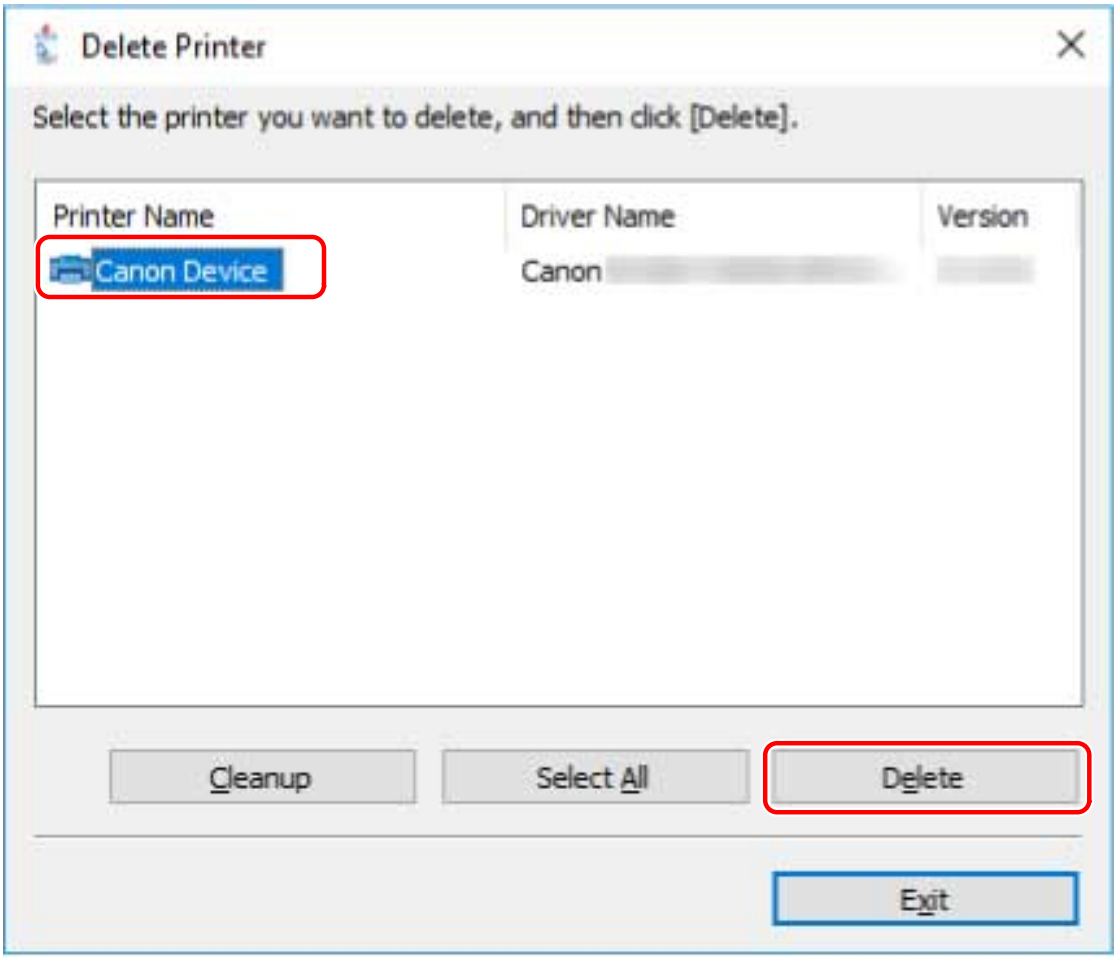
<install folder>\Canon\PrnUninstall

When using a file in a downloaded driver folder

Installer\UNINSTAL.exe

2 Select the name of the device you want to uninstall → click [Delete].

[Cleanup]: Click this to simultaneously delete all files and registry information relating to all of the drivers displayed in the list, not just the selected driver. Click [Delete] to perform a normal uninstallation of the driver.



3 **In the screen for confirming whether to delete the printer, click [Yes].**

A confirmation message asking whether you want to delete the package as well may be displayed.

4 **In the [Delete Printer] screen, click [Exit].**

NOTE

- When connected to a device by USB, the icon of the device cannot be deleted by the uninstaller. To delete them, perform the procedure for uninstalling drivers that were installed by specifying an inf file.

For drivers that were installed by specifying an inf file

1 **Display [Devices and Printers] from the [Control Panel] of Windows.**

2 **Right-click the icon of the device you are going to remove → select [Remove device].**

If you are using a touch panel, press and hold the icon of the device you want to delete → tap [Remove device] in the pop-up menu.

3 **In the [Remove device] screen, click [Yes].**

4 **Select the icon of any device → click [Print server properties] from the menu.**

5 **Display the [Drivers] sheet.**

6 **Select the driver to be removed from [Installed printer drivers] → click [Remove].**

7 **Select [Remove driver and driver package] → click [OK].**

8 **Confirm the driver in the confirmation screen → click [Yes].**

Changing Settings to Match the Usage Environment

Changing Settings to Match the Usage Environment 42
Using a Shared Printer 43
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Changing the Port 49
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Changing Settings to Match the Usage Environment

This explains shared printer settings, switching ports, and manually setting the option installation status of a device.

Using a Shared Printer(P. 43)
Changing the Port(P. 49)
Making the Device Functions Usable(P. 53)

Using a Shared Printer

This explains the setting procedure for sharing a device with computers on the same network.

Installing as a Print Server(P. 44)
Setting up Clients of a Shared Printer(P. 46)

Installing as a Print Server

This explains how to configure the share settings of and install the driver in order to use a computer connected to the device as a print server.

Prerequisites

- When starting the computer, logon as a member of Administrators.
- [Desktop] screen display (when using Windows 8.1/Server 2012 R2)

Procedures

1 **Start the installer → proceed according to the instructions on the screen.**

2 **Select [Standard] or [Custom] for [Printer Setup] → click [Next].**

If you have a network connection that does not use the TCP/IP protocol, select [Custom].

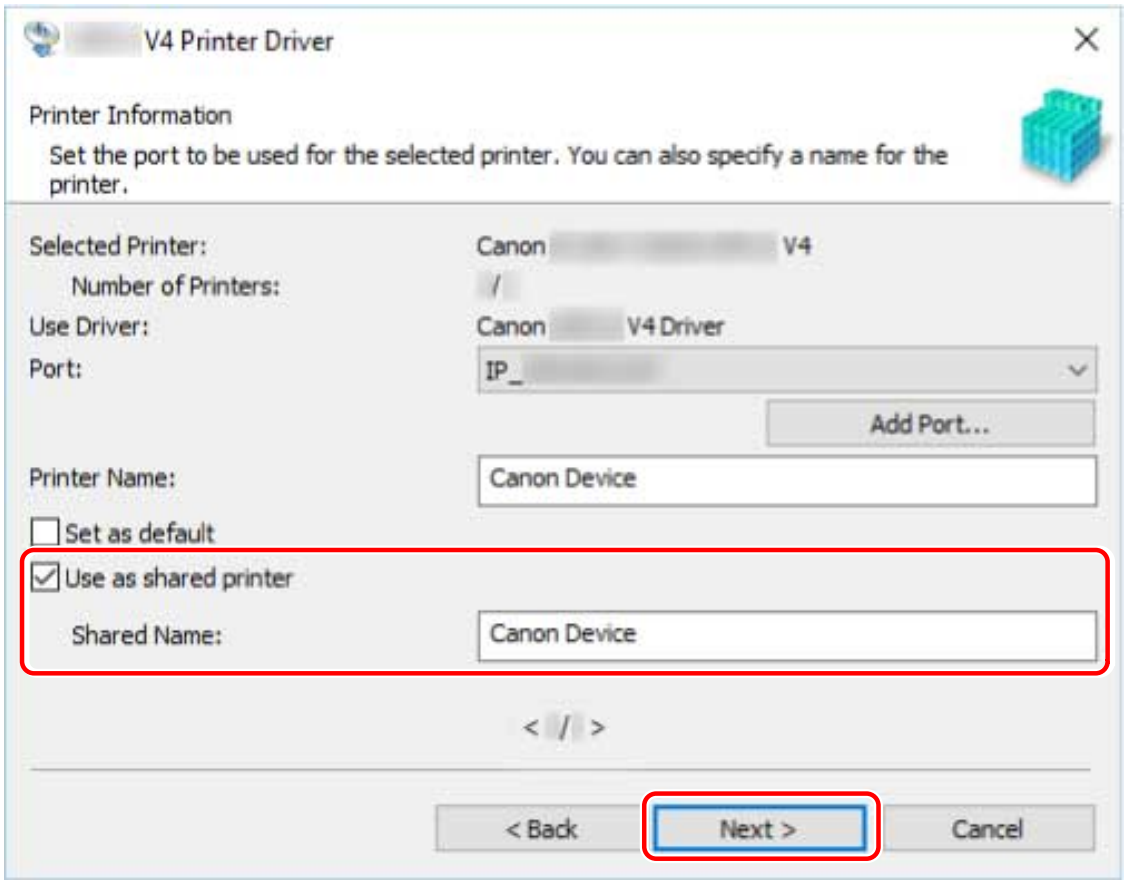
3 **If the [Select Process] screen is displayed, select [Add new printers] → click [Next].**

4 **Select the device to install from [Printer List] → click [Next].**

If you select [Standard] and configure shared settings, select [Configure printer information], then click [Next].

5 **Select [Use as shared printer] → change [Shared Name] if necessary → click [Next].**

If you select [Custom] and configure shared settings, set the port in [Port], then click [Next].



6 Follow the instructions on the screen → click [Exit].

Related Topics

- **Installing by Discovering Devices on a Network(P. 19)**
- **Installing by Specifying a Port or IP Address(P. 24)**
- **Setting up Clients of a Shared Printer(P. 46)**

Setting up Clients of a Shared Printer

This explains the procedure for enabling printing from a client computer (hereafter referred to an "a client") using a print server being shared on the same network.

Prerequisites

- Configure the share settings of the print server driver
- When starting the computer, logon as a member of Administrators.

NOTE

- If you are configuring the settings of a client in a workgroup environment, the user name and password for logging onto the client must match the user name and password registered in the server.

Procedures

1 Display [Network] in Windows Explorer.

2 Double-click the computer (print server) you have set for print sharing.

3 Double-click the icon of the device for installation.

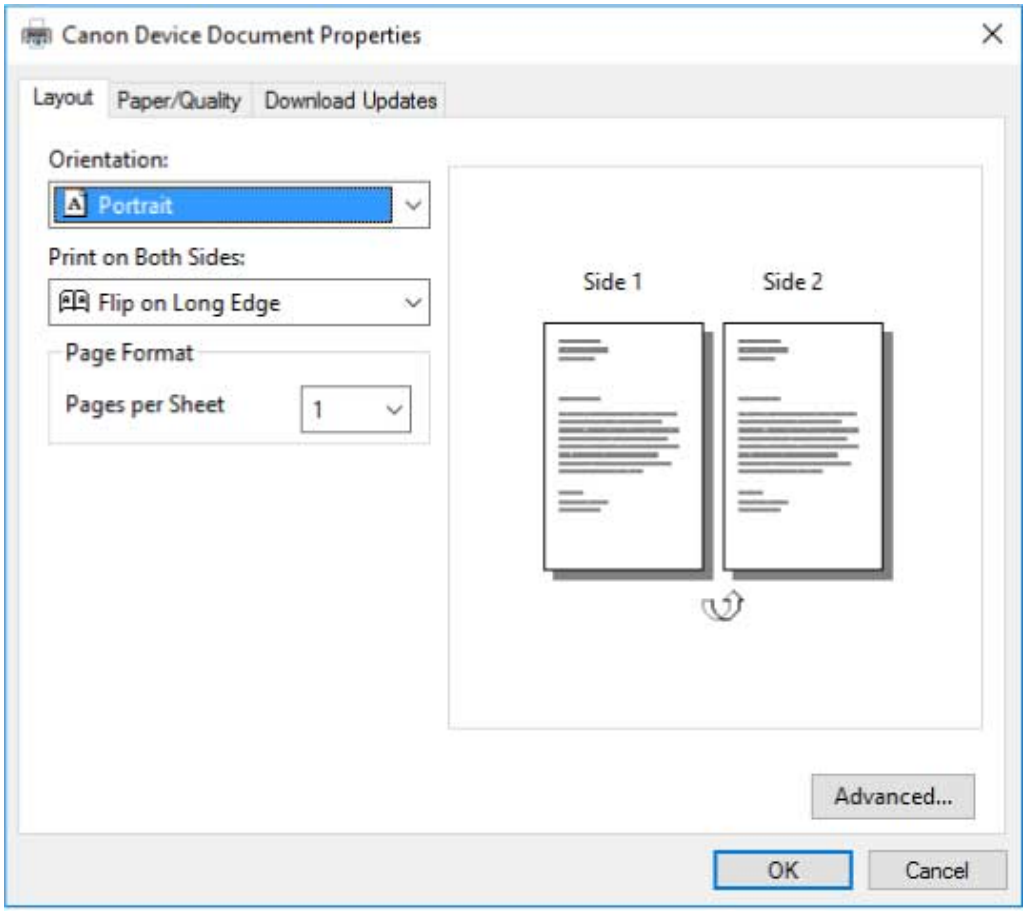
4 Check how the print settings screen is displayed at the client.

You can display the print settings screen by the following procedure.

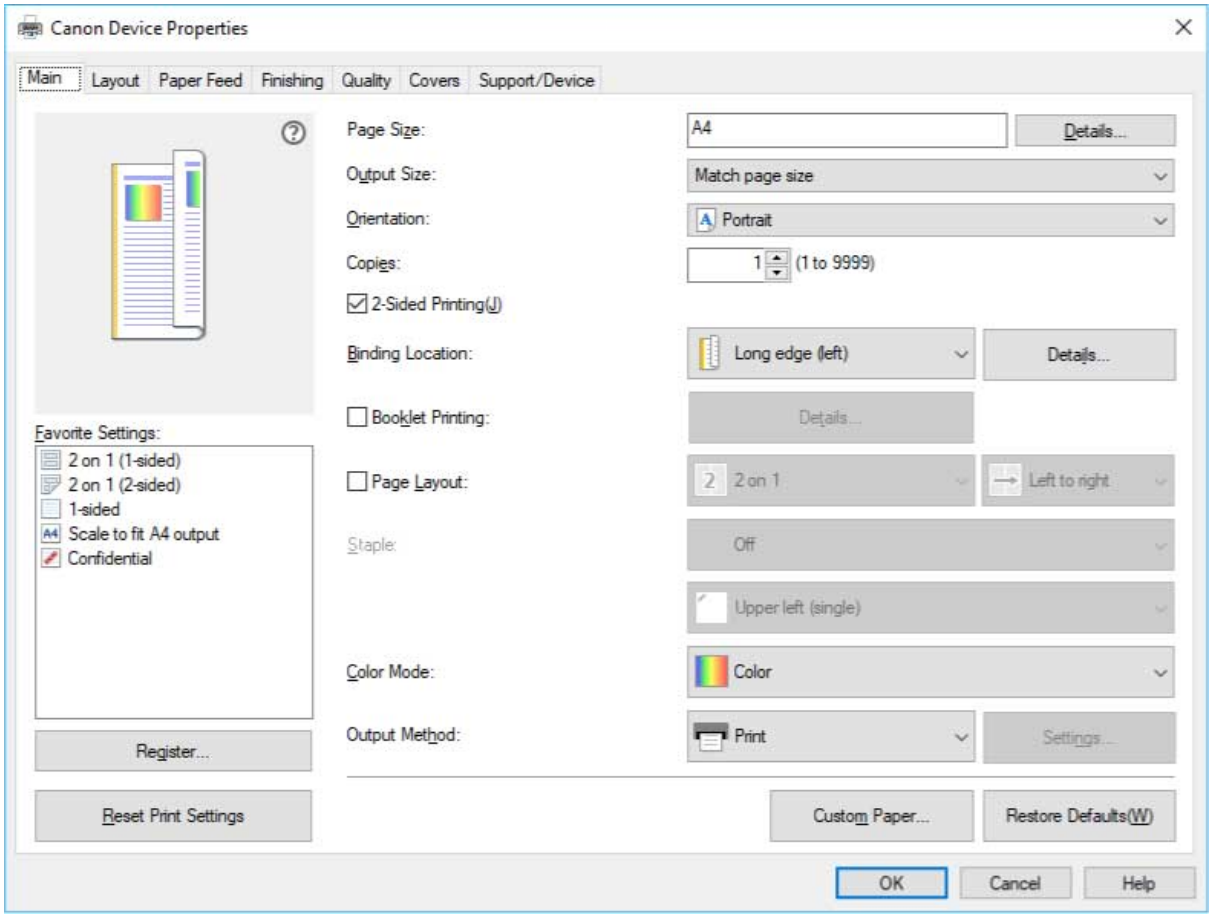
(1) Display [Devices and Printers] in Windows.

(2) Right-click the icon of the device you are going to set → select [Printing preferences].

If the following screen is displayed, perform the following procedure.



If the following screen is displayed, the operation is finished.



5 Start the installer → proceed according to the instructions on the screen.

Use the same version driver as the print server to install.

6 **Select [Custom] for [Printer Setup] → click [Next].**

7 **In the [Select Process] screen, select [Update existing printer drivers] → click [Next].**

8 **Check [List of Printers for Installation] → click [Start].**

9 **Click [Exit].**

10 **Restart the computer after installation is complete.**

Related Topics

- **Installing as a Print Server(P. 44)**
- **Updating the Driver(P. 36)**

Changing the Port

This explains the procedure for changing the port used by a device connected to a network.

If you temporarily set a port of the device when installing the driver, change it to a correct port by following this procedure.

Here, the method for creating a Raw or LPR port using "Standard TCP/IP Port" is explained.

Prerequisites

- Driver installation
- Confirm the name or IP address of the device (if adding a standard TCP/IP port).

  To add a standard TCP/IP port, you need to enter the name or IP address of the device. For the name of the device, use the name by which the device is known on the network. If you do not know the device name or IP address, check with your network administrator.
- Determining to protocol to use

  Raw: A protocol that can be used with Windows. It transmits data at a higher speed than LPR.

  LPR: The protocol commonly used by TCP/IP.
- When starting the computer, logon as a member of Administrators.

