



UNIVERSITY OF MIAMI
MANAGED PRINT SERVICES
MAKING SMARTER IMPRESSIONS

QUICK REFERENCE GUIDE

Superimposing an Image, Border, or Graphic on Copies

Superimposing Instructions

(Images, Borders, Graphics)

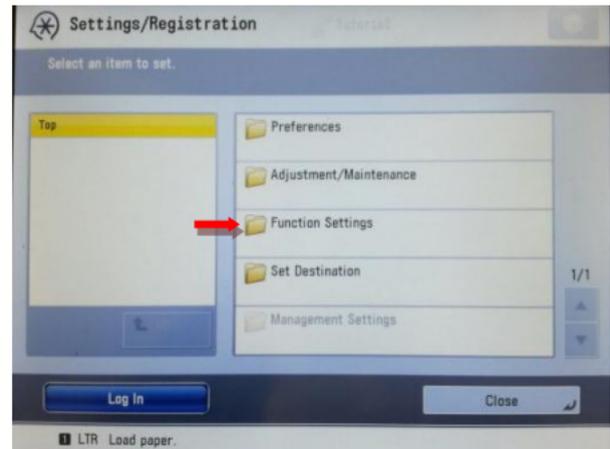
1. Select **Settings/Registration**.

2. Select **Function Settings**.

1



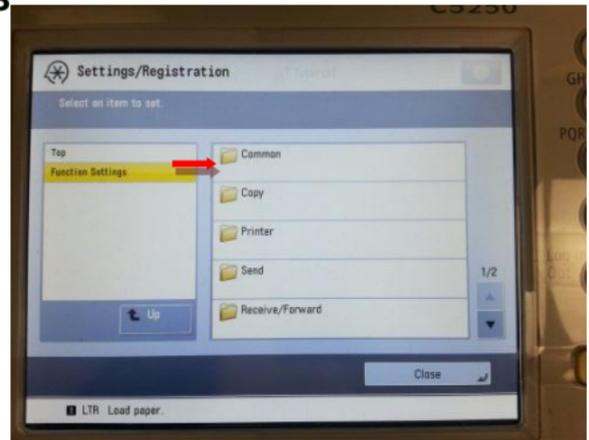
2



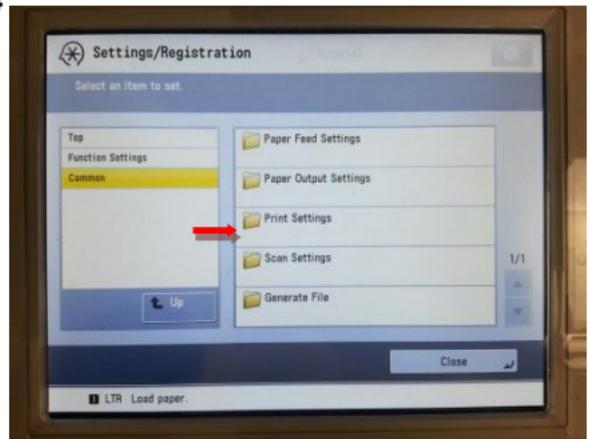
3. Select **Common**.

4. Select **Print Settings**.

3



4

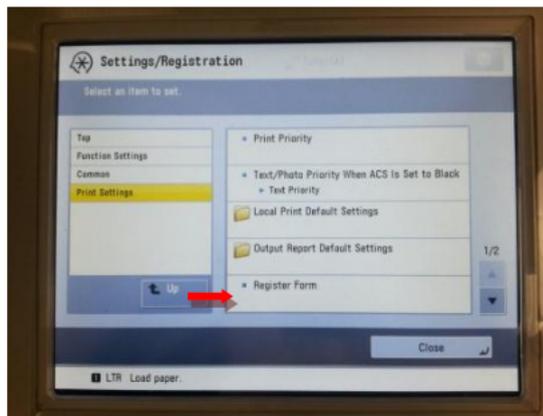


5. Select **Register Form**.

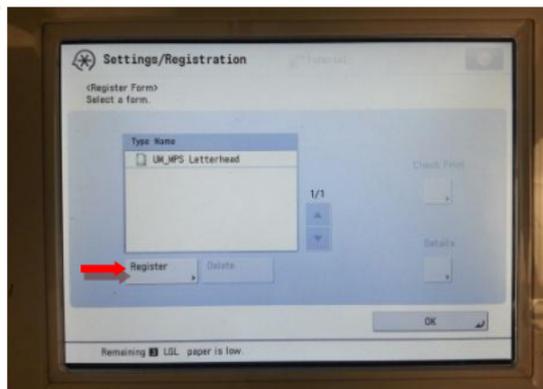
6. The next screen will show any images, if any, already uploaded to your device. You'll have the option to register a new image or delete an image from the registry list once selected. To register, select **Register**.

