



Windows

Generic UFR II/LIPSLX/PCL6 V4 Printer Driver

User's Guide

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Introduction

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Introduction

- ▶ **How to Use the Manual(P. 3)**
- ▶ **Disclaimers(P. 5)**
- ▶ **Copyright(P. 6)**
- ▶ **Trademarks(P. 7)**

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

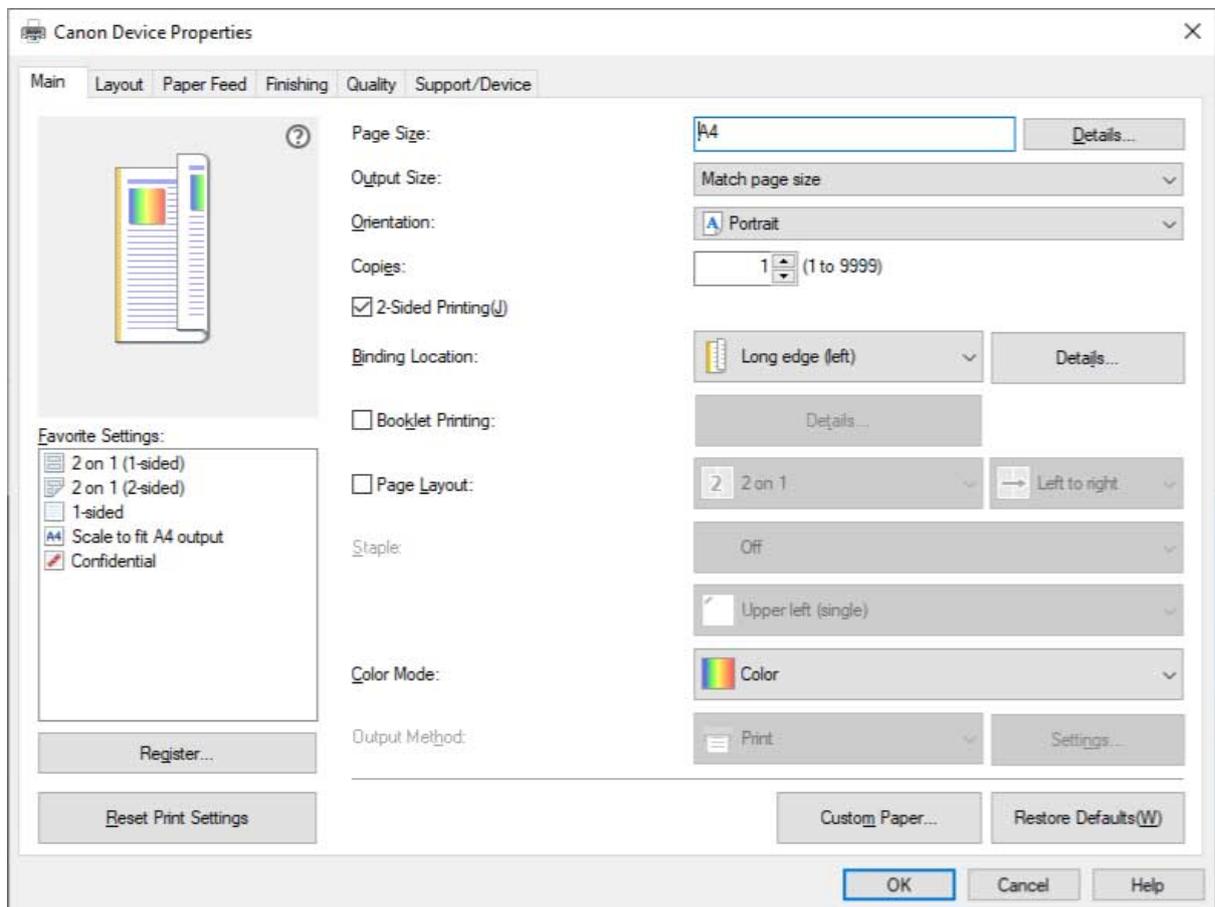
This driver enables you to display the print settings screen of drivers that support Windows Store apps and desktop apps, and use the print functions of Canon devices.

Since it supports multiple devices, it enables you to use basic print functions without installing a driver for each device.

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

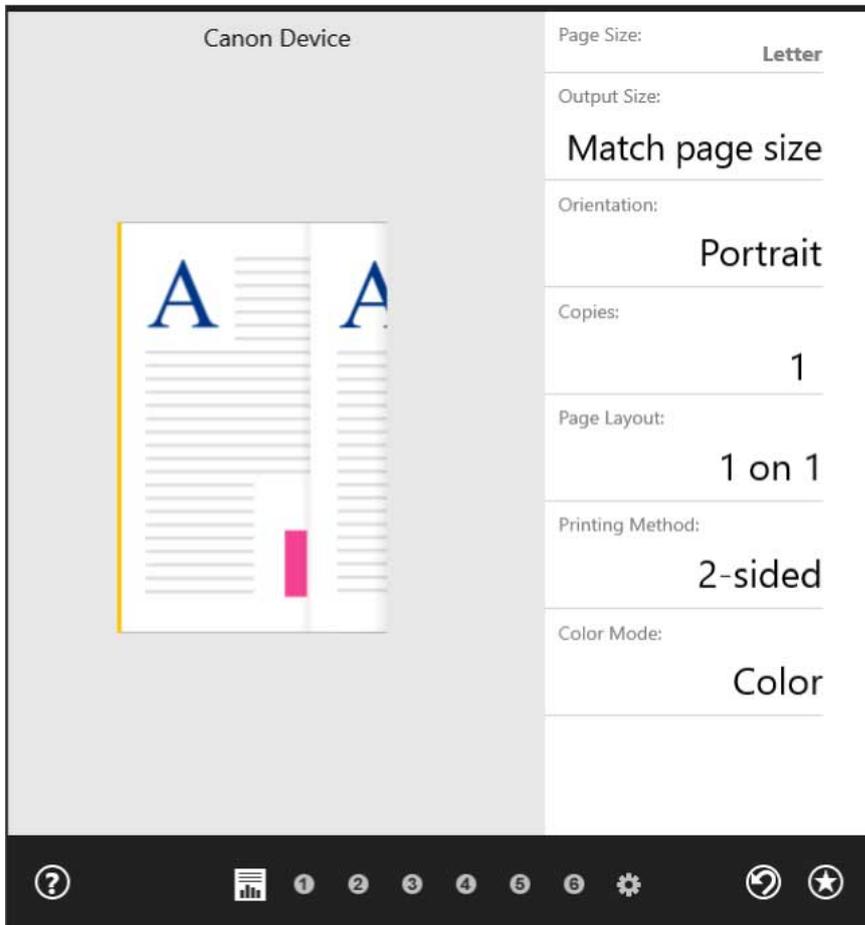
The following print settings screen is displayed when you print from desktop apps.



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\(P. 49\)](#)
- ▶ [Printing from a Store App\(P. 52\)](#)

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: <https://global.canon/>
- 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
- If you set functions in the driver that are not available for the device you are using, it may result in unintended print results.
- 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.

Installing the Driver

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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 Using the Installer(P. 19)**
- ▶ **Installing by Specifying an inf File(P. 24)**
- ▶ **Updating/Uninstalling the Driver(P. 26)**

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 2019
- 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 be 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 Using the Installer\(P. 19\)](#)
- ▶ [Installing by Specifying an inf File\(P. 24\)](#)
- ▶ [Icon of the device is not displayed after installation\(P. 112\)](#)

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 Using the Installer

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 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 standard TCP/IP port).
If you are installing by adding 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].

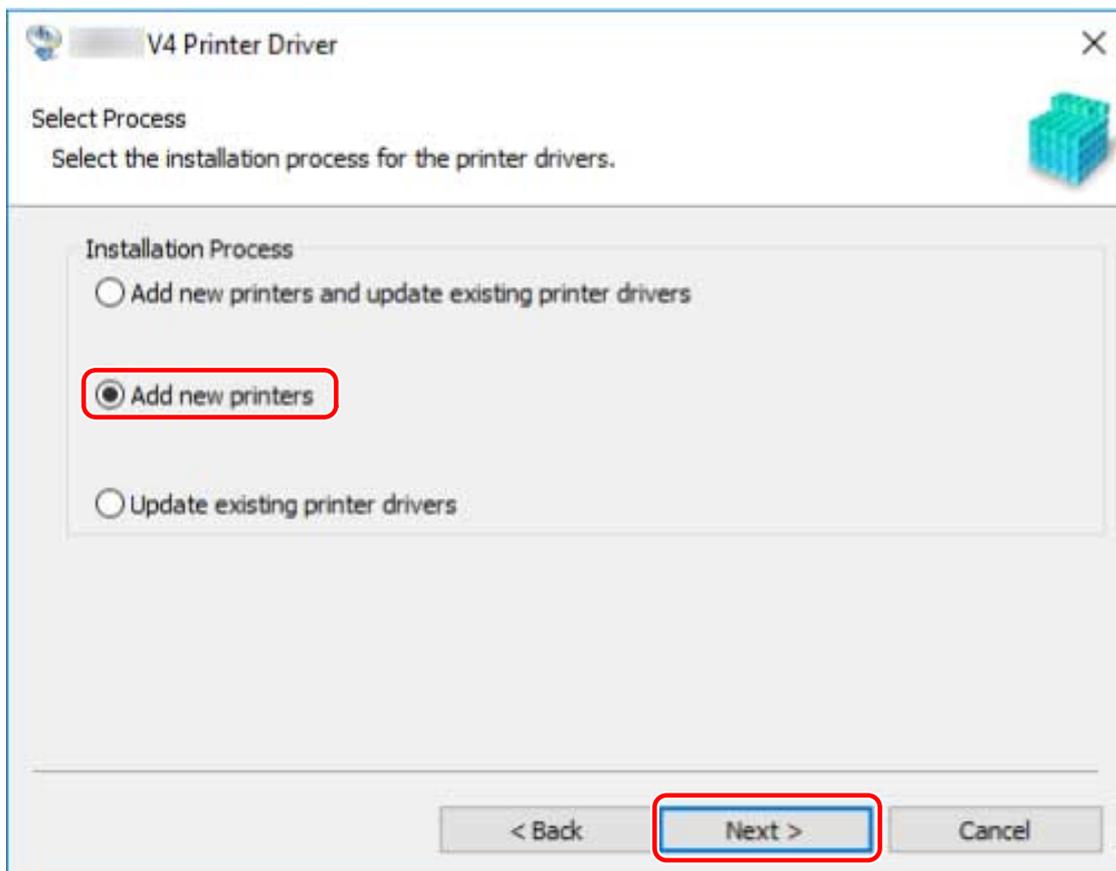
The driver will be installed according to the selected language.

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

4 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.



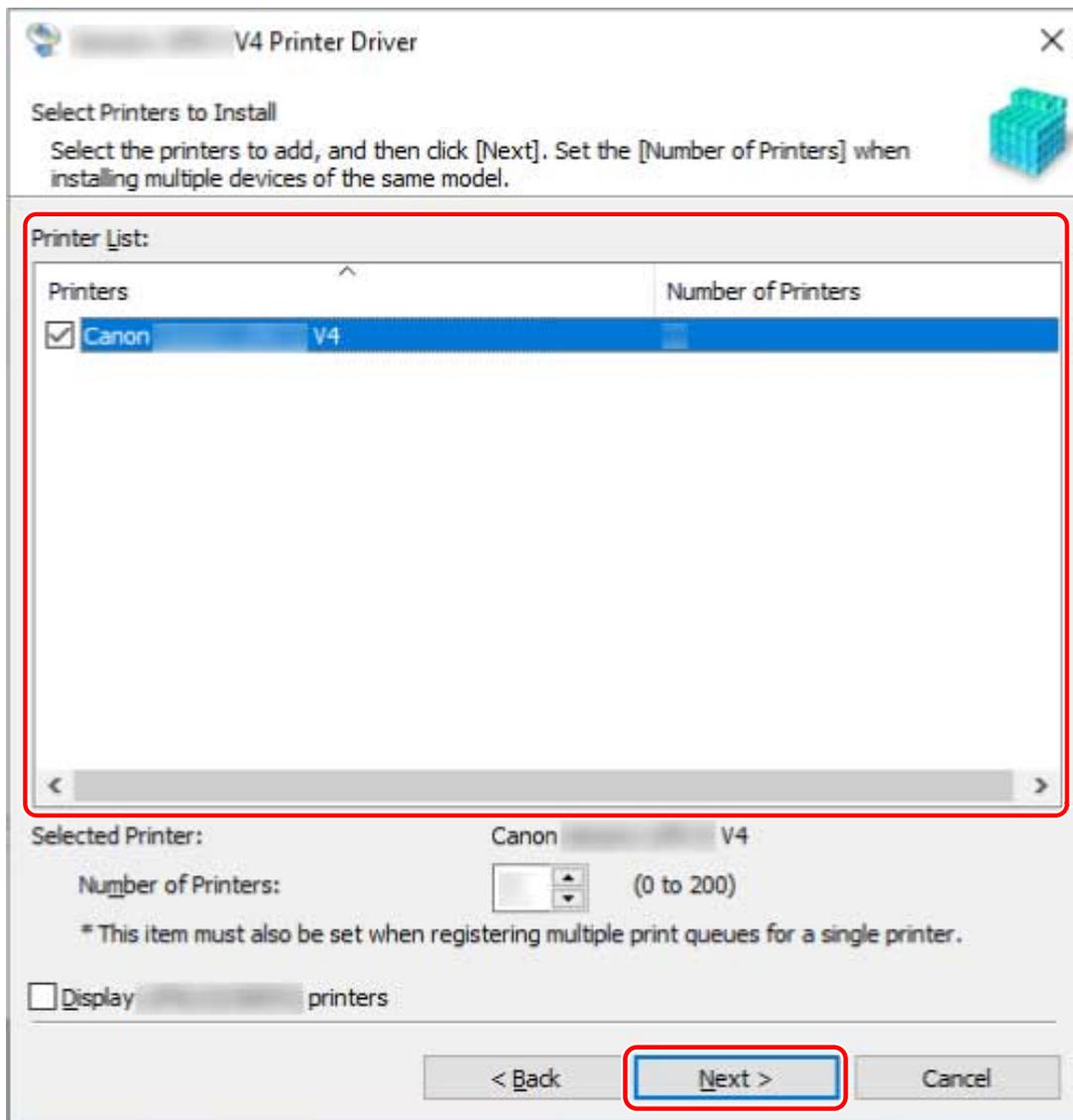
5 Select the device to install from [Printer List] → click [Next].