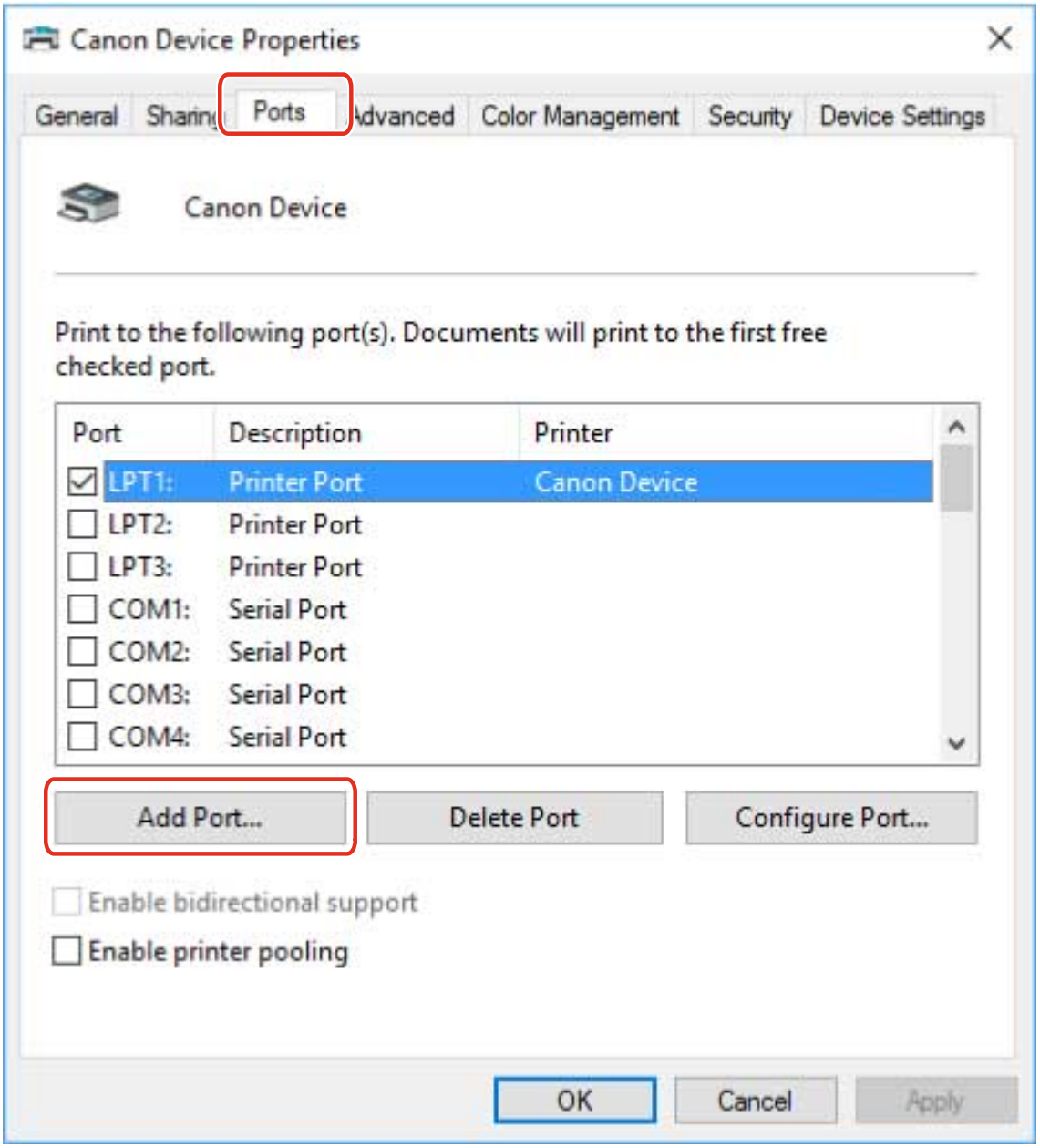
Procedures

1 Display [Devices and Printers] from the [Control Panel] of Windows.

2 Right-click the icon of the device you are going to set → select [Printer properties].

If you are using a touch panel, press and hold the icon of the device you want to set → tap [Printer properties] in the pop-up menu.

3 Display the [Ports] sheet → click [Add Port].



4 **In the [Printer Ports] dialog box, select [Standard TCP/IP Port] from [Available port types] → click [New Port].**

5 **Proceed with the operation according to the instructions on the wizard, then enter the device name or IP address.**

[Port Name] is automatically entered. Change the port name if required.

If the [Additional port information required] screen is displayed, click the subsequent "Open details" and perform the necessary operations.

Perform one of the following.

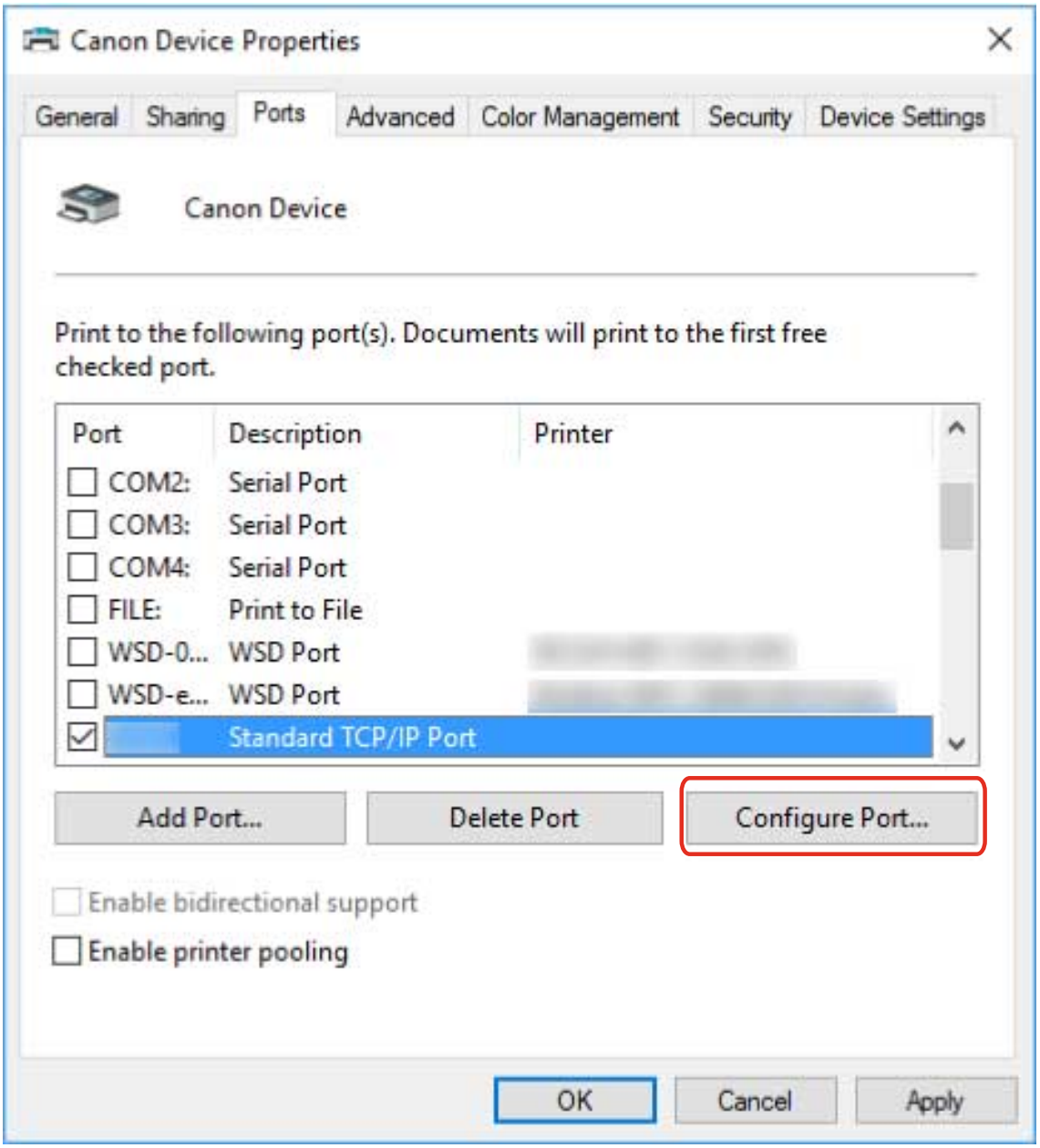
- Return to the previous screen in the wizard → re-enter the information for [Printer Name or IP Address] → click [Next].
- Select [Device Type] > [Standard] > [Canon Network Printing Device with P9100] → click [Next].

Depending on the device you are using, the name you select in [Device Type] > [Standard] may differ from [Canon Network Printing Device with P9100].

6 **Click [Finish].**

7 **In the [Printer Ports] dialog box, click [Close].**

8 **Click [Configure Port].**



9 **Set the port.**

When using Raw

Select [Protocol] > [Raw] → click [OK].

When using LPR

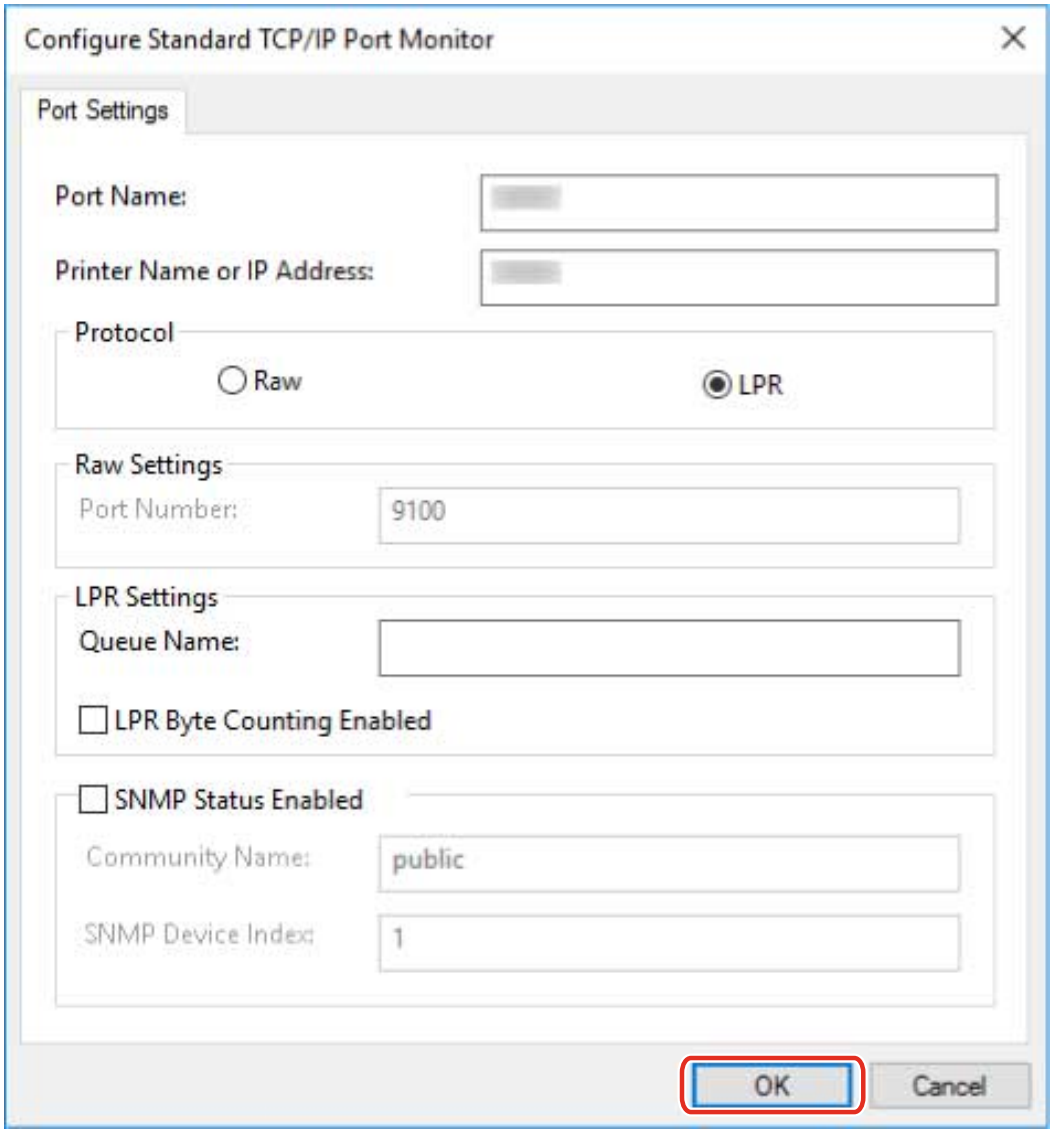
(1) Select [Protocol] > [LPR] → specify one of the following print queues for [LPR Settings] > [Queue Name].

LP: Outputs according to the spool setting of the device. This is the setting that is normally used.

SPOOL: Always outputs after spooling to the hard disk, regardless of the device settings.

DIRECT: Always outputs without spooling to the hard disk, regardless of the device settings.

(2) Click [OK].



10 **Click [Close].**

Making the Device Functions Usable

When installing a driver with a network connection, normally, information about options installed in the device is retrieved and functions associated with the driver are set so that they can be used. When the functions of the device cannot be used, or when an option is added, the device information must be reacquired and the option structure manually set.

Prerequisites

- Settings at the device

  Enable [Use WSD Browsing] at the device. If you are using a device that does not support this function, enable [Retrieve Printer Mngt. Information from Host].

  For details, refer to the manual of the device.

- When starting the computer, log on as a member of Administrators.

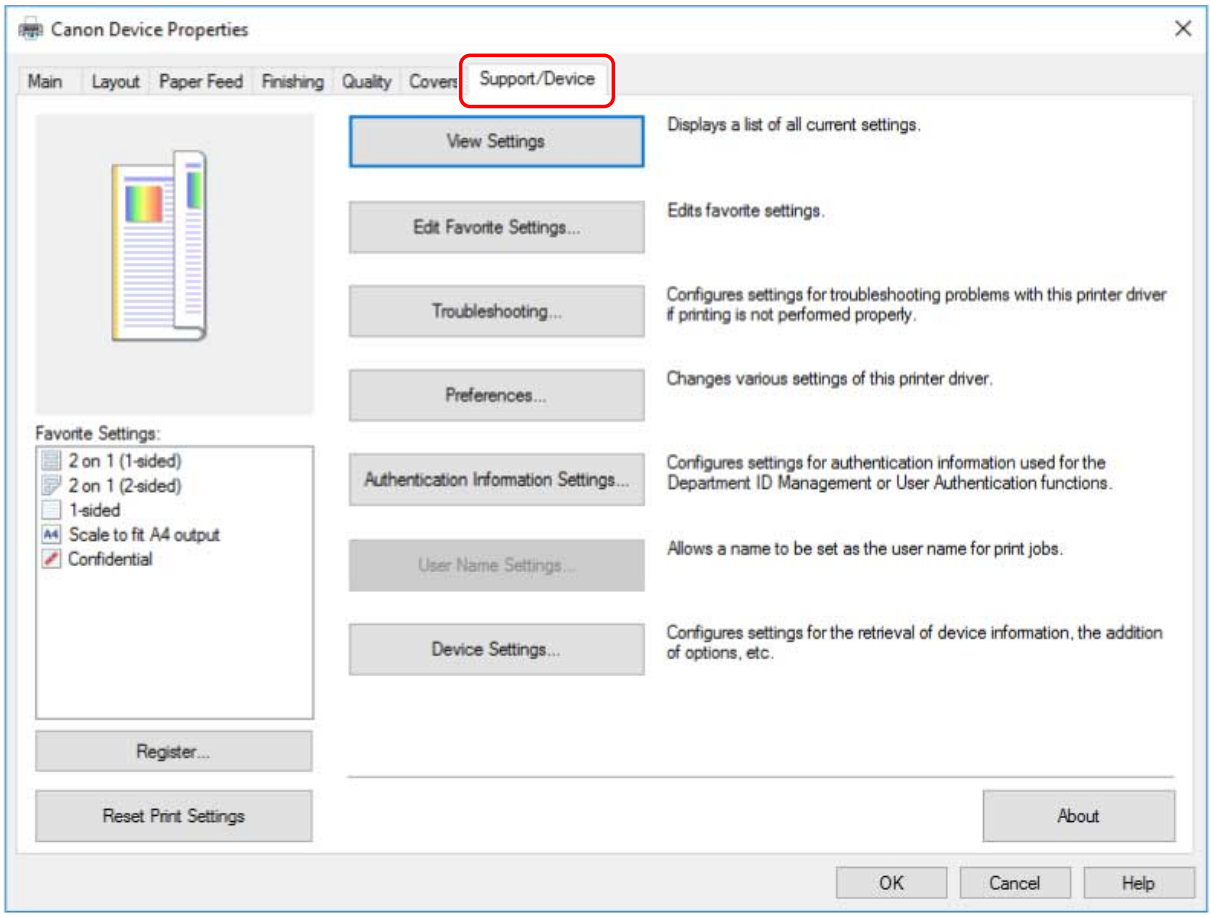
Procedures

1 **Display [Devices and Printers] from the [Control Panel] of Windows.**

2 **Right-click the icon of the device you are going to set → select [Printing preferences].**

If you are using a touch panel, press and hold the icon of the device you want to set → tap [Printing preferences] in the pop-up menu.

3 **Display the [Support/Device] sheet.**



NOTE

- If the Windows standard print settings screen, which does not have a [Support/Device] sheet, is displayed, there could be a problem with the environment, settings, or installation state of the driver. Refer to the subsequent troubleshooting to enable the print settings screen of the driver to be displayed.

The Windows standard print settings screen is displayed(P. 142)

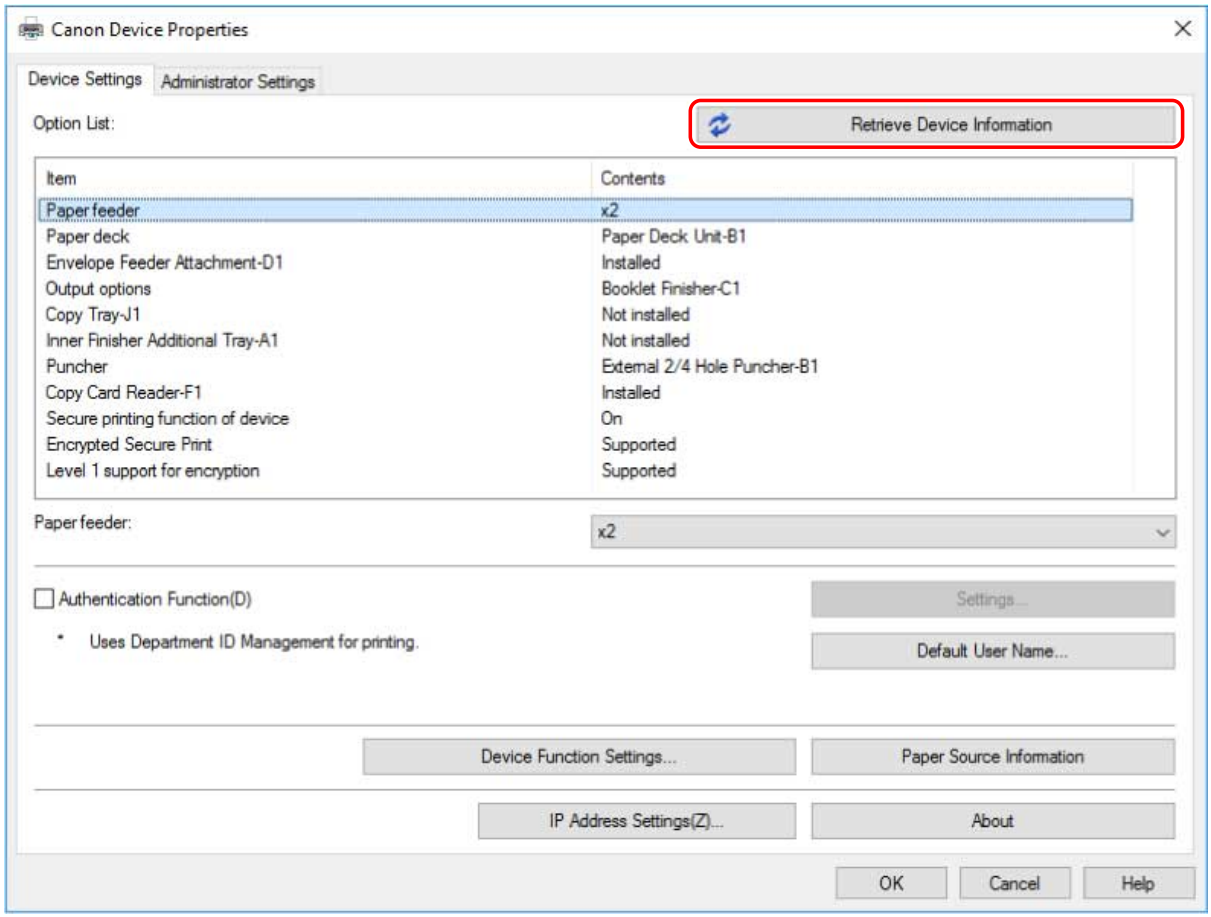
4 Click [Device Settings].

When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

5 Display the [Device Settings] sheet.

6 If necessary, set whether the IP address of the device is to be automatically detected or manually specified in [IP Address Settings] at the bottom of the screen.

7 Click [Retrieve Device Information].



8 When the message "Do you want to retrieve the device information?" is displayed, click [Yes].

If the information is retrieved, the option structure is set automatically. Check the settings.

If the information is not retrieved, set the options manually. Select the options attached to the device.