*(To delete an image, select an image file from the list by first touching it on the touchscreen, then selecting **Delete**.)*

5



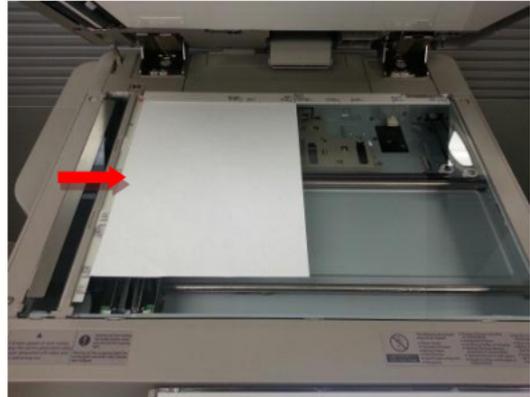
6



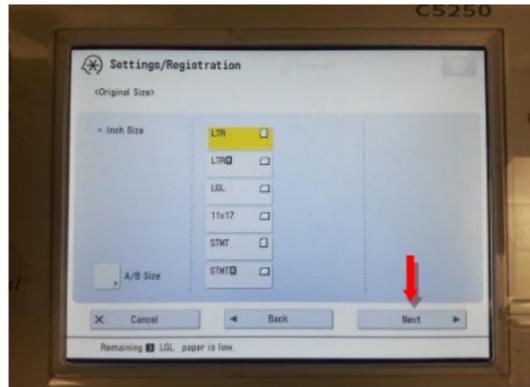
7. After selecting Register, place your image on the platen glass for scanning.