[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 network printer port is specified.



6 Set the port.

If you have entered multiple printers for one device in step 5.(P. 20) , the port setting for the first printer is used as the default setting for the second and subsequent printers.

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. 110)

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].

7 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 5.(P. 20) , repeat steps 6.(P. 21) and 7.(P. 23)

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

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

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

You can also print a test page if required.

Related Topics

- ▶ Installing as a Print Server(P. 35)
- ▶ Changing the Port(P. 40)
- ▶ Updating the Driver(P. 27)

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/Server 2019 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) In the screen for selecting a device, 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/Server 2019: 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. 40)
- ▶ The Windows standard print settings screen is displayed(P. 113)

Updating/Uninstalling the Driver

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

- ▶ **Updating the Driver(P. 27)**
- ▶ **Uninstalling the Driver(P. 29)**

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.

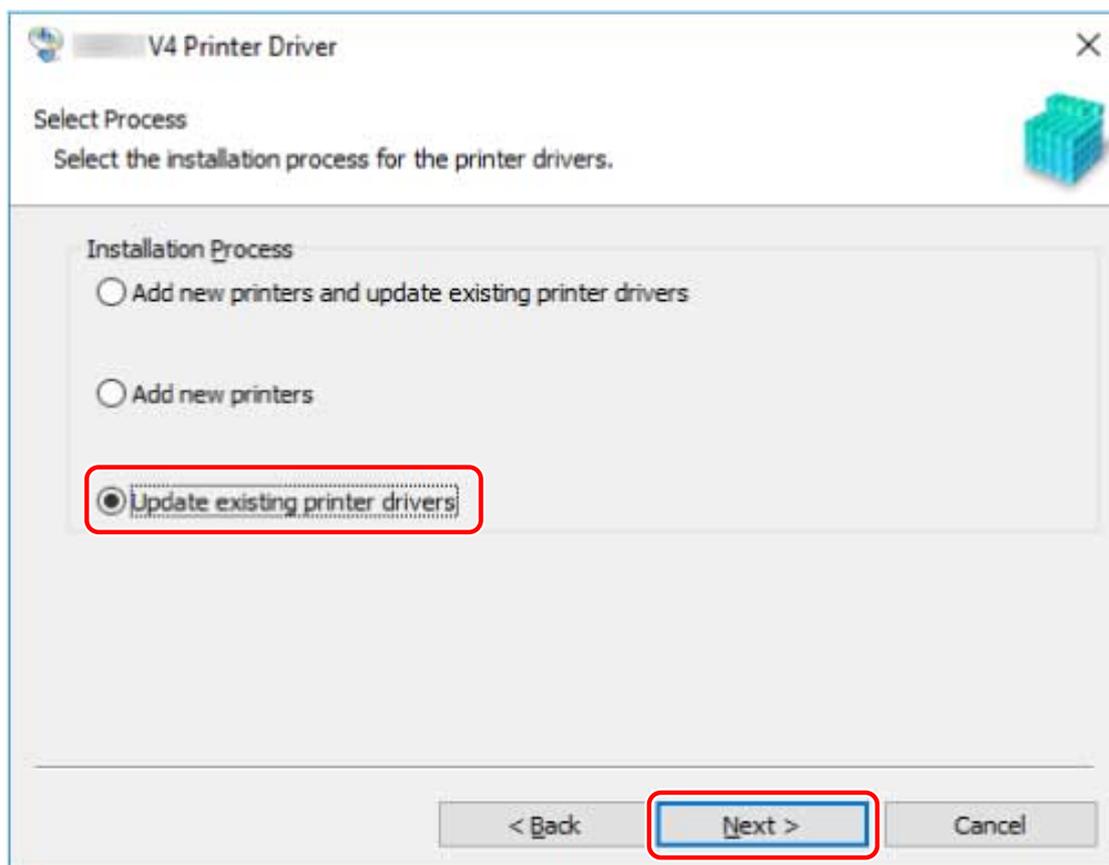
You can update already installed drivers at the same time as installing a driver for a new device, but here the procedure for updating installed drivers only is explained.

Prerequisites

- Acquire the installer
You can download the update installer from the Canon web site (<https://global.canon/>).
- 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 [Update existing printer drivers] → click [Next].**



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

4 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 Using the Installer\(P. 19\)](#)
- ▶ [Setting up Clients of a Shared Printer\(P. 37\)](#)
- ▶ [Making the Device Functions Usable\(P. 44\)](#)

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 the add printer function of Windows was used when the driver was installed.

- ▶ **For drivers that were installed by an installer(P. 29)**
- ▶ **For drivers that were installed with the add printer function of Windows(P. 30)**

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/Server 2019

- (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.

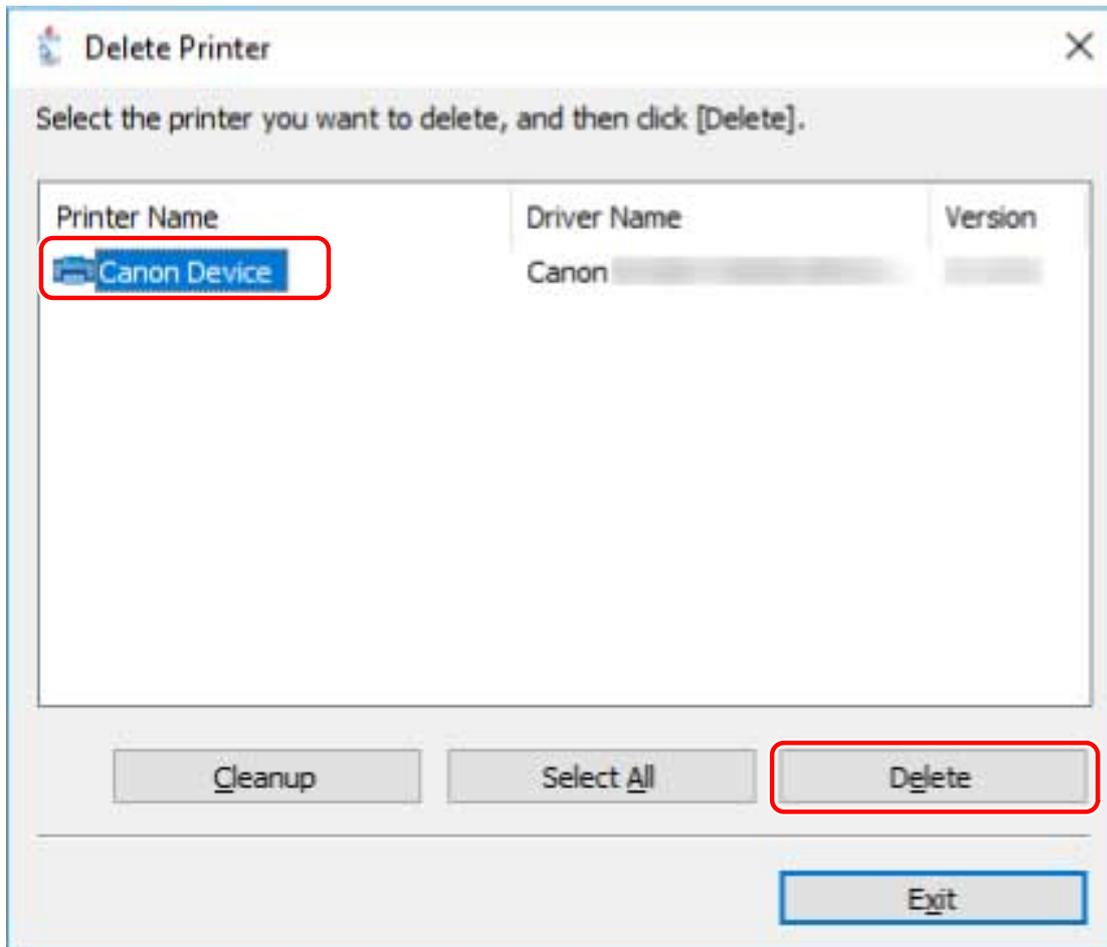
<install folder>\Canon\PrnUninstall

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].

For drivers that were installed with the add printer function of Windows

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 in the [Print Server Properties] screen.
- 6** Click [Change Driver Settings] → 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].
- 9** If the [Remove Driver Package] screen is displayed, click [Delete] after verifying the package information → click [OK].
A message indicating that the package cannot be deleted may be displayed. In this case, only the driver is deleted.

Changing Settings to Match the Usage Environment

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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. 34)**
- ▶ **Changing the Port(P. 40)**
- ▶ **Making the Device Functions Usable(P. 44)**

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. 35)**
- ▶ **Setting up Clients of a Shared Printer(P. 37)**

Installing as a Print Server

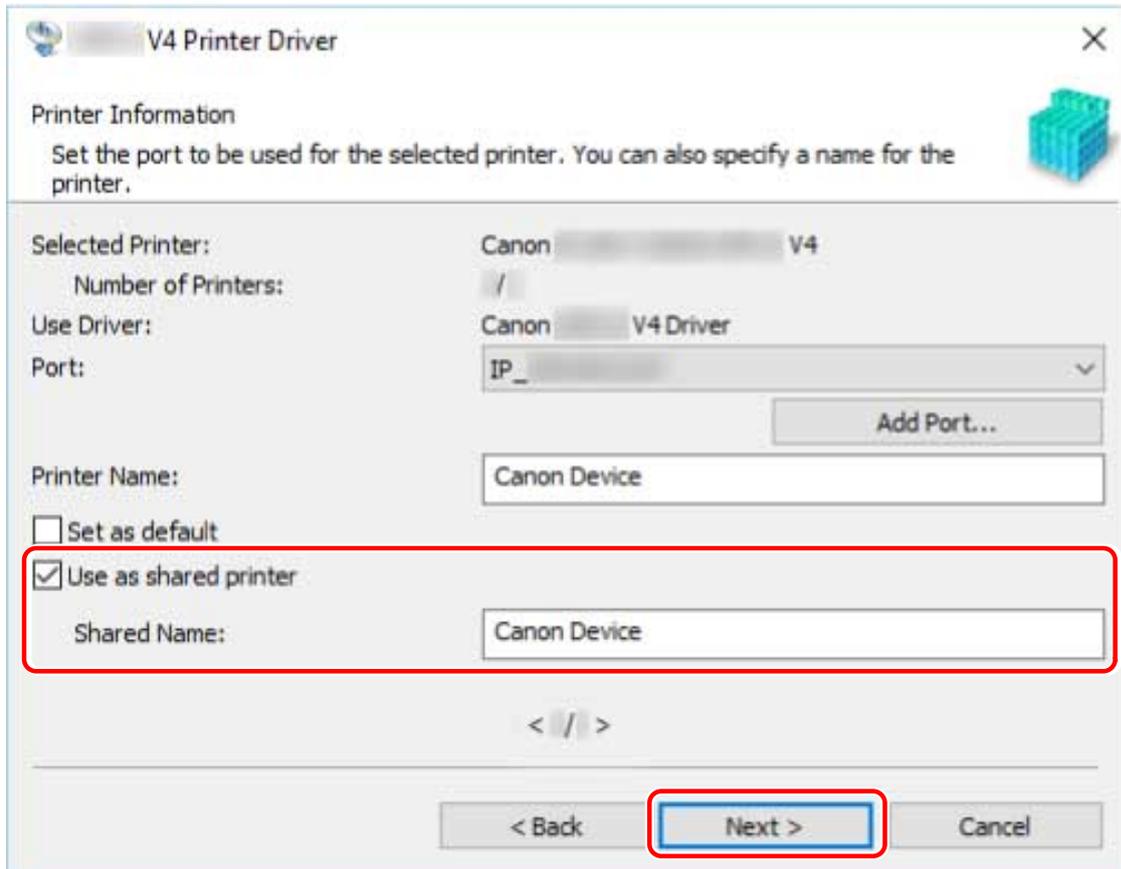
This explains how to configure the share settings of and install the driver in order to use a computer connected to the device as a print server.

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 If the [Select Process] screen is displayed, select [Add new printers] → click [Next].**
- 3 If the [Select Printers to Install] screen is displayed, select the device to install from [Printer List] → click [Next].**
- 4 Select [Use as shared printer] → set the port in [Port] → click [Next].**
Change [Shared Name] if necessary.



V4 Printer Driver

Printer Information
Set the port to be used for the selected printer. You can also specify a name for the printer.