9 Click [OK].

NOTE

- When installing a driver by discovering the corresponding device on a network, some of the device information may not be obtainable if WSD communication is disabled. If this is the case, you can correctly acquire device information by performing the above procedure.
- In any of the following cases, some of the device information may not be obtainable. If this is the case, set the options manually.
  - When the device is connected by USB
  - When installing the driver by specifying a standard TCP/IP port
  - When using a device or port that cannot acquire device information

Related Topics

Installing by Discovering Devices on a Network(P. 19)

Printing

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- **Attaching a Watermark** 68
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Printing

- Printing from a Desktop App(P. 58)
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- Suspend Currently Printing Jobs to Prioritize a Print Job(P. 82)
- Changing the Default Settings(P. 83)

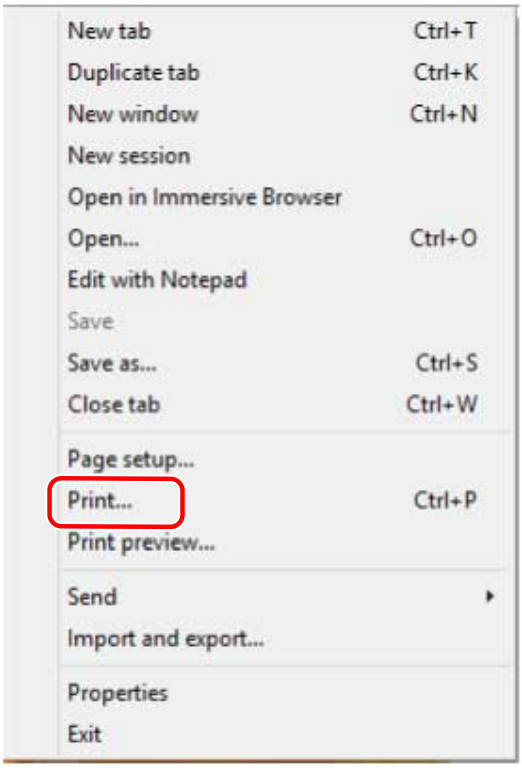
Printing from a Desktop App

This explains the basic procedure for displaying the print settings screen of the driver and printing from a desktop app.

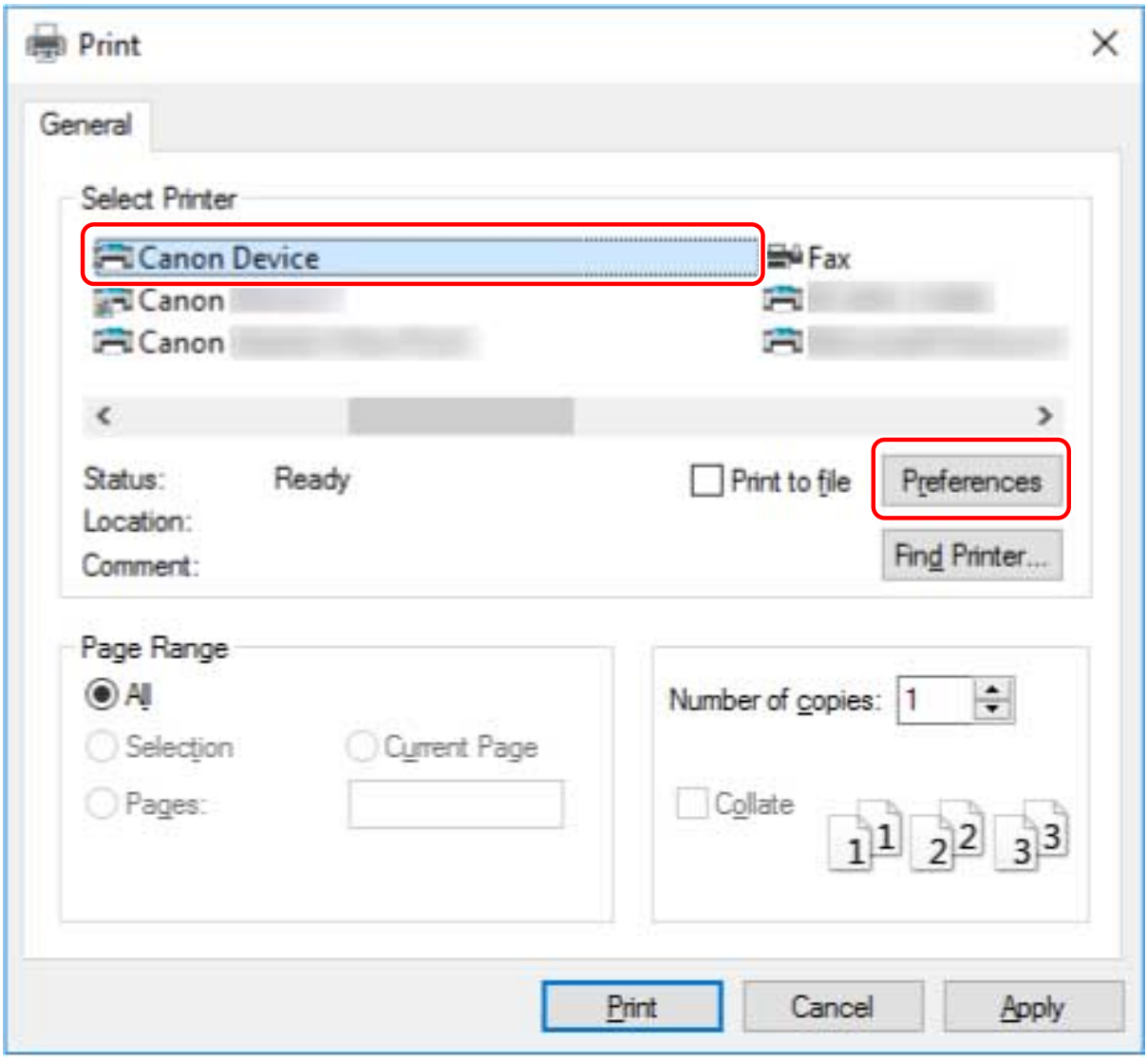
NOTE

- When using a device connected via a WSD port, enable [Use WSD] at the device.

1 Select [Print] from the menu of the app.



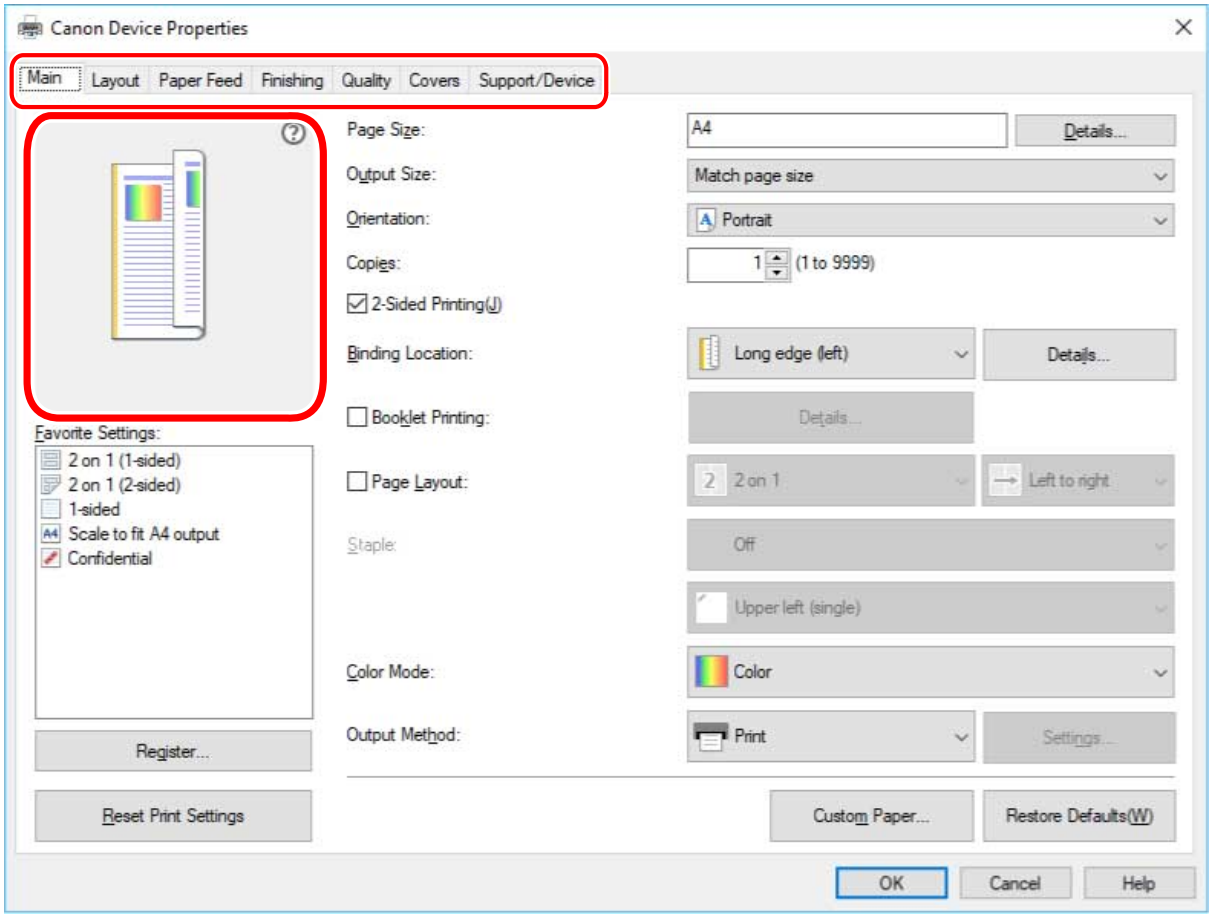
2 In the print screen, select the device you are using → click [Preferences], [Printer properties], or [Properties].



3 In the print settings screen of the driver, set the required items.

You can switch sheets if necessary.

The current settings are illustrated in the preview. By clicking the preview, you can set basic print functions such as two-sided printing, binding location, page layout, etc.



NOTE

- If the Windows standard print setting screen, which differs from the screen above, is displayed, it may be due to an error in the environment, settings, or installation state of the driver. Refer to the troubleshooting to enable the print settings screen of the driver to be displayed.
- If the function you want to use is not displayed in the print settings screen, configure the print settings after enabling the functions of the device by retrieving the device information etc.

4 Click [OK].

5 In the print screen, click [Print] or [OK].

Related Topics

- **About This Driver(P. 9)**
- **Making the Device Functions Usable(P. 53)**
- **The Windows standard print settings screen is displayed(P. 142)**

Printing from a Store App

This explains the basic procedure for displaying the print settings screen of the driver and printing from a store app.

If functions you want to use are not displayed in the print settings screen displayed from a store app, you may be able to use them by changing the default settings.

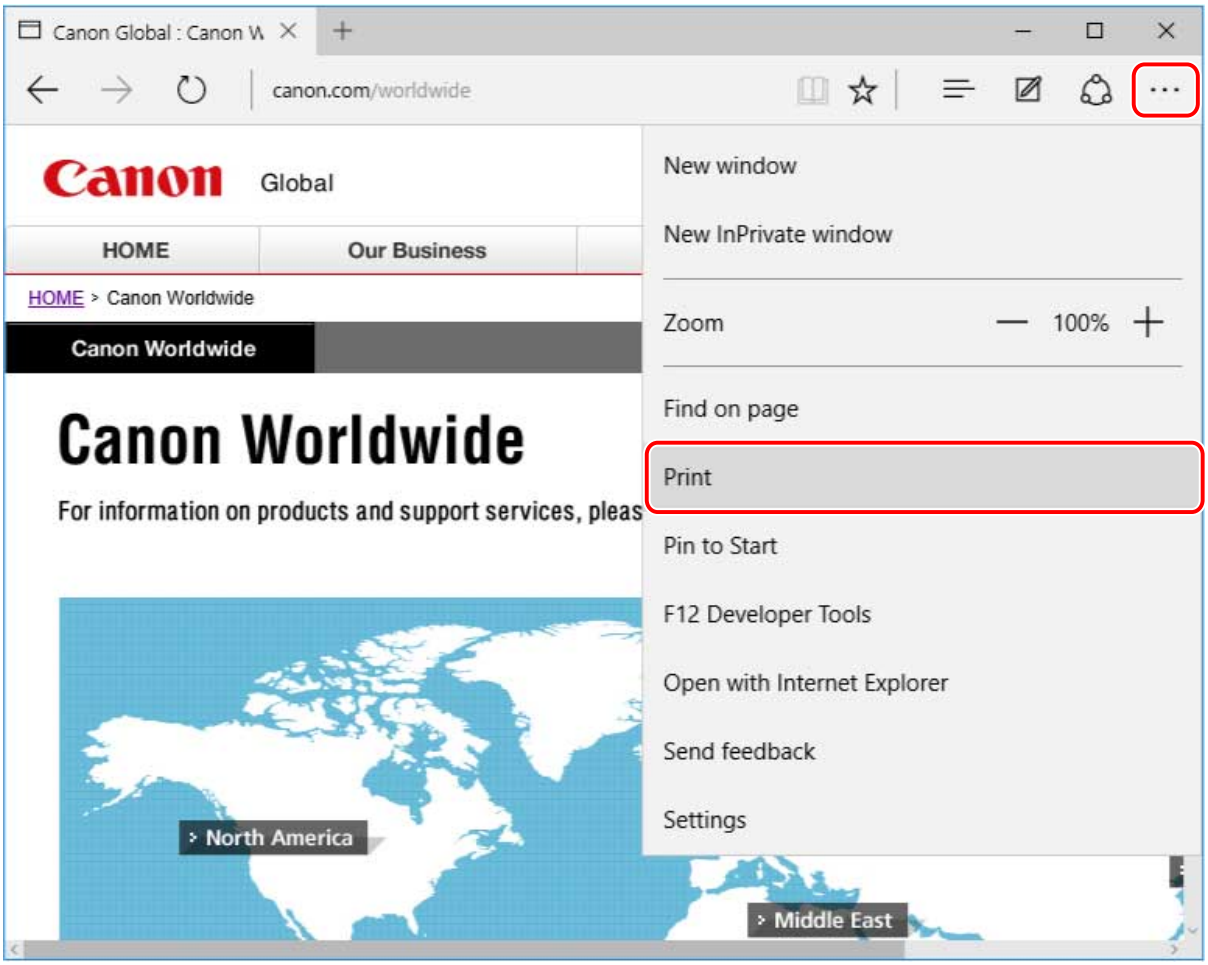
For details about the print settings from store apps, refer to the user's guide for Canon Office Printer Utility.

NOTE

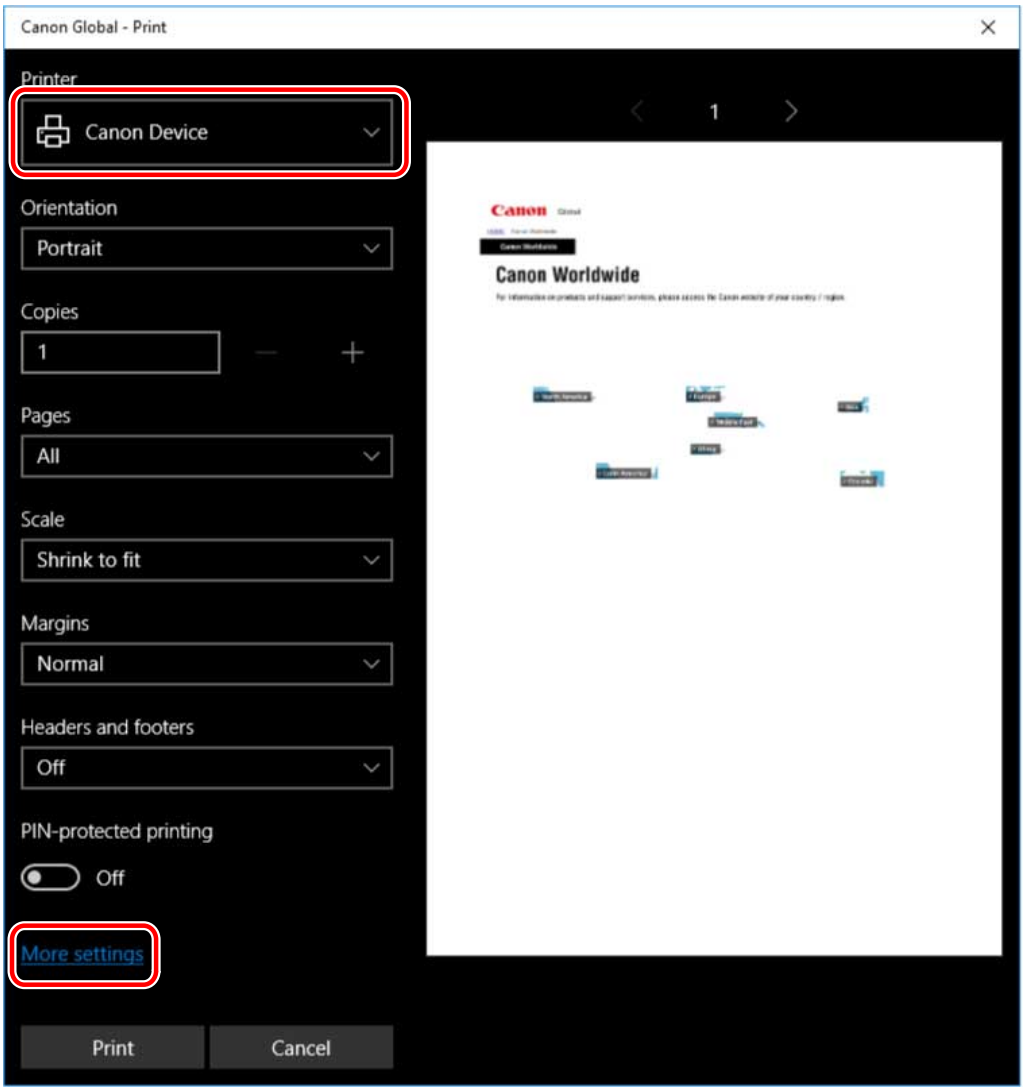
- When using a device connected via a WSD port, enable [Use WSD] at the device.

To Print from a Store App in Windows 10/Server 2016

1 **Select [Print] from the menu of the app.**

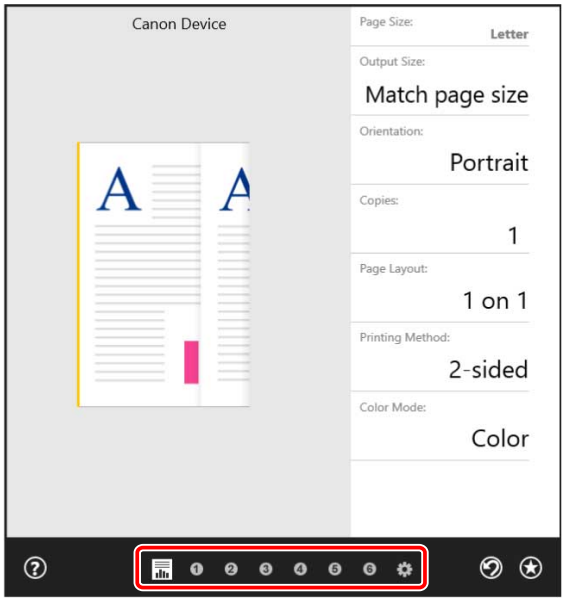


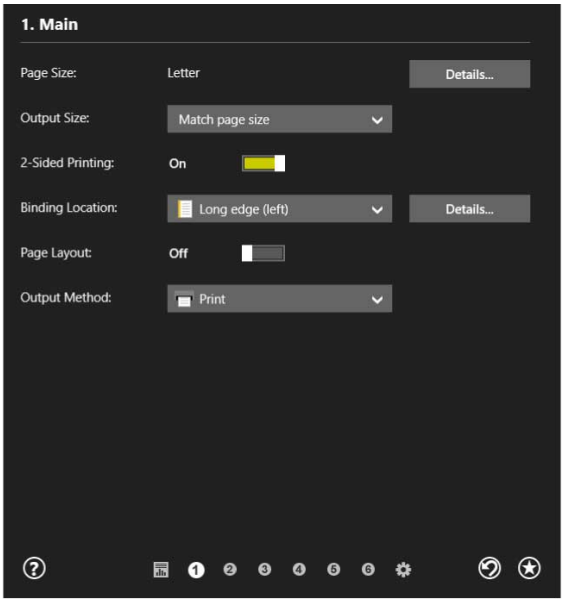
2 **In the print screen, select the device you are using → click [More settings].**



3 In the print settings screen of the driver, set the required items.

You can switch sheets if necessary.