8. Choose the size of your original document by touching the appropriate size and select **Next**.

7

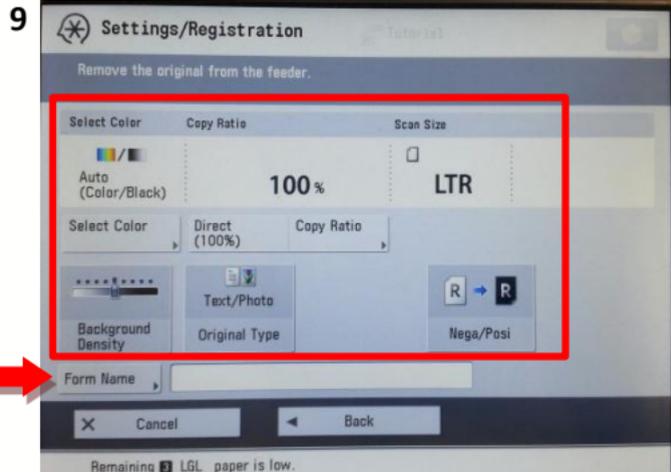


8

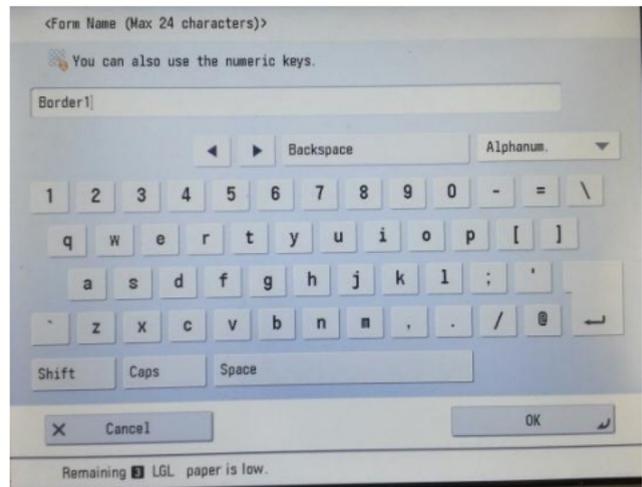


9. Set your scan settings, including your **Form Name**.

10. Enter your form name through your device's onscreen keyboard



10



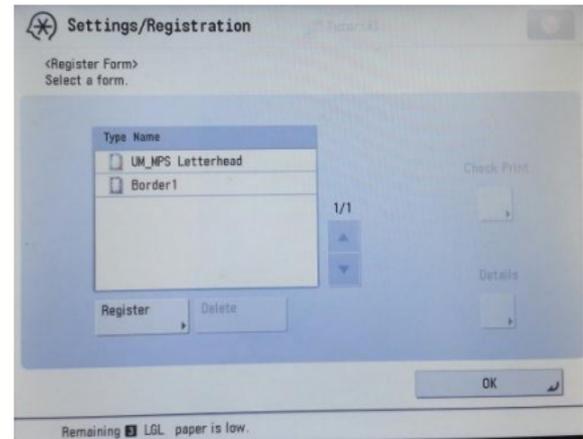
11. Press **Start** to scan the document that was placed on the platen glass.

12. Once scan is complete, your form name will be listed here. Select **OK** and press the **Main Menu** button on the device control panel.

11



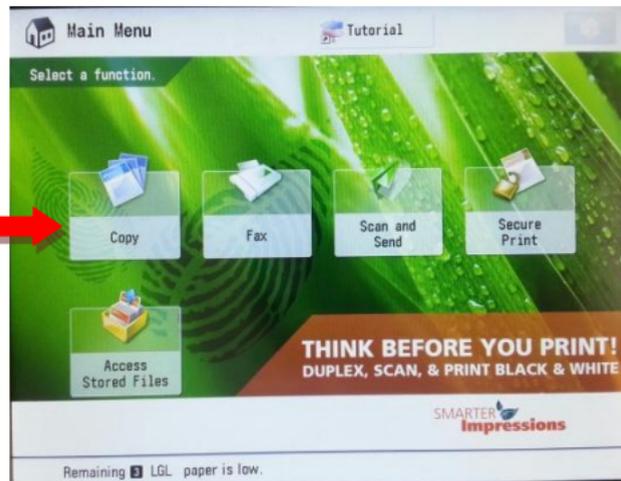
12



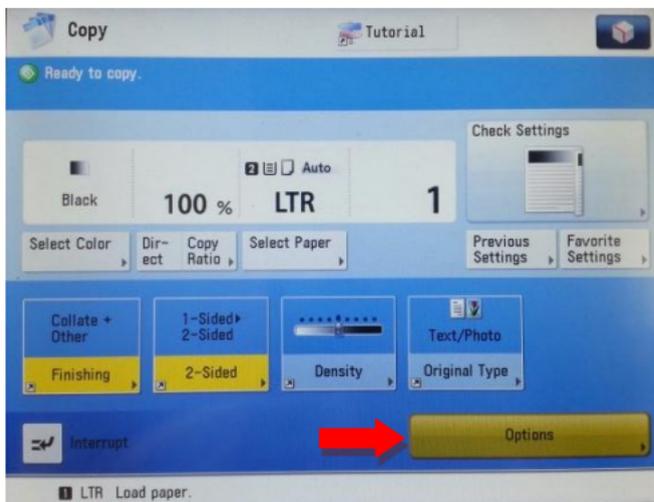
13. Next, to execute the superimpose function, select **Copy**.

14. Select **Options**

13



14



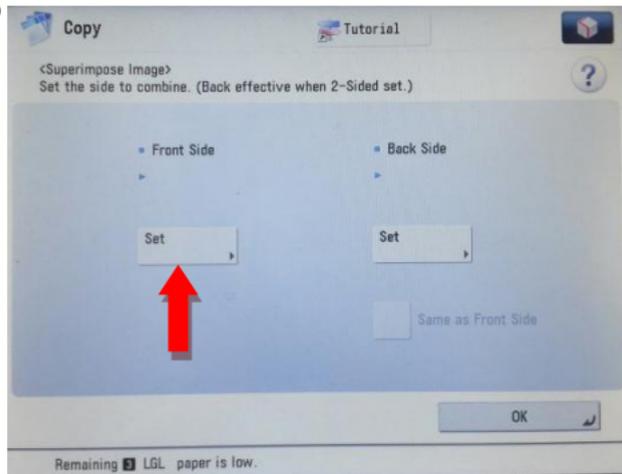
14. Scroll down using the scroll arrow on the right side of the options menu until you see **Superimpose Image**

15. You will be given the option to select which side of your copy you want the image superimposed on. Choose all that apply.