Selected Printer: Canon [redacted] V4
Number of Printers: /
Use Driver: Canon [redacted] V4 Driver
Port: IP_ [redacted] [v]
Add Port...
Printer Name: Canon Device
 Set as default
 Use as shared printer
Shared Name: Canon Device
< / / >
< Back Next > Cancel

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

Related Topics

- ◉ Installing Using the Installer(P. 19)
- ◉ Setting up Clients of a Shared Printer(P. 37)

Setting up Clients of a Shared Printer

This explains the procedure for enabling printing from a client computer (hereafter referred to as "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

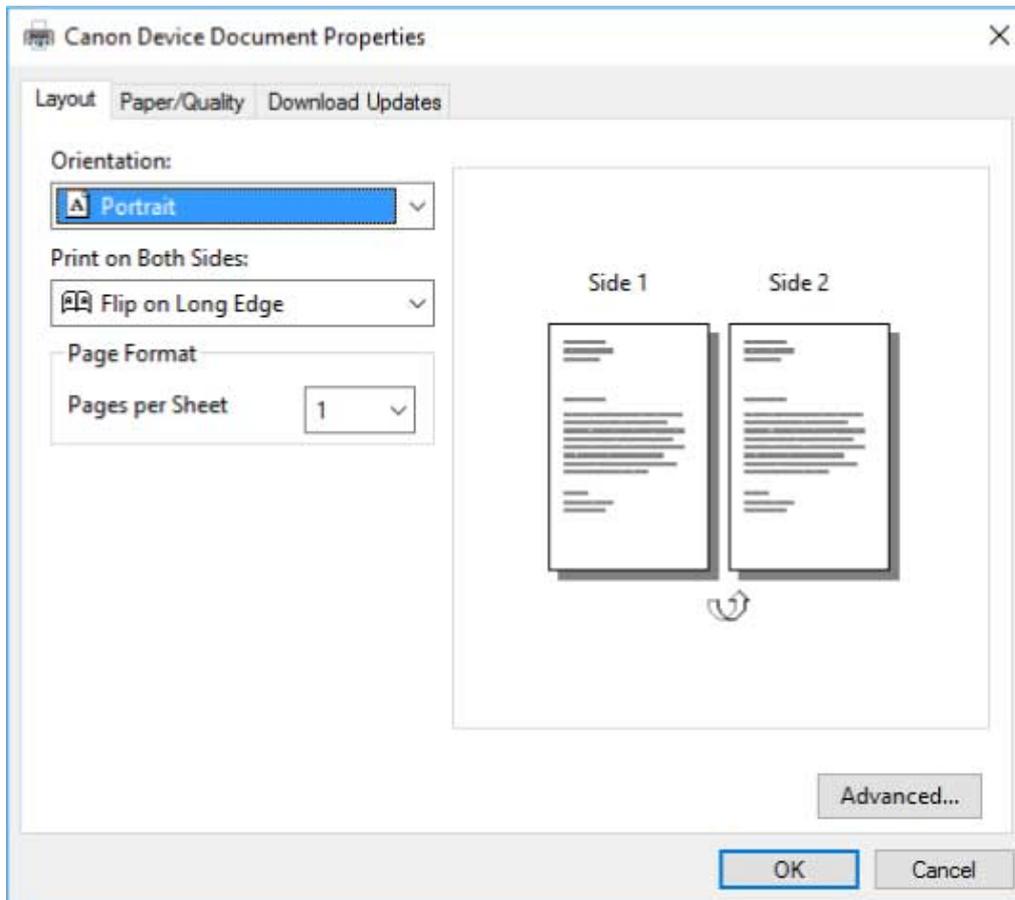
- 1 Display [Network] in Windows Explorer.**
- 2 Double-click the computer (print server) you have set for print sharing.**
- 3 Double-click the icon of the device for installation.**
- 4 Check how the print settings screen is displayed at the client.**

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

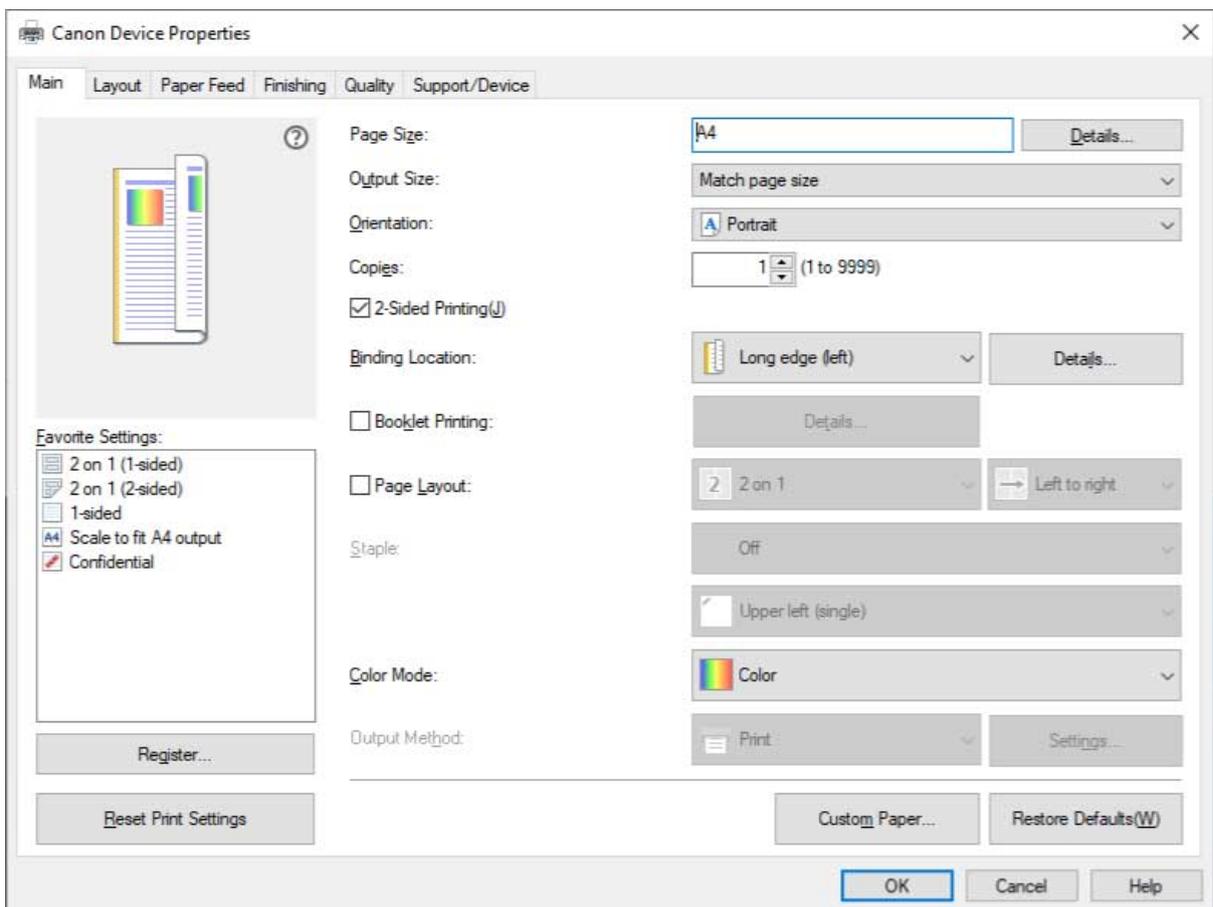
(1) Display [Devices and Printers] in Windows.

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

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

8 Click [Exit].

9 Restart the computer after installation is complete.

Related Topics

- ▶ [Installing as a Print Server\(P. 35\)](#)
- ▶ [Updating the Driver\(P. 27\)](#)

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.

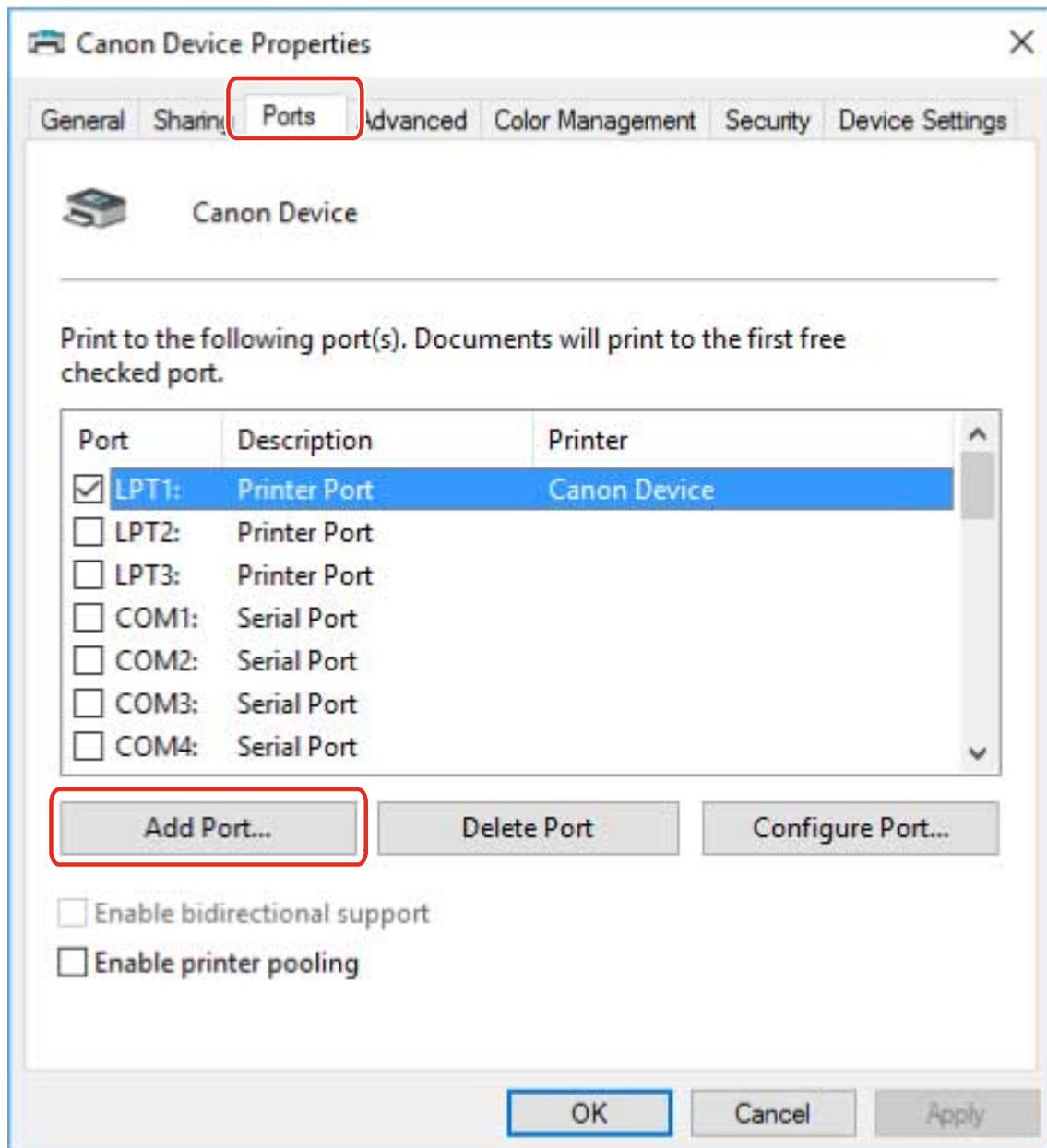
Procedures

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.

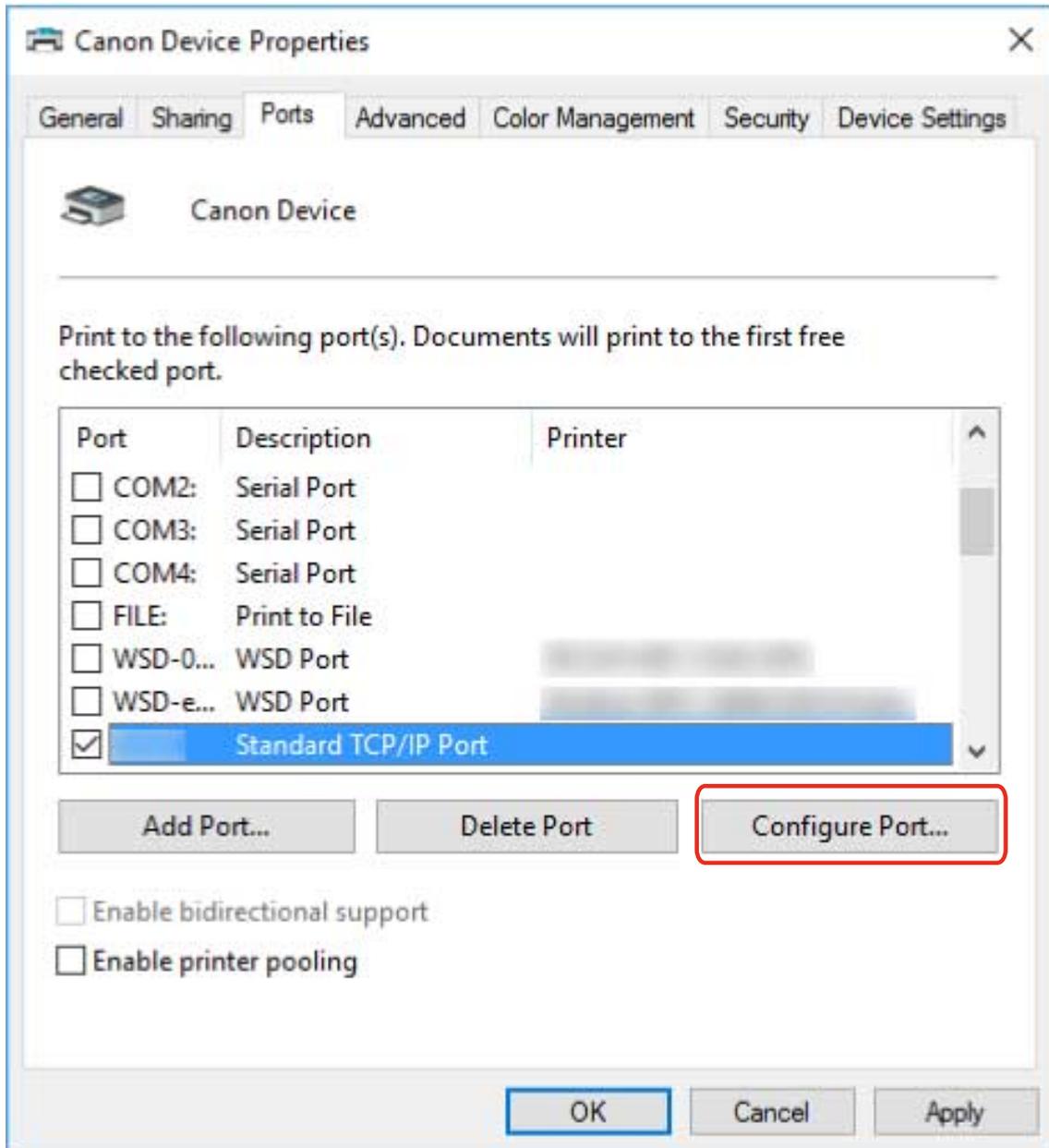
- Return to the previous screen in the wizard → re-enter the information for [Printer Name or IP Address] → click [Next].
- Select [Device Type] > [Standard] > [Canon Network Printing Device with P9100] → click [Next].

