

# **Canon ImageRUNNER Advance DX: Print FP e-Certified Labels**

This guide will cover how to set paper at the machine and print FP e-Certified labels from Google Chrome

### One Label at a time: Set up labels in Multipurpose Tray and create a Custom Size

1. 2. 3.	Insert paper into the multipurpose tray to open the multipurpose tray's display window Select <b>Change</b> for Paper Type • Select <b>Labels</b> • Select <b>OK</b> Select <b>Custom Size</b>	Addit-Purpose Tays Adjust the side gade with to match the loaded paper.          Image: State side gade with to match the loaded paper.
4.	Enter paper size	<custom size=""></custom>
5.	<ul> <li>Single Label: X: 8.5 – Y: 4.6</li> <li>Select OK</li> <li>To save a custom size for future use, select Register</li> </ul>	$\begin{array}{c} \text{Since the puper late:} \\ \hline \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ & \\ &$
6.	Choose an empty slot and select <b>Register/Edit</b>	<register custom="" size=""> Select a button to register or edit.</register>
<b>7</b> .	<ul> <li>Enter Label Size listed in Step 4</li> <li>Select Rename to name the slot (10-character max)</li> <li>Type in a name &amp; select OK</li> <li>Select Close to close the Register</li> </ul>	S1 Register/Edit   Not Registered Delete   S1 S2   S4 S5     Rename
	Custom Size window	له Close



10/25/2024



- 9. The registered custom size is now available to choose
   10. Select OK to apply
  - <Custom Size> Enter the paper size. ? 🍇 You can use the numeric keys. eCert 1 up X 1 2 3 \$2 < >∎ 4 5 6 6x9 env **S4** 7 8 9 × 8.50 C 0 \$5 (3.86-47.24) Y 4.60 🍌 Register (3.86-12.59) × Cancel OK

#### Setting up a Single Label preset in the print driver:

1.	Select the <b>Start</b> button on the PC	الله المراجع
		Profile: Addition of the set
2.	Search Printers & Scanners	vogenierov <u> </u>
3.	Select the correct print driver → <b>Printing Preferences</b>	Copes 10 Distriction
4.	Select <b>Page Setup</b> and Choose <b>Custom Paper Size</b>	Centred one at K07 4 50° Centre     Storing     Total Storing       Storing     Total Storing     Total Storing       Organ at Centre(1)     Total Storing     Total Storing       Vers Storing     Opposed Centre(1)     Control Control Storing       Language Storing(N)     Edit Valuemete     Edit Valuemete       Control Piper Nov     Page Options     Restere Defaulte       OK     Cancel     Apply     Holp
5.	Enter Width and Height	Custom Paper Size Settings X
•	W – 4.6, H – 8.5	Paper List Name of Custom Paper Size:
6.	Enter Name of Custom Paper Size	Name         Size         eCert 1 up           Envelope Monarch         3.87 x 7.50         Unit           Envelope No. 10 (COM10)         4.12 x 9.50         Unit           Envelope DL         4.33 x 8.66         Millimeter           Envelope C5         6.38 x 9.02         Inch
7.	Select <b>Register</b> , then select <b>OK</b> to close the registration window	SRA3     12.60 x 17.72       12x18     1200 x 18.00       Custom [Name Fixed]     8.50 x 11.00       Certified one up [Custom]     4.60 x 8.50       eCert 1 up [Custom]     4.60 x 8.50
8.	Select <b>OK</b> to save changes and close out of printing preferences	Delete Register Use Some Custom Paper Sizes as Regional Paper Sizes OK Cancel Help





### Printing a Single Label:



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MN: St. Louis Park; Duluth; Mankato; Rochester; St. Cloud; Willmar; Grand Rapids; Thief River Falls | WI: Eau Claire; La Crosse; Green Bay IA: Sioux City; Spencer | NE: Norfolk | ND: Fargo; Grand Forks | SD: Aberdeen; Sioux Falls





10. Click More Settings	Printer
<ul> <li>Set Paper Size and Output Size to the Custom Size created previously</li> <li>Choose 1-sided Printing</li> <li>Confirm Orientation is Portrait</li> </ul>	+ Add a printer Orientation Orientation Orientation Copies 1
11. Select the drop-down from <b>Paper</b> Source	Color mode
<ul> <li>Choose Multi-purpose Tray</li> <li>Click Settings</li> <li>Choose Labels</li> </ul>	All pages The whole document ✓ More settings ♥ terms fore conclude: IC Privace Preferences. ×
12. Click Add to save as a preset	unan onlage relating and states (Lating) Data: Object Method Pres on the state of
13. Select OK 14. Click Print	Image: Context control (Context control)         Image: Context control         Im
	Base: Setting:       Predime:       Control of the set Source:         Data:       Impre:       Impre:         Data:       Pref:       Control of the set Source:         Control for the set Source:       Control of the set Source:       Control of the set Source:         Control of the set Source:       Control of the set Source:       Control of the set Source:         Control of the set Source:       Control of the set Source:       Control of the set Source:         Control of the set Source:       Control of the set Source:       Control of the set Source:         Control of the set Source:       Control of the set Source:       Control of the set Source:         Control of the set Source:       Control of the set Source:       Control of the set Source:         Control of the set Source:       Control of the set Source:       Control of the set Source:         Control of the set Source:       Control of the set Source:       Control of the set Source:         Language Setting(M)       Control of the set Source:       Control of the set Source:         Language Setting(M)       Control of the set Source:       Control of the set Source:         Language Setting(M)       Control of the set Source:       Control of the set Source:         Control of the set Source:       Control of the set Source:       Control of the set Source:





