



**E4200 series**  
**Online Manual**

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## Using Online Manual

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- ▶ **Operating Environment**
- ▶ **Symbols Used in This Document**
- ▶ **Touch-enabled Device Users (Windows)**
- ▶ **Printing Online Manual**
- ▶ **Trademarks and Licenses**
- ▶ **Screenshots in This Manual**

## Symbols Used in This Document

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### **Warning**

Instructions that, if ignored, could result in death, serious personal injury, or property damage caused by incorrect operation of the equipment. These must be observed for safe operation.

### **Caution**

Instructions that, if ignored, could result in personal injury or property damage caused by incorrect operation of the equipment. These must be observed for safe operation.

### **Important**

Instructions including important information that must be observed to avoid damage and injury or improper use of the product. Be sure to read these instructions.

### **Note**

Instructions including notes for operation and additional explanations.

### **Basics**

Instructions explaining basic operations of your product.

### **Note**

- Icons may vary depending on your product.

## **Touch-enabled Device Users (Windows)**

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For touch actions, you need to replace "right-click" in this document with the action set on the operating system. For example, if the action is set to "press and hold" on your operating system, replace "right-click" with "press and hold."

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2006-Jan-27

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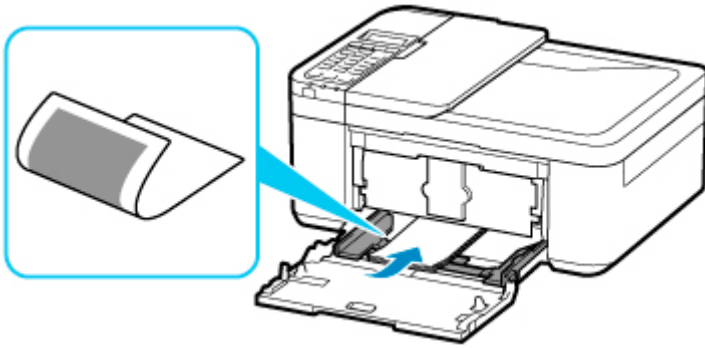
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## **Basic Operation**

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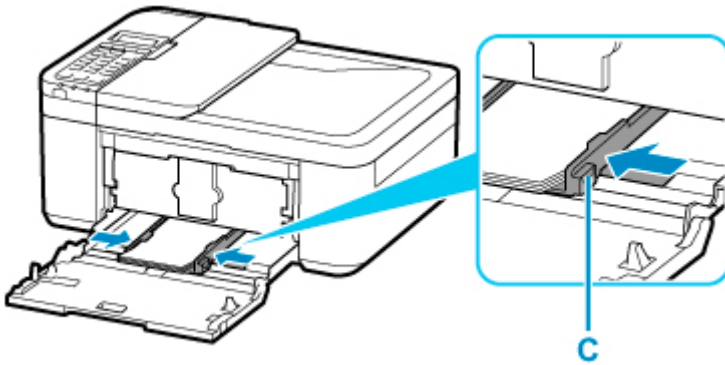
- **Printing Photos from a Computer**
- **Printing Photos from a Smartphone/Tablet**
- **Copying**
- **Faxing**





\* The above figure shows the printer with the paper output tray raised.

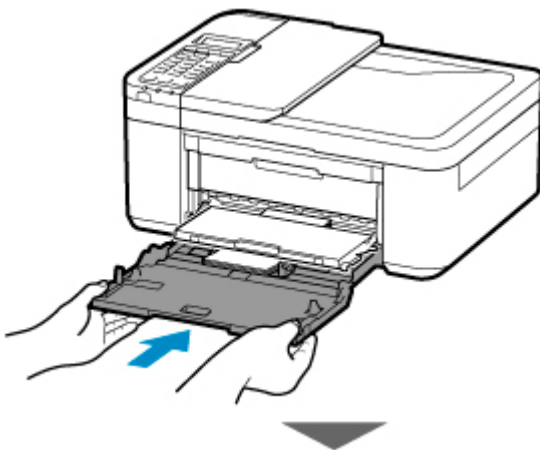
5. Slide the right paper guide (C) to align the paper guides with both sides of the paper stack.

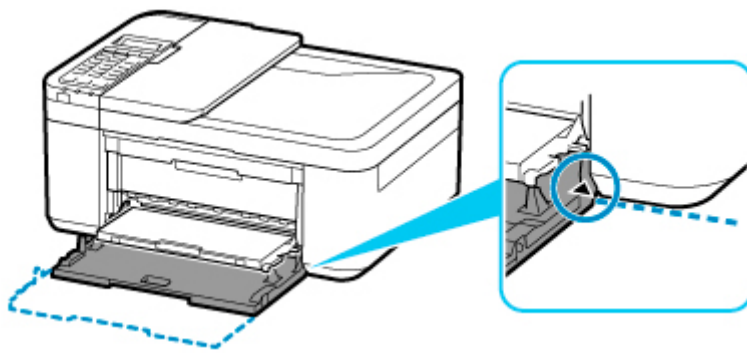


\* The above figure shows the printer with the paper output tray raised.

6. Push cassette back until arrow (▶) on front cover is aligned with edge of printer.

After pushing the cassette back, the paper information registration screen for the cassette is displayed on the LCD.





7. Press the **OK** button.

Register the cassette pa  
[OK]Next

8. Use the ◀ ▶ button to select the size of the loaded paper in the cassette, then press the **OK** button.

Size: ◀ KG/4"x6" ▶  
Type: \*Plain paper

▶▶▶ **Note**

- The \* (asterisk) on the LCD indicates the current setting.

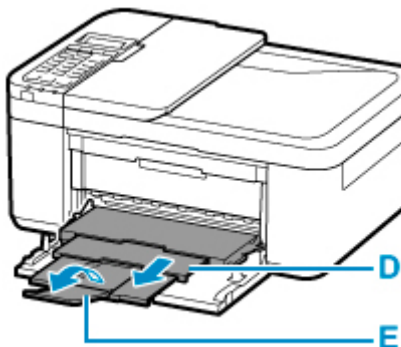
9. Use the ◀ ▶ button to select the type of the loaded paper in the cassette, then press the **OK** button.

Size: KG/4"x6"  
Type: ◀ PlusGlossyII ▶

Follow the instructions of any messages displayed to register the paper information.

10. Pull the paper output support (D) out from the paper output tray.

11. Open the output tray extension (E).



**12. Start Easy-PhotoPrint Editor.**

**For Windows:**

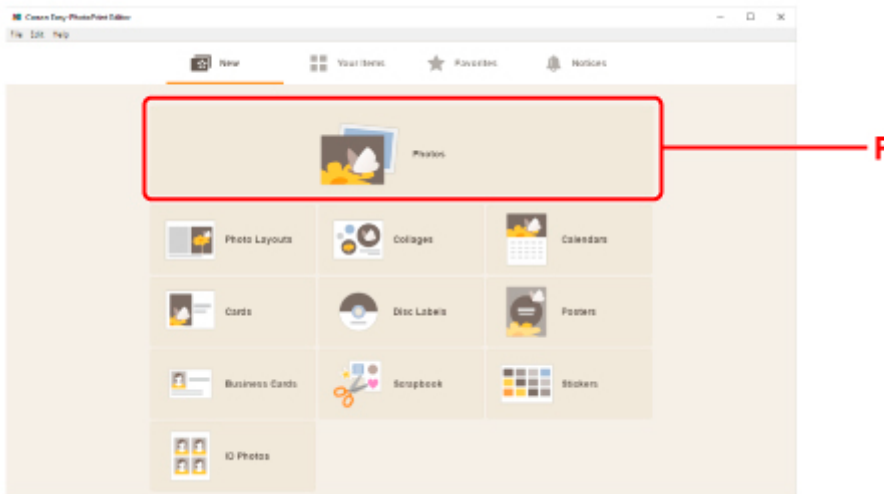
The procedure below is for a computer running the Windows 10 operating system.

From the **Start** menu, select **(All apps >) Canon Utilities > Easy-PhotoPrint Editor**.

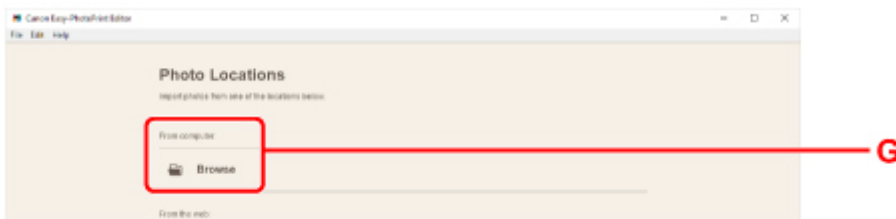
**For macOS:**

From the **Go** menu in **Finder**, select **Application** and double-click the **Canon Utilities** folder, the **Easy-PhotoPrint Editor** folder, and then the **Easy-PhotoPrint Editor** icon.

**13. Click Photos icon (F).**



**14. Click Browse (G) in From computer: and select folder with photos you want to print.**



**15. Click photos (H) you want to print and select Open (I).**

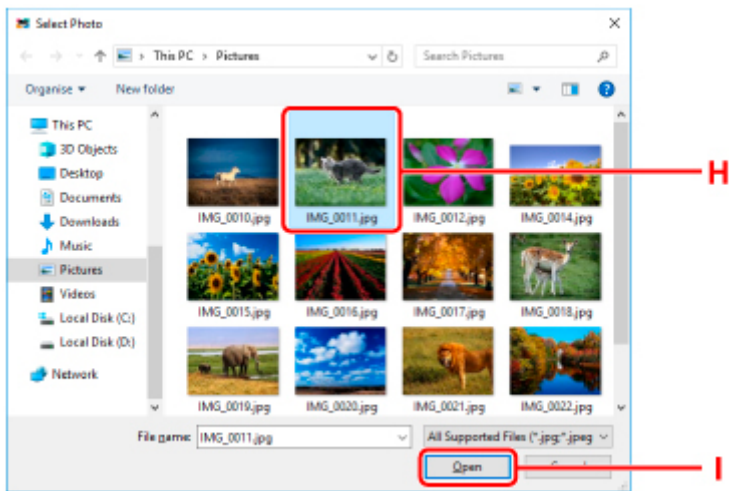
**For Windows:**

To select two or more photos at a time, click photos while pressing the Ctrl key.

**For macOS:**

To select two or more photos at a time, click photos while pressing the command key.





**16. Specify number of copies and other options under **Print Settings** (J).**


**For Windows:**

Specify the number of copies, your model name, the paper size, and other options.

**For macOS:**

Specify the number of copies, the paper size, and other options.

**▶▶▶ Note**

- Selecting **Same No. of each photo** enables you to specify the number of copies for all photos with a single setting.
- Selecting **Same No. of each photo** disables the number-of-copies setting specified for each photo. When unchecked, the previous settings for each copy are re-enabled.  for specifying the number of copies is also re-enabled.

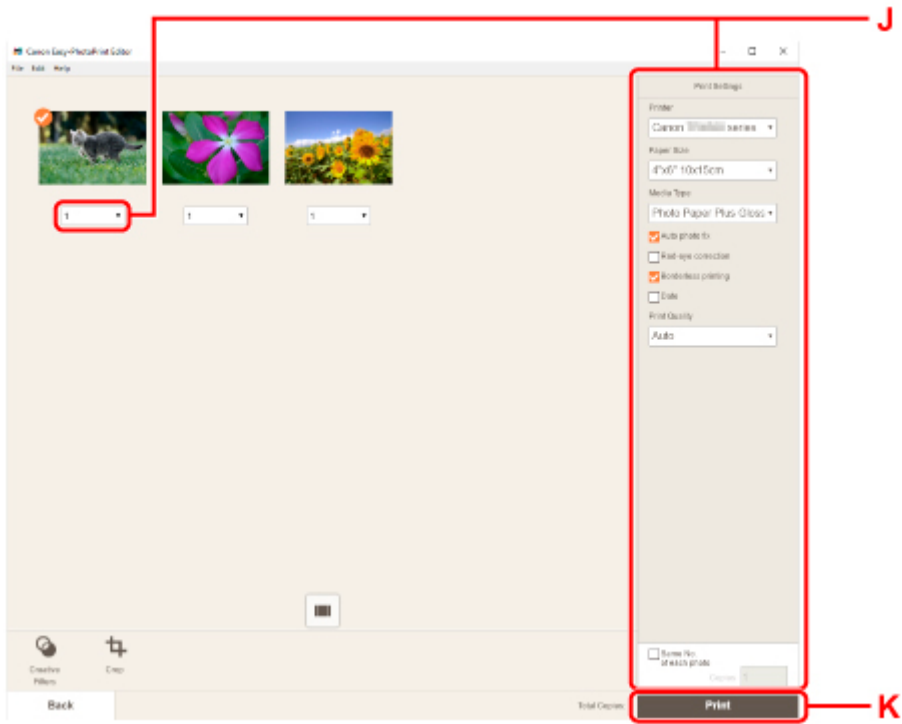
**17. Start printing.**

**For Windows:**

Click **Print** (K).

**For macOS:**

Click **Next**. When the Print dialog appears, specify your model name, paper, and other options, and then click **Print**.



## ▶▶▶ Note

- Easy-PhotoPrint Editor lets you easily create and print original collages, cards, or calendars using your favorite photos.
  - Easy-PhotoPrint Editor Guide

## Printing Photos from a Smartphone/Tablet

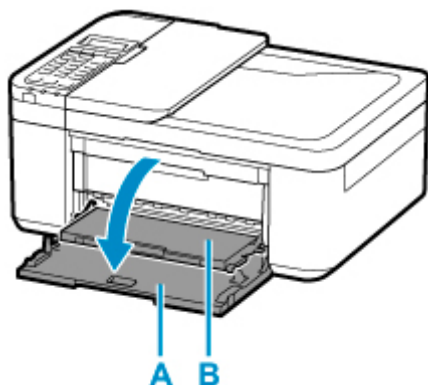
This section describes how to print photos with Canon PRINT Inkjet/SELPHY.

For details on how to download Canon PRINT Inkjet/SELPHY, see below.

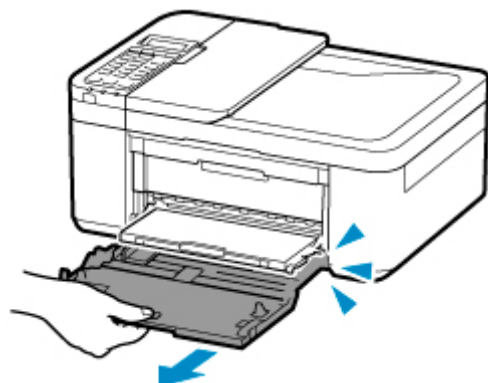
### ■ Print Easily from a Smartphone or Tablet with Canon PRINT Inkjet/SELPHY

1. Open the front cover (A) gently.

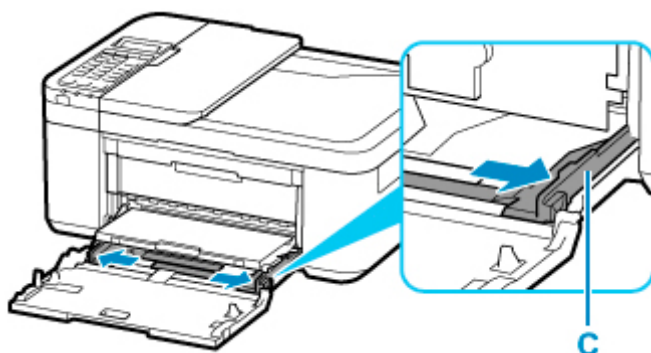
The paper output tray (B) opens.



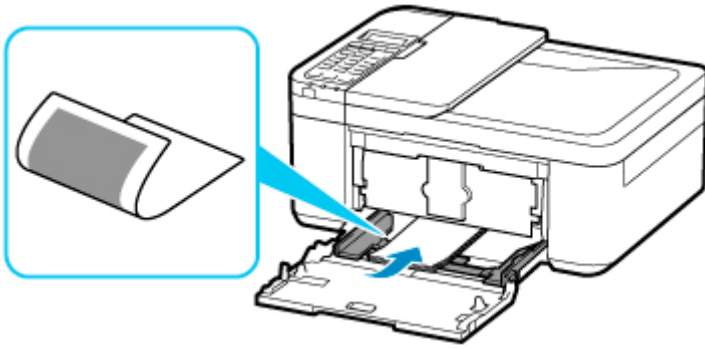
2. Pull out the cassette until it stops.



3. Use the right paper guide (C) to slide both paper guides all the way out.

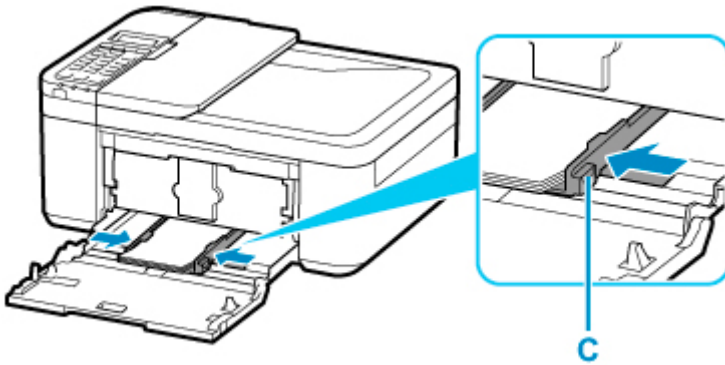


4. Load photo paper in portrait orientation WITH PRINT SIDE FACING DOWN.



\* The above figure shows the printer with the paper output tray raised.

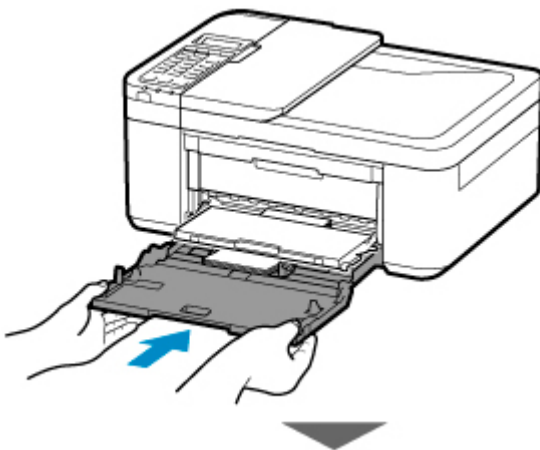
5. Slide the right paper guide (C) to align the paper guides with both sides of the paper stack.

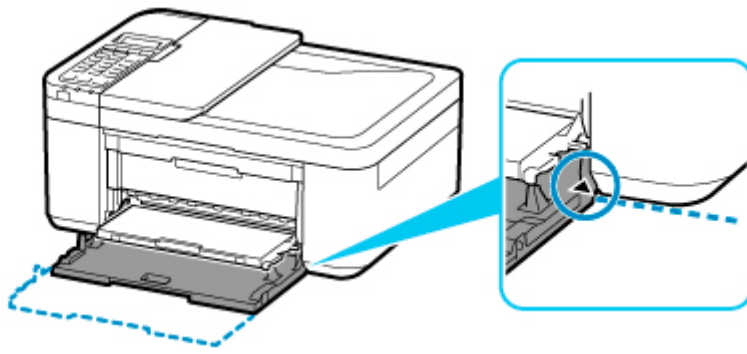


\* The above figure shows the printer with the paper output tray raised.

6. Push cassette back until arrow (▶) on front cover is aligned with edge of printer.

After pushing the cassette back, the paper information registration screen for the cassette is displayed on the LCD.





7. Press the **OK** button.

Register the cassette pa  
[OK]Next

8. Use the ◀ ▶ button to select the size of the loaded paper in the cassette, then press the **OK** button.

Size: ◀ **KG/4"x6"** ▶  
Type: \*Plain paper

▶▶▶ **Note**

- The \* (asterisk) on the LCD indicates the current setting.

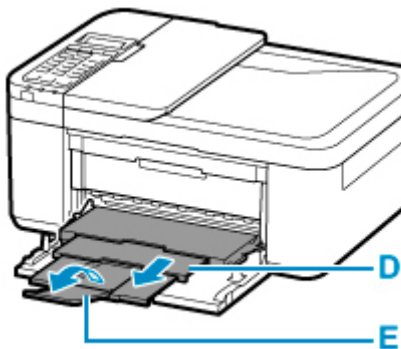
9. Use the ◀ ▶ button to select the type of the loaded paper in the cassette, then press the **OK** button.

Size: KG/4"x6"  
Type: ◀ **PlusGlossyII** ▶

Follow the instructions of any messages displayed to register the paper information.

10. Pull the paper output support (D) out from the paper output tray.

11. Open the output tray extension (E).





**12.** Start  (Canon PRINT Inkjet/SELPHY) from your smartphone/tablet.

**13.** Select **Photo Print** on Canon PRINT Inkjet/SELPHY.

The list of photos saved on your smartphone/tablet is displayed.

**14.** Select a photo.

You can also select multiple photos at once.

**15.** Specify the number of copies, paper size, etc.

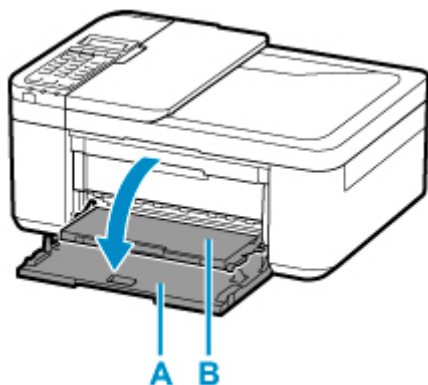
**16.** Select **Print**.

## Copying

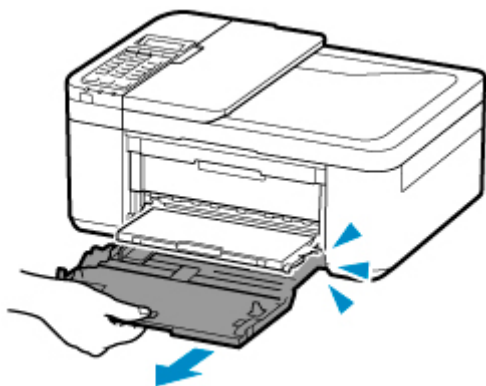
This section describes how to load originals and copy them to plain paper loaded.

1. Open the front cover (A) gently.

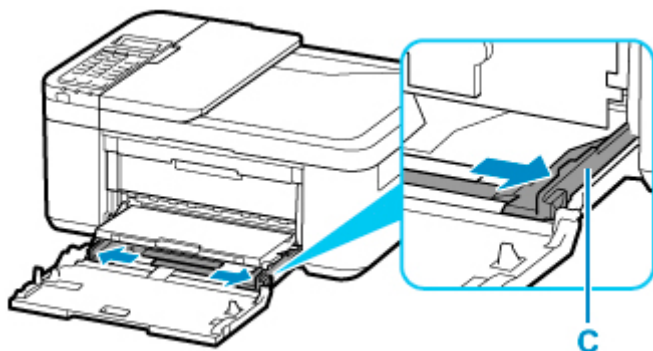
The paper output tray (B) opens.



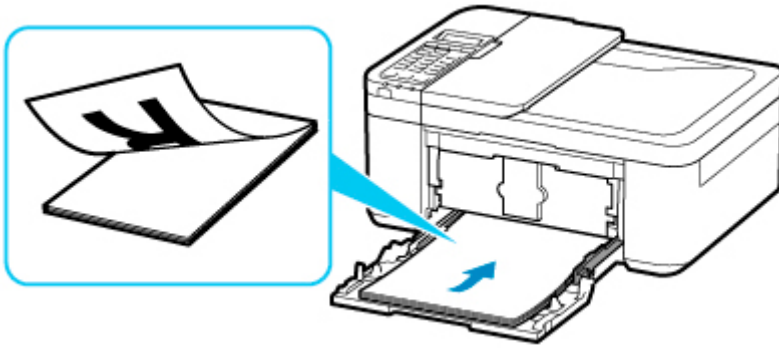
2. Pull out the cassette until it stops.



3. Use the right paper guide (C) to slide both paper guides all the way out.

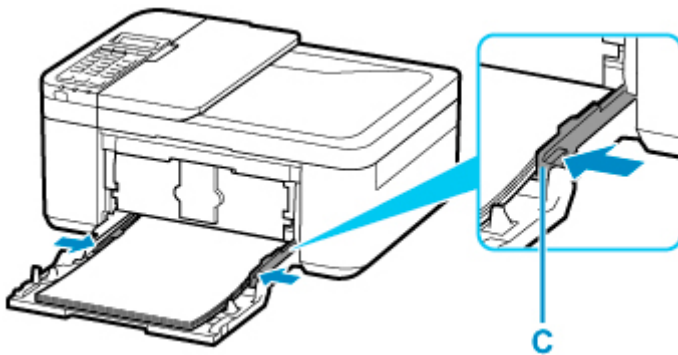


4. Load plain paper in portrait orientation WITH PRINT SIDE FACING DOWN.



\* The above figure shows the printer with the paper output tray raised.

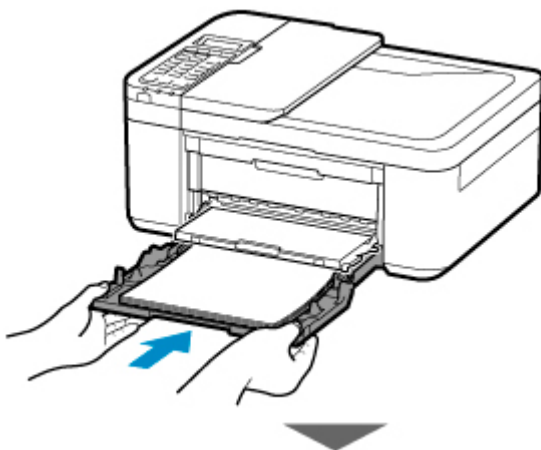
5. Slide the right paper guide (C) to align the paper guides with both sides of the paper stack.



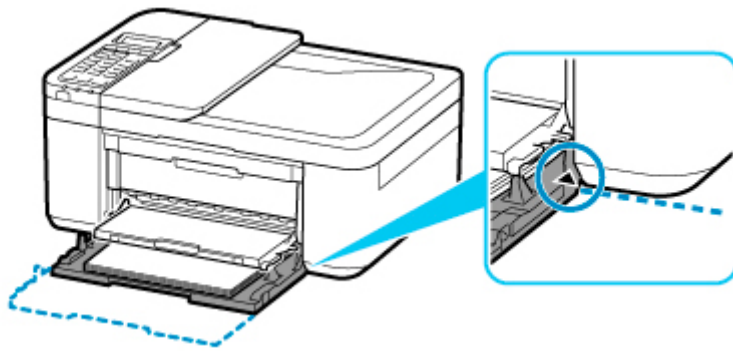
\* The above figure shows the printer with the paper output tray raised.

6. Push cassette back until arrow (▶) on front cover is aligned with edge of printer.

After pushing the cassette back, the paper information registration screen for the cassette is displayed on the LCD.







7. Press the **OK** button.

Register the cassette pa  
[OK]Next

8. Use the ◀ ▶ button to select the size of the loaded paper in the cassette, then press the **OK** button.

Size: ◀ \*A4 ▶  
Type: \*PlusGlossyII

#### ▶▶▶ Note

- The \* (asterisk) on the LCD indicates the current setting.

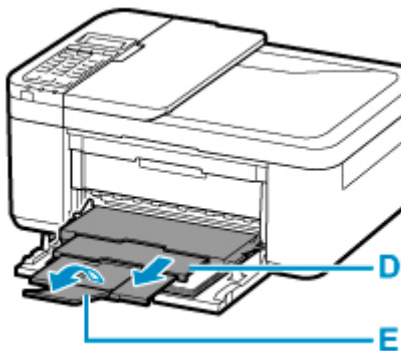
9. Use the ◀ ▶ button to select the type of the loaded paper in the cassette, then press the **OK** button.

Size: \*A4  
Type: Plain paper ▶

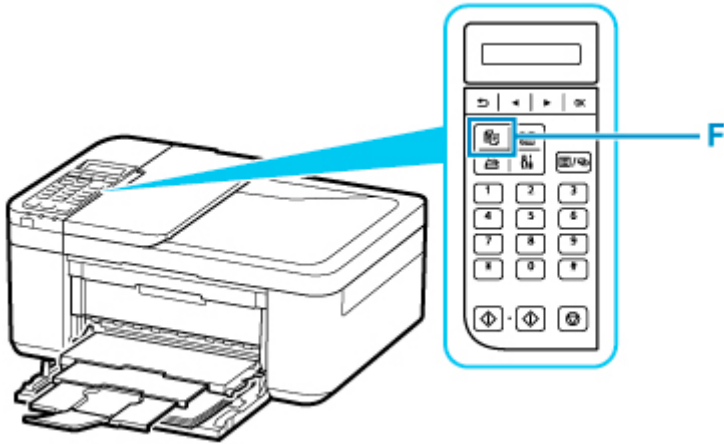
Follow the instructions of any messages displayed to register the paper information.

10. Pull the paper output support (D) out from the paper output tray.

11. Open the output tray extension (E).

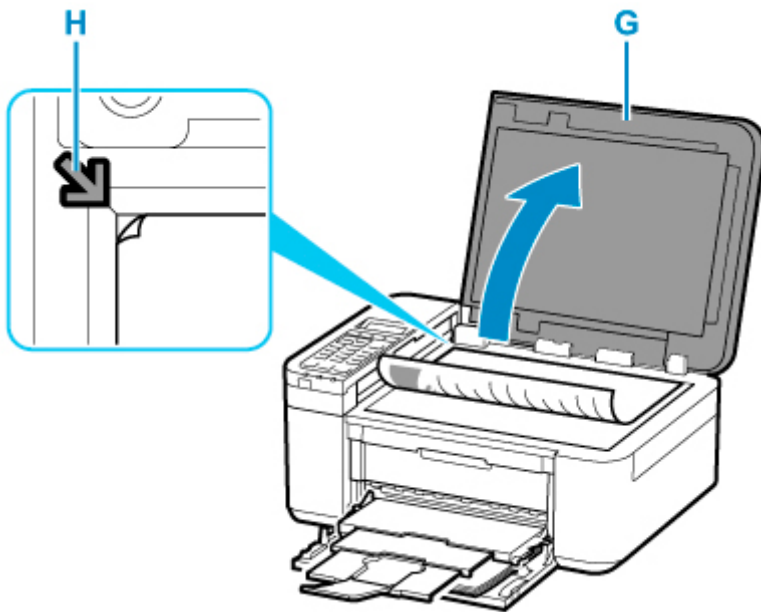


12. Press the **COPY** button (F).



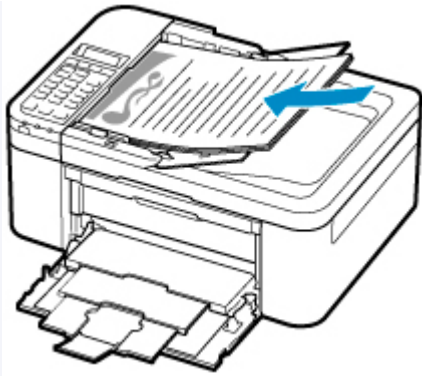
13. Open the document cover (G).

14. Load the original WITH THE SIDE TO COPY FACING DOWN and align it with the alignment mark (H).



▶▶▶ **Note**

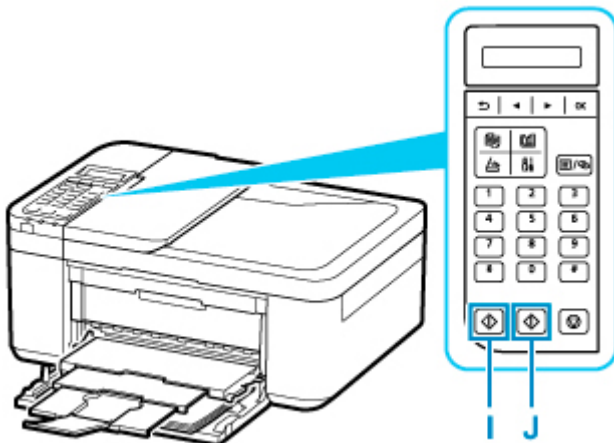
- To copy two or more documents continuously, load them in the ADF (Auto Document Feeder).



■ [Loading Documents in the ADF \(Auto Document Feeder\)](#)

15. Close the document cover gently.

16. Confirm the paper settings, then press the **Black** button (I) or **Color** button (J).



▶▶▶ **Important**

- Do not open the document cover until copying is complete.

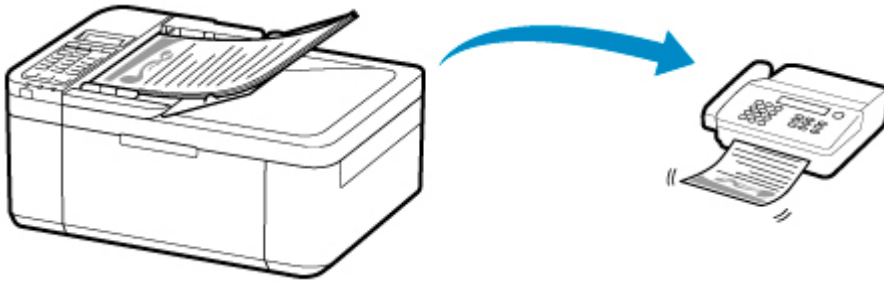
▶▶▶ **Note**

- Your printer is equipped with many other convenient copy features.

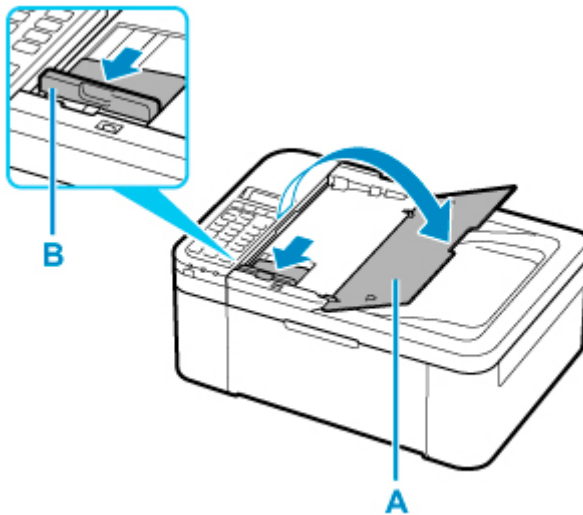
■ [Copying](#)

## Faxing

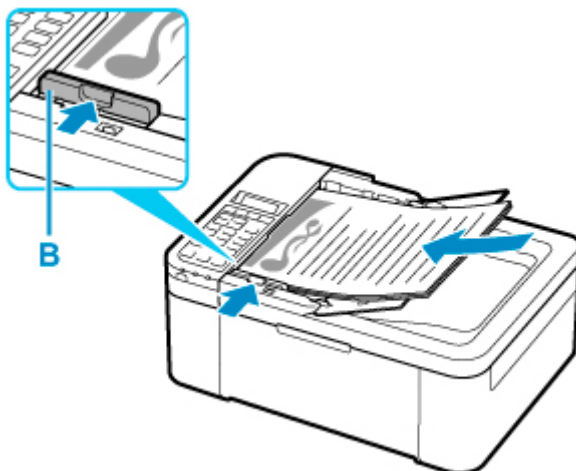
Fax multiple documents in black and white as follows.



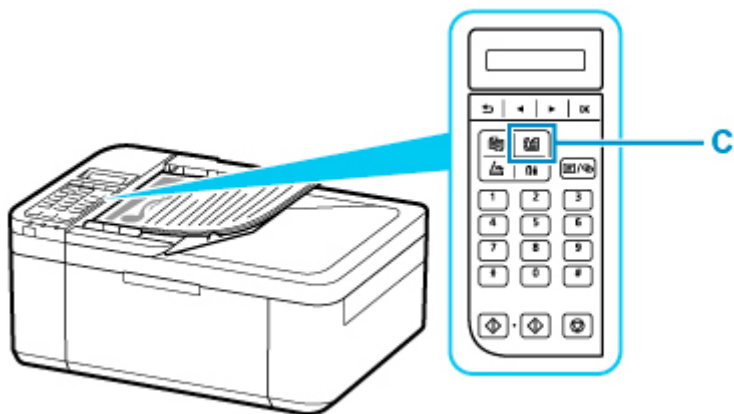
1. Open the document tray (A).
2. Slide the document guide (B) all the way out.



3. Insert the document WITH THE SIDE TO SCAN FACING UP.
4. Align document guide (B) with document width.

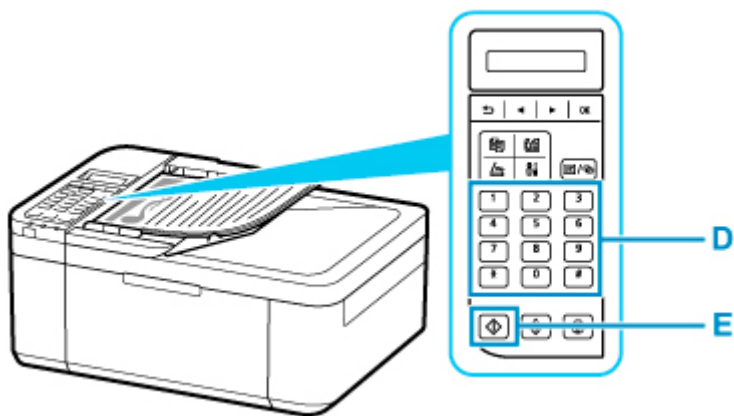


5. Press the **FAX** button (C).



6. Use the Numeric buttons (D) to enter the fax number.

7. Press the **Black** button (E).



**▶▶▶ Note**

- Many other convenient faxing features are available.

■ [Faxing](#)

# Network

## Available Connection Methods


The following connection methods are available on the printer.

- Wireless Connection 

Connect the printer and devices (e.g. computer/smartphone/tablet) using a wireless router.

If you have a wireless router, we recommend you use one for wireless connection.



- Connection methods vary depending on the wireless router type.
- You can change network settings such as the network name (SSID) and security protocol on the printer.
- When the connection between a device and a wireless router is completed and  (Wi-Fi icon) is displayed in the device's screen, you can connect the device to the printer using the wireless router.

- Wireless Direct

Connect the printer and devices (e.g. computer/smartphone/tablet) without using a wireless router.



- While you are using the printer with Wireless Direct, Internet connection from the printer becomes unavailable. In that case, web services for the printer cannot be used.
- If you connect a device connected to the Internet via a wireless router to the printer that is in the Wireless Direct, the connection between the device and wireless router will be disabled. In that case, the connection of the device may switch to a mobile data connection automatically depending on your device. Transmission fees for connecting to the Internet using a mobile data connection apply.
- In the Wireless Direct, you can connect up to five devices at the same time. If you try to connect a sixth device while five devices are already connected, an error will appear. If an error appears, disconnect a device you do not use and configure settings again.
- Network settings such as the network name (SSID) and security protocol are specified automatically.

### Note

- You can connect the printer and computer using a USB cable (USB connection). Prepare a USB cable. For details, see [Connects to Another Computer via LAN/Changes from USB to LAN Connection](#).

## Network Connection Settings/Setup

Perform connection setup for the printer and computer/smartphone/tablet.

For more on setup procedure, click [here](#).

## Changing Network Settings

See below for changing connection settings for the printer and computer/smartphone/tablet.

- To change network connection method:
  - [Reconfiguration Method of Wi-Fi Connection](#)
  - Changing the Connection Mode
- To add computer/smartphone/tablet to the printer:
  - [Connects to Another Computer via LAN/Changes from USB to LAN Connection](#)
- To use Wireless Direct temporarily:
  - [Printing/Scanning with Wireless Direct](#)

## IJ Network Device Setup Utility

IJ Network Device Setup Utility checks or diagnoses the settings of the printer and those of computer and restores the status of them if anything is wrong with network connection. Select either link below to download IJ Network Device Setup Utility.

### ■ Checking Printer Connection Status Using IJ Network Device Setup Utility

- Performing/Changing Network Settings (Windows)  
For Windows, you can perform network settings using IJ Network Device Setup Utility.
  - [IJ Network Device Setup Utility \(Windows\)](#)

- Diagnosing and Repairing Network Settings (Windows/macOS)

You can diagnose or repair network settings using IJ Network Device Setup Utility.

- For Windows:

- [IJ Network Device Setup Utility \(Windows\)](#)

- For macOS:

- [IJ Network Device Setup Utility \(macOS\)](#)

## Network Connection Tips

See below for tips on using the printer via network connection.

- [Network Connection Tips](#)
- Handling Printer Configuration using the Web Browser

## Troubleshooting

See [Network Settings and Common Problems](#) for troubleshooting on network connection.

## Notice/Restriction

See below for details.

- Restrictions on network settings:
  - [Restrictions](#)
- Notices when printing using web service:
  - Notice for Web Service Printing

## Restrictions

When connecting another device while a device (such as a computer) is already connected to the printer, connect it using the same connection method as the connected device.

If you connect using a different connection method, the connection to the device in use will be disabled.

### Connect via wireless router

- Make sure your device and the wireless router are connected. For details on checking these settings, see the manual supplied with the wireless router or contact its manufacturer.  
As for a device already connected to the printer without using a wireless router, reconnect it via a wireless router.
- Configuration, router functions, setup procedures and security settings of wireless routers vary depending on the system environment. For details, see the manual for your wireless router or contact its manufacturer.
- This printer does not support IEEE802.11ac. IEEE802.11a and IEEE802.11n (5 GHz) may not be supported depending on the country or region you live in. Check if your device supports IEEE802.11n, IEEE802.11g, IEEE802.11b or IEEE802.11a.
- If your device is set to the "IEEE802.11n only" mode, WEP or TKIP cannot be used as a security protocol. Change the security protocol for your device to something other than WEP and TKIP or change the setting to something other than "IEEE802.11n only."  
The connection between your device and the wireless router will be temporarily disabled while the setting is changed. Do not proceed to the next screen of this guide until setup is complete.
- For office use, consult your network administrator.
- Note that if you connect to a network with no security protection, your personal information could be disclosed to a third party.

### Wireless Direct

#### ▶▶ Important

- If a device is connected to the Internet via a wireless router, and you then connect it to a printer in Wireless Direct mode, the existing connection between the device and wireless router will be disabled. In that case, the connection of the device may switch to a mobile data connection automatically depending on your device. When you connect to the Internet using a mobile data connection, charges may apply depending on your contract.
  - When you connect a device and the printer using Wireless Direct, the connection information will be saved to Wi-Fi settings. The device may be connected to the printer automatically even after disconnecting it or connecting it to another wireless router.
  - To prevent automatic connection to the printer in Wireless Direct mode, change the connection mode after using the printer, or set not to connect automatically in the Wi-Fi settings of the device.  
For details on checking or changing the wireless router settings, see the wireless router manual or contact its manufacturer.
- If you connect a device and the printer using Wireless Direct, Internet connection may become unavailable depending on your environment. In that case, web services for the printer cannot be used.



- In Wireless Direct mode, you can connect up to five devices at the same time. If you try to connect a sixth device while five devices are already connected, an error will appear.  
If an error appears, disconnect a device that does not use the printer, then configure settings again.
- Devices connected to the printer using Wireless Direct cannot communicate with each other.
- Firmware updates for the printer are not available while using Wireless Direct.
- When a device has been connected to the printer without using a wireless router and you want to set it up again using the same connection method, disconnect it first. Disable the connection between the device and printer in the Wi-Fi setting screen.

## **Network Connection Tips**

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- **Default Network Settings**
- **Detect Same Printer Name**
- **Connects to Another Computer via LAN/Changes from USB to LAN Connection**
- **Printing Network Settings**
- **Reconfiguration Method of Wi-Fi Connection**

## Default Network Settings

### LAN Connection Defaults

Item	Default
Enable/Disable LAN	Disable LAN
SSID	BJNPSETUP
Wi-Fi security	Disable
IP address (IPv4)	Auto setup
IP address (IPv6)	Auto setup
Set printer name*	XXXXXXXXXXXX
Enable/disable IPv6	Enable
Enable/disable WSD	Enable
Timeout setting	15 minutes
Enab./disab. Bonjour	Enable
Service name	Canon E4200 series
LPR setting	Active
RAW protocol	Active
LLMNR	Active

("XX" represents alphanumeric characters.)

\* Default value depends on printer. To check value, use operation panel.

■ [LAN settings](#)

### Wireless Direct Defaults

Item	Default
Network name (SSID) for wireless direct	DIRECT-abXX-E4200series *1
WL Direct dev. name	DIRECT-abXX-E4200series *1
Password	YYYYYYYYYY *2
Security method	<b>WPA2-PSK (AES)</b>
Confirm request	Displayed

\*1 "ab" is specified at random and "XX" represents last two digits of printer's MAC address. (The value is specified when the printer is turned on for the first time.)

\*2 The password is specified automatically when the printer is turned on for the first time.

## Detect Same Printer Name

When the printer is detected during setup, plural printers with the same name may appear on the results screen.

Select a printer with checking the printer settings against those on detection result screen.

- For Windows:

Check the printer's MAC address or serial to select the correct printer from the results.

- For macOS:

The printer names appear with the MAC address added at the end or as the printer name specified by Bonjour.

Check identifiers such as the MAC address, the printer name specified by Bonjour, and the printer's serial number to select the printer from among those that appear.

### ▶▶▶ Note

- Serial number may not appear on result screen.

To check the printer's MAC address and the serial number, print out the network settings information.

- [Printing Network Settings](#)

### ▶▶▶ Note

- You can check the serial number by displaying on the LCD.

- [System information](#)

## Connects to Another Computer via LAN/Changes from USB to LAN Connection

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■ [For Windows:](#)

■ [For macOS:](#)

### For Windows:

To add a computer to connect to the printer on a LAN or to change from USB to LAN connection, perform setup using the Setup CD-ROM or from the web page.

### For macOS:

To connect an additional computer to the printer via LAN, or to change from USB to LAN connection, perform setup from the web page.

## Printing Network Settings

Use the operation panel to print the printer's current network settings.

### »» Important

- The network settings printout contains important information about your network. Handle it with care.

1. [Check that printer is turned on.](#)
2. [Load two sheets of A4 or Letter-sized plain paper.](#)
3. Press **Setup** button.  
The **Setup menu** screen appears.
4. Select **Device settings** and press **OK** button.
5. Select **LAN settings** and press **OK** button.
6. Select **Print LAN details** and press **OK** button.

The printer starts printing the network setting information.

The following information on the printer's network setting is printed out. (Some setting values are not displayed depending on the printer settings.)

Item Number	Item	Description	Setting
1	Product Information	Product information	—
1-1	Product Name	Product name	XXXXXXXXXX
1-2	ROM Version	ROM version	XXXXXXXXXX
1-3	Serial Number	Serial number	XXXXXXXXXX
2	Network Diagnostics	Network diagnostics	—
2-1	Diagnostic Result	Diagnostic result	XXXXXXXXXX
2-2	Result Codes	Result codes	XXXXXXXXXX
2-3	Result Code Details	Result code details	<a href="http://canon.com/ijnwt">http://canon.com/ijnwt</a>
3	Wireless LAN	Wireless LAN	Enable/Disable
3-2	Infrastructure	Infrastructure	Enable/Disable
3-2-1	Signal Strength	Signal strength	0 to 100 [%]
3-2-2	Link Quality	Link quality	0 to 100 [%]

3-2-3	Frequency	Frequency	XX (GHz)
3-2-4	MAC Address	MAC address	XX:XX:XX:XX:XX:XX
3-2-5	Connection	Connection status	Active/Inactive
3-2-6	SSID	SSID	Wireless LAN network name (SSID)
3-2-7	Channel	Channel	XX (1 to 13)
3-2-8	Encryption	Encryption method	None/WEP/TKIP/AES
3-2-9	WEP Key Length	WEP key length (bits)	Inactive/128/64
3-2-10	Authentication	Authentication method	None/auto/open/shared/WPA-PSK/WPA2-PSK
3-2-11	TCP/IPv4	TCP/IPv4	Enable
3-2-12	IP Address	IP address	XXX.XXX.XXX.XXX
3-2-13	Subnet Mask	Subnet mask	XXX.XXX.XXX.XXX
3-2-14	Default Gateway	Default gateway	XXX.XXX.XXX.XXX
3-2-15	TCP/IPv6	TCP/IPv6	Enable/Disable
3-2-16	Link Local Address	Link local address	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-17	Link Local Prefix Length	Link local prefix length	XXX
3-2-18	Stateless Address1	Stateless address 1	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-19	Stateless Prefix Length1	Stateless prefix length 1	XXX
3-2-20	Stateless Address2	Stateless address 2	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-21	Stateless Prefix Length2	Stateless prefix length 2	XXX
3-2-22	Stateless Address3	Stateless address 3	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-23	Stateless Prefix Length3	Stateless prefix length 3	XXX
3-2-24	Stateless Address4	Stateless address 4	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-25	Stateless Prefix Length4	Stateless prefix length 4	XXX



3-2-26	Default Gateway1	Default gateway 1	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-27	Default Gateway2	Default gateway 2	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-28	Default Gateway3	Default gateway 3	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-29	Default Gateway4	Default gateway 4	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-33	IPsec	IPsec setting	Active
3-2-34	Security Protocol	Security method	ESP/ESP & AH/AH
3-3	Wireless Direct	Operation mode for Wireless Direct	Enable/Disable
3-3-1	MAC Address	MAC address	XX:XX:XX:XX:XX:XX
3-3-2	Connection	Connection status	Active/Inactive
3-3-3	SSID	SSID	Wireless Direct network name (SSID)
3-3-4	Password	Password	Wireless Direct password (10 alphanumeric characters)
3-3-5	Channel	Channel	3
3-3-6	Encryption	Encryption method	AES
3-3-7	Authentication	Authentication method	WPA2-PSK
3-3-8	TCP/IPv4	TCP/IPv4	Enable
3-3-9	IP Address	IP address	XXX.XXX.XXX.XXX
3-3-10	Subnet Mask	Subnet mask	XXX.XXX.XXX.XXX
3-3-11	Default Gateway	Default gateway	XXX.XXX.XXX.XXX
3-3-12	TCP/IPv6	TCP/IPv6	Enable/Disable
3-3-13	Link Local Address	Link local address	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-3-14	Link Local Prefix Length	Link local prefix length	XXX
3-3-15	IPsec	IPsec setting	Active
3-3-16	Security Protocol	Security method	–
5	Other Settings	Other settings	–

5-1	Printer Name	Printer name	Printer name (Up to 15 alphanumeric characters)
5-2	Wireless Direct Dev-Name	Device name for wireless direct	Device name for wireless direct (Up to 32 alphanumeric characters)
5-4	WSD Printing	WSD printing setting	Enable/Disable
5-5	WSD Timeout	Timeout	1/5/10/15/20 [min]
5-6	LPD Printing	LPD printing setting	Enable/Disable
5-7	RAW Printing	RAW printing setting	Enable/Disable
5-9	Bonjour	Bonjour setting	Enable/Disable
5-10	Bonjour Service Name	Bonjour service name	Bonjour service name (Up to 52 alphanumeric characters)
5-11	LLMNR	LLMNR setting	Enable/Disable
5-12	SNMP	SNMP setting	Enable/Disable
5-14	DNS Server	Obtain DNS server address automatically	Auto/Manual
5-15	Primary Server	Primary server address	XXX.XXX.XXX.XXX
5-16	Secondary Server	Secondary server address	XXX.XXX.XXX.XXX
5-17	Proxy Server	Proxy server setting	Enable/Disable
5-18	Proxy Address	Proxy address	XXXXXXXXXXXXXXXXXXXXXX
5-19	Proxy Port	Proxy port specification	1 to 65535
5-20	Cert. Fingerprt(SHA-1)	Certificate fingerprint(SHA-1)	xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx
5-21	Cert. Fingerprt(SHA-256)	Certificate fingerprint(SHA-256)	xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx

("XX" represents alphanumeric characters.)

## Reconfiguration Method of Wi-Fi Connection

Follow either procedure below to change Wi-Fi connection method (infrastructure or Wireless Direct).

- **For Windows:**

- Redo setup using the Setup CD-ROM or from the web page.
- Perform settings on the **Network Settings** screen on IJ Network Device Setup Utility.

### »» Important

- Before you perform settings using IJ Network Device Setup Utility, turn on Easy wireless connect mode on the printer following the procedure below.

1. [Check that printer is turned on.](#)

2. Press **Setup** button.

The **Setup menu** screen appears.

3. Select **Wi-Fi setup** and press **OK** button.

4. Select **Easy Wi-Fi connect** and press **OK** button.

Follow instructions on your smartphone or tablet.

5. If message saying setup is completed appears, press **OK** button.

- **For macOS:**

Redo setup from the web page.

## **IJ Network Device Setup Utility (Windows)**

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- ▶ **IJ Network Device Setup Utility**
- ▶ **Starting Up IJ Network Device Setup Utility**
- ▶ **Diagnosing and Repairing Network Settings**
- ▶ **Performing/Changing Network Settings**
- ▶ **List of Models Which Does Not Support Diagnosis and Repair Function**

## IJ Network Device Setup Utility

IJ Network Device Setup Utility allows you to diagnose or repair the network status, and to perform printer settings on network.

Use IJ Network Device Setup Utility for:

- Searching printers on network and performing initial network setup for detected printers
- Performing initial network setup by connecting the printer and computer using a USB cable (Not available for some models)
- Changing printer network settings
- Diagnosing the settings of the printer and those of computer on which IJ Network Device Setup Utility is installed if anything is wrong with connection. In addition, IJ Network Device Setup Utility repairs the status of the printer and computer (Not available for some models).

### »» Important

- Depending on the printer you are using, an administrator password is already specified for the printer at the time of purchase. When you change the network settings, authentication by the administrator password is required.

For details:

#### ■ Administrator Password

For improving security, we recommend to change the administrator password.

#### ■ Change Administrator Password

- To use the printer over LAN, make sure you have the equipment necessary for the connection type, such as a wireless router or a LAN cable.
- When you install IJ Network Device Setup Utility, disable block function of firewall.
- Do not change network settings using IJ Network Device Setup Utility while printing is in progress.

## Starting Up IJ Network Device Setup Utility

Start up IJ Network Device Setup Utility as shown below.

- In Windows 10, select **Start > (All apps > ) > Canon Utilities > IJ Network Device Setup Utility**.
- In Windows 8.1 or Windows 8, select **IJ Network Device Setup Utility** on the **Start** screen to start IJ Network Device Setup Utility. If **IJ Network Device Setup Utility** is not displayed on the **Start** screen, select the **Search** charm and search for "IJ Network Device Setup Utility".
- In Windows 7 or Windows Vista, click **Start** and select **All Programs, Canon Utilities, IJ Network Device Setup Utility**, and then **IJ Network Device Setup Utility**.

When you start up IJ Network Device Setup Utility, a message appears. Check the message and select **Yes**. The screen below appears.



Select **Diagnose and Repair** or **Printer Network Setup** on the displayed screen.

- If you select **Diagnose and Repair**:
  - [Diagnosing and Repairing Network Settings](#)
- If you select **Printer Network Setup**:
  - [Performing/Changing Network Settings](#)

## Diagnosing and Repairing Network Settings

IJ Network Device Setup Utility diagnoses and repairs computer settings or connection between the computer and printer when a problem (e.g. cannot print from a printer on the network) occurs.

### ▶▶▶ Important

- Some models do not support diagnosis and repair function.

For details:

- [List of Models Which Does Not Support Diagnosis and Repair Function](#)

Follow the procedure below.

1. [Start up IJ Network Device Setup Utility.](#)
2. Check the displayed message and select **Yes**.
3. Select **Diagnose and Repair** on the displayed screen.

Perform operations following the instructions on the screen.

### ▶▶▶ Note

- This function checks the following items:
  - whether the computer is connected to the router
  - whether a web page on the Internet can be viewed
  - whether the printer can be detected on the network
  - whether the signal strength or communication level is sufficient (when using Wi-Fi)
  - whether the printer port setting matches with the network setting

## **Performing/Changing Network Settings**

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- ▶ **Canon IJ Network Device Setup Utility Screen**
- ▶ **Performing Network Settings**

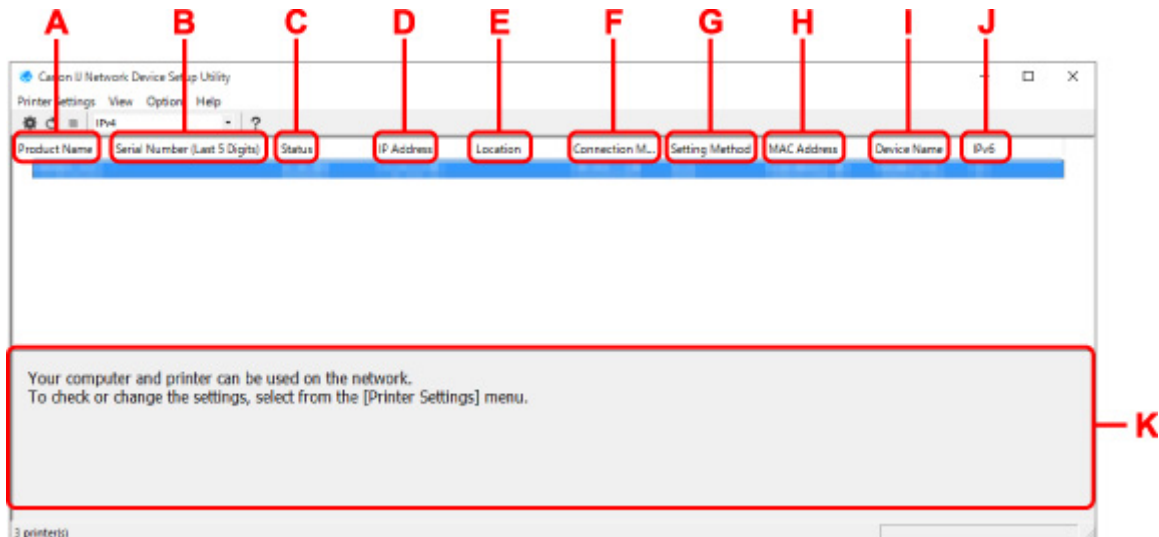


# Canon IJ Network Device Setup Utility Screen

- [Items on Canon IJ Network Device Setup Utility Screen](#)
- [Menus on Canon IJ Network Device Setup Utility Screen](#)
- [Items on Canon IJ Network Device Setup Utility Screen Toolbar](#)

## Items on Canon IJ Network Device Setup Utility Screen

The screen below appears when you start up IJ Network Device Setup Utility and select **Printer Network Setup**. Detected printers are listed on the screen and the items below are shown.




### A: Product Name

Displays the product name of detected printer. The icon below appears on the left if the printer cannot be used.

: Appears when the printer requires setup or has not been configured.

: Appears when the IP address is duplicated to another printer.

: Appears when you cannot communicate with the printer.

### ▶▶▶ Note

- If a printer you want to use is not detected, try to set the criteria for printer search.
  - [Setting Criteria for Printer Search/Searching Specific Printer](#)
- Right-clicking a printer displays setting items or items to confirm.

### B: Serial Number (Last 5 Digits)

Displays the last five digits of printer's serial number.

### C: Status

Displays the printer status as shown below.

#### • Available

Indicates the printer is available.

#### • Setup Completed

Appears after performing network setup and clicking **Set** to close the window.

- **Requires Setup**

Indicates the printer is required to perform Wi-Fi setup.

- [Performing/Changing Wi-Fi Settings](#)

- **Not Set**

Indicates the printer cannot be used on network, or IPv6 is disabled. Specify an IP address or enable IPv6 on **Network Settings...**

- [Performing/Changing Wi-Fi Settings](#)

- **IP Address Overlap**

Indicates the IP address is duplicated to another printer.

- **Unknown**

Indicates the printer recognized as **Available** in the past cannot be used currently.

▶▶▶ **Note**

- If **USB** is selected from the pulldown menu on the toolbar, nothing is displayed.

**D: IP Address**

Displays the printer IP address. Nothing is displayed if the printer status is **Requires Setup**.

▶▶▶ **Note**

- If **USB** is selected from the pulldown menu on the toolbar, "-" is displayed.

**E: Location**

Displays the printer location if it is registered. Nothing is displayed if the printer status is **Requires Setup**.

▶▶▶ **Note**

- If **USB** is selected from the pulldown menu on the toolbar, nothing is displayed.

- [Assigning Printer Information](#)

**F: Connection Method**

Displays printer connection method (wired LAN, Wi-Fi, or USB).

▶▶▶ **Note**

- If **USB** is selected from the pulldown menu on the toolbar, **USB** is displayed.
- If the printer supports both of the LAN connection methods, the printer is recognized as two printers and they are displayed separately. (The same numbers are displayed on **Serial Number (Last 5 Digits)**.)
- If the printer does not support wired LAN, wired LAN is not displayed.
- If you are using IJ Network Device Setup Utility on the computer which does not support Wi-Fi, Wi-Fi is not displayed.

**G: Setting Method**

Displays printer setting method.

- **Auto**

Appears if the printer is used by IP address specified automatically.

- **Manual**

Appears if the printer is used by IP address specified manually.

▶▶▶ **Note**

- If **USB** is selected from the pulldown menu on the toolbar, "-" is displayed.

#### H: MAC Address

Displays the MAC address of the detected printer.

▶▶▶ **Note**

- If **USB** is selected from the pulldown menu on the toolbar, "-" is displayed.

#### I: Device Name

Displays the printer device name if it is registered.

▶▶▶ **Note**

- If **USB** is selected from the pulldown menu on the toolbar, nothing is displayed.
- The printer with **Requires Setup** displayed on **Status** is not displayed.

■ [Assigning Printer Information](#)

#### J: IPv6

**On** appears when an IPv6 address is assigned for the printer.

▶▶▶ **Note**

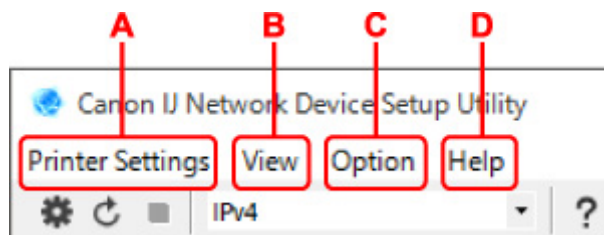
- If **USB** is selected from the pulldown menu on the toolbar, "-" is displayed.

#### K: Displays the printer status and operation guides.

Selecting a printer from the printer list displays its current status and what to do next.

## Menus on Canon IJ Network Device Setup Utility Screen

This section describes menus on **Canon IJ Network Device Setup Utility** screen.



#### A: Printer Settings menu

- Printer Settings Menu

#### B: View menu

- View Menu

#### C: Option menu

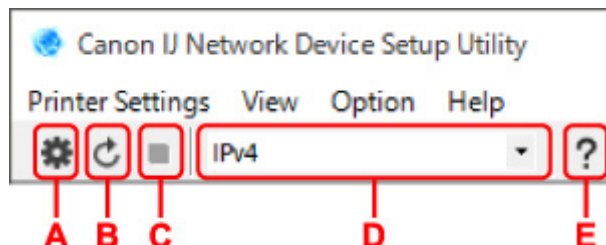
- Option Menu

## D: Help menu

- Help Menu

## Items on Canon IJ Network Device Setup Utility Screen Toolbar

This section describes items on **Canon IJ Network Device Setup Utility** Screen toolbar.



### A: Perform wired or Wi-Fi setup.

#### ▶▶▶ Note

- This item has the same function as **Network Settings...** in the **Printer Settings** menu.

### B: Redetects printers.

#### ▶▶▶ Note

- This item has the same function as **Update** in the **View** menu.

### C: Stops detecting printers.

#### ▶▶▶ Note

- This item has the same function as **Cancel** in the **View** menu.

### D: Switches the printer list. (IPv4, IPv6, or USB printers)

#### ▶▶▶ Note

- This item has the same function as **Switch View** in the **View** menu.
- You can also display the USB connected printer list. (Not available for some models.) In this case, select **USB**.

### E: Displays this guide.

#### ▶▶▶ Note

- This item has the same function as **Online Manual** in the **Help** menu.

## **Performing Network Settings**

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- **Performing/Changing Wired LAN Connection (Ethernet Cable) Settings**
- **Performing/Changing Wi-Fi Settings**
- **Assigning Printer Information**

## Performing/Changing Wired LAN Connection (Ethernet Cable) Settings

Follow the procedure below to perform/change wired LAN settings.

### ▶▶▶ Note

- For some models, you can perform network setup for a USB connected printer using IJ Network Device Setup Utility. Select **USB** on **Switch View** under the **View** menu to display printers for which you can perform setup.

1. [Start up IJ Network Device Setup Utility.](#)

2. Check the displayed message and select **Yes**.

3. Select **Printer Network Setup** on the displayed screen.

Detected printers are listed.

4. Select printer to perform/change settings from printer list.

Select the printer with **Wired LAN** displayed on **Connection Method** and **Available** displayed on **Status** to perform settings.

You can perform settings for a printer with **Available** not displayed on **Status** via USB connection.


To perform setup for a USB connected printer, select **USB** from the pulldown menu on the toolbar and select the printer to perform/change settings.

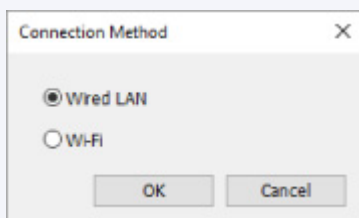
5. Select **Network Settings...** on **Printer Settings** menu.

The **Confirm Printer Password** screen appears.

For more on the password, refer to Administrator Password.

### ▶▶▶ Note

- Clicking the  icon allows you to perform/change settings.
- If you select a USB connected printer on step 4, the screen below appears after the **Confirm Printer Password** screen appears



Select **Wired LAN** and click **OK**.

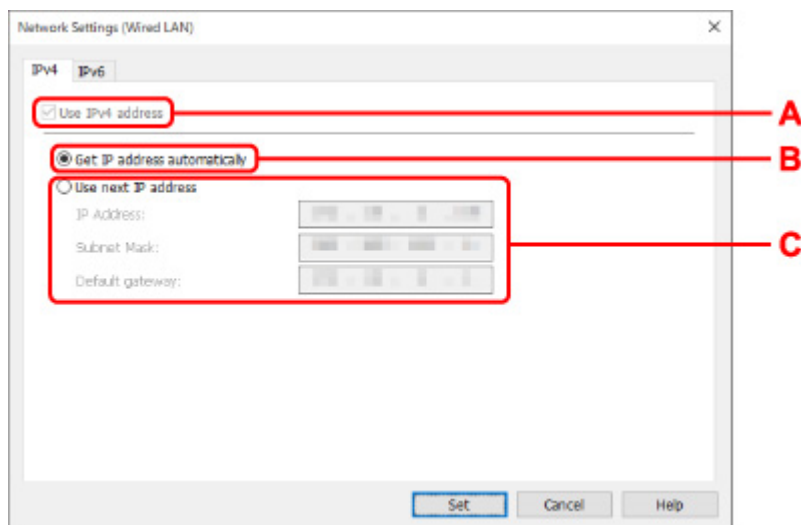
6. Enter password and click **OK**.

The **Network Settings** screen appears.

## 7. Perform/change settings.

You can switch the screen between IPv4 and IPv6. Click the tab to switch the protocol.

- IPv4 settings



### A: Use IPv4 address

Always selected. (displayed in a gray out state)

### B: Get IP address automatically

Select this option to use an IP address automatically assigned by a DHCP server. DHCP server functionality must be enabled on your router.

### C: Use next IP address

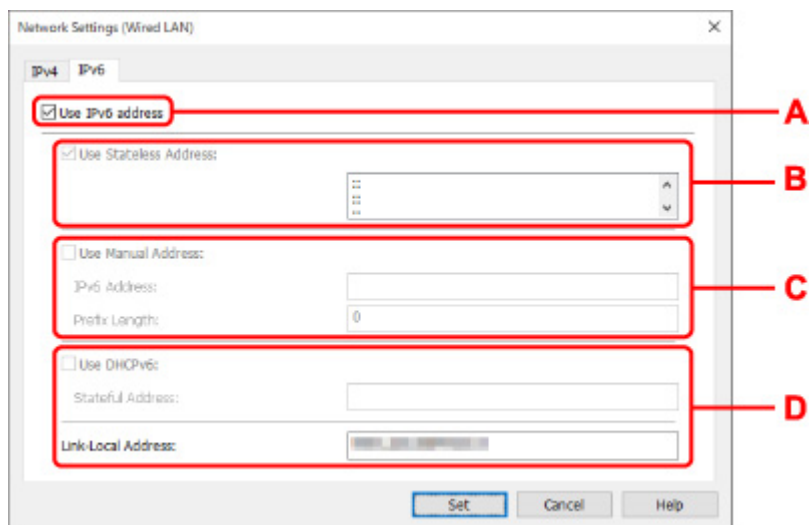
Select this option if no DHCP server functionality is available in your setup where you use the printer, or you want to use a fixed IP address.

Enter the IP address, subnet mask, and default gateway.

- IPv6 settings

## ▶▶▶ Note

- If **USB** is selected from the pulldown menu on the toolbar, you cannot perform IPv6 settings.



**A: Use IPv6 address**

Select when you use the printer with IPv6 environment.

**B: Use Stateless Address:**

Select when you use an IP address assigned automatically. Use a router compatible with IPv6.

**»» Note**

- This setting item is not available depending on the printer you are using.

**C: Use Manual Address:**

Select this option if no DHCP server functionality is available in your setup where you use the printer, or you want to use a fixed IP address.

Enter the IP address and IP address prefix length.

**»» Note**

- This setting item is not available depending on the printer you are using.

**D: Use DHCPv6:**

Select when you obtain an IP address using DHCPv6.

**»» Note**

- This setting item is not available depending on the printer you are using.

8. Click **Set**.



## Performing/Changing Wi-Fi Settings

Follow the procedure below to perform/change Wi-Fi settings.

### ▶▶▶ Important

- Enable Easy wireless connect (Cableless setup) before performing printer setup. (Not required if you change the IP address.) For details, search for "NR049" on your printer's online manual and see the page shown.
- If you use a printer over the Wi-Fi, we highly recommend you perform security settings for Wi-Fi network using WPA/WPA2 from the viewpoint of security.

### ▶▶▶ Note

- For some models, you can perform network setup for a USB connected printer using IJ Network Device Setup Utility. Select **USB** on **Switch View** under the **View** menu to display printers.

#### 1. [Start up IJ Network Device Setup Utility.](#)

#### 2. Check the displayed message and select **Yes**.

#### 3. Select **Printer Network Setup** on the displayed screen.

Detected printers are listed.

#### 4. Select printer to perform/change settings from printer list.

Select the printer with **Wi-Fi** displayed on **Connection Method** and **Available** or **Requires Setup** displayed on **Status** to perform settings.

You can perform settings for a printer with **Available** or **Requires Setup** not displayed on **Status** via USB connection.


To perform setup for a USB connected printer, select **USB** from the pulldown menu on the toolbar and select the printer to perform/change settings.

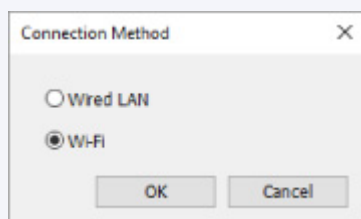
#### 5. Select **Network Settings...** on **Printer Settings** menu.

The **Confirm Printer Password** screen appears.

For more on the password, refer to Administrator Password.

### ▶▶▶ Note

- Clicking the  icon allows you to perform/change settings.
- If you select a USB connected printer on step 4 and the selected printer is compatible with wired LAN, the screen below appears after the **Confirm Printer Password** screen appears



Select **Wi-Fi** and click **OK**.

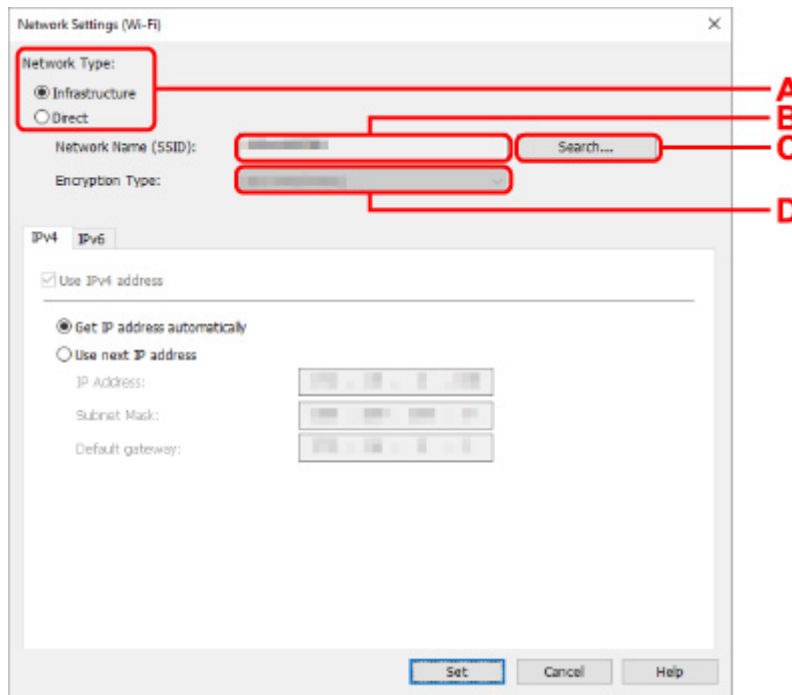
**6. Enter password and click **OK**.**

The **Network Settings** screen appears.

**7. Perform/change settings.**

You can switch the screen between IPv4 and IPv6. Click the tab to switch the protocol.

- IPv4/IPv6 settings



**A: Network Type:**

Select the Wi-Fi mode.

- **Infrastructure**

Connects the printer to the Wi-Fi with a wireless router.

- **Direct**

Connects the printer to wireless communication devices (smartphone or tablet) without a wireless router.

**➤➤➤ Note**

- If **Direct** is selected, all items are displayed in a gray out status and you cannot perform any settings.

In addition, you cannot connect to Internet from your computer depending on your operating environment.

**B: Network Name (SSID):**

The network name (SSID) of the Wi-Fi currently used is displayed.

The network name (SSID) for Wireless Direct appears while in Wireless Direct.

### C: Search...

The **Detected Wireless Routers** screen is displayed to select a wireless router to connect to. For a wireless router already connected to the computer, **Available** is displayed on **Communication Status**.

If you select a wireless router with **Not Connected** on **Communication Status** from the list, clicking **Set** displays the WPA/WPA2 or WEP setting screen for a wireless router.

- If WEP Details Screen Appears
- If WPA/WPA2 Details Screen Appears

### D: Encryption Type:

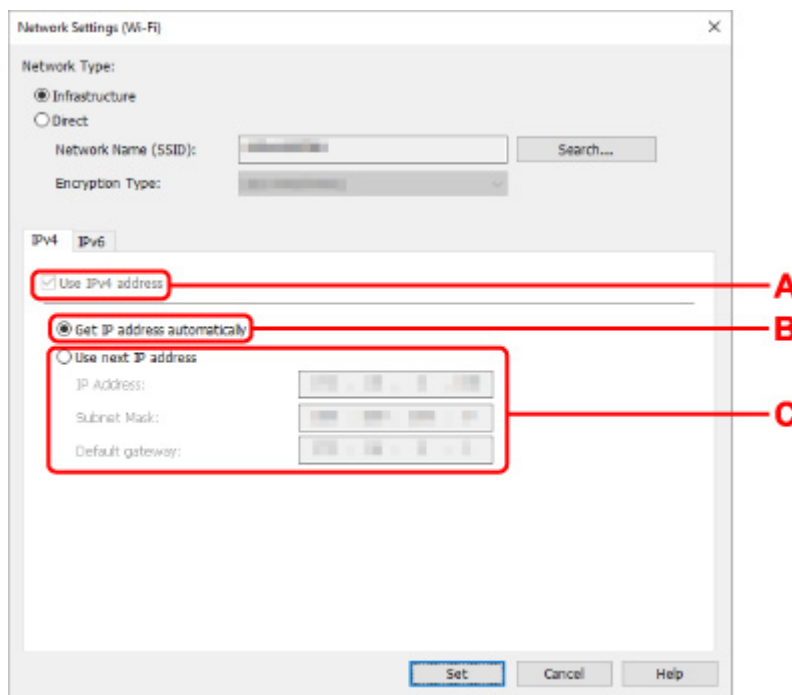
Displays the encryption method used over the Wi-Fi.

- IPv4 settings

### ▶▶ Note

- The setting items below are available only when **Infrastructure** is selected for **Network Type**:

If **Direct** is selected, all items are displayed in a gray out status and you cannot perform any settings.



#### A: Use IPv4 address

Always selected. (displayed in a gray out state)

#### B: Get IP address automatically

Select this option to use an IP address automatically assigned by a DHCP server. DHCP server functionality must be enabled on your router.

#### C: Use next IP address

Select this option if no DHCP server functionality is available in your setup where you use the printer, or you want to use a fixed IP address.

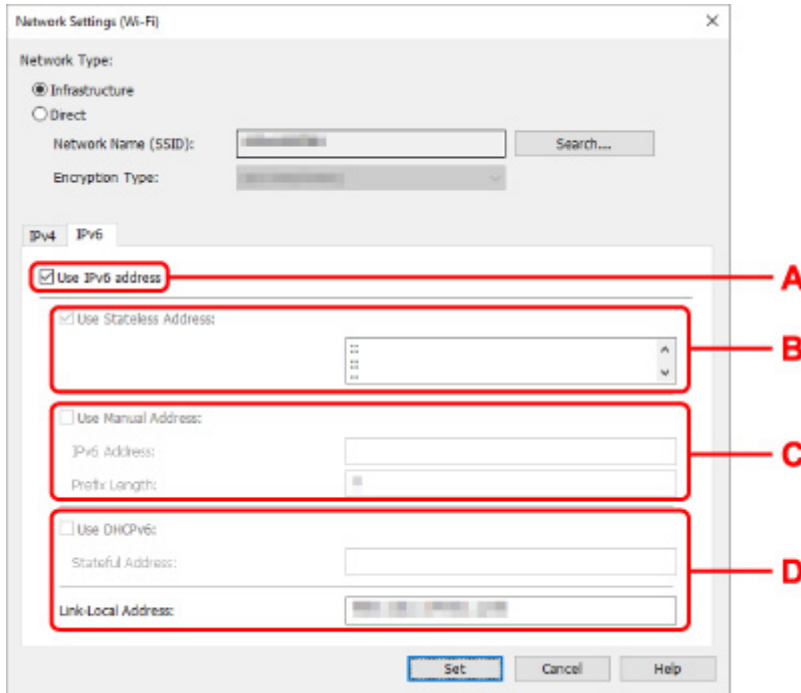
Enter the IP address, subnet mask, and default gateway.

- IPv6 settings

### ▶▶▶ Note

- If **USB** is selected from the pulldown menu on the toolbar, you cannot perform IPv6 settings.
- The setting items below are available only when **Infrastructure** is selected for **Network Type**:

If **Direct** is selected, all items are displayed in a gray out status and you cannot perform any settings.



#### A: Use IPv6 address

Select when you use the printer with IPv6 environment.

#### B: Use Stateless Address:

Select when you use an IP address assigned automatically. Use a router compatible with IPv6.

### ▶▶▶ Note

- This setting item is not available depending on the printer you are using.

#### C: Use Manual Address:

Select this option if no DHCP server functionality is available in your setup where you use the printer, or you want to use a fixed IP address.

Enter the IP address and IP address prefix length.

### ▶▶▶ Note

- This setting item is not available depending on the printer you are using.

#### D: Use DHCPv6:

Select when you obtain an IP address using DHCPv6.

**▶▶ Note**

- This setting item is not available depending on the printer you are using.

**8. Click Set.**

## Assigning Printer Information

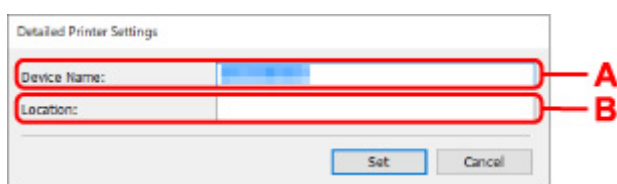
Follow the procedure below to assign/change printer location name or device name.

The names appear on **Device Name:** and **Location:** on the **Canon IJ Network Device Setup Utility** screen.

### ▶▶▶ Note

- If **USB** is selected from the pulldown menu on the toolbar, this setting item is not available.

1. [Start up IJ Network Device Setup Utility.](#)
2. Check the displayed message and select **Yes**.
3. Select **Printer Network Setup** on the displayed screen.  
Detected printers are listed.
4. Select printer to assign location name and device name.  
Select the printer with **Available** displayed on **Status**.
5. Select **Detailed Printer Settings...** on **Printer Settings** menu.  
The **Confirm Printer Password** screen appears.  
For more on the password, refer to Administrator Password.
6. Enter password and click **OK**.  
The **Detailed Printer Settings** screen appears.
7. Perform/change settings.



Detailed Printer Settings

Device Name:

Location:

Set Cancel

The setting items below are available.

**A: Device Name:**

Assigns the device name.

**B: Location:**

Assigns the location name.

8. Click **Set**.

## List of Models Which Does Not Support Diagnosis and Repair Function

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The following models does not support "Diagnose and Repair" function of IJ Network Device Setup Utility.

- G4000 series
- PRO-500 series
- PRO-1000 series
- MB2100 series
- MB2700 series
- MB5100 series
- MB5400 series
- iB4000 series
- PRO-520
- PRO-540
- PRO-540S
- PRO-560
- PRO-560S
- PRO-2000
- PRO-4000
- PRO-4000S
- PRO-6000
- PRO-6000S
- TS9000 series
- TS8000 series
- TS6000 series
- TS5000 series
- MG3000 series
- E470 series

## **Handling Paper, Originals, FINE Cartridges, etc.**

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- ▶ **Loading Paper**
- ▶ **Loading Originals**
- ▶ **Replacing a FINE Cartridge**



## **Loading Paper**

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- **Loading Plain Paper**
- **Loading Photo Paper**
- **Loading Envelopes**

## Loading Plain Paper

You can load plain paper.

### Important

- If you cut plain paper to a size of 5" x 7" (13 x 18 cm) or smaller to perform a trial print, it may cause a paper jam.

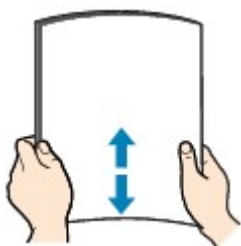
### Note

- You can use general copy paper or Canon Red Label Superior WOP111/Canon Océ Office Colour Paper SAT213.

For the page size and paper weight you can use for this printer, see [Supported Media Types](#).

### 1. Prepare paper.

Align the edges of paper. If paper is curled, flatten it.



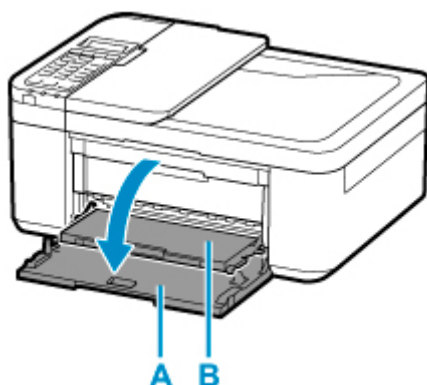
### Note

- Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams.
- If paper is curled, hold the curled corners and gently bend them in the opposite direction until the paper becomes completely flat.

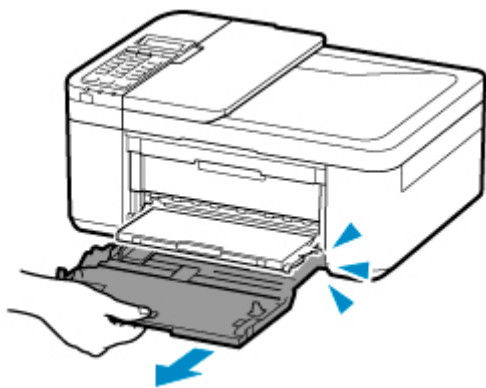
For details on how to flatten curled paper, see **Check3** in [Paper Is Smudged / Printed Surface Is Scratched](#).

### 2. Open the front cover (A) gently.

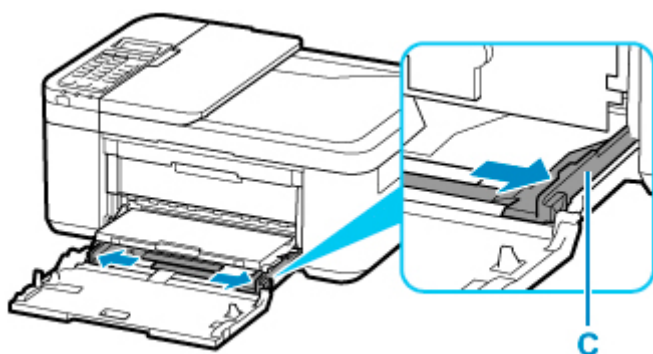
The paper output tray (B) opens.



3. Grab handle part of front cover and pull out cassette until it stops.

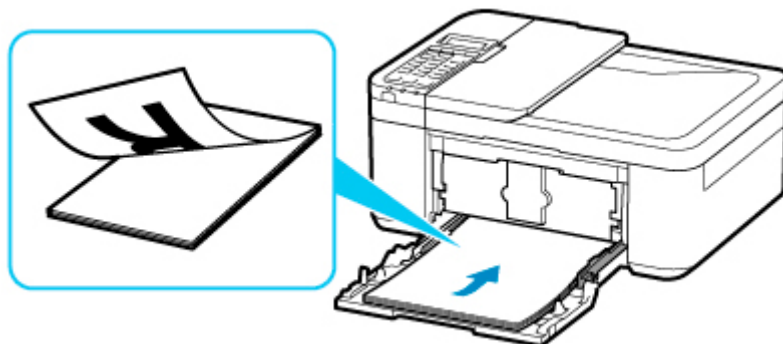


4. Use the right paper guide (C) to slide both paper guides all the way out.



5. Load paper stack in portrait orientation WITH PRINT SIDE FACING DOWN, and place it in center of cassette.

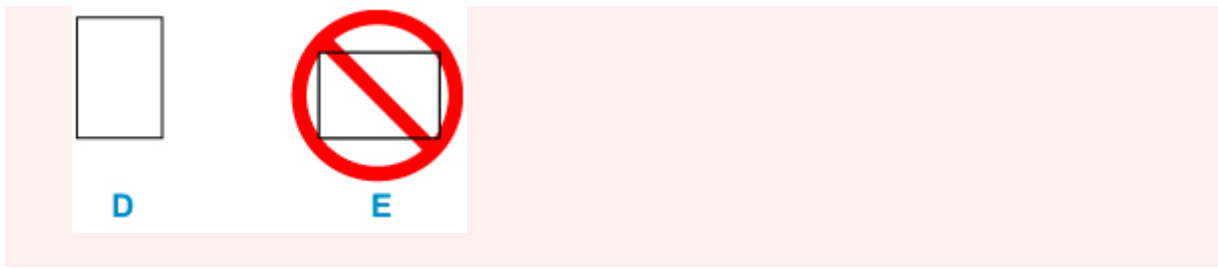
Push the paper stack all the way to the back of the cassette.