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].

Configure Standard TCP/IP Port Monitor

Port Settings

Port Name:

Printer Name or IP Address:

Protocol

Raw LPR

Raw Settings

Port Number:

LPR Settings

Queue Name:

LPR Byte Counting Enabled

SNMP Status Enabled

Community Name:

SNMP Device Index:

10 Click [Close].

Making the Device Functions Usable

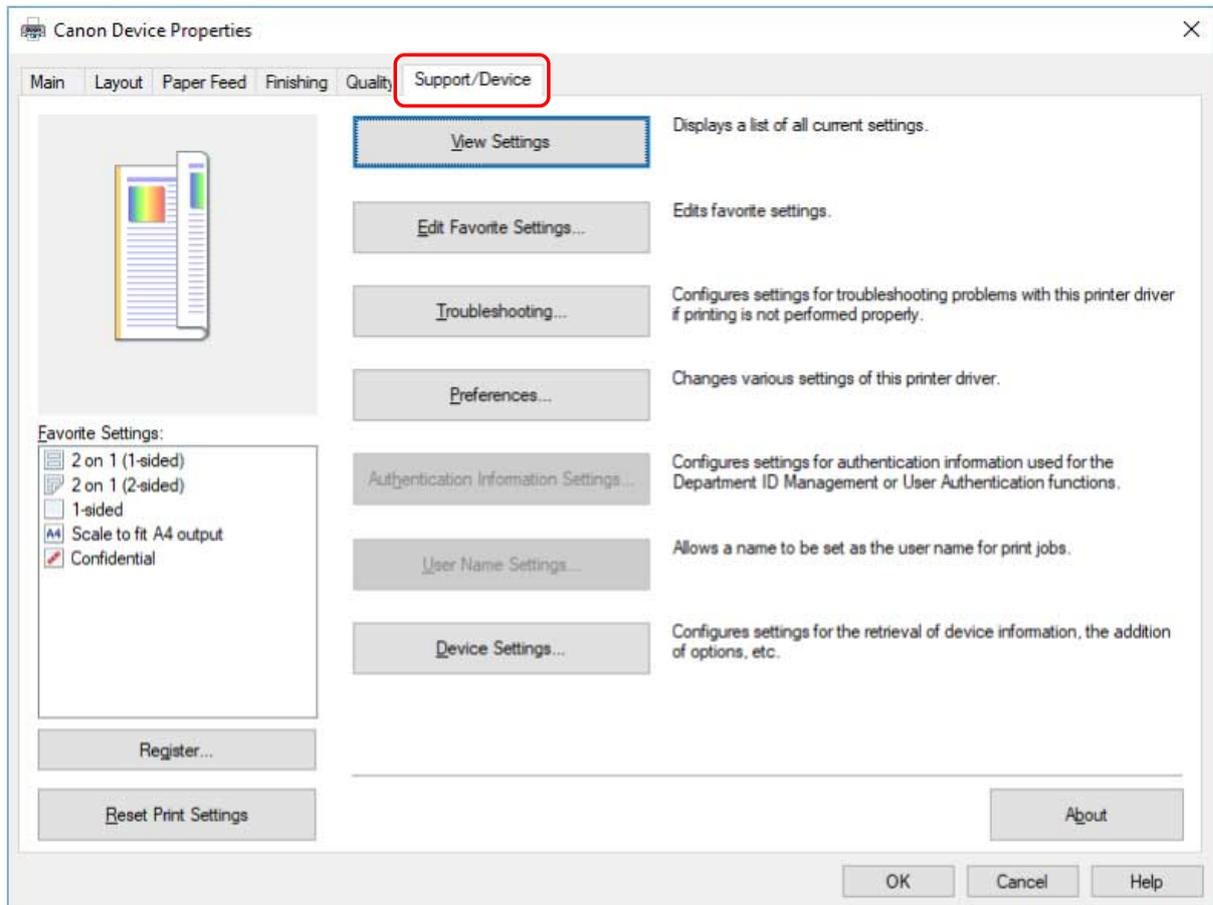
When installing a driver with a network connection, normally, information about options installed in the device is retrieved and functions associated with the driver are set so that they can be used. When the functions of the device cannot be used, or when an option is added, the device information must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

Prerequisites

- Enabling [Retrieve Printer Mngt. Information from Host] at the device
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. 113)**

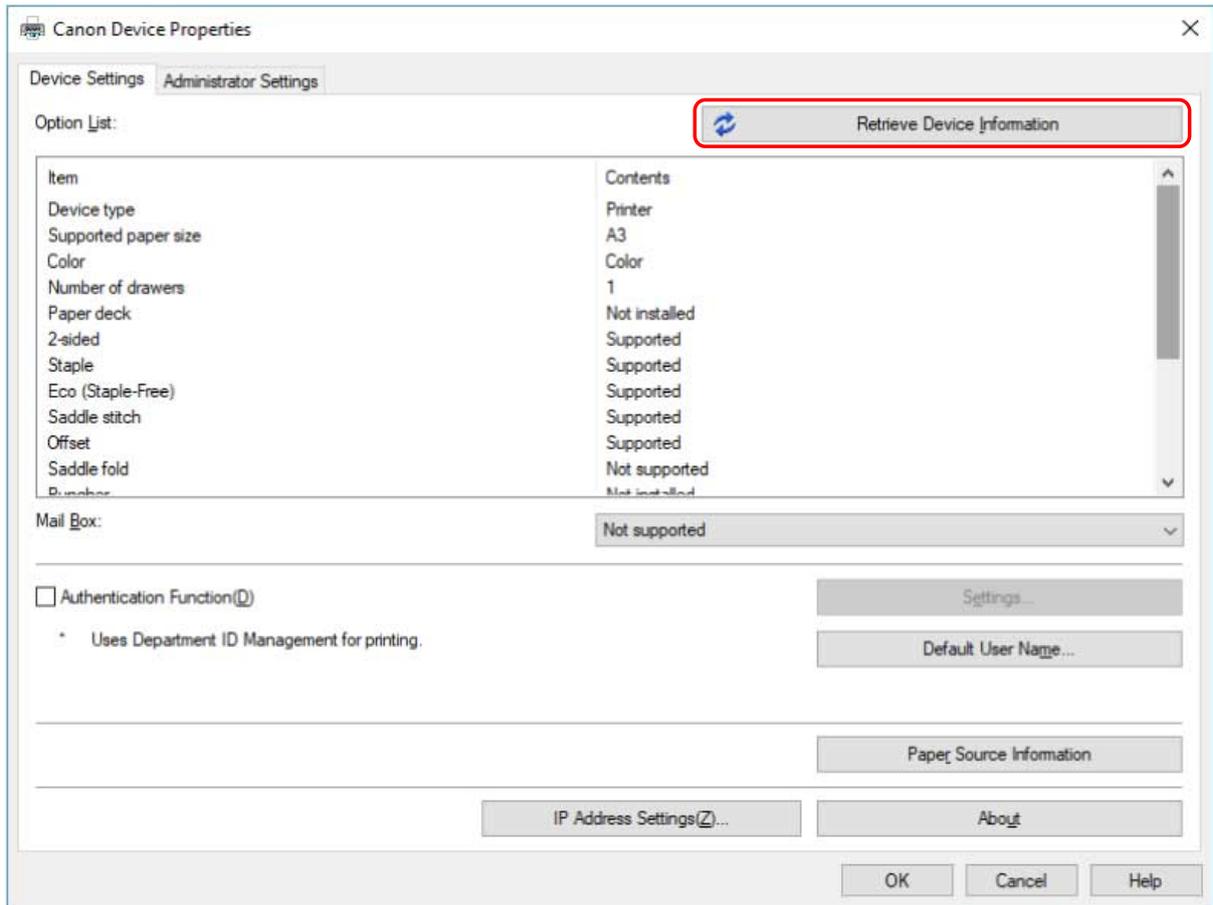
4 Click [Device Settings].

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**

- 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 installing the driver by specifying a standard TCP/IP port
 - When using a device or port that cannot acquire device information

Printing

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Printing

- ▶ **Printing from a Desktop App(P. 49)**
- ▶ **Printing from a Store App(P. 52)**
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Printing from a Desktop App

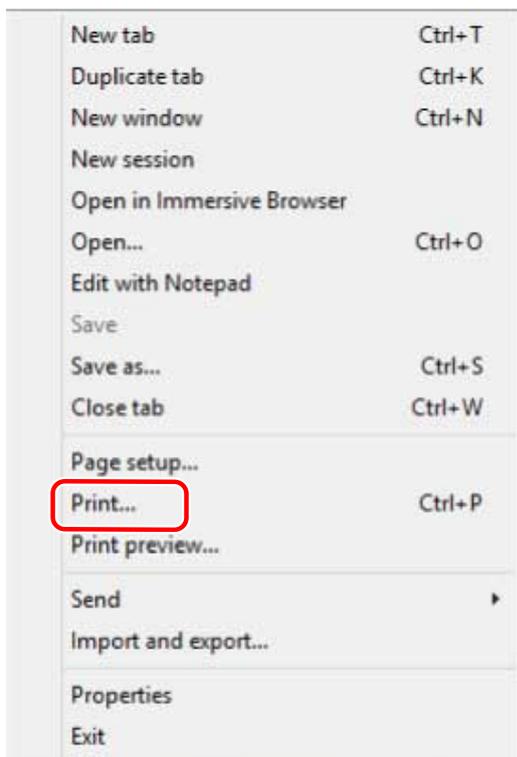
This explains the basic procedure for displaying the print settings screen of the driver and printing from a desktop app.



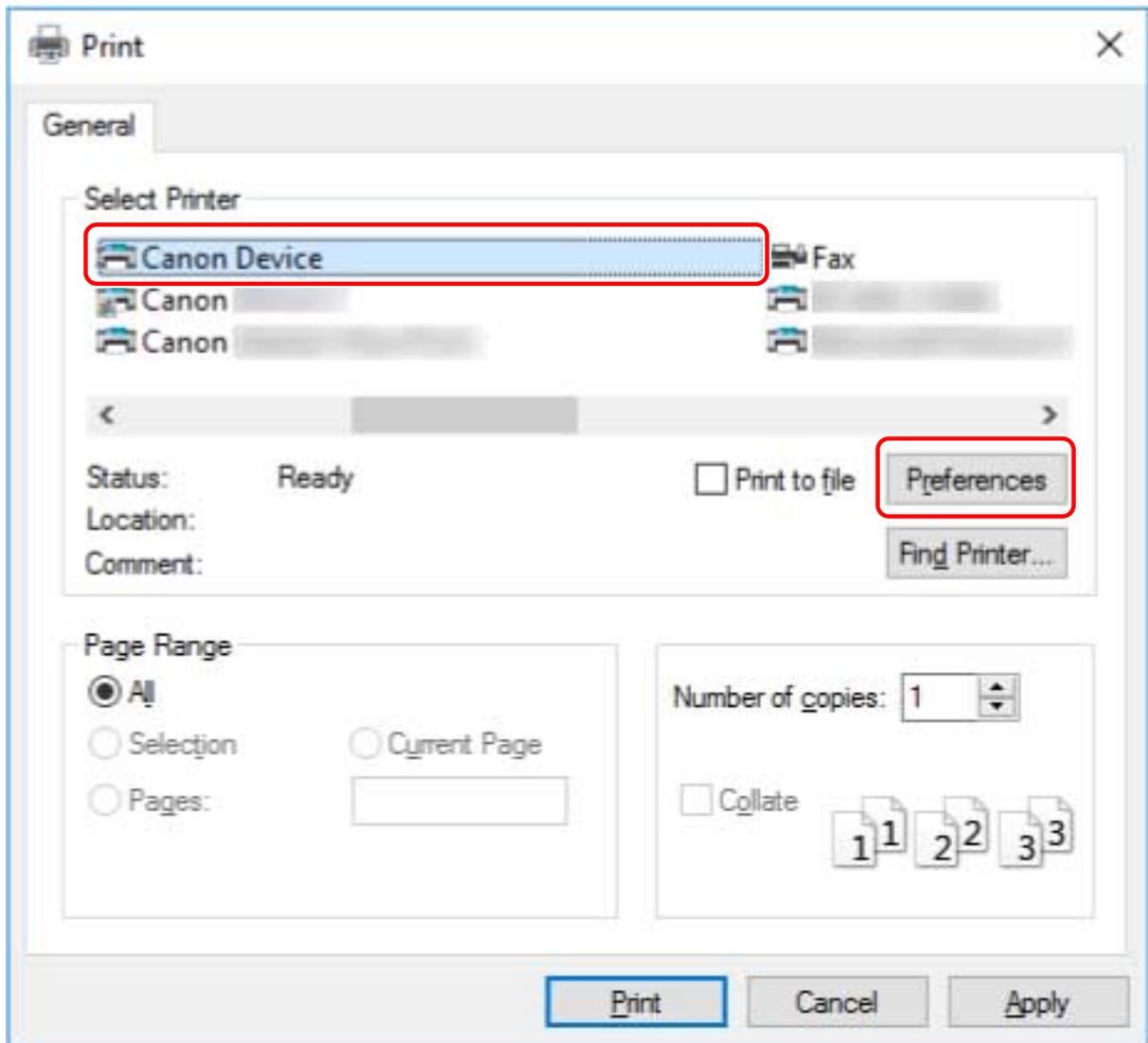
NOTE

- If you are using the battery saver in Windows 10, print after plugging in your computer or after deactivating the battery saver in [Settings] > [System] > [Battery].