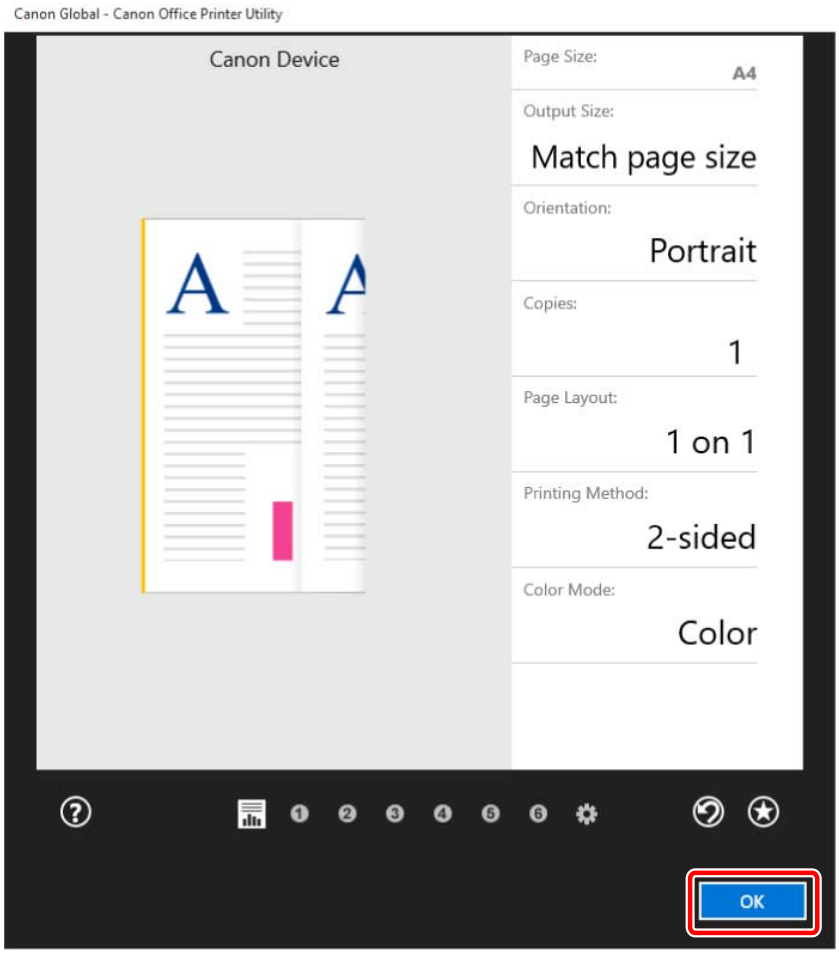




NOTE

- If the Windows standard print setting screen, which differs from the screen above, is displayed, it may be due to an error in the environment, settings, or installation state of the driver. Refer to the troubleshooting to enable the print settings screen of the driver to be displayed.
- If the function you want to use is not displayed in the print settings screen, configure the print settings after enabling the functions of the device by retrieving the device information etc.

4 **Click [OK].**

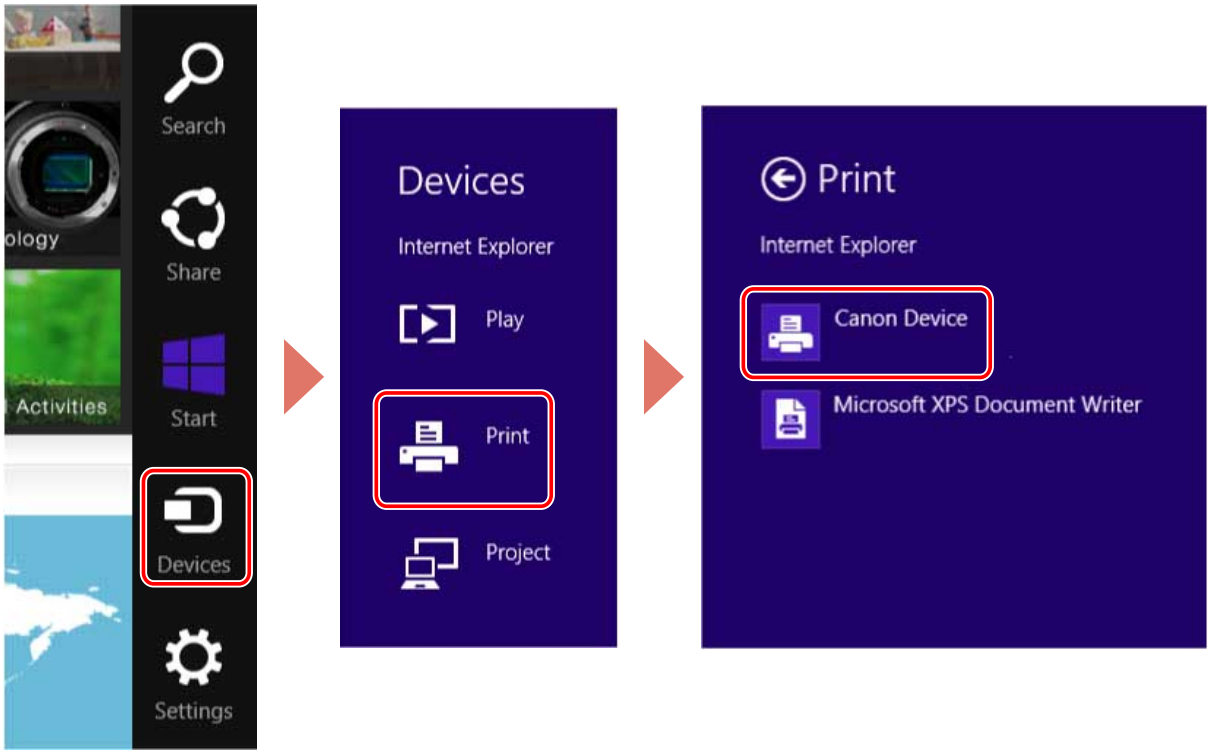


5 **In the print screen, click [Print].**

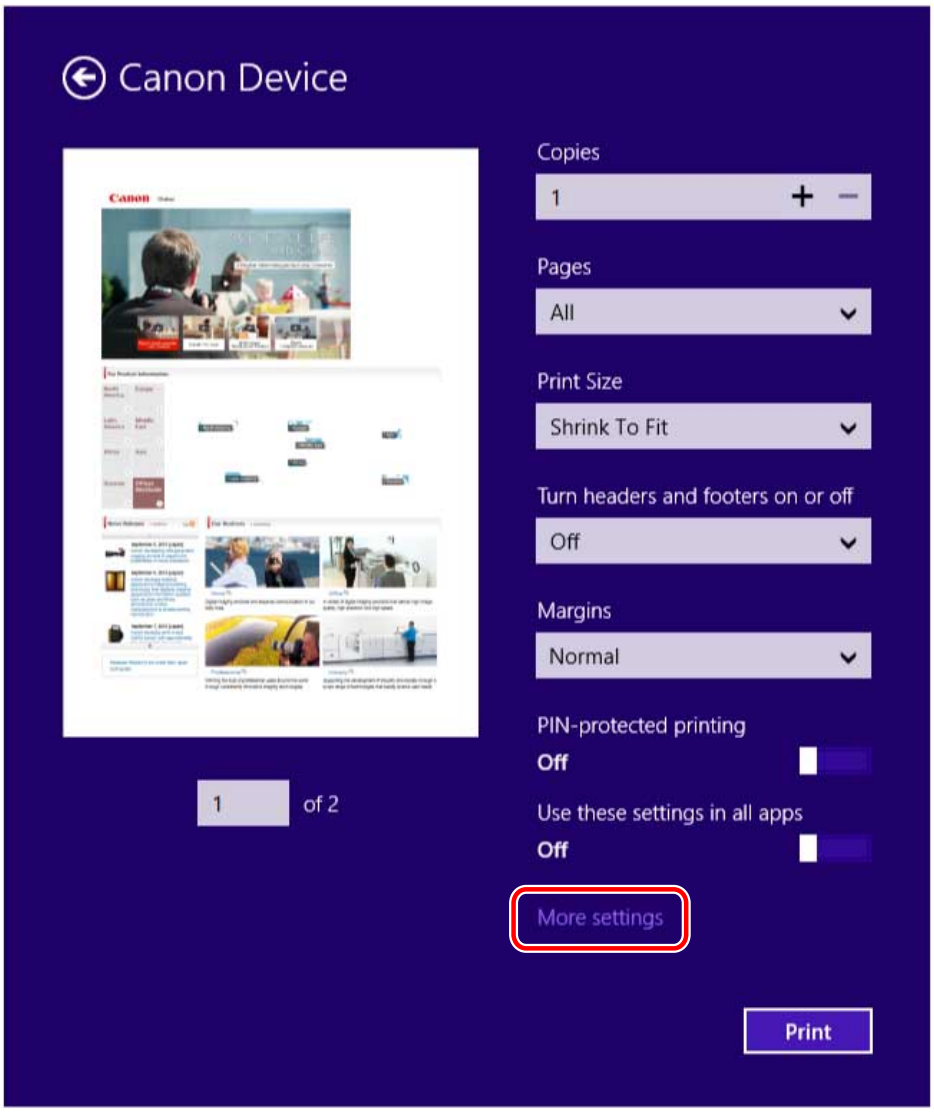
To Print from a Store App in Windows 8.1/Server 2012 R2

1 **Display the data you want to print in the app.**

2 **Display the charm bar, then click [Devices] → [Print] → the device you are using.**

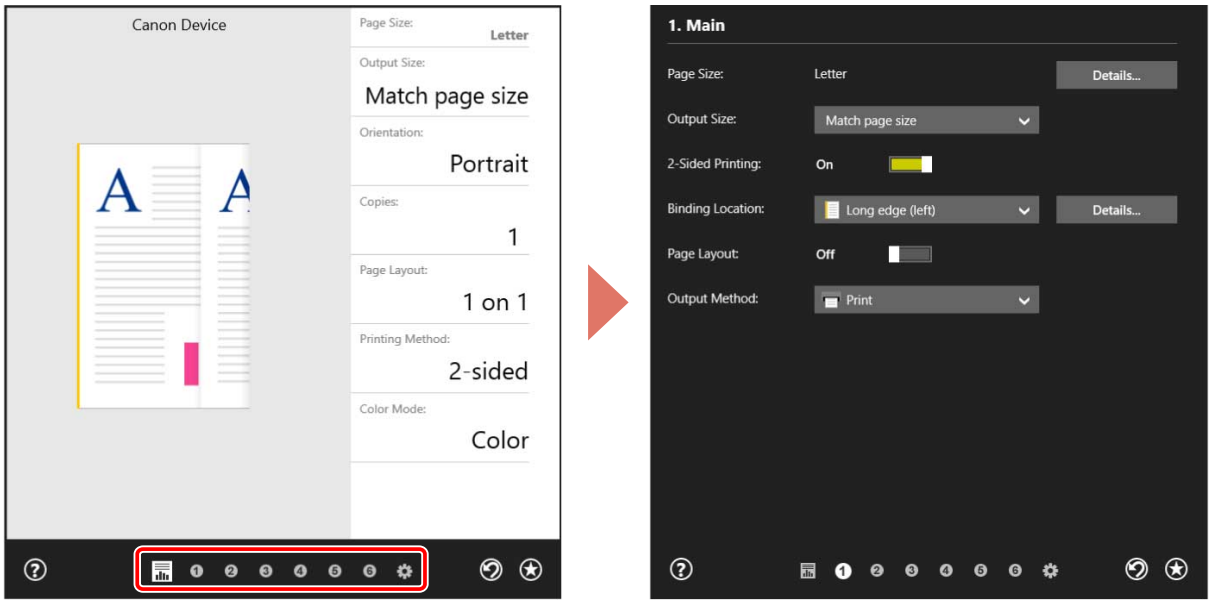


3 **Click [More settings].**



4 In the print settings screen of the driver, set the required items.

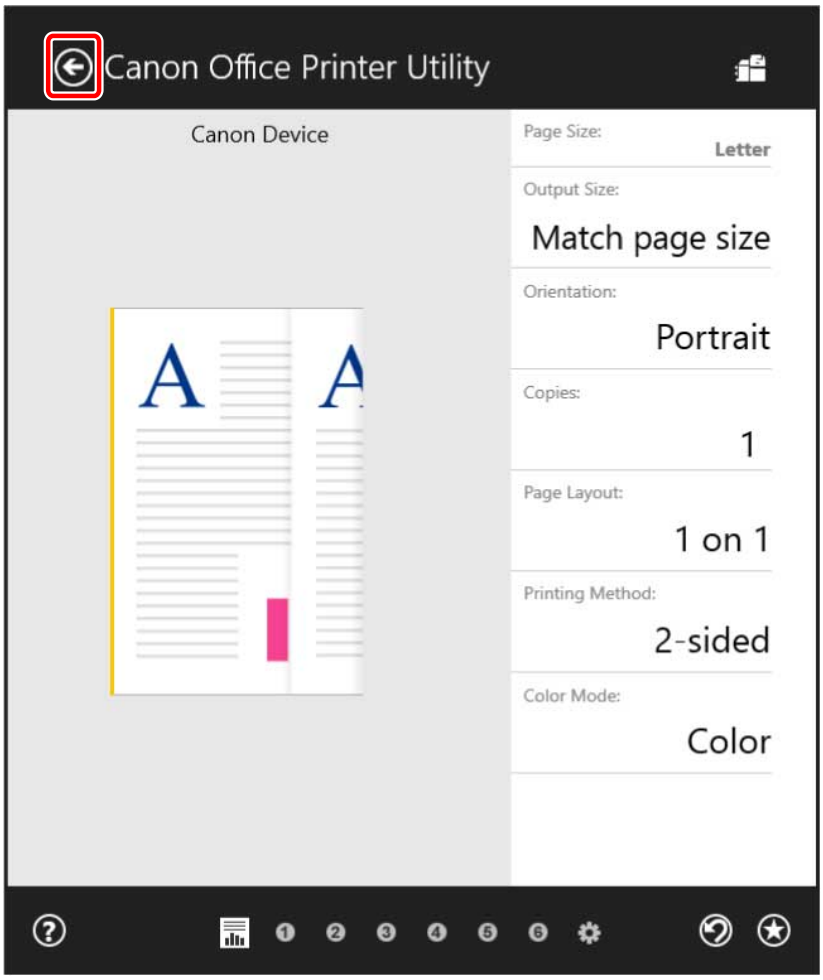
You can switch sheets if necessary.



NOTE

- If the Windows standard print setting screen, which differs from the screen above, is displayed, it may be due to an error in the environment, settings, or installation state of the driver. Refer to the troubleshooting to enable the print settings screen of the driver to be displayed.
- If the function you want to use is not displayed in the print settings screen, configure the print settings after enabling the functions of the device by retrieving the device information etc.

5 Click [ ] (Back).



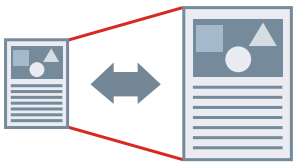
6 **In the print screen, click [Print].**

Related Topics

- **About This Driver(P. 9)**
- **Changing the Default Settings(P. 83)**
- **Making the Device Functions Usable(P. 53)**
- **The Windows standard print settings screen is displayed(P. 142)**

Scaling

You can enlarge or reduce the print data when printing.



To scale to the output page size

1 **Display the [Main] sheet.**

2 **Check that the paper size set in the app is displayed in [Page Size].**

To change the page size, click [Details] → select the paper size from [Page Size] → click [OK].

3 **Select the paper size you want to print on from [Output Size].**

To specify a desired scale

1 **Display the [Main] sheet.**

2 **Click [Page Size] > [Details].**

3 **In the [Detailed Settings] dialog box, check that the paper size set in the app is displayed in [Page Size].**

To change the page size, select the paper size from [Page Size].

4 **Select [Specify print ratio].**

If necessary, set a ratio and select [Origin Point for Specified Ratio].

5 **Click [OK].**

Related Topics

- **[Main] Sheet(P. 118)**
- **Registering Custom Paper Sizes(P. 97)**

Attaching a Watermark

You can superimpose and print semi-transparent characters such as [TOP SECRET] or [DRAFT] over print data.

You can also create new watermarks.

To Attach and Print a Watermark

1 **Display the [Layout] sheet.**

2 **Select [Insert Watermark] → select a watermark name.**

To Create New Watermarks

1 **Display the [Layout] sheet.**

2 **Click [Insert Watermark] > [Details].**

3 **In the [Edit Watermark] dialog box, click [Add].**

4 **Enter a name in [Name].**

If necessary, enter the characters and set the attributes, positioning, border, and superimposition of the watermark.

5 **Click [OK].**

6 **Click [Close].**

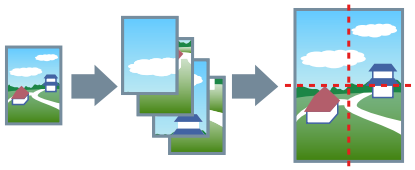
The created watermark is added to the [Insert Watermark] list.

Related Topics

[Layout] Sheet(P. 121)

Printing a Large Poster over Multiple Pages

You can enlarge the print data of one page and print it over multiple sheets of paper. When the output sheets are joined together, they form a large print like a poster.



This topic also introduces poster printing setting and output examples.

Poster Printing Setting and Output Examples(P. 69)

To Perform Poster Printing

1 **Display the [Layout] sheet.**

2 **Select [Poster] → specify the number of parts.**

If you have selected [Custom], specify the number of rows and columns respectively in the [Specify Custom Number of Rows and Columns for Poster] dialog box.

If you want to set details such as the range of pages to be printed, printing with border lines, etc., perform the following procedure.

3 **Click [Details].**

4 **In the [Poster Settings] dialog box, set any necessary items.**

5 **Click [OK].**

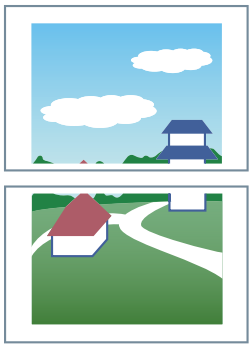
Poster Printing Setting and Output Examples

This shows combinations of setting examples and output results relating to poster printing. The setting examples are shown in combination with the setting state in the [Poster Settings] dialog box whenever required.

Setting Example 1.

- [Main] sheet > [Orientation]: [Portrait]
- [Layout] sheet > [Poster]: [1 x 2]

Output Result

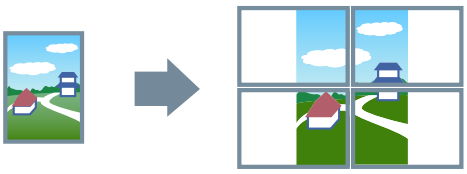


Setting Example 2.

- [Main] sheet > [Orientation]: [Portrait]
- [Layout] sheet > [Poster]: [2 x 2]

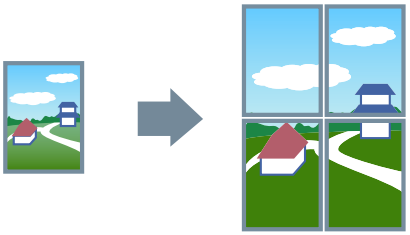
Output Result

When [Poster Settings] dialog box > [Rotate sheets 90 degrees] > [On] is selected



When [Poster Settings] dialog box > [Rotate sheets 90 degrees] > [Off] or [Auto] is selected

If you select [Auto], the pages are oriented in the direction in which the print data is printed larger. In this example, the orientation is the same as when [Off] is selected.



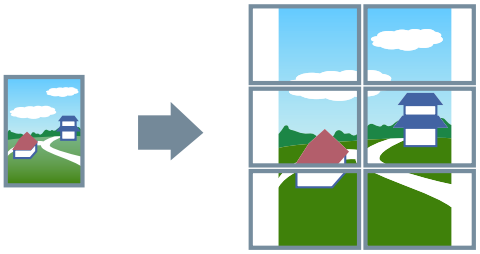
Setting Example 3.

