

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

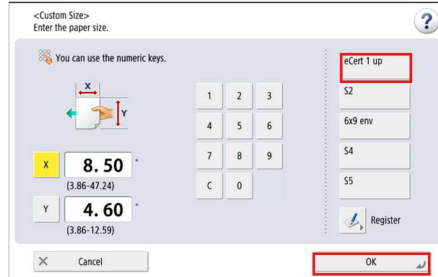
This guide will cover how to set paper at the machine and print FP e-Certified labels from Google Chrome

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

<ol style="list-style-type: none"> <li>1. Insert paper into the multipurpose tray to open the multipurpose tray's display window</li> <li>2. Select <b>Change</b> for Paper Type             <ul style="list-style-type: none"> <li>• Select <b>Labels</b></li> <li>• Select <b>OK</b></li> </ul> </li> <li>3. Select <b>Custom Size</b></li> </ol>	
<ol style="list-style-type: none"> <li>4. Enter paper size             <ul style="list-style-type: none"> <li>• Single Label: X: 8.5 – Y: 4.6</li> <li>• Select <b>OK</b></li> </ul> </li> <li>5. To save a custom size for future use, select <b>Register</b></li> </ol>	
<ol style="list-style-type: none"> <li>6. Choose an empty slot and select <b>Register/Edit</b> <ul style="list-style-type: none"> <li>• Enter Label Size listed in Step 4</li> </ul> </li> <li>7. Select <b>Rename</b> to name the slot (10-character max)             <ul style="list-style-type: none"> <li>• Type in a name &amp; select <b>OK</b></li> </ul> </li> <li>8. Select <b>Close</b> to close the Register Custom Size window</li> </ol>	

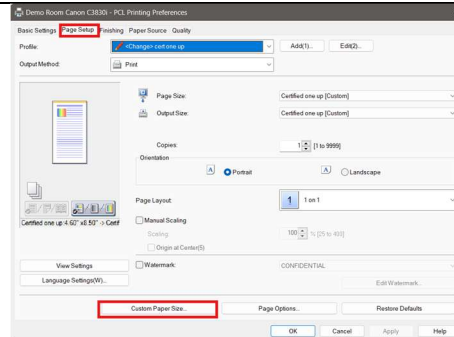
9. The registered custom size is now available to choose

10. Select **OK** to apply

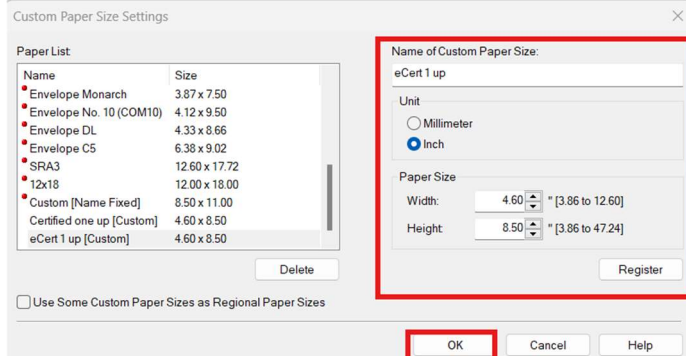


**Setting up a Single Label preset in the print driver:**

1. Select the **Start** button on the PC
2. Search **Printers & Scanners**
3. Select the correct print driver → **Printing Preferences**
4. Select **Page Setup** and Choose **Custom Paper Size**



5. Enter **Width and Height:**  
W – 4.6, H – 8.5
6. Enter **Name of Custom Paper Size**
7. Select **Register**, then select **OK** to close the registration window
8. Select **OK** to save changes and close out of printing preferences