\* The above figure shows the printer with the paper output tray raised.

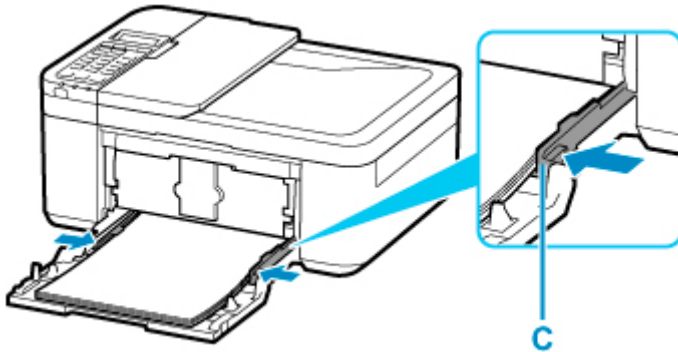
### ►► Important

- Always load paper in portrait orientation (D). Loading paper in landscape orientation (E) can cause paper jams.



6. Slide the right paper guide (C) to align the paper guides with both sides of the paper stack.

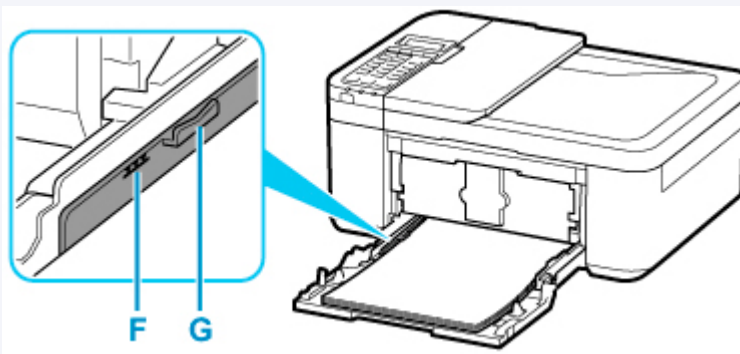
Do not slide the paper guides too hard against the paper. The paper may not be fed properly.



\* The above figure shows the printer with the paper output tray raised.

**▶▶▶ Note**

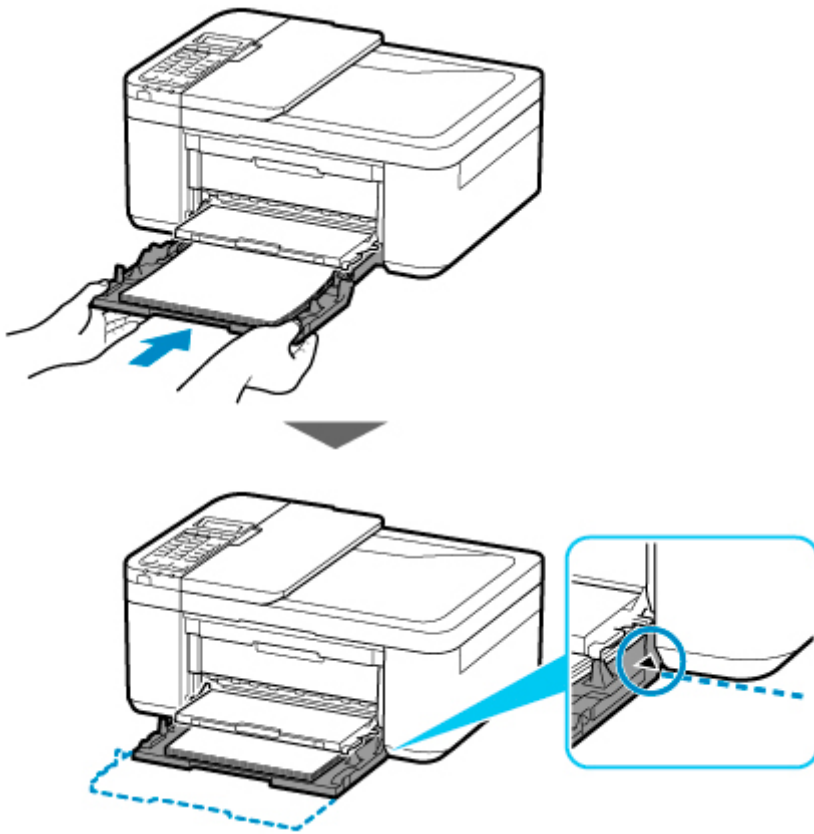
- Do not load sheets of paper higher than the load limit mark (F).
- Keep the paper stack height below the tabs (G) of the paper guides.



\* The above figure shows the printer with the paper output tray raised.

7. Grab right and left sides of front cover and push cassette back until arrow (▶) on front cover is aligned with edge of printer.

After pushing the cassette back properly, the paper information registration screen appears on the LCD.



8. Press the **OK** button.

Register the cassette pa  
[OK]Next

9. Use the ◀ ▶ button to select the size of the loaded paper in the cassette, then press the **OK** button.

Size: ◀ \*A4 ▶  
Type: \*PlusGlossyII

▶▶▶ **Note**

- The \* (asterisk) on the LCD indicates the current setting.

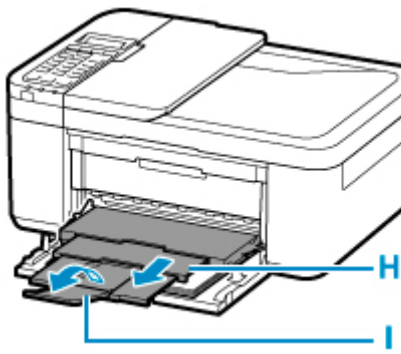
10. Use the ◀ ▶ button to select **Plain paper** and press the **OK** button.

Size: \*A4  
Type: Plain paper ▶

Follow the instructions of any messages displayed to register the paper information.

11. Pull the paper output support (H) out from the paper output tray.

12. Open the output tray extension (I).



### »» Note

- There are various types of paper, such as paper with a special surface coating for printing photos at optimal quality and paper suitable for documents. Each media type has specific preset settings (how ink is used and sprayed, distance from nozzles, etc.), that allow you to print to that type with optimal image quality. The wrong paper settings may cause poor printout color quality or scratches on the printed surface. If you notice blurring or uneven colors, increase the print quality setting and try printing again.
- To prevent incorrect printing, this printer has a function that detects whether the information set for the paper loaded matches the paper settings. Before printing, make paper settings in accordance with the paper information. When this function is enabled, an error message is displayed if these settings do not match to prevent incorrect printing. When this error message is displayed, check and correct the paper settings.

## Loading Photo Paper

You can load photo paper.

### ▶▶▶ Important

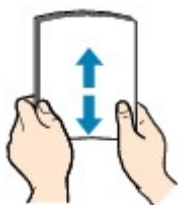
- If you cut plain paper to a size of 5" x 7" (13 x 18 cm) or smaller to perform a trial print, it may cause a paper jam.

### ▶▶▶ Note

- We recommend Canon genuine photo paper for printing photos.  
For details on the Canon genuine paper, see [Supported Media Types](#).

### 1. Prepare paper.

Align the edges of paper. If paper is curled, flatten it.

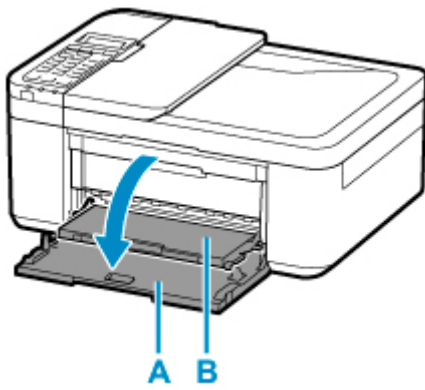


### ▶▶▶ Note

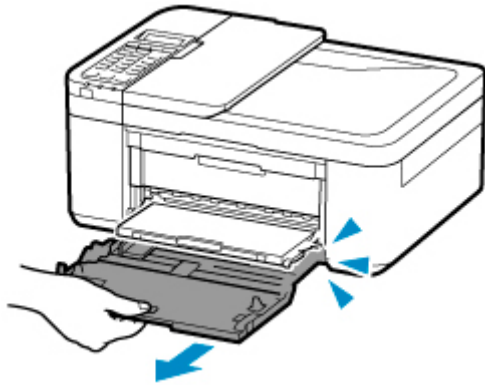
- Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams.
- If paper is curled, hold the curled corners and gently bend them in the opposite direction until the paper becomes completely flat.  
For details on how to flatten curled paper, see **Check3** in [Paper Is Smudged / Printed Surface Is Scratched](#).
- When using Photo Paper Plus Semi-gloss SG-201, even if the sheet is curled, load one sheet at a time as it is. If you roll up this paper to flatten, this may cause cracks on the surface of the paper and reduce the print quality.

### 2. Open the front cover (A) gently.

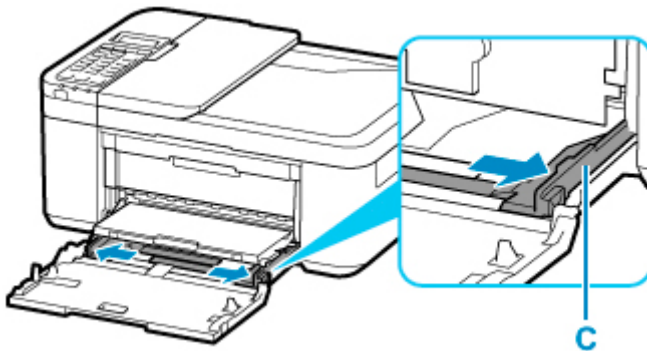
The paper output tray (B) opens.



3. Grab handle part of front cover and pull out cassette until it stops.



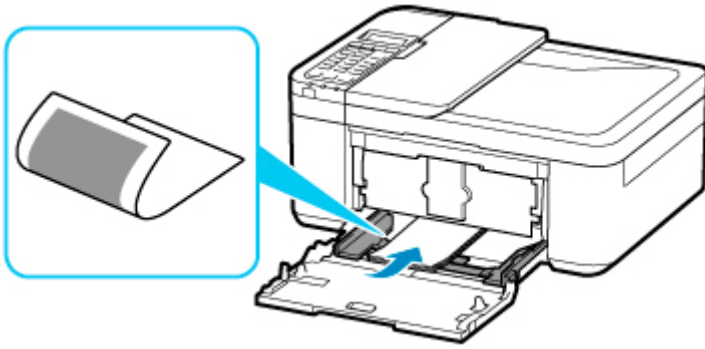
4. Use the right paper guide (C) to slide both paper guides all the way out.



5. Load paper stack in portrait orientation WITH PRINT SIDE FACING DOWN, and place it in center of cassette.

Push the paper stack all the way to the back of the cassette.





\* The above figure shows the printer with the paper output tray raised.

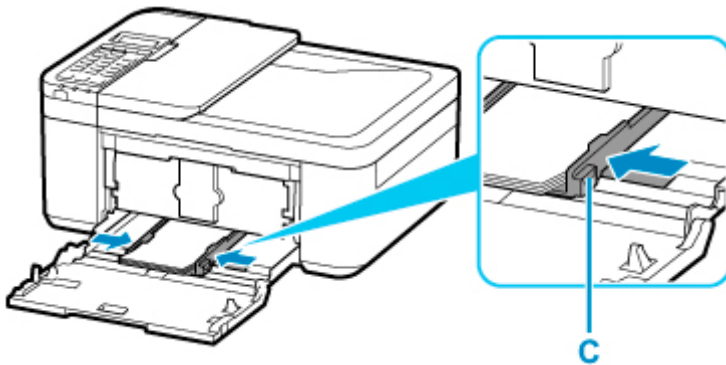
### »» Important

- Always load paper in portrait orientation (D). Loading paper in landscape orientation (E) can cause paper jams.



6. Slide the right paper guide (C) to align the paper guides with both sides of the paper stack.

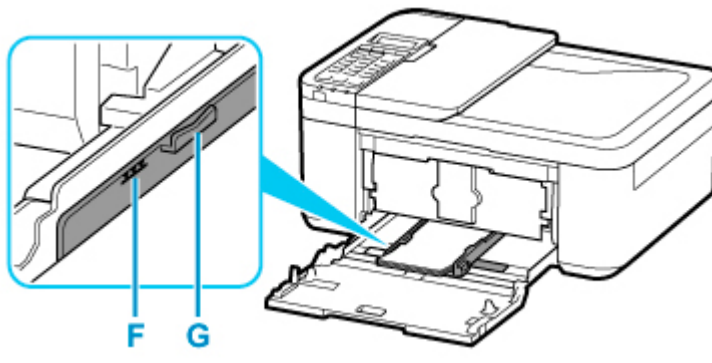
Do not slide the paper guides too hard against the paper. The paper may not be fed properly.



\* The above figure shows the printer with the paper output tray raised.

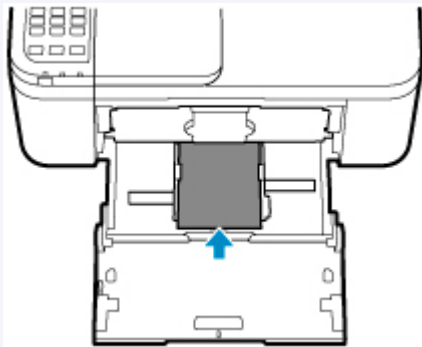
### »» Note

- Do not load sheets of paper higher than the load limit mark (F).
- Keep the paper stack height below the tabs (G) of the paper guides.



\* The above figure shows the printer with the paper output tray raised.

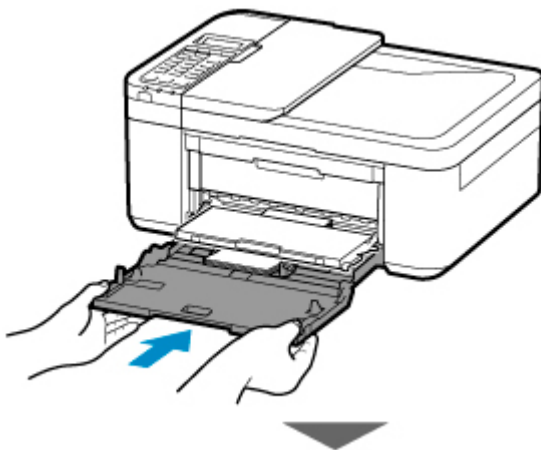
- Load small size paper, such as 4" x 6" (10 x 15 cm), by pushing it in all the way to the back of the cassette.

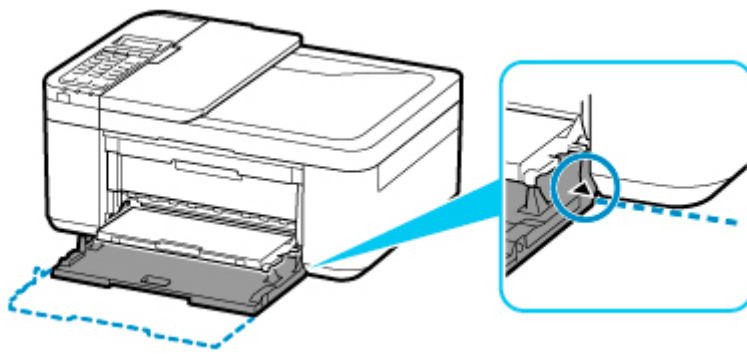


\* The above figure shows the printer with the paper output tray raised.

7. Grab right and left sides of front cover and push cassette back until arrow (▶) on front cover is aligned with edge of printer.

After pushing the cassette back properly, the printer makes an electronic sound and the paper information registration screen is displayed on the LCD.





8. Press the **OK** button.

Register the cassette pa  
[OK]Next

9. Use the ◀ ▶ button to select the size of the loaded paper in the cassette, then press the **OK** button.

Size: ◀ **KG/4"x6"** ▶  
Type: \*Plain paper

▶▶▶ **Note**

- The \* (asterisk) on the LCD indicates the current setting.

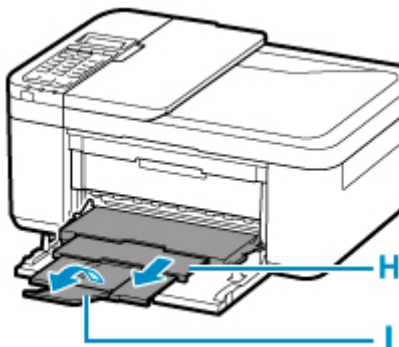
10. Use the ◀ ▶ button to select the type of the loaded paper in the cassette, then press the **OK** button.

Size: KG/4"x6"  
Type: ◀ **PlusGlossyII** ▶

Follow the instructions of any messages displayed to register the paper information.

11. Pull the paper output support (H) out from the paper output tray.

12. Open the output tray extension (I).



## »» Note

- There are various types of paper, such as paper with a special surface coating for printing photos at optimal quality and paper suitable for documents. Each media type has specific preset settings (how ink is used and sprayed, distance from nozzles, etc.), that allow you to print to that type with optimal image quality. The wrong paper settings may cause poor printout color quality or scratches on the printed surface. If you notice blurring or uneven colors, increase the print quality setting and try printing again.
- To prevent incorrect printing, this printer has a function that detects whether the information set for the paper loaded matches the paper settings. Before printing, make paper settings in accordance with the paper information. When this function is enabled, an error message is displayed if these settings do not match to prevent incorrect printing. When this error message is displayed, check and correct the paper settings.

## Loading Envelopes

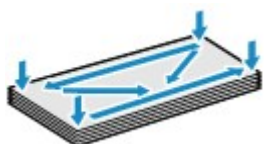
The address is automatically rotated and printed according to the envelope's direction by specifying with your computer properly.

### ►►► Important

- Printing of envelopes from the operation panel is not supported.
- Do not use the following envelopes. They could jam in the printer or cause the printer to malfunction.
  - Envelopes with an embossed or treated surface
  - Envelopes with a double flap
  - Envelopes whose gummed flaps are already moistened and adhesive

### 1. Prepare envelopes.

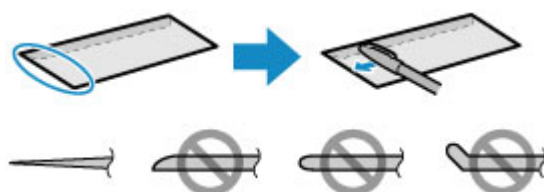
- Press down on all four corners and edges of the envelopes to flatten them.



- If the envelopes are curled, hold the opposite corners and gently twist them in the opposite direction.



- If the corner of the envelope flap is folded, flatten it.
- Use a pen to press the leading edge in the inserting direction flat and sharpen the crease.



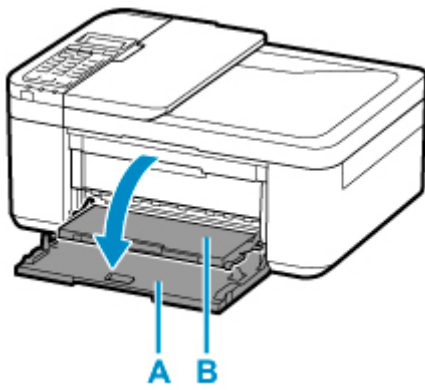
The figures above show a side view of the leading edge of the envelope.

### ►►► Important

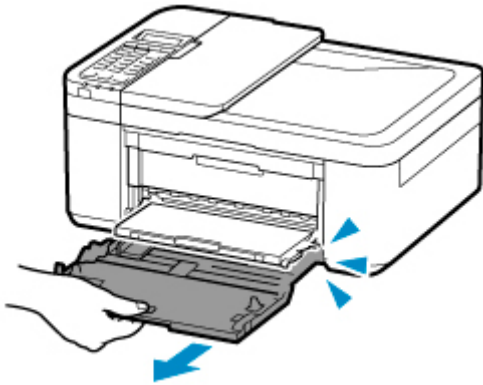
- The envelopes may jam in the printer if they are not flat or the edges are not aligned. Make sure that no curl or puff exceeds 0.12 inch (3 mm).

### 2. Open the front cover (A) gently.

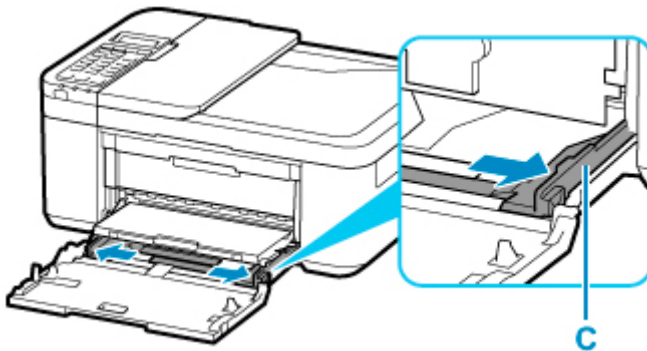
The paper output tray (B) opens.



3. Grab handle part of front cover and pull out cassette until it stops.



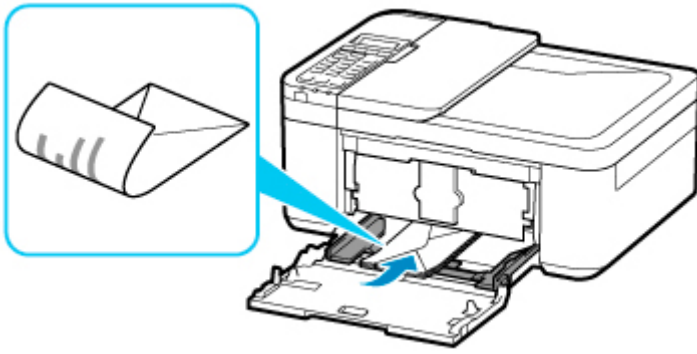
4. Use the right paper guide (C) to slide both paper guides all the way out.



5. Load the envelopes in the center of the cassette WITH THE PRINT SIDE FACING DOWN.  
Fold flap of the envelope and load the envelope in portrait orientation with the address side facing down.

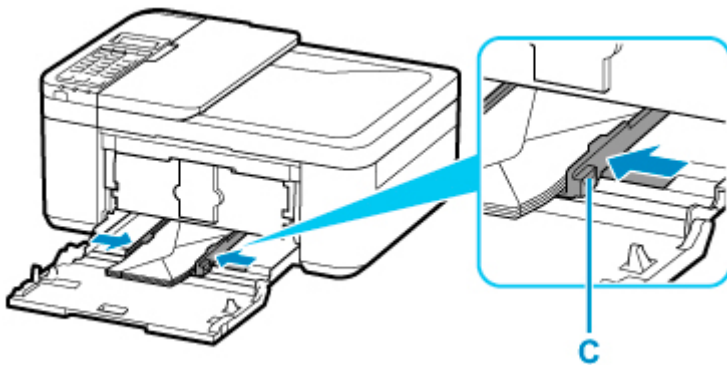


Push the envelopes all the way to the back of the cassette. Up to 5 envelopes can be loaded at once.



\* The above figure shows the printer with the paper output tray raised.

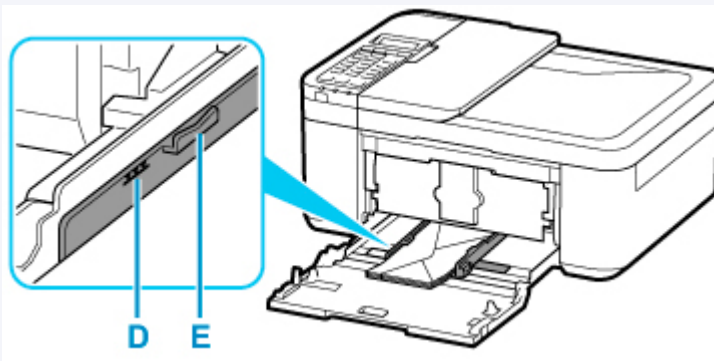
6. Slide the right paper guide (C) to align both paper guides with both sides of the envelopes. Do not slide the paper guides too hard against the envelopes. The envelopes may not be fed properly.



\* The above figure shows the printer with the paper output tray raised.

►►► **Note**

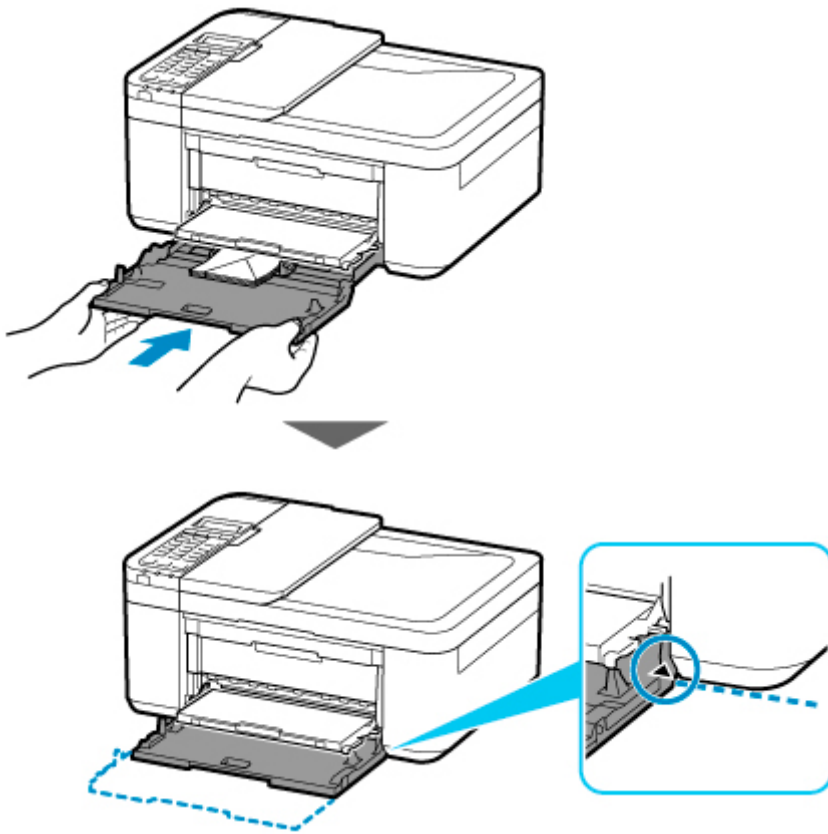
- Do not load envelopes higher than the load limit mark (D).
- Keep the envelope stack height below the tabs (E) of the paper guides.



\* The above figure shows the printer with the paper output tray raised.

7. Grab right and left sides of front cover and push cassette back until arrow (▶) on front cover is aligned with edge of printer.

After pushing the cassette back properly, the paper information registration screen appears on the LCD.



8. Press the **OK** button.

Register the cassette pa  
[OK]Next

9. Use ◀ ▶ button to select size of loaded envelopes in cassette and press **OK** button.

Size: ◀ Envelope DL ▶  
Type: \*Plain paper

▶▶▶ **Note**

- The \* (asterisk) on the LCD indicates the current setting.

10. Use ◀ ▶ button to select **Envelope** and press **OK** button.

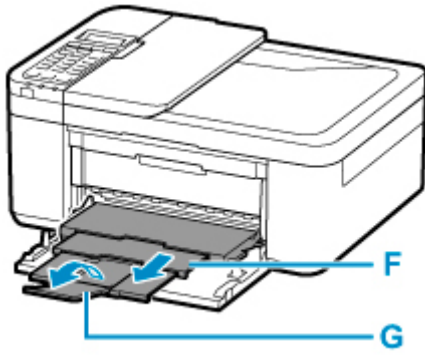
Size: Envelope DL  
Type: ◀ Envelope ▶

Follow the instructions of any messages displayed to register the paper information.

11. Pull the paper output support (F) out from the paper output tray.

12. Open the output tray extension (G).





### ▶▶ Note

- To prevent incorrect printing, this printer has a function that detects whether the information set for the paper loaded matches the paper settings. Before printing, make paper settings in accordance with the paper information. When this function is enabled, an error message is displayed if these settings do not match to prevent incorrect printing. When this error message is displayed, check and correct the paper settings.

## **Loading Originals**

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- **Where to Load Originals**
- **Loading Originals on Platen**
- **Loading Documents in the ADF (Auto Document Feeder)**
- **Loading Based on Use**
- **Supported Originals**

## Where to Load Originals

The printer has two positions to load originals: platen and ADF (Auto Document Feeder).

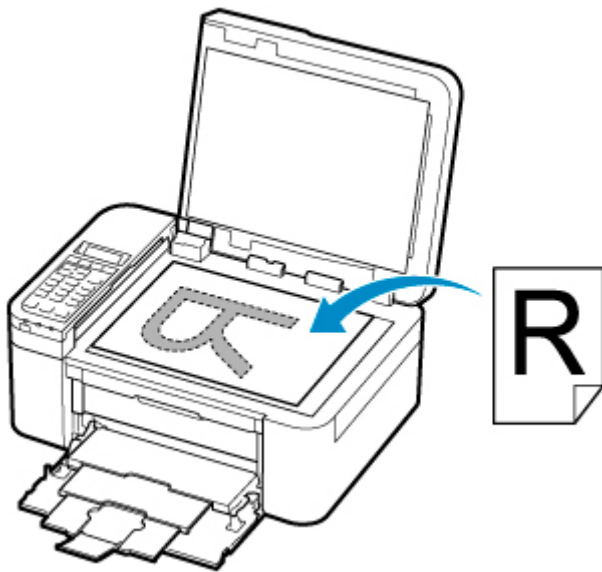
Select the position to load the original according to the size, type, or usage.

### ▶▶▶ Note

- For details on the supported originals, see below.

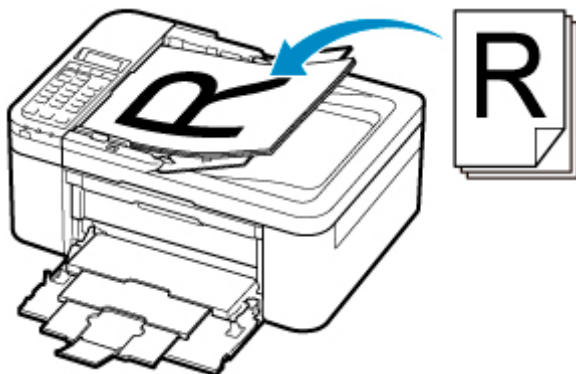
■ [Supported Originals](#)

## Loading Documents, Photos, or Book on Platen



## Loading Two or More Sheets of Document of the Same Size and Thickness in the ADF

You can also load a sheet of document in the ADF.



### ▶▶▶ Note

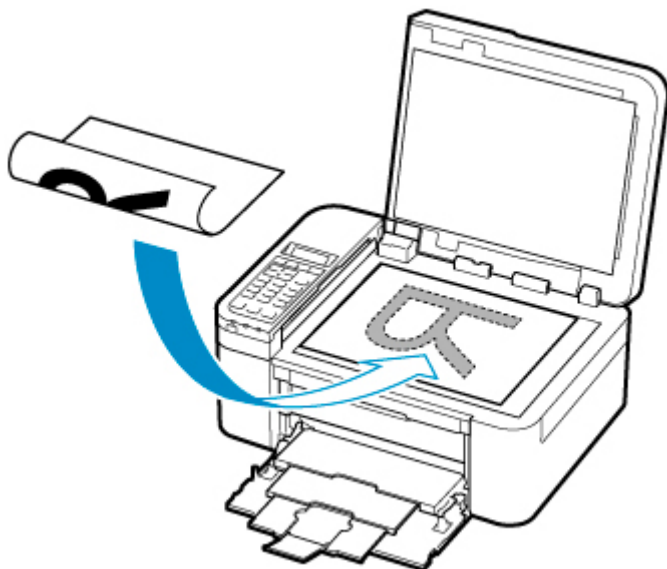
- To scan the original at optimum quality, load it on the platen.

## Loading Originals on Platen

1. Open the document cover.
2. Load original WITH SIDE TO SCAN FACING DOWN on platen.

■ [Loading Based on Use](#)

■ [Supported Originals](#)



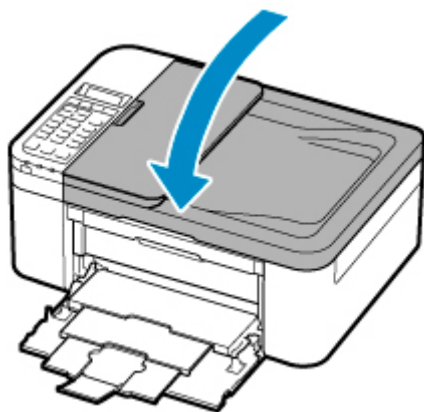
### ►► Important

- Be sure to observe the following when loading the original on the platen.

Failure to observe the following may cause the scanner to malfunction or the platen glass to break.

- Do not place any objects weighing 4.4 lb (2.0 kg) or more on the platen glass.
- Do not put any pressure of 4.4 lb (2.0 kg) or more on the platen glass, such as pressing down the original.

3. Close the document cover gently.



## **»» Important**

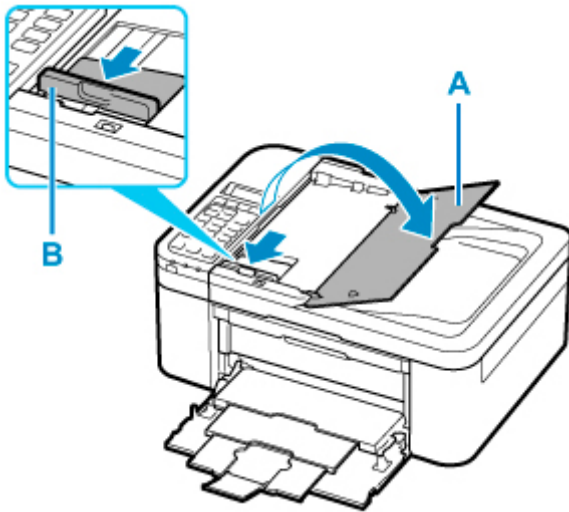
- After loading the original on the platen, be sure to close the document cover before starting to copy, fax, or scan.

## Loading Documents in the ADF (Auto Document Feeder)

### ▶▶▶ Note

- To scan a document at optimum quality, load it on the platen.

1. Make sure any original has been removed from platen.
2. Open document tray (A).
3. Slide the paper guides (B) all the way out.



4. Load document WITH SIDE TO SCAN FACING UP in document tray.

Insert the document until it stops.

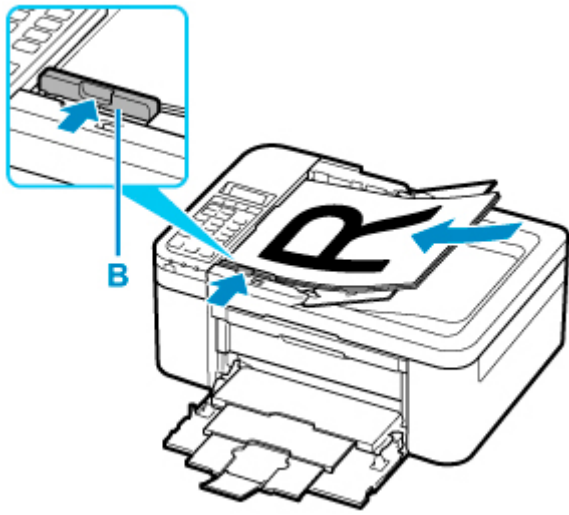
### ▶▶▶ Note

- For details on the supported originals, see below.

■ [Supported Originals](#)

5. Adjust document guide (B) to match width of document.

Do not slide the document guide too hard against the document. The document may not be fed properly.



## Loading Based on Use

Load the original in the correct position according to the function to use. If you do not load the original correctly, it may not be scanned properly.

Originals	Function	How to Load
Magazines, Newspapers, and Documents	<b>Copying or Faxing</b>	<ul style="list-style-type: none"> <li>■ <a href="#">Loading the Original to Be Aligned with the alignment mark</a></li> </ul>
	<b>Scanning by detecting the type and size of the original automatically</b> If you scan using the operation panel, press the <b>SCAN</b> button and select <b>Auto scan</b> for <b>Document type</b> .	
	<b>Scanning by specifying a standard size (A4, Letter, etc.)</b> If you scan using the operation panel, press the <b>SCAN</b> button, select <b>Document</b> or <b>Photo</b> for <b>Document type</b> , and then specify a standard size (A4, Letter, etc.) for <b>Scan size</b> .	
Photos, Postcards, Business Cards, and Disc (BD/DVD/CD)	<b>Scanning only one original</b> If you scan using the operation panel, follow the operation below. <ul style="list-style-type: none"> <li>• Press the <b>SCAN</b> button and select <b>Auto scan</b> for <b>Document type</b>.</li> <li>• Press the <b>SCAN</b> button, select <b>Photo</b> for <b>Document type</b>, and then specify <b>Auto scan(A) -Singl</b> for <b>Scan size</b>.</li> </ul>	<ul style="list-style-type: none"> <li>■ <a href="#">Loading Only One Original in Center of Platen</a></li> </ul>
	<b>Scanning two or more originals</b> If you scan using the operation panel, follow the operation below. <ul style="list-style-type: none"> <li>• Press the <b>SCAN</b> button and select <b>Auto scan</b> for <b>Document type</b>.</li> <li>• Press the <b>SCAN</b> button, select <b>Photo</b> for <b>Document type</b>, and then specify <b>Auto scan(A) -Multi</b> for <b>Scan size</b>.</li> </ul>	<ul style="list-style-type: none"> <li>■ <a href="#">Loading Two or More Originals on Platen</a></li> </ul>

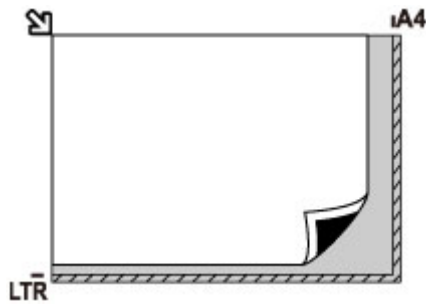
### ▶▶▶ Note

- For details on how to scan from the computer and how to load originals, see below.
  - For Windows:
    - [Scanning from Computer \(Windows\)](#)
  - For macOS:
    - [Scanning from Computer \(macOS\)](#)



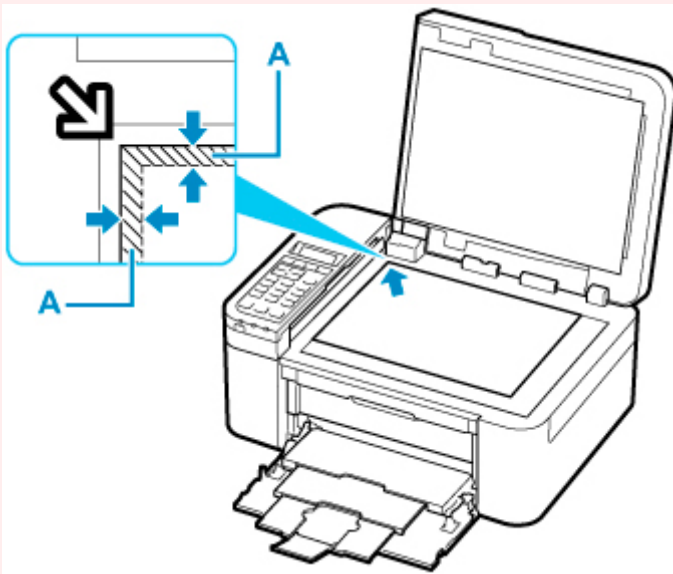
## Loading the Original to Be Aligned with the alignment mark

Place the original WITH THE SIDE TO SCAN FACING DOWN on the platen and align it with the alignment mark. Portions placed on the diagonally striped area cannot be scanned.



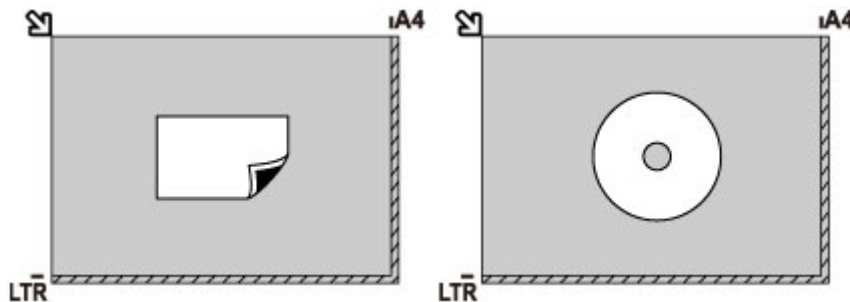
### Important

- The printer cannot scan the striped area (A) (0.04 inch (1 mm) from the edges of the platen glass).



## Loading Only One Original in Center of Platen

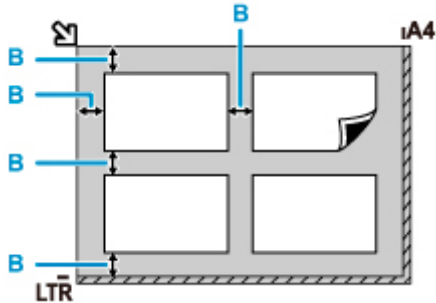
Place the original WITH THE SIDE TO SCAN FACING DOWN, with 0.40 inch (1 cm) or more space between the edges (diagonally striped area) of the platen. Portions placed on the diagonally striped area cannot be scanned.



## Loading Two or More Originals on Platen

Place the originals WITH THE SIDE TO SCAN FACING DOWN. Allow 0.40 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and the originals, and between the originals. Portions placed on the diagonally striped area cannot be scanned.

You can place up to 12 items.



B: More than 0.40 inch (1 cm)

### ►► Note

- The Skew Correction function automatically compensates for the originals placed at an angle of up to approximately 10 degrees. Slanted photos with a long edge of 7.1 inches (180 mm) or more cannot be corrected.
- Non-rectangular or irregular shaped photos (such as cut out photos) may not be scanned properly.

## Supported Originals

### Platen

Item	Details
Types of originals	<ul style="list-style-type: none"><li>• Text document, magazine, or newspaper</li><li>• Printed photo, postcard, business card, or disc (BD/DVD/CD, etc.)</li><li>• Documents that are not suitable for the ADF</li></ul>
Size (width x height)	Max. 8.5 x 11.7 inches (216 x 297 mm)
Quantity	One or more sheets*
Thickness	Max. 0.2 inch (5 mm)

\* Two or more originals can be loaded on the platen depending on the selected function.

■ [Loading Based on Use](#)

### In the ADF (Auto Document Feeder)

Item	Details
Kind of original	Plain-paper documents with multiple pages of the same size, thickness, and weight
Size	A4, Letter, Legal Duplex copying or 2-on-1/4-on-1 copying: A4/Letter only
Quantity	<ul style="list-style-type: none"><li>• A4/Letter: Max. 20 sheets (20 lb. (75 g /m<sup>2</sup>) paper), up to 0.08 inch (2 mm) high</li><li>• Legal: Max. 5 sheets (20 lb. (75 g /m<sup>2</sup>) paper), up to 0.02 inch (0.5 mm) high</li></ul>
Thickness	0.003 to 0.005 inch (0.07 to 0.13 mm)
Weight	16.0 to 25.3 lb. (60 to 95 g /m <sup>2</sup> )

#### ▶▶▶ Note

- Make sure any liquids on documents, such as glue, ink, or correction fluid are dry before loading.  
Do not load glued documents in the ADF, even if the glue is dry, because this may cause paper jams.
- Remove all staples, paper clips, or other fasteners before feeding documents.
- Load Legal-sized documents in the ADF.
- Do not load these kinds of documents in the ADF, which may cause paper jams.
  - Wrinkled or creased documents
  - Curled documents
  - Torn documents
  - Documents with holes
  - Glued documents
  - Documents with sticky notes

- Documents on carbon paper
- Documents on coated paper
- Documents on onion skin or other thin paper
- Photos or excessively thick documents

## Replacing a FINE Cartridge

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- ▶ [Replacing a FINE Cartridge](#)
- ▶ [Checking Ink Status on the LCD](#)
- ▶ [Ink Tips](#)

## Replacing a FINE Cartridge

When remaining ink cautions or errors occur, the error message will appear on the LCD to inform you of the error. In this state, the printer cannot print or scan. Check the error message and take appropriate action.

### ■ [An Error Occurs](#)

While using the printer, the periphery of the paper output slot may become dirty with ink.

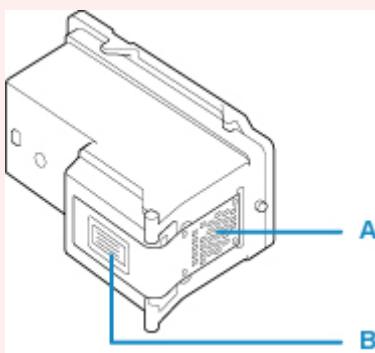
Before replacing the FINE Cartridge, clean the periphery of the paper output slot.

## Replacing Procedure

When you need to replace a FINE cartridge, follow the procedure below.

### ►► Important

- Do not touch the electrical contacts (A) or print head nozzle (B) on a FINE cartridge. The printer may not print properly if you touch them.



- If you remove a FINE cartridge, replace it immediately. Do not leave the printer with the FINE cartridge removed.
- Use a new FINE cartridge for replacement. Installing a used FINE cartridge may cause the nozzles to clog.

Furthermore, with such a FINE cartridge, the printer will not be able to inform you when to replace the FINE cartridge properly.

- Once a FINE cartridge has been installed, do not remove it from the printer and leave it out in the open. This will cause the FINE cartridge to dry out, and the printer may not operate properly when it is reinstalled. To maintain optimal printing quality, use a FINE cartridge within six months of first use.

### ►► Note

- For Windows, if a FINE cartridge runs out of ink, you can print with either color or black FINE cartridge, in whichever ink remains, only for a while. However the print quality may be reduced compared to when printing with both cartridges. We recommend to use a new FINE cartridge in order to obtain optimum qualities.

Even when printing with one ink only, print with leaving the empty FINE cartridge installed. If either of the color FINE cartridge or black FINE cartridge is not installed, an error occurs and the printer cannot print.

For information on how to configure this setting, see below.

### ■ [Setting the FINE Cartridge to be Used](#)

- Color ink may be consumed even when printing a black-and-white document or when black-and-white printing is specified.

Both color ink and black ink are also consumed in the standard cleaning and deep cleaning of the print head, which may be necessary to maintain the performance of the printer. When ink runs out, replace the FINE cartridge immediately with a new one.

### ■ [Ink Tips](#)

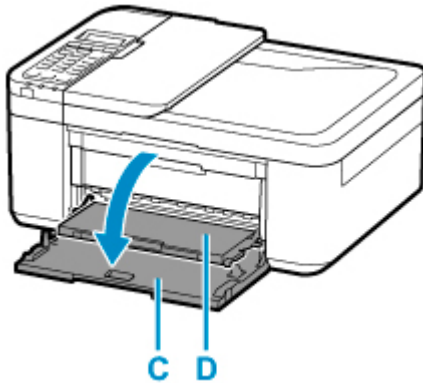
#### 1. [Check that printer is turned on.](#)

#### 2. Open front cover (C).

The paper output tray (D) opens.

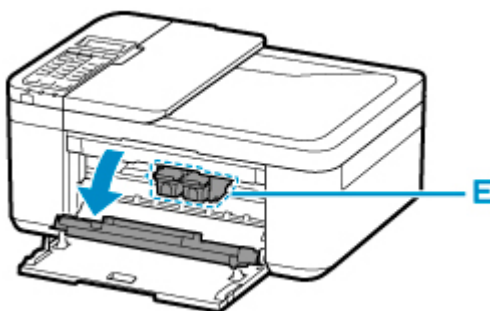
#### ▶▶▶ Note

- Remove any paper in the cassette.



#### 3. Open the paper output cover.

The FINE cartridge holder (E) moves to the replacement position.



#### ⚠ Caution

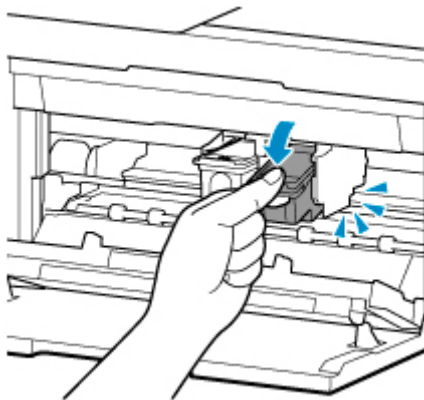
- Do not hold the FINE cartridge holder to stop or move it forcibly. Do not touch the FINE cartridge holder until it stops completely.

## »» Important

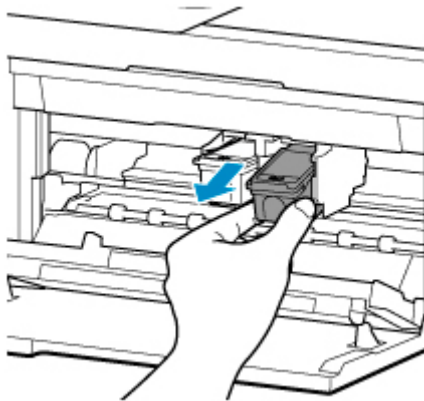
- The inside of the printer may be stained with ink. Be careful not to stain your hands or clothing when replacing the FINE cartridge. You can easily wipe off the ink from the inside of the printer with tissue paper or the like.
- Do not touch the metallic parts or other parts inside the printer.
- If the paper output cover is left open for more than 10 minutes, the FINE cartridge holder may move and the **Alarm** lamp may light. In this case, close the paper output cover, and then open it again.

### 4. Remove the empty FINE cartridge.

1. Push down the FINE cartridge until it clicks.



2. Remove the FINE cartridge.



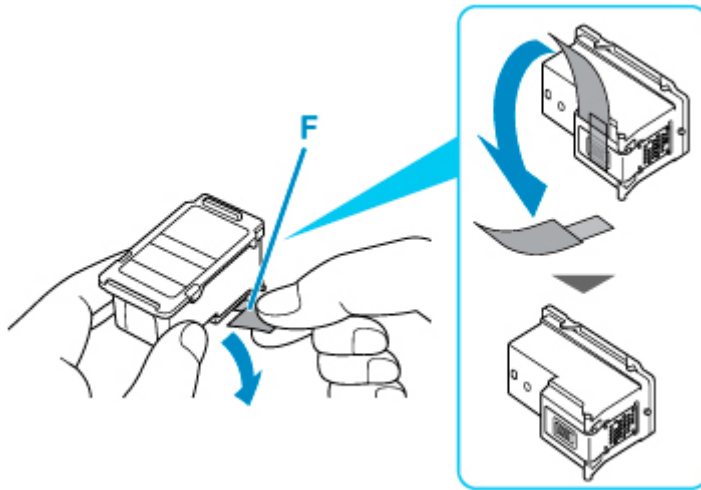
## »» Important

- Handle the FINE cartridge carefully to avoid staining of clothing or the surrounding area.
- Discard the empty FINE cartridge according to the local laws and regulations regarding disposal of consumables.

### 5. Prepare a new FINE cartridge.

1. Take new FINE cartridge out of its package and remove protective tape (F) gently.





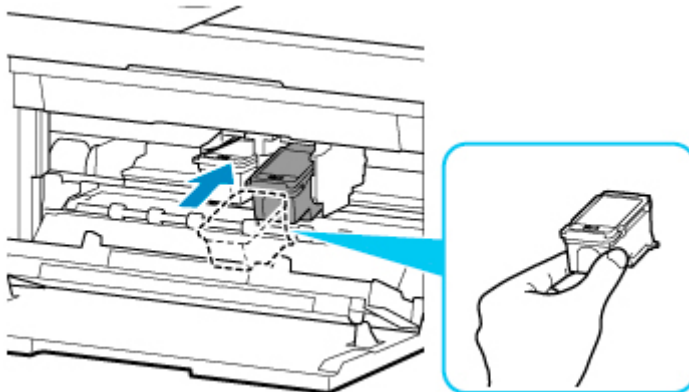
### ►► Important

- If you shake a FINE cartridge, ink may spill out and stain your hands and the surrounding area. Handle a FINE cartridge carefully.
- Be careful not to stain your hands and the surrounding area with ink on the removed protective tape.
- Do not reattach the protective tape once you have removed it. Discard it according to the local laws and regulations regarding disposal of consumables.
- Do not touch the electrical contacts or print head nozzle on a FINE cartridge. The printer may not print properly if you touch them.

## 6. Install the FINE cartridge.

1. Insert the new FINE cartridge at a slant into the FINE cartridge holder.

The color FINE cartridge should be installed into the left slot and the black FINE cartridge should be installed into the right slot.

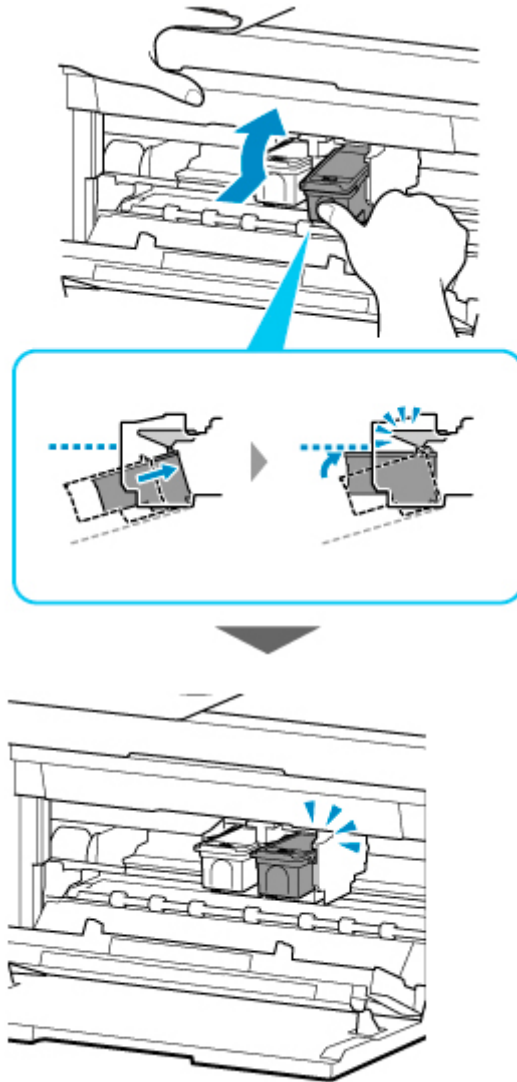


### ►► Important

- Insert the FINE cartridge gently so that it does not hit the electrical contacts on the FINE cartridge holder.

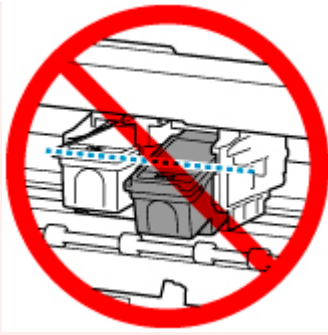


2. Push the FINE cartridge in and up firmly until it snaps into place.



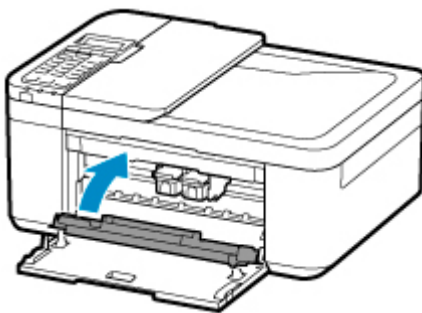
**»» Important**

- Check if the FINE cartridge is installed correctly.



- The printer cannot print unless both the color FINE cartridge and black FINE cartridge are installed. Be sure to install both cartridges.

#### 7. Close the paper output cover.



#### ►► Note

- If the error message appears on the LCD after the paper output cover is closed, take appropriate action.
  - [An Error Occurs](#)
- When you start printing after replacing the FINE cartridge, the printer starts cleaning the print head automatically. Do not perform any other operations until the printer completes the cleaning of the print head.
- If the print head is out of alignment, as indicated by misaligned printed ruled lines or similar symptoms, [adjust the print head position](#).
- The printer may make noise during operation.

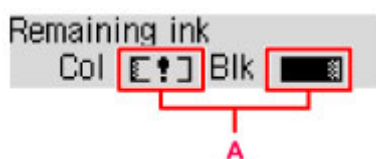
## Checking Ink Status on the LCD

1. [Check that printer is turned on.](#)
2. Press **Setup** button, use ◀ ▶ button to select **Ink information**, and then press **OK** button.

■ [LCD and Operation Panel](#)

3. Make sure **Remaining ink** appears and press **OK** button.

A in the figure below shows remaining ink level.



Example: [!]

The ink is running low. Prepare a new ink cartridge.

The resulting print quality may not be satisfactory, if printing is continued under this condition.

### ▶▶▶ Note

- You can also check the ink status on the LCD when you press the **COPY** or **FAX** button. The current remaining ink level will be displayed on the LCD for a few seconds.
- You can also check the ink status on the computer screen.
  - For Windows:
    - [Checking Ink Status from Your Computer](#)
  - For macOS:
    - [Checking Ink Status from Your Computer](#)

## Ink Tips

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### **How is ink used for various purposes other than printing?**

Ink may be used for purposes other than printing. Ink is not only used for printing, but also for cleaning the print head to maintain the optimal printing quality.

The printer has the function to automatically clean the ink jet nozzles to prevent clogging. In the cleaning procedure, used ink for nozzle cleaning is limited to a small amount.

### **Does black-and-white printing use color ink?**

Black-and-white printing may use ink other than black ink depending on the type of printing paper or the settings of the printer driver. So, color ink is consumed even when printing in black-and-white.

## **If Printing Is Faint or Uneven**

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- **Maintenance Procedure**
- **Printing the Nozzle Check Pattern**
- **Examining the Nozzle Check Pattern**
- **Cleaning the Print Head**
- **Deep Print Head Cleaning**
- **Aligning the Print Head**

## Maintenance Procedure

If print results are blurred, colors are not printed correctly, or print results are unsatisfactory (e.g. misaligned printed ruled lines), perform the maintenance procedure below.

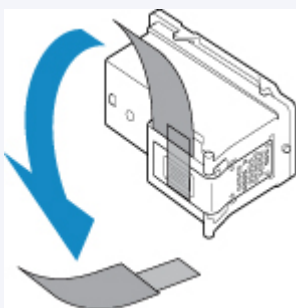
### ▶▶▶ Important

- Do not rinse or wipe the FINE cartridge. This can cause trouble with the FINE cartridge.

### ▶▶▶ Note

- Check if ink remains in the FINE cartridge.
  - [Checking the Ink Status on the LCD](#)
- Check if the FINE cartridge is installed correctly.
  - [Replacing Procedure](#)

Also check if the protective tape on the bottom of the FINE cartridge is removed.



- If an error message appears on the LCD, see [An Error Occurs](#).
- For Windows, increasing the print quality in the printer driver settings may improve the print result.
  - [Changing the Print Quality and Correcting Image Data](#)

## When the Print Results Are Blurred or Uneven:

**Step1** Print the nozzle check pattern.

From the printer

- [Printing the Nozzle Check Pattern](#)

From the computer

- For Windows:
  - [Printing a Nozzle Check Pattern](#)
- For macOS:
  - [Printing a Nozzle Check Pattern](#)

**Step2** [Examine the nozzle check pattern.](#)

**If there are missing lines or horizontal white streaks in the pattern:**



**|| Step3** Clean the print head.

From the printer

- [Cleaning the Print Head](#)

From the computer

- For Windows:
  - [Cleaning the Print Heads](#)
- For macOS:
  - [Cleaning the Print Heads](#)

After cleaning the print head, print and examine the nozzle check pattern: ➔ [Step1](#)

**If the problem is not resolved after performing from step 1 to step 3 twice:**



**|| Step4** Clean the print head deeply.

From the printer

- [Deep Print Head Cleaning](#)

From the computer

- For Windows:
  - [Cleaning the Print Heads](#)
- For macOS:
  - [Cleaning the Print Heads](#)

If the problem is not resolved, turn off the power and clean the print head deeply again after 24 hours. Do not unplug the power cord when turning off the power.

**If the problem is still not resolved:**



**|| Step5** Replace the FINE cartridge.

- [Replacing a FINE Cartridge](#)

### ▶▶▶ Note

- If the problem is still not resolved after replacing the FINE cartridge, contact your nearest Canon service center to request a repair.



## When the Print Results Are Not Even such as the Ruled Lines Are Misaligned:

|| Step | Align the print head.

From the printer

■ [Aligning the Print Head](#)

From the computer

- For Windows:
  - [Adjusting Print Head Position Automatically](#)
- For macOS:
  - [Adjusting Print Head Position](#)

## Printing the Nozzle Check Pattern

Print the nozzle check pattern to determine whether the ink ejects properly from the print head nozzle.

### ►►► Note

- If the remaining ink level is low, the nozzle check pattern will not be printed correctly. [Replace the FINE Cartridge](#) whose ink is low.

You need to prepare: a sheet of A4 or Letter-sized plain paper

1. [Check that printer is turned on.](#)
2. Load a sheet of A4 or Letter-sized plain paper in the cassette.

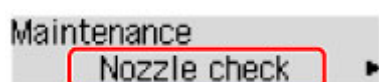
After pushing the cassette back, the paper information registration screen is displayed on the LCD. Select **A4** or **Letter** for **Size:** and **Plain paper** for **Type:** and then press the **OK** button.



3. Pull the paper output support out from the paper output tray, then open the output tray extension.
4. Press the **Setup** button, use the ◀ ▶ button to select **Maintenance**, and press the **OK** button.

■ [LCD and Operation Panel](#)

5. Use the ◀ ▶ button to select **Nozzle check** and press the **OK** button.



The nozzle check pattern will be printed.

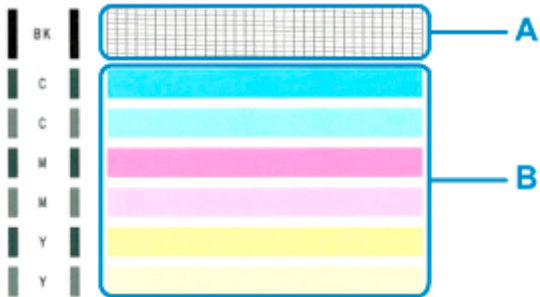
Do not perform any other operations until the printer completes the printing of the nozzle check pattern.

6. [Examine the nozzle check pattern.](#)

## Examining the Nozzle Check Pattern

Examine the nozzle check pattern, and clean the print head if necessary.

1. Check if there are missing lines in the pattern A or horizontal white streaks in the pattern B.



If there are missing lines in the pattern A:



C: Good

D: Bad (lines are missing)

If there are horizontal white streaks in the pattern B:



E: Good

F: Bad (horizontal white streaks are present)

If any color in the pattern A or the pattern B is not printed:



(Example: Magenta pattern is not printed)

[Cleaning the print head](#) is required.

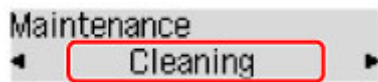
## Cleaning the Print Head

Clean the print head if lines are missing or if horizontal white streaks are present in the printed nozzle check pattern. Cleaning unclogs the nozzles and restores the print head condition. Cleaning the print head consumes ink, so clean the print head only when necessary.

1. [Check that printer is turned on.](#)
2. Press the **Setup** button, use the ◀ ▶ button to select **Maintenance**, and press the **OK** button.

■ [LCD and Operation Panel](#)

3. Use the ◀ ▶ button to select **Cleaning** and then press the **OK** button.



The printer starts cleaning the print head.

Do not perform any other operations until the printer completes the cleaning of the print head. This takes about 1 minute.

4. [Examine the nozzle check pattern.](#)

### ▶▶▶ Note

- If the problem is not resolved after cleaning the print head twice, [clean the print head deeply](#).

## Deep Print Head Cleaning

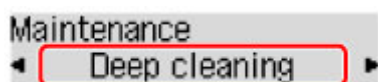
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If print quality does not improve by the standard cleaning of the print head, clean the print head deeply. Cleaning the print head deeply consumes more ink than the standard cleaning of the print head, so clean the print head deeply only when necessary.

1. [Check that printer is turned on.](#)
2. Press the **Setup** button, use the ◀ ▶ button to select **Maintenance**, and press the **OK** button.

■ [LCD and Operation Panel](#)

3. Use the ◀ ▶ button to select **Deep cleaning** and then press the **OK** button.



The printer starts cleaning the print head deeply.

Do not perform any other operations until the printer completes the deep cleaning of the print head. This takes about 1 minute.

4. [Examine the nozzle check pattern.](#)

If the problem is not resolved, turn off the power and clean the print head deeply again after 24 hours. Do not unplug the power cord when turning off the power.

If the problem is still not resolved, [replace the FINE cartridge](#) with a new one. If the problem is still not resolved after replacing the FINE cartridge, contact your nearest Canon service center to request a repair.

## Aligning the Print Head

If printed ruled lines are misaligned or print results are otherwise unsatisfactory, adjust the print head position.

### ▶▶▶ Note

- If the remaining ink level is low, the print head alignment sheet will not be printed correctly.  
[Replace the FINE cartridge](#) whose ink is low.

You need to prepare: a sheet of A4 or Letter-sized plain paper

1. [Check that printer is turned on.](#)
2. Load a sheet of A4 or Letter-sized plain paper in the cassette.

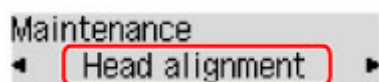
After pushing the cassette back, the paper information registration screen is displayed on the LCD. Select **A4** or **Letter** for **Size:** and **Plain paper** for **Type:** and then press the **OK** button.



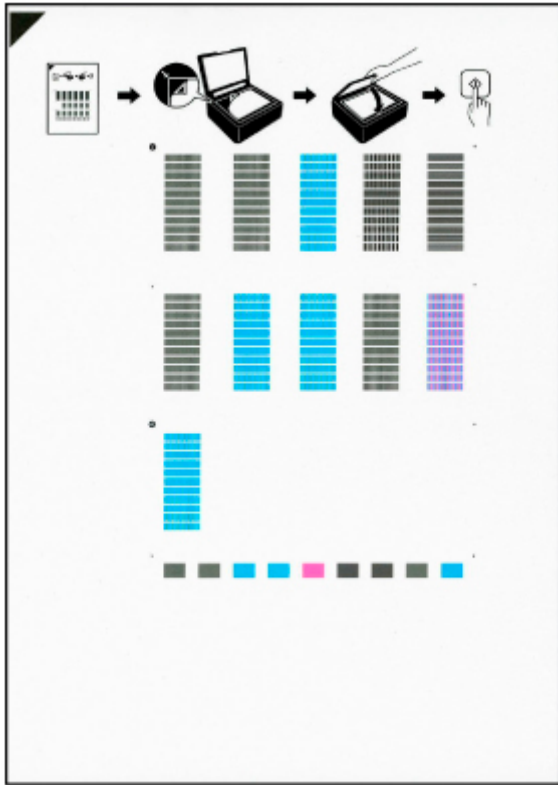
3. Pull the paper output support out from the paper output tray, then open the output tray extension.
4. Press the **Setup** button, use the ◀ ▶ button to select **Maintenance**, and press the **OK** button.

■ [LCD and Operation Panel](#)

5. Use the ◀ ▶ button to select **Head alignment** and then press the **OK** button.





The print head alignment sheet will be printed.

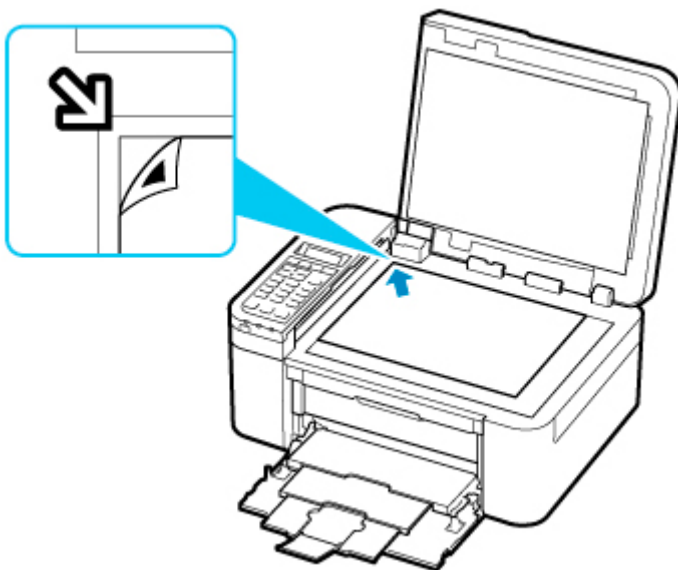


### ►► Important

- Do not touch any printed part on the print head alignment sheet. If the sheet is stained or wrinkled, it may not be scanned properly.
- If the print head alignment sheet was not printed correctly, press the **Stop** button, and redo this procedure from the beginning.

#### 6. Check message and place print head alignment sheet on platen.

Place the print head alignment sheet WITH THE PRINTED SIDE FACING DOWN and align the mark  on the upper left corner of the sheet with the alignment mark .



## ▶▶▶ Note

- The print head alignment sheet cannot be scanned if it is loaded in the ADF (Auto Document Feeder).

### 7. Close the document cover gently, then press the **Black** button or the **Color** button.

The printer starts scanning the print head alignment sheet, and the print head position will be adjusted automatically.

After the print head position adjustment completion message is displayed, remove the print head alignment sheet on the platen.

## ▶▶▶ Important

- Do not open the document cover or move the print head alignment sheet on the platen until adjusting the print head position is complete.
- If the error message appears on the LCD, press the **OK** button to release the error, then take appropriate action.

■ [An Error Occurs](#)

## ▶▶▶ Note

- For Windows, when the print results are still not satisfactory after adjusting the print head position as described above, adjust the print head position manually from the computer.

■ Adjusting Print Head Position Manually

- To print and check the current head position adjustment values, select **Print align value** from the **Maintenance** screen.



## Cleaning

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- ▶ **Cleaning Exterior Surfaces**
- ▶ **Cleaning Platen and Document Cover**
- ▶ **Cleaning the ADF (Auto Document Feeder)**
- ▶ **Cleaning Paper Feed Rollers**
- ▶ **Cleaning Inside the Printer (Bottom Plate Cleaning)**

## Cleaning Paper Feed Rollers

If the paper feed roller is dirty or paper powder is attached to it, paper may not be fed properly.

In this case, clean the paper feed roller. Cleaning will wear out the paper feed roller, so perform this only when necessary.

**You need to prepare: a sheet of A4 or Letter-sized plain paper or cleaning sheet available on the market**

1. [Check that printer is turned on.](#)
2. Remove any paper from the cassette, then push it back.

### ▶▶▶ Note

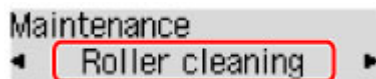
- If a message is displayed on the screen after pushing the cassette back, press the **OK** button.

3. Press the **Setup** button, use the ◀ ▶ button to select **Maintenance**, and press the **OK** button.

■ [LCD and Operation Panel](#)

4. Clean the paper feed rollers without paper.

1. Use the ◀ ▶ button to select **Roller cleaning** and then press the **OK** button.



The paper feed roller will rotate as it is cleaned without paper.

5. Clean the paper feed rollers with paper.

1. Make sure that the paper feed rollers have stopped rotating, then load a sheet of A4 or Letter-sized plain paper or cleaning sheet available on the market in cassette.

After pushing the cassette back, the paper information registration screen appears on the LCD. Select **A4** or **Letter** for **Size:** and **Plain paper** for **Type:** and then press the **OK** button.



2. Pull out the paper output support from the paper output tray, then open the output tray extension.
3. Make sure that **Roller cleaning** is selected, then press the **OK** button.

The printer starts cleaning. The cleaning will be complete when the paper is ejected.

If the problem is not resolved after cleaning the paper feed roller, contact your nearest Canon service center to request a repair.

## Cleaning Inside the Printer (Bottom Plate Cleaning)

Remove stains from the inside of the printer. If the inside of the printer becomes dirty, printed paper may get dirty, so we recommend performing cleaning regularly.

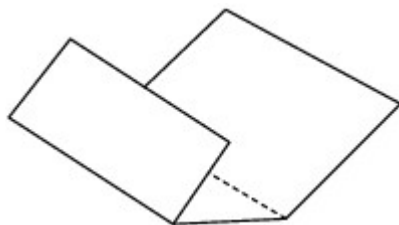
**You need to prepare: a sheet of A4 or Letter-sized plain paper\***

\* Be sure to use a new piece of paper.

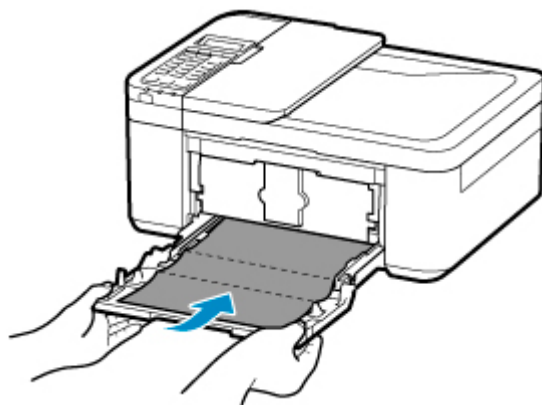
1. Make sure that the power is turned on, then remove any paper from the cassette.

2. Prepare paper.

1. Fold a single sheet of A4 or Letter-sized plain paper in half widthwise, then unfold the paper.
2. Fold one side of the opened paper in another half, aligning the edge with the center crease, and then unfold the paper.



3. Load only this sheet of paper in the cassette with the ridges of the creases facing up and the edge of the half with no crease facing to the far side.



\* The above figure shows the printer with the paper output tray raised.

After pushing the cassette back, the paper information registration screen is displayed on the LCD. Select **A4** or **Letter** for **Size**: and **Plain paper** for **Type**: and then press the **OK** button.

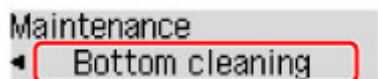


4. Pull the paper output support out from the paper output tray, then open the output tray extension.

3. Press the **Setup** button, use the ◀ ▶ button to select **Maintenance**, and press the **OK** button.

■ [LCD and Operation Panel](#)

4. Use the ◀ ▶ button to select **Bottom cleaning** and then press the **OK** button.



The paper cleans the inside of the printer as it feeds through the printer.

Check the folded parts of the ejected paper. If they are smudged with ink, perform Bottom Plate Cleaning again.

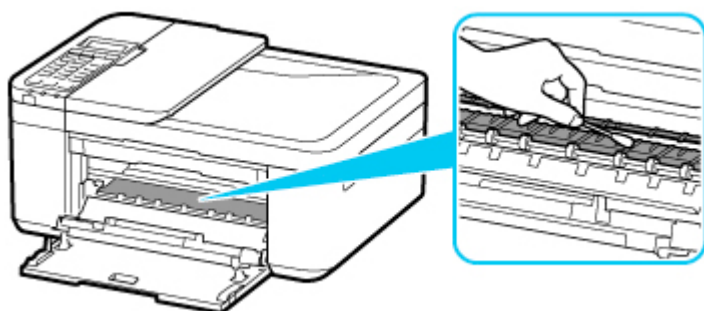
#### ▶▶▶ Note

- When performing Bottom Plate Cleaning again, be sure to use a new piece of paper.

If the problem is not resolved after performing cleaning again, the protrusions inside the printer may be stained. Wipe off any ink from the protrusions using a cotton swab or the like.

#### ▶▶▶ Important

- Before cleaning the printer, turn it off and unplug it.
  - The power cannot be turned off while the printer is sending or receiving a fax, or when unsend faxes are stored in the printer's memory. Make sure the printer has finished sending or receiving faxes before turning it off.
  - Remember that faxes cannot be sent or received while the printer is off.
  - Unplugging the printer will reset the date/time setting and erase all documents in the printer's memory. Send faxes or print documents as needed before unplugging the printer.



## Overview

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### ▶ Safety

- Safety Precautions
- Regulatory Information
- WEEE (EU & EEA)

### ▶ Handling Precautions

- Canceling Print Jobs
- Storing Printed Images
- Legal Restrictions on Scanning/Copying
- Transporting Your Printer
- When Repairing, Lending, or Disposing of the Printer
- Keeping Print Quality High

### ▶ Main Components and Their Use

- Main Components
- Power Supply
- LCD and Operation Panel
- Entering Numbers, Letters, and Symbols

### ▶ Changing Settings

- Changing Printer Settings from Your Computer (Windows)
- Changing Printer Settings from Your Computer (macOS)
- Changing Settings from Operation Panel

### ▶ Specifications

## **Safety**

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- ▶ **Safety Precautions**
- ▶ **Regulatory Information**
- ▶ **WEEE (EU&EEA)**

## Safety Precautions

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### Safety Precautions

- This manual contains important notices and safety precautions about your printer.

Do not use the printer in ways other than described in the accompanying manuals, as this may result in fire, electric shock or other unexpected accidents.

Safety standard marks and declarations are only valid for the supported voltages and frequencies in the applicable countries or regions.

#### **Warning**

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- Users with cardiac pacemakers:

This product emits a low-level magnetic flux. If you feel abnormalities, please move away from the product and consult your doctor.

- Do not use the printer in the following cases:

Stop use immediately, unplug the printer and call your local service representative to request repair.

- Metal objects or liquids are spilt inside the printer.
- The printer emits smoke, strange odors, or makes unusual noises.
- The power cord or plug overheat or are broken, bent or damaged in any way.
- Failure to adhere to the following may result in fire, electric shock, or injury:
  - Do not place product close to the flammable solvents such as alcohol or thinner.
  - Do not open or modify the printer.
  - Use only the power cord/cables that came with your printer. Do not use these cables with other devices.
  - Do not plug in to voltages or frequencies other than those specified.
  - Plug the power cord into the socket completely.
  - Do not plug in or unplug the power cord with wet hands.
  - Do not damage the power cord by twisting, bundling, tying, pulling or excessively bending it.
  - Do not place heavy objects on the power cord.
  - Do not connect multiple power cords to a single electrical outlet. Do not use multiple extension cords.
  - Do not leave the printer plugged in during lightning storms.
  - Always unplug the power cord and cables when cleaning. Do not use flammable sprays or liquids such as alcohol or thinners for cleaning.
  - Unplug the power cord once a month to check that it is not overheating, rusted, bent, scratched, split, or otherwise damaged.

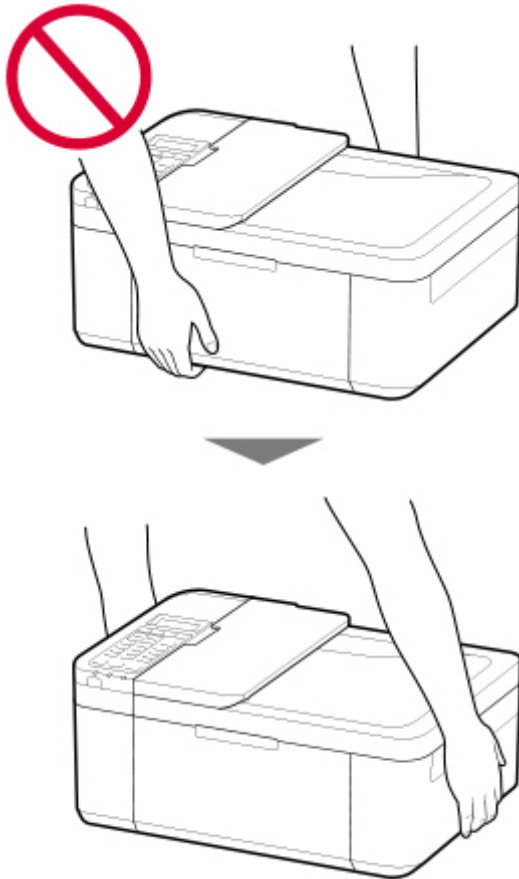
#### **Caution**

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- Do not put your hands inside the printer while printing.
- Do not touch the print head or other metal parts immediately after printing.
- Ink
  - Keep ink out of reach of children.
  - If ink is accidentally licked or swallowed, rinse out your mouth and drink one or two glasses of water. If irritation or discomfort occurs, obtain medical advice immediately.



- In case ink gets in contact with eyes, rinse with water immediately. In case ink gets in contact with skin, wash with soap and water immediately. If irritation to eyes or skin persists, obtain medical advice immediately.
- Moving the printer
  - Do not hold the printer by the cassette. Hold the printer by its sides and carry it with both hands.



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## General Notices

### Choosing a Location

Refer to "[Specifications](#)" in the Online manual for details on operating environment.

- Do not install the printer in a location that is unstable or subject to excessive vibration.
- Do not install the printer in locations that get very hot (direct sunlight, or close to a heating source), very humid or dusty locations, or outdoors.
- Do not place the printer on a thick rug or carpet.
- Do not place the printer flush against a wall.

### Power Supply

- Keep the area around the power outlet clear at all times so you can easily unplug the power cord if necessary.
- Never remove the plug by pulling on the cord.

## **General Notices**

- Do not tilt the printer, stand it on end, or turn it upside down. This may cause ink to leak.
- Do not place anything on top of the printer. Be especially careful to avoid metal objects such as paper clips and staples, and containers holding flammable liquids such as alcohol or thinner.
- Do not apply excessive pressure when placing large objects on the platen glass.
- Do not attempt to open, disassemble or modify the FINE cartridges. Ink may leak and damage your printer.
- Do not throw FINE cartridges in the fire.

## **Regulatory Information**

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### **Interference**

Do not use the printer around medical equipment or other electronic devices. Signals from the printer may interfere with the correct operation of these devices.