- [Main] sheet > [Orientation]: [Portrait]
- [Layout] sheet > [Poster] > [Custom]: Set 3 for [Number of Rows] and 2 for [Number of Columns]

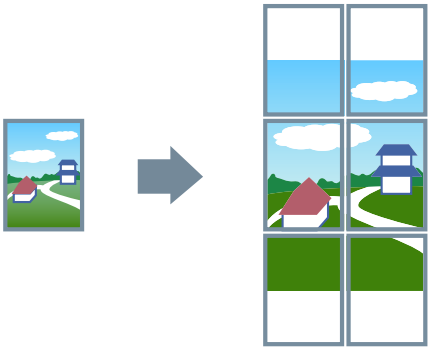
Output Result

When [Poster Settings] dialog box > [Rotate sheets 90 degrees] > [On] or [Auto] is selected

If you select [Auto], the pages are oriented in the direction in which the print data is printed larger. In this example, the orientation is the same as when [On] is selected.

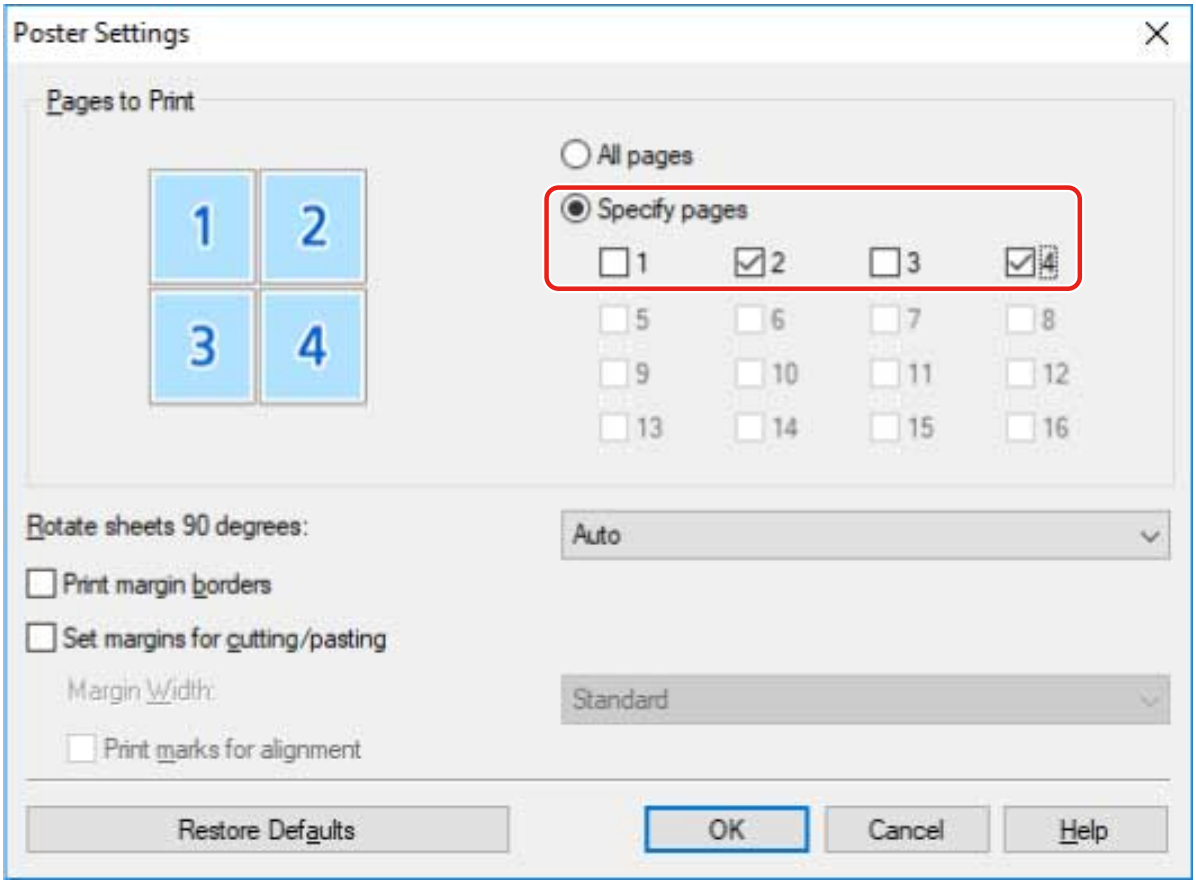


When [Poster Settings] dialog box > [Rotate sheets 90 degrees] > [Off] is selected

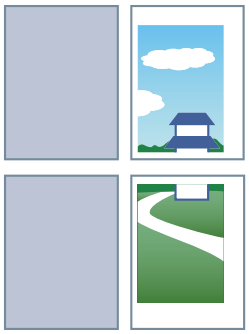


Setting Example 4.

- [Layout] sheet > [Poster]: [2 x 2]
- Detailed settings in the [Poster Settings] dialog box

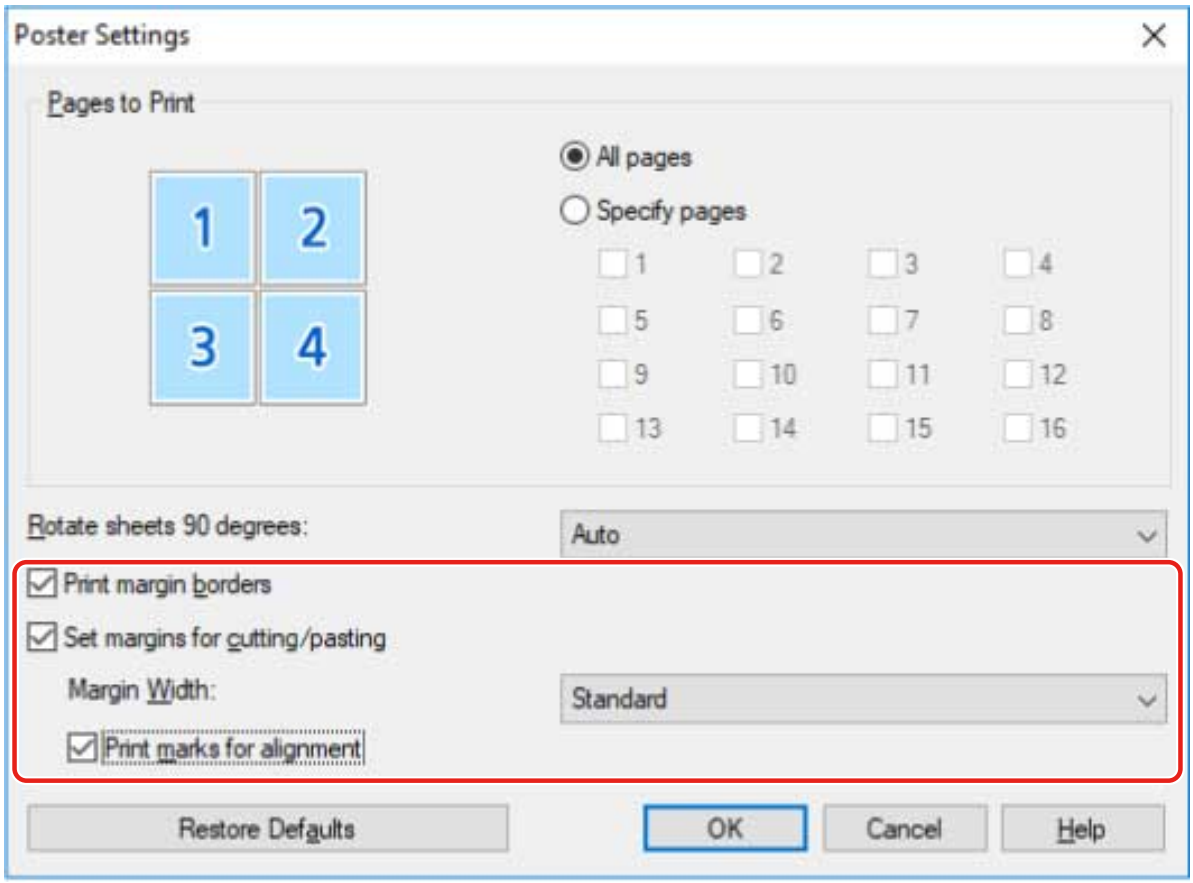


Output Result

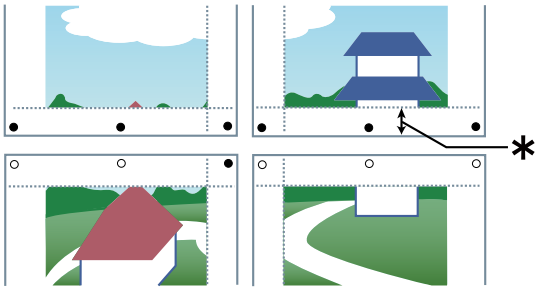


Setting Example 5.

- [Layout] sheet > [Poster]: [2 x 2]
- Detailed settings in the [Poster Settings] dialog box



Output Result



Legend

Broken line: border

○ : paste mark

● : cut mark

✱ : Margin Width

Related Topics

[Layout] Sheet(P. 121)

Overlapping Print Data on a Fixed Form

You can print data overlapping a fixed form stored in the device. This function is known as overlay printing.

If you are using a created fixed form, you must save it beforehand in the device.

To Save a Fixed Form in the Device

1 **Select [Print] from the menu of the app → display the print settings screen of the driver.**

2 **Display the [Layout] sheet.**

3 **Click [Overlay].**

4 **In the [Overlay Settings] dialog box, select [Processing Method] > [Create a form file] → specify a file name in [File Name] → click [OK].**

5 **In the print settings screen, click [OK].**

6 **In the print screen, click [Print] or [OK].**

To Perform Overlay Printing

1 **Display the [Layout] sheet.**

2 **Click [Overlay].**

3 **In the [Overlay Settings] dialog box, select [Processing Method] > [Use Overlay Print].**

4 **Click [Retrieve Form File Information] → select the form file to use from [File List].**

If you cannot acquire information from the device, enter the form file name in [File Name].

5 **When performing two-sided printing, select which side to apply overlay printing to in [Apply To].**

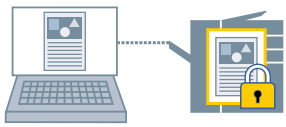
6 **Click [OK].**

Related Topics

- **[Layout] Sheet(P. 121)**
- **Printing from a Desktop App(P. 58)**

Attaching a PIN to Print Data

You can attach a PIN to print data and save it in the device. This is useful when printing confidential documents etc.



NOTE

- If you register the PIN used in secured printing as a default setting, you can reduce the effort required to configure settings when printing.

1 **Display the [Main] sheet.**

2 **Select [Secure Print] from [Output Method].**

3 **In the [Secure Print Settings] dialog box, enter [PIN] → click [OK].**

If necessary, enter [PIN] after selecting [Use a PIN].

Related Topics

- **[Main] Sheet(P. 118)**
- **Encrypting Print Data(P. 77)**
- **Changing the Default Settings(P. 83)**
- **Confirming Set User Information Prior to Printing(P. 113)**

Encrypting Print Data

You can send print data to the device in an encrypted state. This alleviates the risk of data manipulation and information leakage occurring in the communication path through which the print data is being sent. This function is called Encrypted Secure Print.

The saved data can be printed by entering the password in the control panel of the device.

To use this function, you need to enable the Encrypted Secure Print function in the option settings of the device.

To Enable the Encrypted Secure Print Function

1 **Display the [Support/Device] sheet.**

2 **Click [Device Settings].**

When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

3 **Display the [Device Settings] sheet.**

4 **Enable [Encrypted Secure Print] in [Option List].**

If necessary set the encryption level.

5 **Click [OK].**

NOTE

- In a shared printer environment, it is necessary to enable the CSR (Client Side Rendering) function of Windows on the server side. You can enable the CSR function by the following method.

  (1) Right-click the icon of the printer you are using → click [Printer properties].

  (2) Display the [Sharing] sheet → check that [Share this printer] is selected → select [Render print jobs on client computers].

To Print with Encryption

1 **Display the [Main] sheet.**

2 **Select [Secure Print] from [Output Method].**

3 **In the [Secure Print Settings] dialog box, select [Use a password for Encrypted Secure Print] → enter [Password] → click [OK].**

You may need to enter a PIN instead of a password.

NOTE

- If you register the password used in Encrypted Secure Print as a default setting, you can reduce the effort required to configure settings when printing.
- If you printed without setting a password, the print job is cancelled.

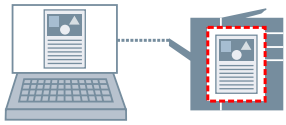
  When registering Encrypted Secure Print settings as a favorite, check that [Preferences] > [Store authentication information in favorite settings] in the [Support/Device] sheet is enabled. If [Store authentication information in favorite settings] is disabled, the password is not stored in favorites.

Related Topics

- **[Main] Sheet(P. 118)**
- **[Support/Device] Sheet(P. 133)**
- **[Device Settings]/[Administrator Settings] Sheet(P. 135)**
- **Attaching a PIN to Print Data(P. 76)**
- **Changing the Default Settings(P. 83)**
- **Confirming Set User Information Prior to Printing(P. 113)**

Putting Print Jobs on Hold

You can temporarily save a print job in a hold queue in the device. You can change the print order or settings of stored jobs from the control panel of the device or the Remote UI.



1 **Display the [Main] sheet.**

2 **Select [Hold] from [Output Method].**

3 **In the [Settings for Document to Hold] dialog box, set [Document Name].**

If you want to specify a desired name, select [Enter name] → enter the name.

4 **Click [OK].**

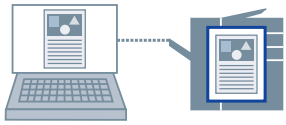
When performing hold printing, you can confirm or set the name of data in the displayed screen.

Related Topics

[Main] Sheet(P. 118)

Storing Print Data

You can store the print data in a box in the device. You can also change the settings of or combine the stored data with other stored data from the control panel of the device or the Remote UI.



NOTE

- If you register the box number used in stored printing as a default setting, you can reduce the effort required to configure settings when printing.

1 **Display the [Main] sheet.**

2 **Select [Store in Mail Box/Store in Box] from [Output Method].**

3 **In the [Storage Settings] dialog box, set [Document Name].**

If you want to specify a desired name, select [Enter name] → enter the name.

4 **Click [Retrieve Mail Box Information/Retrieve Box Information] → select a storage destination from [Mail Box/Box].**

You may be able to simultaneously select multiple boxes by pressing the [Ctrl] or [Shift] key.

5 **Click [OK].**

Related Topics

- **[Main] Sheet(P. 118)**
- **Changing the Default Settings(P. 83)**

Prioritizing a Print Job over Other Print Jobs

You can print a document with higher priority than other print jobs that are in a standby state in the device.

When executing priority printing, if there is a print job being processed at the device, priority printing is started as soon as that job is finished.

1 **Display the [Main] sheet.**

2 **Select [Priority Print] from [Output Method].**

Related Topics

- **[Main] Sheet(P. 118)**
- **Suspend Currently Printing Jobs to Prioritize a Print Job(P. 82)**

Suspend Currently Printing Jobs to Prioritize a Print Job

You can cancel the print job currently being processed by the device and print the specified job.

This function is useful when the print job being processed is taking time and you want to print another print job before it.

The suspended print job is restarted after the interrupting print job is finished.

1 **Display the [Main] sheet.**

2 **Select [Interrupt and Print] from [Output Method].**

Related Topics

- **[Main] Sheet(P. 118)**
- **Prioritizing a Print Job over Other Print Jobs(P. 81)**

Changing the Default Settings

You can change the default settings to the desired print settings. If you change them to settings that you use frequently, you can reduce the effort required to configure settings when printing.

1 **Display [Devices and Printers] from the [Control Panel] of Windows.**

2 **Right-click the icon of the device you are going to set → select [Printing preferences].**

3 **In the print settings screen of the driver, set the required items.**

If necessary, switch sheets and configure relevant settings.

4 **Click [OK].**

Related Topics

Printing from a Desktop App(P. 58)

Creating a Booklet

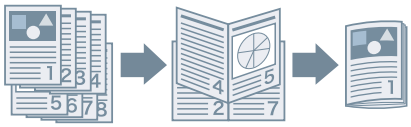
Creating a Booklet 85
Booklet Printing 86
Creating a Booklet in Sets 87
Correcting Displacement During Booklet Printing 88
Saddle Stitched Booklet Printing 89
Saddle Press Processing When Creating Saddle Stitched Booklets 90
Trimming Pages When Creating Saddle Stitched Booklets 91
Perfect Binding 92
Printing Page Numbers in the Same Position on the Front and Back of Each Page 93

Creating a Booklet

- Booklet Printing(P. 86)
- Creating a Booklet in Sets(P. 87)
- Correcting Displacement During Booklet Printing(P. 88)
- Saddle Stitched Booklet Printing(P. 89)
- Saddle Press Processing When Creating Saddle Stitched Booklets(P. 90)
- Trimming Pages When Creating Saddle Stitched Booklets(P. 91)
- Perfect Binding(P. 92)
- Printing Page Numbers in the Same Position on the Front and Back of Each Page(P. 93)

Booklet Printing

You can print with the pages automatically arranged so they create a booklet when folded in half.



1 **Display the [Main] or [Layout] sheet.**

2 **Select [Booklet Printing].**

To set the binding position and gutter, follow the procedures below.

3 **Click [Details].**

4 **In the [Booklet Settings] dialog box, select the binding direction when performing booklet printing from [Binding].**

5 **Specify the width in [Gutter Width].**

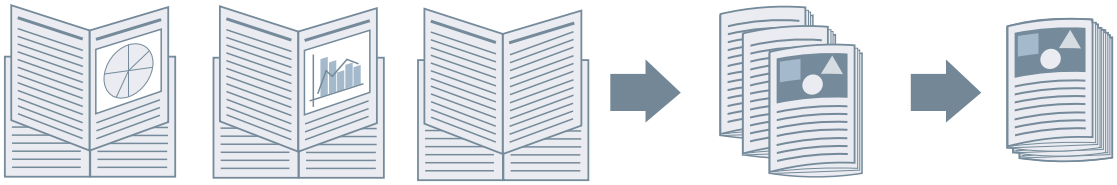
6 **Click [OK].**

Related Topics

- **[Main] Sheet(P. 118)**
- **[Layout] Sheet(P. 121)**
- **Creating a Booklet in Sets(P. 87)**
- **Correcting Displacement During Booklet Printing(P. 88)**
- **Saddle Stitched Booklet Printing(P. 89)**

Creating a Booklet in Sets

When creating a booklet from a document with a large number of pages, you can divide the pages into multiple sets and print them.



1 **Display the [Main] or [Layout] sheet.**

2 **Select [Booklet Printing] → click [Details].**

3 **In the [Booklet Settings] dialog box, select [Divide into sets for booklet layout].**

4 **Select the dividing method from [Divide into Sets].**

If dividing manually, specify how many pages are in each set.

When dividing manually and performing booklet printing with saddle stitching, specify a value equal to or lower than the maximum number of pages the device can saddle stitch. For the maximum number of pages that can be saddle stitched, refer to the manual of the device.

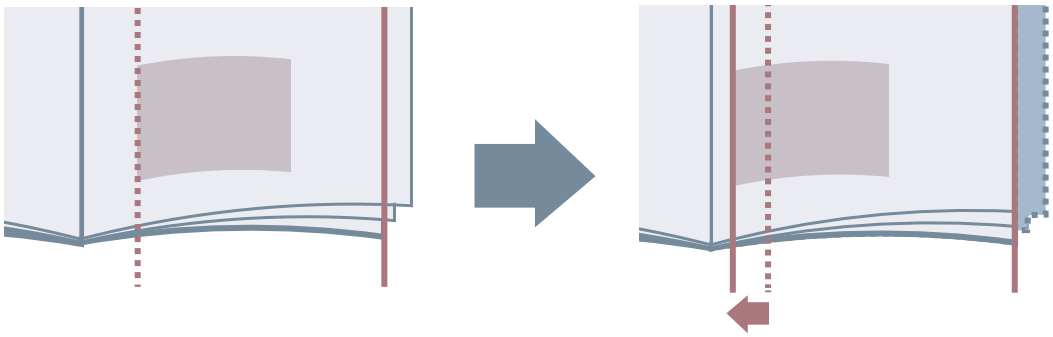
5 **Click [OK].**

Related Topics

- **[Main] Sheet(P. 118)**
- **[Layout] Sheet(P. 121)**
- **Booklet Printing(P. 86)**

Correcting Displacement During Booklet Printing

You can create and print booklets while correcting displacement between outer and inner pages that occurs during booklet printing. If you trim the edges of the pages using a trimmer, you can adjust the amount of margin so that the position of the print data on the page does not deviate between pages.