#### Printing 3 up label Sheet: Set up labels in Multipurpose Tray

**1.** Insert paper into the multipurpose tray to open the multipurpose tray's display window <Multi-Purpose Tray> Adjust the slide guide width to match the loaded paper ? 2. Select Change for Paper Type. Select Labels (The Tray will detect legal LGL Envelope Free Size size) Click OK Custom Size • Paper Type
 Plain 1 (17-20 lb bond) 3. Click OK Standard Size Change > رد OK <Paper Type> Select the paper type. (Unit: Ib) Thin 2 Thin 1 (14 bond-15 bond) Thin 1 (16 bond) Plain 1 Plain 2 Plain 2 (21 bond-20 bond) D 
 Plain 3 (25 bond-28 bond)
 Plain 3 (25 bond-34 bond)
 Plain 3 (25 bond-40 bond)
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## Printing 3 up sheet of labels:

1. Log into FP Certified Mail account	Sender Address	Sender Contact Sort By:Last Name V
online	Contact Name: Rachel Duede 🗸	Address Book Sort By: Company  Form Type: CEL43 - Sheet - 3 Up - Rev 05/15
	Company: Loffler Address: 3745 Louisiana Ave S	Quick Print
<b>2.</b> Confirm proper alignment is	Address 2: City: Saint Louis Park	Align Form: Down.25 ✓ Print Date/Time: ☑
selected. Click Senders and	State: MN  V Zip Code: 55426	Time Zone: Central  Pre-Populate New
Postage Defaults	59 500. 00420	Sender Information: Suspend File Upload:
r ostage Deradits	Postage Options Select zero if you do not know the weight of the mail piece.	View Linked Accounts:
2 Salast CEL 42 Sheet 2 Up Bay	Weight: 1 V Package Type: Letters V	Compliance: □ , Send Signature Conf: ✓
3. Select CEL 43 - Sheet 3 Up - Rev	Return Receipt:	Signature Conf Email: rduede@loffler.com
	Receipt:	Electronic Return Receipt Settings Delivery Method: FTP
4. Confirm Down .25	Print Options	Payment Method: Meter/PC Postage  Record Grouping: Combined Records
	Optional Label: Sender Information  Form Type: CEL43 - Sheet - 3 Up - Rev 05/15	USPS Mailer ID: Request USPS MID   View Tutorial
5. Click Save		Use the Locate Zip Code link above if the Zip Code of your local Post Office is different from the Zip Code your company is located in.
	Edit Senders and Postage Defaults Print Form	
	Send multiple Centiled's to one Recipient	Save
6. Once Recipient information is	Sender Address	Recipient Volte Over Control C
entered, Select Print Form	Company, Louisiana Ave S	Constantiana Chille Flosterier Construction Address 5318 Al Haynes Drive
	Address 2: City: Saint Louis Park	Address 2 City Sieux City
	Zip Code: 55426	Zip Code 51111
	Postage Options Select zero if you do not know the weight of the mail piece.	Additional Information The information entered into the AddresseeCode field will be displayed on the Signature.
	Weight 1 V Package Type: Letters V	Addressee Code
	Electronic Restars	Internal Code
	Print Options Optional Labet Sender Information	
	Form Type: CEL43 - Sheet - 3 Up - Rev 05/15	×
	Edit Senders and Postage Defaults Print For Send multiple Certified's to one Recipient	en Retrieve Certified Mail Article History
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Click Print		
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8 Choose Canon Printer		
	Print 1 she	et of paper
9 Click Moro Sottings		Legal
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the Print Driver	Copies 1	
		Scale Default •
11. Click Print using System Dialog	Color Black and white	Two-rided
		Iwo-sided Print on both sides
	More settings	V Deisturing sustam dieles (Chil. Child. D) [2]
		Print using system dialog (Ctrl+Shift+P)







12. Click More Settings	Printer Basic Settings Page Setup Finishing Paper Source Quality		
	Demo Room Canon C3830i - PCL V	Profile: Add(1) Edit(2)	
	+ Add a printer	OutputMehod:	
<ul> <li>Select to change Paper Size</li> </ul>	Orientation	Copies(D): 1 (16 9999)	
and <b>Output Size</b> to Legal	🗅 Portrait 🗸	Vorpus sole     Legal	
Choose 1-sided Printing	Copies	Page Layout         Manual Scaling           1         1 on 1         Scaling:         100 + 1000 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 100 + 1	
<ul> <li>Confirm Orientation is Portrait</li> </ul>	1 ^ ~	Origin at Center(5)	
	Color mode	I side Pining	
<b>13.</b> Select the drop-down from <b>Paper</b>	Color ~	Legal > Legal [Scaing: Auto] Guiter	
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oource	All pages The whole document	Language Setings(W) Pestore Defaults Color Mode:	
Chasses Multi numpers Trou	More settings	Auto [Color(B&W]	
• Choose wulli-purpose tray		DK Cancel Help	
<ul> <li>Click Settings</li> </ul>	Basic Setings Page Setup I insting Paper Source Quality Profile III 3 up certilabels	Add(1)         Edd(2)         Peake         Image: State Certification         Add(3)         Edd(2)           OpperVerticit         OpperVertici	
Choose Labels	Output Webod	Copies(D)	
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14 Click Add to save as a preset		Disperting Dispert Dis	
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	Legel - Legel (Scaling Face)	Open Source Minmaton.         Binding Location:           Pager Source Minmaton.         Source Edge (Trop)	
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16. Click Print	Language Settings(W).	Leopage Setrogotoy. Cale '1 Color Mode: Color Mode:	
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