## WEEE (EU&EEA)

### Only for European Union and EEA (Norway, Iceland and Liechtenstein)



This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU) and national legislation. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

### Nur für Europäische Union und EWR (Norwegen, Island und Liechtenstein)



Dieses Symbol weist darauf hin, dass dieses Produkt gemäß der EU-Richtlinie über Elektro- und Elektronik-Altgeräte (2012/19/EU) und nationalen Gesetzen nicht über den Hausmüll entsorgt werden darf. Dieses Produkt muss bei einer dafür vorgesehenen Sammelstelle abgegeben werden. Dies kann z. B. durch Rückgabe beim Kauf eines ähnlichen Produkts oder durch Abgabe bei einer autorisierten Sammelstelle für die Wiederaufbereitung von Elektro- und Elektronik-Altgeräten geschehen. Der unsachgemäße Umgang mit Altgeräten kann aufgrund potentiell gefährlicher Stoffe, die generell mit Elektro- und Elektronik-Altgeräten in Verbindung stehen, negative Auswirkungen auf die Umwelt und die menschliche Gesundheit haben. Durch die umweltgerechte Entsorgung dieses Produkts tragen Sie außerdem zu einer effektiven Nutzung natürlicher Ressourcen bei. Informationen zu Sammelstellen für Altgeräte erhalten Sie bei Ihrer Stadtverwaltung, dem öffentlich-rechtlichen Entsorgungsträger, einer autorisierten Stelle für die Entsorgung von Elektro- und Elektronik-Altgeräten oder Ihrem örtlichen Entsorgungsunternehmen. Weitere Informationen zur Rückgabe und Entsorgung von Elektro- und Elektronik-Altgeräten finden Sie unter [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

### Union Européenne, Norvège, Islande et Liechtenstein uniquement.



Ce symbole indique que ce produit ne doit pas être jeté avec les ordures ménagères, conformément à la directive DEEE (2012/19/UE) et à la réglementation de votre pays. Ce produit doit être confié au distributeur à chaque fois que vous achetez un produit neuf similaire, ou à un point de collecte mis en place par les collectivités locales pour le recyclage des Déchets des Équipements Électriques et Électroniques (DEEE). Le traitement inapproprié de ce type de déchet risque d'avoir des répercussions sur l'environnement et la santé humaine, du fait de la présence de substances potentiellement dangereuses généralement associées aux équipements électriques et électroniques. Parallèlement, votre entière coopération dans le cadre de la mise au rebut correcte de ce produit favorisera une meilleure utilisation des ressources naturelles. Pour plus d'informations sur les points de collecte des équipements à recycler, contactez vos services municipaux, les autorités locales compétentes, le plan DEEE approuvé ou le service d'enlèvement des ordures ménagères. Pour plus d'informations sur le retour et le recyclage des produits DEEE, consultez le site: [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

### **Uitsluitend bestemd voor de Europese Unie en EER (Noorwegen, IJsland en Liechtenstein)**



Dit symbool geeft aan dat dit product in overeenstemming met de AEEA-richtlijn (2012/19/EU) en de nationale wetgeving niet mag worden afgevoerd met het huishoudelijk afval. Dit product moet worden ingeleverd bij een aangewezen, geautoriseerd inzamelpunt, bijvoorbeeld wanneer u een nieuw gelijksoortig product aanschaft, of bij een geautoriseerd inzamelpunt voor hergebruik van elektrische en elektronische apparatuur (EEA). Een onjuiste afvoer van dit type afval kan leiden tot negatieve effecten op het milieu en de volksgezondheid als gevolg van potentieel gevaarlijke stoffen die veel voorkomen in elektrische en elektronische apparatuur (EEA). Bovendien werkt u door een juiste afvoer van dit product mee aan het effectieve gebruik van natuurlijke hulpbronnen. Voor meer informatie over waar u uw afgedankte apparatuur kunt inleveren voor recycling kunt u contact opnemen met het gemeentehuis in uw woonplaats, de reinigingsdienst, of het afvalverwerkingsbedrijf. U kunt ook het schema voor de afvoer van afgedankte elektrische en elektronische apparatuur (AEEA) raadplegen. Ga voor meer informatie over het inzamelen en recyclen van afgedankte elektrische en elektronische apparatuur naar [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

### **Sólo para la Unión Europea y el Área Económica Europea (Noruega, Islandia y Liechtenstein)**



Este símbolo indica que este producto no debe desecharse con los desperdicios domésticos, de acuerdo con la directiva RAEE (2012/19/UE) y con la legislación nacional. Este producto debe entregarse en uno de los puntos de recogida designados, como por ejemplo, entregándolo en el lugar de venta al comprar un producto similar o depositándolo en un lugar de recogida autorizado para el reciclado de residuos de aparatos eléctricos y electrónicos (RAEE). La manipulación inapropiada de este tipo de desechos podría tener un impacto negativo en el entorno y la salud humana, debido a las sustancias potencialmente

perigosas que normalmente están asociadas con los RAEE. Al mismo tiempo, su cooperación a la hora de desechar correctamente este producto contribuirá a la utilización eficaz de los recursos naturales. Para más información sobre cómo puede eliminar el equipo para su reciclado, póngase en contacto con las autoridades locales, con las autoridades encargadas de los desechos, con un sistema de gestión RAEE autorizado o con el servicio de recogida de basuras doméstico. Si desea más información acerca de la devolución y reciclado de RAEE, visite la web [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## **Només per a la Unió Europea i a l'Espai Econòmic Europeu (Noruega, Islàndia i Liechtenstein)**



Aquest símbol indica que aquest producte no s'ha de llençar a les escombraries de la llar, d'acord amb la Directiva RAEE (2012/19/UE) i la legislació nacional. Aquest producte s'hauria de lliurar en un dels punts de recollida designats, com per exemple, intercanviant-lo un per un en comprar un producte similar o lliurant-lo en un lloc de recollida autoritzat per al reciclatge de residus d'aparells elèctrics i electrònics (AEE). La manipulació inadequada d'aquest tipus de residus podria tenir un impacte negatiu en l'entorn i en la salut humana, a causa de les substàncies potencialment perilloses que normalment estan associades als AEE. Així mateix, la vostra cooperació a l'hora de llençar correctament aquest producte contribuirà a la utilització efectiva dels recursos naturals. Per a més informació sobre els punts on podeu lliurar aquest producte per procedir al seu reciclatge, adreceu-vos a la vostra oficina municipal, a les autoritats encarregades dels residus, al pla de residus homologat per la RAEE o al servei de recollida de deixalles domèstiques de la vostra localitat. Per a més informació sobre la devolució i el reciclatge de productes RAEE, visiteu [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## **Solo per Unione Europea e SEE (Norvegia, Islanda e Liechtenstein)**



Questo simbolo indica che il prodotto deve essere oggetto di raccolta separata in conformità alla Direttiva RAEE (2012/19/UE) e alla normativa locale vigente. Il prodotto deve essere smaltito presso un centro di raccolta differenziata, un distributore autorizzato che applichi il principio dell'"uno contro uno", ovvero del ritiro della vecchia apparecchiatura elettrica al momento dell'acquisto di una nuova, o un impianto autorizzato al riciclaggio dei rifiuti di apparecchiature elettriche ed elettroniche. La gestione impropria di questo tipo di rifiuti può avere un impatto negativo sull'ambiente e sulla salute umana causato dalle sostanze potenzialmente pericolose che potrebbero essere contenute nelle apparecchiature elettriche ed elettroniche. Un corretto smaltimento di tali prodotti contribuirà inoltre a un uso efficace delle risorse naturali ed eviterà di incorrere nelle sanzioni amministrative di cui all'art. 255 e successivi del Decreto Legislativo n. 152/06. Per ulteriori informazioni sullo smaltimento e il recupero dei Rifiuti di Apparecchiature Elettriche ed Elettroniche, consultare la Direttiva RAEE, rivolgersi alle autorità competenti, oppure visitare il sito [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Apenas para a União Europeia e AEE (Noruega, Islândia e Liechtenstein)



Este símbolo indica que o produto não deve ser colocado no lixo doméstico, de acordo com a Directiva REEE (2012/19/UE) e a legislação nacional. Este produto deverá ser colocado num ponto de recolha designado, por exemplo, num local próprio autorizado quando adquirir um produto semelhante novo ou num local de recolha autorizado para reciclar resíduos de equipamentos eléctricos e electrónicos (EEE). O tratamento inadequado deste tipo de resíduo poderá causar um impacto negativo no ambiente e na saúde humana devido às substâncias potencialmente perigosas normalmente associadas aos equipamentos eléctricos e electrónicos. Simultaneamente, a sua cooperação no tratamento correcto deste produto contribuirá para a utilização eficaz dos recursos naturais. Para mais informações sobre os locais onde o equipamento poderá ser reciclado, contacte os serviços locais, a autoridade responsável pelos resíduos, o esquema REEE aprovado ou o serviço de tratamento de lixo doméstico. Para mais informações sobre a devolução e reciclagem de produtos REEE, vá a [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Gælder kun i Europæiske Union og EØS (Norge, Island og Liechtenstein)



Dette symbol angiver, at det pågældende produkt ikke må bortskaffes sammen med dagrenovation jf. direktivet om affald af elektrisk og elektronisk udstyr (WEEE) (2012/19/EU) og gældende national lovgivning. Det pågældende produkt skal afleveres på et nærmere specificeret indsamlingssted, f.eks. i overensstemmelse med en godkendt én-til-én-procedure, når du indkøber et nyt tilsvarende produkt, eller produktet skal afleveres på et godkendt indsamlingssted for elektronikaffald. Forkert håndtering af denne type affald kan medføre negative konsekvenser for miljøet og menneskers helbred på grund af de potentielt sundhedsskadelige stoffer, der generelt kan forefindes i elektrisk og elektronisk udstyr. Når du foretager korrekt bortskaffelse af det pågældende produkt, bidrager du til effektiv brug af naturressourcerne. Yderligere oplysninger om, hvor du kan bortskaffe dit elektronikaffald med henblik på genanvendelse, får du hos de kommunale renovationsmyndigheder. Yderligere oplysninger om returnering og genanvendelse af affald af elektrisk og elektronisk udstyr får du ved at besøge [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Μόνο για την Ευρωπαϊκή Ένωση και τον ΕΟΧ (Νορβηγία, Ισλανδία και Λιχτενστάιν)



Αυτό το σύμβολο υποδηλώνει ότι αυτό το προϊόν δεν πρέπει να απορρίπτεται μαζί με τα οικιακά απορρίμματα, σύμφωνα με την Οδηγία σχετικά με τα Απόβλητα Ηλεκτρικού και Ηλεκτρονικού Εξοπλισμού (ΑΗΗΕ) (2012/19/ΕΕ) και την εθνική σας νομοθεσία. Αυτό το προϊόν πρέπει να παραδίδεται σε καθορισμένο σημείο συλλογής, π.χ. σε μια εξουσιοδοτημένη βάση ανταλλαγής όταν αγοράζετε ένα νέο παρόμοιο προϊόν ή σε μια εξουσιοδοτημένη θέση συλλογής για την ανακύκλωση των αποβλήτων Ηλεκτρικού και Ηλεκτρονικού Εξοπλισμού (ΗΗΕ). Ο ακατάλληλος χειρισμός αυτού του τύπου αποβλήτων μπορεί να έχει αρνητικό αντίκτυπο στο περιβάλλον και την υγεία του ανθρώπου, λόγω δυνητικώς επικίνδυνων ουσιών που γενικά συνδέονται με τον ΗΗΕ. Ταυτόχρονα, η συνεργασία σας όσον αφορά τη σωστή απόρριψη αυτού του προϊόντος θα συμβάλει στην αποτελεσματική χρήση των φυσικών πόρων. Για περισσότερες πληροφορίες σχετικά με τα σημεία όπου μπορείτε να απορρίψετε τον εξοπλισμό σας για ανακύκλωση, επικοινωνήστε με το τοπικό γραφείο της πόλης σας, την υπηρεσία απορριμμάτων, το εγκεκριμένο σχήμα ΑΗΗΕ ή την υπηρεσία απόρριψης οικιακών αποβλήτων. Για περισσότερες πληροφορίες σχετικά με την επιστροφή και την ανακύκλωση των προϊόντων ΑΗΗΕ, επισκεφθείτε την τοποθεσία [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Gjelder kun den europeiske union og EØS (Norge, Island og Liechtenstein)



Dette symbolet indikerer at dette produktet ikke skal kastes sammen med husholdningsavfall, i henhold til WEEE-direktiv (2012/19/EU) og nasjonal lov. Produktet må leveres til et dertil egnet innsamlingspunkt, det vil si på en autorisert en-til-en-basis når du kjøper et nytt lignende produkt, eller til et autorisert innsamlingssted for resirkulering av avfall fra elektrisk og elektronisk utstyr (EE-utstyr). Feil håndtering av denne typen avfall kan være miljø- og helseskadelig på grunn av potensielt skadelige stoffer som ofte brukes i EE-utstyr. Samtidig bidrar din innsats for korrekt avhending av produktet til effektiv bruk av naturressurser. Du kan få mer informasjon om hvor du kan avhende utrangert utstyr til resirkulering ved å kontakte lokale myndigheter, et godkjent WEEE-program eller husholdningens renovasjonsselskap. Du finner mer informasjon om retur og resirkulering av WEEE-produkter på [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Vain Euroopan unionin sekä ETA:n (Norja, Islanti ja Liechtenstein) alueelle.



Tämä tunnus osoittaa, että sähkö- ja elektroniikkalaiteromua koskeva direktiivi (SER-direktiivi, 2012/19/EU) sekä kansallinen lainsäädäntö kieltävät tuotteen hävittämisen talousjätteen mukana. Tuote on vietävä asianmukaiseen keräyspisteeseen, esimerkiksi kodinkoneliikkeeseen uutta vastaavaa tuotetta ostettaessa tai viralliseen sähkö- ja elektroniikkalaiteromun keräyspisteeseen. Sähkö- ja elektroniikkalaiteromun virheellinen käsittely voi vahingoittaa ympäristöä ja ihmisten terveyttä, koska laitteet saattavat sisältää ympäristölle ja terveydelle haitallisia aineita. Lisäksi tuotteen asianmukainen hävittäminen säästää luonnonvaroja. Lisätietoja sähkö- ja elektroniikkalaiteromun keräyspisteistä saat kaupunkien ja kuntien tiedotuksesta, jätehuoltoviranomaisilta, sähkö- ja elektroniikkalaiteromun



kierrätysjärjestelmän ylläpitäjältä ja jätehuoltoyhtiöltä. Lisätietoja sähkö- ja elektroniikkalaiteromun keräyksestä ja kierrätyksestä on osoitteessa [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Endast för Europeiska unionen och EES (Norge, Island och Liechtenstein)



Den här symbolen visar att produkten enligt WEEE-direktivet (2012/19/EU) och nationell lagstiftning inte får sorteras och slängas som hushållsavfall. Den här produkten ska lämnas in på en därför avsedd insamlingsplats, t.ex. på en återvinningsstation auktoriserad att hantera elektrisk och elektronisk utrustning (EE-utrustning) eller hos handlare som är auktoriserade att byta in varor då nya, motsvarande köps (en mot en). Olämplig hantering av avfall av den här typen kan ha en negativ inverkan på miljön och människors hälsa på grund av de potentiellt farliga ämnen som kan återfinnas i elektrisk och elektronisk utrustning. Din medverkan till en korrekt avfallshantering av den här produkten bidrar dessutom till en effektiv användning av naturresurserna. Kontakta ditt lokala kommunkontor, berörd myndighet, företag för avfallshantering eller ta del av en godkänd WEEE-organisation om du vill ha mer information om var du kan lämna den kasserade produkten för återvinning. För mer information om inlämning och återvinning av WEEE-produkter, se [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Pouze Evropská unie a EHP (Norsko, Island a Lichtenštejnsko)



Tento symbol znamená, že podle směrnice o OEEZ (2012/19/EU) a podle vnitrostátních právních předpisů nemá být tento výrobek likvidován s odpadem z domácností. Tento výrobek má být vrácen do sběrného místa, např. v rámci autorizovaného systému odběru jednoho výrobku za jeden nově prodaný podobný výrobek nebo v autorizovaném sběrném místě pro recyklaci odpadních elektrických a elektronických zařízení (OEEZ). Nevhodné nakládání s tímto druhem odpadu by mohlo mít negativní dopad na životní prostředí a lidské zdraví, protože elektrická a elektronická zařízení zpravidla obsahují potenciálně nebezpečné látky. Vaše spolupráce na správné likvidaci tohoto výrobku současně napomůže efektivnímu využívání přírodních zdrojů. Další informace o místech sběru vašeho odpadního zařízení k recyklaci vám sdělí místní úřad vaší obce, správní orgán vykonávající dozor nad likvidací odpadu, sběrný OEEZ nebo služba pro odvoz komunálního odpadu. Další informace týkající se vracení a recyklace OEEZ naleznete na adrese [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Csak az Európai Unió és az EGT (Norvégia, Izland és Liechtenstein) országáiban



Ez a szimbólum azt jelzi, hogy a helyi törvények és a WEEE-irányelv (2012/19/EU) szerint a termék nem kezelhető háztartási hulladékként. A terméket a kijelölt nyilvános gyűjtőpontokon kell leadni, például hasonló cserekeszülék vásárlásakor, illetve bármelyik, elektromos és elektronikai berendezésekből származó hulladék (WEEE) átvételére feljogosított gyűjtőponton. Az ilyen jellegű hulladékok a nem megfelelő kezelés esetén a bennük található veszélyes anyagok révén ártalmasak lehetnek a környezetre és az emberek egészségére. Továbbá, a termékből származó hulladék megfelelő kezelésével hozzájárulhat a természetes nyersanyagok hatékonyabb hasznosításához. A berendezésekből származó, újrahasznosítható hulladékok elhelyezésére vonatkozó további tudnivalókért forduljon a helyi önkormányzathoz, a közterület-fenntartó vállalathoz, a háztartási hulladék begyűjtését végző vállalathoz, illetve a hivatalos WEEE-képviselőhöz. További tudnivalókat a WEEE-termékek visszajuttatásáról és újrahasznosításáról a [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Tylko dla krajów Unii Europejskiej oraz EOG (Norwegia, Islandia i Liechtenstein)



Ten symbol oznacza, że zgodnie z dyrektywą WEEE dotyczącą zużytego sprzętu elektrycznego i elektronicznego (2012/19/UE) oraz przepisami lokalnymi nie należy wyrzucać tego produktu razem z odpadami gospodarstwa domowego. Produkt należy przekazać do wyznaczonego punktu gromadzenia odpadów, np. firmie, od której kupowany jest nowy, podobny produkt lub do autoryzowanego punktu gromadzenia zużytego sprzętu elektrycznego i elektronicznego w celu poddania go recyklingowi. Usuwanie tego typu odpadów w nieodpowiedni sposób może mieć negatywny wpływ na otoczenie i zdrowie innych osób ze względu na niebezpieczne substancje stosowane w takim sprzęcie. Jednocześnie pozbycie się zużytego sprzętu w zalecany sposób przyczynia się do właściwego wykorzystania zasobów naturalnych. Aby uzyskać więcej informacji na temat punktów, do których można dostarczyć sprzęt do recyklingu, prosimy skontaktować się z lokalnym urzędem miasta, zakładem utylizacji odpadów, skorzystać z instrukcji zatwierdzonej dyrektywą WEEE lub skontaktować się z przedsiębiorstwem zajmującym się wywozem odpadów domowych. Więcej informacji o zwracaniu i recyklingu zużytego sprzętu elektrycznego i elektronicznego znajduje się w witrynie [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Plati len pre štáty Európskej únie a EHP (Nórsko, Island a Lichtenštajnsko)



Tento symbol znamená, že podľa Smernice 2012/19/EÚ o odpade z elektrických a elektronických zariadení (OEEZ) a podľa platnej legislatívy Slovenskej republiky sa tento produkt nesmie likvidovať spolu s komunálnym odpadom. Produkt je potrebné odovzdať do určenej zberne, napr. prostredníctvom výmeny za kúpu nového podobného produktu, alebo na autorizované zberné miesto, ktoré spracúva odpad z elektrických a elektronických zariadení (EEZ). Nesprávna manipulácia s takýmto typom odpadu môže mať negatívny vplyv na životné prostredie a ľudské zdravie, pretože elektrické a elektronické zariadenia obsahujú potenciálne nebezpečné látky. Spoluprácou na správnej likvidácii produktu prispějete

k účinnému využití prírodných zdrojov. Ďalšie informácie o mieste recyklácie opotrebovaných zariadení získate od miestneho úradu, úradu životného prostredia, zo schváleného plánu OEEZ alebo od spoločnosti, ktorá zaisťuje likvidáciu komunálneho odpadu. Viac informácií nájdete aj na webovej stránke: [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Üksnes Euroopa Liit ja EMP (Norra, Island ja Liechtenstein)



See sümbol näitab, et antud toodet ei tohi vastavalt elektri- ja elektroonikaseadmete jäätmeid käsitlevale direktiivile (2012/19/EL) ning teie riigis kehtivatele õigusaktidele utiliseerida koos olmejäätmetega. Antud toode tuleb anda selleks määratud kogumispunkti, nt müügipunkt, mis on volitatud üks ühe vastu vahetama, kui ostate uue sarnase toote, või elektri- ja elektroonikaseadmete jäätmete ümbertöötlemiseks mõeldud kogumispunkti. Täiendava teabe saamiseks elektri- ja elektroonikaseadmetest tekkinud jäätmete tagastamise ja ümbertöötlemise kohta võtke ühendust kohaliku omavalitsusega, asjakohase valitsusasutusega, asjakohase tootjavastutusorganisatsiooniga või olmejäätmete käitlejaga. Lisateavet leitate ka Interneti-leheküljelt [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Tikai Eiropas Savienībai un EEZ (Norvēģijai, Islandei un Lihtenšteinai)



Šis simbols norāda, ka atbilstoši ES Direktīvai (2012/19/ES) par elektrisko un elektronisko iekārtu atkritumiem (EEIA) un vietējiem tiesību aktiem no šī izstrādājuma nedrīkst atbrīvoties, izmetot to kopā ar sadzīves atkritumiem. Šis izstrādājums ir jānodod piemērotā savākšanas vietā, piemēram, apstiprinātā veikalā, kur iegādājaties līdzīgu jaunu produktu un atstājat veco, vai apstiprinātā vietā izlietotu elektrisko un elektronisko iekārtu pārstrādei. Nepareiza šāda veida atkritumu apsaimniekošana var apdraudēt vidi un cilvēka veselību tādu iespējami bīstamu vielu dēļ, kas parasti ir elektriskajās un elektroniskajās iekārtās. Turklāt jūsu atbalsts pareizā šāda veida atkritumu apsaimniekošanā sekmēs efektīvu dabas resursu izmantošanu. Lai saņemtu pilnīgāku informāciju par vietām, kur izlietoto iekārtu var nodot pārstrādei, sazinieties ar vietējo pašvaldību, atkritumu savākšanas atbildīgo dienestu, pilnvarotu EEIA struktūru vai sadzīves atkritumu apsaimniekošanas iestādi. Lai saņemtu plašāku informāciju par elektrisko un elektronisko iekārtu nodošanu pārstrādei, apmeklējiet tīmekļa vietni [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Tik Europos Sąjungai ir EEE (Norvegijai, Islandijai ir Lichtenšteinui)



Šis ženkla reiškia, kad gaminio negalima išmesti su buitinėmis atliekomis, kaip yra nustatyta Direktyvoje (2012/19/ES) ir nacionaliniuose teisė aktuose dėl EEI atliekų tvarkymo. Šį gaminį reikia atiduoti į tam skirtą surinkimo punktą, pvz., pagal patvirtintą keitimo sistemą, kai perkamas panašus gaminytis, arba į

elektros ir elektroninės įrangos (EEI) atliekų perdirbimo punktą. Netinkamas tokios rūšies atliekų tvarkymas dėl elektros ir elektroninėje įrangoje esančių pavojingų medžiagų gali pakenkti aplinkai ir žmonių sveikatai. Padėdami užtikrinti tinkamą šio gaminio šalinimo tvarką, kartu prisidėsite prie veiksmingo gamtos išteklių naudojimo. Jei reikia daugiau informacijos, kaip šalinti tokias atliekas, kad jos būtų toliau perdirbamos, kreipkitės į savo miesto valdžios institucijas, atliekų tvarkymo organizacijas, patvirtintų EEI atliekų sistemų arba jūsų buitinių atliekų tvarkymo įstaigų atstovus. Išsamesnės informacijos apie EEI atliekų grąžinimo ir perdirbimo tvarką galite rasti apsilankę tinklalapyje [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## **Samo za Evropsko unijo in EGP (Norveška, Islandija in Lihtenštajn)**



Ta simbol pomeni, da tega izdelka v skladu z direktivo OEEO (2012/19/EU) in državno zakonodajo ne smete odvreči v gospodinjске odpadke. Ta izdelek morate odložiti na ustrezno zbiralno mesto, na primer pri pooblaščenem prodajalcu, ko kupite podoben nov izdelek ali na zbiralno mesto za recikliranje električne in elektronske opreme. Neprimerno ravnanje s takšnimi odpadki lahko negativno vpliva na okolje in človekovo zdravje zaradi nevarnih snovi, ki so povezane z električno in elektronsko opremo. S pravilno odstranitvijo izdelka hkrati prispevate tudi k učinkoviti porabi naravnih virov. Če želite več informacij o tem, kje lahko odložite odpadno opremo za recikliranje, pokličite občinski urad, komunalno podjetje ali službo, ki skrbi za odstranjevanje odpadkov, ali si oglejte načrt OEEO. Če želite več informacij o vračanju in recikliranju izdelkov v skladu z direktivo OEEO, obiščite [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## **Само за Европейския съюз и ЕИП (Норвегия, Исландия и Лихтенщайн)**



Този символ показва, че този продукт не трябва да се изхвърля заедно с битовите отпадъци, съгласно Директивата за ИУЕЕО (2012/19/ЕС) и Вашето национално законодателство. Този продукт трябва да бъде предаден в предназначен за целта пункт за събиране, например на база размяна, когато купувате нов подобен продукт, или в одобрен събирателен пункт за рециклиране на излязло от употреба електрическо и електронно оборудване (ИУЕЕО). Неправилното третиране на този тип отпадъци може да доведе до евентуални отрицателни последици за околната среда и човешкото здраве поради потенциално опасните вещества, които обикновено са свързани с ЕЕО. В същото време Вашето съдействие за правилното изхвърляне на този продукт ще допринесе за ефективното използване на природните ресурси. Повече информация относно местата, където може да предавате излязло от употреба оборудване за рециклиране, може да получите от местните власти, от органа, отговорен за отпадъците и от одобрена система за излязло от употреба ЕЕО или от Вашата местна служба за битови отпадъци. За повече информация относно връщането и рециклирането на продукти от излязло от употреба ЕЕО посетете [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Doar pentru Uniunea Europeană și EEA (Norvegia, Islanda și Liechtenstein)



Acest simbol indică faptul că acest produs nu trebuie aruncat o dată cu reziduurile menajere, în conformitate cu Directiva DEEE (Directiva privind deșeurile de echipamente electrice și electronice) (2012/19/UE) și legile naționale. Acest produs trebuie transportat la un punct de colectare special, de exemplu un centru care preia produsele vechi atunci când achiziționați un produs nou similar, sau la un punct de colectare autorizat pentru reciclarea deșeurilor provenite de la echipamentele electrice și electronice (EEE). Mănuirea necorespunzătoare a acestor tipuri de deșeuri poate avea un impact negativ asupra mediului înconjurător și sănătății indivizilor, din cauza substanțelor potențial nocive care sunt în general asociate cu EEE. În același timp, cooperarea dvs. la reciclarea corectă a acestui produs va contribui la utilizarea efectivă a resurselor naturale. Pentru mai multe informații privind locurile de reciclare a deșeurilor provenite de la echipamente, contactați biroul primăriei locale, autoritatea responsabilă cu colectarea deșeurilor, schema DEEE aprobată sau serviciul de colectare a deșeurilor menajere. Pentru mai multe informații privind returnarea și reciclarea produselor DEEE, vizitați [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Samo za Europsku uniju i EEZ (Norveška, Island i Lihtenštajn)



Ovaj simbol pokazuje da se ovaj proizvod ne smije odlagati s kućnim otpadom sukladno WEEE Direktivi (2012/19/EC) i vašem nacionalnom zakonu. Ovaj proizvod je potrebno predati na posebno mjesto za sakupljanje otpada, npr. na ovlašteno mjesto gdje možete zamijeniti staro za novo ukoliko kupujete novi sličan proizvod ili na ovlašteno mjesto za sakupljanje rabljene električne i elektroničke opreme (EEE) za recikliranje. Nepropisno rukovanje ovom vrstom otpada može imati negativan učinak na okolinu i zdravlje ljudi zbog supstanci koje su potencijalno opasne za zdravlje, a općenito se povezuju s EEE. Istovremeno, vaša će suradnja kroz propisno odlaganje ovog proizvoda doprinijeti efektivnoj uporabi prirodnih resursa. Za više informacija o tome gdje možete odložiti svoj otpad za recikliranje obratite se vašem lokalnom gradskom uredu, komunalnoj službi, odobrenom WEEE programu ili službi za odlaganje kućnog otpada. Ostale informacije o vraćanju i recikliranju WEEE proizvoda potražite na [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## Korisnici u Srbiji



Ovaj simbol označava da ovaj proizvod ne sme da se odlaže sa ostalim kućnim otpadom, u skladu sa WEEE Direktivom (2012/19/EU) i nacionalnim zakonima. Ovaj proizvod treba predati određenom centru za prikupljanje, npr. na osnovi "jedan-za-jedan" kada kupujete sličan novi proizvod, ili ovlašćenom centru za prikupljanje za reciklažu istrošene električne i elektronske opreme (EEE). Nepravilno rukovanje ovom

vrstom otpada može da ima moguće negativne posledice po životnu sredinu i ljudsko zdravlje usled potencijalno opasnih materijala koji se uglavnom vezuju za EEE. U isto vreme, vaša saradnja na ispravnom odlaganju ovog proizvoda će doprineti efikasnom korišćenju prirodnih resursa. Za više informacija o tome gde možete da predate vašu staru opremu radi recikliranja, vas molimo, da kontaktirate lokalne gradske vlasti, komunalne službe, odobreni plan reciklaže ili Gradsku čistoću. Za više informacija o vraćanju i recikliranju WEEE proizvoda, posetite stranicu [www.canon-europe.com/weee](http://www.canon-europe.com/weee).

## **Handling Precautions**

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- ▶ **Canceling Print Jobs**
- ▶ **Storing Printed Images**
- ▶ **Legal Restrictions on Scanning/Copying**
- ▶ **Transporting Your Printer**
- ▶ **When Repairing, Lending, or Disposing of the Printer**
- ▶ **Keeping Print Quality High**

## Legal Restrictions on Scanning/Copying

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Scanning, printing, copying, or modifying copies of the following may be punishable under law.

This list is non-exhaustive. When in doubt, check with a local legal representative.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (canceled or uncanceled)
- Identification badges or insignia
- Selective service or draft papers
- Checks or drafts issued by governmental agencies
- Motor vehicle licenses and certificates of title
- Traveler's checks
- Food stamps
- Passports
- Immigration papers
- Internal revenue stamps (canceled or uncanceled)
- Bonds or other certificates of indebtedness
- Stock certificates
- Copyrighted works or works of art, without the owner's consent

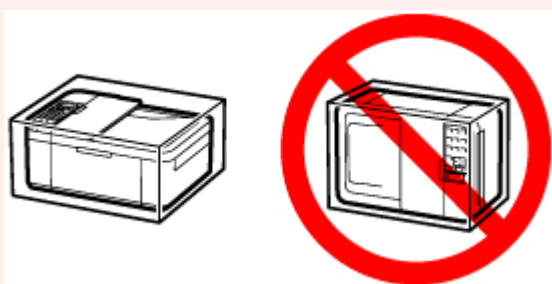


## Transporting Your Printer

When relocating the printer for changing your living place or repairing it, make sure of the following.

### ►► Important

- Pack the printer in a sturdy box so that it is placed with its bottom facing down, using sufficient protective material to ensure safe transport.
- With the FINE cartridge left installed in the printer, press the **ON** button to turn off the power. This allows the printer to automatically cap the print head, thus preventing it from drying.
- After packing, do not tilt the box containing the printer or turn it on its side or upside down. Doing so may cause the ink to leak during transport and cause damage to the printer.
- When a shipping agent is handling transport of the printer, have its box marked "THIS SIDE UP" to keep the printer with its bottom facing down. Mark also with "FRAGILE" or "HANDLE WITH CARE".



1. Turn the printer off.
2. Check that **ON** lamp is off and [unplug power cord](#).

### ►► Important

- Do not unplug the printer while the **ON** lamp is lit or flashing, as it may cause malfunction or damage to the printer, making the printer unable to print.

3. Retract the paper output support with the output tray extension closed.
4. Close the front cover.
5. Unplug the printer cable from the computer and from the printer, then unplug the power cord from the printer.
6. Use adhesive tape to secure all the covers on the printer to keep them from opening during transportation. Then pack the printer in the plastic bag.
7. Attach the protective material to the printer when packing the printer in the box.

**»» Important**

- We recommend to hold and carry out this printer as shown in the figure below. If you hold the front cover or the cassette, it may fall out of the printer.



## When Repairing, Lending, or Disposing of the Printer

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If you have entered personal data, passwords and/or other security settings on the printer, such information may be stored in the printer.

When sending the printer for repair, lending or transferring the printer to another person, or disposing of the printer, please be sure to follow the steps below in order to delete such information and prevent third parties from accessing it.

Press the **Setup** button and select **Device settings > Reset setting > All data**. Next, press the **OK** button and select **Yes**.

For printers with fax capabilities, user information and speed dial numbers can be backed up to a computer by utilizing the Speed Dial Utility2 software before resetting the printer or deleting data. Backed up data can be restored to the repaired printer or another Canon printer.

- [Registering Recipients Using Speed Dial Utility2 \(Windows\)](#)
- Registering Recipients Using Speed Dial Utility2 (macOS)

## Keeping Print Quality High

The key to printing with the optimal printing quality is to prevent the print head from drying or clogging. Always observe the following rules for optimal printing quality.

### ▶▶▶ Note

- Depending on the type of paper, ink may blur if you trace the printed area with a highlight pen or paint-stick, or bleed if water or sweat comes in contact with the printed area.

### Never unplug the power cord until the power is turned off!

If you press the **ON** button to turn off the power, the printer caps the print head (nozzles) automatically to prevent from drying. If you unplug the power cord from the wall outlet before the **ON** lamp is turned off, the print head will not be capped properly and this will cause drying or clogging.

When [unplugging the power cord](#), check that the **ON** lamp is not lit.

### ▶▶▶ Important

- If the power cord is unplugged, the date/time settings will be reset and all documents stored in the printer's memory will be lost. Send or print a necessary document before unplugging the power cord.

### Print periodically!

Just as the tip of a felt pen becomes dry and unusable if it has not been used for a long time, even if it is capped, the print head too, may become dried or clogged if the printer has not been used for a long time. We recommend you to use the printer at least once a month.

## **Main Components and Their Use**

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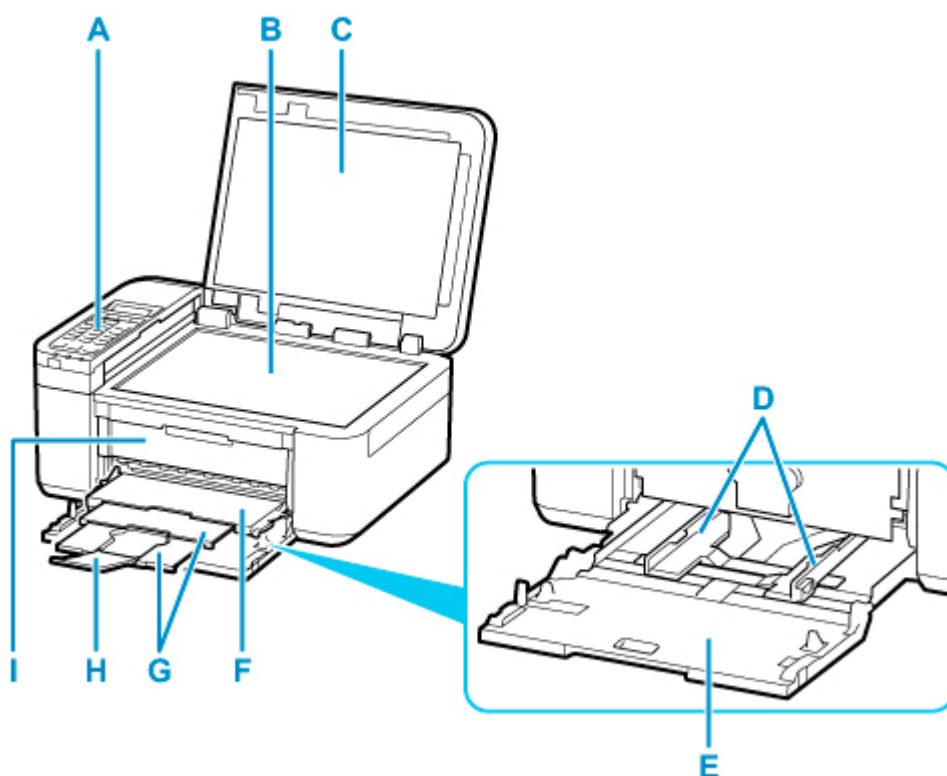
- **Main Components**
- **Power Supply**
- **LCD and Operation Panel**
- **Entering Numbers, Letters, and Symbols**

## **Main Components**

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- **Front View**
- **Rear View**
- **Inside View**
- **Operation Panel**

## Front View



### A: Operation Panel

Use to change the settings of the printer or to operate it.

■ [Operation Panel](#)

### B: Platen

Load an original here.

### C: Document Cover

Open to load an original on the platen.

### D: Paper Guides

Align with both sides of the paper stack.

### E: Cassette

Load paper here. Two or more sheets of the same size and type of paper can be loaded at the same time, and fed automatically one sheet at a time.

■ [Loading Plain Paper](#)

■ [Loading Photo Paper](#)

■ [Loading Envelopes](#)

### F: Paper Output Tray

Printed paper is ejected.

### G: Paper Output Support

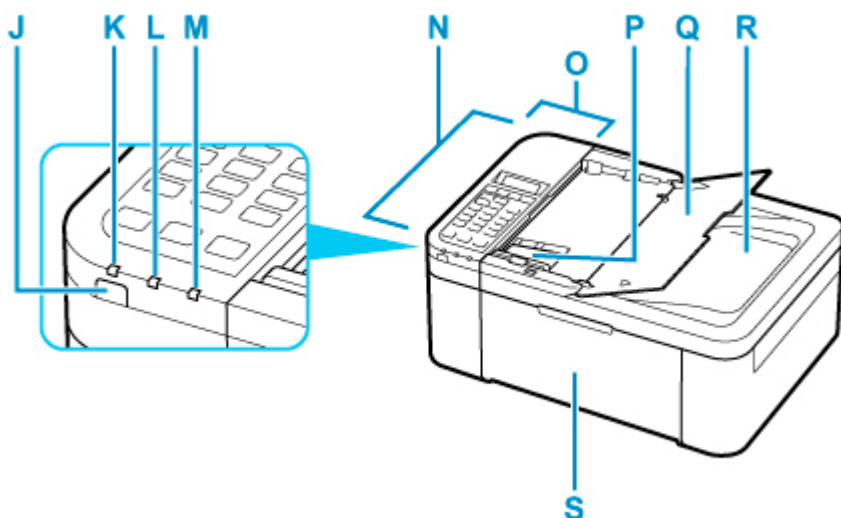
Extend to support ejected paper.

### H: Output Tray Extension

Open to support ejected paper.

## I: Paper Output Cover

Open to replace the FINE cartridge or remove jammed paper inside the printer.



### J: ON button

Turns the power on or off. Before turning on the power, make sure that the document cover is closed.

■ [Turning the Printer On and Off](#)

### K: ON lamp

Lights after flashing when the power is turned on.

### L: FAX Memory lamp

Lights when there are received or unsend documents stored in the printer's memory.

### M: Alarm lamp

Lights or flashes when an error occurs.

### N: ADF (Auto Document Feeder)

Load a document here. The documents loaded in the document tray are scanned automatically one sheet at a time.

■ [Loading Documents in the ADF \(Auto Document Feeder\)](#)

### O: Document Feeder Cover

Open when clearing jammed documents.

### P: Document Guide

Adjust this guide to match the width of document in the ADF.

### Q: Document Tray

Open to load a document in the ADF. You can load two or more sheets of document of the same size and thickness. Load the document with the side you want to scan facing up.

### R: Document Output Slot

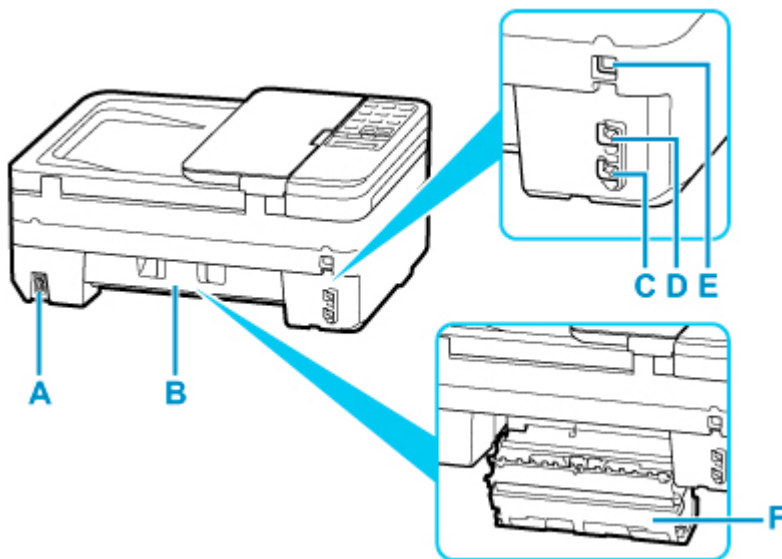
Documents scanned from the ADF are delivered here.

### S: Front Cover

Open to load paper in the cassette.



## Rear View



**A: Power Cord Connector**

Plug in the supplied power cord.

**B: Rear Cover**

Open when removing jammed paper.

**C: Telephone Line Jack**

Connect the telephone line.

**D: External Device Jack**

Connect an external device such as telephone or answering device.

**E: USB Port**

Plug in the USB cable to connect the printer with a computer.

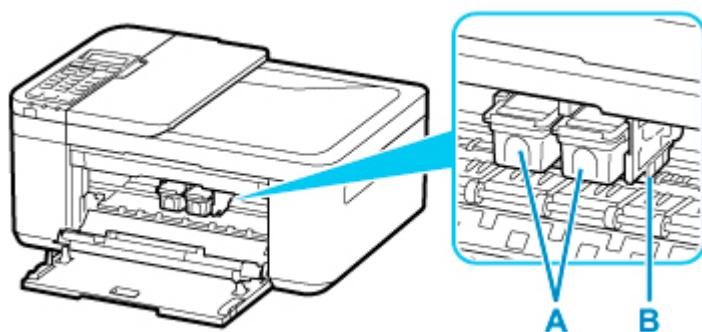
**F: Transport Unit Cover**

Detach when removing jammed paper.

**»» Important**

- Do not touch the metal casing.
- Do not plug in or unplug the USB cable while the printer is printing or scanning with the computer. This can cause trouble.

## Inside View



### A: FINE Cartridge (ink cartridges)

A replaceable cartridge that integrates print head and ink tank.

### B: FINE Cartridge Holder

Install the FINE cartridge.

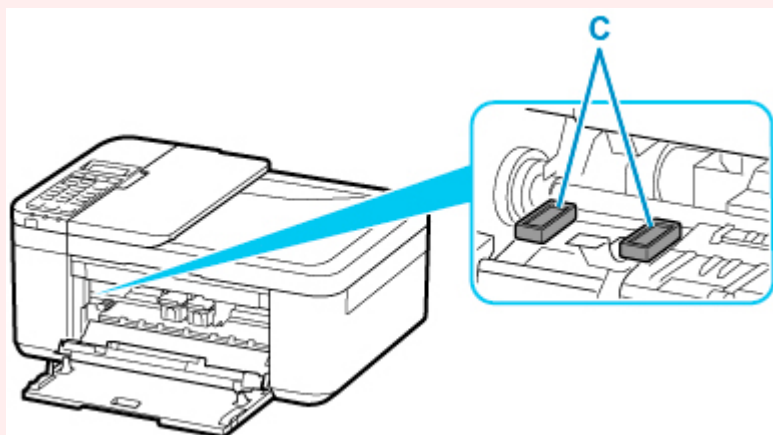
The color FINE cartridge should be installed into the left slot and the black FINE cartridge should be installed into the right slot.

### ►► Note

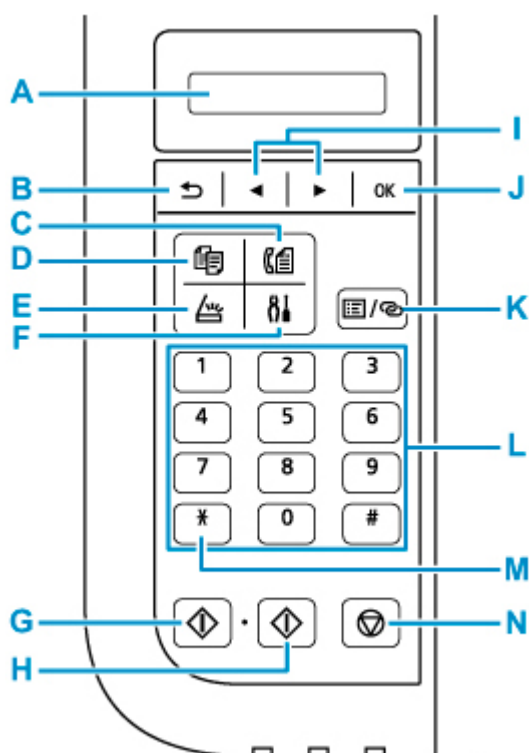
- For details on replacing a FINE cartridge, see [Replacing a FINE Cartridge](#).

### ►► Important

- The area around the parts C may be splattered with ink. This does not affect the performance of the printer.
- Do not touch the parts C. The printer may not print properly if you touch them.



## Operation Panel



### A: LCD (Liquid Crystal Display)

Displays messages, menu items, and the operational status.

### B: Back button

Returns the LCD to the previous screen.

### C: FAX button

Switches the printer to the fax mode.

### D: COPY button

Switches the printer to the copy mode.

### E: SCAN button

Switches the printer to the scan mode.

### F: Setup button

Displays the **Setup menu** screen. With this menu, you can perform printer maintenance and change printer settings.

### G: Black button

Starts black & white copying, scanning, faxing, etc.

### H: Color button

Starts color copying, scanning, faxing, etc.

### I: ◀ and ▶ buttons

Used to select a menu or setting item. The ◀ ▶ button is also used when entering characters.

■ [Selecting a Menu or Setting Item](#)

**J: OK button**

Finalizes the selection of a menu or setting item. This button is also used to resolve an error or ejects documents in the ADF (Auto Document Feeder).

**K: Menu/Wireless connect button**

Displays the **Copy menu**, **Scan menu**, or **FAX menu** screen.

To set wireless router information in the printer directly from a smartphone or other such device (without having to do any procedures at the router), hold down this button.

**L: Numeric buttons**

Used to enter numerical values such as the number of copies, as well as fax/telephone numbers and characters.

**M: Tone button**

Switches to tone dialing temporarily if your printer is connected to a rotary pulse line.

**N: Stop button**

Cancels operation when print, copy, scan, or fax transmission/reception job is in progress.

**▶▶ Note**

- The printer makes the beep sound when pressing keypad buttons on the operation panel. The keypad sound can be enabled or disabled in **Sound control** of **Other dev. settings**.

■ [Other dev. settings](#)

## **Power Supply**

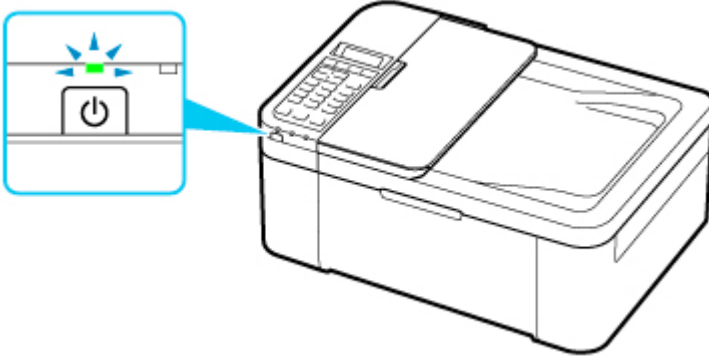
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- **Checking that Power Is On**
- **Turning the Printer On and Off**
- **Checking the Power Plug/Power Cord**
- **Unplugging the Printer**

## Checking that Power Is On

The **ON** lamp is lit when the printer is turned on.

Even if the LCD is off, if the **ON** lamp is lit, the printer is on.



### ▶▶▶ Note

- It may take a while for the printer to start printing immediately after you turn on the printer.
- The LCD will turn off if the printer is not operated for about 10 minutes. To restore the display, press any button or perform the print operation. The display will be also restored when receiving faxes. You cannot change the wait time before the LCD turns off.

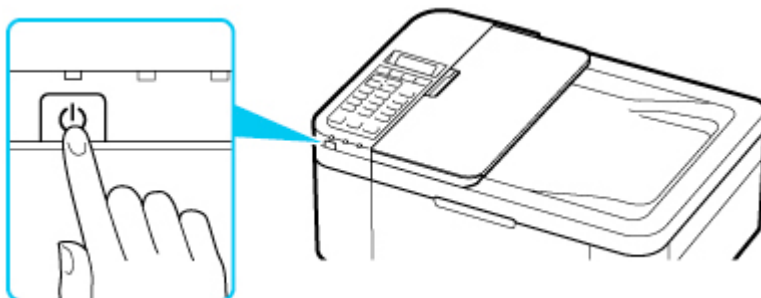
## Turning the Printer On and Off

### Turning on the printer

1. Press the **ON** button to turn on the printer.

The **ON** lamp flashes and then remains lit.

- [Confirming that the Power Is On](#)



#### ►► Note

- It may take a while for the printer to start printing immediately after you turn on the printer.
- If an error message is displayed on the LCD, see [An Error Occurs](#).
- You can set the printer to automatically turn on when a print or scan operation is performed from a computer connected by USB cable or wireless network. This feature is set to off by default.

From the printer

- [ECO settings](#)

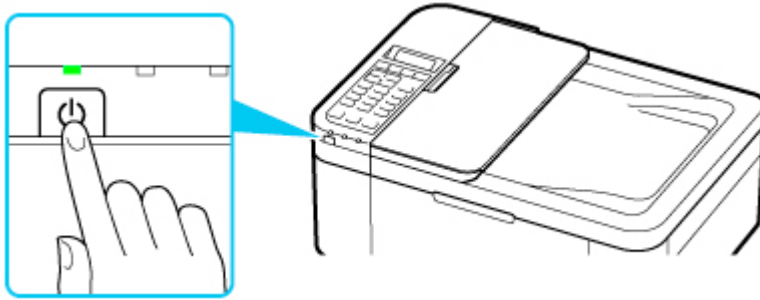
From the computer

- For Windows:
  - [Managing the Printer Power](#)
- For macOS:
  - [Managing the Printer Power](#)

### Turning off the printer

1. Press the **ON** button to turn off the printer.

When the **ON** lamp stops flashing, the printer is turned off.



### ▶▶ Important

- When you [unplug the power cord](#) after turning off the printer, be sure to confirm that the **ON** lamp is off.

### ▶▶ Note

- You can set the printer to automatically turn off when no operations are performed or no print jobs are sent to the printer for a certain interval. This feature is set to on by default.

From the printer

- [ECO settings](#)

From the computer

- For Windows:
  - [Managing the Printer Power](#)
- For macOS:
  - [Managing the Printer Power](#)



## Checking the Power Plug/Power Cord

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Check the power plug/power cord once a month to confirm that it does not have anything unusual described below.

- The power plug/power cord is hot.
- The power plug/power cord is rusty.
- The power plug/power cord is bent.
- The power plug/power cord is worn.
- The power plug/power cord is split.

### **Caution**

- If you find anything unusual with the power plug/power cord described above, [unplug the power cord](#) and call for service. Using the printer with one of the unusual conditions above may cause a fire or an electric shock.
-

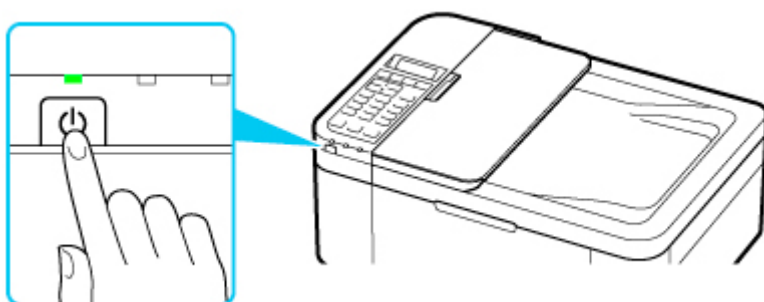
## Unplugging the Printer

To unplug the power cord, follow the procedure below.

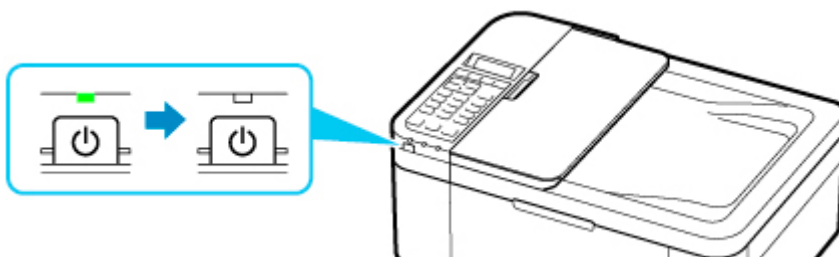
### ►► Important

- When you unplug the power cord, press the **ON** button, then confirm that the **ON** lamp is off. Unplugging the power cord while the **ON** lamp is lit or flashing may cause drying or clogging of the print head and print quality may be reduced.
- If the power cord is unplugged, the date/time settings will be reset and all documents stored in the printer's memory will be lost. Send or print a necessary document before unplugging the power cord.

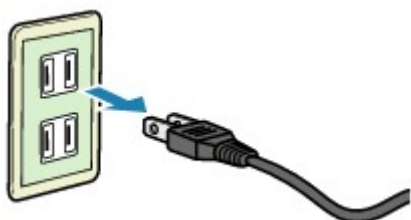
1. Press the **ON** button to turn the printer off.



2. Confirm that the **ON** lamp is off.



3. Unplug the power cord.

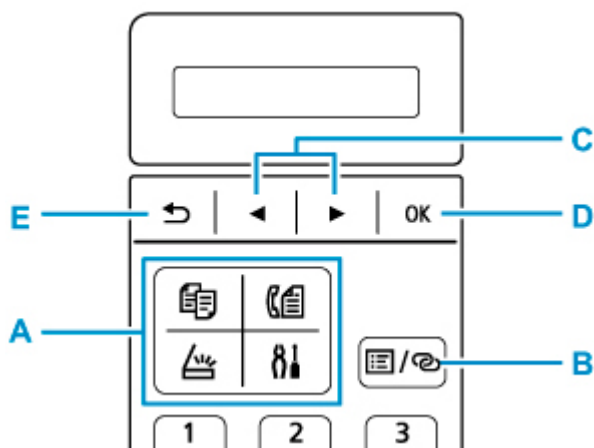


The specification of the power cord differs depending on the country or region of use.

## LCD and Operation Panel

The mode button (A) on the operation panel allows you to switch between the copy mode, scan mode, fax mode, and setup menu screen.

Pressing the **Menu/Wireless connect** button (B) in the respective modes shows the menu screen to select various functions or settings.

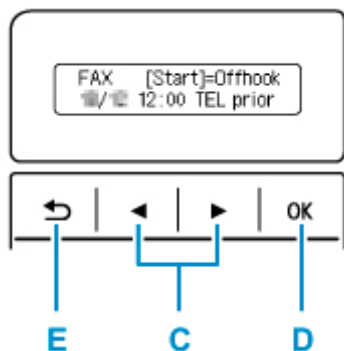


### Selecting a Menu or Setting Item

On the menu screen or settings screen, use the ◀▶ button (C) to select an item or option, then press the **OK** button (D) to proceed with the procedure.

To return to the previous screen, press the **Back** button (E).

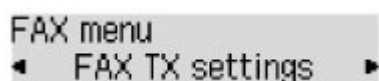
Example: Changing the scan contrast for faxing.



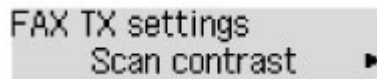
1. Press **Menu/Wireless connect** button in Fax standby screen.



2. Press the ◀▶ button (C) to select **FAX TX settings**.



3. Press the **OK** button (D).



4. Select **Scan contrast**, press the **OK** button (D).




5. Use the ◀ ▶ button (C) to change the contrast, then press the **OK** button (D).

## Network Status Indication

Wi-Fi setting and the network status indicate by the icon.



If the  icon appears on the LCD when the **SCAN** button or **Setup** button is pressed, it indicates that Wi-Fi is enabled and the printer is connected to the wireless router.

Depending on the signal state, the icon will change.



**Signal strength:** 81 % or more

You can use the printer over Wi-Fi without any problems.



**Signal strength:** 51 % or more

The problem such as the printer cannot print may occur according to the network status. We recommend placing the printer near the wireless router.



**Signal strength:** 50 % or less

The problem such as the printer cannot print may occur. Place the printer near the wireless router.



Wi-Fi is enabled but the printer is not connected to the wireless router.

### ▶▶ Note

- When Wi-Fi is disabled,  icon is not displayed.

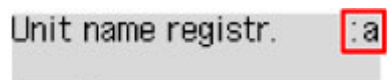
## Entering Numbers, Letters, and Symbols

Use the Numeric buttons to enter or edit such information as unit name, a recipient's name for the directory, etc.

### Switching the Input Mode

Each time the **Tone** button is pressed, the input mode is switched.

The current input mode appears at the upper right corner of the LCD.

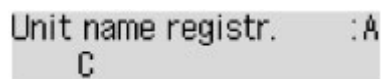


Unit name registr. :a

#### ▶▶▶ Note

- Only numbers and symbols that are available for the type of information you are entering are displayed, such as numbers for telephone or fax number input.

### Entering Numbers, Letters, and Symbols



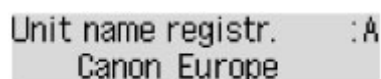
Unit name registr. :A  
C

Press the **Tone** button to switch the input mode.

Use the Numeric buttons to enter the desired characters.

- To insert a space  
Press the **#** button five times.
- To delete the last entered character  
Press the **Back** button.

### Editing Entered Numbers, Letters, and Symbols



Unit name registr. :A  
Canon Europe

Press the ◀ or ▶ button to move the cursor under the position you want to edit.

- To insert a space  
Press the **#** button five times.
- To insert a character  
Move the cursor under the character to the right of the insertion position, then enter the character. The character on the cursor will move to the right and the new character will be inserted.
- To delete a character  
Move the cursor under the character, then press the **Back** button.

## List of Characters Assigned to Each Numeric Button

### For Fax/Telephone Number, Name, Number of Copies

Button	Lowercase mode (:a)	Uppercase mode (:A)	Numeric mode (:1)	Fax/Telephone no.
1			1	1
2	abcääääääæç	ABCÄÄÄÄÄÆÇ	2	2
3	defëëëë	DEFËËËË	3	3
4	gh iïïïï	GH IÏÏÏÏ	4	4
5	jkl	JKL	5	5
6	mnoñøóóóóô	MNOÑØÓÓÓÓÔ	6	6
7	pqrsp	PQRSP	7	7
8	tuvüüüü	TUVÜÜÜÜ	8	8
9	wxyzý	WXYZÝ	9	9
0			0	0
#	. @ - _ SP*1 *# ! " , ; : ^ ` = /   ' ? \$ % & + ( ) [ ] { } < >			#
*	Switch the input mode.			*

\*1 "SP" indicates a space.

### For LAN Settings

Button	Lowercase mode (:a)	Uppercase mode (:A)	Numeric mode (:1)
1			1
2	abc	ABC	2
3	def	DEF	3
4	gh i	GH I	4
5	jkl	JKL	5
6	mno	MNO	6

<b>7</b>	pqrs	PQRS	7
<b>8</b>	tuv	TUV	8
<b>9</b>	wxyz	WXYZ	9
<b>0</b>			0
<b>#</b>	. @ - _ SP* <u>2</u> *# ! " , ; : ^ ` = /   ' ? \$ % & + ( ) [ ] { } < > \ ~		
<b>✳</b>	Switch the input mode.		

\*2 "SP" indicates a space.

## **Changing Settings**

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- ▶ **Changing Printer Settings from Your Computer (Windows)**
- ▶ **Changing Printer Settings from Your Computer (macOS)**
- ▶ **Changing Settings from Operation Panel**



## **Changing Printer Settings from Your Computer (Windows)**

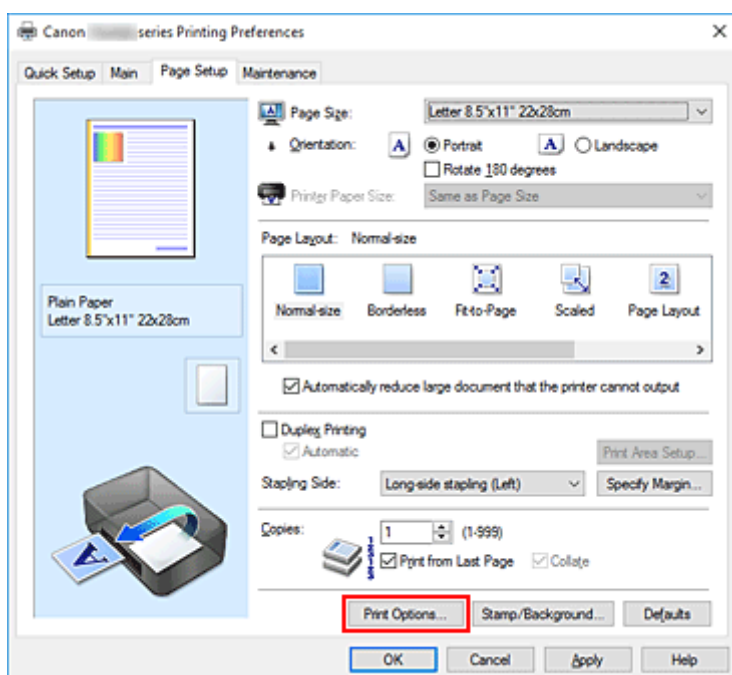
---

- **Changing the Print Options**
- **Registering a Frequently Used Printing Profile**
- **Setting the FINE Cartridge to be Used**
- **Managing the Printer Power**
- **Changing the Printer Operation Mode**

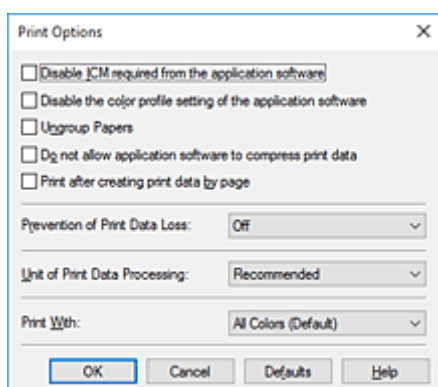
## Changing the Print Options

You can change the detailed printer driver settings for print data that is sent from an application software. Specify this option if you encounter print failures such as part of an image data being cut off.

1. Open the [printer driver setup window](#)
2. Click **Print Options...** on the **Page Setup** tab



The **Print Options** dialog box opens.



3. Change the individual settings

If necessary, change the setting of each item, and then click **OK**.

The **Page Setup** tab is displayed again.

## Registering a Frequently Used Printing Profile

You can register the frequently used printing profile to **Commonly Used Settings** on the **Quick Setup** tab. Unnecessary printing profiles can be deleted at any time.

### Registering a Printing Profile

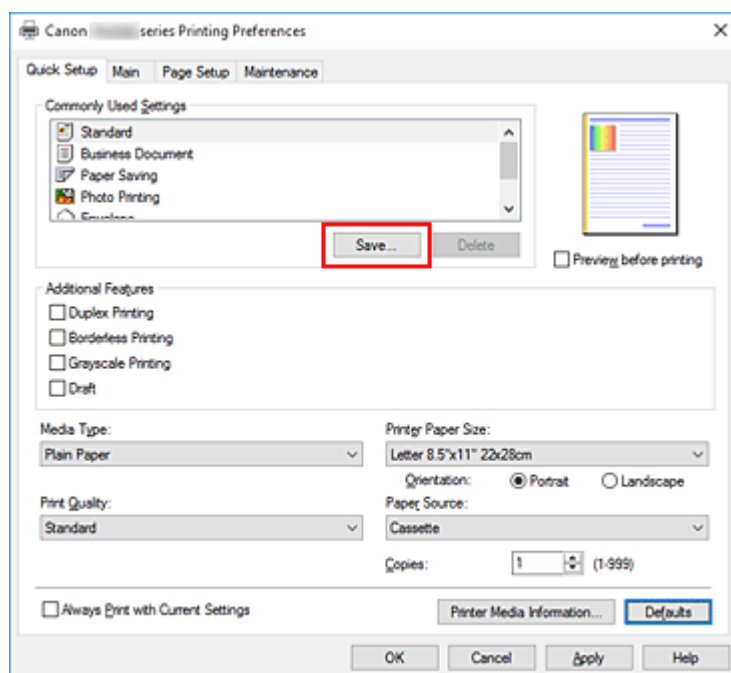
1. Open the [printer driver setup window](#)

2. Set the necessary items

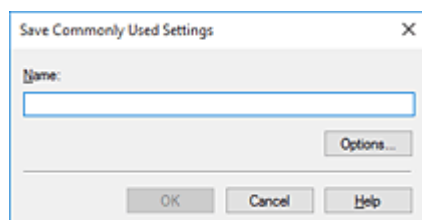
From **Commonly Used Settings** on the **Quick Setup** tab, select the printing profile to be used and if necessary, change the settings after **Additional Features**.

You can also register necessary items on the **Main** and **Page Setup** tabs.

3. Click **Save...**



The **Save Commonly Used Settings** dialog box opens.



4. Save the settings

Enter a name in the **Name** field. If necessary, click **Options...**, set the items, and then click **OK**.

In the **Save Commonly Used Settings** dialog box, click **OK** to save the print settings and return to the

**Quick Setup** tab.

The name and icon are displayed in **Commonly Used Settings**.

### ▶▶▶ Important

- To save the page size, orientation, and number of copies that was set in each sheet, click **Options...**, and check each item.

### ▶▶▶ Note

- When you re-install the printer driver or upgrade the printer driver version, the print settings that are already registered will be deleted from **Commonly Used Settings**.  
Registered print settings cannot be saved and preserved. If a profile is deleted, register the print settings again.

## Deleting Unnecessary Printing Profile

### 1. Select the printing profile to be deleted

Select the printing profile you want to delete from the **Commonly Used Settings** list on the **Quick Setup** tab.

### 2. Delete the printing profile

Click **Delete**. When the confirmation message appears, click **OK**.

The selected printing profile is deleted from the **Commonly Used Settings** list.

### ▶▶▶ Note

- Printing profiles that are registered in the initial settings cannot be deleted.

## Setting the FINE Cartridge to be Used

This feature enables you to specify the most appropriate FINE cartridge among installed cartridges according to an intended use.

1. Open the [printer driver setup window](#)
2. Click **Print Options...** on the **Page Setup** tab  
The **Print Options** dialog box appears.
3. Select the FINE cartridge to be used from **Print With**  
Select the FINE cartridge to be used for printing and click **OK**.

4. Click **OK** on the **Page Setup** tab  
When you perform printing, the specified FINE cartridge will be used.

### »» Important

- When the following settings are specified, **Black Only** does not function because the printer uses the color FINE cartridge to print documents.
  - Other than **Plain Paper**, **Envelope**, **Ink Jet Hagaki (A)**, **Hagaki K (A)**, **Hagaki (A)**, or **Hagaki** is selected for **Media Type** on the **Main** tab
  - **Borderless** is selected from the **Page Layout** list on the **Page Setup** tab
- Do not detach the FINE cartridge that is not in use. Printing cannot be performed while either FINE cartridge is detached.

## Managing the Printer Power

This function allows you to manage the printer power from the Canon IJ Printer Assistant Tool.



### Power Off

The **Power Off** function turns off the printer. When you use this function, you will not be able to turn the printer on from the Canon IJ Printer Assistant Tool.

1. Open Canon IJ Printer Assistant Tool

2. Execute power off

Click **Power Off**. When the confirmation message appears, click **OK**.

The printer power switches off.

#### ▶▶▶ Important

- You cannot receive faxes when the printer is switched off.



### Auto Power

**Auto Power** allows you to set **Auto Power On** and **Auto Power Off**.

The **Auto Power On** function automatically turns on the printer when data is received.

The **Auto Power Off** function automatically turns off the printer when there are no operations from the printer driver or the printer for a specified period of time.

1. Open the Canon IJ Printer Assistant Tool

2. Make sure that the printer is on and then click **Auto Power**

The **Auto Power Settings** dialog box opens.

#### ▶▶▶ Note

- If the printer is off or if communication between the printer and the computer is disabled, an error message may appear because the computer cannot collect the printer status. If this happens, click **OK** to display the most recent settings specified on your computer.

3. If necessary, complete the following settings:

#### **Auto Power On**

Specifying **Enable** from the list will turn the printer on upon receipt of print data.

### **Auto Power Off**

Specify the time from the list. When this time lapses without any operations from the printer driver or the printer, the printer is turned off automatically.

#### **4. Apply the settings**

Click **OK**. When the confirmation message appears, click **OK**.

The setting is enabled after this. When you want to disable this function, select **Disable** from the list according to the same procedure.

#### **▶▶ Note**

- When the printer is turned off, the Canon IJ Status Monitor message varies depending on the **Auto Power On** setting.  
When the setting is **Enable**, "Printer is standing by" is displayed. When the setting is **Disable**, "Printer is offline" is displayed.

#### **▶▶ Important**

- When you use the printer by connecting it to a telephone line via a modular cable, you can set **Auto Power Off** but the power will not be turned off automatically.

# Changing the Printer Operation Mode

If necessary, switch between various modes of printer operation.



## Custom Settings

1. Open the Canon IJ Printer Assistant Tool
2. Make sure that the printer is on, and then click **Custom Settings**

The **Custom Settings** dialog box opens.

### ▶▶▶ Note

- If the printer is off or if communication between the printer and the computer is disabled, an error message may appear because the computer cannot collect the printer status. If this happens, click **OK** to display the most recent settings specified on your computer.

3. If necessary, complete the following settings:

#### **Prevent paper abrasion**

The printer can increase the gap between the print head and the paper during high-density printing to prevent paper abrasion.

Check this check box to prevent paper abrasion.

#### **Align heads manually**

Usually, the **Print Head Alignment** function in the Canon IJ Printer Assistant Tool is set to automatic head alignment, but you can change it to manual head alignment.

If the printing results of automatic print head alignment are not satisfactory, perform manual head alignment.

Check this check box to perform the manual head alignment. Uncheck this check box to perform the automatic head alignment.

#### **Rotate 90 degrees left when orientation is [Landscape]**

On the **Page Setup** tab, you can change the rotation direction of the **Landscape** in the **Orientation**.

To rotate the print data 90 degrees to the left during printing, select this item. To rotate the print data 90 degrees to the right during printing, clear this item.

### ▶▶▶ Important

- Do not change this setting while the print job is displayed in the print wait list. Otherwise, characters may be omitted or the layout may become corrupt.

#### **Don't detect mismatch of paper settings when printing from computer**

When you print documents from your computer, the paper settings in the printer driver and the paper information registered on the printer do not match, this setting disables the message display and allows you to continue printing.

To disable detection of paper setting mismatches, select this check box.



### Prevent paper double-feed

Select this check box only if the printer is feeding multiple sheets of plain paper at the same time.

#### Important

- Using this function slows down the print speed.

### Ink Drying Wait Time

You can set the length of the printer rest time until printing of the next page begins. Moving the slider to the right increases the pause time, and moving the slider to the left decreases the time. If the paper gets stained because the next page is ejected before the ink on the printed page dries, increase the ink drying wait time.

Reducing the ink drying wait time speeds up printing.

## 4. Apply the settings

Click **OK** and when the confirmation message appears, click **OK**.

The printer operates with the modified settings hereafter.

## **Changing Settings from Operation Panel**

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- **Changing Settings from Operation Panel**
- **Setting Items on Operation Panel**
- **FAX settings**
- **Print settings**
- **LAN settings**
- **Other dev. settings**
- **Language selection**
- **Firmware update**
- **Reset setting**
- **Feed settings**
- **Web service setup**
- **ECO settings**
- **Quiet setting**
- **System information**

## Changing Settings from Operation Panel

This section describes the procedure to change the settings in the **Device settings** screen, taking the steps to specify **Extended copy amt.** as an example.

### ▶▶▶ Note

- The \* (asterisk) on the LCD indicates the current setting.

1. [Check that printer is turned on.](#)

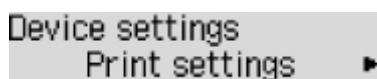
2. Press the **Setup** button.

The **Setup menu** screen is displayed.

3. Select **Device settings** and then press the **OK** button.

The **Device settings** screen is displayed.

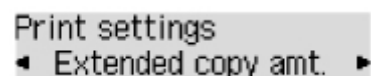
4. Select a setting item to adjust and then press the **OK** button.



```
Device settings
Print settings ▶
```

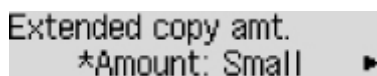
The setting screen for the selected item is displayed.

5. Select a setting item and then press the **OK** button.



```
Print settings
◀ Extended copy amt. ▶
```

6. Select a setting to specify and then press the **OK** button.



```
Extended copy amt.
*Amount: Small ▶
```

For more on setting items on the operation panel:

■ [Setting Items on Operation Panel](#)

## Setting Items on Operation Panel

---

### Items for Printer

- [FAX settings](#)
- [Other dev. settings](#)
- [Language selection](#)
- [Web service setup](#)
- [ECO settings](#)
- [Quiet setting](#)

### Items for Paper/Printing

- [Print settings](#)
- [Feed settings](#)

### Items for Maintenance/Management

- [LAN settings](#)
- [Firmware update](#)
- [Reset setting](#)
- [System information](#)

## FAX settings

Select this menu from **Setup menu**.

- [Easy setup](#)
- [TEL no. registration](#)
- [FAX user settings](#)
- [Adv. FAX settings](#)
- [Auto print settings](#)
- [Security control](#)

### ▶▶▶ Note

- Before changing the settings, you can confirm the current settings by printing USER'S DATA LIST.
  - [Summary of Reports and Lists](#)

## Easy setup

The printer must be set up depending on your telephone line and use of the faxing function. Follow the procedure according to the instructions on the LCD.

### ▶▶▶ Note

- You can specify the setup setting individually or the advanced setting.  
For details on how to specify the setting:
  - [Preparing for Faxing](#)

## TEL no. registration

You can register the recipient's fax/telephone number to the printer.

- [Registering Recipients Using Operation Panel of Printer](#)

## FAX user settings

- **Unit TEL no. registr.**  
Registers your fax/telephone number printed on sent faxes.
  - [Registering User Information](#)
- **Unit name registr.**  
Registers your name printed on sent faxes.
  - [Registering User Information](#)
- **Telephone line type (Country or region of purchase other than China)**  
Selects the telephone line type setting for the printer.
  - [Setting Telephone Line Type](#)

## ▶▶▶ Note

- This setting may not be available depending on the country or region of purchase.

### • TEL line auto select (China only)

If you select **ON**, the telephone line type is selected automatically.

If you select **OFF**, you can select the telephone line type manually.

- [Setting Telephone Line Type](#)

## Adv. FAX settings

### • Err reduction (VoIP)

If you select **Reduce**, it may be possible to reduce the incidence of communication errors when connecting to internet line such as IP phone.

## ▶▶▶ Note

- When **Reduce** is selected, V.34 (Super G3) cannot be used. Communication time generally becomes longer than when communicating with V.34 (super G3).
- This setting has priority even if you select **33600 bps** for **TX start speed** or **RX start speed**.

### • Auto redial

Enables/disables automatic redialing.

If you select **ON**, you can specify the maximum number of redial attempts and the length of time the printer waits between redial attempts.

### • Dial tone detect

Avoids mistransmission when reception and transmission occur at the same time.

If you select **ON**, the printer transmits the fax after confirming the dial tone.

## ▶▶▶ Note

- This setting may not be available depending on the country or region of purchase.

### • Pause time settings

Sets the length of pause time for each when you enter "P" (pause).

### • TTI position

Selects the position of the sender information (outside or inside the image area).

### • Remote RX

Enables/disables remote reception.

If you select **ON**, you can specify the remote reception ID.

- Remote Reception

- **Color transmission**

When faxing color documents using the ADF (Auto Document Feeder), selects whether to convert them into black & white data if the recipient's fax device does not support color faxing.

If you select **If incompatible, end**, the printer does not send color documents when the recipient's fax device does not support color faxing.

If you select **If incompat., B&W**, the printer send documents in black & white when the recipient's fax device does not support color faxing.

- **RX image reduction**

Enables/disables automatic reduction of incoming faxes so that they fit in the selected paper.

If you select **ON**, you can select the image reduction direction.

- **Adv. communication**

- **ECM TX**

Selects whether to send faxes in Error Correction Mode (ECM).

■ Transmission/Reception of Faxes Using ECM

- **ECM RX**

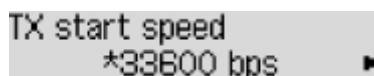
Selects whether to receive faxes in Error Correction Mode (ECM).

■ Transmission/Reception of Faxes Using ECM

- **TX start speed**

Selects the fax transmission speed.

Ex:



TX start speed  
\*33600 bps ▶

The following settings are available.

**33600 bps/14400 bps/9600 bps/4800 bps**

The fax transmission start speed will be faster as the value is bigger.

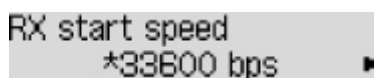
▶▶▶ **Note**

- The \* (asterisk) on the LCD indicates the current setting.
- Some of settings are not available depending on the country or region of purchase.
- When the telephone line condition or connection is poor, selecting a lower transmission start speed may solve transmission problems.

- **RX start speed**

Selects the fax reception speed.

Ex:



RX start speed  
\*33600 bps ▶

The following settings are available.

## 33600 bps/14400 bps/9600 bps/4800 bps

The fax reception start speed will be faster as the value is bigger.

### ▶▶▶ Note

- The \* (asterisk) on the LCD indicates the current setting.
- Some of settings are not available depending on the country or region of purchase.
- When the telephone line condition or connection is poor, selecting a lower reception start speed may solve reception problems.

## Auto print settings

### • Received documents

Selects whether to print the received fax automatically when receiving a fax.

If you select **Do not print**, the received fax is stored in the printer's memory.

For details on the received fax stored in the printer's memory:

#### ■ [Document Stored in Printer's Memory](#)

### • Activity report

Selects whether to print ACTIVITY REPORT automatically.

If you select **Print**, the printer prints ACTIVITY REPORT for the 20 histories of sent and received faxes automatically.

For details on the procedure to print ACTIVITY REPORT manually:

#### ■ [Summary of Reports and Lists](#)

### • TX report

Selects whether to print TX REPORT/ERROR TX REPORT automatically after sending a fax.

If you print the report, select **Print error only** or **Print for each TX**.

If you select **Print error only** or **Print for each TX**, you can specify the print setting that the first page of the fax is printed along with the report.

### • RX report

Selects whether to print RX REPORT automatically after receiving a fax.

If you print RX REPORT, select **Print error only** or **Print for each RX**.

### • Print when no ink

Sets whether to continue printing the received fax without storing it in the printer's memory when the ink has run out.

However, part or all of the fax may not be printed since the ink has run out.



## Security control

- **FAX no. re-entry**

If you select **ON**, you can set the printer to send faxes after using the Numeric buttons to enter the number twice. By using this setting, you can avoid the mistransmission of faxes.

- Preventing Mistransmission of Faxes

- **Check RX FAX info**

If you select **ON**, the printer checks whether the recipient's fax device information matches the dialed number. If it matches the number, the printer starts to send faxes.

- Preventing Mistransmission of Faxes

- **Hook setting**

If you select **Enable**, you can use the on hook dial function.

- **FAX RX reject**

If you select **ON**, the printer rejects the reception of faxes with no sender information or faxes from specific senders.

- Rejecting Fax Reception

- **Caller rejection**

If you subscribe to the Caller ID service, the printer detects the sender's Caller ID. If the sender's ID matches the condition specified in this setting, the printer rejects the phone call or fax reception from the sender.

If you select **Subscribed**, you can specify the settings of rejection.

- Using Caller ID Service to Reject Calls

### ▶▶ Note

- This setting may not be supported depending on the country or region of purchase. Contact your telephone company to confirm whether it provides this service.

## Print settings

---

Select this menu from **Device settings** in **Setup menu**.

- **Prevent abrasion**

Use this setting only if the print surface becomes smudged.

▶▶▶ **Important**

- Be sure to set this back to **OFF** after printing since it may result in lower printing speed or lower print quality.

- **Extended copy amt.**

Selects the amount of image that extends off the paper when copying in Borderless (full).

Slight cropping may occur at the edges since the copied image is enlarged to fill the whole page. You can change the width to be cropped from the borders of the original image as needed.

Cropped area will be larger if **Amount: Large** is selected.

▶▶▶ **Note**

- If printouts contain margins even though you are copying in Borderless, specifying **Amount: Large** for this setting may help solve the problem.

- **Prevent double-feed**

Select **ON** to prevent double-feed of plain paper.

▶▶▶ **Important**

- Be sure to set this back to **OFF** after printing since it may result in lower printing speed.

## LAN settings

Select this menu from **Device settings** in **Setup menu**.

- [Wi-Fi](#)
- [Wireless Direct](#)
- [Print LAN details](#)

### Wi-Fi

- **Enable/disab. Wi-Fi**

Enables or disables Wi-Fi.

- **Wi-Fi setup**

Selects the setup method for Wi-Fi connection.

#### ▶▶▶ Note

- You can also enter this setting menu by selecting **Wi-Fi setup** from the **Setup menu** screen.

- **Easy Wi-Fi connect**

Select if you specify the settings of the access point information to the printer directly from a device (such as a smartphone) without operating the wireless router. Follow the on-screen instructions of the connecting device for the setup procedure.

- **Manual connect**

Select when you perform settings for Wi-Fi manually using the operation panel of the printer.

- **WPS (Push button)**

Select when you perform settings for Wi-Fi using a wireless router supporting a Wi-Fi Protected Setup (WPS) push button method. Follow the on-screen instructions during setup.

- **Other setup**

- **Manual setup**

Select when you perform settings for Wi-Fi manually. You can specify multiple WEP keys.

- **WPS (PIN code)**

Select when you perform settings for Wi-Fi using a wireless router supporting a Wi-Fi Protected Setup (WPS) PIN code method. Follow the on-screen instructions during setup.

- **Manual setup**

For details on each setting item:

- [Manual setup](#)

### Wireless Direct

- **Switch WL Direct**

Enables/disables Wireless Direct.

- **Change name (SSID)**

Changes the identifier (SSID/the printer's name displayed on a Wi-Fi Direct compatible device) for Wireless Direct.

- **Change password**

Changes the password for Wireless Direct.

- **Confirm request**

Set whether the printer displays the confirmation screen when a Wi-Fi Direct compatible device is connecting the printer.

- **Manual setup**

For details on each setting item:

■ [Manual setup](#)

## Print LAN details

You can print out the network settings of the printer such as its IP address and SSID.

For more information on the printer's network setting is printed out:

■ [Printing Network Settings](#)

### Important

- The network settings printout contains important information about your network. Handle it with care.

## Manual setup

- **Set printer name**

Specifies the printer name. You can use up to 15 characters for the name.

### Note

- You cannot use the same printer name as that already used for other LAN connected devices.
- You cannot use a hyphen for the initial or last character of the printer name.

- **TCP/IP settings**

Performs IPv4 or IPv6 setting.

- **WSD setting**

Setting items when you use WSD (one of the network protocols supported in Windows).

### Enable/disable WSD

Selects whether WSD is enabled or disabled.

### Note

- When this setting is enabled, the printer icon is displayed on the Network Explorer in Windows.

**Optimize WSD-In**

Selecting **Active** allows you to receive the WSD printing data faster.

**WSD scan from dev.**

Selecting **Active** allows you to transfer the scanned data to the computer using WSD.

**Timeout setting**

Specifies the timeout length.

**• Bonjour settings**

Setting items for LAN using Bonjour for macOS.

**Enab./disab. Bonjour**

Selecting **Active** allows you to use Bonjour to perform the network settings.

**Enter service name**

Specifies the Bonjour service name. You can use up to 48 characters for the name.

**»» Note**

- You cannot use the same service name as that already used for other LAN connected devices.

**• LPR setting**

Enables/disables the LPR setting.

**• RAW protocol**

Enables/disables RAW printing.

**• LLMNR**

Enables/disables LLMNR (Link-Local Multicast Name Resolution). Selecting **Active** allows the printer to detect printer's IP address from the printer name without a DNS server.

**• IPP settings**

Selecting **Active** allows you to print via the network with the IPP protocol.

**• IPsec settings**

Selecting **Active** allows you to specify the IPsec settings.

## Other dev. settings

Select this menu from **Device settings** in **Setup menu**.

- **Date/time setting**

Sets the current date and time.

■ [Setting Sender Information](#)

▶▶▶ **Important**

- If a power failure occurs or you unplug the power cord, the date/time settings will be reset.

- **Date display format**

Sets the format of dates displayed on the LCD and printed on sent faxes.

- **DST setting**

Some countries adopt the daylight saving time (summer time) system that shifts the clock time forward at certain periods of the year.

You can set your printer to automatically change the time by registering the date and time that daylight saving time (summer time) begins and ends.

■ [Setting Sender Information](#)

▶▶▶ **Note**

- This setting may not be available depending on the country or region of purchase.

- **Sound control**

Selects whether the beep sound in operations is enabled or not.

- **Keypad sound**

Selects whether the beep sound is enabled or not when pressing the buttons on the operation panel.

- **Alarm sound**

Selects whether the alarm is enabled or not.

- **Line monitor sound**

Selects whether the line monitor sound is enabled or not.

- **Offhook alarm**

Selects whether the alarm is enabled or not when the phone receiver is not put on the hook properly.

- **Country or region**

Selects the country or region where you are using the printer.

▶▶▶ **Note**

- This setting may not be available depending on the country or region of purchase.

- **Key repeat**

Enables/Disables continuous input by pressing and holding down the ◀▶ button when setting the number of copies, the zoom ratio, etc.

- **Doc. remov. reminder**

Selects whether the printer will display the reminder screen in case you forget to remove the original from the platen after scanning.

**▶▶▶ Important**

- Depending on the type of original or the state of the document cover, forgetting to remove the original may not be detected.

## Language selection

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Changes the language for LCD messages and menus.

Japanese / English / German / French / Italian / Spanish / Dutch / Portuguese / Norwegian / Swedish / Danish / Finnish / Russian / Ukrainian / Polish / Czech / Slovak / Hungarian / Slovene / Croatian / Romanian / Bulgarian / Turkish / Greek / Estonian / Latvian / Lithuanian / Simplified Chinese / Traditional Chinese / Korean / Indonesian / Vietnamese



## Firmware update

Select this menu from **Device settings** in **Setup menu**.

You can update the firmware of the printer, check the firmware version, or perform settings of a notification screen.

### ▶▶▶ Important

- When you use this function, make sure the printer is connected to the internet.

### ▶▶▶ Note

- Only **Current version** is available when **Inactive** is selected for **Enable/disab. Wi-Fi** in **Wi-Fi** under **LAN settings**.

- **Install update**

Performs the firmware update of the printer. Follow the on-screen instructions to perform update.

### ▶▶▶ Note

- If the firmware update is not complete, check the following and take an appropriate action.
  - Check the network settings such as a wireless router.
  - If **Cannot connect to the server; try again** is displayed on the LCD, press the **OK** button and try again after a while.

- **Current version**

You can check the current firmware version.

- **Update notification**

When **ON** is selected and the firmware update is available, the screen to inform you of the firmware update is displayed on the LCD.

- **DNS server setup**

Performs settings for a DNS server. Select **Auto setup** or **Manual setup**. If you select **Manual setup**, follow the display on the LCD to perform settings.

- **Proxy server setup**

Performs settings for a proxy server. Select **Use** or **Do not use**. If you select **Use**, follow the display on the LCD to perform settings.

## Reset setting

Select this menu from **Device settings** in **Setup menu**.

Returns all settings you made to the printer back to the default. However, some data may not be changed, depending on the current usage state of your printer.

### »» Important

- Depending on the setting item, it is necessary to perform connection or setup again after you have returned the setting back to the default.

- **Web service setup**

Returns the Web service settings back to the default.

- **LAN settings**

Returns the LAN settings back to the default.

- **Telephone no. data**

Returns the telephone/fax number settings to default.

- **Setting data**

Returns the settings such as the paper size, media type, or other setting items other than the LAN settings or the fax settings back to the default.

- **FAX settings**

Returns the fax settings back to the default. Disconnect the telephone line from the printer before you return this setting item back to the default.

After resetting, perform setup again as necessary.

- **All data**

Sets all settings you made to the printer back to the default. The administrator password specified by Remote UI or IJ Network Device Setup Utility reverts to the default setting.

After resetting, perform setup again as necessary.

### »» Note

- You cannot set the following setting items back to the default:
  - The language displayed on the LCD
  - The current position of the print head
  - CSR (Certificate Signing Request) for encryption method (SSL/TLS) setting
  - The country or region selected for **Country or region**

You can delete the registered user's name or telephone number following the procedure below.

1. Displays **Unit TEL no. registr.** or Displays **Unit name registr.**

■ [Setting Sender Information](#)

2. Delete all the numbers and the letters by pressing the **Back** button.

3. Press the **OK** button after deleting all the numbers and the letters.

## Feed settings

Select this menu from **Setup menu**.

By registering the paper size and the media type loaded in the cassette, you can prevent the printer from misprinting by displaying the message before printing starts when the paper size or the media type of the loaded paper differs from the print settings.

For details:

### ■ [Paper Settings](#)

- **Save paper info**

Saves the paper size and the media type you load in the cassette.

#### ▶▶▶ Note

- For more on the proper combination of paper settings you can specify by the printer driver (Windows) or on the LCD:

- [Paper Settings on the Printer Driver and the Printer \(Media Type\)](#)

- [Paper Settings on the Printer Driver and the Printer \(Paper Size\)](#)

- **Det. paper mismatch**

If you select **ON**, the printer detects whether the paper size and the media type are identical with those registered in **Save paper info**. If printing starts with the settings that do not match, an error message is displayed on the LCD.

#### ▶▶▶ Note

- When **OFF** is selected, **Detect reinsertion** is disabled.

- **Detect reinsertion**

If you select **ON**, the printer detects the cassette is reinserted. When the **Save paper info** screen is displayed, register the paper size and the media type.

## Web service setup

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Select this menu from **Setup menu**.

- **Connection setup**

The following setting items are available.

- **GoogleCloudPrint**

Registers/Deletes the printer to/from Google Cloud Print.

- **DNS server setup**

Performs settings for a DNS server. Select **Auto setup** or **Manual setup**. If you select **Manual setup**, follow the display on the LCD to perform settings.

- **Proxy server setup**

Performs settings for a proxy server. Select **Use** or **Do not use**. If you select **Use**, follow the display on the LCD to perform settings.

## ECO settings

---

This setting allows you to turn on/off the printer automatically to save electricity.

- [Turning off Printer Automatically](#)
- [Turning on Printer Automatically](#)
- [Using Two-sided Printing](#)

### Turning off Printer Automatically

You can enable the printer to turn off automatically when no operation is made or no printing data is sent to the printer for a specified period of time.

1. [Check that printer is turned on.](#)
2. Press the **Setup** button.  
The **Setup menu** screen is displayed.
3. Select **ECO settings** and then press the **OK** button.
4. Select **EnergySaveSettings** and then press the **OK** button.
5. Select **Auto power off** and then press the **OK** button.
6. Select a time to turn off the printer and then press the **OK** button.