1 **Display the [Main] or [Layout] sheet.**

2 **Select [Booklet Printing] → click [Details].**

3 **In the [Booklet Settings] dialog box, select [Use creep (displacement) correction].**

4 **Select a correction method in [Correction Method].**

If correcting manually, specify a correction amount in [Correction Amount].

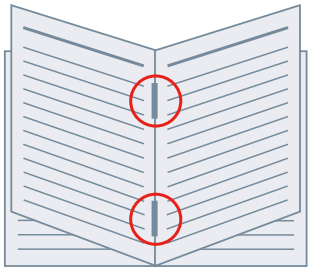
5 **Click [OK].**

Related Topics

- **[Main] Sheet(P. 118)**
- **[Layout] Sheet(P. 121)**
- **Booklet Printing(P. 86)**

Saddle Stitched Booklet Printing

When performing booklet printing, you can specify stapling in the center of the output pages. The pages are divided into sets and folded in half, and each set is saddle stitched in the center.



1 Display the [Main] sheet.

2 Select [Booklet Printing].

You can also set [Booklet Printing] in the [Layout] sheet.

3 Select [On] from [Staple] → select [Saddle stitch] as the stapling position.

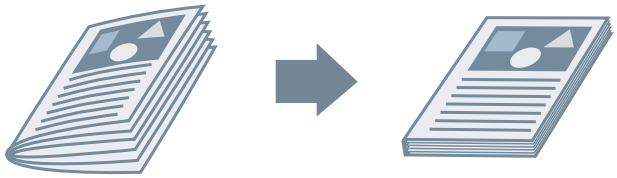
You can also set [Staple] in the [Finishing] sheet.

Related Topics

- **[Main] Sheet(P. 118)**
- **[Layout] Sheet(P. 121)**
- **[Finishing] Sheet(P. 127)**
- **Booklet Printing(P. 86)**
- **Saddle Press Processing When Creating Saddle Stitched Booklets(P. 90)**
- **Trimming Pages When Creating Saddle Stitched Booklets(P. 91)**

Saddle Press Processing When Creating Saddle Stitched Booklets

When performing saddle stitched booklet printing, you can press the bound portion so that it is flattened.



1 **Display the [Main] sheet.**

2 **Select [Booklet Printing].**

You can also set [Booklet Printing] in the [Layout] sheet.

3 **Select [On] from [Staple] → select [Saddle stitch] as the stapling position.**

You can also set [Staple] in the [Finishing] sheet.

4 **Click [Booklet Printing] > [Details].**

5 **In the [Booklet Settings] dialog box, select [Saddle Press] → specify the force of saddle press processing in [Saddle Press Adjustment].**

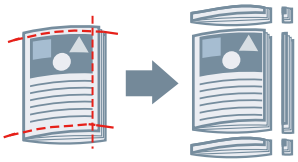
6 **Click [OK].**

Related Topics

- **[Main] Sheet(P. 118)**
- **[Layout] Sheet(P. 121)**
- **[Finishing] Sheet(P. 127)**
- **Saddle Stitched Booklet Printing(P. 89)**

Trimming Pages When Creating Saddle Stitched Booklets

When stapling in the middle to form a booklet, you can trim and align the edges of the pages.



1 **Display the [Main] sheet.**

2 **Select [Booklet Printing].**

You can also set [Booklet Printing] in the [Layout] sheet.

3 **Select [On] from [Staple] → select [Saddle stitch] as the stapling position.**

You can also set [Staple] in the [Finishing] sheet.

4 **Display the [Finishing] sheet.**

5 **Select [Trim].**

To set a trim width adjustment method, follow the procedure below.

6 **Click [Details].**

7 **In the [Adjust Trim Width] dialog box, set a trim width adjustment method.**

If [Adjust By] is displayed, selecting [Finishing width] trims the pages to the specified height and width after finishing.

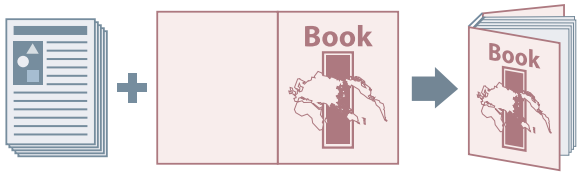
8 **Click [OK].**

Related Topics

- **[Main] Sheet(P. 118)**
- **[Layout] Sheet(P. 121)**
- **[Finishing] Sheet(P. 127)**
- **Saddle Stitched Booklet Printing(P. 89)**

Perfect Binding

You can apply glue to the gutter side of the contents and encloses them in a cover to create a booklet.



1 Display the [Layout] sheet.

2 Select [Perfect Binding] → click [Details].

3 In the [Perfect Binding Settings] dialog box, set the required items.

When printing on the cover

Display the [Basic Settings] sheet → set [Perfect Binding Cover Settings] > [Cover Printing].

When adjusting the finishing size

Display the [Basic Settings] sheet → select [Finishing Settings] > [Specify By].

If you select [Finishing size], select a finished page size from [Finishing Size]. The cover and content pages are trimmed to match the finished size.

If you select [Trim width], specify the trim widths in [Trim Width (Fore)] and [Trim Width (Top/Bottom)].

In the [Finishing Adjustments] sheet, you can adjust the print positions of the content pages and cover, and the trimming angles and positions.

4 Click [OK].

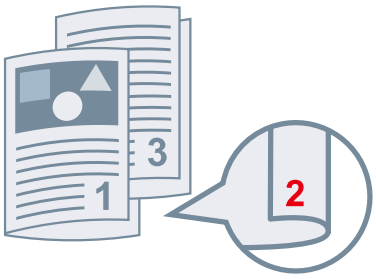
Related Topics

[Layout] Sheet(P. 121)

Printing Page Numbers in the Same Position on the Front and Back of Each Page

When performing booklet printing and two-sided printing, you can print page numbers so that they are in the same position on both the front and back of each page. For example, if you specify the side opposite the gutter, the page number is attached as in a paperback book.

If you specify the print position of the page number as lower right, the printed result if you enable this function will be as follows.



With booklet printing

With two-sided printing

Here, the procedure where this function is used with booklet printing is explained.

1 **Display the [Layout] sheet.**

2 **Select [Booklet Printing].**

You can also set [Booklet Printing] in the [Main] sheet.

NOTE

- Where this function is used with two-sided printing, set [2-Sided Printing] in the [Main] sheet.

3 **Click [Header/Footer].**

4 **In the [Header/Footer Settings] dialog box, display [Print Information] sheet.**

5 **Select the print position for page numbers in [Output Sheets] > [Page Number].**

6 **Select [Output Sheets] > [Print so that the position overlaps on the front and back sides of the paper].**

7 **Click [OK].**

Related Topics

- [Main] Sheet(P. 118)
- [Layout] Sheet(P. 121)
- Booklet Printing(P. 86)

Using Various Types of Paper

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Using Various Types of Paper

- **Registering Custom Paper Sizes(P. 97)**
- **Inserting Sheets Between Transparencies(P. 98)**
- **Inserting Sheets(P. 99)**
- **Inserting Tab Paper(P. 100)**
- **Printing on Tab Paper(P. 101)**

Registering Custom Paper Sizes

You can register a desired paper size and use it for printing. You can also use registered custom paper sizes to print with other devices from the computer you are using.

1 **Display the [Main] sheet.**

2 **Click [Custom Paper].**

3 **In the [Custom Paper Settings] dialog box, click [Add].**

4 **In the [Edit Custom Paper] dialog box, configure detailed settings such as the name, dimensions, etc. of the custom paper size → click [OK].**

5 **Click [OK].**

Related Topics

[Main] Sheet(P. 118)

Inserting Sheets Between Transparencies

You can print with sheets of paper inserted between transparencies. You can also print on the inserted sheets.

1 Display the [Paper Feed] sheet.

2 Select transparency from [Paper Type].

You can select transparency from among the following.

- The [Paper Type] drop-down list.
- [Paper Type] in the [Paper Type Settings] dialog box.

You can display the [Paper Type Settings] dialog box by selecting [Select Paper By] > [Paper Type] then clicking [Settings], or clicking [Paper Type] > [Settings].

3 Select the paper source for transparencies from [Paper Source for Transparencies] or [Paper Source].

4 Select [On] or [Print on cover sheets] from [Cover Sheets].

5 Select the paper source that the sheets for insertion are set in from [Specify Cover Sheets By] > [Paper Source] or [Paper Source for Cover Sheets].

6 To change the paper type of the sheets to be inserted, click [Specify Cover Sheets By] > [Paper Type] or [Settings] from [Paper Type for Cover Sheets] → select the paper type → click [OK].

Related Topics

[Paper Feed] Sheet(P. 125)

Inserting Sheets

You can insert sheets of paper between specified pages.

1 **Display the [Paper Feed] sheet.**

2 **Select [Insert Sheets] → click [Settings].**

3 **In the [Sheet Insertion Settings] dialog box, select [Inserted sheets] from [Sheets to Insert].**

4 **Set [Paper Source], [Inserted Sheets/Tab Paper] and [Insertion Position].**

5 **Click [OK].**

Related Topics

[Paper Feed] Sheet(P. 125)

Inserting Tab Paper

You can insert tab paper between specified pages. You can also print on the tab part.

1 **Display the [Paper Feed] sheet.**

2 **Select [Insert Sheets] → click [Settings].**

3 **In the [Sheet Insertion Settings] dialog box, select tab paper from [Sheets to Insert].**

4 **Set [Paper Source], [Inserted Sheets/Tab Paper] and [Insertion Position].**

5 **To change the paper type, click [Paper Type for Tab Paper] > [Settings] → select the paper type to be used from [Paper Type].**

To set the tab paper size and print position on the tab part, follow the procedure below.

If setting is unnecessary, click [OK] to close the [Paper Type Settings] dialog box.

6 **Click [Tab Details].**

7 **In the [Tab Settings] dialog box, select the paper size from [Tab Paper Size].**

8 **Select [Offset printing position] → specify [Offset Width] → click [OK].**

If you have created print data with one of the following paper sizes, do not select [Offset printing position]. The tab part is included in the width.

- A4 tab paper: 223 x 297 mm (8.77 x 11.69 inches)
- Letter tab paper: 228.6 x 279.4 mm (9.00 x 11.00 inches)

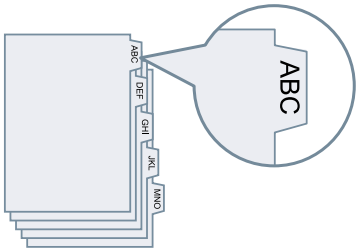
9 **Click [OK].**

Related Topics

[Paper Feed] Sheet(P. 125)

Printing on Tab Paper

You can print on the tab part of tab paper.



1 Display the [Paper Feed] sheet.

2 Click [Paper Type] > [Settings].

If you can select [Select Paper By], select [Paper Type], then click [Settings].

3 In the [Paper Type Settings] dialog box, select tab paper from [Paper Type].

4 Click [Tab Details].

The [Tab Settings] dialog box is displayed.

5 Select [Offset printing position] → specify [Offset Width].

If you have created print data with one of the following paper sizes, do not select [Offset printing position]. The tab part is included in the width.

- A4 tab paper: 223 x 297 mm (8.77 x 11.69 inches)
- Letter tab paper: 228.6 x 279.4 mm (9.00 x 11.00 inches)

If you can select [Tab Paper Size], select a paper size.

6 Click [OK].

7 In the [Tab Settings] dialog box, click [OK].

Related Topics

[Paper Feed] Sheet(P. 125)

Editing Favorite Settings

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Registering Favorite Settings 104
Editing the Favorite Settings List 105

Editing Favorite Settings

Registering Favorite Settings(P. 104)
Editing the Favorite Settings List(P. 105)

Registering Favorite Settings

You can recall frequently used print settings when printing by registering those settings in [Favorite Settings].

1 **In the print settings screen of the driver, configure the settings you want to register.**

If necessary, switch sheets and configure relevant settings.

2 **Click [Register] at the bottom of the [Favorite Settings] list.**

3 **In the [Register Favorite Settings] dialog box, select [Name] and [Icon].**

Enter text if required in [Comment].

4 **Click [OK].**

Related Topics

Common Settings for All Sheets(P. 116)

Editing the Favorite Settings List

You can edit the [Favorite Settings] list, and import or export it to be used on other computers.

NOTE

- You cannot edit print settings registered in favorite settings. If you want to use different print settings as favorite settings, register them as new favorite settings.

To Edit the Favorite Settings List

1 **Display the [Support/Device] sheet.**

2 **Click [Edit Favorite Settings].**

3 **Select the favorite settings you want to edit from the [Favorite Settings] list → click [Edit].**

If you want to delete favorite settings, select the favorite settings → click [ ] (Delete) → click [Yes] in the displayed verification screen.

4 **In the [Edit Favorite Settings] dialog box, select [Name] and [Icon] → click [OK].**

Enter text if required in [Comment].

5 **Click [Close].**

To Export Favorite Settings

1 **Display the [Support/Device] sheet.**

2 **Click [Edit Favorite Settings].**

3 **Select the favorite settings to be exported from [Favorite Settings].**

4 **Click [Export] → specify the storage location and file name → click [Save] or [OK].**

The selected favorite settings are saved in a file with the extension ".profile".

To Import Favorite Settings

1 **Display the [Support/Device] sheet.**

2 **Click [Edit Favorite Settings].**

3 **Select [Import] → select the file (with the extension ".profile") to be imported → click [Open].**

The imported favorite settings are displayed in the [Favorite Settings] list.

Related Topics

- **[Support/Device] Sheet(P. 133)**
- **Registering Favorite Settings(P. 104)**

Coordinating with the Device Functions

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Setting the Authentication Function 109
Setting the User Name 111
Confirming Set User Information Prior to Printing 113

Coordinating with the Device Functions

Setting the Authentication Function(P. 109)
Setting the User Name(P. 111)
Confirming Set User Information Prior to Printing(P. 113)

Setting the Authentication Function

You can manage printing by means of the department ID management function or the user authentication function.

To set the authentication function, you need to enable the function in the device settings.

To Enable the Authentication Function

1 **Display the [Support/Device] sheet.**

2 **Click [Device Settings].**

When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

3 **Display the [Device Settings] sheet.**

4 **Select [Authentication Function] → click [Settings].**

5 **In the [Authentication Function Settings] dialog box, select the function → click [OK].**

6 **Click [OK].**

To Set the Authentication Information

NOTE

- If you register the authentication information as a default setting, you can reduce the effort required to configure settings when printing.

1 **Display the [Support/Device] sheet.**

2 **Click [Authentication Information Settings].**

3 **In the displayed screen, enter the authentication information set in the device.**

4 **Click [OK].**

Related Topics

- [Support/Device] Sheet(P. 133)
- [Device Settings]/[Administrator Settings] Sheet(P. 135)
- Changing the Default Settings(P. 83)
- Confirming Set User Information Prior to Printing(P. 113)

Setting the User Name

You can set a user name to be used for print jobs. The set user name is displayed on the control panel of the device, and is printed as the user name for headers or footers.

To change the user name, you need to allow changes in the device settings.

To Allow User Name Changes

1 **Display the [Support/Device] sheet.**

2 **Click [Device Settings].**

When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

3 **Display the [Administrator Settings] sheet.**

4 **Click [Change Administrator Settings].**

If a screen asking you to confirm whether you want to allow changes is displayed, click [Yes] → display the [Administrator Settings] sheet.

5 **Enable [List of Settings] > [Allow changes to user name] → click [OK].**

To Set the User Name

1 **Display the [Support/Device] sheet.**

2 **Click [User Name Settings].**

3 **In the [User Name Settings] dialog box, select [Name to Use] → click [OK].**

Related Topics

[Support/Device] Sheet(P. 133)

[Device Settings]/[Administrator Settings] Sheet(P. 135)

Confirming Set User Information Prior to Printing

You can check the user information you have set before executing printing.

When you set this function, a screen enabling you to check user information is displayed when you execute printing. You can also reset the information if required.

The user information that you can check is the PIN (or password) you set for secure printing and the authentication information you set for print management using the department ID management function or the user authentication function.

Prerequisites

- You are using Windows 10 Version 1803 or later
- Canon Office Printer Utility is installed
- The system is correctly set to that the confirmation screen is displayed

  Enable both [Let apps run in the background] and [Canon Office Printer Utility] in [Settings] > [Privacy] > [Background apps] in Windows.

Procedures

1 Display the [Support/Device] sheet.

2 Click [Device Settings].

When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

3 Display the [Administrator Settings] sheet.

4 Click [Change Administrator Settings].

If a screen asking you to confirm whether you want to allow changes is displayed, click [Yes] → display the [Administrator Settings] sheet.

5 Enable [List of Settings] > [Always confirm user information when printing] → click [OK].

Related Topics

- **[Support/Device] Sheet(P. 133)**
- **[Device Settings]/[Administrator Settings] Sheet(P. 135)**
- **Attaching a PIN to Print Data(P. 76)**
- **Encrypting Print Data(P. 77)**
- **Setting the Authentication Function(P. 109)**

Settings List

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Settings List

- Common Settings for All Sheets(P. 116)
- [Main] Sheet(P. 118)
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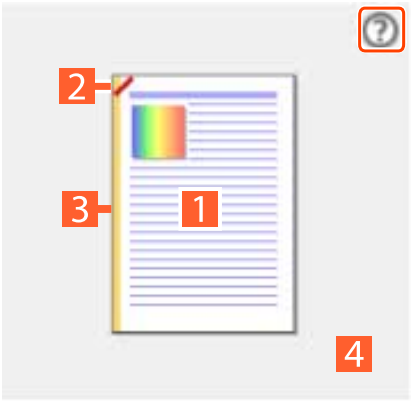
- [Device Settings]/[Administrator Settings] Sheet(P. 135)

Common Settings for All Sheets

You can set basic print functions via the settings preview in each of the sheets. You can also view favorite settings, return the print settings to their standard configurations, etc.

Settings Preview

Displays the current print settings in a preview. You can set basic print functions by clicking on the preview.



Display the settings preview guide

1 Switch between 1-sided/2-sided printing

2 Staple

Click where you want the page to be stapled. When setting up booklet printing, you can switch saddle stitching on and off.

3 Binding Location

Click the edge of the page where you want to set the binding location.

4 Rotate wheel/pinch: change page layout

You can change the number of pages arranged on each sheet of paper.

You can change the number of pages by rotating the mouse wheel over the settings preview. If you are using a touch panel display, you can change the number of pages by pinching in and out over the settings preview.

[Favorite Settings]

Displays a list of registered favorite settings.

[Register]

Enables you to register the current print settings as favorite settings.

☞ [Register Favorite Settings] Dialog Box

[Name]

Specifies a name to attach to the favorite settings.

[Icon]

Specifies an icon to attach to the favorite settings.

[Comment]

Specifies a comment about the favorite settings. Enter if required.

[View Settings]

Displays the content of the favorite settings.

[Reset Print Settings]

Returns the print settings of all sheets to their standard configurations.

[Restore Defaults]

Returns the print settings of the open sheet to their standard configurations.

Related Topics

- Registering Favorite Settings(P. 104)
- Editing the Favorite Settings List(P. 105)

[Main] Sheet

You can set basic print functions.

[Page Size]

Displays the page size set in the app or the page size set by clicking [Details].

[Details]

Enables you to set the document size and enlargement or reduction.

Paper sizes displayed with the ( ) icon can only be specified as the paper size in the print data. They are not supported as paper sizes to actually print on.

[Output Size]

Specifies the actual page size you want to print on. If you select a size that differs from [Page Size], the print data is enlarged or reduced to fit the set page size when printing.

