



Canon imageRUNNER Series - The Basics

HOW TO MAKE A BASIC COPY

1. Press the Yellow Reset Key (Ensures default settings)
2. Set Originals Face Up in the Feeder (30 max to start with)
3. Enter the number of copies & then press Start

MAKING 2-SIDED COPIES FROM 1-SIDED ORIGINALS

1. Press the Reset Key
2. Set Originals Face Up in the Feeder
3. Touch the Two-sided Key
4. Touch 1 ▶ 2-Sided Key & then touch OK
5. Enter the number of copies & then press Start

MAKING 2-SIDED COPIES FROM 2-SIDED ORIGINALS

1. Press the Reset Key
2. Set Originals Face Up in the Feeder
3. Touch the Two-sided Key
4. Touch 2 ▶ 2-Sided Key & then touch OK
5. Enter the number of copies & then press Start

HOW TO COLLATE AND STAPLE

1. Press the Reset Key
2. Set Originals Face Up in the Feeder
3. Touch Staple & choose staple position Corner or Double
4. Touch OK, enter the number of copies & then press Start

BOOK COPY

1. Press the Reset Key
2. Set the Book on the Glass - & Center the Spine at the white line labeled LTR at the Top of the Glass
3. Touch the Special Features Key
4. Touch Two-page Separation & then touch Done
5. Press Start