### Turning on Printer Automatically

You can enable the printer to turn on automatically when printing data is sent to the printer or the printer is operated for scanning from the computer.

1. [Check that printer is turned on.](#)
2. Press the **Setup** button.  
The **Setup menu** screen is displayed.
3. Select **ECO settings** and then press the **OK** button.
4. Select **EnergySaveSettings** and then press the **OK** button.
5. Select **Auto power on** and then press the **OK** button.
6. Select **ON** and then press the **OK** button.

## Using Two-sided Printing

Follow the procedure below to use duplex printing.

1. [Check that printer is turned on.](#)
2. Press the **Setup** button.  
The **Setup menu** screen is displayed.
3. Select **ECO settings** and then press the **OK** button.
4. Select **2-sidedPrintSetting** and then press the **OK** button.
5. Specify settings as necessary.
  - **Copy**  
Select two-sided copying as a default.
  - **Template print**  
Select two-sided printing of template forms on the printer as a default.
  - **FAX print**  
Select two-sided printing of sent/received faxes, reports, or lists as a default.

## Quiet setting

Enables this function on the printer if you want to reduce the operating noise, such as when printing at night. In addition, you can specify the time range to reduce the operating noise.

### ▶▶▶ Important

- Set the current date and time in advance.

#### ■ [Setting Sender Information](#)

Follow the procedure below to perform setting.

1. [Check that printer is turned on.](#)
2. Press the **Setup** button.  
The **Setup menu** screen is displayed.
3. Select **Quiet mode** and then press the **OK** button.
4. Select **Use** or **Specify hrs of use** and then press the **OK** button.

- When **Use** is selected:

You can reduce the operating noise while printing is in progress.

- When **Specify hrs of use** is selected:

The screen to specify starting/ending time is displayed. Use the ◀▶ button to move the cursor under the desired position, use the Numeric buttons to enter the time, then press the **OK** button.

Start time	21:00
End time	07:00

You can reduce the operating noise during the specified time.

### ▶▶▶ Important

- Operating speed may be reduced compared to when **Do not use** is selected.
- This function may not be so effective depending on the printer's setting. Furthermore, certain noise, such as when the printer is preparing for printing, is not reduced.

### ▶▶▶ Note

- You can set the quiet mode from the operation panel of the printer, the printer driver, or ScanGear (scanner driver). No matter how you set the quiet mode, the mode is applied when you perform operations from the operation panel of the printer or printing and scanning from the computer.



## System information

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Select this menu from **Setup menu**.

- **Current version**

Displays the current firmware version.

- **Printer name**


Displays the printer name currently specified.

- **Serial number**

Displays the printer serial number.

## Specifications

### General Specifications

<b>Printing resolution (dpi)</b>	4800* (horizontal) x 1200 (vertical) * Ink droplets can be placed with a pitch of 1/4800 inch at minimum.
<b>Interface</b>	<b>USB Port:</b> Hi-Speed USB * <b>LAN Port:</b> Wi-Fi: IEEE802.11n / IEEE802.11g / IEEE802.11b * A computer that complies with Hi-Speed USB standard is required. Since the Hi-Speed USB interface is fully upwardly compatible with USB 1.1, it can be used at USB 1.1.  USB and LAN can be used at the same time.
<b>Print width</b>	8 inches/203.2 mm (for Borderless Printing: 8.5 inches/216 mm)
<b>Printable area</b>	<b>Borderless printing:</b> Top/Bottom/Left/Right margin: 0.0 inch (0.0 mm) <b>Standard printing:</b> <ul style="list-style-type: none"> <li>• Top margin:               <ul style="list-style-type: none"> <li>◦ 0.12 inch (3.0 mm)</li> </ul> </li> <li>• Bottom margin:               <ul style="list-style-type: none"> <li>◦ 0.20 inch (5.0 mm)</li> </ul> </li> <li>• Left margin:               <ul style="list-style-type: none"> <li>◦ Letter/Legal: 0.26 inch (6.4 mm)</li> <li>◦ Other sizes: 0.14 inch (3.4 mm)</li> </ul> </li> <li>• Right margin:               <ul style="list-style-type: none"> <li>◦ Letter/Legal: 0.25 inch (6.3 mm)</li> <li>◦ Other sizes: 0.14 inch (3.4 mm)</li> </ul> </li> </ul> * For printable area of envelope, see below.  Envelopes <b>Auto duplex printing:</b> <ul style="list-style-type: none"> <li>• Top margin: 0.20 inch (5.0 mm)</li> <li>• Bottom margin: 0.20 inch (5.0 mm)</li> <li>• Left margin:               <ul style="list-style-type: none"> <li>◦ Letter: 0.26 inch (6.4 mm)</li> <li>◦ Other sizes: 0.14 inch (3.4 mm)</li> </ul> </li> <li>• Right margin:               <ul style="list-style-type: none"> <li>◦ Letter: 0.25 inch (6.3 mm)</li> </ul> </li> </ul>

	◦ Other sizes: 0.14 inch (3.4 mm)
<b>Operating environment</b>	<p><b>Temperature:</b> 41 to 95 °F (5 to 35 °C)</p> <p><b>Humidity:</b> 10 to 90 % RH (no condensation)</p> <p>* The performance of the printer may be reduced under certain temperature and humidity conditions.</p> <p>Recommended conditions:</p> <p><b>Temperature:</b> 59 to 86 °F (15 to 30 °C)</p> <p><b>Humidity:</b> 10 to 80 % RH (no condensation)</p> <p>* For the temperature and humidity conditions of papers such as photo paper, refer to the paper's packaging or the supplied instructions.</p>
<b>Storage environment</b>	<p><b>Temperature:</b> 32 to 104 °F (0 to 40 °C)</p> <p><b>Humidity:</b> 5 to 95 % RH (no condensation)</p>
<b>Power supply</b>	<p>AC 100-240 V, 50/60 Hz</p> <p>(The supplied power cord is only for the country or region you purchased.)</p>
<b>Power consumption</b>	<p><b>Printing (Copy):</b> 8 W or less *1</p> <p><b>Standby (minimum):</b> 0.9 W or less *1*2</p> <p><b>OFF:</b> 0.2 W or less</p> <p>*1 USB connection to PC</p> <p>*2 The wait time for standby cannot be changed.</p>
<b>External dimensions</b>	<p>Approx. 17.2 (W) x 11.7 (D) x 7.5 (H) inches</p> <p>Approx. 435 (W) x 295 (D) x 189 (H) mm</p> <p>* With the Cassette and trays retracted.</p>
<b>Weight</b>	<p>Approx. 13.0 lb (Approx. 5.9 kg)</p> <p>* With the FINE Cartridges installed.</p>
<b>Canon FINE Cartridge</b>	Total 1280 nozzles (BK 320 nozzles, C/M/Y each 320 nozzles)
<b>ADF capacity</b>	<p><b>A4 or Letter size:</b> max. 20 sheets (20 lb/75 g /m<sup>2</sup> paper), up to 0.08 inch/2 mm in height</p> <p><b>Legal size:</b> max. 5 sheets (20 lb/75 g /m<sup>2</sup> paper), up to 0.02 inch/0.5 mm in height</p>

## Copy Specifications

<b>Multiple copy</b>	max. 99 pages
<b>Intensity adjustment</b>	9 positions, Auto intensity (AE copy)
<b>Reduction / Enlargement</b>	25 % - 400 % (1 % unit)

## Scan Specifications

<b>Scanner driver</b>	<b>Windows:</b> TWAIN 1.9 Specification, WIA
<b>Maximum scanning size</b>	<b>Platen:</b> A4/Letter, 8.5" x 11.7"/216 x 297 mm <b>ADF:</b> A4/Letter/Legal, 8.5" x 14.0"/216 x 356 mm
<b>Optical resolution (horizontal x vertical)</b>	600 x 1200 dpi * * Optical Resolution represents the maximum sampling rate based on ISO 14473.
<b>Gradation (Input / Output)</b>	<b>Gray:</b> 16 bit/8 bit <b>Color:</b> RGB each 16 bit/8 bit

## Fax Specifications

<b>Applicable line</b>	Public Switched Telephone Network (PSTN) IP phone line (IP phone line with quality of no problem at all by using in conversation)
<b>Communication mode</b>	Super G3, G3
<b>Data compressing system</b>	<b>Black:</b> MH, MR, MMR <b>Color:</b> JPEG
<b>Modem speed</b>	max. 33.6 kbps (Automatic fallback)
<b>Transmission speed</b>	<b>Black:</b> Approx. 3 seconds/page at 33.6 kbps (Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode.) <b>Color:</b> Approx. 1 minute/page at 33.6 kbps (Based on Canon COLOR FAX TEST SHEET.)
<b>Gradation</b>	<b>Black:</b> 256 levels <b>Color:</b> 24 bit Full Color (RGB each 8 bit)
<b>Density adjustment</b>	3 levels
<b>Memory</b>	<b>Transmission/reception:</b> approx. 50 pages (Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode.)
<b>Fax resolution</b>	<b>Black Standard:</b> 203 pels/inch x 98 lines/inch (8 pels/mm x 3.85 lines/mm) <b>Black Fine, Photo:</b> 203 pels/inch x 196 lines/inch (8 pels/mm x 7.70 lines/mm) <b>Black Extra fine:</b> 300 x 300 dpi <b>Color:</b> 200 x 200 dpi
<b>Dialing</b>	Automatic dialing

	<ul style="list-style-type: none"> <li>• Recipient (max. 20 destinations)</li> <li>• Group dial (max. 19 destinations)</li> </ul> <p>Regular dialing (with Numeric buttons)</p> <p>Automatic redialing</p> <p>Manual redialing (max. 10 destinations)</p>
<b>Others</b>	<p>Activity report (after every 20 transactions)</p> <p>Sequential broadcasting (max. 21 destinations)</p> <p>Rejected numbers (max. 10 destinations)</p> <p>Err reduction (VoIP) *</p> <p>* For details, see "<b>Err reduction (VoIP)</b>" in "<b>Adv. FAX settings</b>".</p>

## Network Specifications

<b>Communication protocol</b>	TCP/IP
<b>Wi-Fi</b>	<p><b>Supported Standards:</b> IEEE802.11n / IEEE802.11g / IEEE802.11b</p> <p><b>Frequency bandwidth:</b> 2.4 GHz</p> <p><b>Channel:</b> 1-11 or 1-13</p> <p>* Frequency bandwidth and available channels differ depending on country or region.</p> <p><b>Communication distance:</b> Indoors 164 feet/50 m</p> <p>* Effective range varies depending on the installation environment and location.</p> <p><b>Security:</b></p> <p>WEP (64/128 bits)</p> <p>WPA-PSK (TKIP/AES)</p> <p>WPA2-PSK (TKIP/AES)</p> <p><b>Setup:</b></p> <p>WPS (Push button configuration/PIN code method)</p> <p>WCN (WCN-NET)</p> <p>Easy wireless connect</p> <p><b>Other Features:</b> Administration password</p>

## Minimum System Requirements

Conform to the operating system's requirements when higher than those given here.

### Windows

<b>Operating System</b>	<p>Windows 10, Windows 8.1, Windows 7 SP1</p> <p>Note: Operation can only be guaranteed on a PC with pre-installed Windows 7 or later.</p>
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<b>Hard Disk Space</b>	3.0 GB or more Note: For bundled software installation. The necessary amount of hard disk space may be changed without notice.
<b>Display</b>	XGA 1024 x 768

## macOS

<b>Operating System</b>	OS X 10.10.5 - OS X 10.11, macOS 10.12 - macOS 10.13
<b>Hard Disk Space</b>	1.5 GB or more Note: For bundled software installation. The necessary amount of hard disk space may be changed without notice.
<b>Display</b>	XGA 1024 x 768

## Other Supported OS

iOS, Android, Windows 10 Mobile Some functions may not be available with the supported OS. Refer to the Canon web site for details.
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## Mobile Printing Capability

Apple AirPrint
Google Cloud Print
PIXMA Cloud Link
Windows 10 Mobile Print
Mopria Print Service

- Internet connection or CD-ROM drive is required to install the software for Windows.
- Internet connection is required to use Easy-WebPrint EX and/or Easy-PhotoPrint Editor and all the user's guide.
- Easy-WebPrint EX: Internet Explorer 8, 9, 10 and 11 (for Windows) is required.
- Windows: Some functions may not be available with Windows Media Center.
- Windows: The TWAIN driver (ScanGear) is based on the TWAIN 1.9 Specification and requires the Data Source Manager bundled with the operating system.
- macOS: For macOS, an internet connection is required during software installation.
- In an in-house network environment, the 5222 port must be open. Contact the network administrator for details.

Information in this manual is subject to change without notice.

## Information about Paper

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- ▶ **Supported Media Types**
  - Paper Load Limit
- ▶ **Unsupported Media Types**
- ▶ **Handling Paper**
- ▶ **Print Area**

## Supported Media Types

For best results, choose paper designed for how you are printing. A variety of paper for documents as well as photos or illustrations is available from Canon. Use genuine Canon paper to print important photos, when possible.

### Media Types

#### Genuine Canon paper

##### ▶▶▶ Note

- For warnings on use of the non-printable side, see each product's usage information.
- For details on page sizes and media types, access the Canon website.
- Genuine Canon paper is not available in some countries or regions. Note that in the United States, Canon paper is not sold by model number. Instead, purchase paper by name.

#### Paper for printing documents:

- Canon Red Label Superior <WOP111>
- Canon Océ Office Colour Paper <SAT213>
- High Resolution Paper <HR-101N>[\\*1](#)

#### Paper for printing photos:

- Photo Paper Pro Platinum <PT-101>
- Glossy Photo Paper "Everyday Use" <GP-501>
- Photo Paper Glossy <GP-701>
- Photo Paper Plus Glossy II <PP-201/PP-301>
- Photo Paper Pro Luster <LU-101>
- Photo Paper Plus Semi-gloss <SG-201>
- Matte Photo Paper <MP-101>

#### Paper other than genuine Canon paper

- Plain Paper (including recycled paper)
- Envelopes[\\*1](#)
- Greeting Card[\\*1](#)

\*1 Printing to this paper from the operation panel is not supported.

■ [Paper Load Limit](#)

■ [Paper Settings on the Printer Driver and the Printer \(Media Type\)](#) (Windows)



## Page Sizes

You can use the following page sizes.

### ▶▶ Note

- Page sizes and media types the printer supports differ depending on the OS you are using.

#### Standard sizes:

- Letter
- Legal
- A5
- A4
- B5
- KG/4"x6"(10x15)
- 5"x7"(13x18cm)
- 8"x10"(20x25cm)
- L(89x127mm)
- 2L(127x178mm)
- Hagaki
- Hagaki 2
- Envelope Com 10
- Envelope DL
- Nagagata 3
- Nagagata 4
- Yougata 4
- Yougata 6

#### Special sizes

Special page sizes must be within the following limits:

- Minimum size: 3.50 x 5.00 inches (89.0 x 127.0 mm)
- Maximum size: 8.50 x 26.61 inches (215.9 x 676.0 mm)

## Paper Weight

You can use paper in the following weight range.

- 17 to 28 lb (64 to 105 g /m<sup>2</sup>) (plain paper other than genuine Canon paper)

## Paper Load Limit

### Genuine Canon Paper

#### Paper for printing documents:

Media Name <Model No.>	Cassette	Paper Output Tray
Canon Red Label Superior <WOP111>	Approx. 100 sheets	Approx. 50 sheets
Canon Océ Office Colour Paper <SAT213>	Approx. 80 sheets	Approx. 40 sheets
High Resolution Paper <HR-101N> <sup>*1</sup>	Approx. 80 sheets	Approx. 40 sheets

#### Paper for printing photos:

Media Name <Model No.>	Cassette	Paper Output Tray
Photo Paper Pro Platinum <PT-101> <sup>*2</sup>	A4, Letter, 8" x 10" (20 x 25 cm): 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	<sup>*3</sup>
Glossy Photo Paper "Everyday Use" <GP-501> <sup>*2</sup>	A4, Letter: 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	<sup>*3</sup>
Photo Paper Glossy <GP-701> <sup>*2</sup>	A4, Letter: 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	<sup>*3</sup>
Photo Paper Plus Glossy II <PP-201/PP-301> <sup>*2</sup>	A4, Letter, 5" x 7" (13 x 18 cm), 8" x 10" (20 x 25 cm): 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	<sup>*3</sup>
Photo Paper Pro Luster <LU-101> <sup>*2</sup>	A4, Letter: 10 sheets	<sup>*3</sup>
Photo Paper Plus Semi-gloss <SG-201> <sup>*2</sup>	A4, Letter, 5" x 7" (13 x 18 cm), 8" x 10" (20 x 25 cm): 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	<sup>*3</sup>
Matte Photo Paper <MP-101>	A4, Letter: 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	<sup>*3</sup>

### Paper other than Genuine Canon Paper

Common Name	Cassette	Paper Output Tray
Plain Paper (including recycled paper) <sup>*1</sup>	Approx. 100 sheets (Legal: 10 sheets)	Approx. 50 sheets (Legal: 10 sheets)
Envelopes	5 envelopes	<sup>*3</sup>
Greeting Card	Letter: 1 sheet	<sup>*3</sup>

\*1 Normal feeding at maximum capacity may not be possible with some types of paper, or under very high or low temperature or humidity. In this case, load half the amount of paper or less.

\*2 Feeding from a loaded stack of paper may leave marks on the printed side or prevent efficient feeding. In this case, load one sheet at a time.

\*3 For best results in continuous printing, remove printed paper or envelopes from the paper output tray to avoid smearing or discoloration.

## Unsupported Media Types

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Do not use the following types of paper. Using such paper will cause not only unsatisfactory results, but also the printer to jam or malfunction.

- Folded, curled, or wrinkled paper
- Damp paper
- Paper that is too thin (weighing less than 17 lb (64 g /m<sup>2</sup>))
- Paper that is too thick (plain paper weighing more than 28 lb (105 g /m<sup>2</sup>), except for Canon genuine paper)
- Paper thinner than a postcard, including plain paper or notepad paper cut to a small size (when printing on paper smaller than A5)
- Picture postcards
- Postcards
- Envelopes with a double flap
- Envelopes with an embossed or treated surface
- Envelopes whose gummed flaps are already moistened and adhesive
- Any type of paper with holes
- Paper that is not rectangular
- Paper bound with staples or glue
- Paper with an adhesive surface on the back such as label seal
- Paper decorated with glitter, etc.

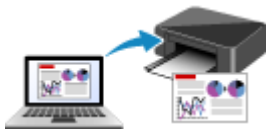
## Handling Paper

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- Be careful not to rub or scratch the surfaces of any types of paper when handling.
- Hold the paper as closely as possible to its edges and try not to touch the printing surface. The print quality may be degraded if the printing surface is smudged with sweat or oil that comes from your hands.
- Do not touch the printed surface until the ink is dried. Even when the ink is dried, be careful not to touch the printed surface as much as possible when handling. Due to the nature of the pigment ink, the ink on the printed surface may be removed when being rubbed or scratched.
- Take out only the necessary number of paper from the package, just before printing.
- To avoid curling, when you do not print, put unused paper back into the package and keep it on a level surface. And also, store it avoiding heat, humidity, and direct sunlight.

# Printing

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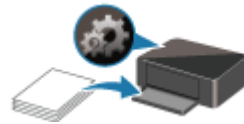
**Printing from Computer**



**Printing from Smartphone/Tablet**



**Printing Using Operation Panel**



**Paper Settings**

## **Printing from Computer**

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- **Printing from Application Software (Windows Printer Driver)**
- **Printing from Application Software (macOS AirPrint)**
- **Printing Using Canon Application Software**
- **Printing Using a Web Service**

## Printing from Application Software (Windows Printer Driver)

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- **Basic Printing Setup** 📌 **Basic**
- **Various Printing Methods**
- **Changing the Print Quality and Correcting Image Data**
- **Overview of the Printer Driver**
- **Printer Driver Description**
- **Updating the MP Drivers**



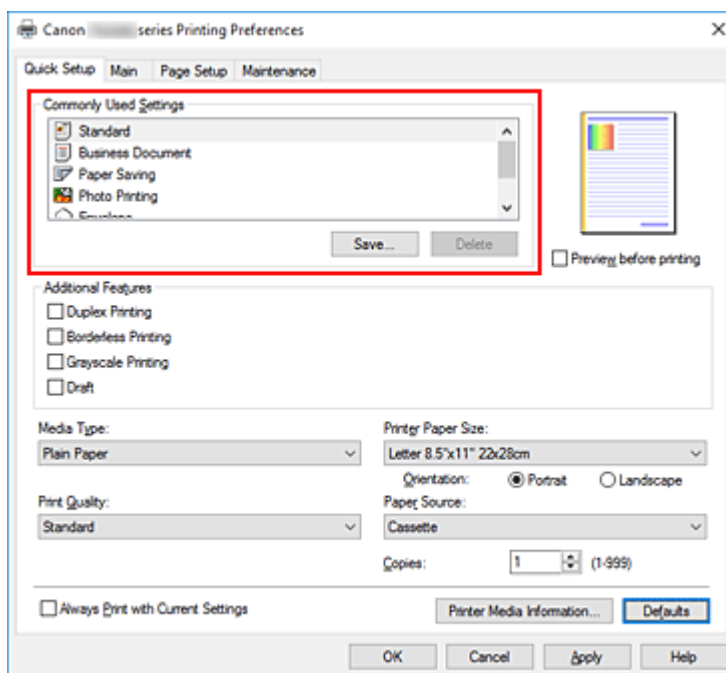
## Basic Printing Setup

This section describes settings on the [Quick Setup tab](#) used for basic printing.

### Basic Printing Setup

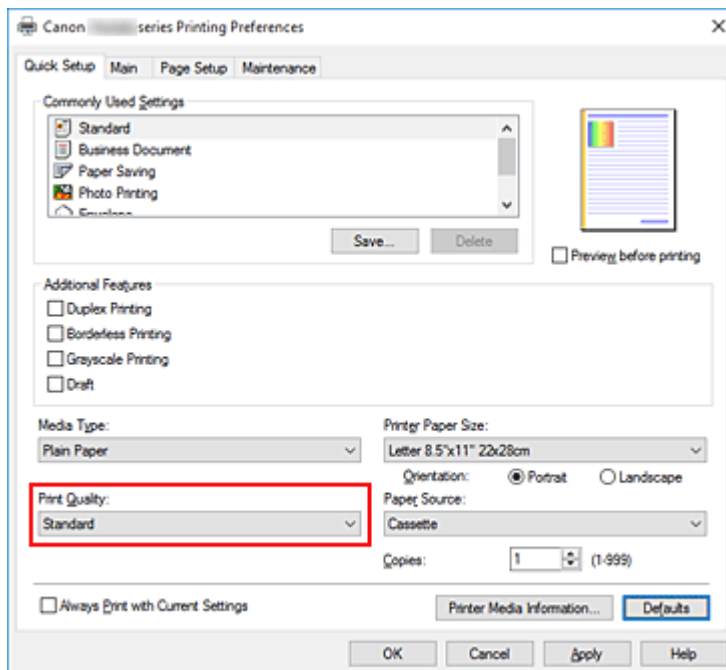
1. [Check that printer is turned on](#)
2. [Load paper](#) in printer
3. Open [printer driver's setup screen](#)
4. Select frequently used settings

On the **Quick Setup** tab, use **Commonly Used Settings** to select from predefined print settings. When you select a print setting, the settings for **Additional Features**, **Media Type**, and **Printer Paper Size** automatically switch to the predefined values.



5. Select print quality

For **Print Quality**, select from **High**, **Standard**, or **Draft**.

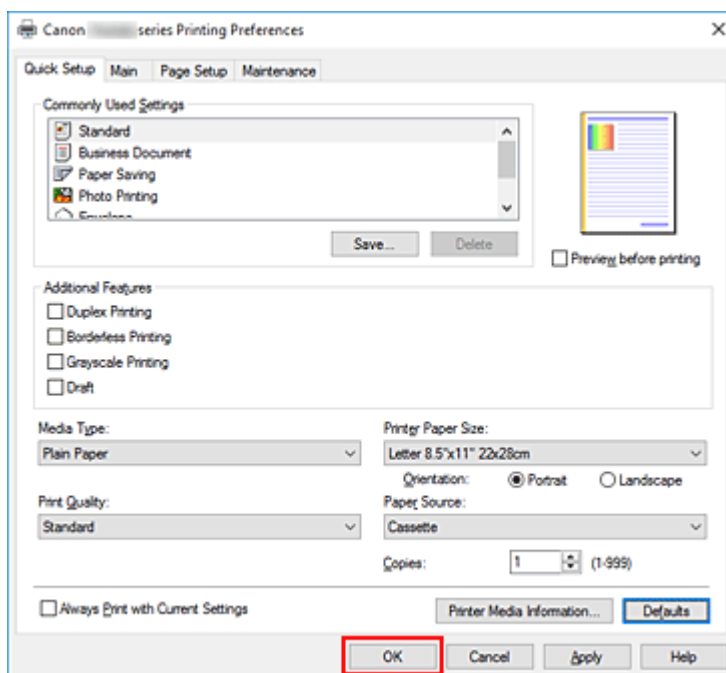


### »»» Important

- The print quality selections will differ depending on which print setting you select.

## 6. Click **OK**

The printer will now print using these settings.



### »»» Important

- When you select **Always Print with Current Settings**, the settings on the **Quick Setup**, **Main**, and **Page Setup** tabs are saved, and those settings are used in subsequent printings.
- To [register the current settings](#) as a new preset, click **Save...** under **Commonly Used Settings**.

## ▶▶▶ Note

- If the paper settings in the printer driver differ from the paper information registered on the printer, an error may occur. For instructions on what to do if an error occurs, see "[Paper Settings](#)."  
To check the current printer settings or to apply the printer settings to the printer driver, display the **Quick Setup** tab, click **Printer Media Information...**, and specify the settings in the dialog box that appears.  
For details about the paper information to be registered on the printer, see the following:
  - [Paper Settings on the Printer Driver and the Printer \(Media Type\)](#)
  - [Paper Settings on the Printer Driver and the Printer \(Paper Size\)](#)

## Checking Printer Settings and Applying Settings to Printer Driver

1. Open printer driver setup window
2. On **Quick Setup** tab, click **Printer Media Information...**  
The **Printer Media Information** dialog box appears.
3. Select **Paper Source**  
From **Paper Source**, check the setting or select a new paper source.  
The current printer settings appear in **Media Type** and **Page Size**.
4. Apply settings  
To apply the printer settings to the printer driver, click **Set**.

## ▶▶▶ Note

- If the Type on the printer is set to Ink Jet Hagaki, Hagaki K, or Hagaki, or if the Page size on the printer is set to 2L/5"x7"(13x18), click **Set** to display the dialog box.  
Select the media type and paper size that match your purpose, and then click **OK**.
- If the Type and the Page size on the printer are not set or are set to Others, **Set** will be grayed out and cannot be clicked.
- If communication with the printer is disabled, the **Printer Media Information...** dialog box will not appear or the printer driver will not be able to obtain printer media information.

## Paper Settings on the Printer Driver and the Printer (Media Type)

When you use this printer, selecting a media type and [paper size](#) that matches the print purpose will help you achieve the best print results.

You can use the following media types on this printer.

### Canon genuine papers (Document Printing)

Media name <Model No.>	Media Type in the printer driver	Paper information registered on the printer
Canon Red Label Superior <WOP111>	Plain Paper	Plain paper
Canon Océ Office Colour Paper <SAT213>	Plain Paper	Plain paper

### Canon genuine papers (Photo Printing)

Media name <Model No.>	Media Type in the printer driver	Paper information registered on the printer
Photo Paper Plus Glossy II <PP-201/PP-301>	Photo Paper Plus Glossy II	PlusGlossyII
Photo Paper Pro Platinum <PT-101>	Photo Paper Pro Platinum	ProPlatinum
Photo Paper Pro Luster <LU-101>	Photo Paper Pro Luster	Pro Luster
Photo Paper Plus Semi-gloss <SG-201>	Photo Paper Plus Semi-gloss	Semi-gloss
Glossy Photo Paper "Everyday Use" <GP-501>	Glossy Photo Paper	Glossy
Photo Paper Glossy <GP-701>	Glossy Photo Paper	Glossy
Matte Photo Paper <MP-101>	Matte Photo Paper	Matte

### Canon genuine papers (Business Letter Printing)

Media name <Model No.>	Media Type in the printer driver	Paper information registered on the printer
High Resolution Paper <HR-101N>	High Resolution Paper	High Res

### Commercially available papers

Media name	Media Type in the printer driver	Paper information registered on the printer
Plain Paper (including recycled paper)	Plain Paper	Plain paper

Envelopes	<b>Envelope</b>	Envelope
Greeting Cards	<b>Inkjet Greeting Card</b>	Others

## Paper Settings on the Printer Driver and the Printer (Paper Size)

When you use this printer, selecting a paper size that matches the print purpose will help you achieve the best print results.

You can use the following paper sizes on this printer.

<b>Printer Paper Size in the printer driver</b>	<b>Cassette paper information registered on the printer</b>
Letter 8.5"x11" 22x28cm	Letter
Legal 8.5"x14" 22x36cm	Legal
A5	A5
A4	A4
B5	B5
4"x6" 10x15cm	KG/4"x6"
5"x7" 13x18cm	2L/5"x7"
8"x10" 20x25cm	8"x10"
L 89x127mm	L
2L 127x178mm	2L/5"x7"
Hagaki 100x148mm	Hagaki
Hagaki 2 200x148mm	Hagaki 2
Envelope Com 10	Env. Com 10
Envelope DL	Envelope DL
Nagagata 3 4.72"x9.25"	Nagagata 3
Nagagata 4 3.54"x8.07"	Nagagata 4
Yougata 4 4.13"x9.25"	Yougata 4
Yougata 6 3.86"x7.48"	Yougata 6
Custom Size	Others

## **Various Printing Methods**

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- **Setting a Page Size and Orientation**
- **Setting the Number of Copies and Printing Order**
- **Execute Borderless Printing**
- **Scaled Printing**
- **Page Layout Printing**
- **Tiling/Poster Printing**
- **Duplex Printing**
- **Setting Up Envelope Printing**
- **Printing on Postcards**

## Setting a Page Size and Orientation

The paper size and orientation are essentially determined by the application software. When the page size and orientation set for **Page Size** and **Orientation** on the **Page Setup** tab are same as those set with the application software, you do not need to select them on the **Page Setup** tab.

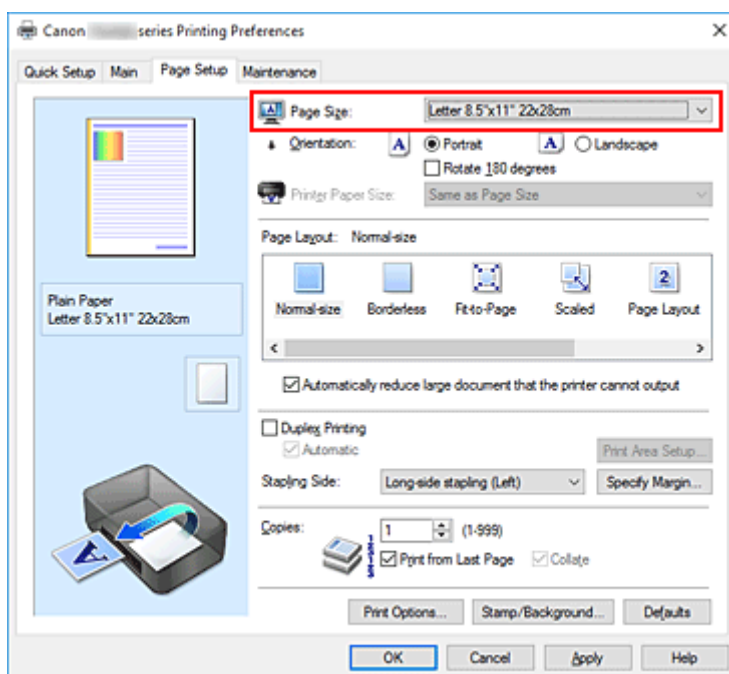
When you are not able to specify them with the application software, the procedure for selecting a page size and orientation is as follows:

You can also set page size and orientation on the **Quick Setup** tab.

1. Open the [printer driver setup window](#)

2. Select the paper size

Select a page size from the **Page Size** list on the **Page Setup** tab.



3. Set Orientation

Select **Portrait** or **Landscape** for **Orientation**. Check **Rotate 180 degrees** check box when you want to perform printing with the original being rotated 180 degrees.

4. Click **OK**

When you execute print, the document will be printed with the selected page size and the orientation.

### ▶▶▶ Note

- If **Normal-size** is selected for **Page Layout**, then **Automatically reduce large document that the printer cannot output** is displayed.

Normally, you can leave the check box checked. During printing, if you do not want to reduce large documents that cannot be printed on the printer, uncheck the check box.

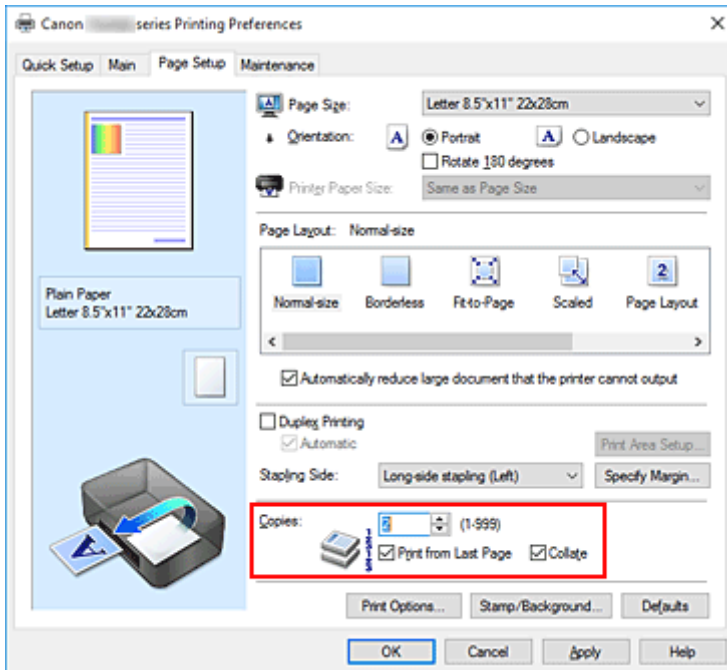


## Setting the Number of Copies and Printing Order

You can also set the number of copies on the **Quick Setup** tab.

1. Open the [printer driver setup window](#)
2. Specify the number of copies to be printed

For **Copies** on the **Page Setup** tab, specify the number of copies to be printed.

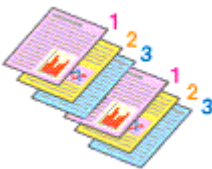


3. Specify the print order

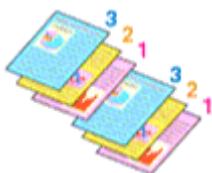
Check the **Print from Last Page** check box when you want to print from the last page in order, and uncheck the check box when you want to print from the first page.

Check the **Collate** check box when you are printing multiple copies of a document and want to print out all pages in each copy together. Uncheck this check box when you want to print all pages with the same page number together.

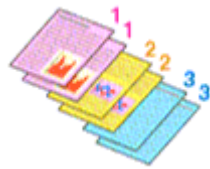
- **Print from Last Page:**  / **Collate:**



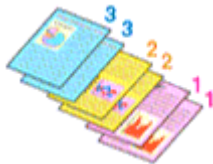
- **Print from Last Page:**  / **Collate:**



- **Print from Last Page:**  / **Collate:**



- **Print from Last Page:**  / **Collate:**



#### 4. Click **OK**

When you execute print, the specified number of copies will be printed with the specified printing order.

#### »» Important

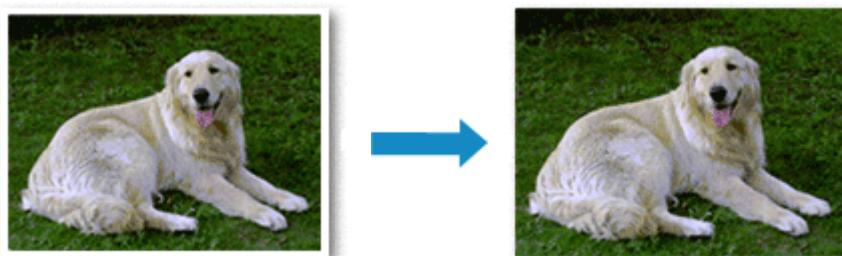
- When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order with both the application software and this printer driver, the number of copies may be multiplied numbers of the two settings or the specified printing order may not be enabled.
- **Print from Last Page** appears grayed out and is unavailable when **Tiling/Poster** is selected for **Page Layout**.
- When **Booklet** is selected for **Page Layout**, **Print from Last Page** and **Collate** appear grayed out and cannot be set.
- When **Duplex Printing** is selected, **Print from Last Page** appears grayed out and cannot be set.

#### »» Note

- By setting both **Print from Last Page** and **Collate**, you can perform printing so that papers are collated one by one starting from the last page.  
These settings can be used in combination with **Normal-size**, **Borderless**, **Fit-to-Page**, **Scaled**, and **Page Layout**.

## Execute Borderless Printing

The borderless printing function allows you to print data without any margin by enlarging the data so that it extends slightly off the paper. In standard printing, margins are created around the document area. However, in borderless printing function, these margins are not created. When you want to print data such as a photo without providing any margin around it, set borderless printing.

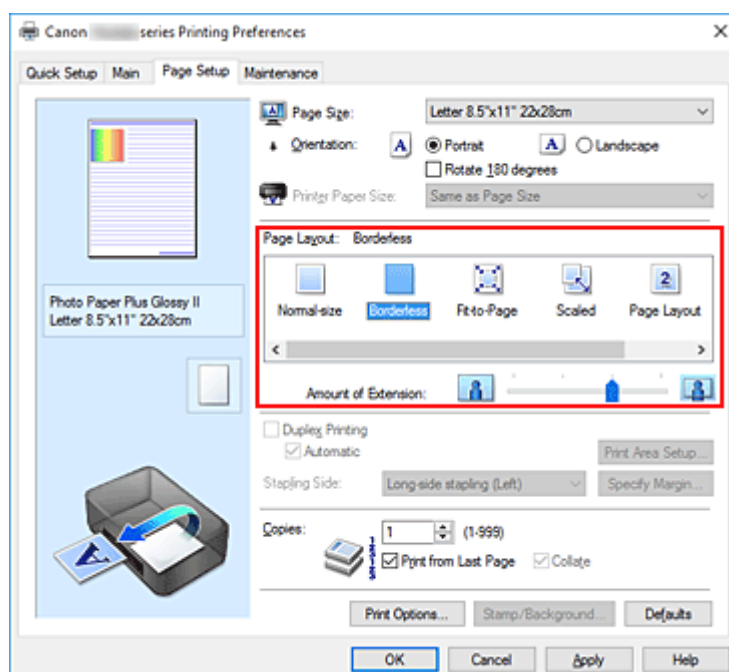


You can also set borderless printing in **Additional Features** on the **Quick Setup** tab.

## Setting Borderless Printing

1. Open the [printer driver setup window](#)
2. Set borderless printing

Select **Borderless** from the **Page Layout** list on the **Page Setup** tab.



Click **OK** when the confirmation message appears.

When a message prompting you to change the media type appears, select a media type from the list and click **OK**.

### 3. Check the paper size

Check the **Page Size** list. When you want to change it, select another page size from the list. The list displays only sizes that can be used for borderless printing.

### 4. Adjust the amount of extension from the paper

If necessary, adjust the amount of extension using the **Amount of Extension** slider.

Moving the slider to the right increases the amount extending off the paper, and moving the slider to the left decreases the amount.

It is recommended to set the slider at the second position from the right for most cases.



#### »» Important

- When the **Amount of Extension** slider is set to the rightmost position, the back side of the paper may become smudged.

### 5. Click **OK**

When you execute print, the data is printed without any margins on the paper.

#### »» Important

- When a page size that cannot be used for borderless printing is selected, the size is automatically changed to the valid page sizes for borderless printing.
- When **Borderless** is selected, the **Printer Paper Size**, **Duplex Printing**, **Stapling Side** settings, and the **Stamp/Background...** button on the **Page Setup** tab appear grayed out and are unavailable.
- When **Envelope** or **High Resolution Paper** is selected from the **Media Type** list on the **Main** tab, you cannot perform borderless printing.
- Depending on the type of the media used during borderless printing, the print quality may deteriorate at the top and bottom of the sheet or stains may form.
- When the ratio of the height to the width differs from the image data, a portion of the image may not be printed depending on the size of the media used.  
In this case, crop the image data with an application software according to the paper size.

#### »» Note

- When **Plain Paper** is selected for **Media Type** on the **Main** tab, borderless printing is not recommended. Therefore, the message for media selection appears.  
When you are using plain paper for test printing, select **Plain Paper**, and click **OK**.

## Expanding the Range of the Document to Print

Setting a large amount of extension allows you to perform borderless printing with no problems. However, the portion of the document extending off the paper range will not be printed and for this reason, the subjects around the perimeter of a photo may not be printed.

When you are not satisfied with the result of borderless printing, reduce the amount of extension. The extension amount decreases as the **Amount of Extension** slider is moved to the left.

### »» Important

- When the amount of extension is decreased, an unexpected margin may be produced on the print, depending on the size of the paper.

### »» Note

- When the **Amount of Extension** slider is set to the leftmost position, image data will be printed in the full size. If you set this when printing the address side of a postcard, the postal code of the sender is printed in the correct position.
- When **Preview before printing** is checked on the **Main** tab, you can confirm whether there will be no margin before printing.

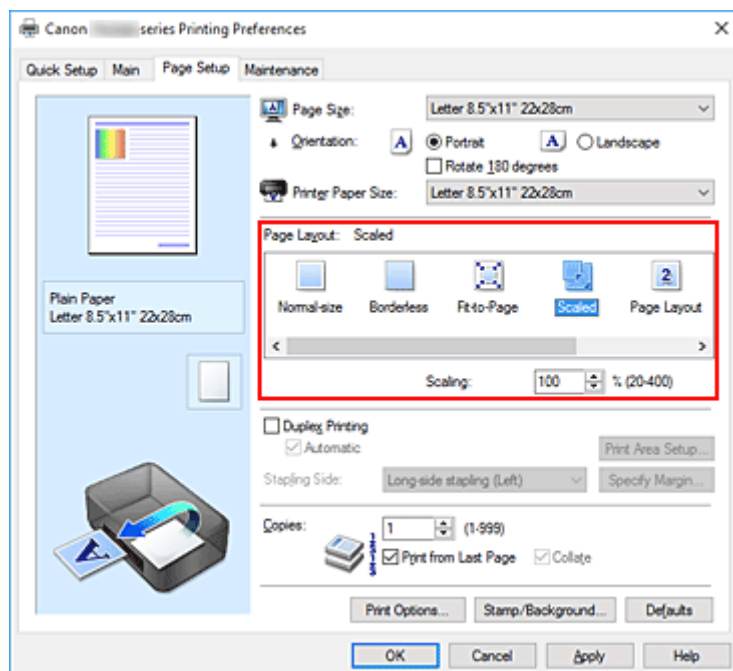
## Scaled Printing



1. Open the [printer driver setup window](#)

2. Set scaled printing

Select **Scaled** from the **Page Layout** list on the **Page Setup** tab.



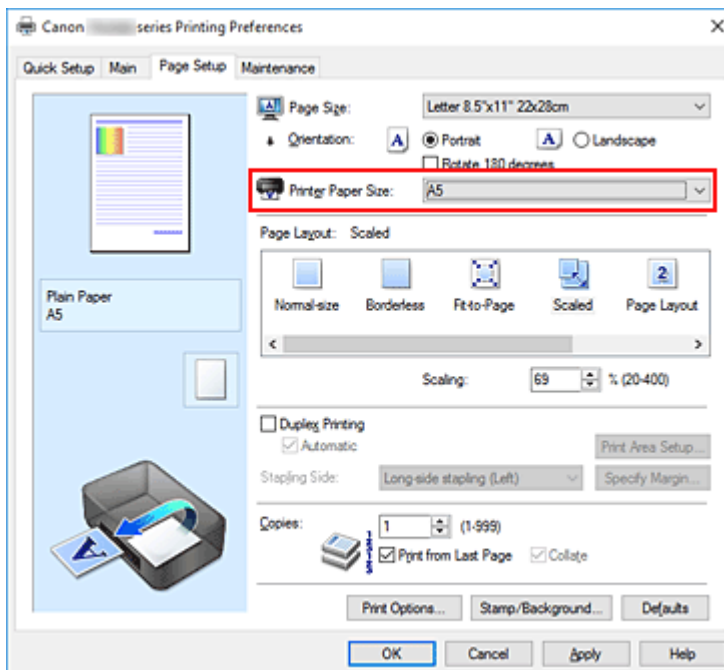
3. Select the paper size of the document

Using **Page Size**, select the page size that is set with your application software.

4. Set the scaling rate by using one of the following methods:

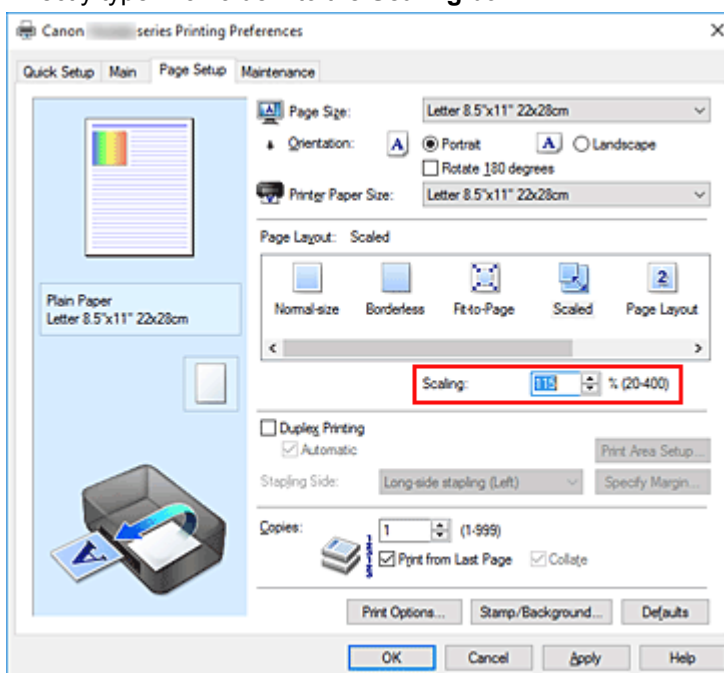
- Select a **Printer Paper Size**

When the printer paper size is smaller than the **Page Size**, the page image will be reduced. When the printer paper size is larger than the **Page Size**, the page image will be enlarged.



- Specify a scaling factor

Directly type in a value into the **Scaling** box.



The current settings are displayed in the settings preview on the left side of the printer driver.

## 5. Click **OK**

When you execute print, the document will be printed with the specified scale.

### ▶▶▶ Important

- When the application software which you used to create the original has the scaled printing function, configure the settings on your application software. You do not need to configure the same setting in the printer driver.

»» **Note**

- Selecting **Scaled** changes the printable area of the document.



## Page Layout Printing

The page layout printing function allows you to print more than one page image on a single sheet of paper.

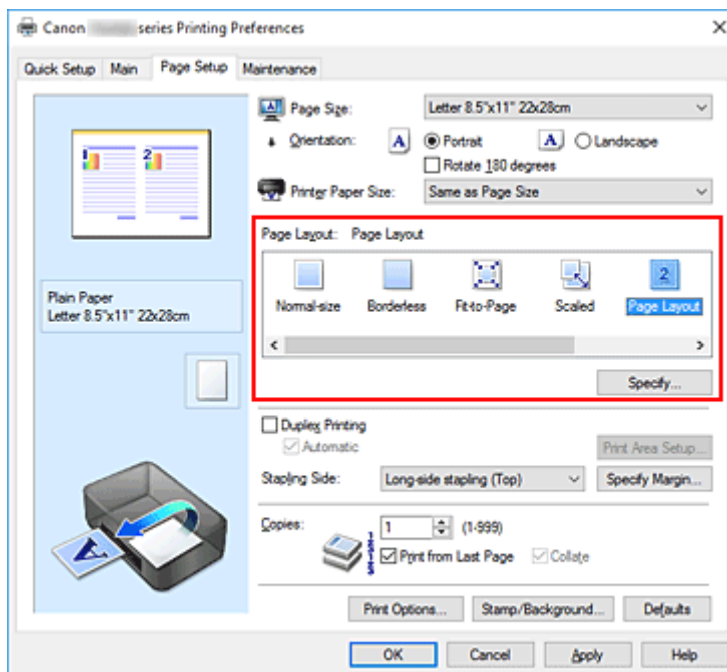


1. Open the [printer driver setup window](#)

2. Set page layout printing

Select **Page Layout** from the **Page Layout** list on the **Page Setup** tab.

The current settings are displayed in the settings preview on the left side of the printer driver.

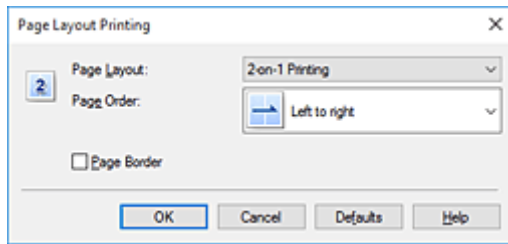


3. Select the print paper size

Select the size of the paper loaded in the printer from the **Printer Paper Size** list.

4. Set the number of pages to be printed on one sheet and the page order

If necessary, click **Specify...**, specify the following settings in the **Page Layout Printing** dialog box, and click **OK**.



### **Page Layout**

To change the number of pages to be printed on a single sheet of paper, select the number of pages from the list.

### **Page Order**

To change the page arrangement order, select a placement method from the list.

### **Page Border**

To print a page border around each document page, check this check box.

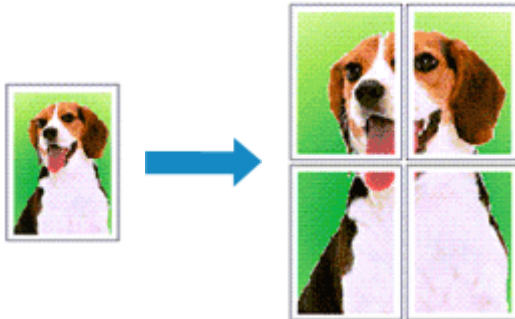
## **5. Complete the setup**

Click **OK** on the **Page Setup** tab.

When you execute print, the specified number of pages will be arranged on each sheet of paper in the specified order.

## Tiling/Poster Printing

The tiling/poster printing function allows you to enlarge image data, divide it into several pages, and print these pages on separate sheets of paper. You can also paste the pages together to create a large print like a poster.

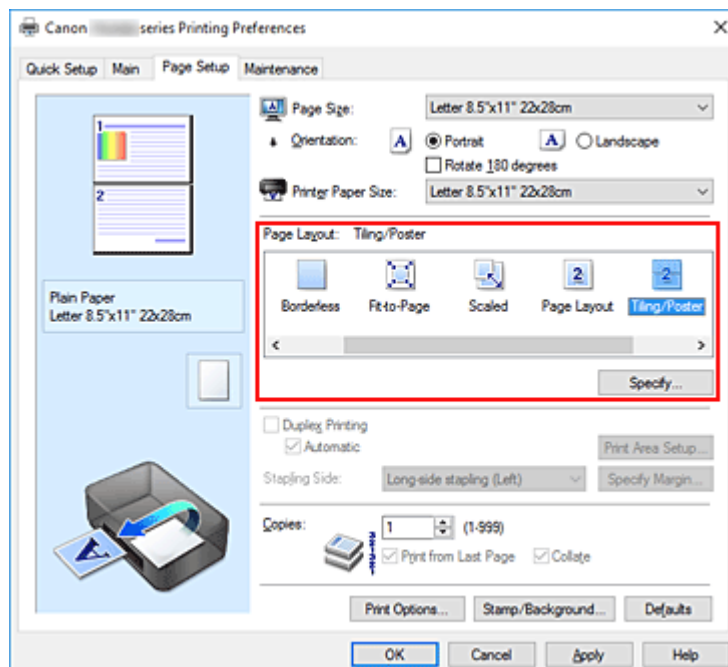


## Setting Tiling/Poster Printing

1. Open the [printer driver setup window](#)
2. Set tiling/poster printing

Select **Tiling/Poster** from the **Page Layout** list on the **Page Setup** tab.

The current settings are displayed in the settings preview on the left side of the printer driver.

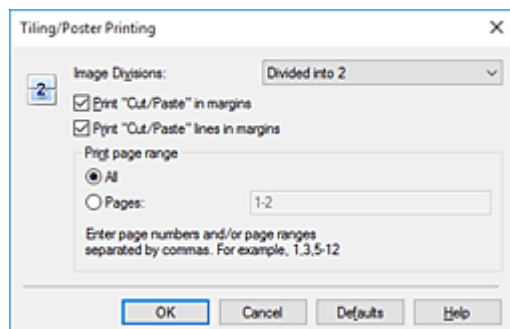


3. Select the print paper size

Select the size of the paper loaded in the printer from the **Printer Paper Size** list.

#### 4. Set the number of image divisions and the pages to be printed

If necessary, click **Specify...**, specify the following settings in the **Tiling/Poster Printing** dialog box, and then click **OK**.



##### Image Divisions

Select the number of divisions (vertical x horizontal).

As the number of divisions increases, the number of sheets used for printing increases. If you are pasting pages together to create a poster, increasing the number of divisions allows you to create a larger poster.

##### Print "Cut/Paste" in margins

To leave out words "Cut" and "Paste", uncheck this check box.

##### ►►► Note

- This feature may be unavailable when certain printer drivers or operating environments are used.

##### Print "Cut/Paste" lines in margins

To leave out cut lines, uncheck this check box.

##### Print page range

Specifies the printing range. Select **All** under normal circumstances.

To reprint only a specific page, select **Pages** and enter the page number you want to print. To specify multiple pages, enter the page numbers by separating them with commas or by entering a hyphen between the page numbers.

##### ►►► Note

- You can also specify the print range by clicking the pages in the settings preview.

#### 5. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the document will be divided into several pages during printing.

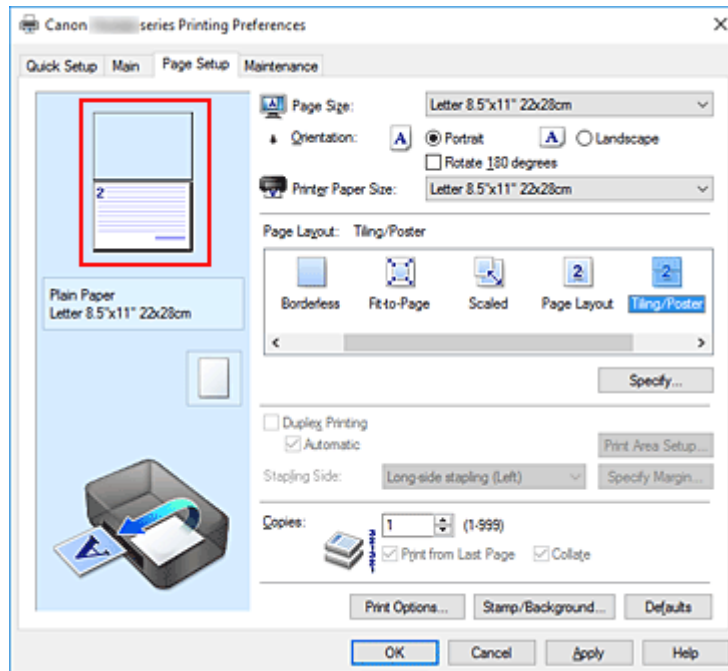
## Printing Only Specific Pages

If ink becomes faint or runs out during printing, you can reprint only the specific pages by following the procedure below:

#### 1. Set the print range

In the settings preview on the left of the **Page Setup** tab, click the pages that do not need to be printed.

The pages that were clicked are deleted, and only the pages to be printed are displayed.



## ▶▶▶ Note

- Click the deleted pages to display them again.
- Right-click the settings preview to select **Print all pages** or **Delete all pages**.

## 2. Complete the setup

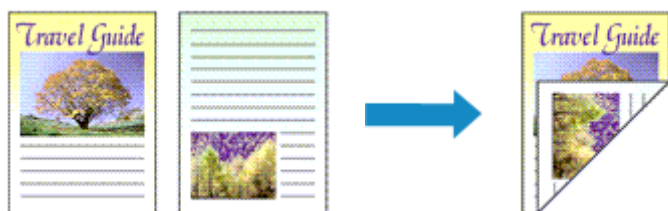
After completing the page selection, click **OK**.

When you execute print, only specified pages will be printed.

## ▶▶▶ Important

- Since tiling/poster printing enlarges the document when printing it, the print results may become coarse.

## Duplex Printing



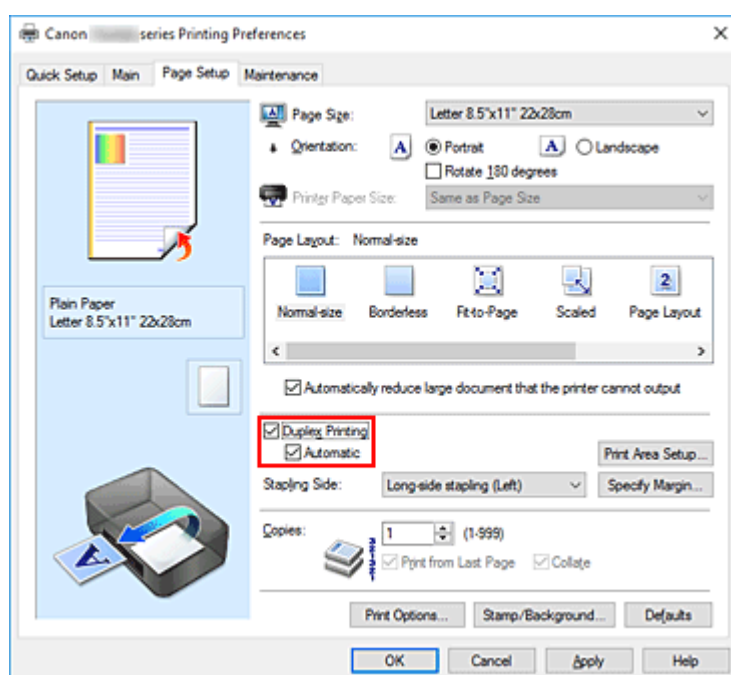
You can also set duplex printing in **Additional Features** on the **Quick Setup** tab.

### Performing Automatic Duplex Printing

You can perform the duplex printing without having to turn over the paper.

1. Open the [printer driver setup window](#)
2. Set automatic duplex printing

Check the **Duplex Printing** check box on the **Page Setup** tab and confirm that **Automatic** is checked.



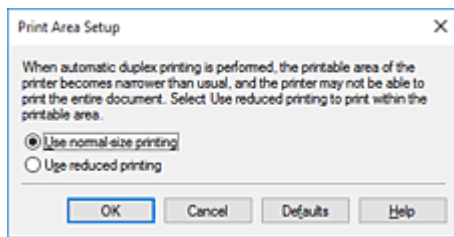
3. Select the layout

Select **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** from the **Page Layout** list.

4. Set the print area

When you perform duplex printing, the print area of the document becomes slightly narrower than usual and the document may not fit on one page.

Click **Print Area Setup...**, select one of the following process methods, and then click **OK**.



### **Use normal-size printing**

Print without reducing the page.

### **Use reduced printing**

Reduce the page slightly during printing.

## **5. Specify the side to be stapled**

The best **Stapling Side** is selected automatically from the **Orientation** and **Page Layout** settings. To change the setting, select another stapling side from the list.

## **6. Set the margin width**

If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.

## **7. Complete the setup**

Click **OK** on the **Page Setup** tab.

When you execute print, duplex printing will be started.

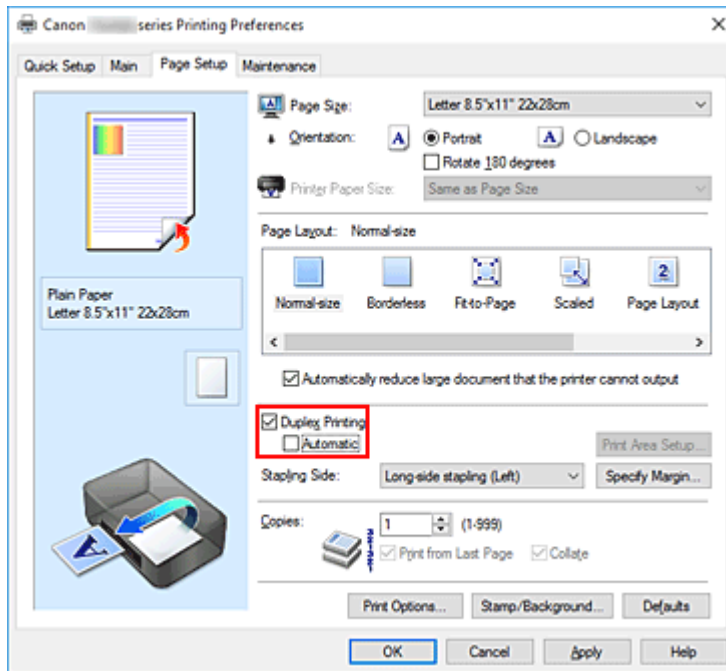
## **Performing Duplex Printing Manually**

You can perform the duplex printing manually.

### **1. Open the [printer driver setup window](#)**

### **2. Set duplex printing**

Check the **Duplex Printing** check box and uncheck the **Automatic** check box on the **Page Setup** tab.



### 3. Select the layout

Select **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** from the **Page Layout** list.

### 4. Specify the side to be stapled

The best **Stapling Side** is selected automatically from the **Orientation** and **Page Layout** settings. To change the setting, select another stapling side from the list.

### 5. Set the margin width

If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.

### 6. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the document is first printed on one side of a sheet of paper. After one side is printed, reload the paper correctly according to the message.

Then click **Start Printing** to print the opposite side.

## »» Important

- When a media type other than **Plain Paper** is selected from the **Media Type** list on the **Main** tab, **Duplex Printing** appears grayed out and is unavailable.
- When **Borderless**, **Tiling/Poster**, or **Booklet** is selected from the **Page Layout** list, **Duplex Printing** and **Stapling Side** appear grayed out and are unavailable.
- **Duplex Printing** can be performed only when one of the following paper sizes is selected from **Page Size** on the **Page Setup** tab.
  - **Letter 8.5"x11" 22x28cm, A4**



- After printing the front page, there is an ink drying wait time before starting to print the back page (Operation stops temporarily). Do not touch the paper during this time. You can change the ink drying wait time at **Custom Settings** in the Canon IJ Printer Assistant Tool.

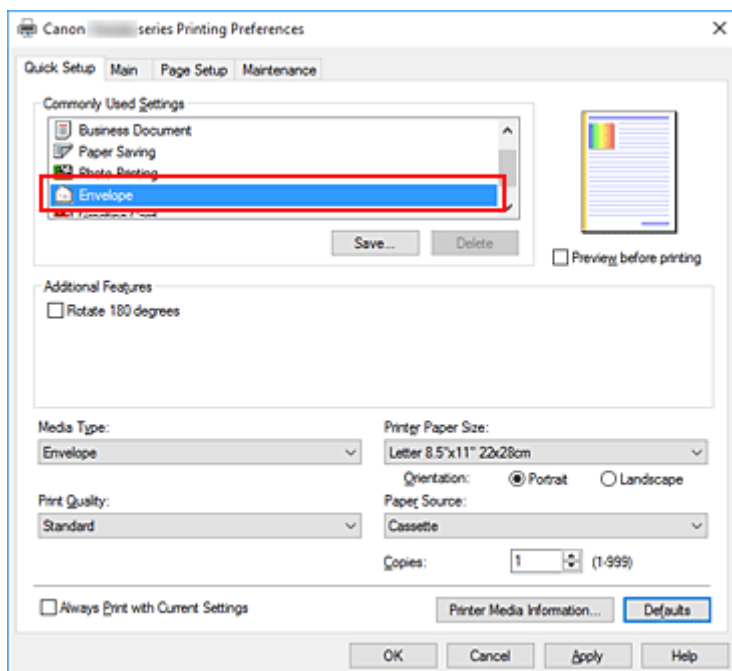
## Related Topic

- [Changing the Printer Operation Mode](#)

## Setting Up Envelope Printing

1. [Load envelope](#) on the printer
2. Open the [printer driver setup window](#)
3. Select the media type

Select **Envelope** from **Commonly Used Settings** on the **Quick Setup** tab.

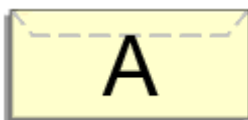


4. Select the paper size

When the **Envelope Size Setting** dialog box is displayed, select **Envelope Com 10**, **Envelope DL**, **Yougata 4 4.13"x9.25"**, or **Yougata 6 3.86"x7.48"**, and then click **OK**.

5. Set the orientation

To print the addressee horizontally, select **Landscape** for **Orientation**.



### ►►► Note

- If **Envelope Com 10**, **Envelope DL**, **Yougata 4 4.13"x9.25"**, or **Yougata 6 3.86"x7.48"** is selected for **Printer Paper Size**, the printer rotates the paper 90 degrees to the left to print, regardless of the **Rotate 90 degrees left when orientation is [Landscape]** setting for **Custom Settings** in the Canon IJ Printer Assistant Tool.

## 6. Select the print quality

Select **High** or **Standard** that matches your purpose for **Print Quality**.

## 7. Click **OK**

When you execute print, the information is printed on the envelope.

### **Important**

- When you execute envelope printing, guide messages are displayed.  
To hide the guide messages, check the **Do not show this message again** check box.  
To show the guide again, click the **View Printer Status** button on the **Maintenance** tab, and start the Canon IJ Status Monitor.  
Then click **Envelope Printing** from **Display Guide Message** of the **Option** menu to enable the setting.

### **Note**

- If the paper settings in the printer driver differ from the paper information registered on the printer, an error may occur. For instructions on what to do if an error occurs, see "[Paper Settings](#)."  
To check the current printer settings or to apply the printer settings to the printer driver, click **Printer Media Information...** from the **Quick Setup** tab, and specify the settings in the dialog box that appears.  
For details about the paper information to be registered on the printer, see the following:
  - [Paper Settings on the Printer Driver and the Printer \(Media Type\)](#)
  - [Paper Settings on the Printer Driver and the Printer \(Paper Size\)](#)

## Printing on Postcards

1. [Load postcard](#) on the printer

2. Open the [printer driver setup window](#)

3. Select commonly used settings

Display the **Quick Setup** tab, and for **Commonly Used Settings**, select **Standard**.

4. Select the media type

For **Media Type**, select **Ink Jet Hagaki (A)**, **Ink Jet Hagaki**, **Hagaki K (A)**, **Hagaki K**, **Hagaki (A)**, or **Hagaki**.

### »» Important

- This printer cannot print on postcards that have photos or stickers attached.
- When printing on each side of a postcard separately, you will get cleaner printing if you print the message side first and then print the address side.
- The paper settings on the printer driver are different, depending on whether you are printing on the address side or the message side.  
To check the current printer settings or to apply the printer settings to the printer driver, click **Printer Media Information...** from the **Quick Setup** tab, and specify the settings in the dialog box that appears.  
For details about the paper information to be registered to the printer driver and on the printer, see the following:
  - [Paper Settings on the Printer Driver and the Printer \(Media Type\)](#)
  - [Paper Settings on the Printer Driver and the Printer \(Paper Size\)](#)

5. Select the paper size

For **Printer Paper Size**, select **Hagaki 100x148mm** or **Hagaki 2 200x148mm**.

### »» Important

- Return postcards can be used only when you print them from the computer.
- When printing a return postcard, always set the paper size to **Hagaki 2 200x148mm** from your application software or the printer driver.
- Do not fold the return postcard. If a crease is formed, the printer will not be able to feed the postcard properly, and this condition will cause line shifts or a paper jam.
- With return postcards, borderless printing cannot be used.

6. Set the print orientation

To print the address horizontally, set **Orientation** to **Landscape**.

7. Select the print quality

For **Print Quality**, select **High** or **Standard**, according to your purpose.

## 8. Click **OK**

When you execute printing, the data will be printed onto the postcard.

### **Important**

- If you want to display a guide message when performing postcard printing, open the **Maintenance** tab and click **View Printer Status** to start the Canon IJ Status Monitor.  
On the **Option** menu, choose **Display Guide Message** and click **Hagaki Printing** to enable the setting. To hide these guide messages, select the **Do not show this message again** check box.
- When printing on media other than postcards, load the media according to usage method of that media, and click **Start Printing**.

## Overview of the Printer Driver

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- ▶ **Canon IJ Printer Driver**
  - Opening Printer Driver's Setup Screen
- ▶ **Canon IJ Status Monitor**
  - Checking Ink Status from Your Computer
- ▶ **Instructions for Use (Printer Driver)**

## Canon IJ Printer Driver

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The Canon IJ printer driver (simply called printer driver below) is software that you install onto your computer so that it can communicate with the printer.

The printer driver converts the print data created by your application software into data that your printer can understand, and sends the converted data to the printer.

Because different printers support different data formats, you need a printer driver that supports your printer.

### Installing the Printer Driver

To install the printer driver, install the driver from **Start Setup** on the setup CD-ROM that came with your printer.

### Specifying the Printer Driver

To specify the printer driver, open the **Print** dialog box of the application software you are using, and select "Canon XXX" (where "XXX" is your model name).

### Displaying the Manual from the Printer Driver

To display the description of a setup tab from the printer driver's setup screen, click **Help** on that tab.

### Related Topic

- [Opening Printer Driver's Setup Screen](#)

## Opening Printer Driver's Setup Screen

You can display the printer driver's setup screen from your application software or by clicking the printer icon.

### Displaying the Printer Driver's Setup Screen from Your Application Software

Perform this procedure to set up the print settings during printing.

1. Select print command from application software

The **Print** command can generally be found in the **File** menu.

2. Select your printer model, and click **Preferences** (or **Properties**)

The printer driver's setup screen appears.

#### ▶▶▶ Note

- Depending on the application software you are using, the command and menu names, and the number of steps may vary. For details, refer to the operating instructions of your application software.

### Displaying the Printer Driver's Setup Screen by Clicking the Printer Icon

From the setup screen you can perform printer maintenance operations such as print head cleaning, or set print settings to be shared by all application software.

1. Select **Control Panel** -> **Hardware and Sound** -> **Devices and Printers**

2. Right-click the icon of your model. When the menu appears, select **Printing preferences**

The printer driver's setup screen appears.

#### ▶▶▶ Important

- Opening the printer driver setup window through **Printer properties** displays such tabs regarding the Windows functions as the **Ports** (or **Advanced**) tab. Those tabs do not appear when opening through **Printing preferences** or application software. For tabs regarding Windows functions, refer to the user's manual for the Windows.



## Canon IJ Status Monitor

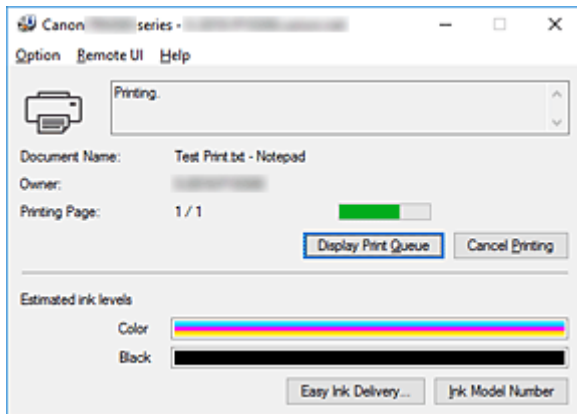
The Canon IJ Status Monitor is an application software that shows the status of the printer and the progress of printing. You will know the status of the printer with graphics, icons, and messages.

### Launching the Canon IJ Status Monitor

The Canon IJ Status Monitor launches automatically when print data is sent to the printer. When launched, the Canon IJ Status Monitor appears as a button on the task bar.



Click the button of the status monitor displayed on the task bar. The Canon IJ Status Monitor appears.



### Note




- To open the Canon IJ Status Monitor when the printer is not printing, open the [printer driver setup window](#) and click **View Printer Status** on the **Maintenance** tab.
- The information displayed on the Canon IJ Status Monitor may differ depending on the country or region where you are using your printer.

### When Errors Occur

The Canon IJ Status Monitor is automatically displayed if an error occurs (e.g., if the printer runs out of paper or if the ink is low).

Canon **series** - **series**

Support Code : 1003  
Paper has run out.

-  1. Load paper into the cassette.
-  2. Insert the cassette completely to the end of the printer. Check that the tip of the arrow is aligned with the front panel of the printer.
-  3. Press the printer's OK button.

In such cases, take the appropriate action as described.

## Checking Ink Status from Your Computer

You can check the remaining ink level and the FINE cartridge types for your model.

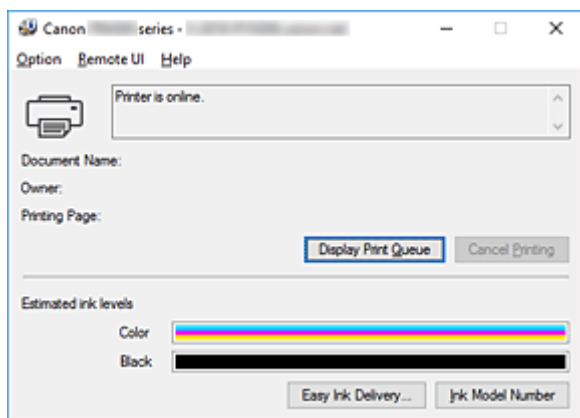
1. Open the [printer driver setup window](#)

2. Launching the Canon IJ Status Monitor

On the **Maintenance** tab, click **View Printer Status**.

3. Display **Estimated ink levels**

Ink status is displayed as an illustration.



### ▶▶▶ Note

- The information displayed on the Canon IJ Status Monitor may differ depending on the country or region where you are using your printer.

## Instructions for Use (Printer Driver)

This printer driver is subject to the following restrictions. Keep the following points in mind when using the printer driver.

### Restrictions on the Printer Driver

- With some applications, the **Copies** setting in the **Page Setup** tab of the printer driver may not be enabled.  
In this case, use the copies setting in the **Print** dialog box of the application software.
- If the selected **Language** in the **About** dialog box of the **Maintenance** tab does not match the operating system interface language, the printer driver setup window may not be displayed properly.
- Do not change the **Advanced** tab items of the printer properties. If you change any of the items, you will not be able to use the following functions correctly.  
Also, if **Print to file** is selected in the **Print** dialog box of the application software and with applications that prohibit EMF spooling, such as Adobe Photoshop LE and MS Photo Editor, the following functions will not operate.
  - **Preview before printing** on the **Main** tab
  - **Prevention of Print Data Loss** in the **Print Options** dialog box on the **Page Setup** tab
  - **Page Layout, Tiling/Poster, Booklet, Duplex Printing, Specify Margin..., Print from Last Page, Collate, and Stamp/Background...** on the **Page Setup** tab
  - **Print a pattern for color adjustment** on the **Color Adjustment** tab in the **Manual Color Adjustment** dialog box
- Since the resolution in the preview display differs from the printing resolution, text and lines in the preview display may appear different from the actual print result.
- With some applications, the printing is divided into multiple print jobs.  
To cancel printing, delete all divided print jobs.
- If image data is not printed correctly, display the **Print Options** dialog box from the **Page Setup** tab and change the setting of **Disable ICM required from the application software**. This may solve the problem.

### Points to Note About Applications with Restrictions

- There are following restrictions in Microsoft Word (Microsoft Corporation).
  - When Microsoft Word has the same printing functions as the printer driver, use Word to specify them.
  - When **Fit-to-Page, Scaled, or Page Layout** is used for **Page Layout** on the **Page Setup** tab of the printer driver, the document may not print normally in certain versions of Word.
  - When **Page Size** in Word is set to "XXX Enlarge/Reduce", the document may not print normally in certain versions of Word.  
If this happens, follow the procedure below.
    1. Open Word's **Print** dialog box.
    2. Open the [printer driver setup window](#), and on the **Page Setup** tab, set **Page Size** to the same paper size that you specified in Word.
    3. Set the **Page Layout** that you want, and then click **OK** to close the window.
    4. Without starting printing, close the **Print** dialog box.

5. Open Word's **Print** dialog box again.
  6. Open the printer driver setup window and click **OK**.
  7. Start printing.
- If bitmap printing is enabled in Adobe Illustrator (Adobe Systems Incorporated), printing may take time or some data may not be printed. Print after unchecking the **Bitmap Printing** check box in the **Print** dialog box.

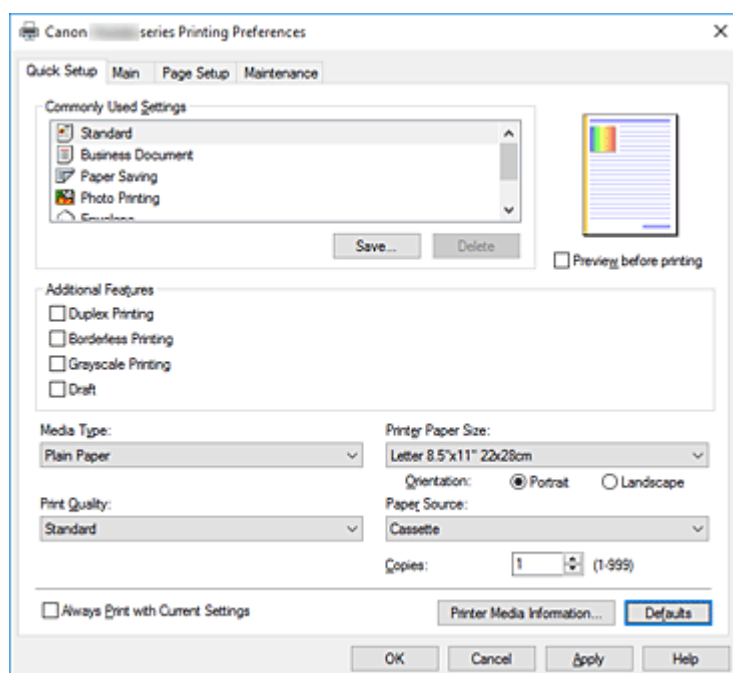
## **Printer Driver Description**

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- ▶ **Quick Setup Tab Description**
- ▶ **Main Tab Description**
- ▶ **Page Setup Tab Description**
- ▶ **Maintenance Tab Description**
- ▶ **Canon IJ Status Monitor Description**

## Quick Setup Tab Description

The **Quick Setup** tab is for registering commonly used print settings. When you select a registered setting, the printer automatically switches to the preset items.



### Commonly Used Settings

The names and icons of frequently used printing profiles are registered. When you select a printing profile according to the purpose of the document, settings that match the purpose are applied. In addition, functions that are thought to be useful for the selected printing profile are displayed in

#### Additional Features.

You can also change a printing profile and register it under a new name. You can delete the registered printing profile.

You can rearrange the profiles either by dragging the individual profiles or by holding down the Ctrl key and pressing the up or down arrow keys.

#### Standard

These are the factory settings.

If **Page Size**, **Orientation**, and **Copies** were set from the application software, those settings have priority.

#### Business Document

Select this setting when printing a general document.

If **Page Size**, **Orientation**, and **Copies** were set from the application software, those settings have priority.

#### Paper Saving

Select this setting to save paper when printing a general document. The **2-on-1 Printing** and **Duplex Printing** check boxes are checked automatically.

If **Page Size**, **Orientation**, and **Copies** were set from the application software, those settings have priority.

## Photo Printing

If you select this setting when printing a photo, the photo paper and photo size generally used are set. The **Borderless Printing** check box is checked automatically.

If **Orientation** and **Copies** were set from the application software, those settings have priority.

## Envelope

If you select this setting for printing an envelope, **Media Type** is set automatically to **Envelope**. In the **Envelope Size Setting** dialog box, select the size of the envelope to be used.

## Greeting Card

When selected for printing a greeting card, the **Media Type** is automatically set to **Inkjet Greeting Card**. The **Print Quality** is also set to **High**, and a check-mark is added to **Borderless Printing**.

## ▶▶▶ Note

- The combination of the **Additional Features** that was displayed for the printing profile that had been selected when the added printing profile was saved is also displayed when that added printing profile is selected.

## Save...

Displays the [Save Commonly Used Settings dialog box](#).

Click this button when you want to save the information that you set on the **Quick Setup**, **Main**, and **Page Setup** tabs to **Commonly Used Settings**.

## Delete

Deletes a registered printing profile.

Select the name of the setting to be deleted from **Commonly Used Settings**, and click **Delete**. When a confirmation message is displayed, click **OK** to delete the specified printing profile.

## ▶▶▶ Note

- Printing profiles that are registered in the initial settings cannot be deleted.

## Settings Preview

The paper illustration shows how the original will be laid out on a sheet of paper.

You can check an overall image of the layout.

## Preview before printing

Shows what the print result will look like before you actually print the data.

Check this check box to display a preview before printing.

Uncheck this check box if you do not want to display a preview.

## Additional Features

Displays the frequently used, convenient functions for the printing profile that you selected for **Commonly Used Settings** on the **Quick Setup** tab.

When you move the mouse pointer near a function that can be changed, a description of that function is displayed.

To enable a function, check the corresponding check box.

For some functions, you can set detailed settings from the **Main** and **Page Setup** tabs.

## ▶▶▶ Important

- Depending on the printing profiles, certain function may be grayed out and you will not be able to change them.



## 2-on-1 Printing

Prints two pages of the document, side by side, on one sheet of paper.

To change the page sequence, click the **Page Setup** tab, select **Page Layout** for **Page Layout**, and click **Specify...**. Then in the [Page Layout Printing dialog box](#) that appears, specify the **Page Order**.

## 4-on-1 Printing

Prints four pages of the document, side by side, on one sheet of paper.

To change the page sequence, click the **Page Setup** tab, select **Page Layout** for **Page Layout**, and click **Specify...**. Then in the [Page Layout Printing dialog box](#) that appears, specify the **Page Order**.

## Duplex Printing

Selects whether to print the document on both sides or one side of a sheet of paper.

To change the staple side or the margins, set the new values from the **Page Setup** tab.

## Borderless Printing

Performs borderless printing without any margins on the paper.

With the borderless printing function, the document to be printed is enlarged, so that it extends slightly off the paper. In other words, the document is printed without any margin.

To adjust the amount that the document extends beyond the paper, click the **Page Setup** tab, choose **Borderless**, and enter the value in **Amount of Extension**.

## Grayscale Printing

This function converts the data to monochrome data when printing your document.

## Draft

This setting is appropriate for test printing.

## Rotate 180 degrees

Prints the document by rotating it 180 degrees against the paper feed direction.

The width of print area and the amount of extension that are configured in other application software will be reversed vertically and horizontally.

## Color/Intensity Manual Adjustment

Select when you set the **Color Correction** method and individual settings such as **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, **Contrast**, etc.

## Media Type

Selects a type of printing paper.

Select a media type that matches the paper that is loaded in the printer. This ensures that printing is carried out properly for the specified paper.

## Printer Paper Size

Selects the size of paper actually loaded into the printer.

Normally, the paper size is set automatically according to the output paper size setting, and the document is printed with no scaling.

When you set **2-on-1 Printing** or **4-on-1 Printing** in **Additional Features**, you can manually set the paper size with **Page Size** on the **Page Setup** tab.

If you select a paper size that is smaller than the **Page Size**, the document size will be reduced. If you select a paper size that is larger, the document size will be enlarged.

Also if you select **Custom...**, the [Custom Paper Size dialog box](#) opens and allows you to specify any vertical and horizontal dimensions for the paper size.

## Orientation

Selects the printing orientation.

If the application used to create your document has a similar function, select the same orientation that you selected in that application.

### Portrait

Prints the document so that its top and bottom positions are unchanged relative to the paper feed direction. This is the default setting.

### Landscape

Prints the document by rotating it 90 degrees relative to the paper feed direction.

You can change the rotation direction by going to the Canon IJ Printer Assistant Tool, opening the **Custom Settings** dialog box, and then using **Rotate 90 degrees left when orientation is [Landscape]** check box.

To rotate the document 90 degrees to the left when printing, select the **Rotate 90 degrees left when orientation is [Landscape]** check box.

## Print Quality

Selects your desired printing quality.

Select one of the following to set the print quality level that is appropriate for the purpose.

To set the print quality level individually, click the **Main** tab, and for **Print Quality**, select **Custom**. The **Set...** becomes enabled. Click **Set...** to open the [Custom dialog box](#), and then specify the desired settings.

### High

Gives priority to print quality over printing speed.

### Standard

Prints with average speed and quality.

### Draft

This setting is appropriate for test printing.

## Paper Source

Shows the source from which paper is supplied.

### Cassette

Paper is always supplied from the cassette.

## Copies

Specifies the number of copies you want to print. You can specify a value from 1 to 999.

### ►►► Important

- When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software.

## Always Print with Current Settings

Prints documents with the current settings starting from the next print execution.

When you select this function and then close the [printer driver setup window](#), the information that you set on the **Quick Setup**, **Main**, and **Page Setup** tabs are saved and printing with the same settings is possible starting from the next print execution.

### ►►► Important

- If you log on with a different user name, the settings that were set when this function was enabled are not reflected in the print settings.

- If a setting was specified on the application software, it has priority.

### Printer Media Information...

Displays [Printer Media Information dialog box](#).

You can check the printer settings and apply the checked settings to the printer driver.

### Defaults

Restores all the settings you have changed to their default values.

Click this button to return all settings on the **Quick Setup**, **Main**, and **Page Setup** tabs to their default values (factory settings).

## Save Commonly Used Settings dialog box

This dialog box allows you to save the information that you set on the **Quick Setup**, **Main**, and **Page Setup** tabs and add the information to the **Commonly Used Settings** list on the **Quick Setup** tab.

### Name

Enter the name for the printing profile you wish to save.

Up to 255 characters can be entered.

The name appears, with its associated icon, in the **Commonly Used Settings** list on the **Quick Setup** tab.

### Options...

Opens the [Save Commonly Used Settings dialog box](#).

Changes the details of printing profile to be saved.

## Save Commonly Used Settings dialog box

Select the icons of the printing profiles to be registered to **Commonly Used Settings**, and change the items to be saved in the printing profiles.

### Icon

Select the icon for the printing profile you wish to save.

The selected icon appears, with its name, in the **Commonly Used Settings** list on the **Quick Setup** tab.

### Save the paper size setting

Saves the paper size to the printing profile in **Commonly Used Settings**.

To apply the saved paper size when the printing profile is selected, check this check box.

If this check box is unchecked, the paper size is not saved, and consequently the paper size setting is not applied when the printing profile is selected. Instead the printer prints with the paper size specified with the application software.

### Save the orientation setting

Saves the **Orientation** to the printing profile in **Commonly Used Settings**.

To apply the saved print orientation when the printing profile is selected, check this check box.