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



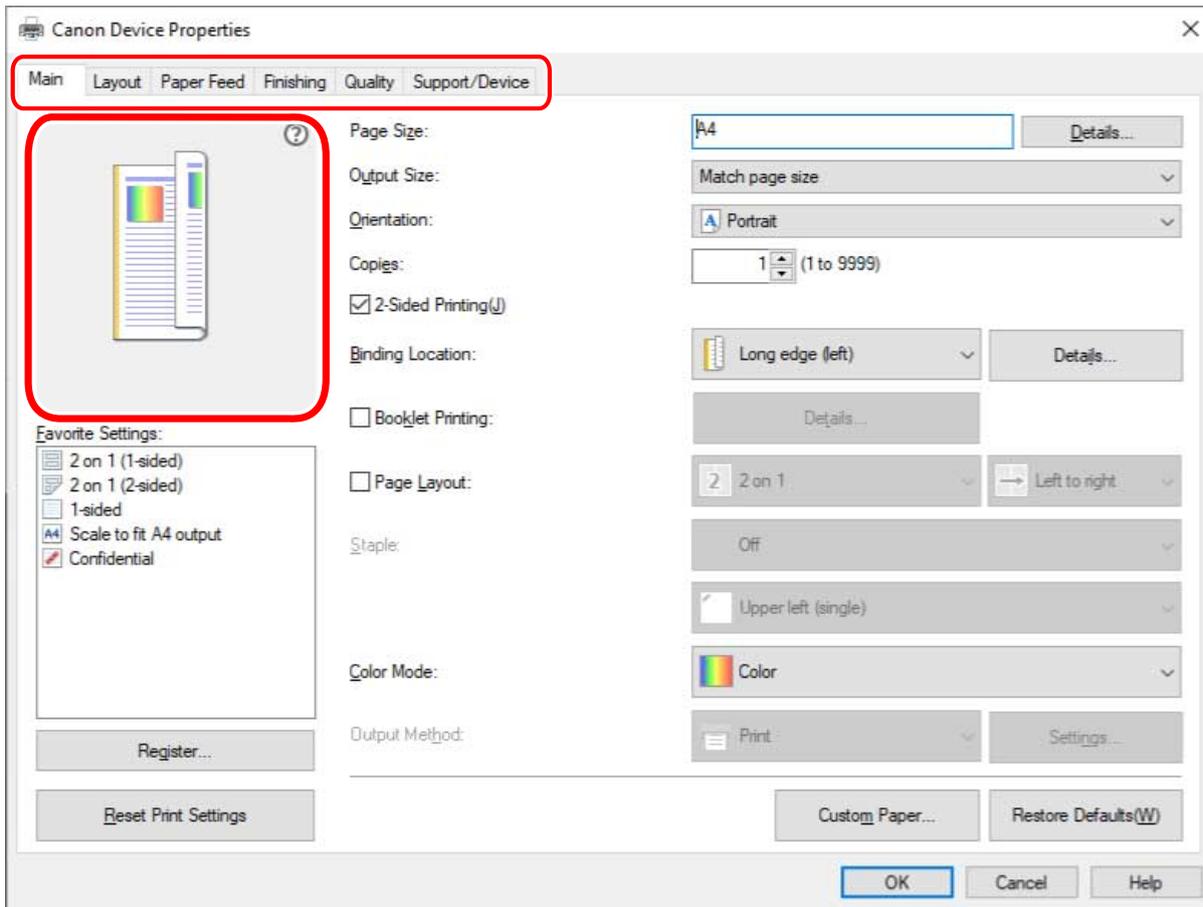
2 In the print screen, select the device you are using → click [Preferences], [Printer properties], or [Properties].



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\(P. 44\)](#)
- ▶ [The Windows standard print settings screen is displayed\(P. 113\)](#)

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.

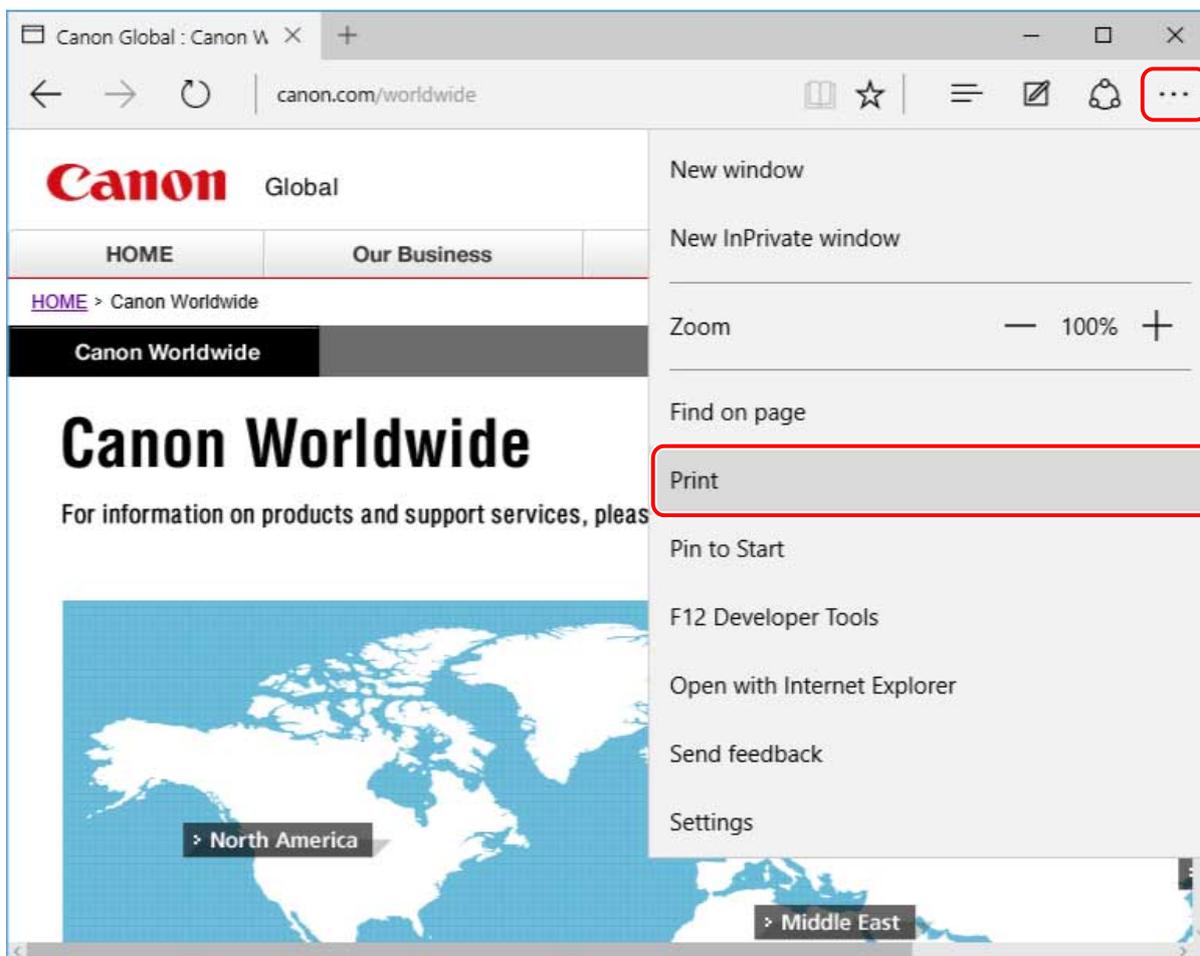


NOTE

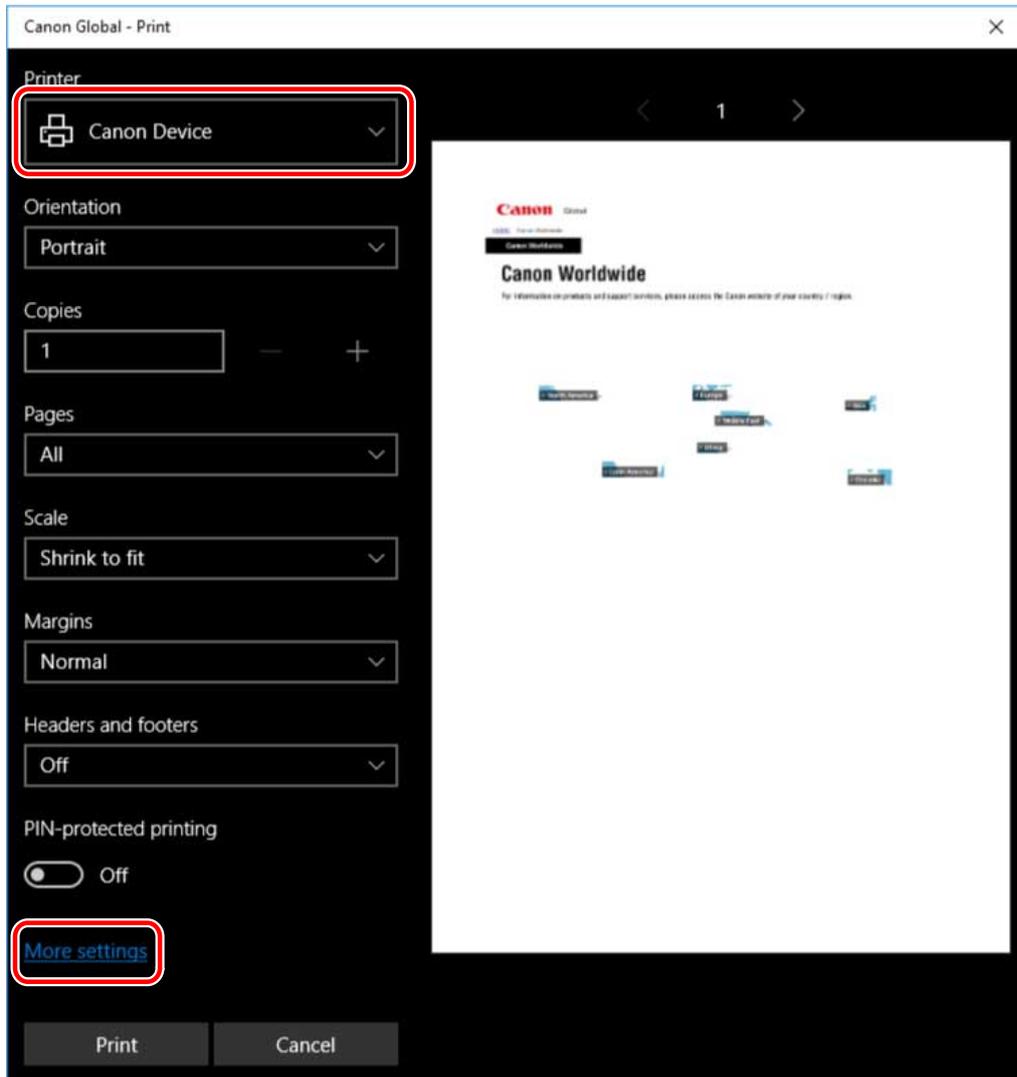
- When printing in Windows 10, check that both [Let apps run in the background] and [Canon Office Printer Utility] are enabled in [Settings] > [Privacy] > [Background apps] in Windows.

To Print from a Store App in Windows 10

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

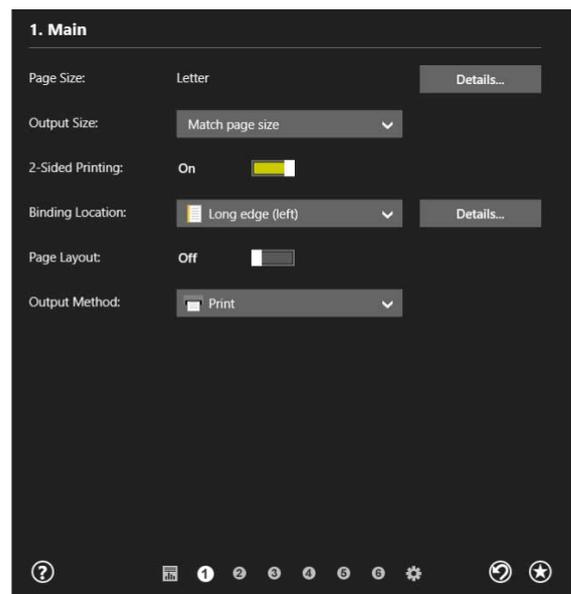
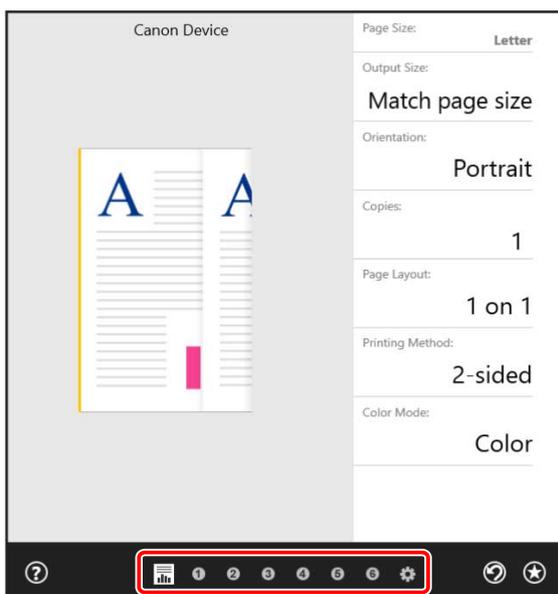