14



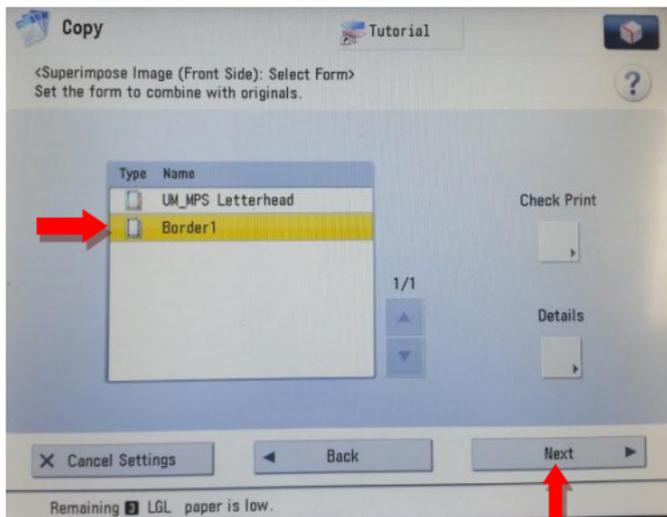
15



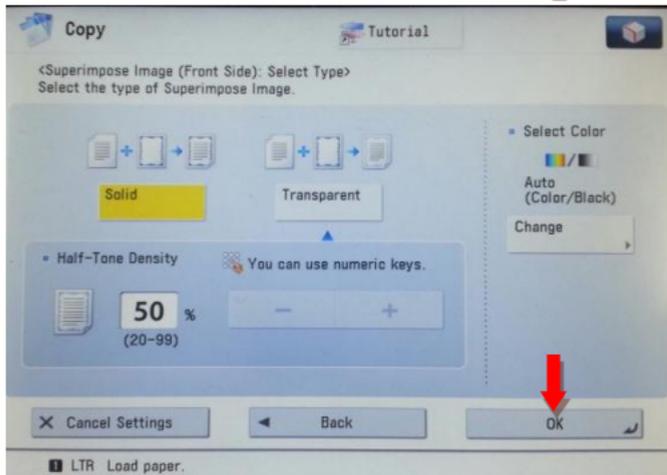
16. Choose one of the uploaded videos from the list and select **Next**.

17. Select the type of Superimpose Image you desire. Select **OK** when finished.

16



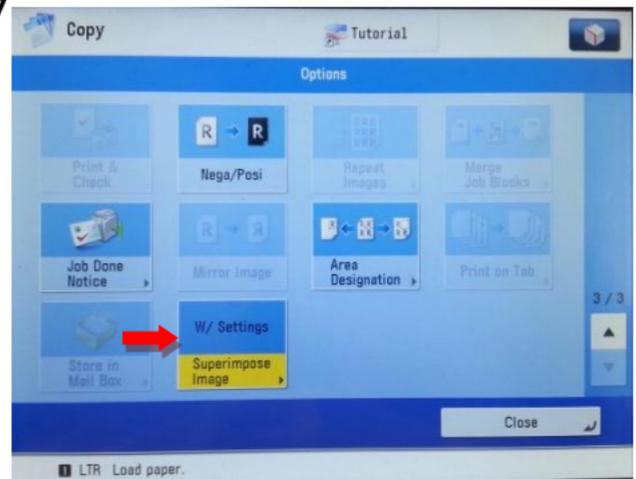
17



18. Upon completing Superimpose settings, you will notice the tab lit in yellow, indicating that it is active.

19. Place the original document you wish to be superimposed on the auto feeder tray and press the **Start** button.

17



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Additional Information

If you have additional questions, please refer to our website at www.miami.edu/mps for additional details, information, instructions and training materials. You may also contact the Canon UM Helpdesk at 855-477-4783 to request personalized or group training or contact Derek Lawrence at dlawrence@miami.edu.



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