If this check box is unchecked, the print orientation is not saved, and consequently the **Orientation** setting is not applied when the printing profile is selected. Instead the printer prints with the print orientation specified with the application software.

### Save the copies setting

Saves the **Copies** setting to the printing profile in **Commonly Used Settings**.

To apply the saved copies setting when the printing profile is selected, check this check box.

If this check box is unchecked, the copies setting is not saved, and consequently the **Copies** setting is not applied when the printing profile is selected. Instead the printer prints with the copies setting specified with the application software.

## Custom Paper Size dialog box

This dialog box allows you to specify the size (width and height) of the custom paper.

### Units

Select the unit for entering a user-defined paper size.

### Paper Size

Specifies the **Width** and the **Height** of the custom paper. Measurement is shown according to the units specified in **Units**.

## Printer Media Information dialog box

This dialog box allows you to check the printer settings and apply the checked settings to the printer driver.

### Paper Source

Check the setting or select a new paper source.

### Media Type

Displays the **Media Type** that is currently set on the printer.

To apply the displayed setting to the printer driver, click **Set**.

### Page Size

Displays the **Page Size** that is currently set on the printer.

To apply the displayed setting to the printer driver, click **Set**.

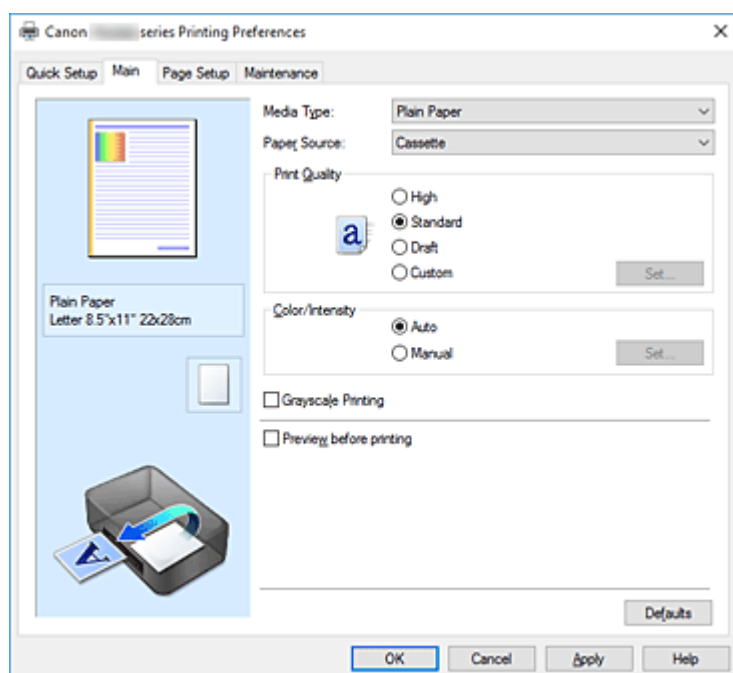
## Related Topics

- [Basic Printing Setup](#)
- [Setting a Page Size and Orientation](#)
- [Setting the Number of Copies and Printing Order](#)
- [Execute Borderless Printing](#)
- [Duplex Printing](#)
- [Setting Up Envelope Printing](#)
- [Printing on Postcards](#)
- Displaying the Print Results Before Printing
- Setting Paper Dimensions (Custom Size)
- Printing a Color Document in Monochrome
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Color Balance Using Sample Patterns (Printer Driver)

- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)
- [Registering a Frequently Used Printing Profile](#)

## Main Tab Description

The **Main** tab allows you to create a basic print setup in accordance with the media type. Unless special printing is required, normal printing can be performed just by setting the items on this tab.



### Settings Preview

The paper illustration shows how the original will be laid out on a sheet of paper.

You can check an overall image of the layout.

### Media Type

Selects a type of printing paper.

Select a media type that matches the paper that is loaded in the printer. This ensures that printing is carried out properly for the specified paper.

### Paper Source

Shows the source from which paper is supplied.

#### Cassette

Paper is always supplied from the cassette.

### Print Quality

Selects your desired printing quality.

Select one of the following to set the print quality level that is appropriate for the purpose.

#### ►►► Important

- Depending on the **Media Type** settings, the same print results may be produced even if the **Print Quality** is changed.

#### High

Gives priority to print quality over printing speed.

#### Standard

Prints with average speed and quality.

### Draft

This setting is appropriate for test printing.

### Custom

Select this when you want to set the printing quality level individually.

### Set...

Select **Custom** for **Print Quality** to enable this button.

Open the [Custom dialog box](#). You can then individually set the print quality level.

### Color/Intensity

Selects color adjustment method.

#### Auto

**Cyan, Magenta, Yellow, Brightness, Intensity, Contrast**, and so on are adjusted automatically.

#### Manual

Select when you set the individual settings such as **Cyan, Magenta, Yellow, Brightness, Intensity, Contrast**, etc. and **Color Correction** method.

### Set...

Select **Manual** for **Color/Intensity** to enable this button.

In the **Manual Color Adjustment** dialog box, you can adjust individual color settings such as **Cyan, Magenta, Yellow, Brightness, Intensity**, and **Contrast** on the [Color Adjustment tab](#), and select the **Color Correction** method on the [Matching tab](#).

### ▶▶▶ Note

- If you want to use an ICC profile to adjust colors, use the **Manual Color Adjustment** dialog box to set the profile.

### Grayscale Printing

This function converts the data to monochrome data when printing your document.

Check this check box to print a color document in monochrome.

### Preview before printing

Shows what the print result will look like before you actually print the data.

Check this check box to display a preview before printing.

### Defaults

Restores all the settings you have changed to their default values.

Clicking this button restores all the settings on the current screen to their default values (factory settings).

## Custom dialog box

Set the quality level, and select the desired print quality.

### Quality

You can use the slider bar to adjust the print quality level.

### ▶▶▶ Important

- Certain print quality levels cannot be selected depending on the settings of **Media Type**.

## »»» Note

- The **High**, **Standard**, or **Draft** print quality modes are linked with the slider bar. Therefore when the slider bar is moved, the corresponding quality and value are displayed on the left. This is the same as when the corresponding radio button is selected for **Print Quality** on the **Main** tab.

## Color Adjustment Tab

This tab allows you to adjust the color balance by changing the settings of the **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, and **Contrast** options.

### Preview

Shows the effect of color adjustment.

The color and brightness change when each item is adjusted.

## »»» Note

- The graphic is in monochrome when the **Grayscale Printing** check box is checked.

### View Color Pattern

Displays a pattern for checking color changes produced by color adjustment.

If you want to display the preview image with a color pattern, check this check box.

### Cyan / Magenta / Yellow

Adjusts the strengths of **Cyan**, **Magenta**, and **Yellow**.

Moving the slider to the right makes a color stronger, and moving the slider to the left makes a color weaker.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

This adjustment changes the relative amount of ink of each color used, which alters the total color balance of the document. Use your application if you want to change the total color balance significantly. Use the printer driver only if you want to adjust the color balance slightly.

## »»» Important

- When **Grayscale Printing** is checked on the **Main** tab, **Cyan**, **Magenta**, and **Yellow** appear grayed out and are unavailable.

### Brightness

Selects the brightness of your print.

You cannot change the levels of pure white and black. However, the brightness of the colors between white and black can be changed.

### Intensity

Adjusts the overall intensity of your print.

Moving the slider to the right increases the intensity, and moving the slider to the left decreases the intensity.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

### Contrast

Adjusts the contrast between light and dark in the image to be printed.

Moving the slider to the right increases the contrast, moving the slider to the left decreases the contrast.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.



## Print a pattern for color adjustment

When the color balance or intensity/contrast is changed, the pattern printing function prints a list of the adjustment results along with the adjustment values.

Select this function when printing a pattern for color adjustment.

## Pattern Print preferences...

Check **Print a pattern for color adjustment** to enable this button.

The [Pattern Print dialog box](#) opens and allows you to set pattern printing settings.

## Pattern Print dialog box

Performs the setup for printing of patterns that allow you to check the color balance and intensity/contrast of documents.

### Parameters to Adjust

Select the item to be checked by pattern printing.

#### Cyan/Magenta/Yellow

Prints a pattern that allows you to check the cyan/magenta/yellow balance.

#### ▶▶▶ Important

- When **Grayscale Printing** is checked on the **Main** tab, **Cyan/Magenta/Yellow** appear grayed out and are unavailable.

#### Intensity/Contrast

Prints a pattern that allows you to check the intensity/contrast balance.

### Printer Paper Size

Selects the paper size to be used for pattern printing.

This setting is linked to **Printer Paper Size** on the **Page Setup** tab.

#### ▶▶▶ Note

- Depending on the paper size selected on the **Page Setup** tab, there may be sizes that cannot be selected.

### Amount of Pattern Instances

Sets the number of patterns to be printed.

You can select from **Largest**, **Large**, and **Small**. When you select a pattern size, the number of patterns that can be printed is as follows:

#### ▶▶▶ Note

- **Largest** and **Large** cannot be selected when certain paper sizes or output paper sizes are selected.
- The setting preview on the **Main** tab displays an image that allows you to check the overall layout.

#### Largest

**Cyan/Magenta/Yellow** 37

**Intensity/Contrast** 49

#### Large

**Cyan/Magenta/Yellow** 19

**Intensity/Contrast** 25

## Small

Cyan/Magenta/Yellow 7

Intensity/Contrast 9

### Color Variation Between Instances

Sets the amount of color change between neighboring patterns.

Select from **Large**, **Medium**, and **Small**. **Large** produces a large amount of change, and **Small** produces a small amount of change.

#### ▶▶▶ Note

- **Large** is about double the size of **Medium**, and **Small** is about half the size of **Medium**.

## Matching Tab

Allows you to select the method for adjusting colors to match the type of document to be printed.

### Color Correction

Allows you to select **Driver Matching**, **ICM**, or **None** to match the purpose of the print operation.

#### ▶▶▶ Important

- When **Grayscale Printing** is checked on the **Main** tab, **Color Correction** appears grayed out and is unavailable.

### Driver Matching

With Canon Digital Photo Color, you can print sRGB data with color tints that most people prefer.

### ICM

Adjusts the colors by using an ICC profile when printing.

#### ▶▶▶ Important

- If the application software is set so that ICM is disabled, **ICM** is unavailable for **Color Correction** and the printer may not be able to print the image data properly.

### None

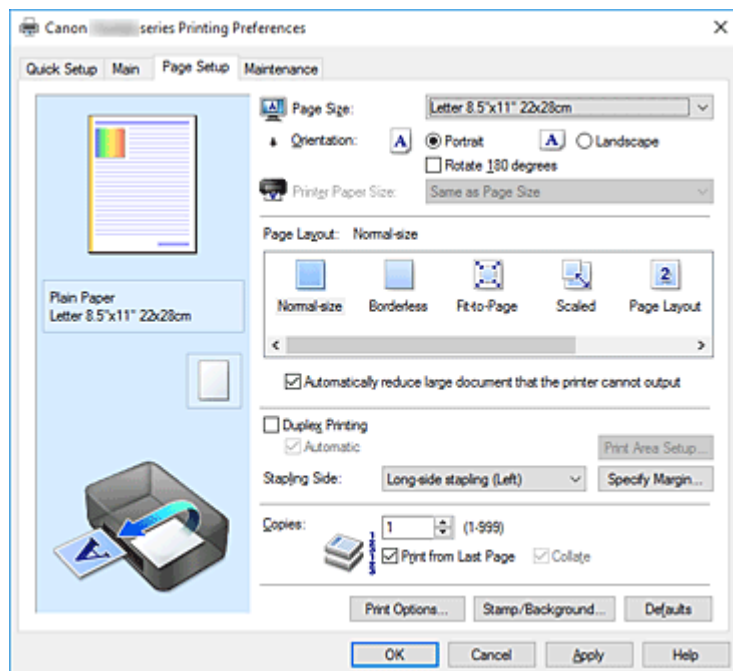
Disables color adjustment with the printer driver.

## Related Topics

- Setting the Print Quality Level (Custom)
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)
- Specifying Color Correction
- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles
- Printing a Color Document in Monochrome
- Displaying the Print Results Before Printing

## Page Setup Tab Description

The **Page Setup** tab allows you to determine how a document is to be arranged on the paper. Also, this tab allows you to set the number of copies and the order of printing. If the application which created the document has a similar function, set them with the application.



### Settings Preview

The paper illustration shows how the original will be laid out on a sheet of paper. You can check an overall image of the layout.

### Page Size

Selects a page size.

Ensure that you select the same page size as you selected within the application.

If you select **Custom...**, the [Custom Paper Size dialog box](#) opens and allows you to specify any vertical and horizontal dimensions for the paper size.

### Orientation

Selects the printing orientation.

If the application used to create your document has a similar function, select the same orientation that you selected in that application.

#### Portrait

Prints the document so that its top and bottom positions are unchanged relative to the paper feed direction. This is the default setting.

#### Landscape

Prints the document by rotating it 90 degrees relative to the paper feed direction.

You can change the rotation direction by going to the Canon IJ Printer Assistant Tool, opening the **Custom Settings** dialog box, and then using **Rotate 90 degrees left when orientation is [Landscape]** check box.

To rotate the document 90 degrees to the left when printing, select the **Rotate 90 degrees left when orientation is [Landscape]** check box.

### **Rotate 180 degrees**

Prints the document by rotating it 180 degrees against the paper feed direction.

The width of print area and the amount of extension that are configured in other application software will be reversed vertically and horizontally.

### **Printer Paper Size**

Selects the size of paper actually loaded into the printer.

The default setting is **Same as Page Size** to perform normal-sized printing.

You can select a printer paper size when you select **Fit-to-Page**, **Scaled**, **Page Layout**, **Tiling/Poster**, or **Booklet** for **Page Layout**.

If you select a paper size that is smaller than the **Page Size**, the document size will be reduced. If you select a paper size that is larger, the document size will be enlarged.

Also if you select **Custom...**, the [Custom Paper Size dialog box](#) opens and allows you to specify any vertical and horizontal dimensions for the paper size.

### **Page Layout**

Selects the size of the document you want to print and the type of printing.

#### **Normal-size**

This is the normal printing method. Select this when you do not specify any page layout.

#### **Automatically reduce large document that the printer cannot output**

If the printer cannot print the paper size of a document, the printer can automatically reduce the size when it prints the document.

Check this check box to reduce the size when printing the document.

#### **Borderless**

Chooses whether you are printing on a full page without any page margins or printing with page margins.

In borderless printing, originals are enlarged to extend slightly off the paper. Thus, printing can be performed without any margins (border).

Use **Amount of Extension** to adjust how much of the document extends off the paper during borderless printing.

#### **Amount of Extension**

Adjusts how much of the document extends off the paper during borderless printing.

Moving the slider to the right increases the amount of extension and allows you to perform borderless printing with no problems.

Moving the slider to the left reduces the amount of extension and expands the range of the document to print.

#### **Fit-to-Page**

This function enables you to automatically enlarge or reduce documents to fit to the paper size loaded in the printer without changing the paper size you specified in your application software.

#### **Scaled**

Documents can be enlarged or reduced to be printed.

Specify the size in **Printer Paper Size**, or enter the scaling ratio in the **Scaling** box.

#### **Scaling**

Specifies an enlargement or reduction ratio for the document you want to print.

#### **Page Layout**

Multiple pages of document can be printed on one sheet of paper.

### **Specify...**

Opens the [Page Layout Printing dialog box](#).

Click this button to set details on page layout printing.

### **Tiling/Poster**

This function enables you to enlarge the image data and divide the enlarged data into several pages to be printed. You can also glue together these sheets of paper to create large printed matter, such as a poster.

### **Specify...**

Opens the [Tiling/Poster Printing dialog box](#).

Click this button to set details on tiling/poster printing.

### **Booklet**

The booklet printing function allows you to print data for a booklet. Data is printed on both sides of the paper. This type of printing ensures that pages can be collated properly, in page number order, when the printed sheets are folded and stapled at the center.

### **Specify...**

Opens the [Booklet Printing dialog box](#).

Click this button to set details on booklet printing.

### **Duplex Printing**

Selects whether to print the document automatically on both sides or one side of a sheet of paper. Check this check box to print the document on both sides.

This function can be used only when **Plain Paper** is selected for **Media Type** and one of **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** is selected.

### **Automatic**

Selects whether duplex printing is to be performed automatically or manually.

This check box will be enabled if **Booklet** is selected from the **Page Layout** list or the **Duplex Printing** check box is checked.

To perform duplex printing automatically, check this check box.

To perform duplex printing manually, uncheck this check box.

### **Print Area Setup...**

Opens the [Print Area Setup dialog box](#) in which you can configure the print area for automatic duplex printing.

This button will be enabled if automatic duplex printing is set when **Borderless** is not selected.

### **Stapling Side**

Selects the stapling margin position.

The printer analyzes the **Orientation** and **Page Layout** settings, and automatically selects the best stapling margin position. Check **Stapling Side**, and select from the list to change it.

### **Specify Margin...**

Opens the [Specify Margin dialog box](#).

You can specify the width of the margin.

### **Copies**

Specifies the number of copies you want to print. You can specify a value from 1 to 999.

### **▶▶▶ Important**

- If the application used to create your document has a similar function, specify the number of copies with the application without specifying it here.

## Print from Last Page

Check this check box when you want to print from the last page in order. If you do this, you do not need to sort the pages into their correct order after printing.

Uncheck this check box to print your document in normal order, starting from the first page.

## Collate

Check this check box to group together the pages of each copy when you want to print multiple copies.

Uncheck this check box when you want to print with all pages of the same page number grouped together.

## »» Important

- When the application software that you used to create the document has the same function, give priority to the printer driver settings. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order with both the application and this printer driver, the number of copies may be multiplied numbers of the two settings or the specified printing order may not be enabled.

## Print Options...

Opens the [Print Options dialog box](#).

Changes detailed printer driver settings for print data that is sent from applications.

## Stamp/Background...

Opens the [Stamp/Background dialog box](#).

The **Stamp** function allows you to print a stamp text or a bitmap over or behind document data. It also allows you to print date, time and user name. The **Background** function allows you to print a light illustration behind the document data.

Depending on the environment, **Stamp** and **Background** may not be available.

## Custom Paper Size dialog box

This dialog box allows you to specify the size (width and height) of the custom paper.

### Units

Select the unit for entering a user-defined paper size.

### Paper Size

Specifies the **Width** and the **Height** of the custom paper. Measurement is shown according to the units specified in **Units**.

## Page Layout Printing dialog box

This dialog box allows you to select the number of document pages to be placed on one sheet of paper, the page order, and whether a page border line is to be printed around each document page.

The settings specified in this dialog box can be confirmed in the settings preview on the printer driver.

### Preview Icon

Shows the settings made on the **Page Layout Printing** dialog box.

You can check what the print result will look like before you actually print the data.

### Page Layout

Specifies the number of document pages to fit on one sheet.

### Page Order

Specifies the document orientation to be printed on a sheet of paper.

### Page Border

Prints a page border line around each document page.

Check this check box to print the page border line.

## Tiling/Poster Printing dialog box

This dialog box allows you to select the size of the image to be printed. You can also make settings for cut lines and paste markers which are convenient for pasting together the pages into a poster.

The settings specified in this dialog box can be confirmed in the settings preview on the printer driver.

### Preview Icon

Shows the settings of the **Tiling/Poster Printing** dialog box.

You can check what the print result will look like.

### Image Divisions

Select the number of divisions (vertical x horizontal).

As the number of divisions increases, the number of sheets used for printing increases. If you are pasting pages together to create a poster, increasing the number of divisions allows you to create a larger poster.

### Print "Cut/Paste" in margins

Specifies whether to print the words "Cut" and "Paste" in the margins. These words serve as guidelines for pasting together the pages into a poster.

Check this check box to print the words.

#### ▶▶▶ Note

- Depending on the environment, this function may not be available.

### Print "Cut/Paste" lines in margins

Specifies whether to print cut lines that serve as guidelines for pasting together the pages into a poster.

Check this check box to print the cut lines.

### Print page range

Specifies the printing range. Select **All** under normal circumstances.

Select **Pages** to specify a specific page or range.

#### ▶▶▶ Note

- If some of the pages have not been printed well, specify the pages that do not need to be printed by clicking them in the settings preview of the **Page Setup** tab. Only the pages shown on the screen will be printed this time.

## Booklet Printing dialog box

This dialog box allows you to set how to bind the document as a booklet. Printing only on one side and printing a page border, can also be set in this dialog box.

The settings specified in this dialog box can be confirmed in the settings preview on the printer driver.

### **Preview Icon**

Shows the settings made on the **Booklet Printing** dialog box.

You can check what the document will look like when printed as a booklet.

### **Margin for stapling**

Specifies which side of the booklet is to be stapled.

### **Insert blank page**

Selects whether to print the document on one side or both sides of the booklet.

Check this check box to print the document on one side of the booklet and select the side to be left blank from the list.

### **Margin**

Specifies the width of the stapling margin.

The specified width becomes the stapling margin from the center of the sheet.

### **Page Border**

Prints a page border line around each document page.

Check this check box to print the page border line.

## **Print Area Setup dialog box**

When you perform duplex printing, the print area of the document becomes slightly narrower than usual. Therefore when a document that has small margins is printed, the document may not fit on one page. This dialog box allows you to set whether the page is to be reduced when printed so that the document fits in one page.

### **Use normal-size printing**

Prints the document pages without reducing them. This is the default setting.

### **Use reduced printing**

Slightly reduces each document page so that it fits on one sheet of paper during printing.

Select this setting when using automatic duplex printing to print a document with small margins.

## **Specify Margin dialog box**

This dialog box allows you to specify the margin width for the side to be stapled. If a document does not fit on one page, the document is reduced when printed.

### **Margin**

Specifies the width of the stapling margin.

The width of the side specified by **Stapling Side** becomes the stapling margin.

## **Print Options dialog box**

Makes changes to print data that is sent to the printer.

Depending on the environment, this function may not be available.

### **Disable ICM required from the application software**

Disables the ICM function required from the application software.

When an application software uses Windows ICM to print data, unexpected colors may be produced



or the printing speed may decrease. If these problems occur, checking this check box may resolve the problems.

### ▶▶▶ Important

- Uncheck this check box under normal circumstances.
- This function does not work when **ICM** is selected for **Color Correction** on the **Matching** tab of the **Manual Color Adjustment** dialog box.

#### Disable the color profile setting of the application software

Checking this check box disables information in the color profile that was set on the application software.

When the information in the color profile set on the application software is output to the printer driver, the print result may contain unexpected colors. If this happens, checking this check box may resolve the problem.

### ▶▶▶ Important

- Even when this check box is checked, only some of the information in the color profile is disabled, and the color profile can still be used for printing.
- Uncheck this check box under normal circumstances.

#### Ungroup Papers

Sets the display method of **Media Type**, **Page Size**, and **Printer Paper Size**.

To display the items separately, select the check box.

To display the items as a group, clear the check box.

#### Do not allow application software to compress print data

Compression of the application software print data is prohibited.

If the print result has missing image data or unintended colors, selecting this check box may improve the condition.

### ▶▶▶ Important

- Uncheck this check box under normal circumstances.

#### Print after creating print data by page

The print data is created in page units, and printing starts after the processing of one page of print data is complete.

If a printed document contains unintended results such as streaks, selecting this check box may improve the results.

### ▶▶▶ Important

- Uncheck this check box under normal circumstances.

#### Prevention of Print Data Loss

You can reduce the size of the print data that was created with the application software and then print the data.

Depending on the application software being used, the image data may be cut off or may not be printed properly. In such cases, select **On**. If you will not be using this function, select **Off**.

### ▶▶▶ Important

- When using this function, the print quality may drop depending on the print data.

## Unit of Print Data Processing

Selects the processing unit of the print data to be sent to the printer.  
Select **Recommended** under normal circumstances.

### ▶▶▶ Important

- A large amount of memory may be used for certain settings.  
Do not change the setting if your computer has a small amount of memory.

## Print With

Specify the FINE cartridge to be used from the installed FINE cartridges.  
Select from **All Colors (Default)**, **Color Only**, **Black Only**.

### ▶▶▶ Important

- When the following settings are specified, **Black Only** does not function because the printer uses the color FINE cartridge to print documents.
  - Other than **Plain Paper**, **Envelope**, **Ink Jet Hagaki (A)**, **Hagaki K (A)**, **Hagaki (A)**, or **Hagaki** is selected for **Media Type** on the **Main** tab
  - **Borderless** is selected from the **Page Layout** list on the **Page Setup** tab
- Do not detach the FINE cartridge that is not in use. Printing cannot be performed while either FINE cartridge is detached.

## Stamp/Background dialog box

The **Stamp/Background** dialog box allows you to print a stamp and/or background over or behind the document pages. In addition to the pre-registered ones, you can register and use your original stamp or background.

### Stamp

Stamp printing is a function that prints a stamp over a document.  
Check this check box and select a title from the list to print a stamp.

### Define Stamp...

Opens the [Stamp Settings dialog box](#).  
You can check the details of a selected stamp or save a new stamp.

### Place stamp over text

Sets how the stamp is to be printed over the document.  
Check the **Stamp** check box to enable this.  
Check this check box to print a stamp over the printed document page. The printed data may be hidden behind the stamp.  
Uncheck this check box to print the document data over the stamp. The printed data will not be hidden behind the stamp. However, the sections of the stamp that are overlapped by the document may be hidden.

### Stamp first page only

Selects whether the stamp is to be printed on the first page only or on all pages when the document has two or more pages.  
Check the **Stamp** check box to enable this.  
Check this check box to print a stamp on the first page only.

## Background

Background printing is a function that allows you to print an illustration or a similar object (bitmap) behind the document.

Check this check box to print a background and select a title from the list.

## Select Background...

Opens the [Background Settings dialog box](#).

You can register a bitmap as a background, and change layout method and intensity of the selected background.

## Background first page only

Selects whether to print the background on the first page only or print on all pages when the document has two or more pages.

Check the **Background** check box to enable this.

Check this check box to print a background on the first page only.

## Stamp Tab

The Stamp tab allows you to set the text and bitmap file (.bmp) to be used for a stamp.

### Preview Window

Shows the status of the stamp configured in each tab.

### Stamp Type

Specifies the stamp type.

Select **Text** to create a stamp with characters. Select **Bitmap** to create with a bitmap file. Select **Date/Time/User Name** to display the creation date/time and user name of the printed document.

The setting items in the **Stamp** tab change depending on the selected type.

When **Stamp Type** is **Text** or **Date/Time/User Name**

### Stamp Text

Specifies the stamp text string.

Up to 64 characters can be entered.

For **Date/Time/User Name**, the creation date/time and user name of the printed object are displayed in **Stamp Text**.

### ▶▶ Important

- **Stamp Text** appears grayed out and is unavailable if **Date/Time/User Name** is selected.

### TrueType Font

Selects the font for the stamp text string.

### Style

Selects the font style for the stamp text string.

### Size

Selects the font size for the stamp text string.

### Outline

Selects a frame that encloses the stamp text string.

If a large font size is selected for **Size**, characters may extend outside of the stamp border.

### Color/Select Color...

Shows the current color for the stamp.

To select a different color, click **Select Color...** to open the **Color** dialog box, and select or create a color you wish to use as a stamp.

### When Stamp Type is Bitmap

#### File

Specifies the name of the bitmap file to be used as the stamp.

#### Select File...

Opens the dialog box to open a file.

Click this button to select a bitmap file to be used as a stamp.

#### Size

Adjusts the size of the bitmap file to be used as a stamp.

Moving the slider to the right increases the size, moving the slider to the left decreases the size.

#### Transparent white area

Specifies whether to make white-filled areas of the bitmap transparent.

Check this check box to make white-filled areas of the bitmap transparent.

### »» Note

- Click **Defaults** to set **Stamp Type** to text, **Stamp Text** to blank, **TrueType Font** to Arial, **Style** to Regular, **Size** to 36 points, **Outline** unchecked, and **Color** to gray with the RGB values (192, 192, 192).

## Placement Tab

The Placement tab allows you to set the position where the stamp is to be printed.

### Preview Window

Shows the status of the stamp configured in each tab.

### Position

Specifies the stamp position on the page.

Selecting **Custom** from the list allows you to enter values for the **X-Position** and **Y-Position** coordinates directly.

### Orientation

Specifies the angle of rotation for the stamp. The angle can be set by entering the number of degrees.

Negative values rotate the stamp clockwise.

### »» Note

- **Orientation** is enabled only when **Text** or **Date/Time/User Name** is selected for **Stamp Type** on the **Stamp** tab.

### »» Note

- Click **Defaults** to set the stamp position to **Center** and the orientation to 0.

## Save settings Tab

The **Save settings** tab allows you to register a new stamp or delete an unnecessary stamp.

### Title

Enter the title to save the stamp you created.

Up to 64 characters can be entered.

### ▶▶▶ Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

### Stamps

Shows a list of saved stamp titles.

Specify a title to display the corresponding stamp in **Title**.

### Save/Save overwrite

Saves the stamp.

Enter a title in **Title**, and then click this button.

### Delete

Deletes an unnecessary stamp.

Specify the title of an unnecessary stamp from the **Stamps** list, and click this button.

## Background Tab

The Background tab allows you to select a bitmap file (.bmp) to be used as a background or determine how to print the selected background.

### Preview Window

Shows the status of the bitmap set on the **Background** tab.

### File

Specifies the name of the bitmap file to be used as the background.

### Select File...

Opens the dialog box to open a file.

Click this button to select a bitmap file (.bmp) to be used as the background.

### Layout Method

Specifies how the background image is to be placed on the paper.

When **Custom** is selected, you can set coordinates for **X-Position** and **Y-Position**.

### Intensity

Adjusts the intensity of the bitmap to be used as a background.

Moving the slider to the right increases the intensity, and moving the slider to the left decreases the intensity. To print the background at the original bitmap intensity, move the slider to the rightmost position.

### ▶▶▶ Note

- Depending on the environment, this function may not be available.
- Click **Defaults** to set **File** to blank, **Layout Method** to **Fill page**, and the **Intensity** slider to the middle.

## Save settings Tab

The **Save settings** tab allows you to register a new background or delete an unnecessary background.

### Title

Enter the title to save the background image you specified.

Up to 64 characters can be entered.

### ▶▶▶ Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

### Backgrounds

Shows a list of registered background titles.

Specify a title to display the corresponding background in **Title**.

### Save/Save overwrite

Saves the image data as a background.

After inserting the **Title**, click this button.

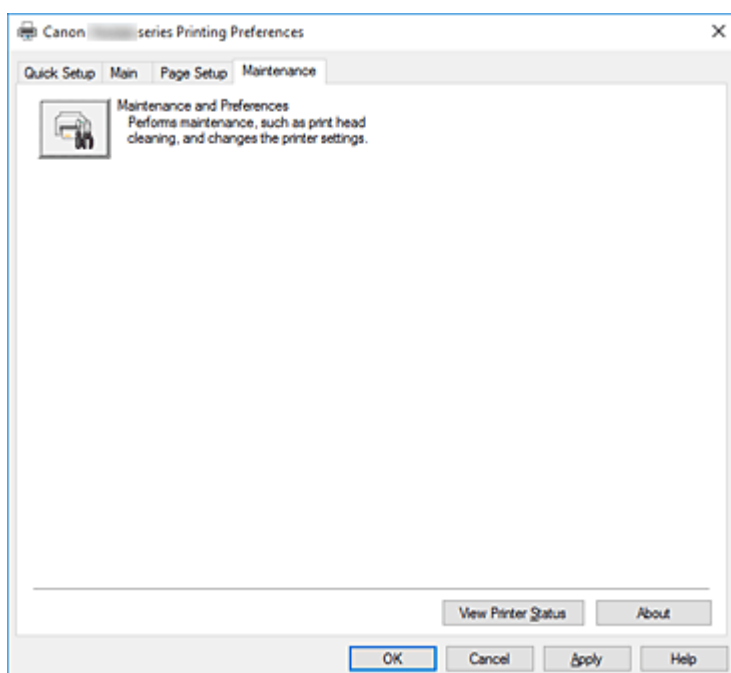
### Delete

Deletes an unnecessary background.

Specify the title of an unnecessary background from the **Backgrounds** list, and then click this button.

## Maintenance Tab Description

The **Maintenance** tab allows you to start the Canon IJ Printer Assistant Tool or check the status of the printer.



### Maintenance and Preferences

Canon IJ Printer Assistant Tool is started.

You can perform printer maintenance or change the settings of the printer.

### View Printer Status

Starts the Canon IJ Status Monitor.

Perform this function when you want to check the printer status and how a print job is proceeding.

### About

Opens the [About dialog box](#).

The version of the printer driver, plus a copyright notice, can be checked.

In addition, the language to be used can be switched.

## About dialog box

When you click **About**, the **About** dialog box is displayed.

This dialog box displays the version, copyright, and module list of the printer driver. You can select the language to be used and switch the language displayed in the setup window.

### Modules

Lists the printer driver modules.

### Language

Specifies the language you wish to use in the [printer driver setup window](#).

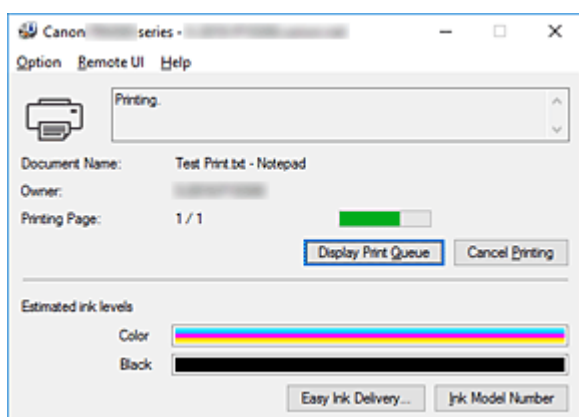
## **»» Important**

- If the font for displaying the language of your choice is not installed in your system, the characters will be garbled.



## Canon IJ Status Monitor Description

The Canon IJ Status Monitor displays the printer status and the printing progress. The printer status is shown by the images, icons, and messages in the status monitor.



## Features of the Canon IJ Status Monitor

The Canon IJ Status Monitor has the following functions:

### Onscreen display of printer status

The status monitor displays the printer status in real-time.

You can check the progress of each document to be printed (print job).

### Display of error content and correction procedure

The status monitor displays information on any errors that occur on the printer.

You can then immediately check what sort of action to perform.

### Ink status display

The status monitor displays FINE cartridge types and estimated ink levels.

When the remaining ink level becomes low, a warning icon and message (low ink level warning) are displayed.

## Overview of the Canon IJ Status Monitor

The Canon IJ Status Monitor uses images and messages to display the printer status and the ink status. During printing, you can check information about the document being printed and the print progress. If an error occurs, the status monitor displays the error content and instructions on how to correct the error. Follow the message instructions.

### Printer

Canon IJ Status Monitor shows an icon when a warning or error occurs to the printer.



: There is a warning.



: There has been an operator error.



: There is a notice about something other than a warning or an error.



: There has been an error which requires a service.

## **FINE cartridges**

If a low ink warning or an empty ink cartridge error occurs, the status monitor displays an icon. The status monitor also uses images to display the estimated ink levels of the FINE cartridges. Move the cursor onto the image to check detailed information such as the remaining ink levels and the names of FINE cartridges that the printer can use.

The colors are calibrated to match the color with the least amount of ink remaining, and then all colors are displayed at the same level.

## **Document Name**

Name of the document being printed.

## **Owner**

Owner's name of the document being printed.

## **Printing Page**

Page number of current page and the total page count.

## **Display Print Queue**

The print queue, which controls the current document and documents waiting to be printed.

## **Cancel Printing**

Cancels printing.

## **Estimated ink levels**

Displays icons to report a remaining ink level warning and an ink depletion error. The estimated ink level of the FINE cartridge is also displayed as an illustration.

## **Ink Model Number**

You can look up the correct FINE cartridge for your printer.

## **Option Menu**

If a printer message appears, select **Enable Status Monitor** to start the Canon IJ Status Monitor.

Select **Enable Status Monitor** to use the following commands:

### **Always Display Current Job**

Displays the Canon IJ Status Monitor whenever a document is being printed.

### **Always Display on Top**

Displays the Canon IJ Status Monitor in front of other windows.

### **Display Guide Message**

Displays guide messages for complicated paper setting operations.

#### **Envelope Printing**

Displays a guide message when envelope printing starts.

To hide this guide message, select the **Do not show this message again** check box.

To display the guide message again, open the **Option** menu, select **Display Guide Message**, click **Envelope Printing**, and enable this setting.

#### **Hagaki Printing**

Displays a guide message before the printer begins hagaki printing.

To display this guide message, open the **Option** menu, select **Display Guide Message**, click **Hagaki Printing**, and enable this setting.

To hide the guide message, select the **Do not show this message again** check box.

### How to load paper

Displays a guide message if the other guide is not displayed when the printer begins printing for media types other than plain paper.

To hide this guide message, select the **Do not show this message again** check box.

To display the guide message again, click How to load paper on the **Display Guide Message** in the **Option** menu and enable this setting.

### Display Warning Automatically

#### When a Low Ink Warning Occurs

Starts the Canon IJ Status Monitor window automatically and displays it in front of the other windows when a low ink warning occurs.

#### Start when Windows is Started

Automatically starts the Canon IJ Status Monitor when Windows is started.

### Remote UI menu

You are able to open the printer's Remote User Interface.

You are able to check the printer status and run maintenance functions on the printer when connected to and using it through a network.

#### Note

- When the printer is being used via USB connection **Remote UI** will not display.

### Printer Information

Allows you check detailed information, such as the printer status, the print progress, and remaining ink levels.

### Maintenance

Allows you to run printer maintenance and change printer settings.

### Download Security Certificate

Displays the **For secure communication** window.

This window allows you to download the route certificate, register it to the browser, and disable warning displays.

### Help Menu

Select this menu to display Help information for the Canon IJ Status Monitor including version and copyright information.

## Installing the MP Drivers

You can access our web site through the Internet and download the latest MP Drivers for your model.

### 1. Turn off the printer

### 2. Start the installer

Double-click the icon of the downloaded file.

The installation program starts.

#### »» Important

- A confirmation/warning dialog box may appear when starting, installing or uninstalling software. This dialog box appears when administrative rights are required to perform a task. When you are logged on to an administrator account, click **Yes** (or **Continue**, **Allow**) to continue. Some applications require an administrator account to continue. In such cases, switch to an administrator account, and restart the operation from the beginning.

### 3. Install the MP Drivers

Take the appropriate action as described on the screen.

### 4. Complete the installation

Click **Complete**.

Depending on the environment you are using, a message prompting you to restart the computer may be displayed. To complete the installation properly, restart the computer.

#### »» Important

- You can download the MP Drivers for free, but any Internet access charges incurred are your responsibility.
- Before installing the latest MP Drivers, delete the previously installed version.

## Related Topics

- Obtaining the Latest MP Drivers
- Deleting the Unnecessary MP Drivers
- Before Installing the MP Drivers

## Printing Using Canon Application Software

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- ▶ Easy-PhotoPrint Editor Guide

## **Printing Using a Web Service**

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- ▶ **Using PIXMA/MAXIFY Cloud Link**
- ▶ **Printing with Google Cloud Print**

## **Printing from Smartphone/Tablet**

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- ▶ **Printing from iPhone/iPad/iPod touch (iOS)**
- ▶ **Printing from Smartphone/Tablet (Android)**
- ▶ **Printing from Windows 10 Mobile Device**
- ▶ **Printing/Scanning with Wireless Direct**

## Printing/Scanning with Wireless Direct

You can connect devices (e.g. computer, smartphone, or tablet) to the printer by two methods below.

- Wireless connection (connecting devices via a wireless router)
- Direct wireless connection (connecting devices using Wireless Direct)

This section describes Wireless Direct, which allows you to print or scan by connecting the devices to the printer directly.

Follow the procedure below to use Wireless Direct.

1. Preparing the printer.

■ [Changing Printer Setting to Use Wireless Direct](#)

2. Preparing a device to connect to the printer.

■ [Changing Settings of a Device and Connecting It to the Printer](#)

3. Printing/Scanning.

■ [Printing/Scanning with Wireless Direct](#)

### ▶▶▶ Important

- You can connect up to 5 devices to the printer at the same time.
- Check the usage restrictions and switch the printer to the Wireless Direct.

■ [Restrictions](#)

## Changing Printer Setting to Use Wireless Direct

1. [Check that printer is turned on.](#)

2. Press the **Setup** button.

The **Setup menu** screen is displayed.

3. Select **Device settings** and then press the **OK** button.

4. Select **LAN settings** and then press the **OK** button.

5. Select **Wireless Direct** and then press the **OK** button.

6. Select **Switch WL Direct** and then press the **OK** button.

7. Select **Yes** and then press the **OK** button.

When the setting is completed, the **Wireless router info** screen is displayed.

8. Select **Done** and then press the **OK** button.



The Wireless Direct is enabled and a device can be connected to the printer wirelessly.

### ▶▶▶ Note

- You can check the following on the **Wireless router info** screen. Use the ◀▶ button to select an item you want to check and then press the **OK** button.

- **Network name(SSID):** Identifier
- **Security protocol:** Security setting and password
- **WL Direct dev. name:** Printer name displayed on a Wi-Fi Direct compatible device

The password is required when connecting a device to the printer. Depending on the device you are using, no password is required.

When you connect a Wi-Fi Direct compatible device to the printer, select the printer name from your device.

- For details on how to update the identifier (SSID) and the security setting, refer to the following.

■ [Changing Wireless Direct Setting](#)

## Changing Settings of a Device and Connecting It to the Printer

1. Turn on Wi-Fi function on your device.

Enable "Wi-Fi" on your device's "Setting" menu.

For more on turning on Wi-Fi function, see your device's instruction manual.

2. Select "DIRECT-XXXX-E4200series" ("X" represents alphanumeric characters) from list displayed on your device.

### ▶▶▶ Note

- If "DIRECT-XXXX-E4200series" does not appear on the list, Wireless Direct is not enabled. See [Changing Printer Setting to Use Wireless Direct](#) to enable Wireless Direct.

3. Enter password.

Your device is connected to the printer.

### ▶▶▶ Note

- You can check the password by printing the network settings from the printer.  
■ [Printing Network Settings](#)
- Depending on the device you are using, no password is required.
- If your Wi-Fi Direct compatible device is set to prioritize using Wi-Fi Direct and it is connecting to the printer, the printer displays a confirmation screen asking if you allow the device to connect to the printer.

Make sure the name on the LCD is the same as that of your wireless communication device and select **Yes** and press the **OK** button.

## Printing/Scanning with Wireless Direct

After connecting a device and the printer, start printing/scanning from the application of your device.

### ▶▶▶ Note

- For more on printing or scanning from a device via Wi-Fi, refer to the device's or application's instruction manual.
- You can print/scan from your smartphone or tablet by installing Canon PRINT Inkjet/SELPHY. Download it from App Store and Google Play.
  - For iOS
  - For Android

## Changing Wireless Direct Setting

Change the settings for the Wireless Direct following the procedure below.

1. [Check that printer is turned on.](#)
2. Press the **Setup** button.  
The **Setup menu** screen is displayed.
3. Select **Device settings** and then press the **OK** button.
4. Select **LAN settings** and then press the **OK** button.
5. Select **Wireless Direct** and then press the **OK** button.
6. Select a setting item and then press the **OK** button.

### Change name (SSID)

Updates the identifier (SSID) for Wireless Direct or the printer name displayed on a Wi-Fi Direct compatible device.

#### • Manual setup

1. Select **Manual setup** and then press the **OK** button.
2. Enter new printer name and then press the **OK** button.
3. Confirm your entries and press the **OK** button.

#### • Auto update

1. Select **Auto update** and then press the **OK** button.
2. Select **Yes** and then press the **OK** button.
3. Select **Done** and then press the **OK** button.

If you select **Network name(SSID)** and press the **OK** button, you can check the updated identifier (SSID).

## Change password

- **Manual setup**

1. Select **Manual setup** and then press the **OK** button.
2. Enter new password and then press the **OK** button.

- **Auto update**

1. Select **Auto update** and then press the **OK** button.
2. Select **Yes** and then press the **OK** button.
3. Select **Done** and then press the **OK** button.

If you select **Security protocol** instead of **Done**, you can check the updated password.

## Confirm request

To display the confirmation screen when a Wi-Fi Direct compatible device is connecting to the printer, select **Yes** and press the **OK** button.

### ▶▶▶ Important

- To prevent an unauthorized access, we recommend you should not change the setting from the default.

### ▶▶▶ Note

- If you change the Wireless Direct setting of the printer, also change the wireless router setting of the device.

## Paper Settings

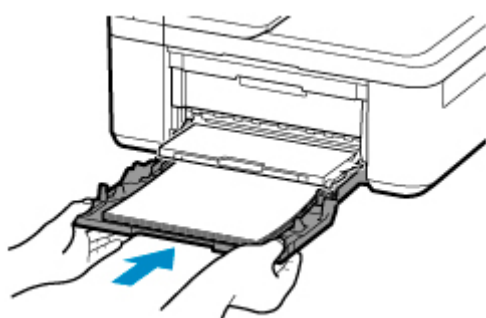
By registering the paper size and the media type loaded in the cassette, you can prevent the printer from misprinting by displaying the message before printing starts when the paper size or the media type of the loaded paper differs from the paper settings for printing.

### ▶▶▶ Note

- The default setting is different between when you print/copy from the operation panel, when you print from Smartphone/tablet, when you print from Windows, and when you print from macOS.

■ [Default Setting for Displaying the Message which Prevents Misprinting](#)

### When you insert the cassette with paper loaded:



The screen to register the paper information is displayed.

Register the cassette pa  
[OK]Next

Size: ◀ \*A4 ▶  
Type: \*Plain paper

Register the paper size and the media type according to the loaded paper.

### ▶▶▶ Important

- For more on the proper combination of paper settings you can specify by the printer driver for Windows and on the LCD:

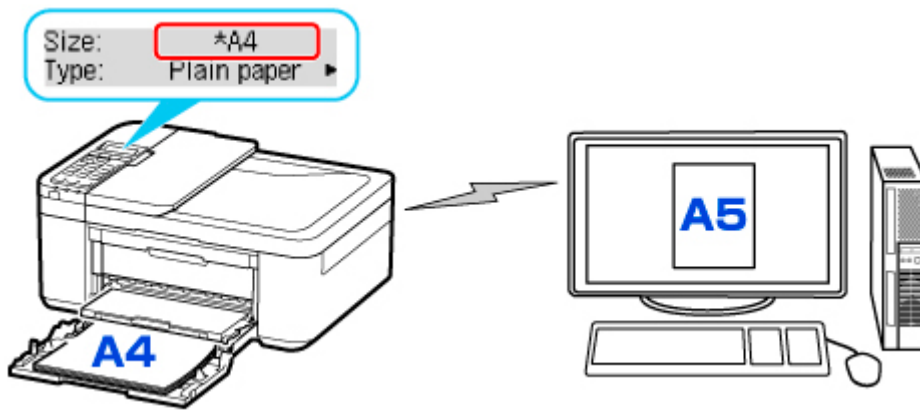
■ [Paper Settings on the Printer Driver and the Printer \(Media Type\)](#)

■ [Paper Settings on the Printer Driver and the Printer \(Paper Size\)](#)

### When the paper settings for printing/copying are different from the paper information registered in the printer:

Ex:

- Paper settings for printing/copying: A5
- Paper information registered in the printer: A4



When you start printing/copying, **The size/type of loaded paper is different from the print settings** appears on the LCD.

When you press the **OK** button, the screen for selecting the processing method is displayed. Please choose one of the following.

### ▶▶▶ Note

- Depending on the setting, the choices below may not be displayed.

#### Use cass. settings

Select if you want to print on the paper loaded without changing the paper settings.

For example, when the paper size setting for printing/copying is A5 and the paper information registered in the printer is A4, the printer starts printing/copying on the paper loaded in the cassette without changing the paper size setting for printing/copying.

#### Replace the paper

Select if you want to print after replacing the paper of the cassette.

For example, when the paper size setting for printing/copying is A5 and the paper information registered in the printer is A4, you load A5 sized paper before you start printing/copying.

After replacing the paper and pushing the cassette back, the paper information registration screen appears. Register the paper information in the printer in accordance with the paper loaded in the cassette.

### ▶▶▶ Note

- For more on the proper combination of paper settings you can specify by the printer driver for Windows and on the LCD:
  - [Paper Settings on the Printer Driver and the Printer \(Media Type\)](#)
  - [Paper Settings on the Printer Driver and the Printer \(Paper Size\)](#)

#### Cancel

Cancels printing.

Select when you change the paper settings specified for printing/copying. Change the paper settings and try printing/copying again.

## Default Setting for Displaying the Message which Prevents Misprinting

- **When you print/copy using the operation panel of the printer or when you print from smartphone/tablet:**

The message which prevents misprinting is enabled by default.

To change the setting:

- [Feed settings](#)

- **When you print from Windows:**

The message which prevents misprinting is disabled by default.

To change the setting:

- [Changing the Printer Operation Mode](#)

- **When you print from macOS:**

The message which prevents misprinting is enabled by default.

To change the setting:

- [Changing the Printer Operation Mode](#)

### **Important**

- When the message which prevents misprinting is disabled:

The printer starts printing/copying even though the paper settings for printing/copying and the paper information registered in the printer are different.

# Copying



**Making Copies** Basics



**Reducing/Enlarging Copies**



**Two-Sided Copying**



**Collated Copying**



**Special Copy Menu**

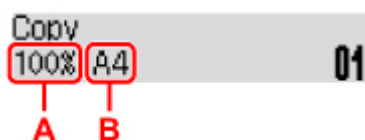


**Copying Using Smartphone or Tablet**

## Making Copies

This section describes the basic procedure to perform standard copying.

1. [Check that printer is turned on.](#)
2. [Load paper.](#)
3. Press the **COPY** button.  
The Copy standby screen is displayed.
4. [Load original document on platen or in ADF \(Auto Document Feeder\).](#)
5. Confirm the page size (A) and magnification (B).



### ▶▶▶ Note

- To change or confirm the page size, magnification, or other settings, press the **Menu/Wireless connect** button, then use the ◀▶ button to display the desired setting item.  
■ [Setting Items for Copying](#)
- Press the **COPY** button to reset the magnification to 100%.

6. Use the ◀▶ button or the Numeric buttons to specify the number of copies.
7. Press the **Color** button for color copying, or the **Black** button for black & white copying.

The printer starts copying.

Remove the original on the platen or from the document output slot after copying is complete.

### ▶▶▶ Important

- If you load the original on the platen, do not open the document cover or remove the original while **Scanning...** is displayed on the screen.
- If you load the original in the ADF, do not move the original until copying is complete.

### ▶▶▶ Note

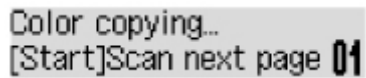
- To cancel copying, press the **Stop** button.
- If you load the original on the platen, you can add the copying job while printing.  
■ [Adding the Copying Job \(Reserve copy\)](#)



## Adding the Copying Job (Reserve copy)

If you load the original on the platen, you can add the copying job while printing (Reserve copy).

The screen like shown below is displayed when you can reserve copy.



Color copying...  
[Start]Scan next page 01

Load the original on the platen and press the same button (the **Color** button or the **Black** button) as the one which you previously pressed.

### ►► Important

- When you load the original on the platen, open and close the document cover gently.

### ►► Note

- When **Print quality** is set **High**, or you load the original in the ADF, you cannot add the copying job.
- When you add the copying job, the number of copies or the settings such as the page size or media type cannot be changed.
- If you press the **Stop** button while reserve copying is in progress, the screen to select the method to cancel copying is displayed. If you select **Cancel all reserv.** then press the **OK** button, you can cancel copying all scanned data. If you select **Cancel last reserv.** then press the **OK** button, you can cancel the last copying job.
- If you set a document of too many pages to reserve copy, **Memory is full** may appear on the LCD. Press the **OK** button and wait a while, then try copying again.
- If **Try again** appears on the LCD when scanning, press the **OK** button, then press the **Stop** button to cancel copying. After that, copy the documents that have not been finished copying.

## Setting Items for Copying

You can change the copy settings such as the page size, media type, and intensity.

In the copy mode, press the **Menu/Wireless connect** button, use the ◀▶ button to select a setting item, then press the **OK** button.

Use the ◀▶ button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

The LCD returns to the Copy standby screen when all the settings are complete.

### ▶▶▶ Note

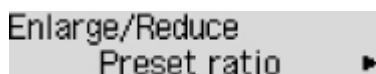
- The \* (asterisk) on the LCD indicates the current setting.
- Some settings cannot be specified in combination with the setting of other setting items or the copy menu.
- The settings of the page size, media type, etc. are retained even if the printer is turned off.

#### • Enlarge/Reduce

Select the reduction/enlargement method.

- Reducing/Enlarging Copies

Ex:



Enlarge/Reduce  
Preset ratio ▶

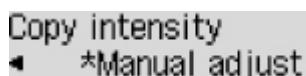
### ▶▶▶ Note

- This setting item is displayed under the following conditions.
  - When standard copying is selected
  - When **Borderless copy** is selected for **Special copy**

#### • Copy intensity

Change the intensity (brightness).

Ex:



Copy intensity  
◀ \*Manual adjust

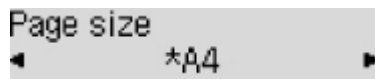
### ▶▶▶ Note

- If you select **Auto adjust**, load the original on the platen.
- If you select **Manual adjust**, use the ◀ button to decrease the intensity or the ▶ button to increase it.

#### • Page size

Select the page size of the loaded paper.

Ex:



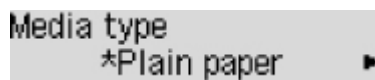
### »»» Note

- Some of setting items are not available depending on the country or region of purchase.

#### • Media type

Select the media type of the loaded paper.

Ex:



#### • Print quality

Select the print quality according to the original.

Ex:



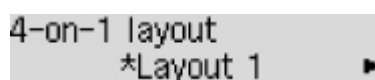
### »»» Note

- If you use **Draft** with the media type set to **Plain paper** and the quality is not as good as expected, select **Standard** or **High** and try copying again.
- Select **High** to copy in grayscale. Grayscale renders tones in a range of grays instead of black or white.

#### • 4-on-1 layout

Select the layout when copying four original pages onto a single sheet of paper by reducing each image. Four different layouts are available.

Ex:



### »»» Note

- This setting item is displayed only when **4-on-1 copy** is selected for **Special copy**.

Copying Four Pages onto Single Page

#### • Collate

Select whether to obtain sorted printouts when making multiple copies of a multi-paged original.

Collated Copying

Ex:



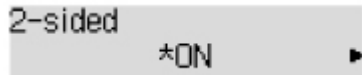
▶▶▶ **Note**

- This setting item is displayed when standard copying is selected.

• **2-sided**

Select whether to perform two-sided copying.

Ex:



▶▶▶ **Note**

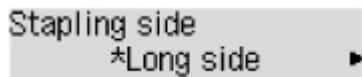
- This setting item is displayed only when **2-sided copy** is selected for **Special copy**.

- Two-Sided Copying

• **Stapling side**

Select the orientation and the stapling side of the printed paper.

Ex:



▶▶▶ **Note**

- This setting item is displayed only when **2-sided copy** is selected for **Special copy**.

- Two-Sided Copying

# Scanning

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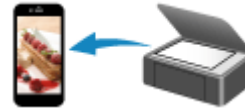
**Scanning from Computer (Windows)**



**Scanning from Computer (macOS)**



**Scanning from Operation Panel**



**Scanning Using Smartphone/Tablet**

## Scanning from Computer (Windows)

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### ▶ Scanning According to Item Type or Purpose (IJ Scan Utility)

- IJ Scan Utility Features
- Scanning Easily (Auto Scan) 📄 Basics
- Scanning Documents and Photos
- Creating/Editing PDF Files
  - Setting Passwords for PDF Files
  - Editing Password-Protected PDF Files

### ▶ Scanning Using Application Software (ScanGear)

### ▶ Scanning Tips

- Positioning Originals (Scanning from Computer)
- Network Scan Settings
  - IJ Network Scanner Selector EX2 Menu and Setting Screen

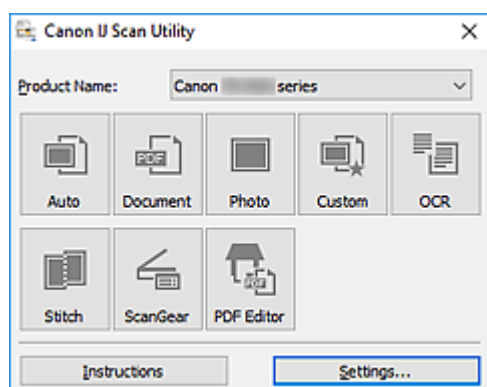
## Scanning According to Item Type or Purpose (IJ Scan Utility)

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- ▶ **IJ Scan Utility Features**
- ▶ **Scanning Easily (Auto Scan)** 📄 **Basics**
- ▶ **Scanning Documents and Photos**
- ▶ **Creating/Editing PDF Files**
  - Setting Passwords for PDF Files
  - Editing Password-Protected PDF Files

## IJ Scan Utility Features

Use IJ Scan Utility to scan and save documents, photos, or other items at one time by simply clicking the corresponding icon.



### Multiple Scanning Modes

**Auto** allows for one click scanning with default settings for various items. **Document** will sharpen text in a document or magazine for better readability, and **Photo** is best suited for scanning photos.

#### ►►► Note

- For details on the IJ Scan Utility main screen, see IJ Scan Utility Main Screen.

### Save Scanned Images Automatically

Scanned images are automatically saved to a preset folder. The folder can be changed as needed.

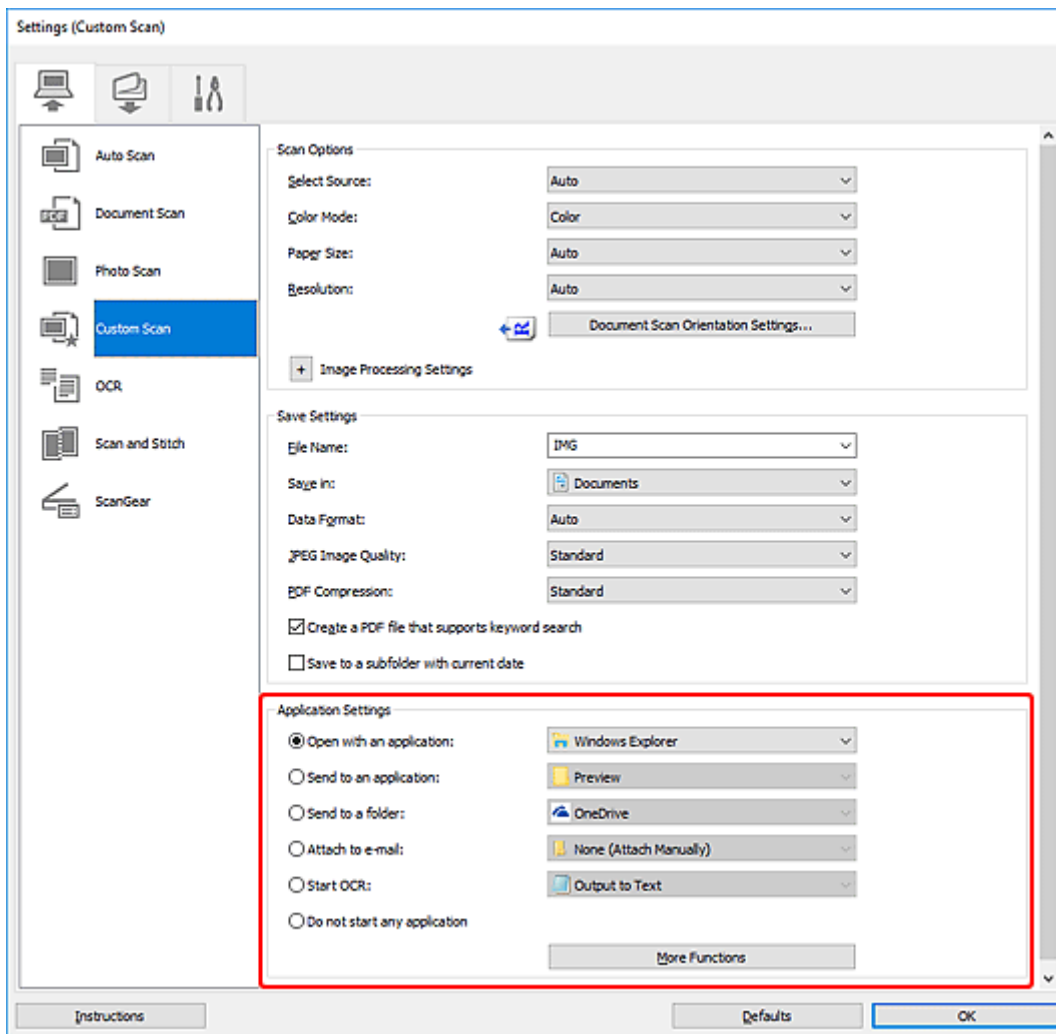
#### ►►► Note

- The default save folders are as follows.
  - **Windows 10/Windows 8.1:**  
**Documents** folder
  - **Windows 7:**  
**My Documents** folder
- To change folder, see Settings Dialog Box.

### Application Integration

Scanned images can be sent to other applications. For example, display scanned images in your favorite graphics application, attach them to e-mails, or extract text from images.





## »»» Note

- To set the applications to integrate with, see Settings Dialog Box.

## Scanning Easily (Auto Scan)

Auto Scan allows for automatic detection of the type of the item placed on the platen or ADF (Auto Document Feeder).

### ►►► Important

- The following types of items may not be scanned correctly. In that case, adjust the cropping frames (scan areas) in whole image view of ScanGear (scanner driver), and then scan again.
  - Photos with a whitish background
  - Items printed on white paper, hand-written text, business cards, and other unclear items
  - Thin items
  - Thick items
- When scanning two or more documents from the ADF, place documents of the same size.

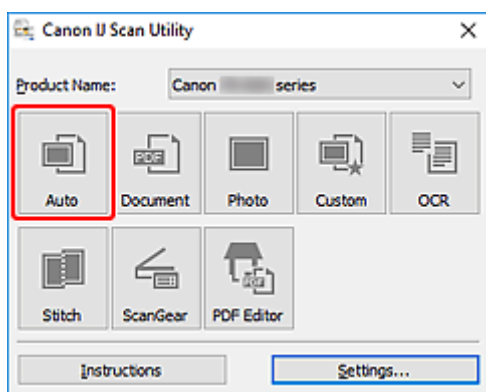
1. Make sure scanner or printer is turned on.

2. Place items on platen or ADF.

■ [Positioning Originals \(Scanning from Computer\)](#)

3. Start IJ Scan Utility.

4. Click **Auto**.



Scanning starts.

### ►►► Note

- To cancel the scan, click **Cancel**.
- Use the **Settings (Auto Scan)** dialog box to set where to save the scanned images and to make advanced scan settings.
- To scan a specific item type, see the following pages.
  - [Scanning Documents and Photos](#)
  - Scanning with Favorite Settings
  - Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

## Scanning Documents and Photos

Scan items placed on the platen with settings suitable for documents or photos.

Save documents in formats such as PDF and JPEG, and photos in formats such as JPEG and TIFF.

### 1. Place the Item on the Platen

■ [Positioning Originals \(Scanning from Computer\)](#)

### 2. Start IJ Scan Utility.

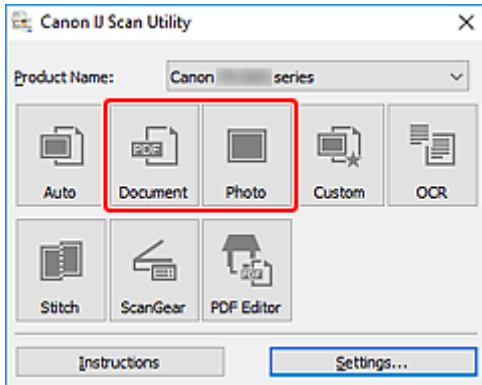
### 3. To specify the paper size, resolution, PDF settings, etc., click **Settings...**, and then set each item in the Settings dialog box.

#### ▶▶▶ Note

- Once settings are made in the Settings dialog box, the same settings can be used for scanning from the next time.
- In the Settings dialog box, specify image processing settings such as slant correction and outline emphasis, set the destination of the scanned images, and more, as needed.

When setting is completed, click **OK**.

### 4. Click **Document** or **Photo**.



Scanning starts.

#### ▶▶▶ Note

- To cancel the scan, click **Cancel**.

## Creating/Editing PDF Files

You can create PDF files by scanning items placed on the platen or ADF (Auto Document Feeder). Add, delete, rearrange pages or make other edits in the created PDF files.

### ►► Important

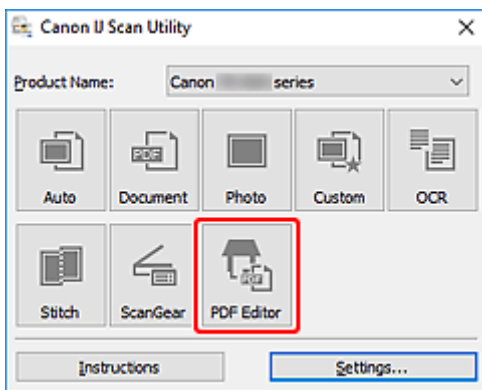
- You can create or edit up to 100 pages of a PDF file at one time.
- Only PDF files created or edited in IJ Scan Utility or IJ PDF Editor are supported. PDF files created or edited in other applications are not supported.

### ►► Note

- You can also create PDF files from images saved on a computer.
- Selectable file formats are PDF, JPEG, TIFF, and PNG.
- Images whose number of pixels in the vertical or horizontal direction is 10501 or more cannot be used.
- When you select a password-protected PDF file, you must enter the password.

#### ■ Editing Password-Protected PDF Files

1. Place items on platen or ADF.
2. Start IJ Scan Utility.
3. Click **PDF Editor**.




IJ PDF Editor starts.

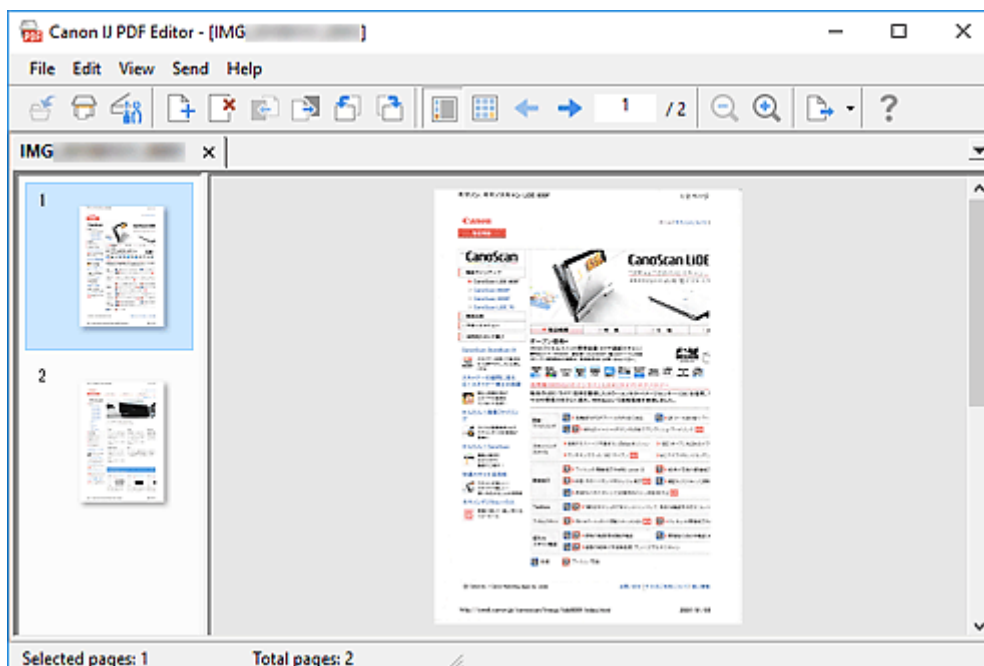
4. To specify paper size, resolution, and other settings, click **Settings...** from the **File** menu, and then set each item in the Settings (Document Scan) dialog box.

### ►► Note

- Once settings are made in the Settings dialog box, the same settings can be used for scanning from the next time.
- In the Settings dialog box, specify image processing settings such as slant correction and outline emphasis.

When setting is completed, click **OK**.

5. Click  (Scan) on Toolbar.



Scanning starts.

### ▶▶▶ Note


- To open a file saved on the computer, click **Open...** from the **File** menu, and then select the file you want to edit.
- You can switch the view with the Toolbar buttons. For details, see PDF Edit Screen.

6. Add pages as needed.

#### When scanning and adding more items:

Place items, and then click  (Scan) on the Toolbar.

#### When adding existing images or PDF files:



Click  (Add Page) on the Toolbar. After the **Open** dialog box appears, select the image(s) or PDF file(s) you want to add, and then click **Open**.

### ▶▶▶ Note


- You can also add images or PDF files from **Add Page from Saved Data...** in the **File** menu.

7. Edit pages as needed.

#### When changing page order:

Click the page you want to move, and then click  (Page Up) or  (Page Down) on the Toolbar to change the page order. You can also change the page order by dragging and dropping a page to the target location.

### When deleting pages:

Click the page you want to delete, and then click  (Delete Page) on the Toolbar.

#### »» Note

- These buttons appear when two or more pages have been created.

### 8. Select **Save As...** in **File** menu.

The **Save** dialog box appears.

### 9. Specify save settings.

- **Save** Dialog Box (PDF Edit Screen)

### 10. Click **Save**.

The PDF file is saved.

#### »» Note

- When a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords in the **Save** dialog box.

- **Setting Passwords for PDF Files**

- To overwrite a saved file, click  (Save) on the Toolbar.

## Scanning Using Application Software (ScanGear)

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- ▶ [What Is ScanGear \(Scanner Driver\)?](#)
- ▶ [Starting ScanGear \(Scanner Driver\)](#)
- ▶ [Scanning in Basic Mode](#)
- ▶ [ScanGear \(Scanner Driver\) Screens](#)
- ▶ [General Notes \(Scanner Driver\)](#)

### ▶▶ Important

- Available functions and settings vary depending on your scanner or printer.

## What Is ScanGear (Scanner Driver)?

ScanGear (scanner driver) is software required for scanning documents. Use the software to specify the output size, image corrections, and other settings.

ScanGear can be started from IJ Scan Utility or applications that are compatible with the standard TWAIN interface. (ScanGear is a TWAIN-compatible driver.)

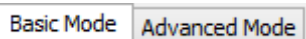
### Features

Specify the document type, output size, and other settings when scanning documents and preview scan results. Make various correction settings or finely adjust the brightness, contrast, and other parameters to scan in a specific color tone.

### Screens

There are two modes: Basic Mode and Advanced Mode.

Switch modes with the tabs on the upper right of the screen.

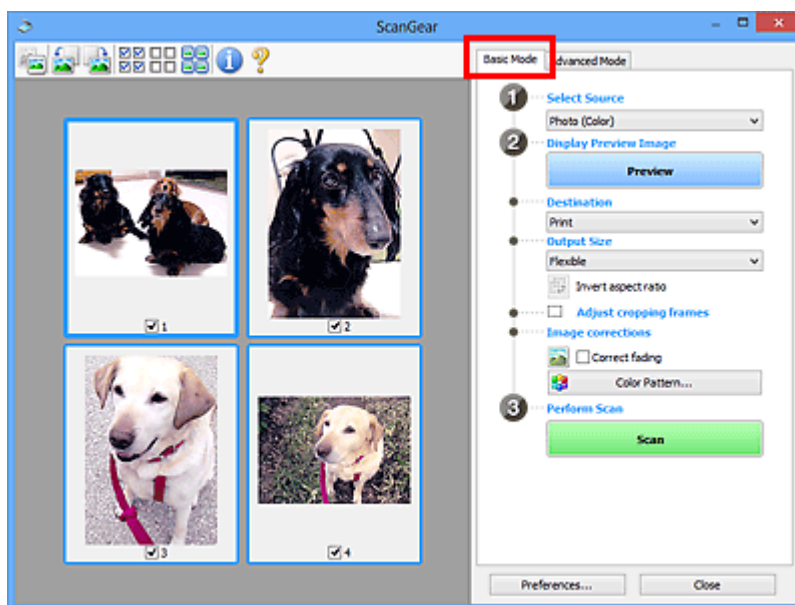


### Note

- ScanGear starts in the last used mode.
- Settings are not retained when you switch modes.

### Basic Mode

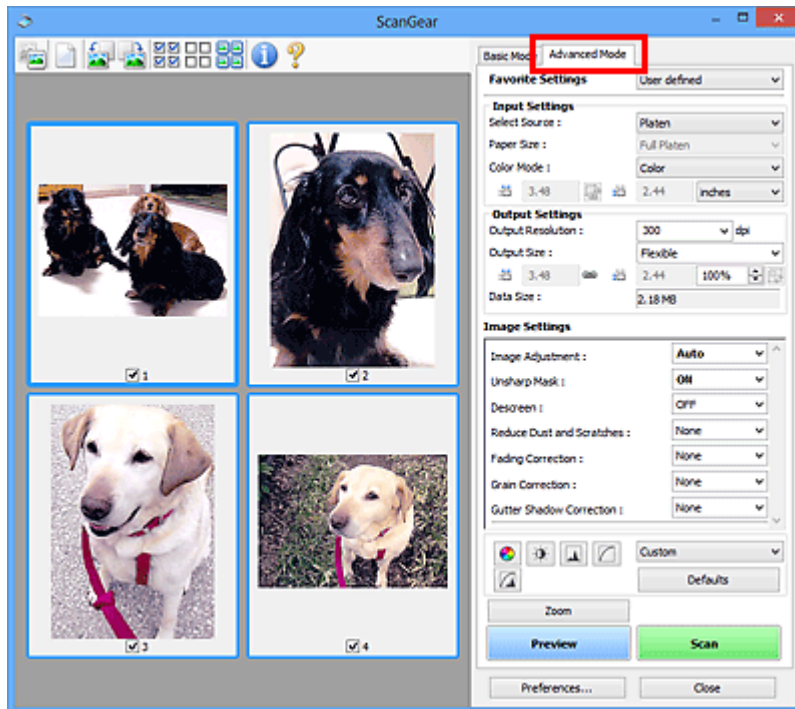
Use the **Basic Mode** tab to scan easily by following three simple on-screen steps ( 1 , 2 , and 3 ).





## Advanced Mode

Use the **Advanced Mode** tab to scan by specifying the color mode, output resolution, image brightness, color tone, and other settings.



## Starting ScanGear (Scanner Driver)

Use ScanGear (scanner driver) to make image corrections and color adjustments when scanning. Start ScanGear from IJ Scan Utility or other applications.

### ▶▶▶ Note

- If you have more than one scanner or have a network compatible model and changed the connection from USB connection to network connection, set up the network environment.

## Starting from IJ Scan Utility

1. Start IJ Scan Utility.

For details, click Home to return to the top page of the Online Manual for your model and search for "Starting IJ Scan Utility."

2. In IJ Scan Utility main screen, click ScanGear.

The ScanGear screen appears.

## Starting from Application

The procedure varies depending on the application. For details, see the application's manual.

1. Start application.
2. On application's menu, select machine.

### ▶▶▶ Note

- A machine connected over a network, will have "Network" displayed after the product name.

3. Scan document.

The ScanGear screen appears.


## Scanning in Basic Mode

Use the **Basic Mode** tab to scan easily by following these simple on-screen steps.

To scan multiple documents at one time from the Platen, see [Scanning Multiple Documents at One Time with ScanGear \(Scanner Driver\)](#).

When scanning from the ADF (Auto Document Feeder), preview is not available.

### Important

- The following types of documents may not be scanned correctly. In that case, click  (Thumbnail) on the Toolbar to switch to whole image view and scan.
  - Photos with a whitish background
  - Documents printed on white paper, hand-written text, business cards, and other unclear documents
  - Thin documents
  - Thick documents
- The following types of documents cannot be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to irregular shapes

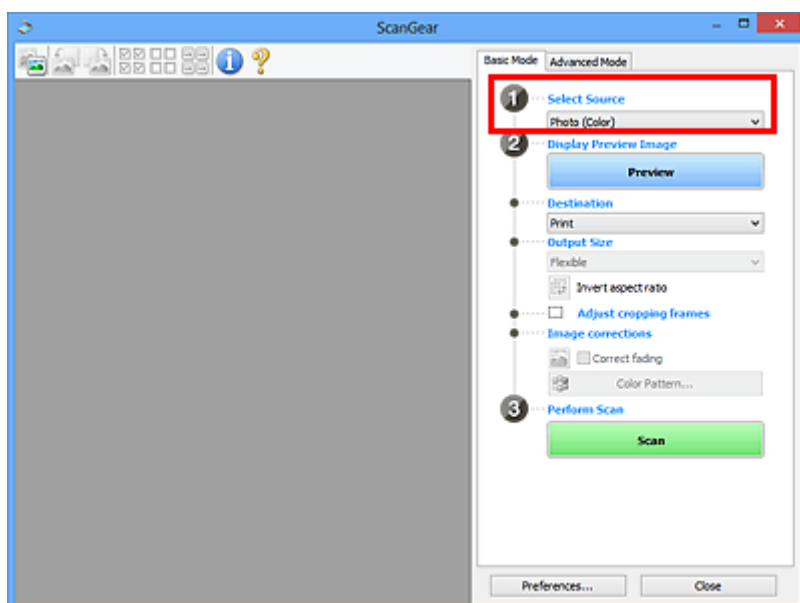
### Note

- Both sides of a two sided document can be scanned simultaneously on models with ADF duplex scanning support.

1. Place document on machine's Platen or ADF, and then start ScanGear (scanner driver).

- [Positioning Originals \(Scanning from Computer\)](#)
- [Starting ScanGear \(Scanner Driver\)](#)

2. Set **Select Source** to match your document.



### ▶▶▶ Important

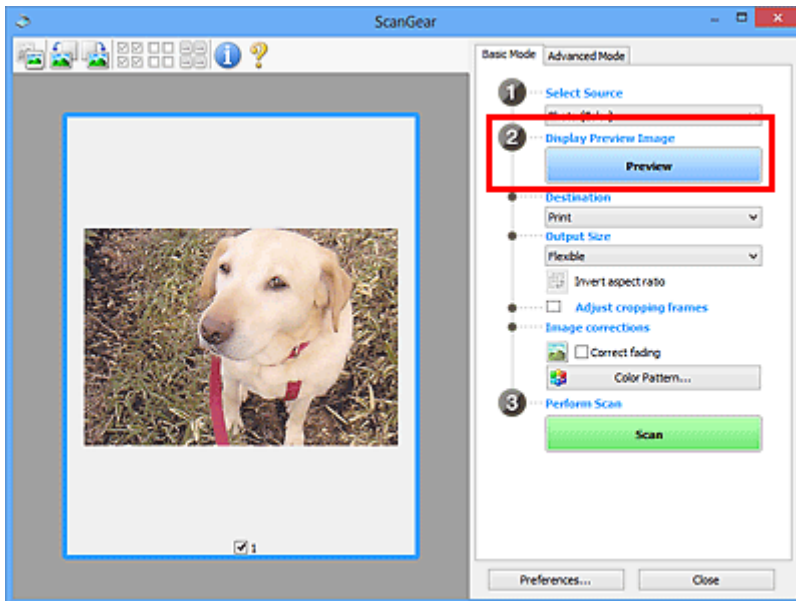
- Some applications do not support continuous scanning from the ADF. For details, see the application's manual.

### ▶▶▶ Note

- To scan magazines containing many color photos, select **Magazine (Color)**.

### 3. Click **Preview**.

Preview image appears in the Preview area.



### ▶▶▶ Important

- **Preview** is not available when scanning from the ADF.

### ▶▶▶ Note

- Colors are adjusted based on the document type selected in **Select Source**.

### 4. Set **Destination**.

### ▶▶▶ Note

- Skip ahead to Step 7 if an ADF option is selected in **Select Source**.

### 5. Set **Output Size**.

Output size options vary with the selected **Destination**.

### 6. Adjust cropping frames (scan areas) as needed.

Adjust the size and position of the cropping frames on the preview image.


- Adjusting Cropping Frames (ScanGear)

7. Set **Image corrections** as needed.

8. Click **Scan**.

Scanning starts.

### ▶▶▶ Note

- Click  (Information) to display a dialog box showing the document type and other details of the current scan settings.
- How ScanGear behaves after scanning is complete can be set from **Status of ScanGear dialog after scanning** on the **Scan** tab of the **Preferences** dialog box.

## Related Topic

■ [Basic Mode Tab](#)

## ScanGear (Scanner Driver) Screens

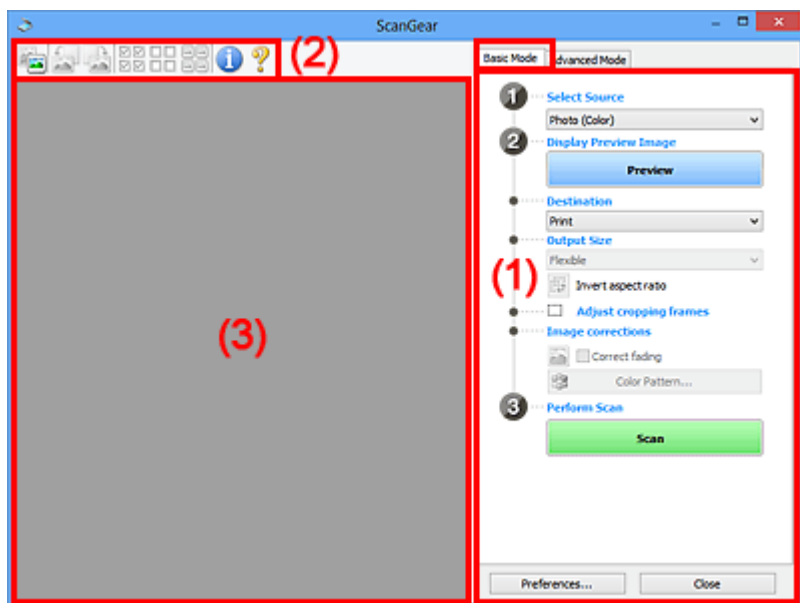
---

- **Basic Mode Tab**
- **Advanced Mode Tab**

## Basic Mode Tab

Use the **Basic Mode** tab to scan easily by following these simple on-screen steps.

This section describes the settings and functions available on the **Basic Mode** tab.



- (1) [Settings and Operation Buttons](#)
- (2) [Toolbar](#)
- (3) [Preview Area](#)

### ►►► Note

- The displayed items vary by document type and view.
- Preview is not available when scanning from the ADF (Auto Document Feeder).

## (1) Settings and Operation Buttons

### Select Source

#### Photo (Color)

Scan color photos.

#### Magazine (Color)

Scan color magazines.

#### Document (Color)

Scan documents in color.

#### Document (Grayscale)

Scan documents in black and white.

#### Document (Color) ADF Simplex

Scan documents from the ADF in color.

#### Document (Grayscale) ADF Simplex

Scan documents from the ADF in black and white.

### Document (Color) ADF Duplex (only for models supporting ADF duplex scanning)

Scan both sides of documents from the ADF in color.

### Document (Grayscale) ADF Duplex (only for models supporting ADF duplex scanning)

Scan both sides of documents from the ADF in black and white.

### Important

- Some applications do not support continuous scanning from the ADF. For details, see the application's manual.

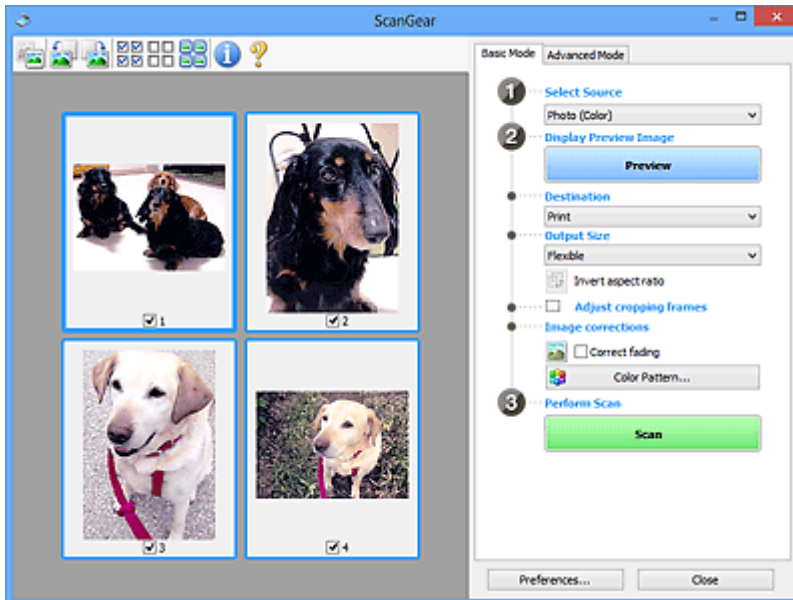
### Note

- When you select a document type, the unsharp mask function will be active.
- When you select an option other than the ADF types, the image adjustment function which adjusts images based on the document type will also be active.
- When you select **Magazine (Color)**, the descreen function will be active.

## Display Preview Image

### Preview

Performs a trial scan.



### Note

- When using the machine for the first time, scanner calibration starts automatically. Wait a while until the preview image appears.

## Destination

Select what you want to do with the scanned image.

### Print

Select this to print the scanned image on a printer.

### Image display

Select this to view the scanned image on a monitor.

### OCR

Select this to use the scanned image with OCR software.



"OCR software" is software that converts text scanned as an image into text data that can be edited in word processors and other programs.

## Output Size

Select an output size.

Output size options vary by the item selected in **Destination**.

### Flexible

Adjust the cropping frames (scan areas) freely.

#### In thumbnail view:

Drag the mouse over a thumbnail to display a cropping frame. When a cropping frame is displayed, the portion within the cropping frame will be scanned. When no cropping frame is displayed, each frame is scanned individually.

#### In whole image view:

When no cropping frame is displayed, the entire Preview area will be scanned. When a cropping frame is displayed, the portion within the cropping frame will be scanned.

### Paper Size (such as L or A4)

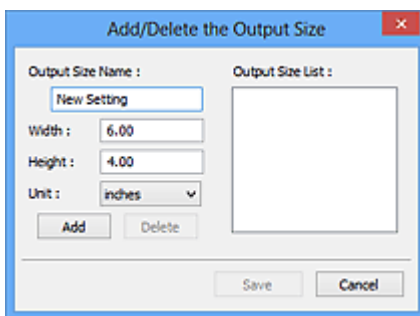
Select an output paper size. The portion within the cropping frame will be scanned at the size of the selected paper size. Drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

### Monitor Size (such as 1024 x 768 pixels)

Select an output size in pixels. A cropping frame of the selected monitor size will appear and the portion within the cropping frame will be scanned. Drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

### Add/Delete...

Displays the **Add/Delete the Output Size** dialog box for specifying custom output sizes. This option can be selected when **Destination** is **Print** or **Image display**.