2 In the print screen, select the device you are using → click [More settings].



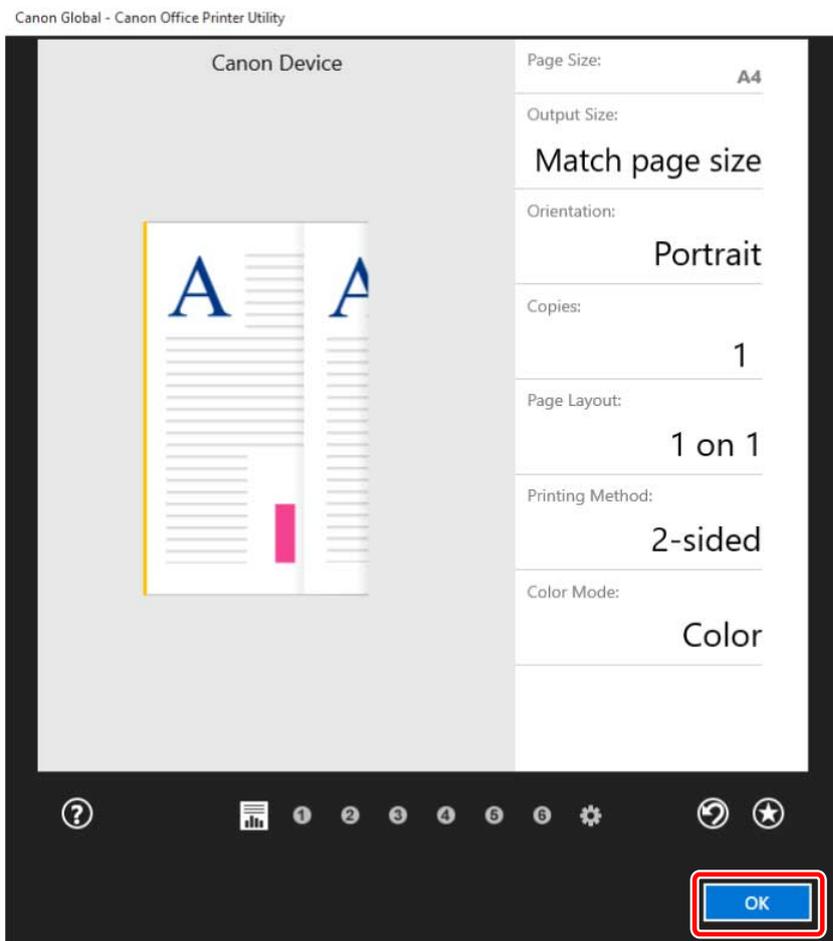
3 In the print settings screen of the driver, set the required items.

You can switch sheets if necessary.



- 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].



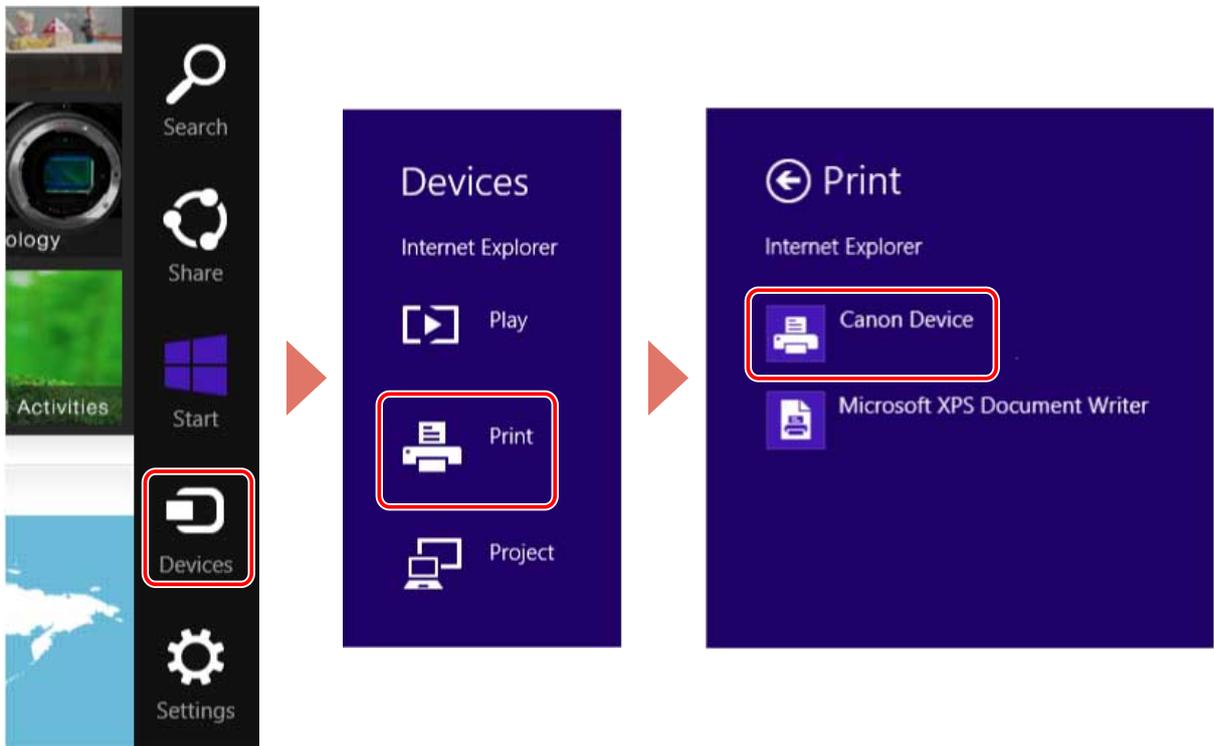
NOTE

- If you are using the battery saver of Windows, you may not be able to print due to there being an insufficient charge in the battery. If that is the case, print after doing one of the following.
 - Plug in your computer
 - Enable background execution of the Canon Office Printer Utility in the battery settings
To do so, perform the following procedure.
 - (1) Click [See which apps are affecting your battery life] in [Settings] > [System] > [Battery].
 - (2) In the displayed screen, select [Show] > [All apps].
 - (3) Select [Canon Office Printer Utility] → disable [Let Windows decide when this app can run in the background], then select [Allow the app to run background tasks].
 Alternatively, print after deactivating the battery saver in [Battery].

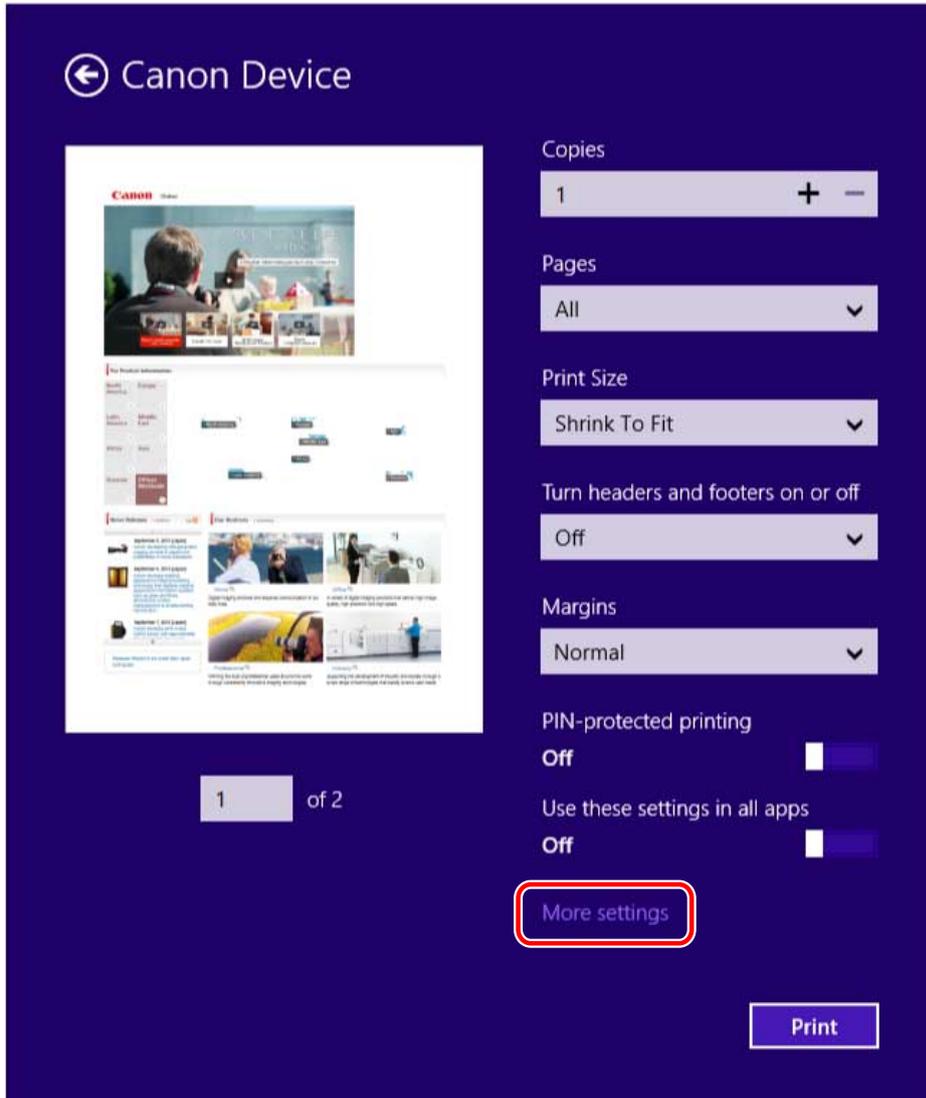
To Print from a Store App in Windows 8.1/Server 2012 R2

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.

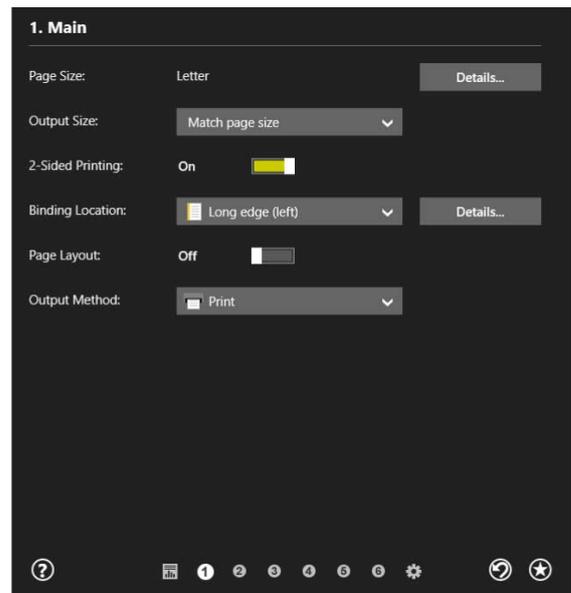
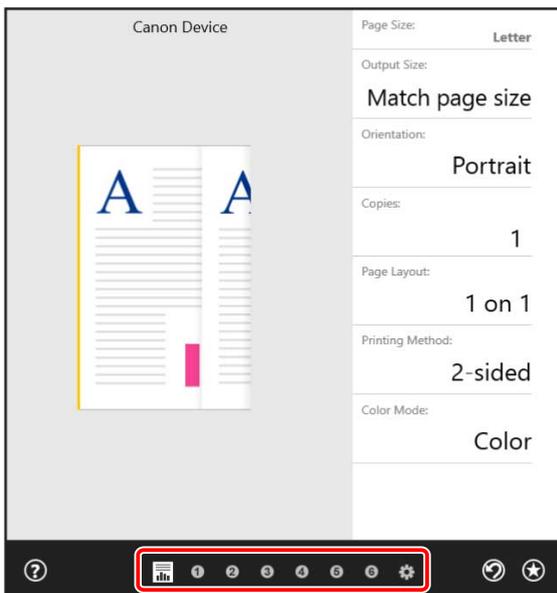


3 Click [More settings].



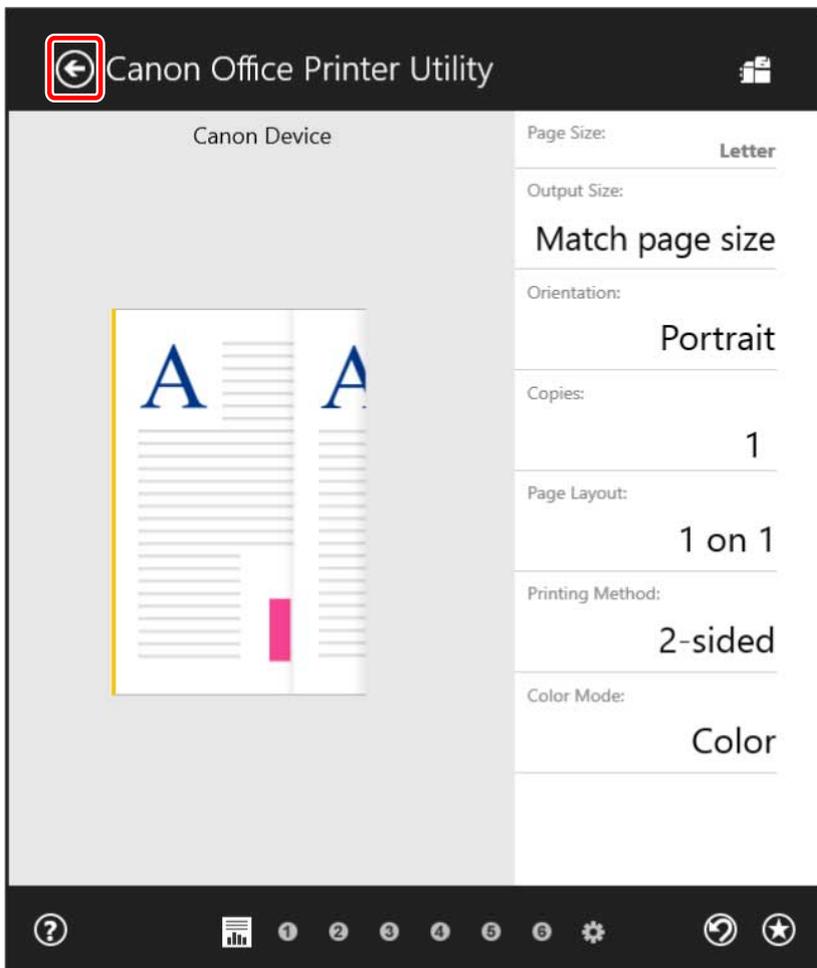
4 In the print settings screen of the driver, set the required items.