[Orientation]

Specifies the orientation of print data.

[Copies]

Specifies the number of copies to be printed.

[Paper Type]

Specifies the paper to print on by paper type.

[2-Sided Printing]

Prints on both sides of the paper. The default setting for printers that support 2-sided printing is [2-Sided Printing].

[Binding Location]

Specifies the binding location.

[Details]

Enables you to set the width of the gutter. When a gutter is set, the print area narrows only by the amount of the gutter width. If you select [Image Adjustment to Fit Gutter] > [Reduce image], the print data is reduced so as to fit into the print area. If you select [Shift image], the print data is shifted and arranged as is. In this case, some of the data that is not within the print area may not be printed.

[Booklet Printing]

Prints with the pages of a document arranged so that it can be folded in half to create a booklet.

[Details]

Enables you to configure detailed settings when performing booklet printing such as the opening direction and gutter width.

☞ [Booklet Settings] Dialog Box

[Binding]

Specifies whether a document opens to the right or left when creating a booklet.

[Gutter Width]

Specifies the gutter width.

[Divide into sets for booklet layout]

Creates a booklet in multiple sets. Select whether to automatically or manually divide into sets in [Divide into Sets]. If dividing manually, specify how many pages are in each set in [Sheets per Set].

[Use creep (displacement) correction]

Corrects displacement between outer and inner pages that occurs during booklet printing. Select a correction method from [Correction Method]. If correctly manually, specify a correction amount in [Correction Amount].

[Saddle Press]

Performs saddle press processing when creating a saddle stitched booklet. You can specify the force of saddle pressing in [Saddle Press Adjustment].

NOTE

- [Main] or [Layout] sheet > [Booklet Printing] cannot be set at the same time as the following settings.
  - Settings other than [Covers] sheet > [Configure front cover settings] > [Front Cover] > [Leave blank]
  - [Covers] sheet > [Configure back cover settings]

[Page Layout]

Prints with multiple pages arranged on one sheet.

[Staple]

Staples the pages when outputting print data. Select staple position(s).

[On (Eco (Staple-Free))] crimps the paper without using staples.

The available staple positions vary depending on the output paper size, paper feed direction, and paper source method.

[Color Mode]

Switches between printing in color or in black-and-white.

NOTE

- If you select [Color Mode] > [Color], by default, whether each page is color or grayscale will be determined and the color mode switched accordingly.
- To print all pages in color, disable [Troubleshooting] > [Auto (color/B&W)] in the [Support/Device] sheet.

[Output Method]

Sets the method for outputting print data. You can set a PIN in the print data or store the print data in the device.

[Print]

Performs normal printing.

[Hold]

Saves print data in a hold queue (temporary storage area) in the device. You can change the print order or settings of the stored data from the control panel of the device or the Remote UI.

The file name is displayed in the device. If you select [Document Name] > [Enter name] in the [Settings for Document to Hold] dialog box displayed by clicking [Settings], you can specify a desired name.

[Secure Print]

Attaches a PIN to print data and save it in the device. This function is useful when printing confidential documents etc. If you enable the Encrypted Secure Print function, you can encrypt and print data and attain a stronger effect from the aspect of security.

The saved data can be printed by entering the PIN in the control panel of the device.

NOTE

- If you have enabled [PIN-protected printing] in the Windows print options and print using the driver, the print job will normally be output as a secure print.

[Store in Mail Box/Store in Box]

Saves the print data to a box in the device. You can change the settings of or combine the stored data from the control panel of the device or the Remote UI.

[Priority Print]

Prints with priority over other print data that is waiting to be printed by the device.

[Interrupt and Print]

Cancels the print job currently being processed by the device and prints the specified job.

[Scheduled Print]

Prints at a set time.

When a time is set, the set time is displayed when the pointer hovers over [Scheduled Print].

If the time set on the device and that set on the computer you are using do not match, the print job may not print at the set time or printing may be canceled.

[Custom Paper]

Enables you to register a desired paper size that you can use for printing.

Items with (●) attached are standard paper sizes and cannot be edited or deleted.

Related Topics

- **Common Settings for All Sheets(P. 116)**
- **Scaling(P. 67)**
- **Attaching a PIN to Print Data(P. 76)**
- **Encrypting Print Data(P. 77)**
- **Putting Print Jobs on Hold(P. 79)**
- **Storing Print Data(P. 80)**
- **Prioritizing a Print Job over Other Print Jobs(P. 81)**
- **Suspend Currently Printing Jobs to Prioritize a Print Job(P. 82)**
- **Booklet Printing(P. 86)**
- **Saddle Stitched Booklet Printing(P. 89)**
- **Printing Page Numbers in the Same Position on the Front and Back of Each Page(P. 93)**
- **Registering Custom Paper Sizes(P. 97)**

[Layout] Sheet

You can select a layout or set page modifications when printing.

[Booklet Printing]

Prints with the pages of a document arranged so that it can be folded in half to create a booklet.

[Details]

Enables you to configure detailed settings when performing booklet printing such as the opening direction and gutter width.

☞ [Booklet Settings] Dialog Box

[Binding]

Specifies whether a document opens to the right or left when creating a booklet.

[Gutter Width]

Specifies the gutter width.

[Divide into sets for booklet layout]

Creates a booklet in multiple sets. Select whether to automatically or manually divide into sets in [Divide into Sets]. If dividing manually, specify how many pages are in each set in [Sheets per Set].

[Use creep (displacement) correction]

Corrects displacement between outer and inner pages that occurs during booklet printing. Select a correction method from [Correction Method]. If correctly manually, specify a correction amount in [Correction Amount].

[Saddle Press]

Performs saddle press processing when creating a saddle stitched booklet. You can specify the force of saddle pressing in [Saddle Press Adjustment].

NOTE

- [Main] or [Layout] sheet > [Booklet Printing] cannot be set at the same time as the following settings.
  - Settings other than [Covers] sheet > [Configure front cover settings] > [Front Cover] > [Leave blank]
  - [Covers] sheet > [Configure back cover settings]

[Perfect Binding]

Applies glue to the gutter side of the contents and encloses them in a cover to create a booklet.

[Details]

Enables you to configure detailed settings when performing booklet printing such as the opening direction and paper size.

☞ [Perfect Binding Settings] Dialog Box

[Basic Settings] Sheet

[Binding]

Sets whether a document opens to the right or left when creating a booklet.

[Perfect Binding Cover Settings]

Sets a paper size and paper source for the cover. If you are printing on the cover, set [Cover Printing].

[Content Page Settings]

Sets a paper size for the content pages.

[Finishing Settings]

Specifies a finished size and adjustment method from [Specify By].

[Finishing Adjustments] Sheet

Adjusts the print positions of the content pages and cover, and the trimming angles and positions.

[Insert Watermark]

Superimposes and prints semi-transparent characters such as [TOP SECRET] or [DRAFT] over print data.

[Details]

Enables you to create new watermarks and edit existing watermarks.

☞ [Edit Watermark] Dialog Box

[Watermark List]

Displays a list of registered watermarks. When you select a watermark, the detailed settings of the watermark are displayed in the preview and [Contents].

When you select a watermark and click [ ] (Move selected watermark up one) or [ ] (Move selected watermark down one), you can change its place in the order of watermarks.

[Add]

Enables you to add a new watermark to [Watermark List].

[Edit]

Enables you to edit the selected watermark.

[ ] (Delete)

Deletes the selected watermark.

NOTE

- You can specify the watermark text by clicking [Add] or [Edit] → specifying the text in [Attributes] > [Text]. You can specify the following content by combining "\" with specific characters.

  \d: Date

  \t: Time

  \u: User name

  \s: Computer name

  \j: Job name

  If you want to specify the character "\", enter "\\" in [Text].

[Add Frame]

Prints a border around the periphery of the page.

[Poster]

Enlarges the print data of one page and print it over multiple sheets of paper. When the output sheets are joined together, they form a large print like a poster.

If you select [Custom], you can specify the number of rows and columns respectively.

[Details]

Enables you to set details such as the range of pages to print, printing with border lines, etc.

☞ [Poster Settings] Dialog Box

[Pages to Print]

Specifies the range of pages to be printed. You can also specify only some pages.

If you have selected the number of rows and columns in [Custom], you can numerically specify the print range and page numbers.

[Rotate sheets 90 degrees]

Rotates the page(s) specified in [Main] sheet > [Orientation] 90 degrees.

If you have selected [Auto], the pages will be oriented in the direction in which the print data is printed larger.

[Print margin borders]

Prints borders with other sheets as a guide to paste sheets together.

[Set margins for cutting/pasting]

Sets cutting/pasting width and margins when printing.

The widths of margins are 20 mm (0.79 inches) for [Standard]. [Thin] and [Thick] reduce and increase the widths by 10 mm (0.39 inches) respectively, based on the value of [Standard].

Selecting [Print marks for alignment] prints symbols that distinguish cutting and pasting.

[Mixed Sizes/Orientations]

Prints data in which the size and orientation differ from page to page.

[Details]

Enables you to set the combination of sizes and alignment method of pages.

[Header/Footer]

Enables you to attach a header or footer to the print data. You can set the position and format of the header or footer.

If you are performing booklet printing or two-sided printing, you can also set the page number so that it is printed in the same position on the front and back of the page.

[Overlay]

Performs overlay printing. You can also set creation of a form file to be used in overlay printing.

☞[Overlay Settings] Dialog Box

[Processing Method]

Sets whether to perform overlay printing or create of a form file to be used in overlay printing. If you select [Use Overlay Print], a form file stored in the device is used.

[Retrieve Form File Information]

Acquires the newest form file information.

[File List]

Displays a list of form files stored in the device. When performing overlay printing, select a form file to be used from the list.

If you cannot acquire information from the device, the list is not displayed.

[Color] is applied when you click [Retrieve Form File Information].

[File Name]

Specifies a name for the newly created form file.

If you cannot select a form file from [File List], enter the name of the form file to be used here.

[Apply To]

Specifies which side to apply overlay printing to when performing two-sided printing.

[Copy Set Numbering]

Prints serial numbers on multiple copies of a document. For example, serial numbers are printed so that a "1" is printed on the first copy of the document, "2" on the second, "3" on the third, etc.

[Details]

Sets the print start number.

[Use secure printing function of device]

Uses the secure printing function of the device.

The functions to be used must be activated on the device side.

Related Topics

- **Common Settings for All Sheets(P. 116)**
- **Attaching a Watermark(P. 68)**
- **Printing a Large Poster over Multiple Pages(P. 69)**
- **Overlapping Print Data on a Fixed Form(P. 74)**
- **Booklet Printing(P. 86)**
- **Saddle Stitched Booklet Printing(P. 89)**
- **Perfect Binding(P. 92)**
- **Printing Page Numbers in the Same Position on the Front and Back of Each Page(P. 93)**

[Paper Feed] Sheet

You can set the paper type and paper source.

[Select Paper By]

Sets whether to specify the paper to print on by paper source or by paper type.

[Paper Source]

Specifies the paper to print on by paper source. If you select [Auto], a paper source corresponding to the output paper size is automatically selected.

[Paper Source Information]

Displays information about the paper set in the paper sources. You can also set a desired comment for each paper source.

[Paper Name]

Specifies the paper source to be used when [Auto] is selected from [Paper Source]. In order to use this setting, it is necessary to register the name of the paper corresponding to the paper source in the device beforehand, and to acquire the device information.

[Paper Type]

Specifies the paper to print on by paper type.

[Settings]

Enables you to specify the paper type.

If you select [Auto], the document is printed on the paper type set in the device.

[Retrieve Paper Information]

Acquires information about paper set in the device and displays it in [Paper Type].

[Tab Details]

Enables you to set details for printing on the tab part when tab paper is specified.

[Paper Source for Transparencies]

Specifies the paper source for transparencies.

[Cover Sheets]

Sets whether to insert paper sheets between the transparencies. To print on the inserted sheets, select [Print on cover sheets]. The same content that is printed on the transparencies will be printed on the inserted sheets.

[Paper Source for Cover Sheets]/[Paper Type for Cover Sheets]/[Specify Cover Sheets By]

Sets the paper source and paper type for the sheets to be inserted when inserting sheets between transparencies. When you can specify either the paper source or paper type, select [Specify Cover Sheets By].

[Insert Sheets]

Inserts sheets between specified pages.

[Settings]

Enables you to set details about the sheets to be inserted and their positions.

☞ [Sheet Insertion Settings] Dialog Box

[Sheets to Insert]

Specifies the paper type of the sheets to be inserted.

[Paper Source]

Specifies the paper source of the sheets to be inserted.

[Inserted Sheets/Tab Paper]

Sets whether to print on the sheets to be inserted. If printing on the sheets, select which side to print on.

[Insertion Position]

Specifies the pages which inserts the sheets before.

[Paper Type for Tab Paper]

Enables you to specify the paper type of the tab paper to be inserted. You can also configure print settings for the tab part.

[Carbon Copy]

Prints one copy each from two paper sources.

This function is useful when you want to print one copy of a document on high quality paper for the customer and one copy on recycled paper to keep for yourself.

The function can be used when a setting other than [Auto] is selected from [Paper Source]. Specify the other paper source in [Carbon Copy] > [Settings].

When this function is enabled, one copy is always printed from each specified paper source regardless of the setting in [Main] sheet > [Copies].

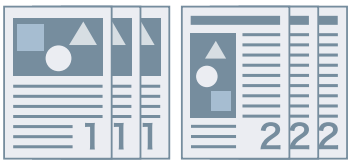
Related Topics

- **Common Settings for All Sheets(P. 116)**
- **Inserting Sheets Between Transparencies(P. 98)**
- **Inserting Sheets(P. 99)**
- **Inserting Tab Paper(P. 100)**
- **Printing on Tab Paper(P. 101)**

[Finishing] Sheet

You can configure settings relating to finishing such as collating, stapling, etc.

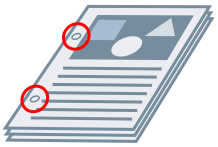
Collate



Group

Offset

Rotate



Hole Punch

Staple

[Output Method]

Specifies a separating method when printing multiple copies.

[Collate]

Outputs the specified number of copies in page order.

[Group]

Outputs the specified number of copies with all pages having the same page number grouped together.

[Staple]

Staples the pages when outputting print data. Select staple position(s).

[On (Eco (Staple-Free))] crimps the paper without using staples.

The available staple positions vary depending on the output paper size, paper feed direction, and paper source method.

[Hole Punch]

Outputs printed pages with holes for binding. This function can only be used when enabled at the device. The type of punch holes you can select depends on the optional unit attached to the device.

[Offset]

Offsets each set of pages output.

[Specify Offset Interval: Every]

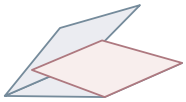
Outputs pages so that each specified number of pages is offset.

[Rotate]

Outputs each print job at a 90 degree angle relative to the one before and after it.

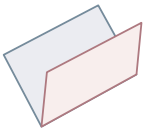
[Fold]

Specifies the type of fold when outputting pages folded into one of a variety of patterns.

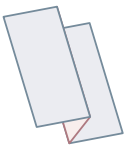


C-fold

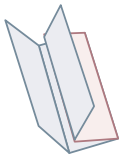
Z-fold



Saddle fold



Accordion Z-fold



Double parallel fold

[Details]

Specifies the fold pattern when [C-fold], [Half fold], [Saddle fold (advanced)], [Accordion Z-fold], or [Double parallel fold] is selected for the fold type.

NOTE

- If Z-fold and stapling are specified together, the fold direction of the Z-fold changes depending on the staple location.

[Trim]

Trims and aligns the edges of the pages when creating a booklet by stapling the pages in the middle.

[Details]

Enables you to set the trim width and adjustment method.

[Output Destination]

Specifies a printed paper output destination.

[Details]

Enables you to set stacking details when [Stacker (stack area)] is selected to output to a large capacity stacker.

Related Topics

- **Common Settings for All Sheets(P. 116)**
- **Saddle Stitched Booklet Printing(P. 89)**
- **Saddle Press Processing When Creating Saddle Stitched Booklets(P. 90)**
- **Trimming Pages When Creating Saddle Stitched Booklets(P. 91)**

[Quality] Sheet

You can set a print processing method to match the content of the print data.

[Content-Based Print]

Specifies an objective that matches the print data and sets a suitable print quality mode.

[Detailed Settings for Quality]

Enables you to set print quality details such as resolution, gradation, toner amount, etc.

☞[Detailed Settings for Quality] Dialog Box

[Resolution]

Specifies the print resolution.

[Gradation]

Specifies the gradation method.

[High 2]: Uses a finer gradation than [High 1] to smooth gradations.

[Halftones (images)]/[Halftones (graphics)]/[Halftones (text)]

Specifies methods for representing halftones (areas between dark areas and light areas).

[Resolution]: Gives priority to resolution and prints contours smoothly.

[High resolution]: Increases the resolution of contours to more than [Resolution].

[Gradation]: Gives priority to gradation and prints gradations smoothly.

[Color tone]: Prints gradations more smoothly than [Gradation].

[Error diffusion]: Prints small characters and thin lines finely.

[Advanced smoothing]

Corrects the contours of characters and lines, and smooths gradations.

[Smooth 2]: Performs stronger smoothing processing than [Smooth 1].

[Sharpness]

Slightly adjusts the sharpness of the contours of characters and images arranged with each page.

[Sharpness (photo)]

Strengthens the contours of images, blurs. etc. when printing.

[Pure black processing]

Specifies a target object and prints sections other than white in black.

[Gray compensation]

Specifies a target object and prints black and gray data reliably in black and gray.

[Toner density adjustment]

Adjusts the toner density. In the details screen displayed when you specify [Custom settings] and click [Details], you can adjust each color.

[Toner volume adjustment]/[Toner volume correction]

Adjusts the amount of toner to match the content of the print data.

[Gradation priority]: Prints data that includes large amounts of graphics and CG gradations.

[Text priority]: Prints data focusing on text.

[Gradation smoothing]

Smoothly prints the amount of color change of gradations.

[Smooth 2]: Performs stronger smoothing processing than [Smooth 1].

[Image compression]

Adjusts the print data compression ratio when sending print data to the printer, and prints with priority given to either image quality or print speed.

[Image compression optimization]

Sets an image compression method. You can select from an optimization method (switching between reversible and irreversible) or a uniform compression method (no optimization). Compressing an image using the optimization method suppresses JPEG block noise.

[Line control]

Improves reproduction of characters and lines.

[Resolution priority]: Gives priority to resolution.

[Gradation priority]: Gives priority to gradation.

[Prioritize printing of colored lines and text]

If colored lines or text are blurred or broken, they may print clearer if you enable this function.

If you have selected [Quality] sheet > [Content-Based Print] > [Line], this function is enabled by default.

[Color Adjustment]/[Grayscale Adjustment]

Enables you to adjust color, brightness, and contrast.

☞ [Color Adjustment]/[Grayscale Adjustment] Dialog Box

[Sample Type]

Specifies the type of image displayed in the sample preview.

If you select [Default], this is saved to print settings that match the type of data selected in [Elements to Adjust] and the displayed image is also changed.

[Elements to Adjust]

Specifies an object as a color adjustment target.

[Apply to sample]

Applies the values set in [Saturation] and [Hue] sheets to the sample preview.

By switching the selection state, you can check how much the colors have changed.

[Color wheel]

Displays this as a guide when you adjust colors. This is displayed when the [Hue] sheet is selected.

[Saturation]/[Hue] Sheet

Enables you to adjust the saturation and hue of each color when printing in the [Color Adjustment] dialog box. Adjust by dragging the slide bar or entering a numerical value.

[Adjust all colors using the same value]

Adjusts all colors simultaneously in the [Color Adjustment] dialog box.

[Brightness]/[Contrast]

Adjusts the brightness or contrast by dragging the slide bar or entering a numerical value.

[Matching Settings]

Enables you to set a matching operation for color adjustment.

☞ [Matching Settings] Dialog Box

[Matching Mode]

Specifies the processing method for color matching.

[Matching Method]

Specifies what factor is prioritized when matching. Depending on the device, you can select factors to be prioritized for each subject.

When you click [Retrieve Matching Method Information], you can retrieve information about the matching methods registered in the device.