In the **Add/Delete the Output Size** dialog box, multiple output sizes can be specified and then saved at one time. Saved items will be registered to the **Output Size** list and can be selected, along with the predefined items.

#### Adding:

Enter **Output Size Name**, **Width**, and **Height**, and then click **Add**. For **Unit**, select **inches** or **mm** if **Destination** is **Print**; if it is **Image display**, only **pixels** can be selected. The name of the added size appears in **Output Size List**. Click **Save** to save the items listed in **Output Size List**.

### Deleting:

Select the output size you want to delete in **Output Size List**, and then click **Delete**. Click **Save** to save the items listed in **Output Size List**.

### ►►► Important

- Predefined output sizes such as **A4** and **1024 x 768 pixels** cannot be deleted.

### ►►► Note

- Save up to 10 items.
- An error message appears when you enter a value outside the setting range. Enter a value within the setting range.

### ►►► Note

- For details on whether or how the cropping frame initially appears on a preview image, see **Cropping Frame on Previewed Images** in **Preview** Tab of the **Preferences** dialog box.



### Invert aspect ratio

Available when **Output Size** is set to anything but **Flexible**.

Click this button to rotate the cropping frame. Click again to return it to the original orientation.

### Adjust cropping frames

Adjust the scan area within the Preview area.

If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the cropping frame will be scanned.

- Adjusting Cropping Frames (ScanGear)

### Image corrections

Correct the image to be scanned.

### ►►► Important

- **Apply Auto Document Fix** and **Correct fading** are available when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box.

### ►►► Note

- Available functions vary by the document type selected in **Select Source**.

### Apply Auto Document Fix

Sharpens text in a document or magazine for better readability.

### ►►► Important

- Scanning may take longer than usual when this checkbox is selected.
- The color tone may change from the source image due to corrections. In that case, deselect the checkbox and scan.
- Correction may not be applied properly if the scan area is too small.

### Correct fading

Corrects photos that have faded with time or have a colorcast.

### Reduce gutter shadow

Corrects shadows that appear between pages when scanning open booklets.

#### ►►► Important

- Be sure to see **Gutter Shadow Correction** for precautions and other information on using this function.

### Color Pattern...

Adjust the image's overall color. Correct colors that have faded due to colorcast or other reasons and reproduce natural colors while previewing color changes.

- Adjusting Colors Using a Color Pattern

#### ►►► Important

- This setting is not available when **Color Matching** is selected on the **Color Settings** tab of the **Preferences** dialog box.

### Perform Scan

#### Scan

Starts scanning.

#### ►►► Note

- When scanning starts, the progress appears. To cancel the scan, click **Cancel**.

### Preferences...

Displays the **Preferences** dialog box for making scan/preview settings.

### Close

Closes ScanGear (scanner driver).

## (2) Toolbar

Adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

#### In thumbnail view:



#### In whole image view:



Switches the view in the Preview area.

- [\(3\) Preview Area](#)



#### (Rotate Left)

Rotates the preview image 90 degrees counter-clockwise.

- The result will be reflected in the scanned image.

- The image returns to its original state when you preview again.



**(Rotate Right)**

Rotates the preview image 90 degrees clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.



**(Auto Crop)**

Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are croppable areas within the cropping frame.



**(Check All Frames)**

Available when two or more frames are displayed.

Selects the checkboxes of the images in thumbnail view.



**(Uncheck All Frames)**

Available when two or more frames are displayed.

Deselects the checkboxes of the images in thumbnail view.



**(Select All Frames)**

Available when two or more frames are displayed.

Selects the images in thumbnail view and outlines them in blue.



**(Select All Cropping Frames)**

Available when two or more cropping frames are specified.

Turns the cropping frames into thick broken lines and applies the settings to all of them.



**(Remove Cropping Frame)**

Removes the selected cropping frame.



**(Information)**

Displays the version of ScanGear, along with the document type and other details of the current scan settings.




**(Open Guide)**

Opens this page.

## **(3) Preview Area**



This is where a trial image appears after you click **Preview**. The results of image corrections, color adjustments, and other settings made in [\(1\) Settings and Operation Buttons](#) are also reflected.

When  (Thumbnail) is displayed on Toolbar:

Cropping frames are specified according to the document size, and thumbnails of scanned images appear. Only the images with the checkbox selected will be scanned.



►► Note

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. To select multiple images, click them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.
- Double-click a frame to enlarge the image. Click   (Frame Advance) at the bottom of the screen to display the previous or next frame. Double-click the enlarged frame again to return it to its original state.

When  (Whole Image) is displayed on Toolbar:

Items on the Platen are scanned and appear as a single image. All portions in the cropping frames will be scanned.



## ▶▶ Note

- Create cropping frame(s) on the displayed image. In thumbnail view, one cropping frame can be created per image. In whole image view, multiple cropping frames can be created.

- [Adjusting Cropping Frames \(ScanGear\)](#)

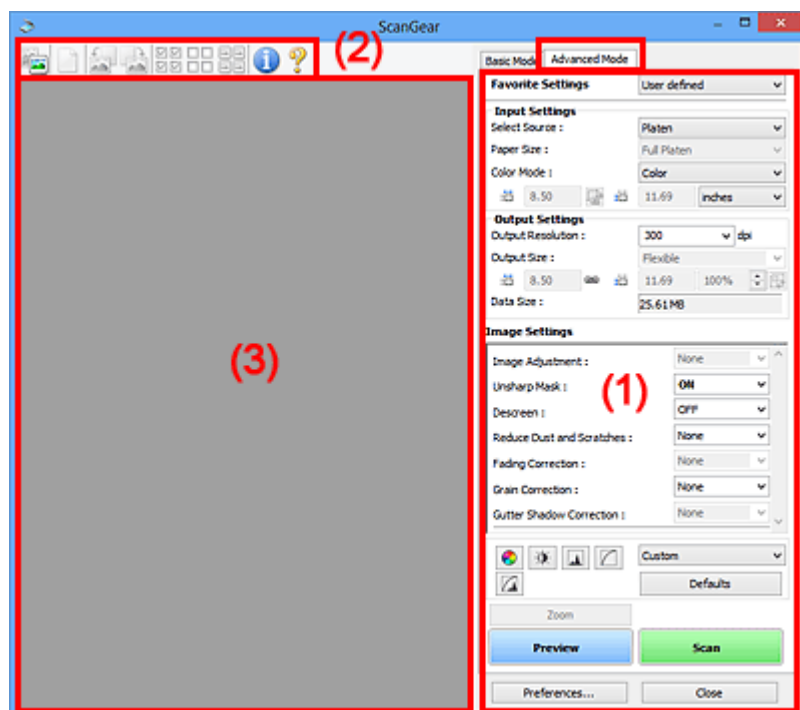
## Related Topic

- [Scanning in Basic Mode](#)

## Advanced Mode Tab

This mode allows you to make advanced scan settings such as the color mode, output resolution, image brightness, and color tone.

This section describes the settings and functions available on the **Advanced Mode** tab.



- (1) [Settings and Operation Buttons](#)
- (2) [Toolbar](#)
- (3) [Preview Area](#)

### ►►► Note

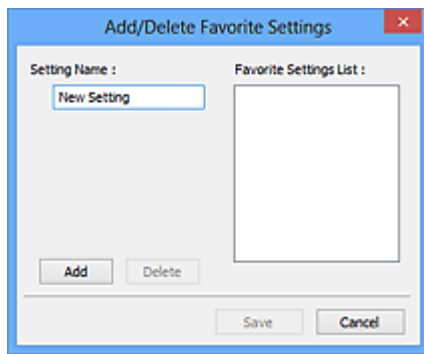
- The displayed items vary by document type and view.
- The preview function is not available when scanning from the ADF (Auto Document Feeder).

## (1) Settings and Operation Buttons

### Favorite Settings

You can name and save a group of settings (Input Settings, Output Settings, Image Settings, and Color Adjustment Buttons) on the **Advanced Mode** tab, and load it as required. It is convenient to save a group of settings if you will be using it repeatedly. You can also use this to reload the default settings.

Select **Add/Delete...** from the pull-down menu to open the **Add/Delete Favorite Settings** dialog box.



Enter **Setting Name** and click **Add**; the name appears in **Favorite Settings List**.

When you click **Save**, the item appears in the **Favorite Settings** list and can be selected, along with the predefined items.

To delete an item, select it in **Favorite Settings List** and click **Delete**. Click **Save** to save the settings displayed in **Favorite Settings List**.

### ➤➤➤ Note

- You can set **Add/Delete...** in **Favorite Settings** after preview.
- Save up to 10 items.

### Input Settings

Specify the input settings such as the document type and size.

### Output Settings

Specify the output settings such as the output resolution and size.

### Image Settings

Enable/disable various image correction functions.


### Color Adjustment Buttons

Fine corrections to the image brightness and color tones can be made including adjustments to the image's overall brightness or contrast and adjustments to its highlight and shadow values (histogram) or balance (tone curve).

### Zoom

Zooms in on a frame, or zooms in on the image in the area specified with a cropping frame (scan area). When zoomed in, **Zoom** changes to **Undo**. Click **Undo** to return the display to its non-magnified state.

### In thumbnail view:

When multiple images are displayed in thumbnail view, clicking this button zooms in on the selected frame. Click  (Frame Advance) at the bottom of the screen to display the previous or next frame.

### ➤➤➤ Note


- You can also zoom in on an image by double-clicking the frame. Double-click the enlarged frame again to return it to its original state.

### In whole image view:

Rescans the image in the area specified with a cropping frame at higher magnification.

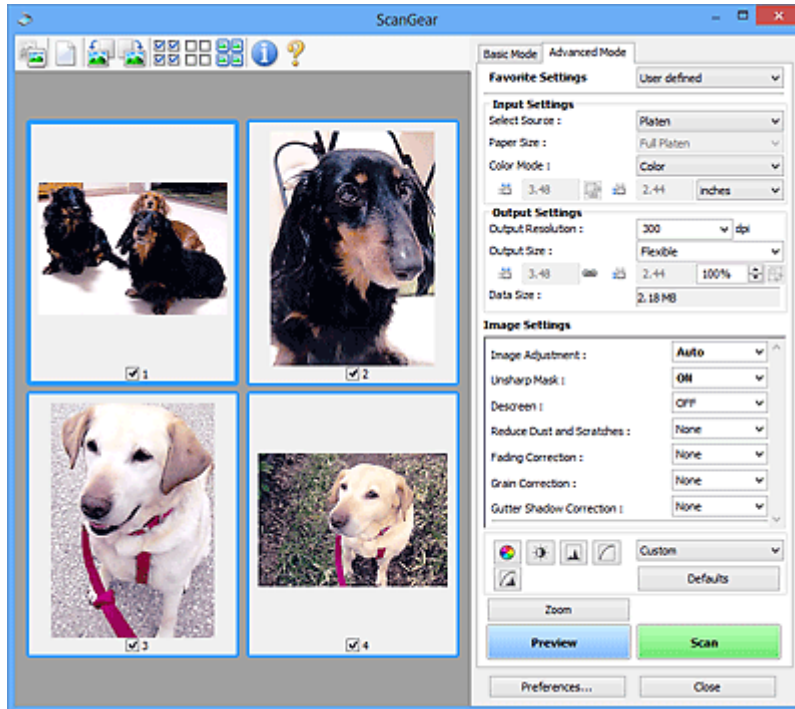


## ►►► Note

- **Zoom** rescans the document and displays high-resolution image in Preview.
-  (Enlarge/Reduce) on the Toolbar zooms in on the preview image quickly. However, the resolution of the displayed image will be low.

## Preview

Performs a trial scan.



## Scan

Starts scanning.

## ►►► Note

- When scanning starts, the progress appears. To cancel the scan, click **Cancel**.
- When scanning is completed, a dialog box prompting you to select the next action may appear. Follow the prompt to complete. For details, refer to **Status of ScanGear dialog after scanning** in **Scan Tab (Preferences dialog box)**.
- It will take time to process the images if the total size of the scanned images exceeds a certain size. In that case, a warning message appears; it is recommended that you reduce the total size. To continue, scan in whole image view.

## Preferences...

Displays the **Preferences** dialog box for making scan/preview settings.

## Close

Closes ScanGear (scanner driver).

## (2) Toolbar

Adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

**In thumbnail view:**



**In whole image view:**



Switches the view in the Preview area.

■ [\(3\) Preview Area](#)



**(Clear)**

Deletes the preview image from the Preview area.

It also resets the Toolbar and color adjustment settings.



**(Crop)**

Allows you to specify the scan area by dragging the mouse.



**(Move Image)**

Allows you to drag the image until the part you want to see is displayed when an image enlarged in the Preview area does not fit in the screen. You can also move the image using the scroll bars.



**(Enlarge/Reduce)**

Allows you to zoom in on the Preview area by clicking the image. Right-click the image to zoom out.



**(Rotate Left)**

Rotates the preview image 90 degrees counter-clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.



**(Rotate Right)**

Rotates the preview image 90 degrees clockwise.

- The result will be reflected in the scanned image.
- The image returns to its original state when you preview again.



**(Auto Crop)**

Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are croppable areas within the cropping frame.



**(Check All Frames)**

Available when two or more frames are displayed.

Selects the checkboxes of the images in thumbnail view.



#### (Uncheck All Frames)

Available when two or more frames are displayed.

Deselects the checkboxes of the images in thumbnail view.



#### (Select All Frames)

Available when two or more frames are displayed.

Selects the images in thumbnail view and outlines them in blue.



#### (Select All Cropping Frames)

Available when two or more cropping frames are specified.

Turns the cropping frames into thick broken lines and applies the settings to all of them.



#### (Remove Cropping Frame)

Removes the selected cropping frame.



#### (Information)

Displays the version of ScanGear, along with the document type and other details of the current scan settings.




#### (Open Guide)

Opens this page.

## (3) Preview Area

This is where a trial image appears after you click **Preview**. The results of image corrections, color adjustments, and other settings made in [\(1\) Settings and Operation Buttons](#) are also reflected.

When  (Thumbnail) is displayed on Toolbar:

Cropping frames are specified according to the document size, and thumbnails of scanned images appear. Only the images with the checkbox selected will be scanned.



## »» Note

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. To select multiple images, click them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.



### When (Whole Image) is displayed on Toolbar:

Items on the Platen are scanned and appear as a single image. All portions in the cropping frames will be scanned.



## »» Note

- Create cropping frame(s) on the displayed image. In thumbnail view, one cropping frame can be created per image. In whole image view, multiple cropping frames can be created.
  - Adjusting Cropping Frames (ScanGear)

## Related Topic

- Scanning in Advanced Mode
- Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode

## General Notes (Scanner Driver)

ScanGear (scanner driver) is subject to the following restrictions. Keep these points in mind when using it.

### Scanner Driver Restrictions

- When using the NTFS file system, the TWAIN data source may not be invoked. This is because the TWAIN module cannot be written to the winnt folder for security reasons. Contact the computer's administrator for help.
- Some computers (including laptops) connected to the machine may not resume correctly from standby mode. In that case, restart the computer.
- Do not connect two or more scanners or multifunction printers with scanner function to the same computer simultaneously. If multiple scanning devices are connected, you cannot scan from the operation panel of the machine and also may experience errors while accessing the devices.
- Scanning may fail if the computer has resumed from sleep or standby mode. In that case, follow these steps and scan again.
  1. Turn off the machine.
  2. Exit ScanGear, then disconnect the USB cable from the computer and reconnect it.
  3. Turn on the machine.
- ScanGear cannot be opened in multiple applications at the same time. Within an application, ScanGear cannot be opened for the second time when it is already open.
- Be sure to close the ScanGear window before closing the application.
- When using a network compatible model by connecting to a network, the machine cannot be accessed from multiple computers at the same time.
- When using a network compatible model by connecting to a network, scanning takes longer than usual.
- Make sure that you have adequate disk space available when scanning large images at high resolutions. For example, at least 300 MB of free space is required to scan an A4 document at 600 dpi in full-color.
- ScanGear and WIA driver cannot be used at the same time.
- Do not enter the computer into sleep or hibernate state during scanning.

### Applications with Restrictions on Use

- Some applications may not display the TWAIN user interface. In that case, refer to the application's manual and change the settings accordingly.
- Some applications do not support continuous scanning of multiple documents. In some cases, only the first scanned image is accepted, or multiple images are scanned as one image. For such applications, do not scan multiple documents from the ADF (Auto Document Feeder).
- To import scanned images into Microsoft Office 2000, first save them using IJ Scan Utility, then import the saved files from the **Insert** menu.
- When scanning Platen size images into Microsoft Office 2003 (Word, Excel, PowerPoint, etc.), click **Custom Insert** in the **Insert Picture from Scanner or Camera** screen. Otherwise, images may not be scanned correctly.
- When scanning images into Microsoft Office 2007/Microsoft Office 2010 (Word, Excel, PowerPoint, etc.), use Microsoft Clip Organizer.

- Images may not be scanned correctly in some applications. In that case, increase the operating system's virtual memory and retry.
- When image size is too large (such as when scanning large images at high resolution), your computer may not respond or the progress bar may remain at 0 % depending on the application. In that case, cancel the action (for example by clicking **Cancel** on the progress bar), then increase the operating system's virtual memory or reduce the image size/resolution and retry. Alternatively, scan the image via IJ Scan Utility first, then save and import it into the application.

## Scanning Tips

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- ▶ **Positioning Originals (Scanning from Computer)**
- ▶ **Network Scan Settings**
  - IJ Network Scanner Selector EX2 Menu and Setting Screen

## Positioning Originals (Scanning from Computer)

This section describes how to load originals on the platen or ADF (Auto Document Feeder) for scanning. If items are not placed correctly they may not be scanned correctly.

### Important

- Be sure to observe the following when loading the original on the platen. Failure to observe the following may cause the scanner to malfunction or the platen glass to break.
  - Do not place any objects weighing 4.4 lb (2.0 kg) or more on the platen glass.
  - Do not put any pressure of 4.4 lb (2.0 kg) or more on the platen glass, such as pressing down the original.
- Close the document cover when scanning.
- Do not touch the operation panel buttons or LCD (Liquid Crystal Display) when opening/closing the document cover. May result in unintended operation.

■ [Placing Items \(Platen\)](#)

■ [Placing Documents \(ADF \(Auto Document Feeder\)\)](#)

## Placing Items (Platen)

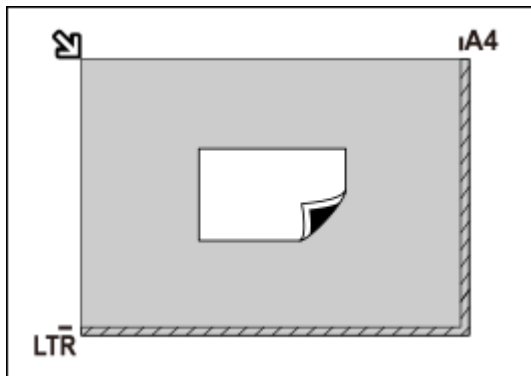
Place items as described below to scan by detecting the item type and size automatically.

### Important

- When scanning by specifying the paper size in IJ Scan Utility or ScanGear (scanner driver), align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to irregular shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.

Photos, Postcards, Business Cards, and BD/DVD/CD	Magazines, Newspapers, and Documents
<div data-bbox="220 1413 724 1541" data-label="Image"> </div> <p data-bbox="188 1592 328 1621"><b>Single item:</b></p> <p data-bbox="188 1641 849 1774">Place the item face-down on the platen, with 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and the item. Portions placed on the diagonally striped area cannot be scanned.</p>	<div data-bbox="951 1413 1331 1541" data-label="Image"> </div> <p data-bbox="863 1581 1425 1715">Place the item face-down on the platen and align an upper corner of the item with the corner at the arrow (alignment mark) of the platen. Portions placed on the diagonally striped area cannot be scanned.</p>



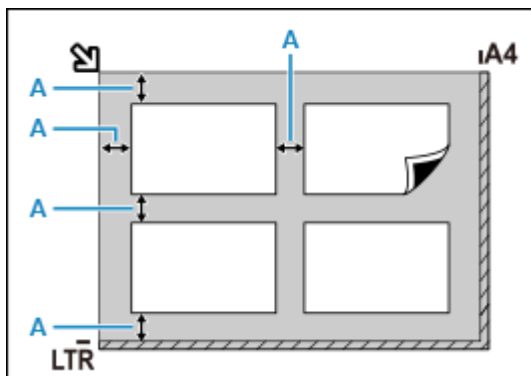


### ▶▶▶ Important

- Large items (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format.

#### Multiple items:

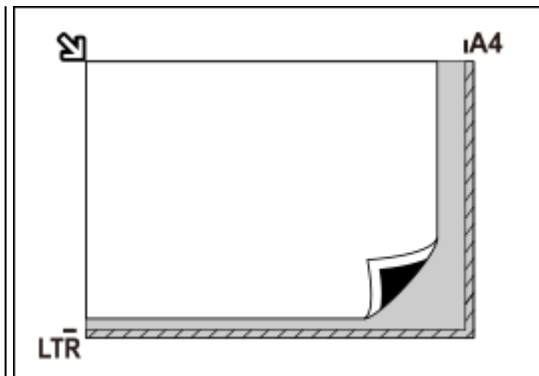
Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.



**A** : 0.4 inch (1 cm) or more

### ▶▶▶ Note

- Place up to 12 items.
- Positions of slanted items (10 degrees or less) are corrected automatically.



### ▶▶▶ Important

- For the portions in which items cannot be scanned, see [Loading Originals](#).

## Placing Documents (ADF (Auto Document Feeder))

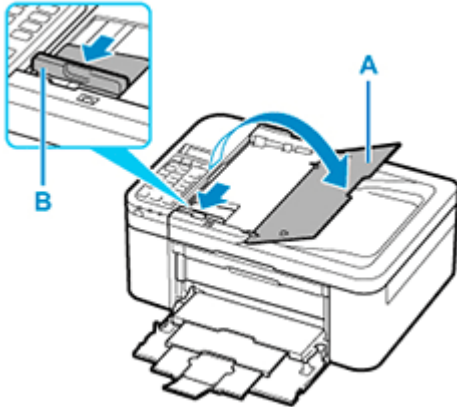
### ▶▶▶ Important

- Do not leave thick items on the platen when scanning from the ADF. May result in paper jam.
- Place and align documents of the same size when scanning two or more documents.
- For supported document sizes when scanning from the ADF, see [Supported Originals](#).

1. Make sure any original has been removed from platen.

2. Open document tray (A).

3. Slide the paper guides (B) all the way out.

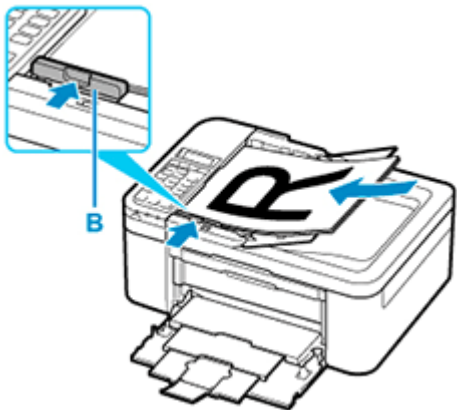


4. Load document with side to scan facing up in document tray.

Insert the document until it stops.

5. Adjust document guide (B) to match width of document.

Do not slide the document guide too hard against the document. The document may not be fed properly.



## Network Scan Settings

You can connect your scanner or printer to a network to share it among multiple computers or scan images into a specified computer.

### Important

- Multiple users cannot scan at the same time.

### Note

- Complete the network settings of your scanner or printer beforehand from the Setup CD-ROM or by following the instructions our website.
- With network connection, scanning takes longer than USB connection.

Complete the following settings to enable scanning over a network.

## Specifying Your Scanner or Printer

Use IJ Network Scanner Selector EX to specify the scanner you want to use. By specifying the scanner, you can scan over a network from your computer or the operation panel.

### Important



- If the product you want to use is changed with IJ Network Scanner Selector EX, the product used for scanning with IJ Scan Utility changes as well. The product for scanning from the operation panel also changes.

If your scanner or printer is not selected in IJ Scan Utility, check that it is selected with IJ Network Scanner Selector EX.

Refer to "IJ Network Scanner Selector EX2 Menu and Setting Screen" for your model from Home of the Online Manual for details.

- To scan from the operation panel, specify your scanner or printer with IJ Network Scanner Selector EX beforehand.

### 1. Check that IJ Network Scanner Selector EX is running.

If IJ Network Scanner Selector EX is running,  (IJ Network Scanner Selector EX2) appears in the notification area on the desktop. Click  to check the hidden icons as well.

### Note

- If the icon is not displayed in the notification area on the desktop, follow the procedure below to start.

- **Windows 10:**

- From the **Start** menu, click **(All apps >) Canon Utilities > IJ Network Scanner Selector EX2**.

- **Windows 8.1:**


- Click **IJ Network Scanner Selector EX2** on the Start screen.

If **IJ Network Scanner Selector EX2** is not displayed on the Start screen, select the **Search** charm, then search for "IJ Network Scanner Selector EX2".

- **Windows 7:**

From the **Start** menu, click **All Programs > Canon Utilities > IJ Network Scanner Selector EX2 > IJ Network Scanner Selector EX2**.

The icon appears in the notification area on the desktop, and the Scan-from-PC Settings screen appears. In that case, skip ahead to Step 3.

2. In the notification area on the desktop, right-click  (IJ Network Scanner Selector EX2), then select **Settings...**

The Scan-from-PC Settings screen appears.

3. Select your scanner or printer from **Scanners**.

Normally, the MAC address of your scanner or printer is already selected after the network setup. In that case, you do not need to select it again.

### ▶▶▶ Important

- If multiple scanners exist on the network, multiple model names appear. In that case, you can select one scanner per model.


4. Click **OK**.

### ▶▶▶ Note

- The scanner selected in the Scan-from-PC Settings screen will be automatically selected in the Scan-from-Operation-Panel Settings screen as well.

## Setting for Scanning with IJ Scan Utility

To scan from IJ Scan Utility using a scanner or printer connected to a network, specify your scanner or printer with IJ Network Scanner Selector EX, then follow the steps below to change the connection status between it and the computer.

1. Start IJ Scan Utility.
2. Select "Canon XXX series Network" (where "XXX" is the model name) for **Product Name**.
3. Click **Settings...** to use another scanner connected to a network.
4. Click  (General Settings), then click **Select** in **Product Name**.

The Scan-from-PC Settings screen of IJ Network Scanner Selector EX appears.

Select the scanner you want to use and click **OK**.

**5. In the **Settings (General Settings)** dialog box, click **OK**.**

The IJ Scan Utility main screen reappears. You can scan via a network connection.

## Setting for Scanning from the Operation Panel



You can make the setting for scanning from the operation panel.

### Important

- Set IJ Scan Utility to use your scanner or printer via a network connection beforehand.

■ [Setting for Scanning with IJ Scan Utility](#)

**1. Check that IJ Network Scanner Selector EX is running.**

If IJ Network Scanner Selector EX is running,  (IJ Network Scanner Selector EX2) appears in the notification area on the desktop. Click  to check the hidden icons as well.

### Note

- If the icon is not displayed in the notification area on the desktop, follow the procedure below to start.

- **Windows 10:**

From the **Start** menu, click **(All apps >) Canon Utilities > IJ Network Scanner Selector EX2**.

- **Windows 8.1:**


Click **IJ Network Scanner Selector EX2** on the Start screen.

If **IJ Network Scanner Selector EX2** is not displayed on the Start screen, select the **Search** charm, then search for "IJ Network Scanner Selector EX2".

- **Windows 7:**

From the **Start** menu, click **All Programs > Canon Utilities > IJ Network Scanner Selector EX2 > IJ Network Scanner Selector EX2**.

The icon appears in the notification area on the desktop, and the Scan-from-PC Settings screen appears. In that case, skip ahead to Step 3.

**2. In the notification area on the desktop, right-click  (IJ Network Scanner Selector EX2), then select **Settings...****

The Scan-from-PC Settings screen appears.

**3. Click **Scan-from-Operation-Panel Settings**.**

The Scan-from-Operation-Panel Settings screen appears.

4. Select your scanner or printer from **Scanners** and click **OK**.

Select the MAC address of your scanner or printer.

**»» Note**

- When multiple scanners are connected via a network, you can select up to three scanners.

5. In the Scan-from-PC Settings screen, click **OK**.

**»» Note**

- If your scanner or printer does not appear, check the following, click **OK** to close the screen, then reopen it and try selecting again.
  - MP Drivers is installed
  - Network settings of your scanner or printer is completed after installing the MP Drivers
  - Network communication between your scanner or printer and computer is enabled

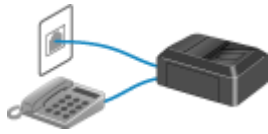
If the problem is still not solved, see [Network Communication Problems](#).

## Scanning Using Smartphone/Tablet

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- ▶ Using PIXMA/MAXIFY Cloud Link
- ▶ [Printing/Scanning with Wireless Direct](#)

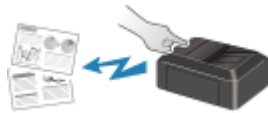
# Faxing



**Preparing for Faxing**



**Registering Recipients**



**Sending Faxes Using Operation Panel of Printer**



**Sending Faxes from Computer (Windows)**



**Sending Faxes from Computer (Mac OS)**



**Receiving Faxes**



**Other Useful Fax Functions**



## Preparing for Faxing

Connect the printer to the telephone line and set up the printer before using the faxing functions. Then specify the basic setting such as sender information, date/time, and daylight saving time.

### ▶▶▶ Important

- If the Power Disconnects:

If there is a power failure or if you accidentally unplug the power cord, the date/time settings will be reset.

- The settings for user information and directory will be retained.
- All faxes stored in the printer's memory, such as unsent and received faxes, will be lost.

If the power disconnects, the following will apply:

- You will not be able to send or receive faxes, make copies, or scan originals.
- When you are connecting the telephone, whether or not you can use it depends upon your telephone line or telephone.

## Setting Up Printer

The printer must be set up depending on your telephone line and use of the faxing function.

### All Setup

- [FAX Setup Guide](#)

### Individual Setup

|| Step1 [Connecting Telephone Line](#)

|| Step2 [Setting Telephone Line Type](#)

|| Step3 [Setting Receive Mode](#)

|| Step4 [Setting Sender Information](#)

### ▶▶▶ Note

- You can set the fax setting according to the instruction on the LCD.

- [Easy setup](#)

If you set up according to the instruction on the LCD, the receive mode is set to **TEL priority mode** or **Fax only mode**. To receive faxes with **DRPD** or **Network switch**, change the receive mode.

- [Setting Receive Mode](#)

## Connecting Telephone Line

The connection method differs depending on your telephone line.

- If you connect the printer to wall telephone line directly/If you connect the printer with the xDSL splitter:
  - [Basic Connection \(Connecting with General Telephone line\)](#)
- If you connect the printer to another line such as an xDSL:
  - [Connecting Various Lines](#)

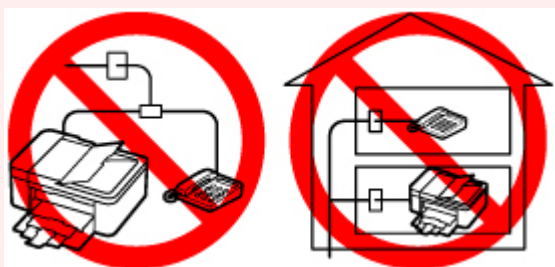
If the connection is incorrect, the printer cannot send/receive faxes. Connect the printer correctly.

### ▶▶▶ Important

- Do not connect fax devices and/or telephones in parallel (US and Canada only).

If two or more fax devices and/or telephones are connected in parallel, the following problems may occur and the printer may not operate properly.

- If you pick up the handset of the telephone that is connected in parallel during fax transmission or reception, the fax image may be corrupted or a communication error may occur.
- Such services as Caller ID, etc. may not operate properly on the telephone.



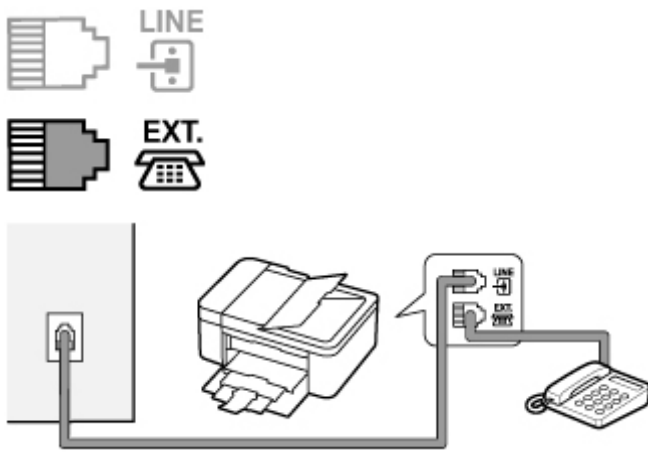
If you cannot avoid parallel connections, set the receive mode to **TEL priority mode**, understanding that the above problems may occur. You will only be able to receive faxes manually.

## Basic Connection (Connecting with General Telephone line)

Make sure that the printer is turned off, connect one end of supplied telephone line cable to the telephone line jack near the "LINE" mark of the printer, then connect the other end to the telephone line jack on the wall or to the telephone line jack of the xDSL splitter.



When you connect the telephone to the printer, make sure that the printer is turned off, connect one end of the modular cable to the external device jack near the "EXT." mark of the printer, then connect the other end to the telephone line jack of the telephone.



### ►► Important

- Be sure to connect the telephone line before the printer is turned on.  
If you connect the telephone line when the printer is turned on, turn the printer off and unplug the power cord. Wait for 1 minute then connect the telephone line and power plug.

### ►► Note

- Refer to [Rear View](#) for the position of the telephone line jack and the external device jack.
- Before connecting a telephone or answering machine, remove the Telephone connector cap.
- **For users in the UK:**  
If the connector of the external device cannot be connected to the jack on the printer, you will need to purchase a B.T. adapter to connect as follows:  
Attach the B.T. adapter to the modular cable connecting the external device, then connect the B.T. adapter to the external device jack.

## Connecting Various Lines

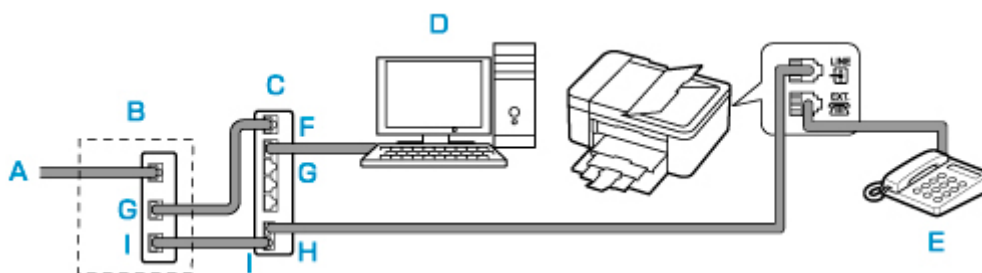
This section introduces how to connect various lines.

These are examples and could not be guaranteed to suit every connecting condition. For details, refer to the instruction manual supplied with the network device (control devices such as an xDSL (Digital Subscriber Line) modem or terminal adapter) you are connecting to this printer.

### ►► Note

- xDSL is the generic term for the high speed digital communication technology with telephone line such as ADSL/HDSL/SDSL/VDSL.

• **Connecting to an Internet Telephone**



- A: Digital Subscriber Line
- B: xDSL modem (splitter may not be built-in to the modem)
- C: Broadband router compatible with Internet Telephone
- D: Computer
- E: Telephone or answering machine
- F: WAN (Wide Area Network) port
- G: LAN (Local Area Network) port
- H: TEL port
- I: LINE port

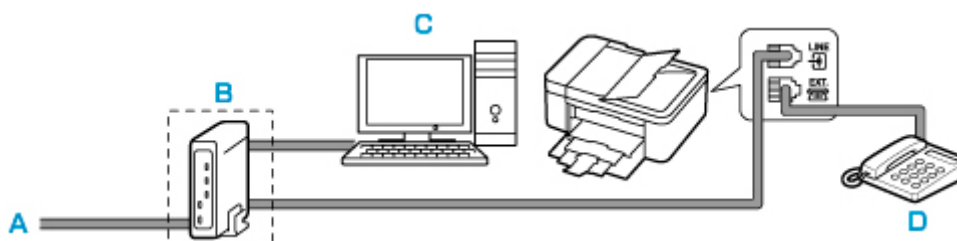
\* Port configurations and names may vary depending on the product.

►►► **Note**

- When connecting to the xDSL line, select the same line type as you are subscribing to in **Telephone line type**.

■ [Setting Telephone Line Type](#)

• **Connecting to an xDSL**



- A: Analog Subscriber Line
- B: xDSL modem (splitter may not be built-in to the modem)
- C: Computer
- D: Telephone or answering machine

►►► **Important**

- When the splitter is not built-in to the modem, do not branch the telephone line before the splitter (wall side). And also, do not connect splitters in parallel. The printer may not be able to operate properly.

►►► **Note**

- When connecting to the xDSL line, select the same line type as you are subscribing to in **Telephone line type**.

## ■ [Setting Telephone Line Type](#)

- **Connecting to an ISDN Line**

For details on ISDN (Integrated Service Digital Network) connection and settings, refer to the manuals supplied with your terminal adapter or dial-up router.

## Setting Telephone Line Type

Before using your printer, make sure you set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company. For xDSL or ISDN connections, contact the telephone company or service provider to confirm your line type.

### ►► Important

- **For users in China**

After plugging the power cord and turning on the printer, the telephone line type is selected automatically. However, if the printer is connected to the control device such as an xDSL modem or terminal adapter, the telephone line type may not be selected correctly.

In this case, set the line type manually.

For details on how to set the Telephone line type manually in China:

- [Setting the Telephone Line Type Manually in China](#)

### ►► Note

- **Telephone line type** will not appear in countries or regions where **Rotary pulse** is not supported.
- You can print USER'S DATA LIST to check the current setting.

- [Summary of Reports and Lists](#)

1. [Check that printer is turned on.](#)
2. Press the **Setup** button.  
The **Setup menu** screen is displayed.
3. Select **Fax settings**, then press the **OK** button.
4. Select **FAX user settings**, then press the **OK** button.
5. Select **Telephone line type**, then press the **OK** button.
6. Select a telephone line type, then press the **OK** button.

#### **Rotary pulse**

Select when your telephone line type is pulse dialing.

#### **Touch tone**

Select when your telephone line type is tone dialing.

### ►► Note

- The **\*** (asterisk) on the LCD indicates the current setting.

7. Press the **FAX** button to return to the Fax standby screen.

## **Setting the Telephone Line Type Manually in China**

This section describes the procedure to set the telephone line type manually in China.

1. [Check that printer is turned on.](#)

2. Press the **Setup** button.

The **Setup menu** screen is displayed.

3. Select **Fax settings**, then press the **OK** button.

4. Select **FAX user settings**, then press the **OK** button.

5. Select **TEL line auto select**, then press the **OK** button.

The current telephone line type is displayed.

### **▶▶▶ Note**

- If you do not need to change the telephone line type, press the **FAX** button to return to the Fax standby screen.

6. Select **OFF**, then press the **OK** button.

7. Select a telephone line type, then press the **OK** button.

#### **Rotary pulse**

Select when your telephone line type is pulse dialing.

#### **Touch tone**

Select when your telephone line type is tone dialing.

### **▶▶▶ Note**

- The **\*** (asterisk) on the LCD indicates the current setting.

8. Press the **FAX** button to return to the Fax standby screen.

## Setting Receive Mode

Set the receiving operation (receiving mode).

For details on how to set the receive mode:

- [Setting Receive Mode](#)

You can select the appropriate mode.

For details on the selectable receive mode:

- [About Receive Mode](#)

For details on the advanced settings of the receive mode:

- [Advanced Settings of Receive Mode](#)

### ▶▶▶ Note

- The receiving operation procedure varies depending on the selected receive mode.

For details on receiving method depending on each receive mode:

- [Receiving Faxes](#)

- If you want to use a single telephone line for faxes and voice calls, you need to connect a telephone or an answering machine to the external device jack of this printer.

For details on how to connect the telephone or the answering machine to the printer:

- [Basic Connection \(Connecting with General Telephone line\)](#)

## Setting Receive Mode

This section describes the procedure to select the receive mode.

1. [Check that printer is turned on.](#)
2. Press the **FAX** button.  
The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.  
The **FAX menu** screen is displayed.
4. Select **Receive mode set.**, then press the **OK** button.
5. Select the receive mode, then press the **OK** button.

The confirmation message for the advanced settings appears.

### ▶▶▶ Note

- The \* (asterisk) on the LCD indicates the current setting.
- For details on the receive mode:



#### ■ [About Receive Mode](#)

- **DRPD** is available only in the US and Canada.
- **Network switch** may not be available depending on the country or region of purchase.
- Refer to [Receiving Faxes](#) for information on receiving faxes or the procedure for each receive mode.

6. If you make the advanced settings, select **Yes** and press the **OK** button. If not, select **No** and press the **OK** button.

Make the advanced settings as necessary.

#### ■ [Advanced Settings of Receive Mode](#)

## About Receive Mode

You can select the receive mode suitable for your fax use conditions: whether you use a dedicated line for fax, etc.

### • **TEL priority mode**

Select when mainly receiving voice calls (with a telephone or answering machine connected to the printer).

Receiving operation:

1. When a call incomes, the telephone will ring.
2. Pick up the handset.

If the call is a voice call, talk on the telephone.

If the call is a fax, hang up the handset after the printer starts receiving the fax.

### ▶▶▶ **Note**

- The telephone may not ring when a call incomes even if it is connected to the printer, depending on the type or settings of the telephone.

### • **DRPD or Network switch**

Select when receiving voice calls (with a telephone or answering machine connected to the printer) and subscribing to a ring pattern detection service provided by your telephone company.

Receiving operation:

1. When a call incomes, the telephone will ring.
2. The printer detects a fax call by the fax ring pattern.

If the call is a fax, the printer will receive the fax automatically.

If the printer does not detect the fax ring pattern, the telephone will continue ringing.

### ▶▶▶ **Note**

- The telephone may not ring when a call incomes even if it is connected to the printers, depending on the type or settings of the telephone.

- **Fax only mode**

Select when not receiving voice calls.

Receiving operation:

1. When a fax incomes, the printer will receive the fax automatically.

## Advanced Settings of Receive Mode

You can specify the advanced settings of each receive mode.

### ▶▶▶ Note

- The ★ (asterisk) on the LCD indicates the current setting.

- **Advanced setting in TEL priority mode**

You can specify the following setting items.

- **Manual/auto switch**

If you select **ON**, the printer automatically receives faxes after the external device rang a specified length of time.

Use the ◀▶ button or the Numeric buttons to specify the length of time until automatic reception is started.

- **User-friendly RX**

If you select **ON**, the printer automatically switches from telephone calling to fax reception by detecting the fax signal (CNG signal) when you lift the handset of the telephone or the answering machine answers. When you have an answering machine connected to the printer, select **ON** to switch to fax reception automatically after the answering machine answers.

If you select **OFF**, the printer does not switch from telephone calling to fax reception automatically even if the printer detects the fax signal (CNG signal). Select **OFF** if you want the printer not to switch automatically during a call.

### ▶▶▶ Note

- If you subscribe to Duplex Ringing service in Hong Kong, the number of times the external device rings specified with **Incoming ring** in **Fax only mode** is available in **TEL priority mode**.

If you want to specify the number of times the external device rings in **TEL priority mode**, select **Fax only mode** for **Receive mode set.** under **FAX menu**, specify the number of times the external device rings with **Incoming ring**, then switch to **TEL priority mode** for **Receive mode set.**

- If you subscribe to Duplex Ringing service in Hong Kong, we recommend that **Manual/auto switch** be set to **OFF**.

- **Advanced setting in Fax only mode**

You can specify the following setting item.

- **Incoming ring**

Use the ◀▶ button or the Numeric buttons to specify the number of times the external device rings when incoming.

- **Advanced setting in DRPD**

You can specify the following setting items.

- **DRPD: FAX ring pat.**

Sets the distinctive ring pattern of a call that the printer assumes is a fax call.

If you subscribe to a DRPD service, set the ring pattern to match the pattern assigned by your telephone company.

■ [Setting the DRPD Ring Pattern \(US and Canada only\)](#)

- **Incoming ring**

You can specify the number of times the external device rings when incoming.

- **Advanced setting in Network switch**

You can specify the following setting item.

- **Incoming ring**

You can specify the number of times the external device rings when incoming.

## Setting the DRPD Ring Pattern (US and Canada only)

If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, your telephone company will assign two or more telephone numbers with distinctive ring patterns to your single telephone line, allowing you to have different numbers for fax calls and voice calls using only one telephone line. Your printer will automatically monitor the ring pattern, and will automatically receive the fax if the ring pattern is a fax call.

To use DRPD, follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company.

### ▶▶▶ Note

- Contact your local telephone company for detailed information on this service.

1. [Check that printer is turned on.](#)
2. Press the **FAX** button.  
The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.  
The **FAX menu** screen is displayed.
4. Select **Receive mode set.**, then press the **OK** button.
5. Select **DRPD**, then press the **OK** button.

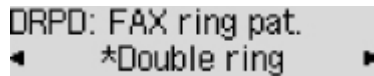
The confirmation screen asking whether to make advanced settings is displayed.

6. Select **Yes**, then press the **OK** button.

7. Select **DRPD: FAX ring pat.**, then press the **OK** button.

The **DRPD: FAX ring pat.** screen is displayed.

8. Select the ring pattern that your telephone company assigned to your fax number, then press the **OK** button.



DRPD: FAX ring pat.  
◀ \*Double ring ▶

Select from **Normal ring**, **Double ring**, **Short-short-long**, or **Short-long-short**.

▶▶▶ **Note**

- The \* (asterisk) on the LCD indicates the current setting.

9. Press the **FAX** button to return to the Fax standby screen.

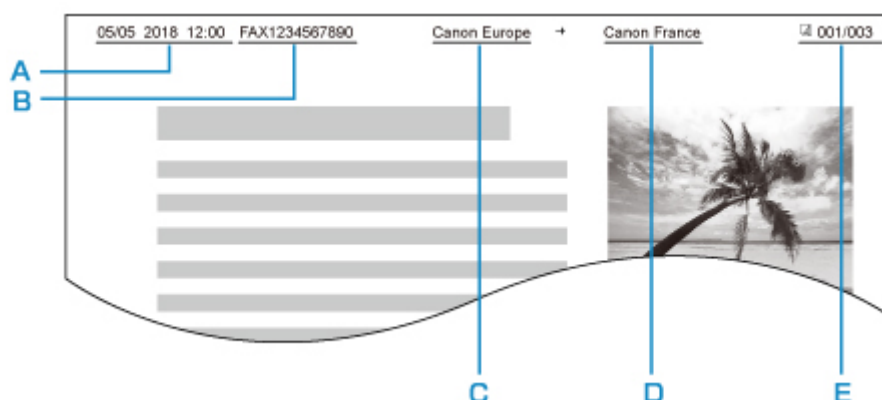
## Setting Sender Information

You can set the sender information such as user information and date/time.

- [About Sender Information](#)
- [Setting Date and Time](#)
- [Setting Daylight Saving Time \(Summer Time\)](#)
- [Registering User Information](#)

### About Sender Information

If the unit name and unit fax/telephone number are registered, they are printed with date and time as sender information on the recipient's fax.



A: Date and time of transmission

B: Unit fax/telephone number

C: Unit name

D: The registered recipient's name is printed when sending faxes.

E: Page number

#### ➤➤ Note

- You can print USER'S DATA LIST to confirm the sender information you have registered.
  - [Summary of Reports and Lists](#)
- When sending faxes in black & white, you can select whether to print the sender information inside or outside the image area.

Specify the setting on **TTI position** in **Adv. FAX settings** under **Fax settings**.

- [Adv. FAX settings](#)

- You can select the date print format from three formats: **YYYY/MM/DD**, **MM/DD/YYYY**, and **DD/MM/YYYY**.

Select the date print format on **Date display format** under **Other dev. settings**.

- [Other dev. settings](#)

## Setting Date and Time

This section describes the procedure to set the date and time.

1. [Check that printer is turned on.](#)
2. Press the **Setup** button.  
The **Setup menu** screen is displayed.
3. Select **Device settings**, then press the **OK** button.
4. Select **Other dev. settings**, then press the **OK** button.
5. Select **Date/time setting**, then press the **OK** button.

6. Set the date and time.

Use the ◀▶ button to move the cursor under the desired position, then use the Numeric buttons to enter the date and time.

```
Date/time setting
05/05/2017   12:00
```

Enter the time in 24-hour format.

Enter only the last two digits of the year.

7. Press the **OK** button.
8. Press the **FAX** button to return to the Fax standby screen.

## Setting Daylight Saving Time (Summer Time)

Some countries adopt the daylight saving time (summer time) system that shifts the clock time forward at certain periods of the year.

You can set your printer to automatically change the time by registering the date and time that daylight saving time (summer time) begins and ends.

### ►► Important

- Not all the latest information of all countries or regions is applied for **DST setting** by default. You need to change the default setting according to the latest information of your country or region.

### ►► Note

- This setting may not be available depending on the country or region of purchase.

1. [Check that printer is turned on.](#)

2. Press the **Setup** button.

The **Setup menu** screen is displayed.

3. Select **Device settings**, then press the **OK** button.

4. Select **Other dev. settings**, then press the **OK** button.

5. Select **DST setting**, then press the **OK** button.

6. Select **ON**, then press the **OK** button.

To disable summer time, select **OFF**.

7. Set the date and time when summer time starts.

1. Select **Start date/time**, then press the **OK** button.

2. Make sure that **Set month** is selected, then press the **OK** button.

3. Select the month when summer time starts, then press the **OK** button.

4. Make sure that **Set week** is selected, then press the **OK** button.

5. Select the week when summer time starts, then press the **OK** button.

6. Make sure that **Set day of week** is selected, then press the **OK** button.

7. Select the day of the week when summer time starts, then press the **OK** button.

8. Make sure that **Set shift time** is selected, then press the **OK** button.

9. Use the ◀▶ button to move the cursor under the desired position, use the Numeric buttons to enter the time (in 24-hour format) when summer time starts, then press the **OK** button.

Precede single digits with a zero.



Set shift time  
06:00

8. Set the date and time when summer time ends.

1. Use the ◀▶ button to select **End date/time**, then press the **OK** button.

2. Make sure that **Set month** is selected, then press the **OK** button.

3. Use the ◀▶ button to select the month when summer time ends, then press the **OK** button.

4. Make sure that **Set week** is selected, then press the **OK** button.

5. Use the ◀▶ button to select the week when summer time ends, then press the **OK** button.

6. Make sure that **Set day of week** is selected, then press the **OK** button.

7. Use the ◀▶ button to select the day of the week when summer time ends, then press the **OK** button.

8. Make sure that **Set shift time** is selected, then press the **OK** button.

9. Use the ◀▶ button to move the cursor under the desired position, use the Numeric buttons to enter the time (in 24-hour format) when summer time ends, then press the **OK** button.

Precede single digits with a zero.



Set shift time  
07:00

9. Press the **FAX** button to return to the Fax standby screen.

## Registering User Information

This section describes the procedure to register the user information.

### ▶▶▶ Note

- Before sending a fax, be sure to enter your name and fax/telephone number in **Unit TEL no. registr.** and **Unit name registr.** on the **FAX user settings** screen (for US only).

1. [Check that printer is turned on.](#)

2. Press the **Setup** button.

The **Setup menu** screen is displayed.

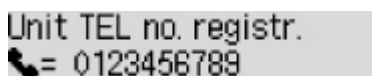
3. Select **Fax settings**, then press the **OK** button.

4. Select **FAX user settings**, then press the **OK** button.

5. Enter the unit fax/telephone number.

1. Make sure that **Unit TEL no. registr.** is selected, then press the **OK** button.

2. Use the Numeric buttons to enter the unit fax/telephone number.



Unit TEL no. registr.  
☎= 0123456789

3. Press the **OK** button.

### ▶▶▶ Note

- You can enter the fax/telephone number up to 20 digits, including spaces.
- For details on how to enter or delete characters:

■ [Entering Numbers, Letters, and Symbols](#)

6. Enter the unit name.

1. Make sure that **Unit name registr.** is selected, then press the **OK** button.

2. Use the Numeric buttons to enter the unit name.



Unit name registr. :a  
Canon Europe

3. Press the **OK** button.

**»» Note**

- You can enter the name up to 24 characters, including spaces.
- For details on how to enter or delete characters:
  - [Entering Numbers, Letters, and Symbols](#)

7. Press the **FAX** button to return to the Fax standby screen.

## **Registering Recipients**

---

- ▶ **Registering Recipients Using Operation Panel of Printer**
- ▶ **Registering Recipients Using Speed Dial Utility2 (Windows)**
- ▶ **Registering Recipients Using Speed Dial Utility2 (macOS)**

## Registering Recipients Using Operation Panel of Printer

Registering recipients in the printer's directory in advance allows you to dial fax/telephone numbers simply.

The following methods to register are available:

- Recipient registration

Registering the recipient's fax/telephone number and name allows you to send a fax by selecting a registered recipient in the printer directory.

- [Registering Fax/Telephone Number of Recipients](#)

- Group dial registration

You can combine two or more recipients registered in advance into a group. You can send the same document to all the registered recipients in the group.

- [Registering Recipients in Group Dial](#)

You can register up to 20 recipients in total of individual recipients and group dials.

### ▶▶▶ Note

- To change the registered information of the recipient or the group dial, see [Changing Registered Information](#).
- To delete the registered information of the recipient or the group dial, see [Deleting Registered Information](#).
- To print a list of the recipient's fax/telephone numbers and names registered, see [Printing List of Registered Destinations](#).
- You can register, change, or delete the registered information of the recipient or the group dial using Speed Dial Utility on the computer.
  - For Windows:
    - [Registering Recipients Using Speed Dial Utility2 \(Windows\)](#)
  - For macOS:
    - [Registering Recipients Using Speed Dial Utility2 \(macOS\)](#)

## Registering Fax/Telephone Number of Recipients

Before you can use the printer's directory, you need to register the recipients' fax/telephone numbers. Follow the procedure below to register the recipients' fax/telephone numbers.

1. [Check that printer is turned on.](#)

2. Press the **FAX** button.

The Fax standby screen is displayed.

3. Press the **Menu/Wireless connect** button.

The **FAX menu** screen is displayed.

4. Select **Directory**, then press the **OK** button.

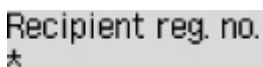
5. Select **Add directory entry**, then press the **OK** button.

### ▶▶▶ Note

- You can select **Add directory entry** from **TEL no. registration** in **Fax settings** after pressing the **Setup** button.

6. Select **Recipient**, then press the **OK** button.

The screen to select an ID number is displayed.



Recipient reg. no.  
\*

7. Use the ◀▶ button or the Numeric buttons to select an unregistered ID number, then press the **OK** button.

### ▶▶▶ Note

- If you already registered the recipient, the fax/telephone number is displayed next to the ID number. If you already registered the group dial, **(Not available)** is displayed.

8. Select a registration method, then press the **OK** button.

9. Register the recipients' fax/telephone number.

- **From call log (OUT)** is selected as the registration method:

The screen to select the fax/telephone number from the outgoing call logs is displayed.



Outgoing call log ▶  
☎ = 0567891234

1. Select a fax/telephone number, then press the **OK** button.

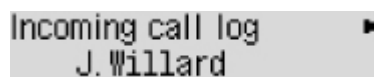
The fax/telephone number selected from the outgoing call logs is displayed.

2. Check the fax/telephone number, then press the **OK** button.

The fax/telephone number is registered to the printer and the screen to enter the recipient's name is displayed.

- **From call log (IN)** is selected as the registration method:

The screen to select the fax/telephone number or the name from the incoming call logs is displayed.



1. Select a fax/telephone number or a name, then press the **OK** button.

The fax/telephone number selected from the incoming call logs is displayed.

2. Check the fax/telephone number, then press the **OK** button.

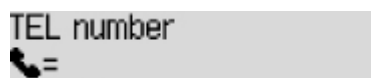
The fax/telephone number is registered to the printer and the screen to enter the recipient's name is displayed.

### ▶▶▶ Note

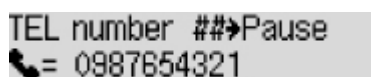
- This registration method may not be available depending on the country or region of purchase.

- **Direct entry** is selected as the registration method:

The screen to enter the fax/telephone number is displayed.



1. Use the Numeric buttons to enter the fax/telephone number you want to register.



2. Press the **OK** button.

The fax/telephone number is registered to the printer and the screen to enter the recipient's name is displayed.

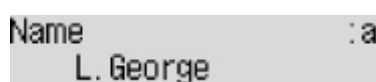
### ▶▶▶ Note

- You can enter the fax/telephone number up to 60 digits (40 digits for the US, Canada, Korea and some regions of Latin America), including spaces.

#### ■ [Entering Numbers, Letters, and Symbols](#)

- Press the **#** button twice to enter a pause.
- When **Telephone line type** in **FAX user settings** under **Fax settings** is set to **Rotary pulse**, you can enter a tone ("T") by pressing the **Tone** button.

10. Use the Numeric buttons to enter the recipient's name.



If you select a name on **From call log (IN)** in step 9, the name may be already entered. If you do not change the name, go to step 11.

**»» Note**

- You can enter the name up to 16 characters, including spaces.

■ [Entering Numbers, Letters, and Symbols](#)

11. Press the **OK** button to finalize registration.

**»» Note**

- To register another recipient's number and name, select an unregistered ID number and operate in the same procedure.
- To return to the Fax standby screen, press the **FAX** button.
- You can check the recipient's numbers and names you have registered by printing RECIPIENT TELEPHONE NUMBER LIST.

■ [Printing List of Registered Destinations](#)

## Registering Recipients in Group Dial

If you register two or more registered recipients to a group dial, you can send the same document successively to all recipients registered to the group dial.

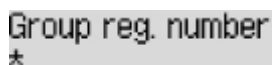
1. [Check that printer is turned on.](#)
2. Press the **FAX** button.  
The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.  
The **FAX menu** screen is displayed.
4. Select **Directory**, then press the **OK** button.
5. Select **Add directory entry**, then press the **OK** button.

### ▶▶▶ Note

- You can select **Add directory entry** from **TEL no. registration** in **Fax settings** after pressing the **Setup** button.

6. Select **Group dial**, then press the **OK** button.

The screen to select an ID number is displayed.



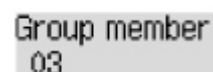
Group reg. number  
\*

7. Use the ◀▶ button or the Numeric buttons to select an unregistered ID number, then press the **OK** button.

### ▶▶▶ Note

- If you already registered the recipient, **(Not available)** is displayed next to the ID number. If you already registered the group dial, the registered group name is displayed.

The **Group member** screen is displayed.



Group member  
03

8. Register the registered recipient as a member of the group dial.
  1. Press the **Menu/Wireless connect** button.
  2. Choose a recipient to register as a member.

You can choose a recipient with the two methods. The method can be switched by pressing the **#** button.

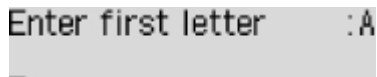
- When **Add to group** is displayed on the LCD:



Add to group ▶  
03 \*00 L. George

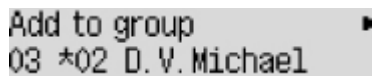
Use the ◀▶ button to select a recipient's ID number to register to the group dial.

- When **Enter first letter** is displayed on the LCD:



Enter first letter :A  
\_

After you use the Numeric buttons to enter the first letter of the recipient's name you want to search, the registered recipients are displayed in alphabetical order.

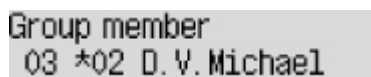


Add to group ▶  
03 \*02 D. V. Michael

Use the ◀▶ button to select a recipient's ID number to register to the group dial.

3. Press the **OK** button.

The selected recipient is registered as a member of the group dial.



Group member  
03 \*02 D. V. Michael

4. Press the **Menu/Wireless connect** button to display the screen to select an ID number, then add another member.

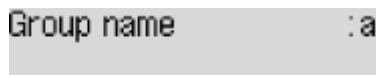
Repeat this step to register the other recipient to the same group dial.

#### ▶▶▶ Note

- You can check the recipient's ID number and name registered to the group dial by using the ◀▶ button.

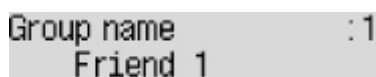
9. Press the **OK** button after finishing registering the member you want to register to the group dial.

The screen to enter the group name is displayed.



Group name :a  
\_

10. Use the Numeric buttons to enter the group name.



Group name :1  
Friend 1\_

#### ▶▶▶ Note

- You can enter the name up to 16 characters, including spaces.

■ [Entering Numbers, Letters, and Symbols](#)



11. Press the **OK** button to finalize registration.

**▶▶▶ Note**

- To register another group, select an unregistered ID number and operate in the same procedure.
- To return to the Fax standby screen, press the **FAX** button.
- You can check the recipients you have registered to the group dial by printing GROUP DIAL TELEPHONE NO. LIST.

■ [Printing List of Registered Destinations](#)

## Changing Registered Information

To change information registered for recipient and group dial, follow the procedure below.

1. [Check that printer is turned on.](#)
2. Press the **FAX** button.  
The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.  
The **FAX menu** screen is displayed.
4. Select **Directory**, then press the **OK** button.
5. Select **Add directory entry**, then press the **OK** button.

### ▶▶▶ Note

- You can select **Add directory entry** from **TEL no. registration** in **Fax settings** after pressing the **Setup** button.

6. Change the registered information.

- To change the recipient's information:
  1. Select **Recipient**, then press the **OK** button.
  2. Use the ◀▶ button or the Numeric buttons to select a recipient's ID number, then press the **OK** button.
  3. Select **Edit**, then press the **OK** button.  
The screen to select a registration method is displayed as well as when you register the recipient.
  4. Select a registration method, then press the **OK** button.
  5. Change the recipient's fax/telephone number.
    - **From call log (OUT)** is selected as the registration method:  
The screen to select the fax/telephone number from the outgoing call logs is displayed. After you use the ◀▶ button to select a fax/telephone number and press the **OK** button, the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.
    - **From call log (IN)** is selected as the registration method:  
The screen to select the fax/telephone number or the name from the incoming call logs is displayed. After you use the ◀▶ button to select a fax/telephone number or a name and press the **OK** button, the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

### »»» Note

- This registration method may not be available depending on the country or region of purchase.

- **Direct entry** is selected as the registration method:

The editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

### »»» Note

- You can enter the fax/telephone number up to 60 digits (40 digits for the US, Canada, Korea and some regions of Latin America), including spaces.

■ [Entering Numbers, Letters, and Symbols](#)

- Press the **#** button twice to enter a pause.
- When **Telephone line type** in **FAX user settings** under **Fax settings** is set to **Rotary pulse**, you can enter a tone ("T") by pressing the **Tone** button.

6. Change the recipient's name, then press the **OK** button.

### »»» Note

- You can enter the name up to 16 characters, including spaces.

■ [Entering Numbers, Letters, and Symbols](#)

- To change a group dial:

1. Select **Group dial**, then press the **OK** button.
2. Use the **◀▶** button or the Numeric buttons to select an ID number of group dial to change, then press the **OK** button.
3. Select **Edit**, then press the **OK** button.
4. Edit the member of the group dial.

To add a member, press the **Menu/Wireless connect** button to display the screen to select an ID number and then add another member.

To delete a member, select a member to delete and then press the **Tone** button.

5. Change the group name, then press the **OK** button.

### »»» Note

- You can enter the name up to 16 characters, including spaces.

■ [Entering Numbers, Letters, and Symbols](#)

### »»» Note

- To return to the Fax standby screen, press the **FAX** button.

## Deleting Registered Information

To delete information registered for recipient and group dial, follow the procedure below.

1. [Check that printer is turned on.](#)
2. Press the **FAX** button.  
The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.  
The **FAX menu** screen is displayed.
4. Select **Directory**, then press the **OK** button.
5. Select **Add directory entry**, then press the **OK** button.

### »» Note

- You can select **Add directory entry** from **TEL no. registration** in **Fax settings** after pressing the **Setup** button.

6. Delete the registered information.
  - To delete the recipient's information:
    1. Select **Recipient**, then press the **OK** button.
    2. Use the ◀▶ button or the Numeric buttons to select a recipient's ID number, then press the **OK** button.
    3. Select **Delete**, then press the **OK** button.
    4. Select **Yes**, then press the **OK** button.
  - To delete a group dial:
    1. Select **Group dial**, then press the **OK** button.
    2. Use the ◀▶ button or the Numeric buttons to select an ID number of group dial to delete, then press the **OK** button.
    3. Select **Delete**, then press the **OK** button.
    4. Select **Yes**, then press the **OK** button.

### »» Note

- To return to the Fax standby screen, press the **FAX** button.

## Printing List of Registered Destinations

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You can print a list of the fax/telephone numbers and can keep it near the printer to refer to when dialing.

1. [Check that printer is turned on.](#)

2. [Load paper.](#)

3. Press the **FAX** button.

The Fax standby screen is displayed.

4. Press the **Menu/Wireless connect** button.

The **FAX menu** screen is displayed.

5. Select **Print reports/lists**, then press the **OK** button.

6. Select **Directory list**, then press the **OK** button.

7. Select an item to print, then press the **OK** button.

- If you selected **Recipient**:

The confirmation screen asking if you print the list alphabetically by name is displayed.

If you select **Yes** and press the **OK** button, RECIPIENT TELEPHONE NUMBER LIST is printed in alphabetical order.

If you select **No** and press the **OK** button, RECIPIENT TELEPHONE NUMBER LIST is printed in the order of the ID number.

- If you selected **Group dial**:

GROUP DIAL TELEPHONE NO. LIST is printed.

## Registering Recipients Using Speed Dial Utility2 (Windows)

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### About Speed Dial Utility2

Speed Dial Utility2 is a utility for forwarding the telephone directory registered on the printer to a computer and registering/changing it on the computer. In addition, you can register the telephone directory edited on the computer to the printer. You can also save them on the computer as a backup.

For safety reasons, it is recommended that you backup the registered data on the computer using Speed Dial Utility2.

- [Starting Up Speed Dial Utility2](#)
- [Speed Dial Utility2 Dialog box](#)
- [Saving Registered Telephone Directory on Printer to Your Computer](#)
- [Registering a Fax/telephone Number Using Speed Dial Utility2](#)
- [Changing a Fax/telephone Number Using Speed Dial Utility2](#)
- [Deleting a Fax/telephone Number Using Speed Dial Utility2](#)
- [Changing Sender Information Using Speed Dial Utility2](#)
- [Registering/Changing Rejected Number Using Speed Dial Utility2](#)
- [Registering Telephone Directory Has been Saved on Your Computer to Printer](#)

## Starting Up Speed Dial Utility2

### »» Important

- Before starting up Speed Dial Utility2, make sure that the printer is connected to the computer correctly.
- Do not plug in or unplug any cables while the printer is in operation, or when the computer is in sleep or standby mode.
- If your printer is compatible with LAN connection, make sure that the printer is connected to the computer with LAN connection to use Speed Dial Utility2 via LAN connection.
- The password entry screen may appear during startup or operation. If it appears, enter the administrator password, and then click **OK**. If you do not know the administrator password, contact the administrator of the printer.

Follow the procedure below to start up Speed Dial Utility2.

1. Make sure printer is turned on.

2. Start up Speed Dial Utility2.

- For Windows 10, click **Start** button and select **All apps, Canon Utilities**, and then **Speed Dial Utility2**.
- For Windows 8.1 or Windows 8, select **Speed Dial Utility2** on the **Start** screen to start Speed Dial Utility2. If **Speed Dial Utility2** is not displayed on the **Start** screen, select the **Search** charm, and then search for "Speed Dial Utility2".
- For Windows 7 or Windows Vista, click **Start** and select **All programs, Canon Utilities, Speed Dial Utility2**, and then **Speed Dial Utility2**.

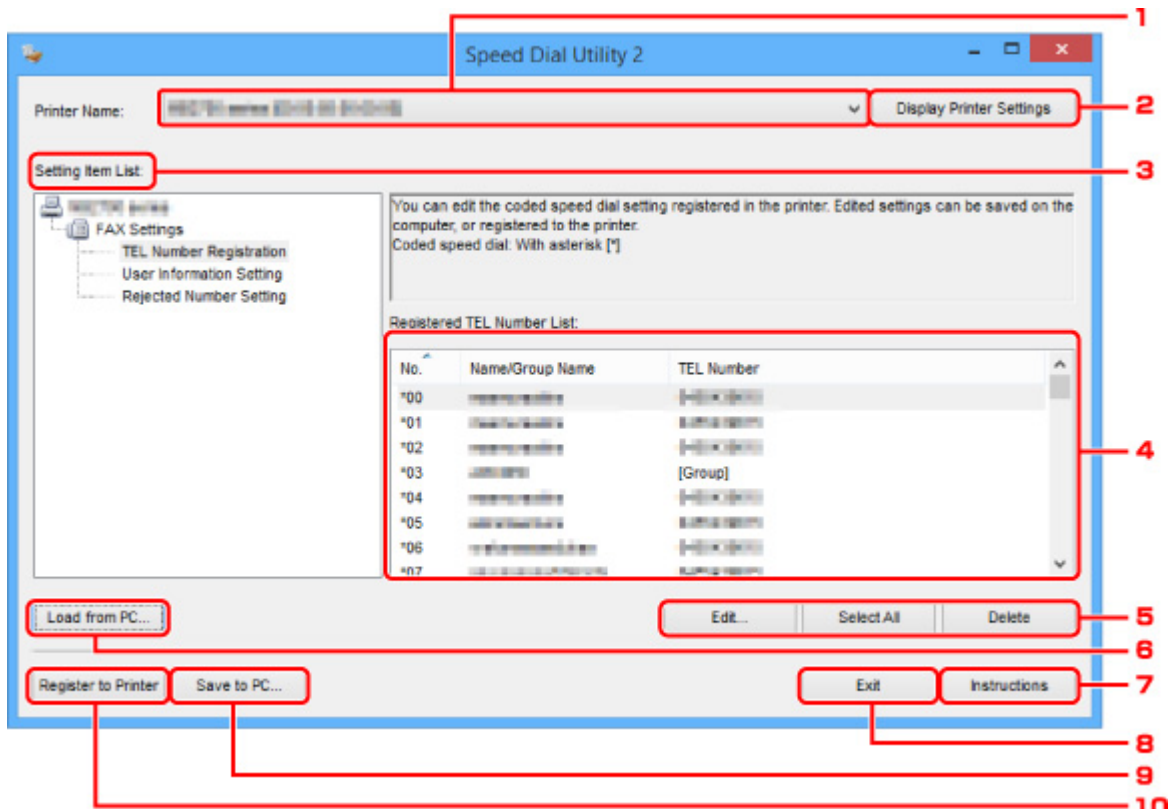
Speed Dial Utility2 starts up.

### »» Note

- You can also start up Speed Dial Utility2 from Quick Utility Toolbox.

# Speed Dial Utility2 Dialog box

The following items are on the **Speed Dial Utility2** dialog box.



## 1. Printer Name:

Selects the printer for editing the telephone directory using Speed Dial Utility2.

Behind printer name, printer's MAC address is displayed.

### ▶▶▶ Note

- For checking printer's MAC address, refer to "Checking Network Information" for your model from Home of the Online Manual.
- For printer that supports both wireless LAN connection and wired LAN connection, MAC address of wired LAN connection is displayed regardless of the connection method.

## 2. Display Printer Settings

Loads the telephone directory registered on the printer that selected for **Printer Name:** into Speed Dial Utility2.

## 3. Setting Item List:

Selects a setting item for editing. Choose one item from **TEL Number Registration**, **User Information Setting**, and **Rejected Number Setting**.

## 4. Registered information list



Displays the registered information selected for **Setting Item List:**.

### **Note**

- By clicking on the item name, you can sort the display order.

#### **5. Edit.../Select All/Delete**

Edits the item that selected for **Setting Item List:**, or deletes the item, or selects all the items.

When multiple items on the registered information list are selected, you cannot use the **Edit...** button.

#### **6. Load from PC...**

Displays the telephone directory saved on the computer.

#### **7. Instructions**

Displays this guide.

#### **8. Exit**

Quits Speed Dial Utility2. Information registered or edited using Speed Dial Utility2 is neither saved on the computer nor registered on the printer.

#### **9. Save to PC...**

Saves the telephone directory edited using Speed Dial Utility2 on the computer.

#### **10. Register to Printer**

Registers the telephone directory edited using Speed Dial Utility2 to the printer.

## Saving Registered Telephone Directory on Printer to Your Computer

---

Follow the procedure below to save the telephone directory (includes recipients' name, recipients' fax/telephone number, group dial, user's name, user's fax/telephone number, and rejected numbers) that registered on the printer to the computer.

1. [Start up Speed Dial Utility2.](#)
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings.**
3. Click **Save to PC....**
4. Enter file name on displayed screen, and then click **Save.**

### ▶▶▶ Note

- The data of the telephone directory (RSD file, \*.rsd) can be imported to other printer.

■ [Registering Telephone Directory Has been Saved on Your Computer to Printer](#)

## Registering a Fax/telephone Number Using Speed Dial Utility2

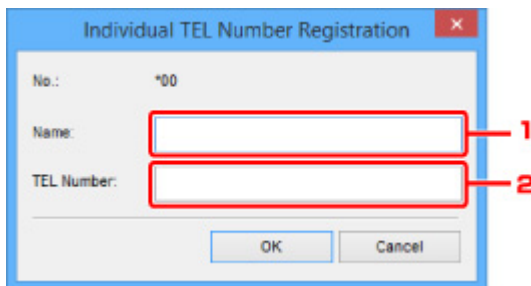
Follow the procedure below to register fax/telephone numbers.

### ▶▶▶ Note

Before you register fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

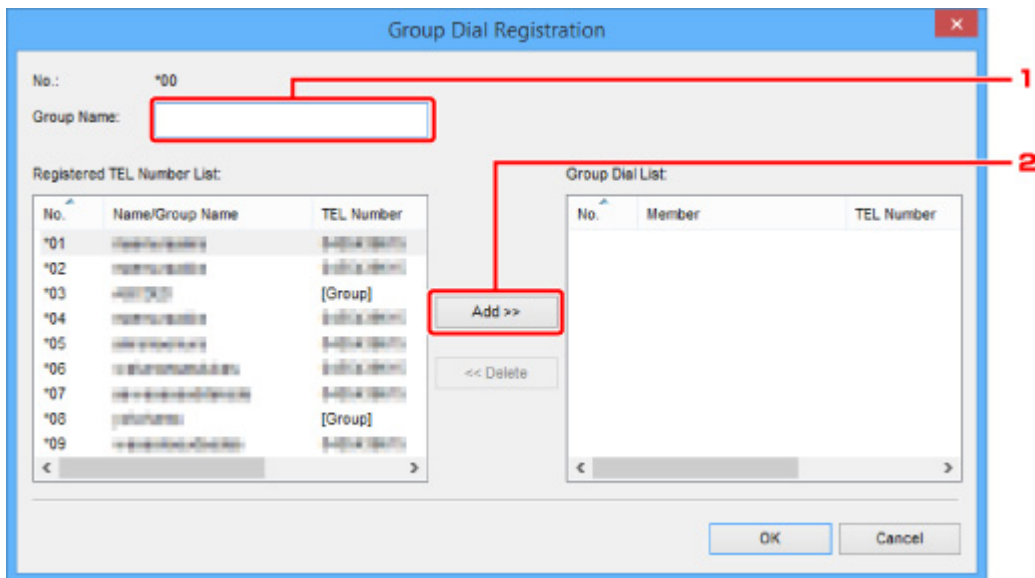
1. [Start up Speed Dial Utility2.](#)
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings.**
3. Click **TEL Number Registration** from **Setting Item List:**.  
The list of registered fax/telephone numbers is displayed.
4. Select an unoccupied code from list, and then click **Edit....**  
The **Individual or Group Selection** dialog box is displayed.
5. Click **Register individual TEL number** or **Register group dial**, and then click **Next....**

- If **Register individual TEL number** is selected:



1. Enter name.
2. Enter fax/telephone number.

- If **Register group dial** is selected:



1. Enter group name.
2. Select a code you want to add to group dial, and then click **Add >>**.

### ➤➤➤ Note

- You can only add the numbers that have already been registered.

## 6. Click **OK**.

To continue registering fax/telephone numbers or a group dial, repeat steps 4 to 6.

- To save the registered information on the computer.

1. Click **Save to PC....**
2. Enter file name on displayed screen, and then click **Save**.

- To register the registered information to the printer:

1. Click **Register to Printer**.
2. When message appears, check it and click **OK**.

The information is registered to the printer.

## Changing a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to change fax/telephone numbers.

### ▶▶▶ Note

- Before you change fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. [Start up Speed Dial Utility2.](#)
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings.**
3. Click **TEL Number Registration** from **Setting Item List:**.  
The list of registered fax/telephone numbers is displayed.
4. Select a code to change from list, and then click **Edit...**

- If an individual fax/telephone number is selected:

Individual TEL Number Registration

No.: \*00

Name: Hoshino

TEL Number: 03-4543-1234

OK Cancel

1. Enter a new name.
2. Enter a new fax/telephone number.

- If a group dial is selected:

Group Dial Registration

No.: \*08

Group Name: Hoshino

Registered TEL Number List:

No.	Name/Group Name	TEL Number
*00	Hoshino	03-4543-1234
*01	Hoshino	03-4543-1234
*02	Hoshino	03-4543-1234
*03	[Group]	[Group]
*09	Hoshino	03-4543-1234

Group Dial List:

No.	Member	TEL Number
*04	Hoshino	03-4543-1234
*05	Hoshino	03-4543-1234
*06	Hoshino	03-4543-1234
*07	Hoshino	03-4543-1234

Add >>

<< Delete

OK Cancel

1. Enter a new group name.

2. Add or delete a member to/from group dial.

**To add a member:**

Select a code to add to group dial, and then click **Add >>**.

**To delete a member:**

Select a code to delete from group dial, and then click **<< Delete**.

**5. Click OK.**

To continue changing fax/telephone numbers or group dials, repeat steps 4 and 5.

- To save the edited information on the computer.

1. Click **Save to PC...**

2. Enter file name on displayed screen, and then click **Save**.

- To register the edited information to the printer:

1. Click **Register to Printer**.

2. When message appears, check it and click **OK**.

The information is registered to the printer.

## Deleting a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to delete fax/telephone numbers.

### ▶▶▶ Note

- Before you delete fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. [Start up Speed Dial Utility2.](#)
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings.**
3. Click **TEL Number Registration** from **Setting Item List:**.  
The list of registered fax/telephone numbers is displayed.
4. Select a code to delete from list, and then click **Delete.**

### ▶▶▶ Note

- To delete all fax/telephone numbers on the list, click **Select All**, and then **Delete.**

5. When confirmation screen appears, click **OK.**

The selected fax/telephone number is deleted.

To continue deleting fax/telephone numbers, repeat steps 4 and 5.

- To save the edited information on the computer.
  1. Click **Save to PC....**
  2. Enter file name on the displayed screen, and then click **Save.**
- To register the edited information to the printer:
  1. Click **Register to Printer.**
  2. When message appears, check it and click **OK.**  
The information is registered to the printer.

## Changing Sender Information Using Speed Dial Utility2

---

Follow the procedure below to change the user's name or fax/telephone number.

1. [Start up Speed Dial Utility2.](#)

2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings.**

3. Click **User Information Setting** from **Setting Item List:**

The user's information is displayed.

4. Select an item to change, and then click **Edit....**

The **User Information** dialog box is displayed.

5. Enter new user's name on **User Name** and new fax/telephone number in **TEL Number**, and then click **OK.**

- To save the edited information on the computer:

1. Click **Save to PC....**

2. Enter file name on displayed screen, and then click **Save.**

- To register the edited information to the printer:

1. Click **Register to Printer.**

2. When message appears, check it and click **OK.**

The information is registered to the printer.



## Registering/Changing Rejected Number Using Speed Dial Utility2

---

Follow the procedure below to register, change, or delete rejected numbers.

1. [Start up Speed Dial Utility2.](#)
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings.**
3. Click **Rejected Number Setting** from **Setting Item List:**.

The list of rejected numbers is displayed.

- To register a rejected number:
  1. Select an unoccupied code from list, and then click **Edit...**
  2. Enter fax/telephone number in **Rejected Number** dialog box, and then click **OK.**
- To change a rejected number:
  1. Select a code to change from list, and then click **Edit...**
  2. Enter fax/telephone number in **Rejected Number** dialog box, and then click **OK.**
- To delete a rejected number:
  1. Select a code to delete from list, and then click **Delete.**

The selected fax/telephone number is deleted.

### ▶▶▶ Note

- To delete all fax/telephone numbers on the list, click **Select All**, and then **Delete.**

## Registering Telephone Directory Has been Saved on Your Computer to Printer

You can load the data of the telephone directory (RSD file, \*.rsd) and register it to your printer.

The data of the telephone directory (RSD file, \*.rsd) that is exported from other printer can be loaded and registered to your printer.

### ▶▶▶ Note

- In Speed Dial Utility2, the data of the telephone directory (RSD file, \*.rsd) that is exported using Speed Dial Utility can be loaded.

1. [Start up Speed Dial Utility2.](#)
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings.**
3. Click **Load from PC....**
4. Select a data of telephone directory (RSD file, \*.rsd) to register to your printer.
5. Click **Open** on dialog box.

The selected telephone directory is displayed.

### ▶▶▶ Note

- If you select the data of the telephone directory (RSD file, \*.rsd) that is exported from other printer, the confirmation message appears. Click **OK.**

6. Click **Register to Printer.**

The telephone directory that has been saved on the computer is registered to your printer.

## **Sending Faxes Using Operation Panel of Printer**

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- **Sending Faxes by Entering Fax/Telephone Number** 📌 **Basic**
- **Resending Faxes (Redialing Busy Number)**
- **Setting Items for Sending Faxes**

## Sending Faxes by Entering Fax/Telephone Number

This section describes dialing and sending faxes directly by entering the fax/telephone numbers.

### ▶▶▶ Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, we recommend that you send them after speaking on the telephone.

- [Sending Fax after Speaking on Telephone](#)

1. [Check that printer is turned on.](#)

2. Press the **FAX** button.

The Fax standby screen is displayed.



FAX [Start]=Offhook  
05/05 12:19 TEL prior

3. [Load documents on platen or in ADF \(Auto Document Feeder\).](#)

### ▶▶▶ Important

- When sending a double-sided document, load the document on the platen. Double-sided documents cannot be automatically scanned and sent from the ADF.

### ▶▶▶ Note

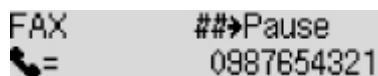
- For details on the types, conditions of document, and how to load the document:

- [Loading Originals](#)

4. Adjust the scan contrast and resolution as necessary.

- [Setting Items for Sending Faxes](#)

5. Use the Numeric buttons to dial the recipient's fax/telephone number.



FAX ##→Pause  
☎= 0987654321

Use the following buttons to dial the recipient's fax/telephone number.

#### Numeric buttons:

Enters the number.

#### ▶ button:

Enters a space.

#### ◀ button:

Deletes the last character you entered.

## **button:**

By pressing this button once, "#" is entered. By pressing this button one more time, "P" is entered.

6. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

The printer starts scanning the document.

### **Important**

- Color transmission is available only when the recipient's fax device supports color faxing.
- Do not open the document cover until scanning is completed.

7. Start sending.

- **If you load the document in the ADF:**

The printer scans the document automatically and starts sending the fax.

#### **Note**

- To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, **Document in ADF [OK]Eject the document** is displayed on the LCD. By pressing the **OK** button, the remaining documents are automatically ejected.

- **If you load the document on the platen:**

After scanning the document, the confirmation screen asking you if you load the next document is displayed.

To send the scanned document, press the **OK** button to start sending it.

To send two or more pages, follow the message to load the next page, and press the **Color** or **Black** button. After scanning all pages, press the **OK** button to start sending.

#### **Note**

- To cancel sending the fax, press the **Stop** button.

### **Note**

- When your printer is connected to a PBX (Private Branch Exchange) system, refer to the operating instructions of the system for details on dialing the recipient's fax/telephone number.
- In case the printer was not able to send a fax, such as when the recipient's line was busy, it has the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default.

#### [Automatic Redialing](#)

- Unsent documents, such as those pending redial, are stored in the printer's memory. They are not stored in the case of a sending error.

#### [Document Stored in Printer's Memory](#)

- Do not unplug the power cord until all documents are sent. If you unplug the power cord, all unsent documents stored in the printer's memory are lost.

## Resending Faxes (Redialing Busy Number)

There are two methods of redialing: Automatic redialing and Manual redialing.

- Automatic Redialing

If you send a document and the recipient's line is busy, the printer will redial the number after a specified interval.

- [Automatic Redialing](#)

- Manual Redialing

You can redial to the recipients dialed using the Numeric buttons.

- [Manual Redialing](#)

### ▶▶▶ Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, we recommend that you send them after speaking on the telephone.

- [Sending Fax after Speaking on Telephone](#)

### ▶▶▶ Note

- Automatic redialing is enabled by default.
- For details on the basic sending operations:
  - [Sending Faxes by Entering Fax/Telephone Number](#)

## Automatic Redialing

You can enable or disable automatic redialing. If you enable automatic redialing, you can specify the maximum number of redial attempts and the length of time the printer waits between redial attempts.

Enable and specify the automatic redialing setting on **Auto redial** in **Adv. FAX settings** under **Fax settings**.

- [Adv. FAX settings](#)

### ▶▶▶ Important

- While automatic redialing, the unsent fax is stored in the printer's memory temporarily until the sending fax is complete. If a power failure occurs or you unplug the power cord before automatic redialing is complete, all faxes stored in the printer's memory are deleted and not sent.

### ▶▶▶ Note

- To stop automatic redialing, wait until the printer starts redialing, then press the **Stop** button.
- To cancel automatic redialing, delete the unsent fax from the printer's memory while the printer is on-standby for a redial operation. For details, see [Deleting Document in Printer's Memory](#).

## Manual Redialing

Follow the procedure below for manual redialing.

1. [Check that printer is turned on.](#)
2. Press the **FAX** button.  
The Fax standby screen is displayed.
3. [Load documents on platen or in ADF \(Auto Document Feeder\).](#)
4. Adjust the scan contrast and resolution as necessary.

### ■ [Setting Items for Sending Faxes](#)

5. Press the **Menu/Wireless connect** button.  
The **FAX menu** screen is displayed.
6. Select **Redial**, then press the **OK** button.



7. Select the recipient's number to redial, then press the **OK** button.
8. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

### ▶▶▶ Important

- Color transmission is available only when the recipient's fax device supports color faxing.