You can switch sheets if necessary.



- 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).



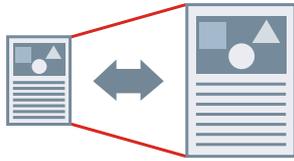
6 In the print screen, click [Print].

Related Topics

- ▶ [About This Driver\(P. 9\)](#)
- ▶ [Changing the Default Settings\(P. 66\)](#)
- ▶ [Making the Device Functions Usable\(P. 44\)](#)
- ▶ [The Windows standard print settings screen is displayed\(P. 113\)](#)

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].

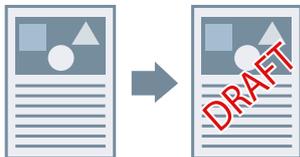
Related Topics

- ◉ [Main] Sheet(P. 94)
- ◉ Registering Custom Paper Sizes(P. 76)

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].

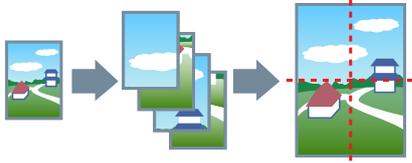
The created watermark is added to the [Insert Watermark] list.

Related Topics

- 🔗 [Layout] Sheet(P. 97)

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. 60)**

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].

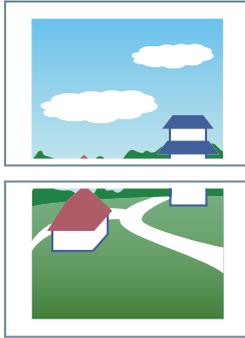
Poster Printing Setting and Output Examples

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



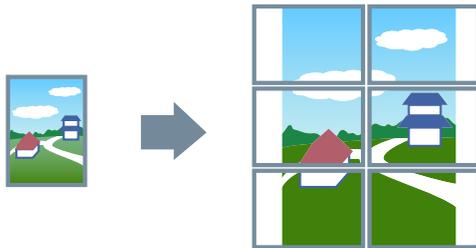
Setting Example 2.

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

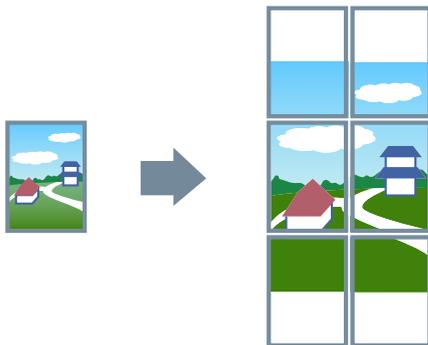
Output Result

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.

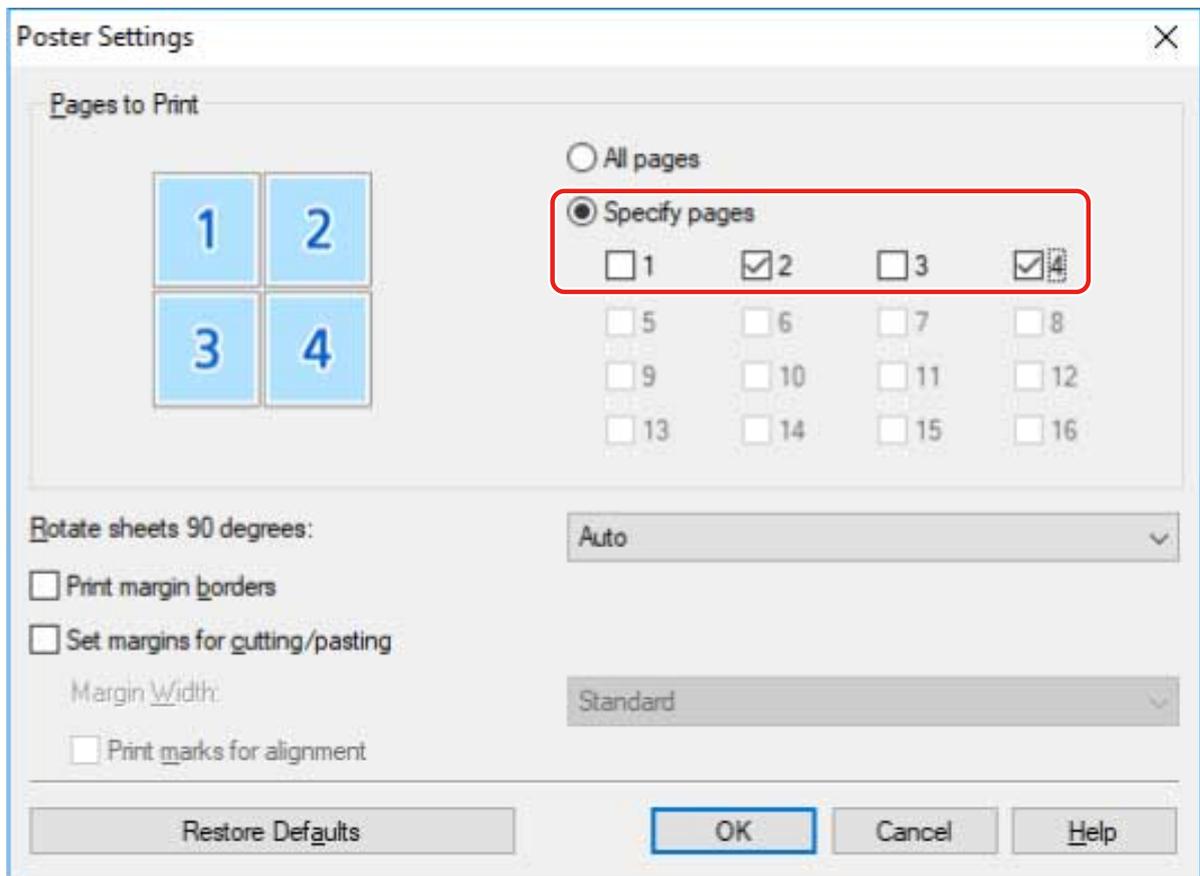


When [Poster Settings] dialog box > [Rotate sheets 90 degrees] > [Off] is selected

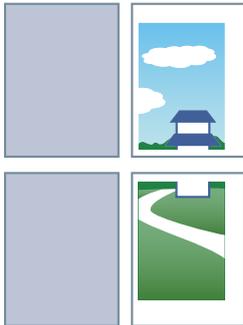


Setting Example 3.

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

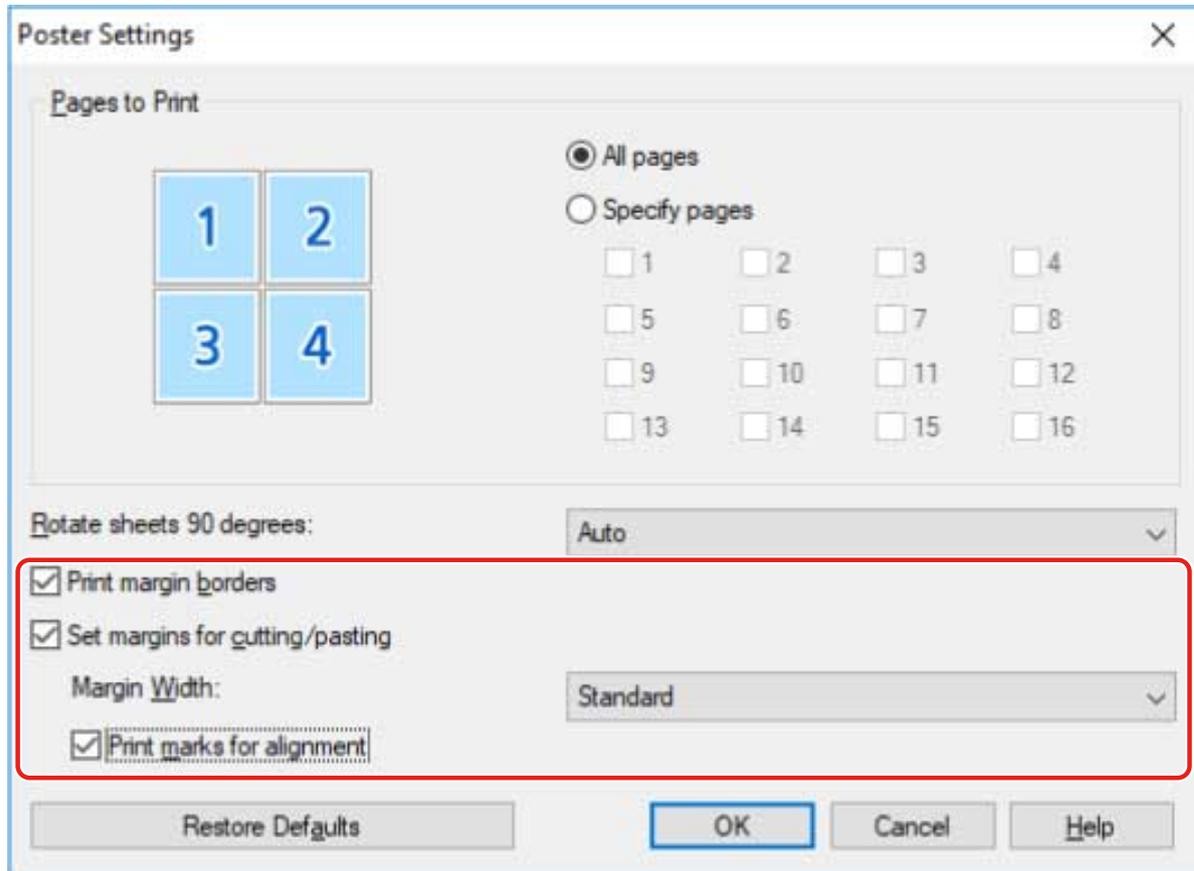


Output Result

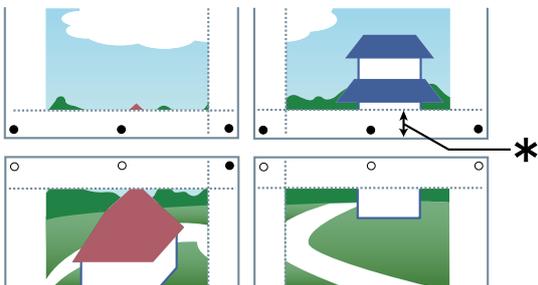


Setting Example 4.

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



Output Result



Legend

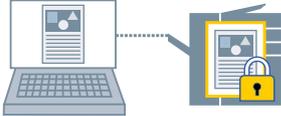
- Broken line: border
- : paste mark
- : cut mark
- * : Margin Width

Related Topics

- 🔍 [Layout] Sheet(P. 97)

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.

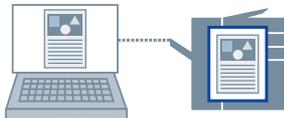
- 1** Display the [Main] sheet.
- 2** Select [Secure Print] from [Output Method].
- 3** In the [Secure Print Settings] dialog box, enter [PIN] → click [OK].

Related Topics

- ▶ [Main] Sheet(P. 94)
- ▶ Changing the Default Settings(P. 66)
- ▶ Confirming Set User Information Prior to Printing(P. 88)

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] 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] → select a storage destination from [Mail 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. 94)
- ▶ Changing the Default Settings(P. 66)

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\(P. 49\)](#)

Creating a Booklet

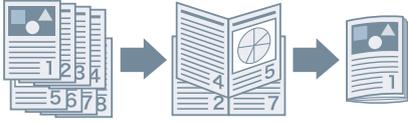
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Creating a Booklet

- ▶ **Booklet Printing(P. 69)**
- ▶ **Creating a Booklet in Sets(P. 70)**
- ▶ **Saddle Stitched Booklet Printing(P. 71)**
- ▶ **Printing Page Numbers in the Same Position on the Front and Back of Each Page(P. 72)**

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. 94)
- ▶ [Layout] Sheet(P. 97)
- ▶ Creating a Booklet in Sets(P. 70)
- ▶ Saddle Stitched Booklet Printing(P. 71)

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.



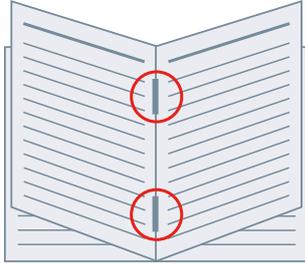
- 1** Display the [Main] or [Layout] sheet.
- 2** Select [Booklet Printing] → click [Details].
- 3** In the [Booklet Settings] dialog box, select [Divide into sets for booklet layout].
- 4** Select the dividing method from [Divide into Sets].
If dividing manually, specify how many pages are in each set.
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. 94)
- ▶ [Layout] Sheet(P. 97)
- ▶ Booklet Printing(P. 69)

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.