[Gamma]/[Gamma Adjustment]

Enables you to print with gamma adjustment.

[Two Colors Printing]

Prints in two colors, with the parts of the print data for which there is no color data printed in shades of black, and the parts for which there is color data printed in shades of the specified color.

[Toner Save]/[Detailed Toner Save]

Saves toner by printing the print data with less toner.

In [Detailed Toner Save], printing is lightened in the order of [Mode 1], [Mode 2], and [Mode 3].

Related Topics

Common Settings for All Sheets(P. 116)

[Covers] Sheet

You can add a front or back cover, use paper that differs from that of the content pages, and configure print settings relating to covers.

[Configure front cover settings]/[Configure back cover settings]

Sets a front or back cover.

[Front Cover]/[Back Cover]

Specifies which side or sides of the front or back cover to print on.

[Paper Source]

Specifies a paper source.

NOTE

- [Main] or [Layout] sheet > [Booklet Printing] cannot be set at the same time as the following settings.
  - Settings other than [Covers] sheet > [Configure front cover settings] > [Front Cover] > [Leave blank]
  - [Covers] sheet > [Configure back cover settings]

[Print banner page]

Inserts a page (banner page) containing the user name, job name, and time before printing the first page.

[Details]

Enables you to set the specifying method of the paper on which the banner page is printed (paper source and/or paper type) and font size.

Related Topics

- **Common Settings for All Sheets(P. 116)**
- **Booklet Printing(P. 86)**

[Support/Device] Sheet

You can configure the driver environment settings, device information settings, etc.

[View Settings]

Displays a list for checking the current settings.

[Edit Favorite Settings]

Enables you to edit the [Favorite Settings] list, and import or export it to be used on other computers.

☞ [Edit Favorite Settings] Dialog Box

[Favorite Settings]

Displays a list of registered favorite settings. The content of favorite settings selected from the list is displayed in [Settings]. Settings that differ from standard settings are displayed in bold.

When you select favorite settings and click [ ] (Move selected favorite setting up one level) or [ ] (Move selected favorite setting down one level), you can change its place in the order of favorite settings.

[Import]

Enables you to import the favorite settings saved as a file (*.profile) and add it to [Favorite Settings].

[Export]

Enables you to export the selected favorite settings as a file (*.profile).

[ ] (Delete)

Deletes the selected favorite settings.

[Comment]

Displays comments about selected favorite settings.

[Edit]

Enables you to edit the [Name], [Icon], and [Comment] of selected favorite settings.

[Troubleshooting]

Enables you to configure detailed driver operation settings for special printing or applications. Selecting an item from [List of Settings] in the [Troubleshooting] dialog box displays a detailed explanation.

[Preferences]

Enables you to change the paper sizes displayed by the driver and the display language according to the region you are using or your preferences, and initialize the settings of favorite settings etc. If you want to change the display language, after selecting the language you want to use in [Language], close the print settings screen then reopen it.

[Authentication Information Settings]

Enables you to manage printing by means of the department ID management function or the user authentication function.

By clicking [Verify] on the displayed screen, you can check that the authentication information set in the device and the entered content match.

[User Name Settings]

Enables you to set a user name to be used for print jobs. The set user name is displayed on the control panel of the device, and is used as the user name for headers or footers.

NOTE

- If you are using the user authentication function, the user name set for the user authentication function has priority.

[Device Settings]

Enables you to configure device option settings and administrator settings.

NOTE

- When you click [Device Settings], after a confirmation screen asking whether you want to save the settings is displayed, the print settings screen closes.

[About]

Displays information about the driver version.

Related Topics

- **Common Settings for All Sheets(P. 116)**
- **Editing the Favorite Settings List(P. 105)**
- **Setting the Authentication Function(P. 109)**
- **Setting the User Name(P. 111)**
- **Making the Device Functions Usable(P. 53)**

[Device Settings]/[Administrator Settings] Sheet

You can check option settings, configure department ID management settings, and administrator settings relating to the device.

NOTE

- If you return to the print settings screen, display it from the device icon in [Devices and Printers] or from the print menu of a desktop app.

[Device Settings] Sheet

[Retrieve Device Information]

Acquires device information and applies it to the settings.

[Option List]

Displays in list form setting information about paper output options, paper source options, etc. attached to the device.

If you want to set the option settings manually, after selecting an item, set the item displayed under [Option List].

[Authentication Function]

Manages printing by means of the department ID management function or the user authentication function. Click [Settings] and select the type of authentication function to use.

If you are using the department ID management function, selecting [Do not use Department ID Management for B&W printing] enables black-and-white printing without authentication.

[Default User Name]

Enables you to set a default value of the user name to be used for print jobs. The set user name is displayed on the control panel of the device, and is applied as the user name for headers or footers.

To set this item, [Administrator Settings] sheet > [Allow changes to user name] needs to be enabled.

[Device Function Settings]

Enables you to set the version of the controller firmware of the device. Which functions can be used by the device depends on the version you set.

Controller firmware versions comprise function versions and platform versions. They can be viewed in a status print of the device or a screen for confirming the structure.

For details on how to print the status print or confirm the structure of the device, refer to the manual of the device.

[Paper Source Information]

Displays information about the paper set in the paper sources. You can also set a desired comment for each paper source.

[IP Address Settings]

Enables you to specify whether the IP address of the device whose information is to be acquired is automatically detected or manually specified. If the IP address cannot be resolved, you can specify the IP address to acquire the information of the device.

If you specify the IP address with this setting, it is not applied to the port for printing.

[About]

Displays information about the driver version.

[Administrator Settings] Sheet

[List of Settings]

Displays in list form the settings and their contents for the administrator of the device to manage default settings.

[Change Administrator Settings]

Enables you to change user privileges and each of the settings in the [List of Settings] sheet.

Related Topics

- **Making the Device Functions Usable(P. 53)**
- **Setting the Authentication Function(P. 109)**
- **Setting the User Name(P. 111)**
- **Encrypting Print Data(P. 77)**

Troubleshooting

Troubleshooting 138
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Troubleshooting

This explains solutions to common problems.

- **Cannot discover a device on a network(P. 139)**
- **Icon of the device is not displayed after installation(P. 141)**
- **The Windows standard print settings screen is displayed(P. 142)**
- **Print settings return to their defaults after updating the driver(P. 146)**

Cannot discover a device on a network

When installing with a network connection, the device may not be displayed in the [Printer List] of the installer.

Also, if you specify a network printer port during installation, the device may not be displayed in the shared printer list.

If either of these happens, it could be due to a number of causes. Change settings as necessary by referring to each "Remedy."

Cause 1.

The device settings are incorrect.

Remedy

Check whether the following have been set at the device. If they have not been set, change the settings or install the appropriate driver.

- The IPv4 or IPv6 protocol settings have been enabled in [TCP/IP Settings].
- [Multicast Discovery Settings] has been enabled.

  For network environments that use WSD, [Use WSD] has been enabled.
- [PDL Selection (Plug and Play)] and the page description language of the driver match.
  - For "UFR II/UFRII LT/LIPSLX/CARPS2 V4 Printer Driver": [*** (V4)] (or [*** (XPS)])

    *** represents the page description language corresponding to the device.
  - For "PCL6 V4 Printer Driver": [PCL6 (V4)] (or [PCL6])

  For details about the setting method for the page description language (plug and play) function of the device, refer to the manual of the device.

Cause 2.

The network settings of the operating system are incorrect.

Remedy

Check whether the necessary settings have been configured in the network settings of the operating system. If they have not been set, change the settings according to the following procedure.

(1) Display [Network and Sharing Center] → check the network profile you are using in [View your active networks].

You can display [Network and Sharing Center] as follows.

In Windows 10/Server 2016

Select [Settings] > [Network & Internet] > [Ethernet] → click [Network and Sharing Center].

In Windows 8.1/Server 2012 R2

Click [Control Panel] > [Network and Internet] > [Network and Sharing Center].

(2) Click [Change advanced sharing settings].

(3) If [Network discovery] > [Turn off network discovery] is selected in the network profile checked in step **(1)** **(P. 139)** , select [Turn on network discovery].

(4) Click [Save changes].

If the Administrator's password or confirmation is requested, enter the password or provide the confirmation information.

Cause 3.

The operating system has been set up such that devices cannot be discovered.

Remedy

To display a device in the shared printer list, change the settings of the operating system according to the following procedure.

(1) Click [Programs] > [Programs and Features] from the [Control Panel] of Windows.

(2) Click [Turn Windows features on or off] in the [Programs and Features] screen.

(3) Enable [SMB 1.0/CIFS File Sharing Support] in the [Windows Features] screen → click [OK].

You may need to restart the computer to enable the new setting.

For a server operating system, select [Manage] > [Add Roles and Features] from [Server Manager] and enable [Features] > [SMB 1.0/CIFS File Sharing Support].

(4) After you have finished installing the driver, return the settings to their original values.

The above changes to the settings are only required for driver installation. It is recommended that you return [SMB 1.0/CIFS File Sharing Support] to its original setting when driver installation is complete.

Cause 4.

The network environment is one in which devices cannot be discovered.

Remedy

- In a TCP/IP network environment, set it up so that the device you want to discover and the computer you are using are on the same subnet.
- If the device you want to discover is connected to a network environment that does not use either TCP/IP or WSD, install the driver by specifying a port or IP address.

Cause 5.

The driver corresponding to the discovered device is already installed.

Remedy

If you want to install a driver by discovering a device, uninstall the driver first, then discover it again.

Related Topics

Installing by Discovering Devices on a Network(P. 19)
Installing by Specifying a Port or IP Address(P. 24)

Icon of the device is not displayed after installation

If the icon of the device is not displayed in [Devices and Printers] when installation is complete, this could be due to a number of causes. Refer to each "Remedy" to have the icon of the device displayed.

Cause 1.

The screen has not been updated.

Remedy

Click [ ] (Refresh) in the address bar to update the screen to the latest status.

Cause 2.

The driver is being installed or the installation has not been correctly completed.

Remedy

Wait until the installation has been completed. If the icon of the driver is not displayed after you have waited for some time, reinstall the driver.

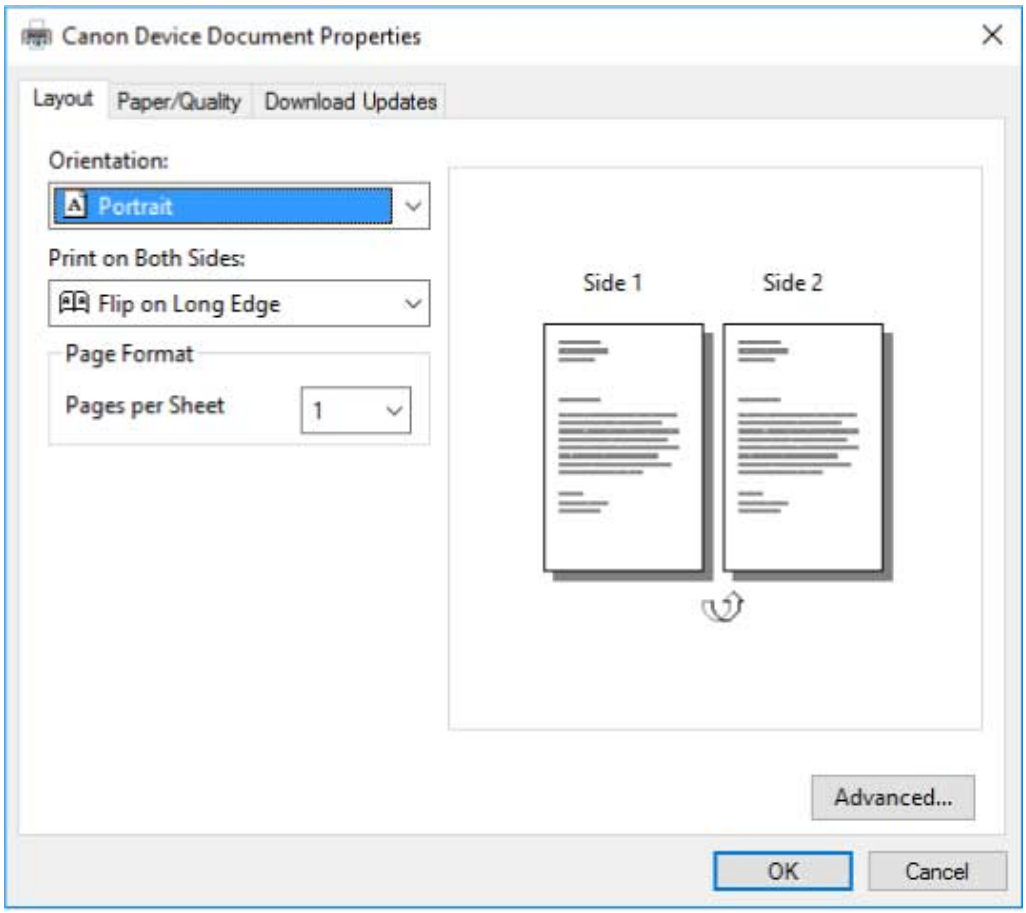
The Windows standard print settings screen is displayed

Even after you install the driver, the print settings screen of the driver may not be displayed and the Windows standard print settings screen displayed instead. If this happens, a number of causes are possible.

Display the print settings screen of the driver by referring to the "Cause" and "Remedy" that explains each Windows standard print settings screen displayed.

If displayed from the icon of the device in [Devices and Printers] or a desktop app

The following screen is displayed from the icon of the device in [Devices and Printers] or when printing with a desktop app.



Cause 1.

The driver has not been correctly installed in the client in a shared printer environment.

Remedy

Refer to the procedure for setting a computer as a shared printer client and install the driver.

Cause 2.

The driver was installed by specifying an inf file.

Remedy

Install the driver using the installer.

If the environment does not enable installation using the installer, you will be able to use the Windows standard print settings screen.

Cause 3.

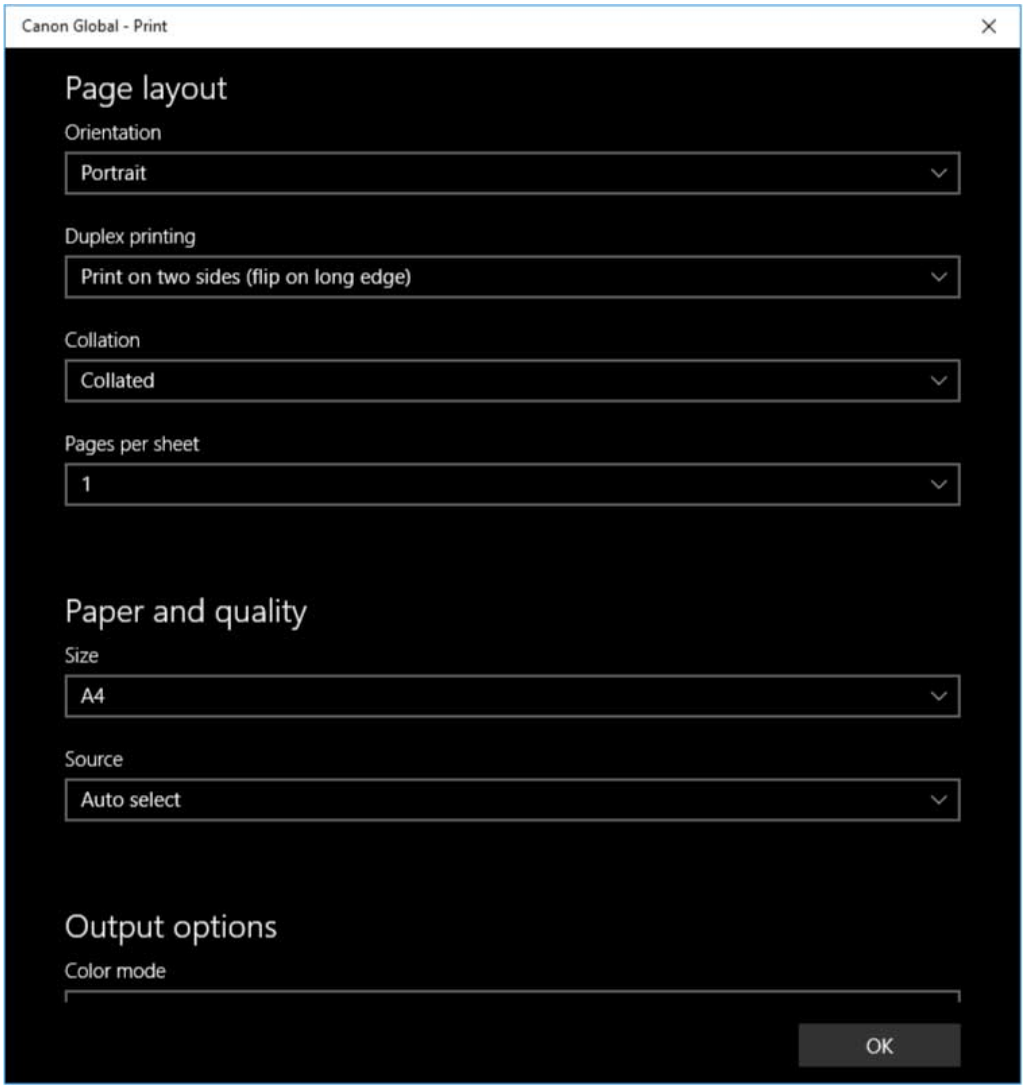
There is the possibility of some sort of problem occurring while installing the printer driver.

Remedy

Uninstall the printer driver, then re-install it by following the correct procedure.

If displayed from a store app

The following screen is displayed when printing from a store app.



Cause 1.

You cannot connect to the Internet from the computer you are using.

Remedy

The functions required for printing with a store app are installed from the Windows store via the Internet. Check that you can access the Windows store from the computer you are using, then reinstall the driver.

Cause 2.

The account you used to log onto Windows is not associated with a Microsoft account.

Remedy

Use a Microsoft account to install from the Windows store.

If the account you are using when logging onto Windows is an account other than a Microsoft account (a local account or domain account), you need to associate it with a Microsoft account following the procedure below, then install.

(1) Display the [Accounts] screen.

In Windows 10/Server 2016

Select [Settings] > [Accounts].

In Windows 8.1/Server 2012 R2

Display the charm bar in the [Desktop] screen → select [Settings] > [Change PC settings] > [Accounts].

(2) Set association with a Microsoft account.

In Windows 10/Server 2016

Select [Your info] > [Sign in with a Microsoft account instead].

In Windows 8.1/Server 2012 R2

Select [Your account] > [Connect to a Microsoft account].

When you have finished configuring the settings according to the instructions on the screen, check that the associated Microsoft account is displayed in the account information.

Cause 3.

The app is set so that the Windows standard print settings screen is displayed.

Remedy

If you are printing from a store app, set the app so that the print settings screen of the driver is displayed.

(1) Start the Canon Office Printer Utility.

In Windows 10/Server 2016

Select the Start menu > [Canon Office Printer Utility] from the list of apps.

In Windows 8.1/Server 2012 R2

Click [ ] at the bottom of the [Start] screen > [Canon Office Printer Utility] in the [Apps] screen.

(2) Display the [Options] screen of the Canon Office Printer Utility.

In Windows 10/Server 2016

Select the menu [≡] at the top of the app screen > [Settings] > [Options].

In Windows 8.1/Server 2012 R2

Display the charm bar in the [Desktop] screen → select [Settings] > [Options].

(3) Disable [Settings for print settings screen] > [Always display in compatibility mode].

Related Topics

- Installing by Discovering Devices on a Network(P. 19)
- Installing by Specifying a Port or IP Address(P. 24)
- Installing by Specifying an inf File(P. 33)
- Setting up Clients of a Shared Printer(P. 46)
- Uninstalling the Driver(P. 38)

Print settings return to their defaults after updating the driver

After updating an installed driver, if none of the print settings are carried over, and all of the print settings return to their default settings, this may be due to the following cause. Address the problem according to the "Remedy" content.

Cause

Windows specifications or changes in the driver due to additions or changes to functions.

Remedy

After acquiring the device information, change the print settings.

To acquire the device information, perform the procedure for enabling usage of the functions of the device.

Related Topics

Making the Device Functions Usable(P. 53)

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