### ▶▶▶ Note

- For manual redialing, the printer memorizes up to 10 recent recipients dialed by entering the fax/telephone numbers. Note that the printer does not memorize any recipients dialed using the redial function or selecting from the directory.
- To cancel manual redialing, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, **Document in ADF [OK]Eject the document** is displayed on the LCD. By pressing the **OK** button, the remaining documents are automatically ejected.



## Setting Items for Sending Faxes

If you select **FAX TX settings** after pressing the **Menu/Wireless connect** button on the Fax standby screen, you can specify the settings of the scan contrast and the scan resolution.

Adjust the scan contrast and resolution following the procedure below.

1. Press the **Menu/Wireless connect** button on the Fax standby screen.

The **FAX menu** screen is displayed.

2. Select **FAX TX settings**, then press the **OK** button.

3. Select **Scan contrast**, then press the **OK** button.

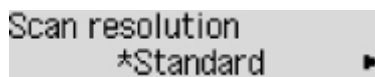
4. Select the scan contrast, then press the **OK** button.



The ◀ button decreases the scan contrast, and the ▶ button increases the scan contrast.

5. Select **Scan resolution**, then press the **OK** button.

6. Select the scan resolution.



### ▶▶▶ Note

- The \* (asterisk) on the LCD indicates the current setting.

#### **Standard**

Suitable for text-only documents.

#### **Fine**

Suitable for fine-print documents.

#### **Extra fine**

Suitable for detailed illustration or fine-print quality documents.

If the recipient's fax device is not compatible with **Extra fine** (300 x 300 dpi), the fax will be sent in the **Standard** or **Fine** resolution.

#### **Photo**

Suitable for photographs.

**»» Note**


- When sending a color fax, documents are always scanned in the same resolution (200 x 200 dpi). The image quality (compression rate) is determined by which scan resolution is selected, except that **Extra fine** and **Photo** provide the same image quality.

**7. Press the OK button.**

The LCD returns to the Fax standby screen.

## **Sending Faxes from Computer (Windows)**

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- **Sending a FAX (Fax Driver)  Basic**
- **Creating an Address Book (Fax Driver)**
- **Edit or Remove a Recipient from an Address Book (Fax Driver)**
- **Search for a Recipient in an Address Book (Fax Driver)**
- **Cannot Send Faxes from Computer**
- **How to Open the Setting Screen of the Fax Driver**
- **General Notes (Fax Driver)**

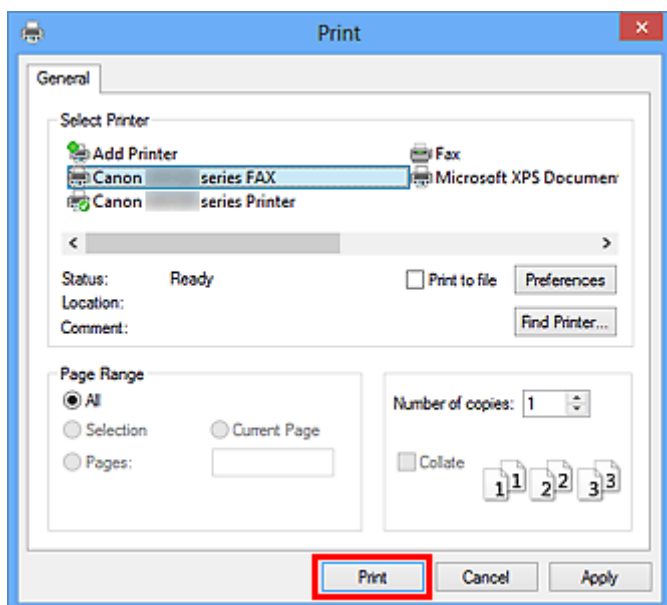
## Sending a FAX (Fax Driver)

You can send faxes using the fax driver from applications that support document printing.

### ►►► Note

- Only black and white transmission is supported.

1. Make sure that the machine is turned on.
2. Open the document you want to fax with an application (such as Notepad), and then click the Print command. (The command is **Print...** on the **File** menu.)
3. In **Select Printer** or **Name** in the **Print** dialog box, select **Canon XXX series FAX** (where "XXX" is the model name).
4. Click **Print** or **OK**.

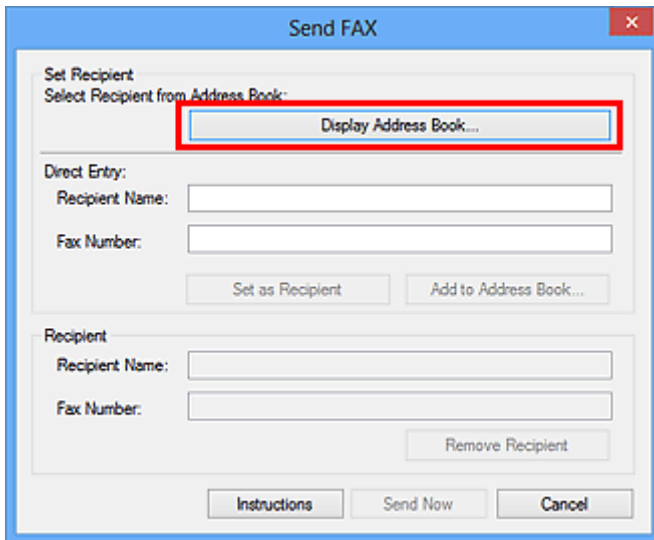


\* **Print** dialog box in Notepad

### ►►► Note

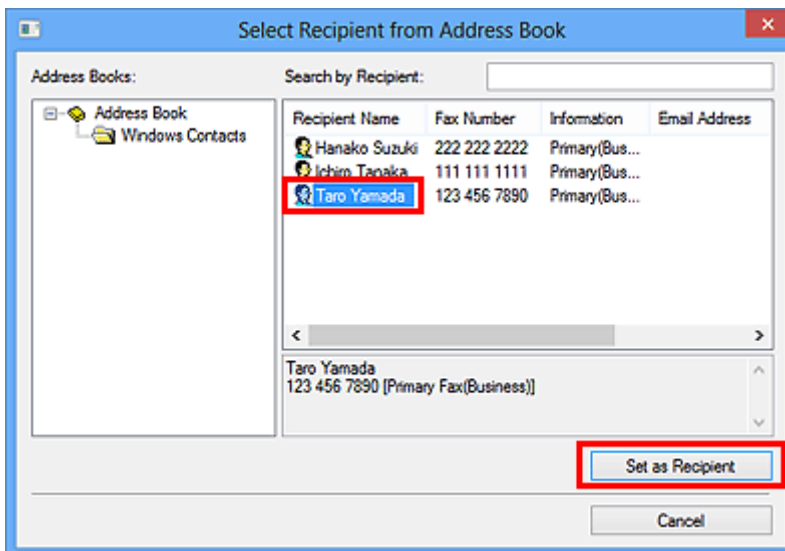
- Click **Preferences** or **Properties** in the **Print** dialog box to open the print settings dialog box of the fax driver in which you can set the paper size and print orientation. For details on how to open the print settings dialog box of the fax driver, see "[How to Open the Setting Screen of the Fax Driver.](#)"

5. Click **Display Address Book...** in **Set Recipient** in the **Send FAX** dialog box.



6. Select a recipient from **Recipient Name** in the **Select Recipient from Address Book** dialog box, then click **Set as Recipient**.

The selected recipient is reflected in **Recipient** in the **Send FAX** dialog box.



### ▶▶▶ Important

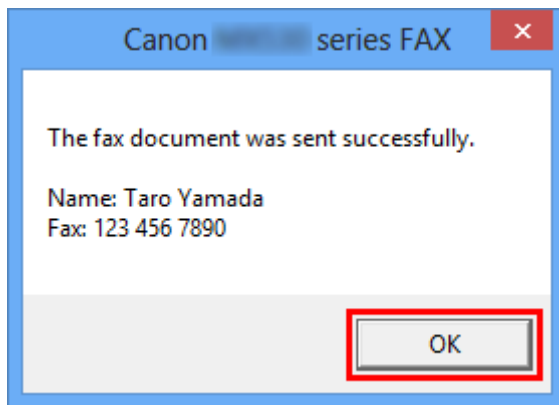
- You cannot specify a recipient if there is no recipient registered in the address book. Register the recipient in the address book and reopen the address book.  
For details on how to register recipients in the address book, see "[Creating an Address Book \(Fax Driver\)](#)."
- If the recipient's fax/telephone number is entered incorrectly or the registered fax/telephone number is incorrect, the fax may be sent to an unexpected recipient. When sending an important fax, it is recommended that you send it after confirming the entered information and recipient's status.

## »» Note

- You can also specify **Recipient** by entering the **Recipient Name** and **Fax Number** in **Direct Entry** in the **Send FAX** dialog box and then clicking **Set as Recipient**.
  - For details on valid characters, see "[General Notes \(Fax Driver\)](#)."
  - You can send faxes even if only the **Fax Number** is entered.
  - You can register the recipient you entered to the address book by clicking **Add to Address Book...** For details on how to register recipients in the address book, see "[Creating an Address Book \(Fax Driver\)](#)."
- Add the outside line access number before the fax number as needed.  
(Example: When the outside line access number is "0" and the fax number is "XXX-XXXX", enter "0XXX-XXXX".)

## 7. Click **Send Now**.

When a confirmation message is displayed, click **OK**.



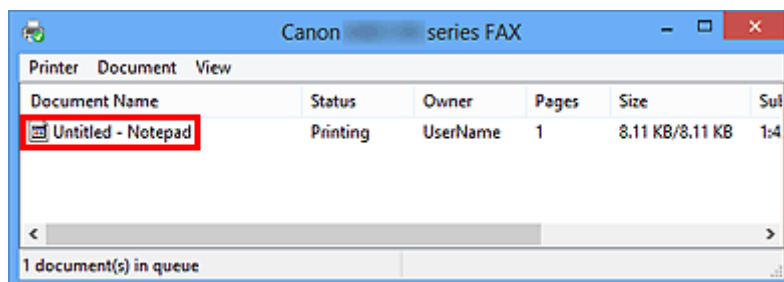
## »» Important

- If you cannot send a fax due to line failure or other problem, see "[Cannot Send Faxes from Computer](#)."

## Canceling Transmission

If you click **Send Now** in the **Send FAX** dialog box, the printer icon is displayed in the taskbar. Double-click this icon to display the list of fax jobs awaiting transmission or being sent.

Right-clicking a job and selecting **Cancel** stops transmission.



## Creating an Address Book (Fax Driver)

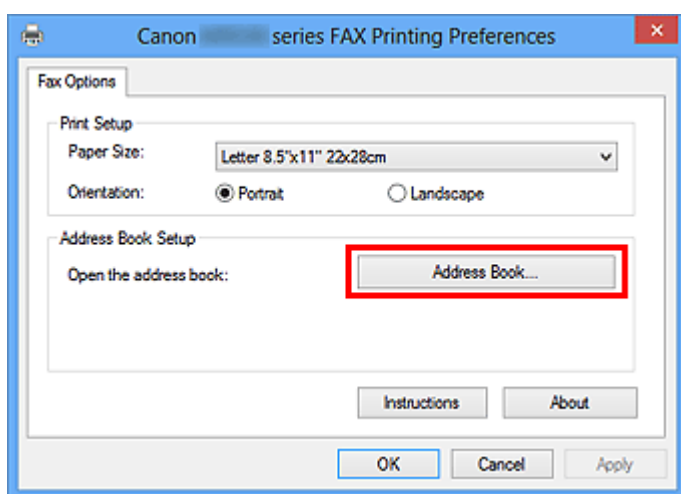
By using the address book, you can send a fax by simply specifying a recipient from it.

You can register the recipient's name, fax number and other information in the address book.

### Registering a recipient (WAB contact) in the address book

You can register an individual recipient (Contact) in the address book.

1. [Open the print settings dialog box of the fax driver.](#)
2. Click **Address Book...** in the displayed dialog box.



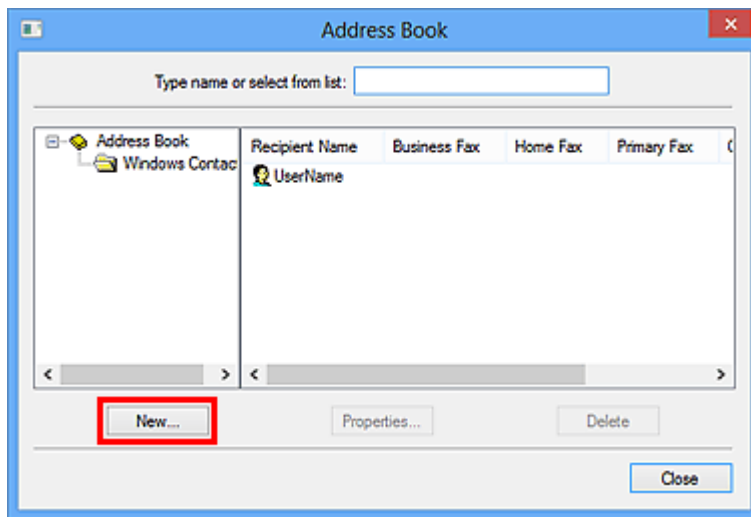
#### ▶▶▶ Note

- Once an individual recipient (Contact) is registered in the address book folder (Windows Contacts) as an address book file (.contact file), it can be used in multiple applications. However, you cannot change the address book you use, as only one address book can be created per user.

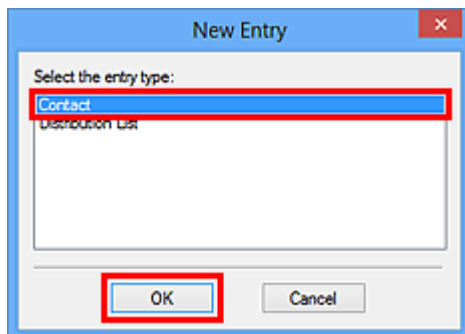
Follow the steps below to open Windows Contacts.

- **Windows 8.1/Windows 8:**  
Select the **Search** charm, then search for "Contacts".
- **Windows 7/Windows Vista:**  
Select **XXXX (user name)** from the **Start** menu, then double-click **Contacts**.

3. In the **Address Book** dialog box, click **New...**



4. Select **Contact** in the **New Entry** dialog box, then click **OK**.



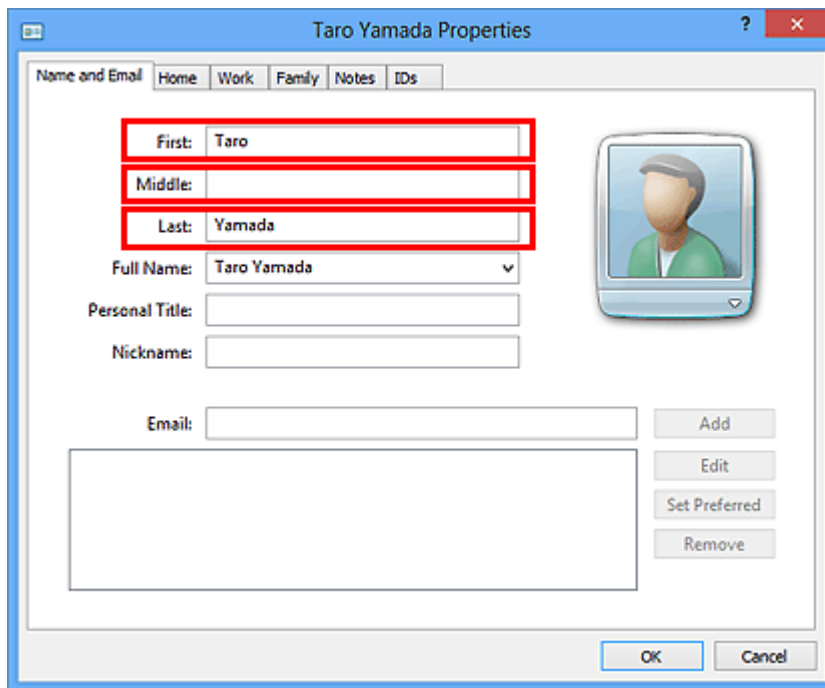
#### ➤➤➤ Note

- For faxing, you can only specify the **Contact** (one recipient). You cannot specify a **Distribution List**.

5. On **Name and E-mail** tab of Properties dialog box, enter **First** and **Last**.

The recipient's name will be printed at the top of the fax received by the recipient.



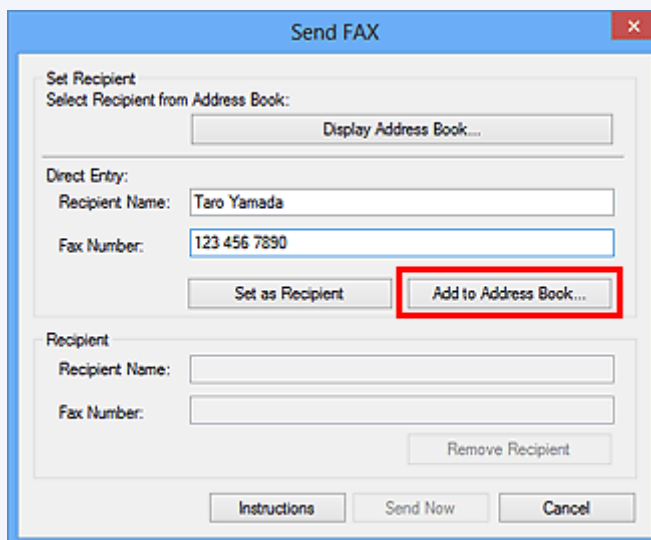


6. Enter the fax number on the **Home** or **Work** tab, then click **OK**.

An individual recipient (Contact) is registered in the address book.

### ➤➤➤ Note

- You can also register a recipient by clicking the **Add to Address Book...** button on the **Send FAX** dialog box after entering the recipient.



- Add the outside line access number before the fax number as needed.  
(Example: When the outside line access number is "0" and the fax number is "XXX-XXXX", enter "0XXX-XXXX".)
- If you upgrade from Windows XP to Windows Vista, the address book you created in Windows XP may not be reflected in Windows Vista. In this case, open the address book in the following procedure and reflect the information to a new address book.

1. From the **Start** menu, select **Control Panel > Appearance and Personalization > Folder Options**.
2. Click the **View** tab of the **Folder Options** dialog box, select **Show hidden files and folders** in **Advanced settings**, then click **OK**.
3. From the **Start** menu, select **XXXX (user name)**, then double-click **AppData > Roaming > Canon > MP5** to open the folder.
4. Double-click the ".wab" file.

The address book will be reflected in Windows Vista automatically.

## Related Topic

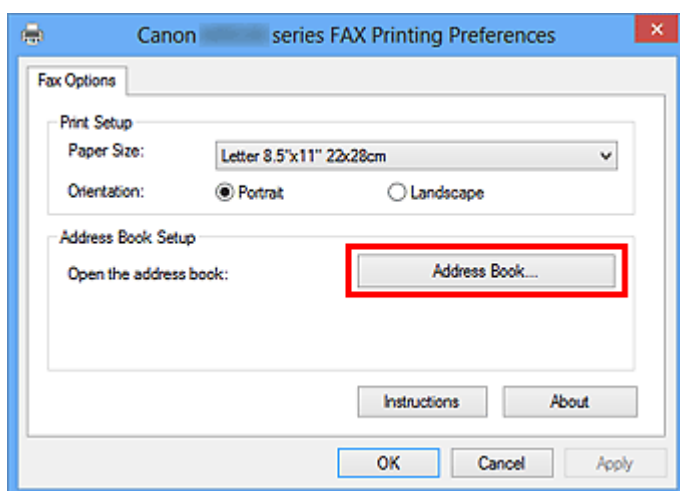
- [Edit or Remove a Recipient from an Address Book \(Fax Driver\)](#)
- [Search for a Recipient in an Address Book \(Fax Driver\)](#)

## Edit or Remove a Recipient from an Address Book (Fax Driver)

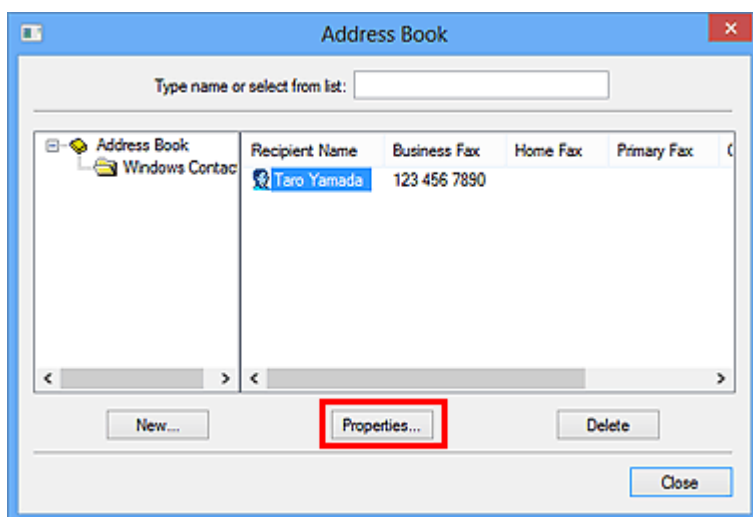
You can change the recipients' names, fax numbers and other information, or delete recipients registered in the address book.

### Editing Recipients in an address book

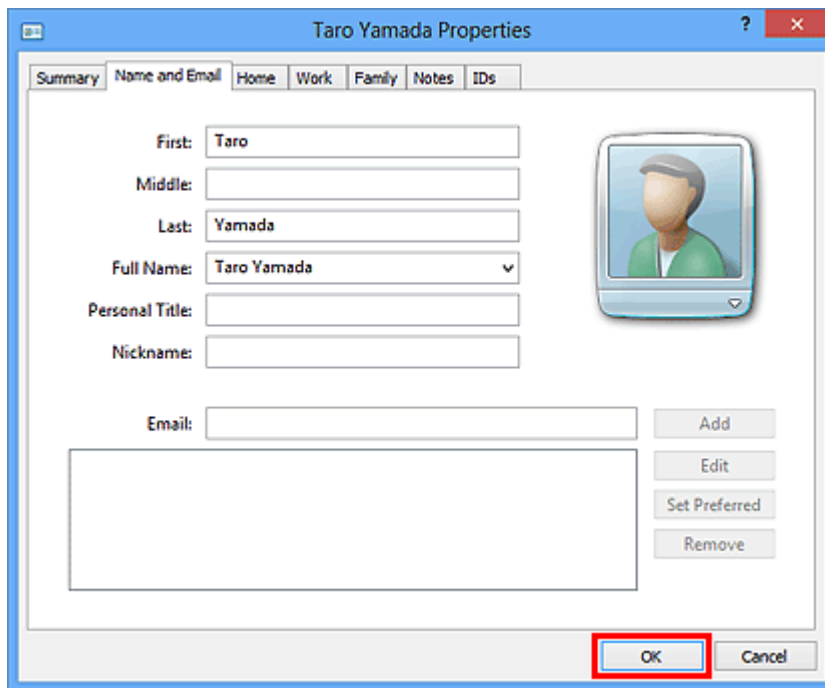
1. [Open the print settings dialog box of the fax driver.](#)
2. Click **Address Book...** in the displayed dialog box.



3. Select the recipient you want to edit from the **Address Book** dialog box, then click **Properties...**

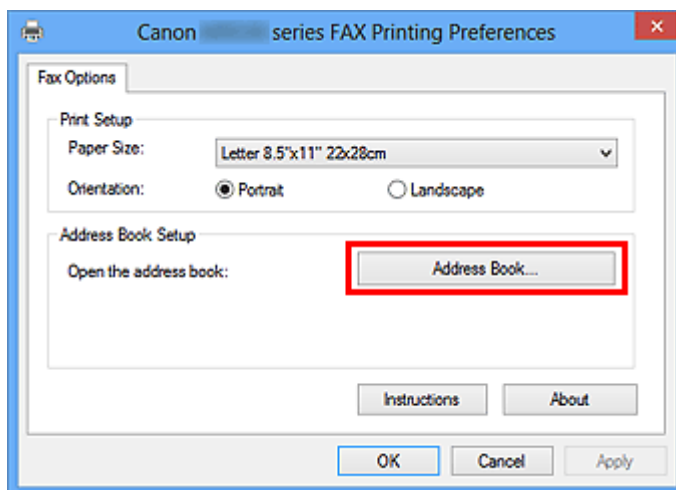


4. Change information as needed on the Properties dialog box, then click **OK**.

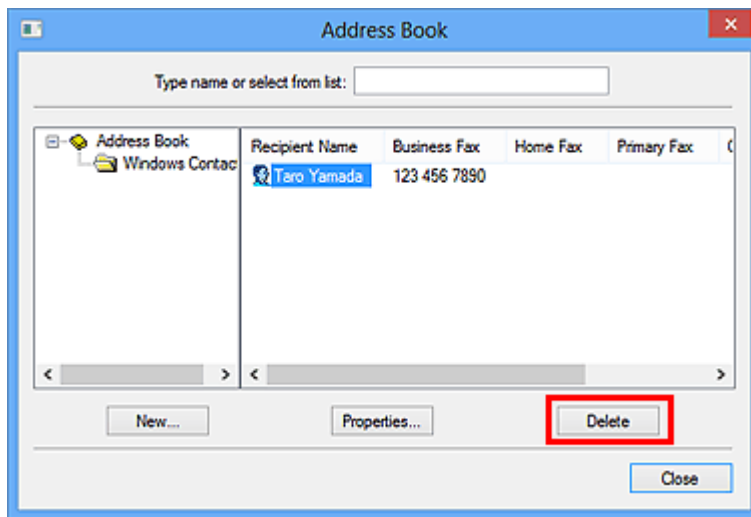


## Removing Recipients from an address book

1. [Open the print settings dialog box of the fax driver.](#)
2. Click **Address Book...** in the displayed dialog box.



3. Select the recipient you want to delete from the **Address Book** dialog box, then click **Delete**.

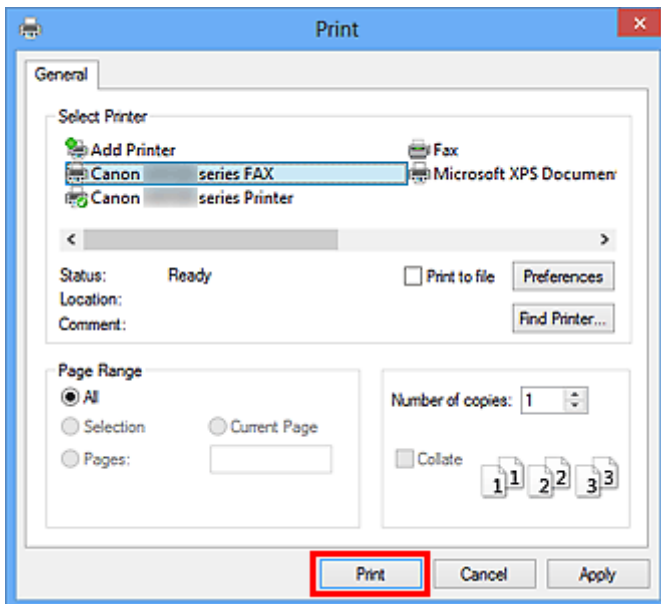


4. When a confirmation message is displayed, click **Yes**.

## Search for a Recipient in an Address Book (Fax Driver)

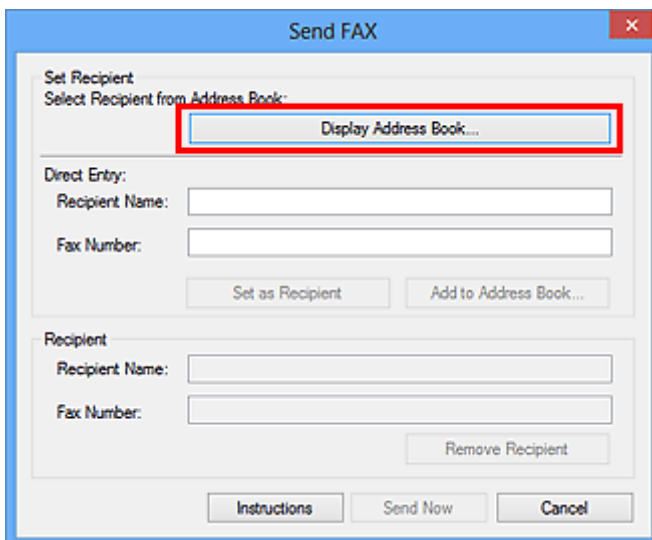
You can search for recipients registered in the address book by name.

1. Open the document you want to fax with an application (such as Notepad), and then click the Print command. (The command is **Print...** on the **File** menu.)
2. In **Select Printer** or **Name** in the **Print** dialog box, select **Canon XXX series FAX** (where "XXX" is the model name).
3. Click **Print** or **OK**.



\* **Print** dialog box in Notepad

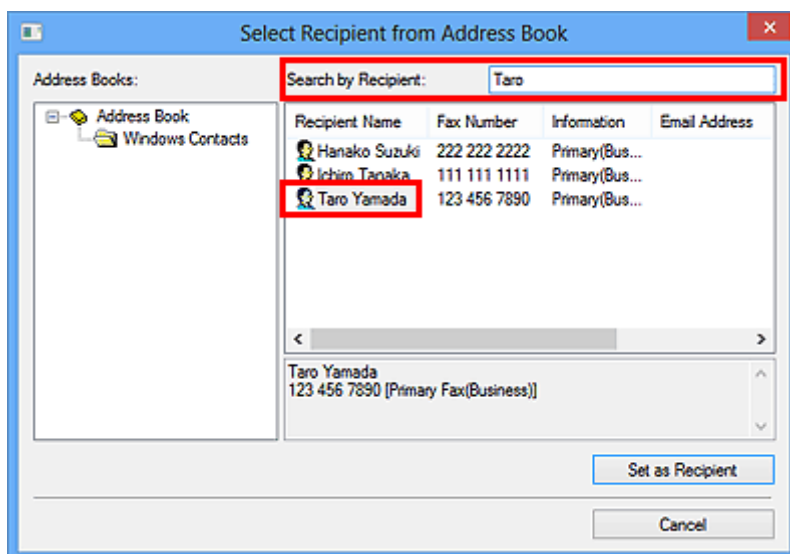
4. Click **Display Address Book...** in **Set Recipient** in the **Send FAX** dialog box.



5. Enter the name of the recipient you want to search for in **Search by Recipient** in the **Select Recipient from Address Book** dialog box.

If the entered name is found, the recipient will be displayed in the contact list with its name selected.

While the name is selected, click **Set as Recipient** to enter it as the recipient.



### ▶▶▶ Important

- You cannot search by criteria other than name.



## Cannot Send Faxes from Computer



### Check 1 Is the power turned on?

You cannot send faxes if the power is turned off. Press the **ON** button to turn the power on.

If you disconnected the power cord without turning off the power (one of the buttons on the operation panel is lit), reconnecting it turns on the power.

If you disconnected the power cord after pressing the **ON** button to turn off the power (no buttons on the operation panel are lit), reconnect it, then press the **ON** button to turn on the power.

If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

### Important

- Confirm that all lamps on the operation panel are off before unplugging the power cord, then unplug the power cord.

If a power failure occurs or you unplug the power cord, all faxes stored in the machine's memory are deleted.

### Note

- If the faxes stored in the machine's memory are deleted by a power failure or unplugging the power cord, the list of the faxes deleted from the machine's memory will be printed after turning the machine on.

### Check 2 Is a document being sent from memory or a fax being received into memory?

When the message for the transmission/reception is displayed on the machine's LCD (Liquid Crystal Display) monitor, a fax is being sent from/received into machine's memory. Wait until the transmission/reception is complete.

### Check 3 Is the telephone line type set correctly?

Check the telephone line type setting and change it as necessary.

### Check 4 Is **Dial tone detect** set to **ON**?

Resend the fax after a while.

If you still cannot send the fax, select **OFF** for **Dial tone detect** in **Advanced FAX settings** under **FAX settings**.

### Check 5 Is the recipient's fax number correct?

Check the recipient's fax number, then send the document again.

■ [Sending a FAX \(Fax Driver\)](#)



## »» Note

- For details on how to change the recipients registered in the address book, see "[Edit or Remove a Recipient from an Address Book \(Fax Driver\)](#)."

### Check 6 Does an error occur during transmission?

Check if a message is displayed in the computer screen.

If displayed, check the message, then resolve the error.

### Check 7 Does a printer error occur?

Check if a message is displayed on the LCD monitor.

If a support code is displayed, see "Support Code List" for your model from Home of the Online Manual.

If no support code is displayed, see "A Message Is Displayed" for your model from Home of the Online Manual.

If you are in a hurry, press the **Stop** button to close the message, then send the fax.

### Check 8 Is the telephone line connected correctly?

Reconnect the telephone line cable to the telephone line jack.

If the telephone line is connected correctly, then there is a problem with your telephone line. Contact your telephone company and the manufacturer of your terminal adapter or telephone adapter.

## How to Open the Setting Screen of the Fax Driver

The following explains how to display the print settings dialog box or the Properties dialog box of the fax driver from your application or from the fax/printer icon.

### Opening the Print Settings Dialog Box of the Fax Driver from an Application

1. Click the Print command in the application.

In general, you can open the **Print** dialog box by selecting Print from the File menu.

2. Select "your model name," then click **Preferences** (or **Properties**).

The print settings dialog box of the fax driver appears.

### Opening the Print Settings Dialog Box of the Fax Driver from the Fax/Printer Icon

#### • Windows 8.1/Windows 8:

1. Click the **Settings** charm > **Control Panel** > **Hardware and Sound** > **Devices and Printers**.
2. Right-click the **Canon XXX series Printer** icon or **Canon XXX series FAX** icon and select **Printing Preferences**, then **Canon XXX series FAX**. (Where "XXX" is the model name.)

#### • Windows 7:

1. From the **Start** menu, select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.
2. Right-click the **Canon XXX series Printer** icon or **Canon XXX series FAX** icon and select **Printing Preferences**, then **Canon XXX series FAX**. (Where "XXX" is the model name.)

#### • Windows Vista:

1. From the **Start** menu, select **Control Panel** > **Hardware and Sound** > **Printers**.
2. Right-click the **Canon XXX series FAX** icon (where "XXX" is the model name) and select **Printing Preferences....**

## Opening the Properties Dialog Box of the Fax Driver from the Fax/Printer Icon

- **Windows 8.1/Windows 8:**

1. Click the **Settings** charm > **Control Panel** > **Hardware and Sound** > **Devices and Printers**.
2. Right-click the **Canon XXX series Printer** icon or **Canon XXX series FAX** icon and select **Printer Properties**, then **Canon XXX series FAX**. (Where "XXX" is the model name.)

- **Windows 7:**

1. From the **Start** menu, select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.
2. Right-click the **Canon XXX series Printer** icon or **Canon XXX series FAX** icon and select **Printer Properties**, then **Canon XXX series FAX**. (Where "XXX" is the model name.)

- **Windows Vista:**

1. From the **Start** menu, select **Control Panel** > **Hardware and Sound** > **Printers**.
2. Right-click the **Canon XXX series FAX** icon (where "XXX" is the model name) and select **Properties**.

## General Notes (Fax Driver)

This fax driver is subject to the following restrictions.

Keep the following points in mind when using the fax driver.

- The fax driver may not work correctly when sending a Microsoft Excel 2002 document as a fax with the **Allow A4/Letter Paper Resizing** option checked in Microsoft Excel 2002. Follow the instructions below to solve the problem:

1. Click **Options...** from the **Tools** menu.
2. Uncheck the **Allow A4/Letter Paper Resizing** option on the **International** tab.

- When using a network compatible printer, you cannot send faxes from multiple computers at the same time. If you try to send a fax from a computer while a fax is being sent from another computer, a message appears and your fax cannot be sent.

Make sure that a fax is not being sent from another computer.

- If you assign the fax driver to the Bluetooth port, you cannot send a fax from the computer.
- You can use the following characters for **Fax Number**:

Character	Explanation
0 - 9 * #	For use in telephone and fax numbers.
, p	To place a pause between numbers.
P	To place a pause at the end of a sequence of numbers.
T	Numbers after the T will be sent as a tone signal.
+ - ( ), space	To make the number easier to read. You cannot insert a space at the front of a number.

\*You cannot use ".", "R", "M", or "E".

- You can enter the following number of characters in **Recipient Name** and **Fax Number**.

**Recipient Name:** Up to 16 characters

**Fax Number:** Up to 60 characters

\* The number of characters you can enter differs in some regions.

- The fax driver does not work correctly if you uncheck the **Enable printer pooling** option on the **Ports** tab of the **Canon XXX series FAX Properties** dialog box (where "XXX" is the model name). Check that the option is checked.

For details on how to open the **Canon XXX series FAX Properties** dialog box, see "[Opening the Properties Dialog Box of the Fax Driver from the Fax/Printer Icon.](#)"

## Receiving Faxes

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- ▶ **Receiving Faxes**
- ▶ **Changing Paper Settings**
- ▶ **Memory Reception**

## Receiving Faxes

This section describes the preparation necessary for receiving a fax and how to receive a fax.

### Preparing for Receiving a Fax

Prepare for receiving a fax according to the following procedure.

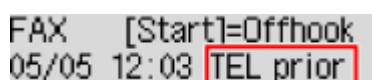
1. [Check that printer is turned on.](#)

2. Press the **FAX** button.

The Fax standby screen is displayed.

3. Make sure of the receive mode setting.

Make sure of the receive mode setting displayed on the Fax standby screen.



FAX [Start]=Offhook  
05/05 12:03 TEL prior

#### ▶▶▶ Note

- For details on how to change the receive mode:

■ [Setting Receive Mode](#)

4. [Load paper.](#)

Load the sheets of plain paper.

5. Specify the paper settings as necessary.

■ [Changing Paper Settings](#)

This completes the preparation for receiving fax.

When a fax is received, it is printed on the loaded paper automatically.

### Receiving a Fax

Depending on the selected receive mode, the receive operation varies.

#### ▶▶▶ Note

- For details on the receive mode:

■ [Setting Receive Mode](#)

- You can specify the advanced settings of each receive mode.

For details on the advanced settings of the receive mode:

■ [Advanced Settings of Receive Mode](#)

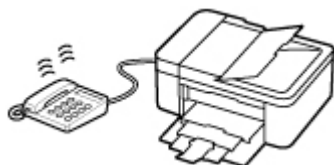
- If the printer was not able to print a received fax, the printer stores the unprinted fax in its memory (Substitute Reception).

#### ■ [Memory Reception](#)

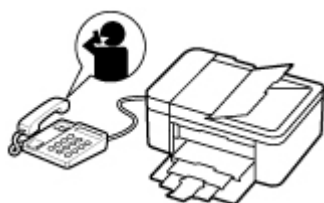
### When TEL priority mode is selected:

- **When the call is a fax:**

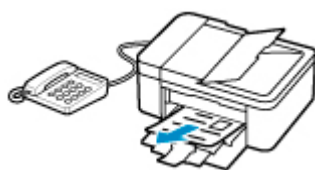
The telephone will ring when a call comes.



Pick up the handset. If you hear the fax tone, wait for at least 5 seconds after it stops, then hang up the handset.



The printer will receive the fax.



### ▶▶ Note

- If the printer will not switch to fax reception, press the **FAX** button, then the **Color** or **Black** button to receive the fax.
- To receive a fax without picking up the handset, set **Manual/auto switch** of the advanced setting to **ON**. **RX start time** allows you to specify the number of seconds until the printer switches to fax reception.
- If you have subscribed to Duplex Ringing service in Hong Kong, the telephone will ring a specified number of times when there is an incoming call with a fax distinctive ring pattern. Then, the printer will switch to fax reception automatically without the handset being picked up. The number of times to ring the telephone until switching to fax reception can be changed.
- Set the printer to enable you to initiate fax reception from a connected telephone (remote reception).

#### ■ Remote Reception

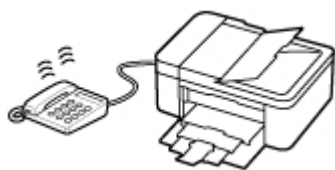
- **When the answering machine is connected to the printer:**

- If the answering machine is set to the answering mode, set **User-friendly RX** of the advanced setting to **ON**. If the call is a fax, the printer will receive the fax automatically.

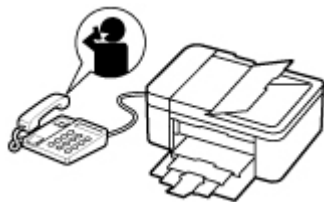
- If the answering mode is turned off on the answering machine, pick up the handset. If you hear the fax tone, wait for at least 5 seconds after it stops, then hang up the handset.
- If **Manual/auto switch** of the advanced setting is set to **ON**, set **RX start time** to longer than the time before the answering machine starts playing the answering message. After making this setting, we recommend that you call the answering machine using a mobile phone, etc. to confirm that messages are recorded successfully in the answering machine.
- Set your answering machine to answering mode and adjust it as follows:
  - The entire message should be no longer than 15 seconds.
  - In the message, tell your callers how to send a fax.

• **When the call is a voice call:**

The telephone will ring when a call comes in.



Pick up the handset, and talk on the telephone.



▶▶▶ **Note**

- If the printer unexpectedly switches to fax reception during telephone calls, set **User-friendly RX** of the advanced setting to **OFF**.
- If **Manual/auto switch** of the advanced setting is set to **ON**, you must answer an incoming call by picking up the handset within the time specified in **RX start time**. Otherwise the printer will switch to fax reception.

**When Fax only mode is selected:**

• **When the call is a fax:**

The printer will receive the fax automatically.



▶▶▶ **Note**

- If a telephone is connected to the printer, the telephone will ring when a call comes in.

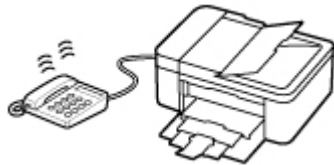


- You can change the number of times to ring the telephone with **Incoming ring** of the advanced setting.

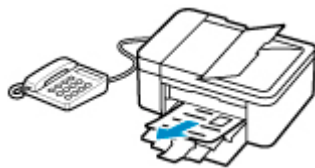
### When DRPD or Network switch is selected:

- **When the call is a fax:**

The telephone will ring when a call comes.



The printer will receive the fax automatically when the fax ring pattern is detected.



#### ►► Note

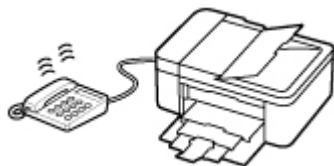
- You can change the number of times to ring the telephone.

■ [Advanced Settings of Receive Mode](#)

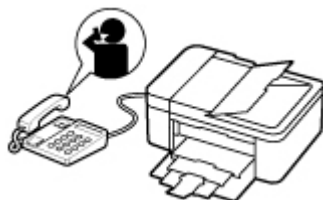
- **When the call is a voice call:**

The telephone will ring when a call comes.

When the printer does not detect the fax ring pattern, the telephone will continue ringing.



Pick up the handset, and talk on the telephone.



#### ►► Note

- To use this feature, you need to subscribe to a compatible service provided by your telephone company.

- **For DRPD**

You need to select the appropriate ring pattern on the printer.

■ [Setting the DRPD Ring Pattern \(US and Canada only\)](#)

- **For Network switch**

The name of this service varies depending on the country or region of purchase. This setting may not be also available depending on the country or region of purchase.

## Changing Paper Settings

This printer prints received faxes to paper loaded in the printer beforehand. You can use the operation panel to change the paper settings for printing faxes. Make sure that the settings are appropriate for the loaded paper.

### ▶▶ Important

- If the size of loaded paper is different from that specified in the paper size setting, **Check page size Press [OK]** are displayed on the LCD. In this case, load the same size of paper as that specified in the paper size setting, then press the **OK** button.

You can also press the **Stop** button to close the message and print the stored documents in the printer's memory later.

■ [Printing Document in Printer's Memory](#)

- If no paper is loaded, or paper has run out while printing is in progress, the error message for no paper is displayed on the LCD. In this case, load paper and press the **OK** button.

You can also press the **Stop** button to close the message and print the stored documents in the printer's memory later.

■ [Printing Document in Printer's Memory](#)

### ▶▶ Note

- If the sender sends a document that is larger than Letter-size or Legal-size, such as 11 x 17 inches, the sender's printer may send the fax automatically reduced in size or divided, or send only a part of the original.

1. [Check that printer is turned on.](#)
2. Press the **FAX** button.  
The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.  
The **FAX menu** screen is displayed.
4. Select **FAX paper settings**, then press the **OK** button.
5. Select a setting item, then press the **OK** button.
6. Specify the settings.

Use the ◀▶ button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

The LCD returns to the Fax standby screen when all the settings are complete or when pressing the **FAX** button.

### ▶▶▶ Note

- The \* (asterisk) on the LCD indicates the current setting.

### Page size

Select the page size from **A4**, **Letter**, or **Legal**.

### ▶▶▶ Note

- Some of page sizes are not available depending on the country or region of purchase.

### Media type

The paper type is set to **Plain paper**.

### 2-sided

Select whether to perform two-sided printing when printing faxes, reports, or lists.

## Memory Reception

If the printer was not able to print the received fax, the received fax is stored in the printer's memory. The **FAX Memory** lamp is lit and **Received in memory** is displayed at the Fax standby screen.

### ►►► Important

- If you unplug the power cord, all faxes stored in the printer's memory are deleted. The next time you turn the printer on, press the **OK** button after a confirmation screen is displayed. The list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed.

If the printer receives a fax under one of the following conditions, the received fax will be automatically stored in the printer's memory.

- **The printer is set to store received faxes in its memory:**

When **Do not print** is selected for **Received documents** in **Auto print settings** under **FAX settings**, the received faxes are stored in the printer's memory.

You can print the faxes stored in the printer's memory from **Memory reference** in the **FAX menu** screen.

- [Printing Document in Printer's Memory](#)

### ►►► Note

- To print the received faxes automatically, select **Print** for **Received documents** in **Auto print settings** under **FAX settings**.

- [Auto print settings](#)

- **An error has occurred on the printer:**

If you select **Print** for **Received documents** in **Auto print settings** under **FAX settings**, a received fax will be printed automatically. However, if any of the following errors occurs, the received fax will not be printed. It will instead be stored in the printer's memory.

When the error is resolved, the fax stored in the printer's memory is printed automatically.

- The amount of remaining ink is insufficient to print a fax:

Replace the FINE cartridge.

- [Replacing a FINE Cartridge](#)

### ►►► Note

- You can set the printer to forcibly print a received fax even if the ink has run out.

Set **Print when no ink** in **Auto print settings** under **FAX settings** to **Print**.

However, part or all of the fax may not be printed since the ink has run out.

Also, the contents of the fax will not be stored in the printer's memory.

If the ink has already run out, we recommend that **Do not print** be selected for **Received documents** in **Auto print settings** under **FAX settings** to store the received fax in the printer's memory. After you replace the FINE cartridge and select **Print** for **Received documents** in **Auto print settings**, the fax stored in the printer's memory will be printed automatically.

#### ■ [Auto print settings](#)

- Paper has run out:

Load the paper and press the **OK** button.

- A different size of paper from that specified by **Page size** in **FAX paper settings** is loaded:

Load the same size of paper as that specified by **Page size** in **FAX paper settings**, and then press the **OK** button.

- **You pressed the Stop button to cancel printing of a fax:**

To resume printing of the fax, display the Fax standby screen by pressing the **FAX** button again.

#### ▶▶ **Note**

- The printer can store up to max. 50 pages\* (max. 20 documents) of faxes in the printer's memory.

\* When using ITU-T No.1 chart (Standard mode)

- If the printer's memory becomes full during memory reception, only pages which already have been received are stored in the memory. Print the received faxes stored in the printer's memory, and then delete them from the printer's memory and have the sender resend the faxes.

#### ■ [Document Stored in Printer's Memory](#)

## Other Useful Fax Functions

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- ▶ **Document Stored in Printer's Memory**

## Document Stored in Printer's Memory

If the sending faxes is not complete or the printer was not able to print the received faxes, these faxes are stored in the printer's memory.

If an error occurred during a fax transmission, the document is not stored in the printer's memory.

In the following cases, the printer is not able to print the received fax and will automatically store the fax in its memory.

- The amount of remaining ink is insufficient to print a fax.
- Paper has run out.
- A different size of paper from that specified by **Page size** in **FAX paper settings** is loaded.
- **Do not print** is selected for **Received documents** in **Auto print settings** under **FAX settings**.
- You pressed the **Stop** button to cancel printing of a received fax.

### ►► Important

- If you unplug the power cord of the printer, all faxes stored in the printer's memory are deleted.  
For details on how to unplug the power cord, refer to [Unplugging the Printer](#).

You can print or delete the faxes stored in the printer's memory.

- To print a document in the printer's memory:
  - [Printing Document in Printer's Memory](#)
- To delete a document in the printer's memory:
  - [Deleting Document in Printer's Memory](#)

### ►► Note

- When confirming, printing, or deleting a document stored in the printer's memory, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.  
For details on how to print MEMORY LIST, see [Printing Document in Printer's Memory](#).



## Printing Document in Printer's Memory

You can print a specified document in the printer's memory or print all the received documents in its memory at a time.

When printing a specified document, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

1. [Check that printer is turned on.](#)

2. [Load paper.](#)

3. Press the **FAX** button.

The Fax standby screen is displayed.

4. Press the **Menu/Wireless connect** button.

The **FAX menu** screen is displayed.

5. Select **Memory reference**, then press the **OK** button.

### ▶▶▶ Note

- If no document is stored in the printer's memory, **No documents in memory** is displayed on the LCD.

6. Select a print menu, then press the **OK** button.

### Print memory list

You can print a list of the documents in the printer's memory (MEMORY LIST).

MEMORY LIST shows the transaction number of the unsent or unprinted fax (TX/RX NO.), transaction mode, recipient's number, and the date and time of the transaction.

A transaction number from "0001" to "4999" on MEMORY LIST indicates a document being sent. A transaction number from "5001" to "9999" on MEMORY LIST indicates a document being received.

### Print specified doc.

You can specify the document and print it.

If you select this menu, the document selection screen is displayed.

```
Print specified doc.  
TX/RX no.          *0001
```

### ▶▶▶ Note

- A transaction number from "0001" to "4999" indicates a document being sent. A transaction number from "5001" to "9999" indicates a document being received.
- Each mark before the transaction number indicates the following:  
No mark: Indicates a black and white document.

\*: Indicates a color document.

#: Indicates the document during transmission.

Ⓢ: Indicates the document sent with sequential broadcasting.

- By pressing the **#** button or the **Tone** button, the transaction number displayed on the LCD is switched to transaction time or fax/telephone number.

Specify the document and print it following the procedure below.

1. Select the transaction number (TX/RX no.) of the document you want to print, then press the **OK** button.
2. Select whether to print only the first page of the document, then press the **OK** button.
  - If you select **Yes**:

Only the first page of the document will be printed.

The document is still stored in the printer's memory.
  - If you select **No**:

All pages of the document will be printed.

The screen to confirm whether to delete the printed document in the printer's memory is displayed.

If you select **Yes** and press the **OK** button, the printed document in the printer's memory is deleted.

#### ▶▶▶ Note

- If there is not the specified document in the printer's memory, **No document** is displayed, and the printer returns to the previous screen.
- To return to the Fax standby screen, press the **Stop** button.

#### Print all RX docs

If you select this menu, the confirmation screen is displayed.

You can print all the received documents in the printer's memory.

If you select **Yes** and press the **OK** button, all the documents in the printer's memory will be printed.

Each time a document is printed, the screen to confirm whether to delete the printed document in the printer's memory is displayed.

If you select **Yes** and press the **OK** button, the printed document in the printer's memory is deleted.

## Deleting Document in Printer's Memory

You can delete a specified document in the printer's memory or delete all the documents in its memory at a time.

### ▶▶▶ Note

- When deleting a specified document, you specify it by its transaction number (**TX/RX no.**). If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

■ [Printing Document in Printer's Memory](#)

1. [Check that printer is turned on.](#)
2. Press the **FAX** button.  
The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.  
The **FAX menu** screen is displayed.
4. Select **Memory reference**, then press the **OK** button.

### ▶▶▶ Note

- If no document is stored in the printer's memory, **No documents in memory** is displayed on the LCD.

5. Select a delete menu, then press the **OK** button.

#### Del. specified doc.

You can specify the document and delete it.

If you select this menu, the document selection screen is displayed.

Del. specified doc.  
TX/RX no. \*0001

### ▶▶▶ Note

- A transaction number from "0001" to "4999" indicates a document being sent. A transaction number from "5001" to "9999" indicates a document being received.
- Each mark before the transaction number indicates the following:
  - No mark: Indicates a black and white document.
  - \*: Indicates a color document.
  - #: Indicates the document during transmission.
  - &: Indicates the document sent with sequential broadcasting.

- By pressing the **#** button or the **Tone** button, the transaction number displayed on the LCD is switched to transaction time or fax/telephone number.

Specify the document and delete it following the procedure below.

1. Select the transaction number (**TX/RX no.**) of the document you want to delete, then press the **OK** button.

The confirmation screen is displayed.

2. Select **Yes**, then press the **OK** button.

The specified document will be deleted from printer's memory.

#### **▶▶ Note**

- If there is not the specified document in the printer's memory, **No document** is displayed, and the printer returns to the previous screen.
- To return to the Fax standby screen, press the **Stop** button.

#### **Delete all docs**

If you select this menu, the confirmation screen is displayed.

You can delete all the documents in the printer's memory.

If you select **Yes** and press the **OK** button, all the documents in the printer's memory will be deleted.

## Frequently Asked Questions

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Network

- [Cannot Find Printer on Network](#)
- [Cannot Find Printer while Using Wi-Fi](#)
- [Network Key \(Password\) Unknown](#)
- [Cannot Print or Connect](#)

For other questions about network, [click here](#).

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Print

- [Printer Does Not Print](#)
  - [Printouts Are Blank/Blurry or Fuzzy/Inaccurate or Bleeding Colors/Streaks or Lines](#)
  - [Printout Results Are Unsatisfactory](#)
  - [List of Support Code for Error \(Paper Jams\)](#)
  - [Cannot Print or Connect](#)
- 



Installation

- [Failed to MP Drivers Installation \(Windows\)](#)
- 



Fax

- [Cannot Send a Fax](#)
  - [Cannot Receive a Fax, Cannot Print a Fax](#)
  - [FAX Setup Guide](#)
- 



Error

- [An Error Occurs](#)
  - [Message \(Support Code\) Appears](#)
- 

## Solve Problems

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### Printer Does Not Work

- [Printer Does Not Turn On](#)
- [Printer Turns Off Unexpectedly or Repeatedly](#)
- [Wrong Language Appears in LCD](#)
- [LCD Is Off](#)
- [USB Connection Problems](#)
- [Cannot Communicate with Printer via USB](#)

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- [Printer Does Not Print](#)
- [Copying/Printing Stops](#)
- [Cannot Print Using AirPrint](#)
- [Printer Prints Slowly](#)
- [Ink Does Not Come Out](#)

- [List of Support Code for Error \(Paper Jams\)](#)
- [Paper Does Not Feed Properly/"No Paper" Error](#)
- Automatic Duplex Printing Problems
- [Printout Results Are Unsatisfactory](#)

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- [Scanning Problems \(Windows\)](#)
- Scanning Problems (macOS)
- Scan Results Are Unsatisfactory (Windows)
- Scan Results Are Unsatisfactory (macOS)

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- [Cannot Print/Scan from Smartphone/Tablet](#)

#### Cannot Set Correctly (Network)

- [Cannot Find Printer on Check Printer Settings Screen During Setup \(Windows\)](#)
- [Cannot Find Printer while Using Wi-Fi](#)

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- [Printer Suddenly Stopped Working for Some Reason](#)
- [Network Key \(Password\) Unknown](#)
- Forgot Administrator Password of Printer
- [Printer Cannot Be Used After Replacing Wireless Router or Changed Router Settings](#)

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- Message Appears on Computer During Setup
- [Checking Network Information](#)
- [Restoring to Factory Defaults](#)

#### Cannot Set Correctly (Installation)

- [Failed to MP Drivers Installation \(Windows\)](#)
- Easy-WebPrint EX Does Not Start or Easy-WebPrint EX Menu Does Not Appear (Windows)
- [Updating MP Drivers in Network Environment \(Windows\)](#)

#### Error or Message Appears

- [An Error Occurs](#)
- [Message \(Support Code\) Appears](#)
- A Message for Faxing Is Displayed on the LCD

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- [List of Support Code for Error](#)

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- IJ Scan Utility Error Messages (Windows)
- IJ Scan Utility Lite Error Messages (macOS)
- ScanGear (Scanner Driver) Error Messages (Windows)

### Operation Problems

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- [Network Communication Problems](#)
- [Printing Problems](#)
- [Problems while Printing/Scanning from Smartphone/Tablet](#)
- [Scanning Problems \(Windows\)](#)
- Scanning Problems (macOS)
- [Faxing Problems](#)
- [Mechanical Problems](#)
- [Installation and Download Problems](#)
- [Errors and Messages](#)
- If You Cannot Solve a Problem

## Network Settings and Common Problems

Here are frequently asked questions on network. Select a connection method you are using, or you want to use.



### Wireless LAN

#### Cannot Find Printer

- [Cannot Find Printer while Using Wi-Fi](#)
- [Cannot Find Printer on Check Printer Settings Screen During Setup \(Windows\)](#)
- [Cannot Proceed beyond Printer Connection Screen](#)
- Printer Is Not Found by Printer Find Screen of Setup
- Searching Printer by IP Address or Host Name During Setup
- Error Occurs During Wi-Fi Setup
- [Detect Same Printer Name](#)
- [Reconfiguration Method of Wi-Fi Connection](#)

#### Cannot Print or Connect

- [Printer Suddenly Stopped Working for Some Reason](#)
- [Printer Cannot Be Used After Replacing Wireless Router or Changed Router Settings](#)
- Cannot Access to Internet on Wi-Fi from Communication Device
- Connecting Printer and Wireless Router Using Easy wireless connect
- Cannot Connect Smartphone/Tablet to Wireless Router
- Error Occurs During Wi-Fi Setup
- [Connects to Another Computer via LAN/Changes from USB to LAN Connection](#)
- Cannot Print or Connect

#### LAN Setting Tips/Changing LAN Settings

- [Network Key \(Password\) Unknown](#)
- Forgot Administrator Password of Printer
- [Checking Network Information](#)
- [Restoring to Factory Defaults](#)
- Checking Wireless Router SSID/Key
- Checking Wireless Router Network Name (SSID) for Smartphone/Tablet
- Privacy Separator/SSID Separator/Network Separation Function
- [Default Network Settings](#)
- [Connects to Another Computer via LAN/Changes from USB to LAN Connection](#)
- [Printing Network Settings](#)
- [Reconfiguration Method of Wi-Fi Connection](#)
- Checking Status Code

## Printing/Scanning from Smartphone/Tablet

- Connecting Printer and Wireless Router Using Easy wireless connect
- Cannot Connect Smartphone/Tablet to Wireless Router
- Checking Wireless Router Network Name (SSID) for Smartphone/Tablet
- Setting Up Using Smartphone/Tablet
- [Cannot Print/Scan from Smartphone/Tablet](#)
- Downloading Canon PRINT Inkjet/SELPHY

## Problems while Using Printer

- Message Appears on Computer During Setup
- Printer Prints Slowly
- No Ink Level Appears in Printer Status Monitor (Windows)
- Packets Are Sent Constantly (Windows)

## Wireless Direct

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### Cannot Print or Connect

- [Printer Suddenly Stopped Working for Some Reason](#)
- Cannot Access to Internet on Wi-Fi from Communication Device
- Cannot Print or Connect

### LAN Setting Tips/Changing LAN Settings

- [Network Key \(Password\) Unknown](#)
- Forgot Administrator Password of Printer
- [Checking Network Information](#)
- [Restoring to Factory Defaults](#)
- [Default Network Settings](#)
- [Printing Network Settings](#)
- [Reconfiguration Method of Wi-Fi Connection](#)
- Checking Status Code

## Printing/Scanning from Smartphone/Tablet

- [Cannot Print/Scan from Smartphone/Tablet](#)
- Downloading Canon PRINT Inkjet/SELPHY

## Problems while Using Printer

- Message Appears on Computer During Setup
- Printer Prints Slowly
- No Ink Level Appears in Printer Status Monitor (Windows)



## **Network Communication Problems**

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- **Cannot Find Printer on Network**
- **Network Connection Problems**
- **Other Network Problems**

## Cannot Find Printer on Network

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### While performing printer setup:

- **Cannot Find Printer on Check Printer Settings Screen During Setup (Windows)**
- **Cannot Proceed beyond Printer Connection Screen**

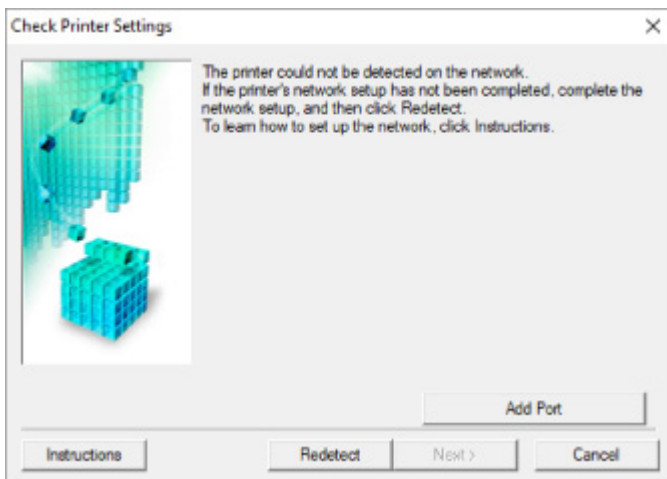
### While using printer:

- **Cannot Find Printer while Using Wi-Fi**

## Cannot Find Printer on Check Printer Settings Screen During Setup (Windows)

If the printer cannot be found and the **Check Printer Settings** screen appears after searching the printer by **Automatic search** on the **Search for Printers** screen, click **Redetect** and search for the printer again by the IP address on the **Search for Printers** screen.

If the printer has not been found after searching it by the IP address, check network settings.



- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Power Status](#)
- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking PC Network Connection](#)
- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Printer's Wi-Fi Settings](#)
- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Wi-Fi Environment](#)
- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Printer's IP Address](#)
- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Security Software Settings](#)
- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Wireless Router Settings](#)



## Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup (Windows)-Checking Power Status

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### Are printer and network device (router, etc.) turned on?

Make sure the printer is turned on.

- [Checking that Power Is On](#)

Make sure network device (router, etc.) is turned on.

### If printer or network device is off:

Turn on printer or network device.

It may take a while for the printer and network device to become ready for use once they are turned on.

Wait a while after turning on the printer or network device, and then click **Redetect** on the **Check Printer Settings** screen to redetect the printer.

If the printer is found, follow the instructions on the screen to continue to set up network communication.

### If printer and network device are on:

If the network devices are on, turn them off and on again.

If above does not solve the problem:

- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking PC Network Connection](#)



## Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup (Windows)-Checking PC Network Connection

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### Can you view any web pages on your computer?

Make sure the computer and network device (router, etc.) are configured and the computer is connected to the network.

### If you cannot view any web pages:

Click **Cancel** on the **Check Printer Settings** screen to cancel to set up the network communication.

After that, configure the computer and network device.

For the procedures, refer to the instruction manuals supplied with the computer and network device, or contact their manufacturers.

If you can view web pages after configuring the computer and network device, try to set up the network communication from the beginning.

If above does not solve the problem:

- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Printer's Wi-Fi Settings](#)



## Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup (Windows)-Checking Printer's Wi-Fi Settings

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### Is printer set to allow wireless communication?

Make sure the  or  icon is displayed on the LCD.



#### **If icon is not displayed:**

The printer is not set to allow wireless communication. Turn on wireless communication on the printer.

#### **If icon is displayed:**

- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Wi-Fi Environment](#)



## Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup (Windows)-Checking Wi-Fi Environment



### Is the printer connected to the wireless router?

Use the icon on the LCD to make sure the printer is connected to the wireless router.



#### If is displayed:

- Check wireless router configuration.

After checking the wireless router setting, make sure the printer is not placed far away from the wireless router.

The printer can be up to 50 m (164 ft) from the wireless router indoors. Make sure the printer is close enough to the wireless router to be used.

Place the printer and wireless router where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a Wi-Fi due to a wall, place the printer and the computer in the same room.

In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

#### ▶▶▶ Note

- Though an antenna is attached to most wireless routers, note that some of them have it inside.

- Check wireless router setting.

The printer and wireless router should be connected using 2.4 GHz bandwidth. Make sure the wireless router for the printer's destination is configured to use 2.4 GHz bandwidth.

#### ▶▶▶ Important

- Note that some wireless routers distinguish network names (SSIDs) by the last alphanumeric character according to their bandwidth (2.4 GHz or 5 GHz) or purpose (for computer or game machine).

To check the network name (SSID) of the wireless router the printer is connected to, print the network settings.

■ [Printing Network Settings](#)

For details, see the instruction manual supplied with the wireless router or contact the manufacturer.

After taking measures above, click **Redetect** on the **Check Printer Settings** screen to redetect the printer.

If the printer is found, follow the instructions on the screen to continue to set up network communication.

If the printer cannot be detected, the printer is not connected to the wireless router. Connect the printer to the wireless router.

After connecting the printer to the wireless router, set up the network communication from the beginning.

**If  is displayed:**

- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Printer's IP Address](#)





## Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup (Windows)-Checking Printer's IP Address

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### Is printer's IP address specified correctly?

If printer's IP address is not specified correctly, the printer may not be found. Make sure whether printer's IP address is not used for another device.

To check the printer's IP address, print out the network settings information.

■ [Printing Network Settings](#)

### **If the IP address is not specified correctly:**

See If an error screen appears: and specify the IP address.

### **If the IP address is specified correctly:**

■ [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Security Software Settings](#)



## Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup (Windows)-Checking Security Software Settings

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### Disable block in firewall function temporarily.

The firewall of your security software or operation system for computer may limit communication between the printer and your computer. Check the firewall setting of your security software or operation system or the message shown on your computer and disable block temporarily.

### If firewall interferes with setup:

- **If message appears:**

If a message appears warning that Canon software is attempting to access the network, set the security software to allow access.

After allowing the software to access, click **Redetect** on the **Check Printer Settings** screen to redetect the printer.

If the printer is found, follow the instructions on the screen to continue to set up network communication.

- **If no message appears:**

Cancel the setup, and then set the security software to allow Canon software to access the network.

The file **Setup.exe** or **Setup64.exe** in the **win > Driver > DrvSetup** folder on the Setup CD-ROM

After setting the security software, redo the network communication setup from the beginning.

After setup is completed, enable firewall.

### ▶▶▶ Note

- For more on firewall settings of your operating system or security software, see instruction manual or contact its manufacturer.

If above does not solve the problem:

- [Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup \(Windows\)-Checking Wireless Router Settings](#)



## Cannot Find Printer on Check Printer Settings Screen During Wi-Fi Setup (Windows)-Checking Wireless Router Settings

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### Check wireless router settings.

Check wireless router network connection settings, such as IP address filtering, MAC address filtering, encryption key, and DHCP function.

Make sure the same radio channel is assigned to the printer and the wireless router.

To check the settings of the wireless router, see the instruction manual supplied with the wireless router or contact the manufacturer.

In addition, make sure the wireless router you are using is configured to use 2.4 GHz bandwidth.

### ►► Important

- Depending on the wireless router, note that different network name (SSID) is assigned for a bandwidth (2.4 GHz or 5 GHz) or its usage (for PC or game machine) using alphanumeric characters at the end of network name (SSID).

After checking the wireless router settings, click **Redetect** on the **Check Printer Settings** screen to redetect the printer.

If the printer is found, follow the instructions on the screen to continue to set up network communication.



## Cannot Proceed beyond Printer Connection Screen



If you cannot proceed beyond the **Printer Connection** screen, check the following.

**Check1** Make sure USB cable is securely plugged in to printer and computer.

Connect the printer and the computer using a USB cable as the illustration below. The USB port is located at the back of the printer.




### ►► Important

- Connect the "Type-B" terminal to the printer with the notched side facing UP. For details, refer to the instruction manual supplied with the USB cable.

**Check2** Follow procedure below to connect printer and computer again.

### ►► Important

- For macOS, make sure the lock icon is on the lower left of the **Printers & Scanners** screen.

If the  icon (locked) is displayed, click the icon to unlock. (The administrator name and the password are necessary to unlock.)

1. Unplug USB cable from printer and computer and connect it again.
2. Make sure no printer operation is in progress and turn off.
3. Turn on printer.

**Check3** If you cannot resolve problem, follow procedure below to reinstall MP Drivers.

- For Windows:
  1. Click **Cancel**.
  2. Click **Back to Top** on **Setup Canceled** screen.
  3. Click **Exit** on **Start Setup** screen and finish setup.

4. Turn off printer.
5. Restart computer.
6. Make sure you have no application software running.
7. Perform setup on web page.

**▶▶▶ Note**

- You can use the Setup CD-ROM to redo setup.

- For macOS:

1. Click **Next**.

The screen telling you that installation has not been completed appears.

2. Click **No**.

The screen to select application software to install appears.

3. Click **Back to Top**.

4. Click **Exit** on **Start Setup** screen.

5. Turn off printer.

6. Restart computer.

7. Make sure you have no application software running.

8. Perform setup on web page.



## Cannot Find Printer while Using Wi-Fi




### Check1 Make sure printer is turned on.


If not, make sure the printer is securely plugged in and press **ON** button to turn on.

The **ON** lamp flashes while the printer is initializing. Wait until the **ON** lamp stops flashing and remains lit.

### Check2 Check the icon on LCD .

The  icon appears when you switch a mode by pressing the **SCAN** button or **Setup** button.

If the icon is not displayed, select **Active** for **Enable/disab. Wi-Fi** in **Wi-Fi** under **LAN settings** under **Device settings** from the setup menu.

If the  icon is displayed, see Check 3 or later checking items to make sure whether printer setup is complete or the settings of wireless router to connect are correct.

### Check3 Make sure printer setup is complete on the computer.

If it is not, perform setup.

- For Windows:  
Perform setup using the Setup CD-ROM or from the web page.
- For macOS:  
Perform setup from the web page.

### ▶▶▶ Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status. Download it from the web page.
  - For Windows
  - For macOS

### Check4 Make sure printer and wireless router network settings match.

Make sure the network settings of the printer (e.g. network name (SSID) or network key (password), etc.) are identical with those of the wireless router.

To check the settings of the wireless router, refer to the instruction manual provided with it or contact its manufacturer.

### ▶▶▶ Note

- Use 2.4 GHz frequency band to connect to a wireless router. Match the network name (SSID) set for the printer with that for 2.4 GHz frequency band of the wireless router.

To check the network name (SSID) set for the printer, print out the network setting information.

## ■ [Printing Network Settings](#)

### ▶▶▶ Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status.

Select the link below to download IJ Network Device Setup Utility and install it.

#### ■ [Checking Printer Connection Status Using IJ Network Device Setup Utility](#)

See below for starting up IJ Network Device Setup Utility.

- For Windows:

#### ■ [Starting Up IJ Network Device Setup Utility](#)

- For macOS:

#### ■ [Starting Up IJ Network Device Setup Utility](#)

### Check5 **Make sure the printer is not placed too far away from the wireless router.**

If the distance between the printer and wireless router is too far, wireless communication becomes poor. Place the printer and wireless router close to each other.

### ▶▶▶ Note

- Though an antenna is attached to most wireless routers, note that some of them have it inside.

### Check6 **Make sure wireless signal is strong. Monitor signal strength and move printer and wireless router as necessary.**

Place the printer and wireless router where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a Wi-Fi due to a wall, place the printer and the computer in the same room.

In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

Check the signal strength on the LCD.

#### ■ [LCD and Operation Panel](#)

### ▶▶▶ Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status.

Select the link below to download IJ Network Device Setup Utility and install it.

#### ■ [Checking Printer Connection Status Using IJ Network Device Setup Utility](#)

See below for starting up IJ Network Device Setup Utility.

- For Windows:

#### ■ [Starting Up IJ Network Device Setup Utility](#)

- For macOS:

#### ■ [Starting Up IJ Network Device Setup Utility](#)

**Check7** Make sure the computer is connected to the wireless router.

For more on how to check the computer settings or connection status, see your computer instruction manual or contact its manufacturer.

**▶▶▶ Note**

- If you use a smartphone or tablet, make sure the Wi-Fi is enabled on the device.

**Check8** Make sure **Enable bidirectional support** is selected in the **Ports** sheet of the properties dialog box of the printer driver. (Windows)

If not, select it to enable bidirectional support.

**Check9** Make sure security software's firewall is off.

If your security software's firewall is on, a message may appear warning you that Canon software is attempting to access the network. If this warning message appears, set security software to always allow access.

If you are using any programs that switch between network environments, check their settings. Some programs use a firewall by default.

**Check10** If printer is connected to an AirPort Base Station via LAN, make sure you use alphanumeric characters for network name (SSID). (macOS)

**If the problem is not resolved, redo setup.**

- For Windows:  
Perform setup using the Setup CD-ROM or from the web page.
- For macOS:  
Perform setup from the web page.



## **Network Connection Problems**

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- **Printer Suddenly Stopped Working for Some Reason**
- **Network Key (Password) Unknown**
- **Printer Cannot Be Used After Replacing Wireless Router or Changed Router Settings**

## Printer Suddenly Stopped Working for Some Reason

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- [Cannot Connect to a Printer after Network Configuration Changes](#)
- [Cannot Connect to a Printer via Wireless LAN \(Wi-Fi\)](#)
- [Cannot Connect to a Printer through Wireless Direct](#)
- [Cannot Print/Scan/Fax through Network](#)

### Cannot Connect to a Printer after Network Configuration Changes

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#### 

It may take a while for the computer to obtain an IP address, or you may need to restart your computer. Make sure the computer has obtained a valid IP address, and try again to find the printer.

### Cannot Connect to a Printer via Wireless LAN (Wi-Fi)

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**Check1** Check the power status of printer, network devices (e.g. wireless router), and smartphone/tablet.

- Turn on the printer or devices.
- If the power is already turned on, cycle the power switch.
- It may be necessary to resolve wireless router problems (e.g. update interval of a key, problems of DHCP update interval, energy saving mode, etc.) or to update the wireless router firmware.


For details, contact the manufacturer of your wireless router.

**Check2** Can you view any web pages on your computer?

Make sure your computer is connected to the wireless router properly.

For more on checking computer settings or connection status, see the instruction manual supplied with the computer or contact the manufacturer.

**Check3** Is the printer connected to the wireless router?

Use the icon on the LCD to check the connection status between the printer and wireless router. If the  icon is not displayed, Wi-Fi is disabled. Turn on wireless communication on the printer.

**Check4** Make sure the printer and wireless router network settings match.

Make sure the network settings of the printer (e.g. network name (SSID) or network key (password), etc.) are identical with those of the wireless router.

To check the settings of the wireless router, refer to the instruction manual provided with it or contact its manufacturer.

## ▶▶▶ Note

- Use 2.4 GHz frequency band to connect to a wireless router. Match the network name (SSID) set for the printer with that for 2.4 GHz frequency band of the wireless router.

To check the current network settings of the printer, print out the network setting information.

■ [Printing Network Settings](#)

## ▶▶▶ Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status.

Select the link below to download IJ Network Device Setup Utility and install it.

■ [Checking Printer Connection Status Using IJ Network Device Setup Utility](#)

See below for starting up IJ Network Device Setup Utility.

- For Windows:

■ [Starting Up IJ Network Device Setup Utility](#)

- For macOS:

■ [Starting Up IJ Network Device Setup Utility](#)

**Check5** Make sure the printer is not placed too far away from the wireless router.

If the distance between the printer and wireless router is too far, wireless communication becomes poor. Place the printer and wireless router close to each other.

## ▶▶▶ Note

- Though an antenna is attached to most wireless routers, note that some of them have it inside.

**Check6** Make sure wireless signal is strong. Monitor signal status and move printer and wireless router as necessary.

Place the printer and wireless router where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a Wi-Fi due to a wall, place the printer and the computer in the same room.

In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

Check the signal strength on the LCD.

■ [LCD and Operation Panel](#)

## ▶▶▶ Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status.

Select the link below to download IJ Network Device Setup Utility and install it.

■ [Checking Printer Connection Status Using IJ Network Device Setup Utility](#)

See below for starting up IJ Network Device Setup Utility.

- For Windows:

#### ■ [Starting Up IJ Network Device Setup Utility](#)

- For macOS:
  - Starting Up IJ Network Device Setup Utility

#### Check7 Make sure of the Wi-Fi channel numbers used for your computer.

You need to have the same Wi-Fi channel number that you are using for the wireless router as your computer. It is normally set in the way that you can use all the Wi-Fi channels. However, when the channels that you are using are restricted, the Wi-Fi channels do not match.

See the instruction manual provided with your computer and check the Wi-Fi channel number available for your computer.

#### Check8 Make sure channel set on wireless router is a usable channel as confirmed in Check 7.

If it is not, change the channel set on the wireless router.

#### Check9 Make sure security software's firewall is off.

If your security software's firewall is on, a message may appear warning you that Canon software is attempting to access the network. If this warning message appears, set security software to always allow access.

If you are using any programs that switch between network environments, check their settings. Some programs use a firewall by default.

#### Check10 If printer is connected to an AirPort Base Station via LAN, make sure you use alphanumeric characters for network name (SSID). (macOS)

#### If the problem is not resolved, redo setup.

- For Windows:
  - Perform setup using the Setup CD-ROM or from the web page.
- For macOS:
  - Perform setup from the web page.
- **Positioning:**
  - Make sure there are no obstacles between the printer and the wireless router.



## Cannot Connect to a Printer through Wireless Direct



#### Check1 Check the power status of printer and other devices (smartphone or tablet).

Turn on the printer or devices.

If the power is already turned on, cycle the power switch.

**Check2** Check printer settings.

Select **LAN settings > Wireless Direct > Switch WL Direct** in this order and select **Yes**.

**Check3** Check the settings of your device (smartphone/tablet).

Make sure Wi-Fi is enabled on your device.

For details, refer to your device's instruction manual.

**Check4** Make sure printer is selected as connection for device (e.g. smartphone or tablet).

Select the network name (SSID) for Wireless Direct specified for the printer as the connection destination for devices.

Check the destination on your device.

For details, refer to your device's instruction manual or visit the manufacturer's website.

To check the network name (SSID) for Wireless Direct specified for the printer, print out the network setting information of the printer.

■ [Printing Network Settings](#)

**Check5** Have you entered the proper password specified for the Wireless Direct?

To check the password specified for the printer, print out the network setting information of the printer.

■ [Printing Network Settings](#)

**Check6** Make sure the printer is not placed too far away from the device.

If the distance between the printer and device is too far, wireless communication becomes poor. Place the printer and device close to each other.

**Check7** Make sure 5 devices are already connected.

Wireless Direct does not allow more than 5 devices to be connected.



## Cannot Print/Scan/Fax through Network

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**Check1** Make sure the computer is connected to the wireless router.

For more on how to check the computer settings or connection status, see your computer instruction manual or contact its manufacturer.

**Check2** If MP Drivers are not installed, install them. (Windows)

Install the MP Drivers using the Setup CD-ROM or install them from the Canon website.

**Check3** Make sure wireless router does not restrict which computers can access it.

For more on connecting to and setting up your wireless router, see the wireless router instruction manual or contact its manufacturer.

**▶▶ Note**

- To check the MAC address or IP address of your computer, see [Checking Computer IP Address or MAC Address](#).

## Network Key (Password) Unknown

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- [WPA/WPA2 or WEP Key Set for Wireless Router Unknown, Cannot Connect](#)
- [Setting an Encryption Key](#)

### WPA/WPA2 or WEP Key Set for Wireless Router Unknown, Cannot Connect

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#### A

For more on setting up a wireless router, see the instruction manual provided with the wireless router or contact its manufacturer. Make sure your computer can communicate with the wireless router.

#### Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status.

Select the link below to download IJ Network Device Setup Utility and install it.

- [Checking Printer Connection Status Using IJ Network Device Setup Utility](#)

See below for starting up IJ Network Device Setup Utility.

- For Windows:

- [Starting Up IJ Network Device Setup Utility](#)

- For macOS:

- [Starting Up IJ Network Device Setup Utility](#)

### Setting an Encryption Key

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#### A

For more on setting up a wireless router, see the instruction manual provided with the wireless router or contact its manufacturer. Make sure your computer can communicate with the wireless router.

#### Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status.

Select the link below to download IJ Network Device Setup Utility and install it.

- [Checking Printer Connection Status Using IJ Network Device Setup Utility](#)

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- [Starting Up IJ Network Device Setup Utility](#)

Selecting WPA, WPA2, or WPA/WPA2 is recommended for security reason. If your wireless router is compatible with WPA/WPA2, you can also use WPA2 or WPA.

- **Using WPA/WPA2 (Windows)**

The authentication method, Wi-Fi password, and dynamic encryption type must be identical among the wireless router, the printer, and your computer.

Enter the Wi-Fi password configured on the wireless router.

Either TKIP (basic encryption) or AES (secure encryption) is selected automatically as the dynamic encryption method.

For details, see *If WPA/WPA2 Details Screen Appears*.

**▶▶▶ Note**

- This printer supports WPA/WPA2-PSK (WPA/WPA2-Personal) and WPA2-PSK (WPA2-Personal).

- **Using WEP**

The length or format of the Wi-Fi password and authentication method must be identical among the wireless router, the printer, and your computer.

To communicate with a wireless router that generates a password automatically, you must set the printer to use the password generated by the wireless router.

- For Windows:

When the **WEP Details** screen appears after you click **Search...** on the **Network Settings (Wi-Fi)** screen in IJ Network Device Setup Utility, follow the on-screen instructions to set the password length, format, and the password to use.

For details, see *If WEP Details Screen Appears*.

**▶▶▶ Note**

- If the printer is connected to an AirPort Base Station via LAN:

If the printer is connected to an AirPort Base Station via a LAN, check the settings in **Wireless Security of AirPort Utility**.

- Select **64 bit** if **WEP 40 bit** is selected for password length in AirPort Base Station.
- Select **1** for the password to use. Otherwise, computer will not be able to communicate with printer via the wireless router.





## Printer Cannot Be Used After Replacing Wireless Router or Changed Router Settings

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When you replace a wireless router, redo the network setup for the printer according to the replaced one.

- For Windows:  
Perform setup using the Setup CD-ROM or from the web page.
- For macOS:  
Perform setup from the web page.

### ▶▶▶ Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status.  
Select the link below to download IJ Network Device Setup Utility and install it.
  - [Checking Printer Connection Status Using IJ Network Device Setup Utility](#)  
See below for starting up IJ Network Device Setup Utility.
    - For Windows:
      - [Starting Up IJ Network Device Setup Utility](#)
    - For macOS:
      - [Starting Up IJ Network Device Setup Utility](#)

If this does not solve the problem, see below.

- [Cannot Communicate with Printer After Enabling MAC/IP Address Filtering or Encryption Key on Wireless Router](#)
- [With Encryption On, Cannot Communicate with Printer After Changing Encryption Type at Wireless Router](#)



## Cannot Communicate with Printer After Enabling MAC/IP Address Filtering or Encryption Key on Wireless Router

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**Check1** Check wireless router setting.

To check the wireless router setting, see the instruction manual provided with the wireless router or contact its manufacturer. Make sure the computer and the wireless router can communicate with each other under this setting.

**Check2** If filtering MAC addresses or IP addresses at wireless router, check that MAC addresses or IP addresses for computer, network device, and printer are registered.

**Check3** If using WPA/WPA2 key or a password, make sure encryption key for computer, network device, and printer matches key set for wireless router.

The length or format of the Wi-Fi password and authentication method must be identical among the wireless router, the printer, and your computer.

For details, see [Setting an Encryption Key](#).

## **Q** With Encryption On, Cannot Communicate with Printer After Changing Encryption Type at Wireless Router

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### **A**

If you change the encryption type for the printer and it subsequently cannot communicate with the computer, make sure the encryption type for the computer and the wireless router matches the type set for the printer.

- [Cannot Communicate with Printer After Enabling MAC/IP Address Filtering or Encryption Key on Wireless Router](#)

## **Other Network Problems**

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- ▶ **Checking Network Information**
- ▶ **Restoring to Factory Defaults**

## Checking Network Information

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- [Checking Printer IP Address or MAC Address](#)
- [Checking Computer IP Address or MAC Address](#)
- [Checking Communication Between the Computer, the Printer, and the Wireless Router](#)
- [Checking Network Setting Information](#)

### Checking Printer IP Address or MAC Address

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#### 

To check the printer's IP Address or MAC address, print out the network settings information.

- [Printing Network Settings](#)

For Windows, you can check the network setting information on the computer screen.

- [Canon IJ Network Device Setup Utility Screen](#)

### Checking Computer IP Address or MAC Address

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#### 

To check the IP Address or MAC address of your computer, follow the instructions below.

- For Windows:

1. Select **Command Prompt** as shown below.

In Windows 10, right-click **Start** and select **Command Prompt**.

In Windows 8.1, select **Command Prompt** from the **Start** screen. If **Command Prompt** is not displayed on the **Start** screen, select the **Search** charm and search for "**Command Prompt**".

In Windows 7, click **Start** > **All Programs** > **Accessories** > **Command Prompt**.

2. Enter "ipconfig/all" and press **Enter**.

The IP address and MAC address of your computer appear. If your computer is not connected to a network, the IP address does not appear.

- For macOS:

1. Select **System Preferences** from Apple menu, and then click **Network**.

2. Make sure network interface used by computer is selected, and then click **Advanced**.

Make sure **Wi-Fi** is selected as network interface.

3. Click **TCP/IP** to check the IP address, or click **Hardware** to check the MAC address.

## Checking Communication Between the Computer, the Printer, and the Wireless Router

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### A

Perform a ping test to check if communication is taking place.

- For Windows:

1. Select **Command Prompt** as shown below.

In Windows 10, right-click **Start** and select **Command Prompt**.

In Windows 8.1, select **Command Prompt** from the **Start** screen. If **Command Prompt** is not displayed on the **Start** screen, select the **Search** charm and search for "**Command Prompt**".

In Windows 7, click **Start** > **All Programs** > **Accessories** > **Command Prompt**.

2. Type the ping command and press **Enter**.

The ping command is as follows: ping XXX.XXX.XXX.XXX

"XXX.XXX.XXX.XXX" is the IP address of the target device.

If communication is taking place, a message like the one shown below appears.

Reply from XXX.XXX.XXX.XXX: bytes=32 time=10ms TTL=255

If **Request timed out** appears, communication is not taking place.

- For macOS:

1. Start **Network Utility** as shown below.

Select **Computer** from **Go** menu of Finder, double-click **Macintosh HD** > **System** > **Library** > **CoreServices** > **Applications** > **Network Utility**.

2. Click **Ping**.

3. Make sure **Send only XX pings** (XX are numbers) is selected.

4. Enter IP address of target printer or target wireless router in **Enter the network address to ping**.

5. Click **Ping**.

"XXX.XXX.XXX.XXX" is the IP address of the target device.