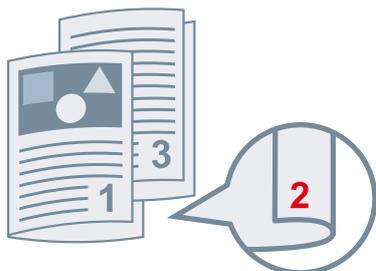
Related Topics

- ▶ [Main] Sheet(P. 94)
- ▶ [Layout] Sheet(P. 97)
- ▶ [Finishing] Sheet(P. 101)
- ▶ Booklet Printing(P. 69)

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\(P. 94\)](#)
- ▶ [\[Layout\] Sheet\(P. 97\)](#)
- ▶ [Booklet Printing\(P. 69\)](#)

Using Various Types of Paper

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Using Various Types of Paper

- ▶ Registering Custom Paper Sizes(P. 76)

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\(P. 94\)](#)

Editing Favorite Settings

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Editing Favorite Settings

- ▶ **Registering Favorite Settings(P. 79)**
- ▶ **Editing the Favorite Settings List(P. 80)**

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\(P. 92\)](#)

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. 104)
- ▶ Registering Favorite Settings(P. 79)

Coordinating with the Device Functions

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Coordinating with the Device Functions

- ▶ **Setting the Authentication Function(P. 84)**
- ▶ **Setting the User Name(P. 86)**
- ▶ **Confirming Set User Information Prior to Printing(P. 88)**

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\(P. 104\)](#)
- ▶ [\[Device Settings\]/\[Administrator Settings\] Sheet\(P. 106\)](#)
- ▶ [Changing the Default Settings\(P. 66\)](#)
- ▶ [Confirming Set User Information Prior to Printing\(P. 88\)](#)

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. 104)

▶ **[Device Settings]/[Administrator Settings] Sheet(P. 106)**

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 so 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].



NOTE

- If you are using the battery saver of Windows, the screen for confirming user information may not be displayed due to there being an insufficient charge in the battery. If that is the case, print after doing one of the following.
 - Plug in your computer
 - Enable background execution of the Canon Office Printer Utility in the battery settings
To do so, perform the following procedure.

- (1) Click [See which apps are affecting your battery life] in [Settings] > [System] > [Battery].
 - (2) In the displayed screen, select [Show] > [All apps].
 - (3) Select [Canon Office Printer Utility] → disable [Let Windows decide when this app can run in the background], then select [Allow the app to run background tasks].
- Alternatively, print after deactivating the battery saver in [Battery].

Related Topics

- ▶ **[Support/Device] Sheet(P. 104)**
- ▶ **[Device Settings]/[Administrator Settings] Sheet(P. 106)**
- ▶ **Attaching a PIN to Print Data(P. 64)**
- ▶ **Setting the Authentication Function(P. 84)**

Settings List

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Settings List

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- ▶ **[Support/Device] Sheet(P. 104)**
- ▶ **[Device Settings]/[Administrator Settings] Sheet(P. 106)**

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\(P. 79\)](#)
- ▶ [Editing the Favorite Settings List\(P. 80\)](#)

[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.

[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.

[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].

[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.

[Secure Print]

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

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]

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.

[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. 92)**
- ▶ **Scaling(P. 58)**
- ▶ **Attaching a PIN to Print Data(P. 64)**
- ▶ **Storing Print Data(P. 65)**
- ▶ **Booklet Printing(P. 69)**
- ▶ **Saddle Stitched Booklet Printing(P. 71)**

Settings List

- ▶ **Printing Page Numbers in the Same Position on the Front and Back of Each Page(P. 72)**
- ▶ **Registering Custom Paper Sizes(P. 76)**

[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].

[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.

Related Topics

- ▶ [Common Settings for All Sheets\(P. 92\)](#)
- ▶ [Attaching a Watermark\(P. 59\)](#)
- ▶ [Printing a Large Poster over Multiple Pages\(P. 60\)](#)
- ▶ [Booklet Printing\(P. 69\)](#)
- ▶ [Saddle Stitched Booklet Printing\(P. 71\)](#)

▶ **Printing Page Numbers in the Same Position on the Front and Back of Each Page(P. 72)**

[Paper Feed] Sheet

You can set the paper source and information.



NOTE

- Depending on the paper decks and their combinations installed as options, the paper source information displayed at the driver end may not match that displayed at the device end. As a result, you may not be able to acquire the correct device information concerning paper sources.

[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]

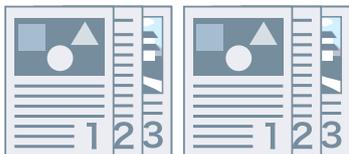
Displays information about the paper set in the paper sources. You can also set a desired comment for each paper source.

Related Topics

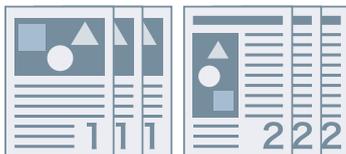
- ▶ [Common Settings for All Sheets\(P. 92\)](#)

[Finishing] Sheet

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



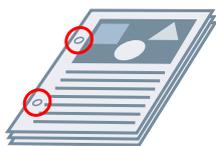
Collate



Group



Offset



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.

[Fold]

Saddle folds and outputs pages.

Related Topics

- ▶ [Common Settings for All Sheets\(P. 92\)](#)
- ▶ [Saddle Stitched Booklet Printing\(P. 71\)](#)

[Quality] Sheet

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

[Detailed Settings for Quality]

Enables you to set print quality details.

 [Detailed Settings for Quality] Dialog Box

[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.

[Matching Settings]

Enables you to set a matching operation for color adjustment.

 [Matching Settings] Dialog Box

[Adjust gamma]

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.

Related Topics

 [Common Settings for All Sheets\(P. 92\)](#)

[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.



- 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.



- 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\(P. 92\)](#)
- ▶ [Editing the Favorite Settings List\(P. 80\)](#)
- ▶ [Setting the Authentication Function\(P. 84\)](#)
- ▶ [Setting the User Name\(P. 86\)](#)
- ▶ [Making the Device Functions Usable\(P. 44\)](#)

[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.

[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.

[Paper Source Information]

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



NOTE

- Depending on the paper decks and their combinations installed as options, the paper source information displayed at the driver end may not match that displayed at the device end. As a result, you may not be able to acquire the correct device information concerning paper sources.

[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. 44)**
- ▶ **Setting the Authentication Function(P. 84)**
- ▶ **Setting the User Name(P. 86)**

Troubleshooting

| | |
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| Troubleshooting | 109 |
| Cannot discover a device on a network | 110 |
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Troubleshooting

This explains solutions to common problems.

- ▶ **Cannot discover a device on a network(P. 110)**
- ▶ **Icon of the device is not displayed after installation(P. 112)**
- ▶ **The Windows standard print settings screen is displayed(P. 113)**
- ▶ **Print settings return to their defaults after updating the driver(P. 117)**

Cannot discover a device on a network

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

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

Cause 1.

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/Server 2019

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. 110)**, 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 2.

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 3.

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 you are connected to a network environment other than TCP/IP, install the driver by specifying a port or IP address.

Cause 4.

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 Using the Installer\(P. 19\)](#)

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.

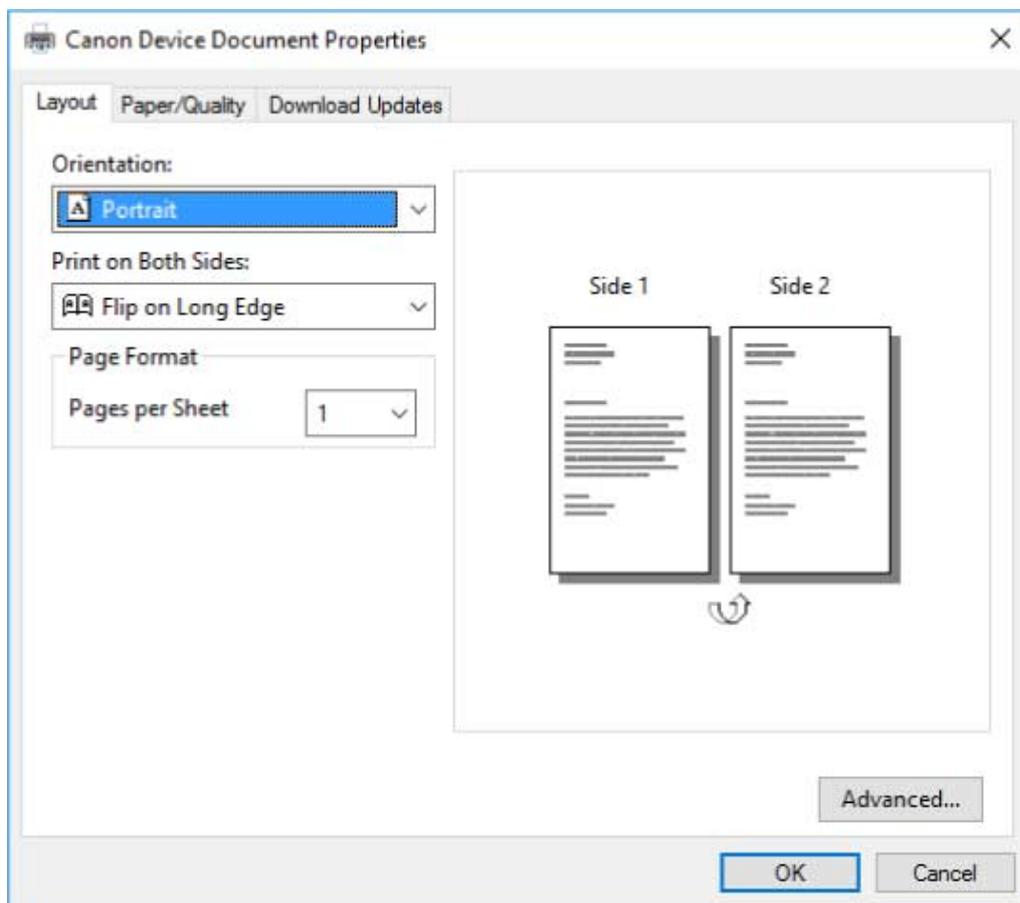
The Windows standard print settings screen is displayed

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 the add printer function of Windows (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.

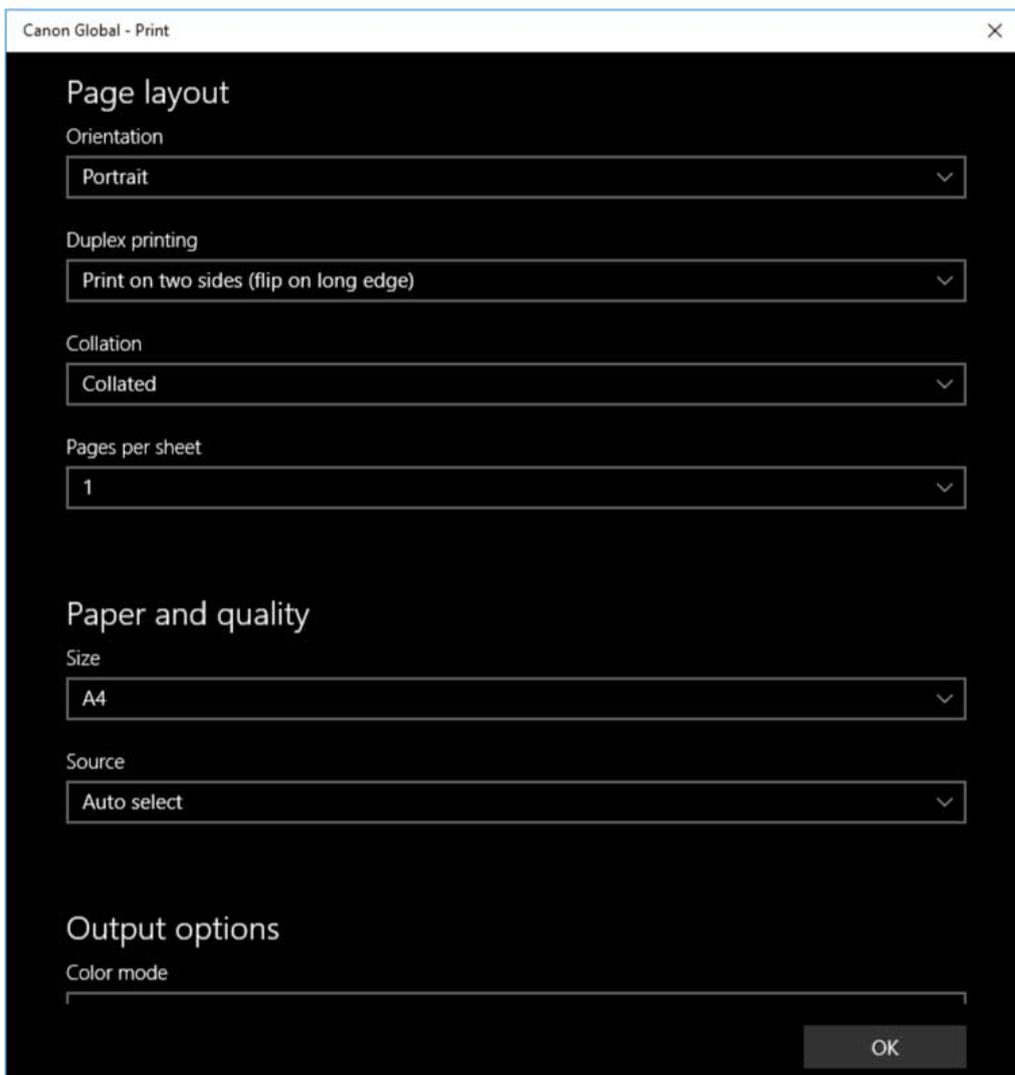
There is the possibility of some sort of problem occurring while installing the printer driver.

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

Select [Settings] > [Accounts].

In Windows 8.1

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

(2) Set association with a Microsoft account.

In Windows 10

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

In Windows 8.1

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

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

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 Using the Installer\(P. 19\)](#)
- ▶ [Installing by Specifying an inf File\(P. 24\)](#)
- ▶ [Setting up Clients of a Shared Printer\(P. 37\)](#)
- ▶ [Updating the Driver\(P. 27\)](#)
- ▶ [Uninstalling the Driver\(P. 29\)](#)

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\(P. 44\)](#)

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