**Printing a Single Label:**

<ol style="list-style-type: none"> <li>Log into <u>FP Certified Mail</u> account online.</li> <li>Confirm you have proper alignment selected:             <ul style="list-style-type: none"> <li>Click <b>Edit Senders and Postage Defaults</b></li> <li>Select <b>CEL43 - Single Form - Left - Rev 05/15</b></li> <li>Confirm <b>Down .25</b></li> </ul> </li> <li>Click <b>Save</b></li> </ol>	
<ol style="list-style-type: none"> <li>Once Recipient information is entered, Select <b>Print Form</b></li> </ol>	
<ol style="list-style-type: none"> <li>Label Template will open on web Select <b>Print</b></li> </ol>	
<ol style="list-style-type: none"> <li>Choose Canon Printer</li> <li>Click <b>More Settings</b></li> <li>Choose the <b>Paper Size</b> set up in the Print Driver</li> <li>Click <b>Print using System Dialog</b></li> </ol>	

**10. Click More Settings**

- Set **Paper Size and Output Size** to the **Custom Size** created previously
- Choose **1-sided Printing**
- Confirm Orientation is **Portrait**

**11. Select the drop-down from Paper Source**

- Choose **Multi-purpose Tray**
- Click **Settings**
- Choose **Labels**

**12. Click Add to save as a preset**

- 13. Select OK**
- 14. Click Print**

The image displays three sequential screenshots of the Canon C3830i PCL Printing Preferences dialog box. The first screenshot shows the 'Basic Settings' tab with 'Printer' set to 'Demo Room Canon C3830i - PCL', 'Orientation' set to 'Portrait', 'Copies' set to '1', 'Color mode' set to 'Color', and 'Pages' set to 'All pages'. A red box highlights the 'More settings' button. The second screenshot shows the 'Paper Source' tab where 'Paper Selection' is 'Same Paper for All Pages', 'Paper Source' is 'Multi-purpose Tray', and 'Paper Type' is 'Labels [118-185 g/m2]'. A red box highlights the 'Settings...' button. The third screenshot shows the 'Basic Settings' tab again, with 'Page Size' and 'Output Size' both set to 'Certified one up [Custom]', 'Orientation' set to 'Portrait', and '1-sided/2-sided/Booklet Printing' set to '1-sided Printing'. A red box highlights the 'OK' button.

**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
2. Select **Change** for Paper Type. Select **Labels** (The Tray will detect legal size)
  - Click **OK**
3. Click **OK**

The image shows the printer's interface for setting up a 3-up label sheet. It includes a photograph of the paper tray, a 'Paper Types' dialog box where 'Labels' is selected, and a 'Multi-Purpose Tray' configuration window where 'Plain 1 (17-20 lb bond)' is selected and the 'Change' button is highlighted in red.

**Printing 3 up sheet of labels:**

<ol style="list-style-type: none"> <li>1. Log into <u>FP Certified Mail</u> account online</li> <li>2. Confirm proper alignment is selected, Click <b>Senders and Postage Defaults</b></li> <li>3. Select <b>CEL 43 - Sheet 3 Up – Rev 05/15</b></li> <li>4. Confirm <b>Down .25</b></li> <li>5. Click <b>Save</b></li> </ol>	
<ol style="list-style-type: none"> <li>6. Once Recipient information is entered, Select <b>Print Form</b></li> </ol>	
<ol style="list-style-type: none"> <li>7. Label template will open in the web             <ul style="list-style-type: none"> <li>• Click <b>Print</b></li> </ul> </li> </ol>	
<ol style="list-style-type: none"> <li>8. Choose Canon Printer</li> <li>9. Click <b>More Settings</b></li> <li>10. Choose the <b>Paper Size</b> set up in the Print Driver</li> <li>11. Click <b>Print using System Dialog</b></li> </ol>	

**12. Click More Settings**

- Select to change **Paper Size** and **Output Size** to Legal
- Choose **1-sided Printing**
- Confirm Orientation is **Portrait**.

**13. Select the drop-down from Paper Source**

- Choose **Multi-purpose Tray**
- Click **Settings**
- Choose **Labels**

**14. Click Add to save as a preset**

- 15. Select OK**
- 16. Click Print**