A message such as the following appears.

64 bytes from XXX.XXX.XXX.XXX: icmp\_seq=0 ttl=64 time=3.394 ms

64 bytes from XXX.XXX.XXX.XXX: icmp\_seq=1 ttl=64 time=1.786 ms

64 bytes from XXX.XXX.XXX.XXX: icmp\_seq=2 ttl=64 time=1.739 ms

--- XXX.XXX.XXX.XXX ping statistics ---

3 packets transmitted, 3 packets received, 0% packet loss

If packet loss is 100%, communication is not taking place. Otherwise, computer is communicating with target device.

## Checking Network Setting Information

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### 

To check the printer's network settings information, print out the network settings information.

■ [Printing Network Settings](#)



## Restoring to Factory Defaults

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### »» Important

- For Windows:

Initialization erases all network settings on the printer, making printing, scanning, or faxing operation from a computer over a network impossible. To use the printer over a network again after restoring it to the factory defaults, redo setup using the Setup CD-ROM or from the web page.

- For macOS:

Initialization erases all network settings on the printer, making printing, scanning, or faxing operation from a computer over a network impossible. To use the printer over a network again after restoring it to the factory defaults, redo setup from the web page.

Initialize the network setting using the printer's operation panel.

- [Reset setting](#)

## **Problems while Printing/Scanning from Smartphone/Tablet**

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- ▶ **Cannot Print/Scan from Smartphone/Tablet**



## Cannot Print/Scan from Smartphone/Tablet

If you cannot print/scan from your smartphone/tablet, it is possible that your smartphone/tablet cannot communicate with the printer.

Check the cause of your problem according to the connection method.

■ [Cannot Communicate with Printer over Wireless LAN](#)

■ [Cannot Communicate with Printer while It Is in Wireless Direct](#)

### ▶▶▶ Note

- For problems on printing with other connection methods or more on performing settings of each connection method:
  - Using PIXMA/MAXIFY Cloud Link
  - Printing with Google Cloud Print
  - Printing from iOS Device (AirPrint)

### Cannot Communicate with Printer over Wireless LAN

#### 

If your smartphone/tablet cannot communicate with the printer, check the following.

**Check1** Check the power status of printer, network devices (e.g. wireless router), and smartphone/tablet.

- Turn on the printer or devices.
- If the power is already turned on, cycle the power switch.
- It may be necessary to resolve wireless router problems (e.g. update interval of a key, problems of DHCP update interval, energy saving mode, etc.) or to update the wireless router firmware.


For details, contact the manufacturer of your wireless router.

**Check2** Check the settings of your device (smartphone/tablet).

Make sure Wi-Fi is enabled on your device.

For details, refer to your device's instruction manual.

**Check3** Is the printer connected to the wireless router?

Use the icon on the LCD to check the connection status between the printer and wireless router. If the  icon is not displayed, Wi-Fi is disabled. Turn on wireless communication on the printer.

**Check4** Are network settings of printer identical with those of wireless router?

Make sure the network settings of the printer (e.g. network name (SSID) or network key (password), etc.) are identical with those of the wireless router.

To check the settings of the wireless router, refer to the instruction manual provided with it or contact its manufacturer.

To check the current network settings of the printer, print out the network setting information.

#### ■ [Printing Network Settings](#)

### ▶▶▶ Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status.

Select the link below to download IJ Network Device Setup Utility and install it.

#### ■ [Checking Printer Connection Status Using IJ Network Device Setup Utility](#)

See below for starting up IJ Network Device Setup Utility.

- For Windows:

#### ■ [Starting Up IJ Network Device Setup Utility](#)

- For macOS:

#### ■ [Starting Up IJ Network Device Setup Utility](#)

### Check5 Are network settings of your smartphone/tablet identical with those of wireless router?

Make sure the network settings of the printer (e.g. network name (SSID) or network key (password), etc.) are identical with those of the wireless router.

To check the settings of your smartphone/tablet, refer to the instruction manual provided with it.

If the network settings of your smartphone/tablet are not identical with those of the wireless router, change the network settings of it to match with those of the wireless router.

### Check6 Make sure the printer is not placed too far away from the wireless router.

If the distance between the printer and wireless router is too far, wireless communication becomes poor. Place the printer and wireless router close to each other.

### ▶▶▶ Note

- Though an antenna is attached to most wireless routers, note that some of them have it inside.

### Check7 Make sure wireless signal is strong. Monitor signal status and move printer and wireless router as necessary.

Place the printer and wireless router where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a Wi-Fi due to a wall, place the printer and the computer in the same room.

In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

Check the signal strength on the LCD.

#### ■ [LCD and Operation Panel](#)

### ▶▶▶ Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status.

Select the link below to download IJ Network Device Setup Utility and install it.

■ [Checking Printer Connection Status Using IJ Network Device Setup Utility](#)

See below for starting up IJ Network Device Setup Utility.

- For Windows:

■ [Starting Up IJ Network Device Setup Utility](#)

- For macOS:

■ [Starting Up IJ Network Device Setup Utility](#)



## Cannot Communicate with Printer while It Is in Wireless Direct



If your smartphone/tablet cannot communicate with the printer in the Wireless Direct, check the following.

**Check1** Check the power status of printer and other devices (smartphone or tablet).

Turn on the printer or devices.

If the power is already turned on, cycle the power switch.

**Check2** Is Wireless Direct enabled?

From the **Setup menu** screen, select **Device settings** > **LAN settings** > **Wireless Direct** > **Switch WL Direct** in this order and select **Yes**.

**Check3** Check the settings of your device (smartphone/tablet).

Make sure Wi-Fi is enabled on your device.

For details, refer to your device's instruction manual.

**Check4** Make sure printer is selected as connection for device (e.g. smartphone or tablet).

Select the network name (SSID) for Wireless Direct specified for the printer as the connection destination for devices.

Check the destination on your device.

For details, refer to your device's instruction manual or visit the manufacturer's website.

To check the network name (SSID) for Wireless Direct specified for the printer, print out the network setting information of the printer.

■ [Printing Network Settings](#)

**Check5** Have you entered the proper password specified for the Wireless Direct?

To check the password specified for the printer, print out the network setting information of the printer.

■ [Printing Network Settings](#)

**Check6** Make sure the printer is not placed too far away from the device.

If the distance between the printer and device is too far, wireless communication becomes poor. Place the printer and device close to each other.

**Check7** Make sure 5 devices are already connected.

Wireless Direct does not allow more than 5 devices to be connected.

## **Printing Problems**

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- **Printer Does Not Print**
- **Ink Does Not Come Out**
- **Paper Does Not Feed Properly/"No Paper" Error**
- **Printout Results Are Unsatisfactory**



## Printer Does Not Print



### Check1 Make sure printer is turned on.

If not, make sure the printer is securely plugged in and press **ON** button to turn on.

The **ON** lamp flashes while the printer is initializing. Wait until the **ON** lamp stops flashing and remains lit.

#### ▶▶▶ Note

- If you are printing large data such as photos or other graphics, printing may take longer to start. The **ON** lamp flashes while the computer is processing data and sending it to the printer. Wait until printing starts.

### Check2 Make sure printer is properly connected to computer.

If you are using a USB cable, make sure it is securely connected to both the printer and the computer. When the USB cable is securely plugged in, check the following:

- If you are using a relay device such as a USB hub, disconnect it, connect the printer directly to the computer, and retry the printing. If printing starts normally, there is a problem with the relay device. Contact the vendor of the relay device.
- There could also be a problem with the USB cable. Replace the USB cable and retry the printing.

If you use the printer over a LAN, make sure the printer is correctly set up for network use.

#### ■ [Cannot Find Printer while Using Wi-Fi](#)

#### ▶▶▶ Note

- IJ Network Device Setup Utility allows you to diagnose and repair the network status. Download it from the web page.
  - For Windows
  - For macOS

### Check3 Make sure paper settings match information set for cassette.

If the paper settings do not match the information set for the cassette, an error message appears on the LCD. Follow the instructions on the LCD to solve the problem.

#### ▶▶▶ Note

- You can select whether the message which prevents misprinting is displayed.
  - To change the message view setting when printing or copying using the printer's operation panel:
    - [Feed settings](#)
  - To change the message view setting when printing using the printer driver:
    - [Changing the Printer Operation Mode](#) (Windows)

## ■ Changing the Printer Operation Mode (macOS)

### Check4 If printing from a computer, delete jobs stuck in print queue.

- For Windows:
  - Deleting the Undesired Print Job
- For macOS:
  - Deleting the Undesired Print Job

### Check5 Is your printer's printer driver selected when printing?

The printer will not print properly if you are using a printer driver for a different printer.

- For Windows:

Make sure "Canon XXX series" (where "XXX" is your printer's name) is selected in the Print dialog box.

#### ▶▶▶ Note

- If multiple printers are registered to your computer, select **Set as Default Printer** for a printer to make the one selected by default.

- For macOS:

Make sure your printer's name is selected in **Printer** in the Print dialog.

#### ▶▶▶ Note

- If multiple printers are registered to your computer, select **Set as Default Printer** from **System Preferences > Printers & Scanners** for a printer to make the one selected by default.

### Check6 Are you trying to print a large data file? (Windows)

If you are trying to print a large file, it takes a long time to start printing.

If the printer does not start printing after a certain period of time, select **On** for **Prevention of Print Data Loss**.

For details, refer to [Page Setup Tab Description](#).

#### ▶▶▶ Important

- Selecting **On** for **Prevention of Print Data Loss** may reduce print quality.
- After printing is completed, select **Off** for **Prevention of Print Data Loss**.

### Check7 If printing from a computer, restart the computer.

Restart the computer and try printing again.



## Ink Does Not Come Out



**Check1** Make sure of the estimated ink levels in the FINE cartridges.

Replace empty FINE cartridges with new ones.

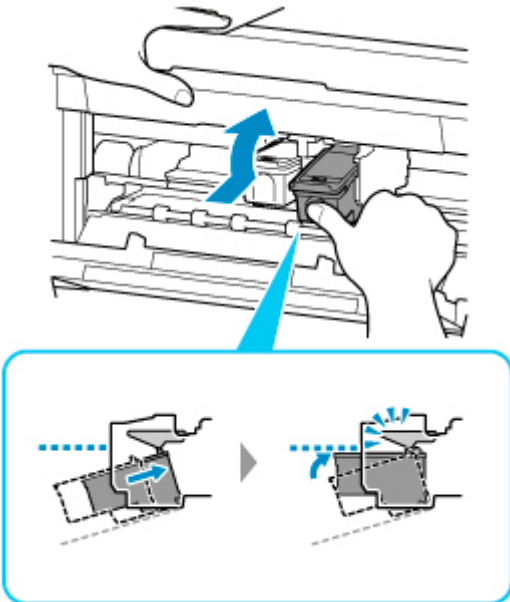
■ [Replacing a FINE Cartridge](#)

**Check2** Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly.

Open the paper output cover and remove the FINE cartridges.

Then install the FINE cartridges again. Push up the FINE cartridge until it clicks into place.



After confirming that the FINE cartridge is installed properly, close the paper output cover.

**Check3** Are the print head nozzles clogged?

Print the nozzle check pattern to determine whether the ink ejects properly from the print head nozzles.

For details on printing the nozzle check pattern, print head cleaning, and print head deep cleaning, see [If Printing Is Faint or Uneven](#).

- If nozzle check pattern is not printed correctly:  
After performing the print head cleaning, print the nozzle check pattern and examine the pattern.
- If problem is not resolved after performing print head cleaning twice:  
Perform print head deep cleaning.



If the problem is not resolved after performing print head deep cleaning, turn off the printer and perform print head deep cleaning again 24 hours later. When you turn the printer off, do not unplug it from the power supply.

- If problem is not resolved after performing print head deep cleaning twice:  
Ink may have run out. Replace the FINE cartridge.



## Paper Does Not Feed Properly/"No Paper" Error

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**Check1** Make sure paper is loaded.

■ [Loading Paper](#)

**Check2** When loading paper, consider the following.

- When loading two or more sheets of paper, flip through the paper before loading it.



- When loading two or more sheets of paper, align the edges of the sheets before loading the paper.
- When loading two or more sheets of paper, make sure the paper stack does not exceed the paper load limit.

However, paper may not feed correctly at the maximum capacity, depending on the type of paper or environmental conditions (very high or low temperature and humidity). In such cases, reduce the amount of paper you load at a time to less than half of the paper load limit.

- Always load the paper in portrait orientation, regardless of the printing orientation.
- When you load the paper, load the paper with the print side facing DOWN and slide the paper guides to align with the both sides of the paper.

■ [Loading Paper](#)

- When you load the paper, insert the paper stack until the leading edge touches the far end of the cassette.

**Check3** Is paper too thick or curled?

■ [Unsupported Media Types](#)

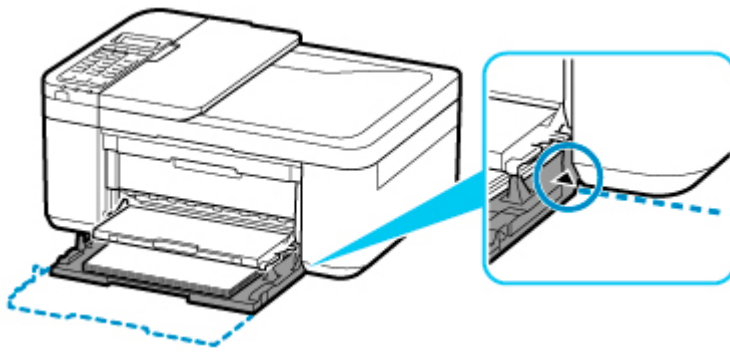
**Check4** When loading envelopes, consider the following.

When printing on envelopes, see [Loading Envelopes](#), and prepare the envelopes before printing.

Once you have prepared the envelopes, load them in portrait orientation. If the envelopes are placed in landscape orientation, they will not feed properly.

**Check5** Is the cassette set properly?

Push the cassette so that the  mark on the cassette aligns with the front panel as illustrated below.



**Check6** Make sure media type and paper size settings match with loaded paper.

**Check7** If multiple sheets of plain paper is fed from the printer, select the setting for preventing double-feed of plain paper.

If multiple sheets of plain paper is fed from the printer, select the setting for preventing double-feed of plain paper using the operation panel or your computer.

\* After printing is finished, disable the setting for preventing double-feed of plain paper; otherwise, the setting is applied from the next time.

- To set by using the operation panel

Press the **Setup** button, select **Device settings** and **Print settings** in this order, and then set **Prevent double-feed** to **ON**.

■ [Changing Settings from Operation Panel](#)

- To set by using your computer (Windows)

1. Open Canon IJ Printer Assistant Tool.

■ [Maintenance Tab Description](#)

2. Select **Select Printer...** and select printer you are using from pulldown menu and select **OK**.
3. Select **Custom Settings**.
4. Select the **Prevent paper double-feed** check box.
5. Select **OK** on the displayed screen.
6. Select **OK**.
7. Select **OK** on the displayed screen.

**Check8** Clean paper feed roller.

■ [Cleaning Paper Feed Rollers](#)

If the measures above do not solve the problem, contact your nearest Canon service center to request a repair.



## Printout Results Are Unsatisfactory

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If the print results are unsatisfactory due to white streaks, misaligned/distorted lines, or uneven colors, check the paper and print quality settings first.

### Check1 Do page size and media type settings match size and type of loaded paper?

If these settings do not match, it is not possible to obtain the proper result.

If you are printing a photograph or an illustration, an incorrect paper type setting may reduce the quality of the printout color.

Also, if you print with an incorrect paper type setting, the printed surface may be scratched.

In borderless printing, uneven coloring may occur depending on the combination of the paper type setting and the loaded paper.

The method for checking the paper and print quality settings differs depending on what you are using your printer for.

- Copying

Check the settings using the operation panel.

- [Setting Items for Copying](#)

- Printing from your computer

Check the settings using the printer driver.

- [Basic Printing Setup](#)

- Printing from your smartphone/tablet using Canon PRINT Inkjet/SELPHY

Check the settings on Canon PRINT Inkjet/SELPHY.

- [Print Easily from a Smartphone or Tablet with Canon PRINT Inkjet/SELPHY](#)

### Check2 Make sure appropriate print quality is selected (see list above).

Select a print quality suited to the paper and to what you are printing. If you notice blurs or uneven colors, increase the print quality setting and retry the printing.

### Check3 If problem is not resolved, check also the sections below.

See also the sections below:

- [Printouts Are Blank/Blurry or Fuzzy/Inaccurate or Bleeding Colors/Streaks or Lines](#)

- [Colors Are Unclear](#)

- [Lines Are Misaligned/Distorted](#)

- [Paper Is Smudged / Printed Surface Is Scratched](#)

- [Vertical Line Next to Image](#)

- [Cannot Complete Printing](#)

- [Part of Page Is Not Printed \(Windows\)](#)

- Lines Incomplete or Missing (Windows)
- Images Incomplete or Missing (Windows)
- Ink Blots / Paper Curl
- Back of Paper Is Smudged
- Uneven or Streaked Colors

## **If Printed Paper Has Been Discolored**

Colors may fade with time if the printed paper is left for a long period of time.

After printing, dry the paper sufficiently, avoid high temperatures, high humidity, and direct sunlight, and store or display indoors at room temperature and normal humidity.

To avoid direct exposure to air, we recommend that you store the paper in an album, plastic folder, photo frame, etc.



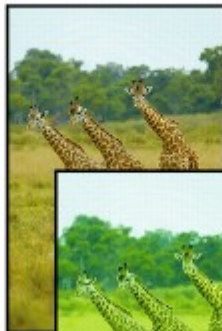
## Printouts Are Blank/Blurry or Fuzzy/Inaccurate or Bleeding Colors/ Streaks or Lines



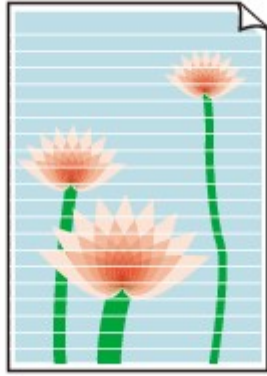
### Printing Is Blurry



### Colors Are Wrong



## White Streaks Appear



## A

**Check1** Check paper and print quality settings.

■ [Printout Results Are Unsatisfactory](#)

**Check2** Make sure of the estimated ink levels in the FINE cartridges.

Replace empty FINE cartridges with new ones.

■ [Replacing a FINE Cartridge](#)

**Check3** Are the print head nozzles clogged?

Print the nozzle check pattern to determine whether the ink ejects properly from the print head nozzles.

For details on printing the nozzle check pattern, print head cleaning, and print head deep cleaning, see [If Printing Is Faint or Uneven](#).

- If nozzle check pattern is not printed correctly:

After performing the print head cleaning, print the nozzle check pattern and examine the pattern.

- If problem is not resolved after performing print head cleaning twice:

Perform print head deep cleaning.

If the problem is not resolved after performing print head deep cleaning, turn off the printer and perform print head deep cleaning again 24 hours later. When you turn the printer off, do not unplug it from the power supply.

- If problem is not resolved after performing print head deep cleaning twice:

Ink may have run out. Replace the FINE cartridge.

**Check4** When using paper with one printable surface, make sure paper is loaded with printable side facing down.

Printing on the wrong side of such paper may cause unclear prints or prints with reduced quality.

Load paper with the printable side facing up.

Refer to the instruction manual supplied with the paper for detailed information on the printable side.

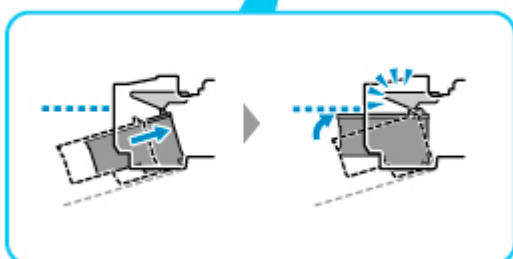
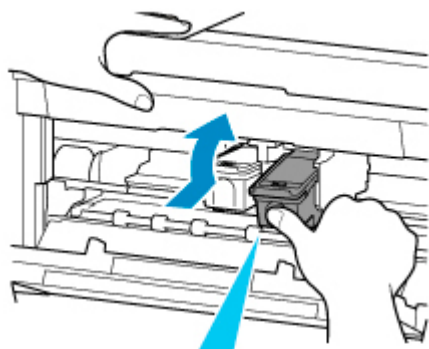


#### Check5 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly.

Open the paper output cover and remove the FINE cartridges.

Then install the FINE cartridges again. Push up the FINE cartridge until it clicks into place.



After confirming that the FINE cartridge is installed properly, close the paper output cover.

- **When copying, see also the sections below:**

#### Check6 Is platen glass or glass of ADF dirty?

Clean the platen glass or the glass of ADF.

- [Cleaning Platen and Document Cover](#)
- [Cleaning the ADF \(Auto Document Feeder\)](#)

#### ▶▶▶ Note

- If the glass of ADF is dirty, black streaks appear on the paper as shown below.



#### Check7 Make sure original is properly loaded on platen or ADF.

When you load the original on the platen, load it with the side to be copied facing down.

When you load the original on the ADF, load it with the side to be copied facing up.

- [Loading Originals](#)

**Check8** Is copy source a printed paper by printer?

If you use a printout done by this printer as the original, print quality may be reduced depending on the condition of the original.

Print from the printer directly, or reprint from the computer if you can reprint from it.



## Colors Are Unclear

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### Check1 Are the print head nozzles clogged?

Print the nozzle check pattern to determine whether the ink ejects properly from the print head nozzles.

For details on printing the nozzle check pattern, print head cleaning, and print head deep cleaning, see [If Printing Is Faint or Uneven](#).

- If nozzle check pattern is not printed correctly:

After performing the print head cleaning, print the nozzle check pattern and examine the pattern.

- If problem is not resolved after performing print head cleaning twice:

Perform print head deep cleaning.

If the problem is not resolved after performing print head deep cleaning, turn off the printer and perform print head deep cleaning again 24 hours later. When you turn the printer off, do not unplug it from the power supply.

- If problem is not resolved after performing print head deep cleaning twice:

Ink may have run out. Replace the FINE cartridge.

### Check2 When a FINE cartridge runs out of ink, replace it with a new one.

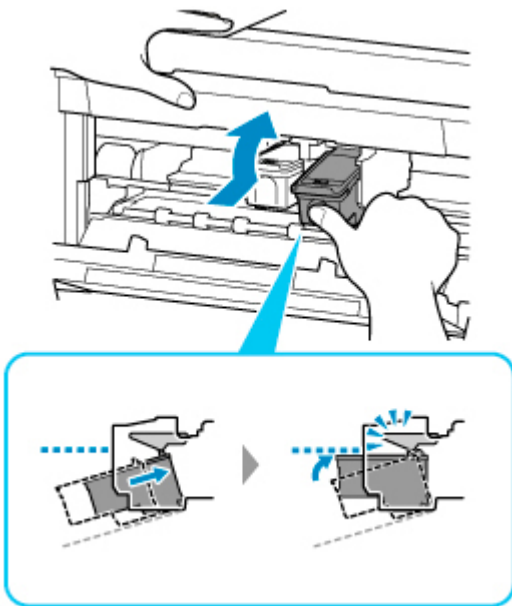
- [Replacing a FINE Cartridge](#)

### Check3 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly.

Open the paper output cover and remove the FINE cartridges.

Then install the FINE cartridges again. Push up the FINE cartridge until it clicks into place.



After confirming that the FINE cartridge is installed properly, close the paper output cover.

**▶▶▶ Note**

- Printed colors may not match screen colors due to basic differences in the methods used to produce colors. Color control settings and environmental differences can also affect how colors appear on the screen. Therefore, colors of printing results may be different from those on the screen.



## Lines Are Misaligned/Distorted



**Check1** Perform print head alignment.

If printed lines are misaligned/distorted or print results are otherwise unsatisfactory, adjust the print head position.

■ [Aligning the Print Head](#)

### ►► Note

- If the problem is not resolved after performing the print head alignment, perform print head alignment manually from your computer.
  - For Windows:
    - [Adjusting Print Head Position Manually](#)
  - For macOS:
    - [Adjusting Print Head Position](#)

**Check2** Check paper and print quality settings.

■ [Printout Results Are Unsatisfactory](#)

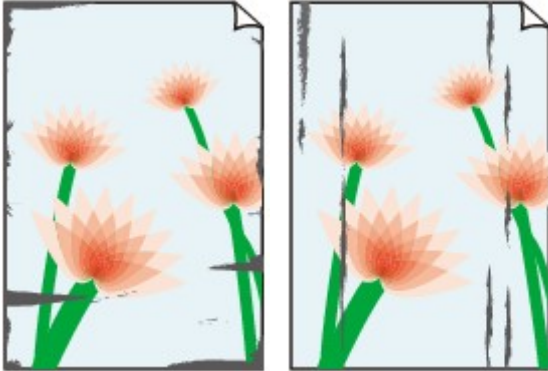
**Check3** Increase print quality and try printing again.

Increasing the print quality may improve the print result.



## Paper Is Smudged / Printed Surface Is Scratched

### Paper Is Smudged



Smudged Edges

Smudged Surface



### Printed Surface Is Scratched

---



**Check1** Check paper and print quality settings.

 [Printout Results Are Unsatisfactory](#)

**Check2** Check paper type.

Make sure you are using the right paper for what you are printing.

 [Supported Media Types](#)

**Check3** Correct curl before loading paper.

When using Photo Paper Plus Semi-gloss, even if the sheet is curled, load one sheet at a time as it is. Rolling this paper in the opposite direction to flatten it may crack the paper surface and reduce the print quality.

We recommend putting unused paper back into the package and storing it flat.

- **Plain Paper**

Turn the paper over and reload it to print on the other side.

- **Other Paper such as envelope**

If the paper corners curl more than 0.1 inch / 3 mm (A) in height, the paper may smudge or may not feed properly. Follow the instructions below to correct the paper curl.



1. Roll up paper in opposite direction to paper curl as shown below.

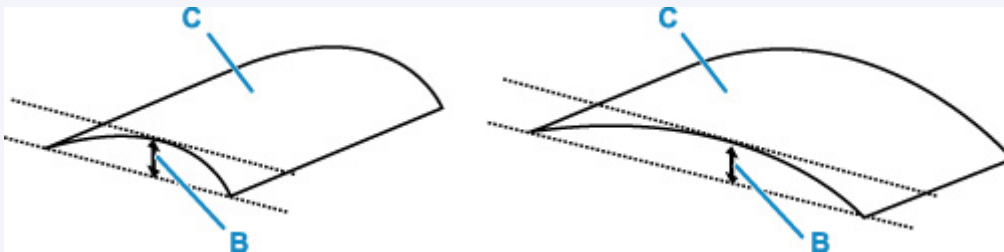


2. Check that paper is now flat.

We recommend printing curl-corrected paper one sheet at a time.

### ►►► Note

- Depending on paper type, the paper may smudge or may not feed properly even if it is not curled inward. Follow the instructions below to curl the paper outward up to 0.1 inch / 3 mm (B) in height before printing. This may improve the print result.



(C) Print side

We recommend feeding paper that has been curled outward one sheet at a time.

### Check4 Set printer to prevent paper abrasion.

Adjusting the setting to prevent paper abrasion will widen the clearance between the print head and the paper. If you notice abrasion even with the media type set correctly to match the paper, set the printer to prevent paper abrasion using the operation panel or the computer.

This may reduce the print speed.

\* Once you have finished printing, undo this setting. Otherwise, it will apply to subsequent print jobs.

- From operation panel

Press the **Setup** button and select **Device settings** > **Print settings** in this order, and then set **Prevent abrasion** to **ON**.

#### ■ [Changing Settings from Operation Panel](#)

- From computer

- For Windows:

1. Make sure printer is turned on.

2. Open Canon IJ Printer Assistant Tool.

■ [Maintenance Tab Description](#)

3. Select **Select Printer...** and select printer you are using from pulldown menu and select **OK**.

4. Select **Custom Settings**.

5. Select **Prevent paper abrasion** check box and click **OK**.

◦ For macOS:

Adjust the setting to prevent paper abrasion from Remote UI.

■ [Opening Remote UI for Maintenance](#)

**Check5** If intensity is set high, reduce intensity setting and try printing again.

If you are printing with a high intensity setting on plain paper, the paper may absorb too much ink and become wavy, causing paper abrasion.

• Printing from your computer (Windows)

Check the intensity setting in the printer driver.

■ [Adjusting Intensity](#)

• Copying

■ [Setting Items for Copying](#)

**Check6** Is platen glass or glass of ADF dirty?

Clean the platen glass or the glass of ADF.

■ [Cleaning Platen and Document Cover](#)

■ [Cleaning the ADF \(Auto Document Feeder\)](#)

### ▶▶▶ Note

• If the glass of ADF is dirty, black streaks appear on the paper as shown below.



**Check7** Is paper feed roller dirty?

Clean paper feed roller.

■ [Cleaning Paper Feed Rollers](#)

**Check8** Is inside of printer dirty?



During duplex printing, ink may stain the inside of the printer, smudging the printout.

Perform bottom plate cleaning to clean inside of printer.

■ [Cleaning Inside the Printer \(Bottom Plate Cleaning\)](#)

### ▶▶▶ Note

- To prevent staining inside the printer, be sure to set the correct paper size.

### Check9 Set longer ink drying time.

This allows the printed surface to dry, preventing smudges and scratches.

- For Windows:

1. Make sure printer is turned on.
2. Open Canon IJ Printer Assistant Tool.

■ [Maintenance Tab Description](#)

3. Select **Select Printer...** and select printer you are using from pulldown menu and select **OK**.
4. Select **Custom Settings**.
5. Drag **Ink Drying Wait Time** slide bar to set the wait time and click **OK**.
6. Check message and click **OK**.

- For macOS:

Set the waiting time using Remote UI.

■ [Changing the Printer Operation Mode](#)



## Vertical Line Next to Image



**Check** Is loaded paper size correct?

If the loaded paper is larger than the size you specified, a vertical line may appear in the margin.

Set the paper size to match the loaded paper.

**Printout Results Are Unsatisfactory**

### ▶▶ Note

- The direction of the vertical line pattern may vary depending on the image data or the print setting.
- This printer performs automatic cleaning when necessary to keep printouts clean. A small amount of ink is ejected for cleaning.

Although the ink is normally ejected onto the ink absorber at the outer edge of the paper, it may get onto the paper if the loaded paper is larger than the set size.

## Scanning Problems (Windows)

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- ▶ Scanning Problems

## Scanning Problems

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- **Scanner Does Not Work**
- **ScanGear (Scanner Driver) Does Not Start**



## Scanner Does Not Work

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**Check 1** Make sure that your scanner or printer is turned on.

**Check 2** Connect the USB cable to a different USB port on the computer.

**Check 3** If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

**Check 4** With network connection, check the connection status and reconnect as needed.

**Check 5** Restart the computer.



## ScanGear (Scanner Driver) Does Not Start

---



**Check 1** Make sure MP Drivers is installed.

If not installed, install MP Drivers from the Setup CD-ROM or our website.

**Check 2** Select your scanner or printer on the application's menu.

### ▶▶▶ Important

- If your scanner or printer name is displayed multiple times, select the one that does not include WIA.

### ▶▶▶ Note

- The operation may differ depending on the application.
- Use the WIA driver when scanning from a WIA-compliant application.

■ Scanning with WIA Driver

**Check 3** Make sure that the application supports TWAIN.

You cannot start ScanGear (scanner driver) from applications not supporting TWAIN.

**Check 4** Scan and save images with IJ Scan Utility and open the files in your application.

## **Faxing Problems**

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- ▶ **Problems Sending Faxes**
- ▶ **Problems Receiving Faxes**
- ▶ **Telephone Problems**
- ▶ **Poor Quality Fax Received**

## **Problems Sending Faxes**

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- ▶ **Cannot Send a Fax**
- ▶ **Errors Often Occur When Send a Fax**





## Cannot Send a Fax



### Check1 Is power turned on?

- You cannot send faxes if the power is turned off. Press the **ON** button to turn the power on.
- If you unplugged the power cord without turning off the power (the **ON** lamp is lit), reconnecting it turns on the power automatically.
- If you unplugged the power cord after pressing the **ON** button to turn off the power (the **ON** lamp is off), reconnect it, and then press the **ON** button to turn on the power.
- If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

### Important

- Confirm that the **ON** lamp is off before unplugging the power cord, and then unplug the power cord.  
If a power failure occurs or you unplug the power cord, all faxes stored in the printer's memory are deleted.  
For details on how to unplug the power cord, see [Unplugging the Printer](#).

### Note

- If the faxes stored in the printer's memory are deleted by a power failure or unplugging the power cord, the list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed after turning the printer on.

■ [Summary of Reports and Lists](#)

### Check2 Is document being sent from memory or the fax being received into memory?

When the message for the transmission/reception is displayed on the Fax standby screen, a fax is being sent from/received into printer's memory. Wait until the transmission/reception is complete.

### Check3 Is printer's memory full?

Delete contents in memory, and then send a fax again.

■ [Document Stored in Printer's Memory](#)

### Check4 Is telephone line type set correctly?

Check the telephone line type setting and change it as necessary.

■ [Setting Telephone Line Type](#)

### Check5 Is Hook setting set to Disable?

When you send a fax manually, dial the number with **Enable** selected for **Hook setting** in **Security control** under **Fax settings**, or dial the number using the telephone connected to the printer.

■ [Fax settings](#)

**Check6** Is **Dial tone detect** set to **ON**?

Resend the fax after a while.

If you still cannot send the fax, select **OFF** for **Dial tone detect** in **Adv. FAX settings** under **Fax settings**.

■ [Fax settings](#)

**Check7** Is fax number registered correctly in printer's directory?

Check the recipient's fax/telephone number, correct the fax/telephone number registered in the printer's directory, and then send the document again.

■ [Changing Registered Information](#)

▶▶▶ **Note**

- You can check the registered information in the printer's directory by printing RECIPIENT TELEPHONE NUMBER LIST.

■ [Summary of Reports and Lists](#)

**Check8** Does an error occur during transmission?

- Ensure that a message is displayed on the Fax standby screen. When a message is displayed on the Fax standby screen, check the cause.

■ [A Message for Faxing Is Displayed on the LCD](#)

- Print **ACTIVITY REPORT** and check for an error.

■ [Summary of Reports and Lists](#)

If a transmission error has occurred, see below.

■ [Errors Often Occur When Send a Fax](#)

**Check9** Is document loaded properly?

Remove the document, and then reload it on the platen or in the ADF.

■ [Loading Originals](#)

**Check10** Does a printer error occur?

Ensure that an error message is displayed on the LCD. When an error message is displayed on the LCD, check the cause.

When the error message and support code are displayed, refer to [List of Support Code for Error](#).

When only the error message is displayed, refer to [Message \(Support Code\) Appears](#).

If you are in a hurry, press the **Stop** button to close the message, and then send the fax.

**Check11** Is telephone line connected correctly?

Reconnect the telephone line cable to the telephone line jack.

■ [Connecting Telephone Line](#)

If the telephone line is connected correctly, there is a problem with your telephone line. Contact your telephone company and the manufacturer of your terminal adapter or telephone adapter.



## Errors Often Occur When Send a Fax

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**Check** Check telephone line condition or connection.

If errors occur frequently when using an Internet telephone, it is possible that they can be reduced by selecting **Reduce** for **Err reduction (VoIP)** on **Adv. FAX settings** under **Fax settings**.

For details, see **Err reduction (VoIP)**.

■ [Fax settings](#)

### ▶▶▶ Note

- If selecting **Reduce** does not reduce errors, select **Do not reduce**.

In addition, when using an Internet telephone, it is possible that errors occur more often if **4800 bps** or **9600 bps** is selected for **TX start speed**. Select **14400 bps** or **33600 bps**.

If the telephone line or connection is poor when using a general telephone, reducing the transmission start speed may correct the error.

Reduce the transmission start speed on **TX start speed** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

■ [Fax settings](#)

## Problems Receiving Faxes

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- ▶ **Cannot Receive a Fax, Cannot Print a Fax**



## Cannot Receive a Fax, Cannot Print a Fax



### Check1 Is power turned on?

- You cannot receive faxes if the power is turned off. Press the **ON** button to turn the power on.
- If you unplugged the power cord without turning off the power (the **ON** lamp is lit), reconnecting it turns on the power automatically.
- If you unplugged the power cord after pressing the **ON** button to turn off the power (the **ON** lamp is off), reconnect it, and then press the **ON** button to turn on the power.
- If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

### Important

- Confirm that the **ON** lamp is off before unplugging the power cord, and then unplug the power cord.  
If a power failure occurs or you unplug the power cord, all faxes stored in the printer's memory are deleted.  
For details on how to unplug the power cord, see [Unplugging the Printer](#).

### Note

- If the faxes stored in the printer's memory are deleted by a power failure or unplugging the power cord, the list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed after turning the printer on.

■ Summary of Reports and Lists

### Check2 Is the printer's memory full?

Print the received faxes stored in the printer's memory or save them on the memory card, and then delete them from the printer's memory and have the sender resend the faxes.

■ [Document Stored in Printer's Memory](#)

### Check3 Does an error occur during reception?

- Ensure that a message is displayed on the Fax standby screen. When a message is displayed on the Fax standby screen, check the cause.

■ A Message for Faxing Is Displayed on the LCD

- Print **ACTIVITY REPORT** and check for an error.

■ Summary of Reports and Lists

If a reception error has occurred, see below.

■ Errors Often Occur When Received a Fax

### Check4 Is telephone line cable connected to external device jack?

Reconnect it to the telephone line jack.

■ [Connecting Telephone Line](#)

**Check5** Is paper loaded?

If paper is not loaded, received faxes will be stored in the printer's memory without being printed (Memory Reception). Load paper, and then press the **OK** button.

**Check6** Is a different size of paper from that specified by **Page size** in **FAX paper settings** loaded?

If a different size of paper from that specified by **Page size** is loaded for printing faxes, the received faxes will not be printed and will be stored in the printer's memory (Memory Reception). Load the same size of paper as that specified by **Page size**, then press the **OK** button.

**Check7** Is amount of remaining ink sufficient to print a fax?

If the amount of remaining ink is insufficient to print, received faxes will be stored in the printer's memory without being printed (Memory Reception). Replace the FINE cartridge, and then print the faxes in the printer's memory.

■ [Document Stored in Printer's Memory](#)

▶▶▶ **Note**

- If the printer was receiving faxes in the fax mode, printing will start automatically after the FINE cartridge is replaced.

■ [Replacing a FINE Cartridge](#)

- When the printer receives black & white faxes in the printer's memory, if **ON** is selected for **2-sided** in **FAX paper settings**, selecting **OFF** may print the faxes.
- You can set the printer to forcibly print a received fax even if the ink has run out.

Set **Print when no ink** in **Auto print settings** under **Fax settings** to **Print**.

However, part or all of the fax may not be printed since the ink has run out.

Also, the contents of the fax will not be stored in the printer's memory.

If the ink has already run out, we recommend that **Do not print** be selected for **Received documents** in **Auto print settings** under **Fax settings** to store the received fax in the printer's memory. After you replace the FINE cartridge and select **Print** for **Received documents** in **Auto print settings**, the fax stored in the printer's memory will be printed automatically.

■ [Fax settings](#)

**Check8** Is printer set to appropriate receive mode?

Check the receive mode setting and change it to a mode suited to your connection if necessary.

■ [Setting Receive Mode](#)

**Check9** Is **FAX RX reject** set to **ON**?

Select **OFF** for **FAX RX reject** in **Security control** under **Fax settings**.

For details, refer to Rejecting Fax Reception.

**Check10** Are there setting items set **Reject** in **Caller rejection**?

If you select **Reject** for any setting items in **Caller rejection** in **Security control** under **Fax settings**, the printer rejects calls for setting item selected **Reject**.

For details, refer to Using Caller ID Service to Reject Calls.



## Telephone Problems

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- **Cannot Dial**
- **Telephone Disconnects During a Call**



## Cannot Dial

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**Check1** Is telephone line cable connected correctly?

Check that the telephone line cable is connected correctly.

■ [Connecting Telephone Line](#)

**Check2** Is telephone line type of printer or external device set correctly?

Check the telephone line type setting and change it as necessary.

■ [Setting Telephone Line Type](#)



## Telephone Disconnects During a Call

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**Check** Is telephone line cable or telephone (or a peripheral device such as an external telephone, an answering device, or a computer modem) connected correctly?

Check that the telephone line cable and the telephone (or a peripheral device such as an external telephone, an answering device, or a computer modem) are connected correctly.

■ [Connecting Telephone Line](#)



## Poor Quality Fax Received

---



**Check1** Check scan settings of sender's fax device.

Ask the sender to adjust the scan settings of the fax device.

**Check2** Is **ECM RX** set to **OFF**?

Select **ON** for **ECM RX** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

If **ECM RX** is enabled, the sender's fax device resends the fax after correcting errors automatically.

■ [Fax settings](#)

**Check3** Is sender's original document or scanning area of sender's fax device dirty?

The image quality of the fax is mainly determined by the sender's fax device. Contact the sender and ask the sender to check whether the scanning area of the fax device is dirty.

**Check4** Is ECM transmission/reception enabled although the line/connection is poor, or is the sender's fax device compatible with ECM?

- Select **ON** for **ECM RX** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

■ [Fax settings](#)

- Contact the sender and ask the sender to check whether the fax device is set to enable ECM transmission.

If the sender's or recipient's fax device is not compatible with ECM, the fax will be sent/received without automatic error correction.

- Reduce the reception start speed on **RX start speed** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

■ [Fax settings](#)

**Check5** Did you confirm paper and print quality settings?

■ [Printout Results Are Unsatisfactory](#)

## **Mechanical Problems**

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- **Printer Does Not Turn On**
- **Printer Turns Off Unexpectedly or Repeatedly**
- **USB Connection Problems**
- **Cannot Communicate with Printer via USB**
- **Wrong Language Appears in LCD**



## Printer Does Not Turn On

---



**Check1** Press **ON** button.

**Check2** Make sure power plug is securely connected to printer, and then turn on again.

**Check3** Unplug printer, leave it for at least 2 minutes, and then plug it back in and turn on again.

If this does not solve the problem, contact your nearest Canon service center to request a repair.



## Printer Turns Off Unexpectedly or Repeatedly

---



**Check** If printer is set to turn off automatically after a certain time, disable this setting.

If you have set the printer to turn off automatically after a specified time, the power will shut off by itself once that time has elapsed.

- To disable the setting from the operation panel:

1. Check that printer is turned on.
2. Press the **Setup** button, use the ◀ ▶ button to select **ECO settings**, and press the **OK** button.

■ [LCD and Operation Panel](#)

3. Use the ◀ ▶ button to select **EnergySaveSettings** and then press the **OK** button.
4. Use the ◀ ▶ button to select **Auto power off** and then press the **OK** button.
5. Use the ◀ ▶ button to select **OFF** and then press the **OK** button.

The setting to shut off the power automatically is disabled.

- To disable the setting from the computer:

For Windows, use Canon IJ Printer Assistant Tool or ScanGear (scanner driver) to disable the setting.

Follow the procedure below to disable the setting using Canon IJ Printer Assistant Tool.

1. Open Canon IJ Printer Assistant Tool.

■ [Maintenance Tab Description](#)

2. Select **Select Printer...** and select printer you are using from pulldown menu and select **OK**.
3. Select **Auto Power**.
4. Select **Disable** for **Auto Power Off**.
5. Select **OK**.
6. Select **OK** on the displayed screen.

The setting to shut off the power automatically is disabled.

**▶▶ Note**

- Refer to below to disable the setting from ScanGear (scanner driver).

■ Scanner Tab



## USB Connection Problems

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### **Q** Printing or Scanning Is Slow/Hi-Speed USB Connection Does Not Work/"This device can perform faster" Message Appears (Windows)

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### **A**

If your system environment does not support Hi-Speed USB, the printer operates at the slower speed of USB 1.1. In this case, the printer works properly but printing or scanning speed may slow down due to the communication speed.

**Check** Check following to make sure your system environment supports Hi-Speed USB connection.

- Does the USB port on your computer support Hi-Speed USB connection?
- Does the USB cable or the USB hub support Hi-Speed USB connection?

Be sure to use a certified Hi-Speed USB cable. We recommend that the USB cable be no longer than 10 feet / 3 meters or so.

- Is the Hi-Speed USB driver working properly on your computer?

Make sure the latest Hi-Speed USB driver is working properly and obtain and install the latest version of the Hi-Speed USB driver for your computer, if necessary.

### **»» Important**

- For more information, contact the manufacturer of your computer, USB cable, or USB hub.



## Cannot Communicate with Printer via USB



**Check1** Make sure printer is turned on.

**Check2** Connect USB cable properly.

As the illustration below, the USB port is at the back of the printer.



### ▶▶▶ Important

- Connect the "Type-B" terminal to the printer with the notched side facing UP. For details, refer to the instruction manual supplied with the USB cable.

**Check3** Make sure **Enable bidirectional support** is selected in the **Ports** sheet of the properties dialog box of the printer driver. (Windows)

If not, select it to enable bidirectional support.

■ [Opening Printer Driver's Setup Screen](#)



## Wrong Language Appears in LCD

---



Follow the instructions below to select your language.

1. Press **Setup** button and wait a little.
2. Press ► button twice and press **OK** button.
3. Press ► button 3 times and press **OK** button.
4. Use ◀► button to select language for LCD and press **OK** button.

The desired language appears on the LCD.

5. Press **Stop** button.

## **Installation and Download Problems**

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- **Failed to MP Drivers Installation (Windows)**
- **Updating MP Drivers in Network Environment (Windows)**



## Failed to MP Drivers Installation (Windows)

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- **If installation does not start when you insert Setup CD-ROM:**

Follow the instructions below to start the installation.

1. Make the following settings.

- In Windows 10, click **Start > File Explorer**, and then click **This PC** from list on left.
- In Windows 8.1, select **Explorer** icon in **Taskbar** on **Desktop**, and then select **This PC** from list on left.
- In Windows 7, click **Start**, and then click **Computer**.

2. Double-click the  CD-ROM icon in the window that appears.

If the contents of the CD-ROM appear, double-click **MSETUP4.EXE**.

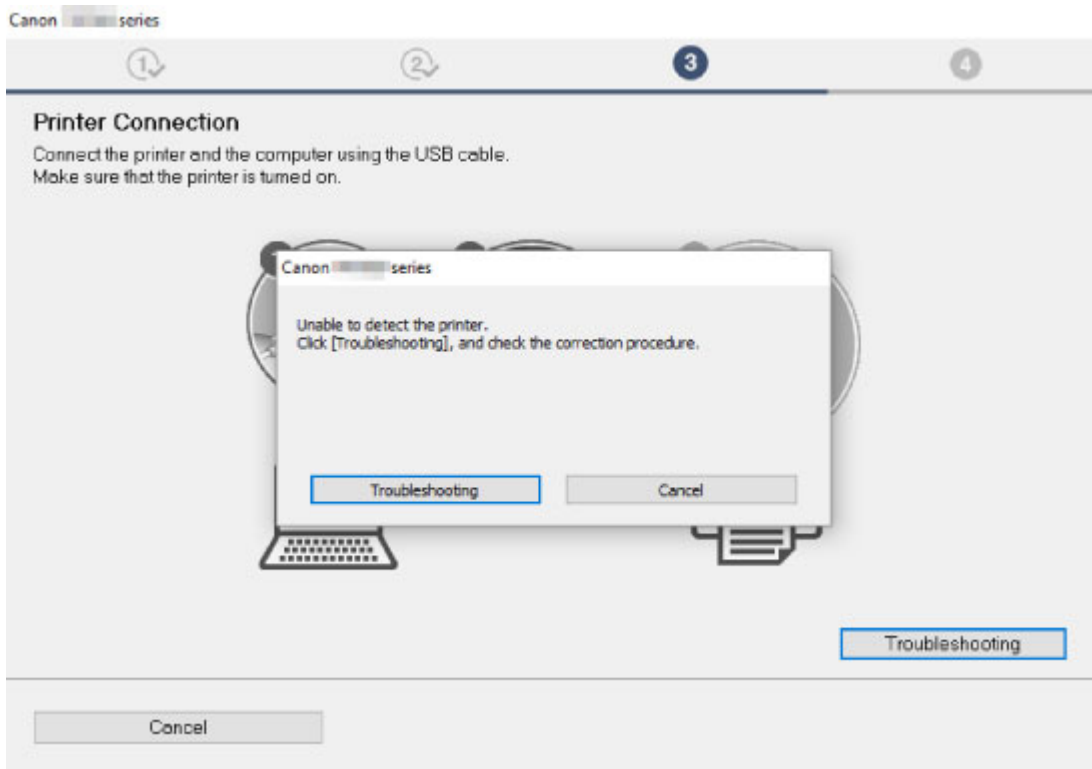
If you cannot install the MP Drivers with the Setup CD-ROM, install them from the Canon website.

### ▶▶▶ Note

- If the CD-ROM icon does not appear, try the following:
  - Remove the CD-ROM from your computer and reinsert it.
  - Restart your computer.

If the icon still does not appear, try a different disc and see if it appears. If it does, there is a problem with the Setup CD-ROM. Contact your nearest Canon service center to request a repair.

- **If you cannot get past the Printer Connection screen:**



#### ■ [Cannot Proceed beyond Printer Connection Screen](#)

- **Other cases:**

Reinstall the MP Drivers.

If the MP Drivers were not installed correctly, uninstall the MP Drivers, restart your computer, and then reinstall the MP Drivers.

#### ■ Deleting the Unnecessary MP Drivers

Reinstall the MP Drivers with the Setup CD-ROM or install them from the Canon website.

#### ▶▶▶ **Note**

- If the installer was stopped due to a Windows error, Windows operation may be unstable, and you may not be able to install the drivers. Restart your computer and then reinstall the drivers.



## Updating MP Drivers in Network Environment (Windows)

---



Download the latest MP Drivers.

Download the latest MP Drivers for your model on the download page of the Canon website.

Uninstall the existing MP Drivers and follow the installation instructions to install the latest MP Drivers that you downloaded. In the connection method selection screen, select **Use the printer with Wi-Fi connection**. The printer is detected automatically in the network.

Make sure the printer was found, and install the MP Drivers following the on-screen instructions.

### »» Note

- The network settings on the printer are not affected, so the printer can be used on the network without redoing settings.

## **Errors and Messages**

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- **An Error Occurs**
- **Message (Support Code) Appears**

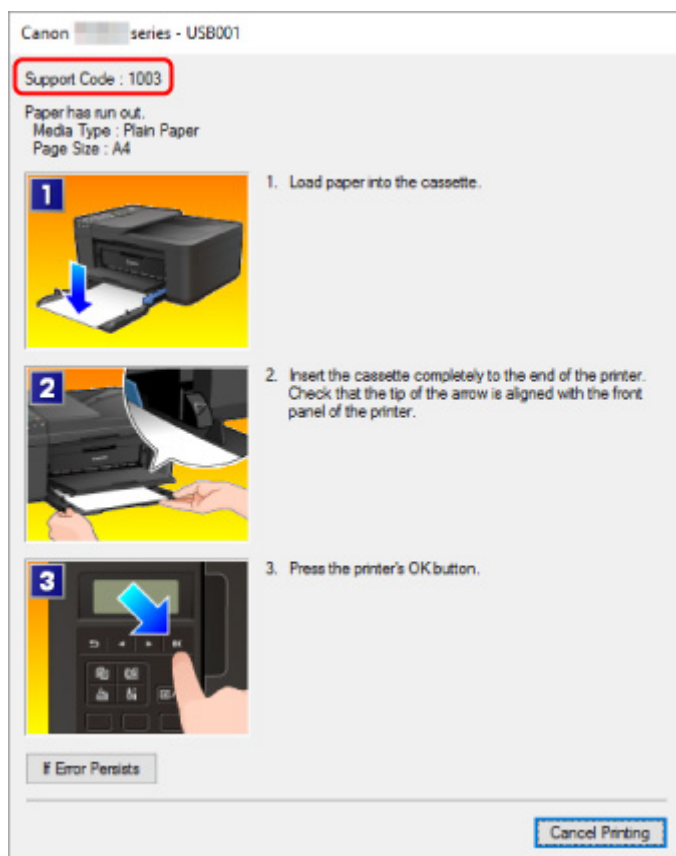


## An Error Occurs

If an error occurs in printing, for example if the paper runs out or jams, a troubleshooting message appears automatically. Take the appropriate action described in the message.

When an error occurs, a message appears on the computer, or an error code appears on the printer. For some errors, a support code (error number) appears on the computer screen.

### When a Support Code and a message are displayed on the computer screen (Windows):



### When a Support Code and a message are displayed on the printer (LCD):

Load paper  
Load paper and press **1003**

For details on how to resolve errors, see [List of Support Code for Error](#).

#### ►►► Note

- For details on how to resolve errors without Support Codes, see [Message \(Support Code\) Appears](#).

## Message (Support Code) Appears

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This section describes some of the errors and messages that may appear.

### ►► Note

- A support code (error number) is displayed on the computer for some errors. For details on errors that have support code, see [List of Support Code for Error](#).

If a message appears on the LCD, see below.

#### ■ [Message Appears on LCD](#)

If a message appears on the computer, see below.

- [Error Regarding Automatic Duplex Printing Is Displayed](#)
- [Error Regarding Power Cord Being Unplugged Is Displayed \(Windows\)](#)
- [Writing Error/Output Error/Communication Error \(Windows\)](#)
- [Other Error Messages \(Windows\)](#)

## Message Appears on LCD

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### A

Check the message and take an appropriate action.

- **Check page size Press [OK]**

The size of the loaded paper is different from that specified in the paper size setting.

Load the same size of paper as that specified in the paper size setting and press the **OK** button.

- **Data error Press [OK]**

A power failure has occurred or the power cord has been unplugged when the faxes are stored in the printer's memory.

### ►► Important

- If a power failure occurs or you unplug the power cord, all faxes stored in the printer's memory are deleted.
- For details on how to unplug the power cord, see [Unplugging the Printer](#).

Press the **OK** button.

After pressing the **OK** button, the list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed.

For details, refer to Summary of Reports and Lists.

- **Cannot connect to the server; try again**

You cannot connect to the server due to some communication error.

Press the **OK** button to dismiss the error and try again after a while.

## Error Regarding Automatic Duplex Printing Is Displayed

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### A

**Check** See Automatic Duplex Printing Problems and take the appropriate action.

## Error Regarding Power Cord Being Unplugged Is Displayed (Windows)

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### A

The printer may have been unplugged while it was on.

Check the error message that appears on the computer and click **OK**.

The printer starts printing.

See [Unplugging the Printer](#) for unplugging the power cord.

### Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

## Writing Error/Output Error/Communication Error (Windows)

---

### A

**Check1** If the **ON** lamp is off, make sure printer is plugged in and turn on.

The **ON** lamp flashes while the printer is initializing. Wait until the **ON** lamp stops flashing and remains lit.

**Check2** Make sure printer is properly connected to computer.

If you are using a USB cable, make sure it is securely connected to both the printer and the computer. When the USB cable is securely plugged in, check the following:

- If you are using a relay device such as a USB hub, disconnect it, connect the printer directly to the computer, and retry the printing. If printing starts normally, there is a problem with the relay device. Contact the vendor of the relay device.
- There could also be a problem with the USB cable. Replace the USB cable and retry the printing.

If you use the printer over a LAN, make sure the printer is correctly set up for network use.

**Check3** Make sure MP Drivers are installed correctly.

Uninstall the MP Drivers following the procedure described in [Deleting the Unnecessary MP Drivers](#) and reinstall them from the Setup CD-ROM or the Canon website.

**Check4** When printer is connected to your computer with a USB cable, check device status from your computer.

Follow the procedure below to check the device status.

1. Select **Control Panel > Programs > Programs and Features**.

**Note**

- If the **User Account Control** screen appears, select **Continue**.

2. Double-click **Universal Serial Bus controllers** and **USB Printing Support**.

If **USB Printing Support Properties** screen does not appear, make sure the printer is correctly connected to the computer.

**Check2** [Make sure printer is properly connected to computer.](#)

3. Click **General** tab and check for a device problem.

If a device error is shown, see Windows Help to resolve it.

## Other Error Messages (Windows)

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### 

**Check** If an error message appears outside printer status monitor, check the following:

- **"Could not spool successfully due to insufficient disk space"**

Delete any unnecessary files to increase the amount of free space on the disk.

- **"Could not spool successfully due to insufficient memory"**

Close other applications to increase the available memory.

If you still cannot print, restart your computer and retry the printing.

- **"Printer driver could not be found"**

Uninstall the MP Drivers following the procedure described in [Deleting the Unnecessary MP Drivers](#) and reinstall them from the Setup CD-ROM or the Canon website.

- **"Could not print Application name - File name"**

Try printing again once the current job is complete.

## List of Support Code for Error

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Support code appears on the LCD and your computer screen when errors occur.

A "support code" is an error number, and appears along with an error message.

When an error occurs, check the support code displayed on the LCD and on the computer screen and take the appropriate action in response.

### Support Code Appears on LCD and Computer Screen

- **1000 to 1ZZZ**

[1003](#) [1200](#) [1203](#) [1250](#) [1300](#) [1303](#)

[1304](#) 1309 1310 [1401](#) 1403 [1430](#)

[1485](#) 15A1 15A2 [1682](#) 1684 [1686](#)

[1688](#) [168A](#) 1702 1703 1704 1705

1712 1713 1714 1715 1871 [1890](#)

- **2000 to 2ZZZ**

[2110](#) 2120 2700 2801 2802 2803

[2900](#) [2901](#)

- **3000 to 3ZZZ**

3402 3403 3404 3405 3406 3407

340D 340E 3410 3411 3412 3413

3434 3435 3436 3437 3438 3439

3440 3441 3446 3447

- **4000 to 4ZZZ**

4100 [4103](#) 495A

- **5000 to 5ZZZ**

[5011](#) [5012](#) 5040 5050 [5100](#) [5200](#)

5205 5206 [5B02](#) 5B03 5B04 5B05

5B12 5B13 5B14 5B15

- **6000 to 6ZZZ**

[6000](#) 6500 6800 6801 6900 6901

6902 6910 6911 6930 6931 6932

6933 6936 6937 6938 6939 693A

6940 6941 6942 6943 6944 6945

6946 6D01

- **7000 to 7ZZZ**

7500 7600 7700 7800

- **9000 to 9ZZZ**

9500

For paper jam support codes, see also [List of Support Code for Error \(Paper Jams\)](#).

## List of Support Code for Error (Paper Jams)

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If paper jams, remove it following the appropriate procedure as shown below.

- If you can see the jammed paper at the paper output slot:
  - [1300](#)
- If you cannot see the jammed paper at the paper output slot:
  - If the paper fed from the cassette is jammed:
    - [1303](#)
  - If the paper is jammed when performing automatic duplex printing:
    - [1304](#)
- If the document is jammed in the ADF:
  - 2801
- If the paper tears and you cannot remove it from the paper output slot or if the paper is jammed inside the printer:
  - [Paper Is Jammed inside Printer](#)
- Cases other than above:
  - Other Cases

## Cause

Paper is jammed in the paper output slot.

## What to Do

If you can see the jammed paper at the paper output slot, remove the paper following the procedure below.

### Important

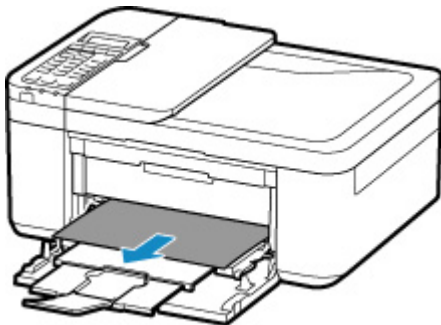
- The printer cannot be turned off while it is sending or receiving a fax, or when the received fax or the unsent fax is stored in the printer's memory.

Turn off the printer after making sure it has completed sending or receiving all the faxes. Do not unplug when turning off the printer.

If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

#### 1. Slowly pull out paper.

Hold the paper with both hands, and pull it out slowly so as not to tear it.



### Note

- If you cannot pull out the paper, turn the printer back on without pulling forcibly. The paper may be ejected automatically.
- If paper becomes jammed during printing and you need to turn off the printer to remove it, press the **Stop** button to stop the printing before you turn off the printer.
- If the paper tears and you cannot remove the jammed paper from the paper output slot, remove the paper from inside the printer.

#### ■ [Paper Is Jammed inside Printer](#)

- If you cannot pull the paper out from the paper output slot or from inside the printer, try to pull the paper out from the rear side of the printer.

#### ■ [Removing Jammed Paper from Rear Side](#)

#### 2. Reload paper and press printer's **OK** button.



The printer resumes printing. Reprint the page you were printing if it was not printed properly due to the paper jam.

If you turned off the printer in step 1, the print data that was sent to the printer is erased. Redo the printing.

**▶▶▶ Note**

- When reloading the paper, make sure you are using suitable paper and loading it correctly.
- We recommend using paper sizes other than A5 to print documents with photos or graphics. A5 paper may curl and jam as it leaves the printer.

If the measures above do not solve the problem, contact your nearest Canon service center to request a repair.

## Cause

Paper is jammed in the transport unit.

## What to Do

### 1. Remove jammed paper.

- If the paper is jammed at the paper output slot:

■ [1300](#)

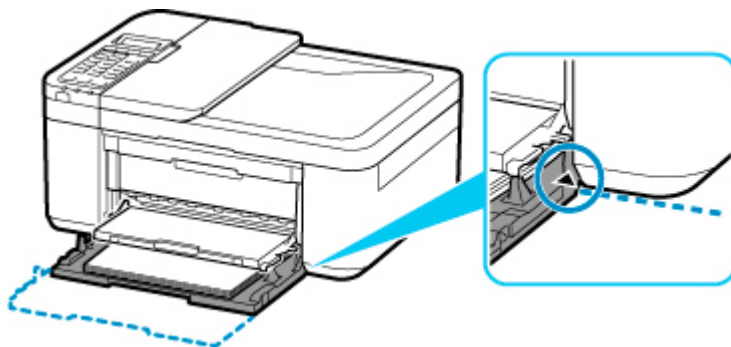
- If the paper is jammed inside the printer:

■ [Paper Is Jammed inside Printer](#)

- If none of the above is applied, see [Removing Jammed Paper from Rear Side](#) to open the rear cover and to remove the paper.

### 2. Load paper in cassette properly.

When you push the cassette back, grab the tabs at both sides of the front cover and push the cassette back until the arrow (▶) on the front cover is aligned with edge of the printer.



■ [Loading Paper](#)

### 3. Perform printing or copying again.

## Cause

Paper is jammed when performing automatic duplex printing.

## What to Do

### 1. Remove jammed paper.

- If the paper is jammed at the paper output slot:

■ [1300](#)

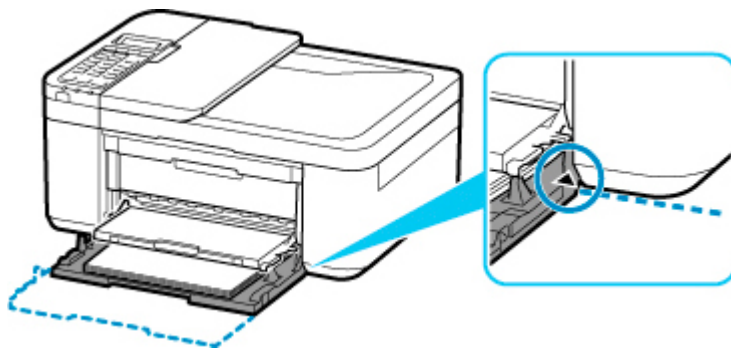
- If the paper is jammed inside the printer:

■ [Paper Is Jammed inside Printer](#)

- If none of the above is applied, see [Removing Jammed Paper from Rear Side](#) to open the rear cover and to remove the paper.

### 2. Load paper in cassette properly.

When you push the cassette back, grab the tabs at both sides of the front cover and push the cassette back until the arrow (▶) on the front cover is aligned with edge of the printer.



■ [Loading Paper](#)

### 3. Perform printing or copying again.

## Paper Is Jammed inside Printer

If the jammed paper tears and you cannot remove the paper either from the paper output slot or from the transport unit, or if the jammed paper remains inside the printer, remove the paper following the procedure below.

### ▶▶▶ Important

- The printer cannot be turned off while it is sending or receiving a fax, or when the received fax or the unsent fax is stored in the printer's memory.

Turn off the printer after making sure it has completed sending or receiving all the faxes. Do not unplug when turning off the printer.

If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

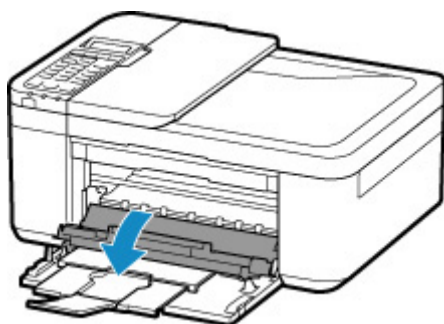
### ▶▶▶ Note

- If paper becomes jammed during printing and you need to turn off the printer to remove it, press the **Stop** button to stop the printing before you turn off the printer.

1. Turn off printer and unplug it.

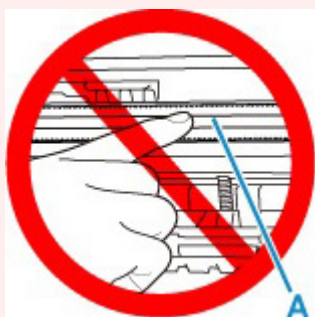
2. Open paper output cover.

Remove the paper in the cassette if any.



### ▶▶▶ Important

- Do not touch clear film (A).

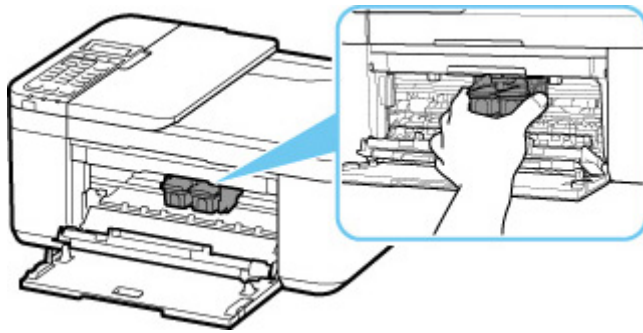


If you soil or scratch this part by touching it with paper or your hand, it could damage the printer.

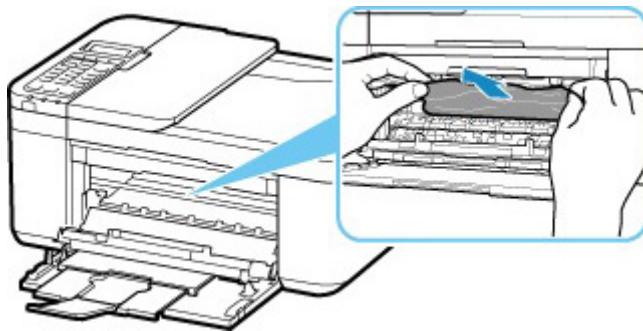
3. Check if jammed paper is under FINE cartridge holder.

If the jammed paper is under the FINE cartridge holder, move the FINE cartridge holder to the far right or left, whichever makes it easier to remove the paper.

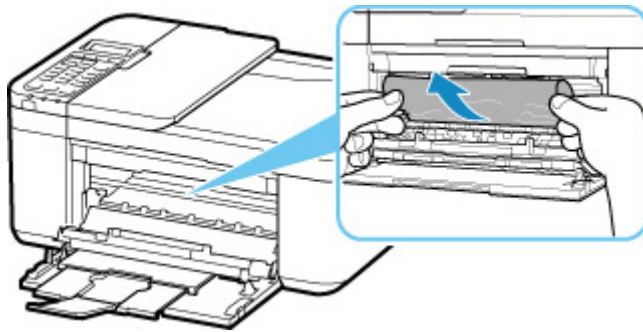
When moving the FINE cartridge holder, hold the top of the FINE cartridge holder and slide it slowly to the far right or left.



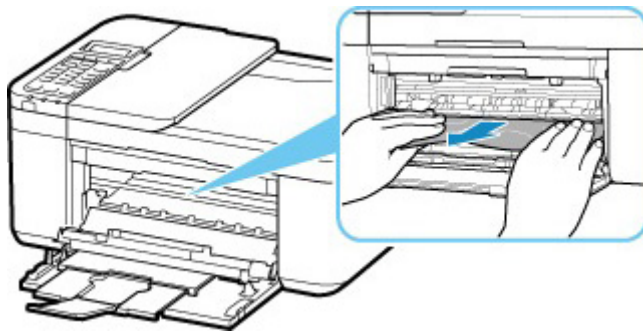
**4. Hold jammed paper firmly in both hands.**



If the paper is rolled up, pull out it.



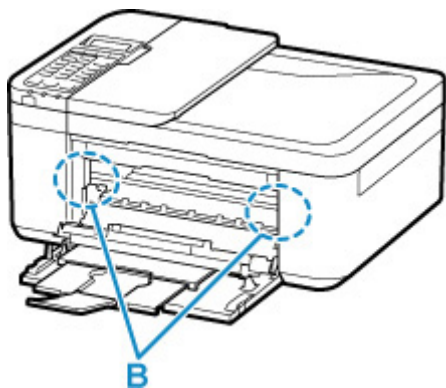
**5. Slowly pull out paper, so as not to tear it.**



**6. Make sure all jammed paper is removed.**

If the paper tears when you pull out it, a bit of paper may remain in the printer. Check the following and remove any remaining paper.

- Any paper left under the FINE cartridge holder?
- Any small bits of paper left in the printer?
- Any paper left in the left and right empty spaces (B) in the printer?



**7. Close paper output cover.**

**8. Plug printer back in and turn printer back on.**

All jobs in the print queue are canceled. Redo the printing.

**▶▶▶ Note**

- When reloading the paper, make sure you are using suitable paper and loading it correctly. If a paper jam message appears on the LCD of the printer or on your computer screen when you resume printing after removing all the jammed paper, there may be some paper still inside the printer. Check the printer again for any remaining bits of paper.

If the measures above do not solve the problem, contact your nearest Canon service center to request a repair.

## Removing Jammed Paper from Rear Side

### Important

- The printer cannot be turned off while it is sending or receiving a fax, or when the received fax or the unsent fax is stored in the printer's memory.

Turn off the printer after making sure it has completed sending or receiving all the faxes. Do not unplug when turning off the printer.

If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

### Note

- If paper becomes jammed during printing and you need to turn off the printer to remove it, press **Stop** button to stop the printing before you turn off the printer.

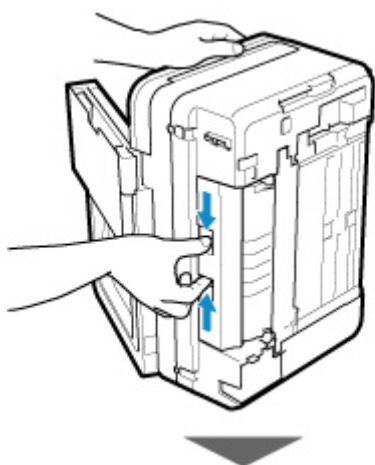
1. Turn off printer and unplug it.
2. Retract output tray extension and paper output support, close front cover.
3. Open document cover.  
Close the document tray if it is open.
4. Stand printer with right side of front facing down.

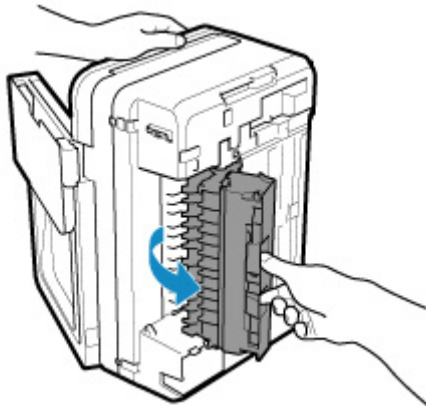
### Important

- Stand the printer on a wide and flat surface such as a desk.
- When you stand the printer, hold it securely and be careful not to hit it on a hard object.

5. Open transport unit cover.

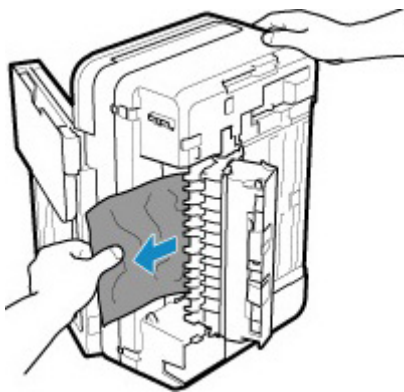
When you open the transport unit cover, support the printer with your hand so that it does not fall down.





**6. Slowly pull out paper.**

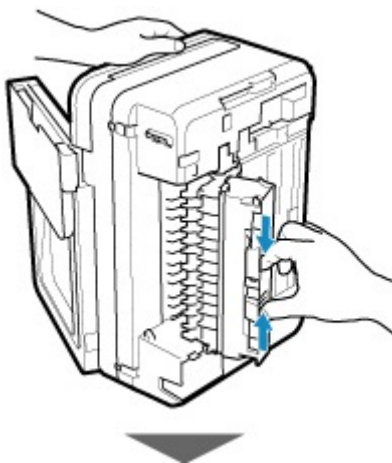
When you pull the jammed paper, support the printer with your hand so that it does not fall down.



**▶▶▶ Note**

- If the paper is rolled up and it is difficult to remove, grasp the edges of the paper, then remove the jammed paper.

**7. Close transport unit cover.**







**▶▶ Note**

- After you close the transport unit cover, take back the printer in original position at once.

**8. Plug printer back in and turn printer back on.**

If the measures above do not solve the problem, contact your nearest Canon service center to request a repair.

## 1003

### Cause


Printer is out of paper, or paper does not feed.

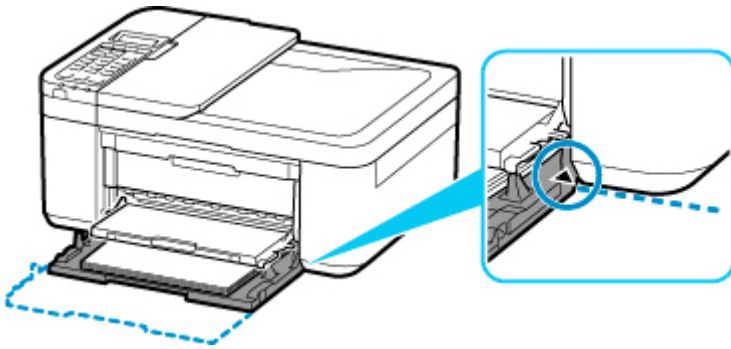
### What to Do

Close the paper output tray, pull the cassette out, and then load the paper.

#### ■ [Loading Paper](#)

When you load the paper, insert the paper stack until the leading edge touches the far end of the cassette.

After loading the paper, push the cassette so that the  mark on the cassette aligns with the front panel as illustrated below.



Open the paper output tray, then press the printer's **OK** button.

#### ▶▶▶ **Note**

- To cancel printing, press the printer's **Stop** button.

## 1200

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### Cause

Paper output cover is open.

### What to Do

Close the paper output cover and wait for a while.

Do not close it while you are replacing a FINE cartridge.

## 1203

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### Cause

Paper output cover is opened during printing.

### What to Do

If paper remains inside the printer, slowly pull out the paper with both hands and close the paper output cover.

Press the printer's **OK** button to resolve the error.

The printer ejects one blank sheet of paper and resumes printing from the next paper.

The printer will not reprint the page that was printed when the paper output cover is opened. Retry printing.

### ▶▶ Important

- Do not open or close the cover during printing, as this can damage the printer.

## 1250

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### Cause

Paper output tray is closed.

### What to Do

Open the paper output tray to resume printing.

## 1401

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### Cause

FINE cartridge is not installed.

### What to Do

Install the FINE cartridge.

If the error is not resolved, the FINE cartridge may be damaged. Contact your nearest Canon service center to request a repair.

### ▶▶ Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

## 1430

---

### Cause

FINE cartridge cannot be recognized.

### What to Do

Remove the FINE cartridge and reinstall it.

If the error is not resolved, the FINE cartridge may be damaged. Replace the FINE cartridge with a new one.

If this still does not solve the problem, contact your nearest Canon service center to request a repair.

### ▶▶ Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

**1485**

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**Cause**

Appropriate ink cartridge is not installed.

**What to Do**

Printing cannot be executed because the ink cartridge is not compatible with this printer.

Install the appropriate ink cartridge.

If you want to cancel printing, press the printer's **Stop** button.



## 1682

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### Cause

FINE cartridge cannot be recognized.

### What to Do

Replace the FINE cartridge.

If the error is not resolved, the FINE cartridge may be damaged. Contact your nearest Canon service center to request a repair.

### ▶▶ Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

## 1686

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### Cause

The ink may have run out.

### What to Do

The function for detecting the remaining ink level will be disabled since the ink level cannot be correctly detected.

If you want to continue printing without this function, press the printer's **Stop** button for at least 5 seconds.

Canon recommends to use new genuine Canon cartridges in order to obtain optimum qualities.

Please be advised that Canon shall not be liable for any malfunction or trouble caused by continuation of printing under the ink out condition.

## 1688

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### Cause

The ink has run out.

### What to Do

Replace the ink cartridge and close the paper output cover.

If printing is in progress and you want to continue printing, press the printer's **Stop** button for at least 5 seconds with the ink cartridge installed. Then printing can continue under the ink out condition.

The function for detecting the remaining ink level will be disabled.

Replace the empty ink cartridge immediately after the printing. The resulting print quality is not satisfactory, if printing is continued under the ink out condition.

## 168A

### Cause

FINE cartridge is not installed properly, or FINE cartridge not compatible with this printer is installed.

### What to Do

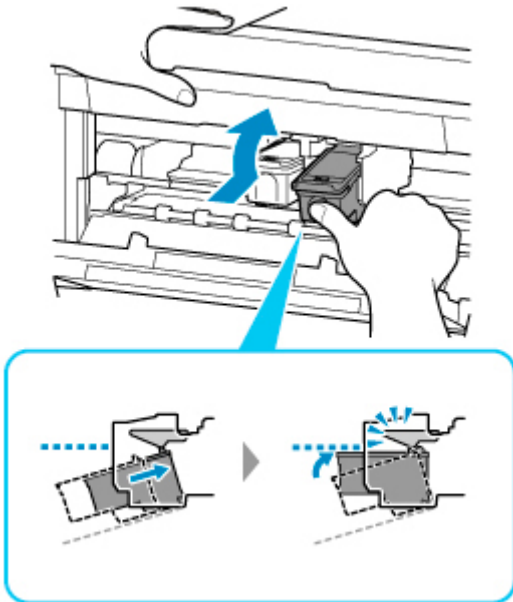
Retract the output tray extension and the paper output support, open the paper output cover, and then remove the FINE cartridges.

Make sure the FINE cartridge compatible with the printer is installed.

Then install the FINE cartridges again.

#### ■ [Replacing a FINE Cartridge](#)

Push up the FINE cartridge until it clicks into place.



After installing, close the paper output cover.

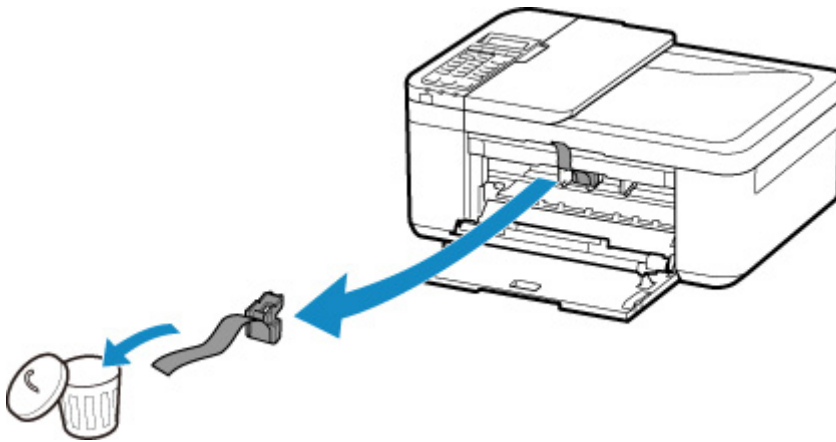
**Cause**

Protective material or tape may still be attached to FINE cartridge holder.

**What to Do**

Open the paper output cover, then confirm that the protective material or the tape does not remain attached to the FINE cartridge holder.

If you find the protective material or the tape remains attached, remove it, then close the paper output cover.



If this does not solve the problem, contact your nearest Canon service center to request a repair.

## Cause

Paper settings for printing or copying do not match cassette paper information set on printer.

### ▶▶ Note

- See below for the correct correspondence between paper settings made on the printer driver or on the LCD.
  - [Paper Settings on the Printer Driver and the Printer \(Media Type\)](#) (Windows)
  - [Paper Settings on the Printer Driver and the Printer \(Paper Size\)](#) (Windows)
- For copying, make the copy paper settings to match cassette paper information set on the printer.
- See below for details on cassette paper information set on the printer.
  - [Paper Settings](#)

If the print or copy paper settings do not match cassette paper information set on the printer, as shown below, a message appears on the LCD.

- Print settings specified on the printer driver:
  - Paper size: A5
  - Media type: Plain paper
- Cassette paper information set on the printer:
  - Paper size: A4
  - Media type: Plain paper

```
The size/type of lo 2110
[OK]Select option
```

## What to Do

Press the printer's **OK** button to display the screen below.

```
Select option
Use cass. settings ▶
```

Select the appropriate action.

### ▶▶ Note

- Depending on settings, some of the options below may not appear.

#### Use cass. settings

Select this option to print or copy onto the paper in the cassette without changing the paper settings.

For example, if the print or copy paper setting is A5, and cassette paper information is set to A4, the A5 size setting is used to print or copy onto the paper in the cassette.

#### Replace the paper

Select this option to print after changing the paper in the cassette.

For example, if the print or copy paper setting is A5, and cassette paper information is set to A4, change the paper in the cassette to A5 paper and proceed with printing or copying.

Once you have inserted the cassette after changing the paper, the screen for setting cassette paper information appears. Set paper information for the paper in the cassette.

### ▶▶▶ Note

- If you do not know what paper information to set, press the **Back** button. The previous screen appears, showing the paper size and media type. Check the paper settings and set them as cassette paper information.
- See below for the correct correspondence between paper settings made on the printer driver or on the LCD.

- [Paper Settings on the Printer Driver and the Printer \(Media Type\)](#) (Windows)

- [Paper Settings on the Printer Driver and the Printer \(Paper Size\)](#) (Windows)

### Cancel

Cancels printing.

Select this option when you want to change the print or copy paper settings. Change the paper settings and retry printing.

### ▶▶▶ Note

- To suppress the misprint prevention message, change the setting as described below. When you suppress the message, the printer uses the paper settings for printing or copying onto the paper in the cassette regardless of whether or not the paper matches these settings.

- To change the message view setting when printing or copying using the operation panel of the printer:

- [Feed settings](#)

- To change the message view setting when printing using the printer driver:

- [Changing the Printer Operation Mode](#) (Windows)

- Changing the Printer Operation Mode (macOS)

## 2900

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### Cause

Scanning print head alignment sheet failed.

### What to Do

Press the printer's **OK** button and check the following.

- Make sure the print head alignment sheet is set in the correct position and orientation on the platen.
- Make sure the platen and the print head alignment sheet are not dirty.
- Make sure the loaded paper is correct.

For print head alignment, load A4 or Letter-sized plain paper.

- Make sure the print head nozzle is not clogged.

Check the print head condition by printing the nozzle check pattern.

After checking the above, start over auto print head alignment from the beginning.

If the error is still not resolved, try manual print head alignment.





## Cause

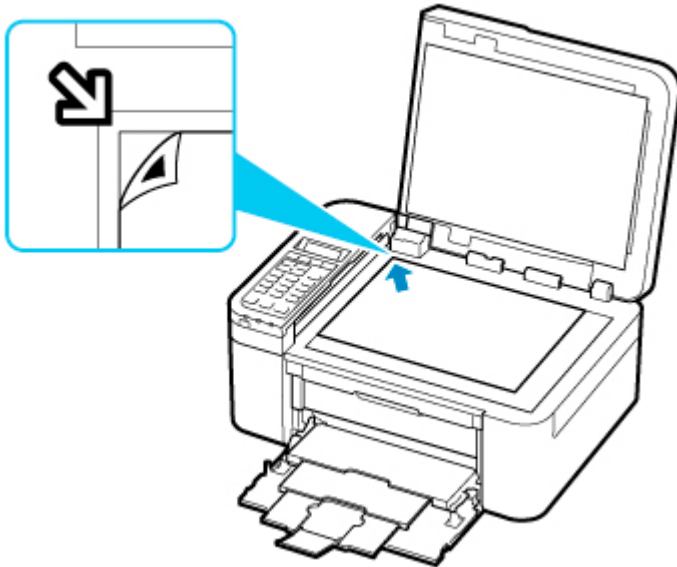
Print head alignment pattern has been printed and printer is waiting to scan sheet.

## What to Do

Scan the printed alignment pattern.

1. Load print head alignment sheet on platen.

Place the printed side down and align the mark  in the upper left corner of the sheet with the alignment mark .



2. Slowly close the document cover and press printer's **Black** or **Color** button.

The printer starts scanning the print head alignment sheet, and automatically adjusts the print head position.

## 4103

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### Cause

Cannot perform printing with current print settings.

### What to Do

Press the printer's **Stop** button to cancel printing.

Then change the print settings and retry printing.

## 5011

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### Cause

Printer error has occurred.

### What to Do

Turn off printer and unplug it.

Plug in the printer again and turn it back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

### ▶▶ Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

## 5012

---

### Cause

Printer error has occurred.

### What to Do

Turn off printer and unplug it.

Plug in the printer again and turn it back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

### ▶▶ Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

## 5100

### Cause

Printer error has occurred.

### What to Do

Cancel printing and turn off the printer.

Check the following:

- Make sure FINE cartridge holder motion is not impeded by stabilizer, jammed paper, etc.  
Remove any impediment.
- Make sure the FINE cartridges are properly installed.  
Push up the FINE cartridge until it clicks into place.

Turn the printer back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

### »» Important

- When clearing an impediment to FINE cartridge holder motion, be careful not to touch clear film (A).



If you soil or scratch this part by touching it with paper or your hand, it could damage the printer.

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

## 5200

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### Cause

Printer error has occurred.

### What to Do

Turn off printer and unplug it.

Plug in the printer again and turn it back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

### ▶▶ Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

## 5B02

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### Cause

Printer error has occurred.

### What to Do

Contact your nearest Canon service center to request a repair.

### ▶▶ Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

### ▶▶ Note

- In the case of warnings or errors caused by remaining ink levels, the printer cannot print or scan.

## 6000

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### Cause

Printer error has occurred.

### What to Do

If the paper is jammed, remove it depending on the jammed location and cause.

- [List of Support Code for Error \(Paper Jams\)](#)

Turn off printer and unplug it.

Plug in the printer again and turn it back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

### ▶▶ Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.