



MG2500 series Online Manual

Printing
Copying

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Printing

- ➡ [Printing from a Computer](#)
- ➡ [Printing with Application Software that You are Using \(Printer Driver\)](#)

Printing from a Computer

➡ [Printing with Application Software that You are Using \(Printer Driver\)](#)

Printing with Application Software that You are Using (Printer Driver)

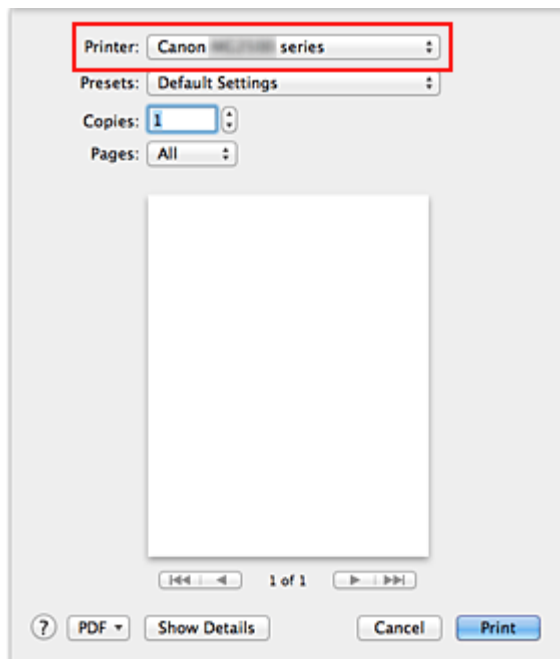
- Printing with Easy Setup 🖨️ **Basic**
- Various Printing Methods
- Changing the Print Quality and Correcting Image Data
- Overview of the Printer Driver
- Updating the Printer Driver
- Sharing the Printer on a Network

Printing with Easy Setup

The simple setup procedure for carrying out appropriate printing on this machine is as follows:

1. Check that the machine is turned on
2. Load paper on the machine
3. Select the printer

Select your model from the **Printer** list in the [Print Dialog](#).



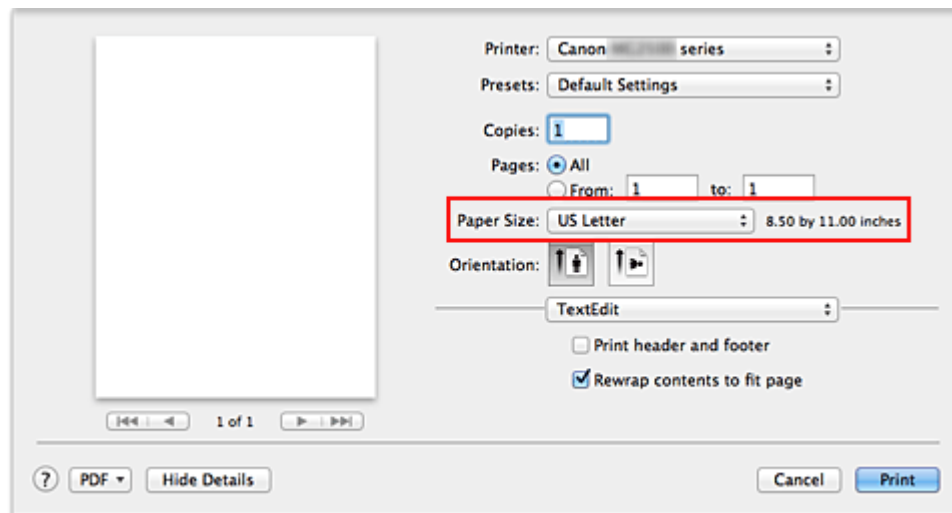
»»» Note

- Click **Show Details** (▼ (the disclosure triangle)) to switch the Setup window to the detailed display.

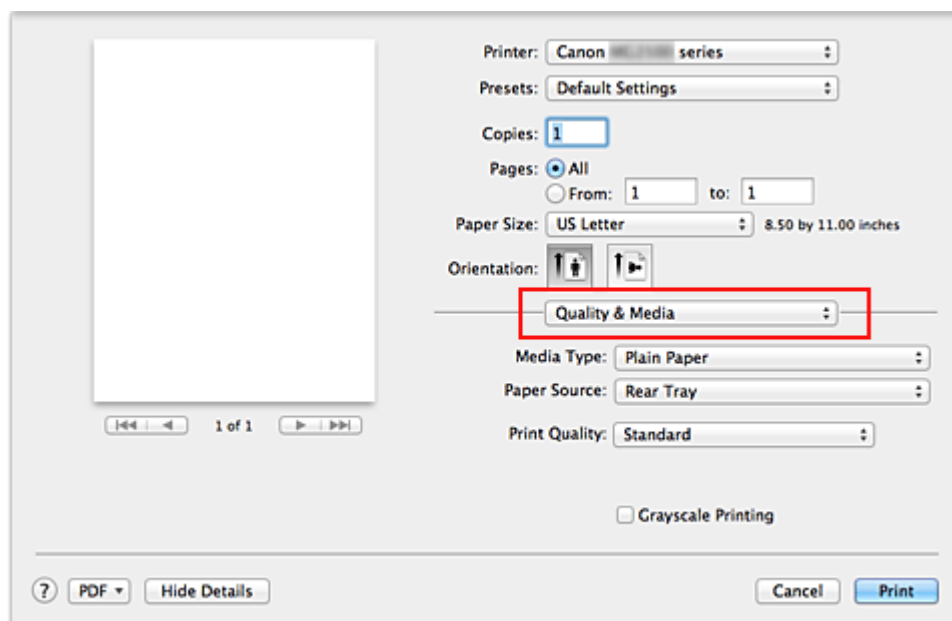
4. Select the paper size

For **Paper Size**, select the paper size to be used.

If necessary, set the number of copies, the pages to be printed, and the orientation.

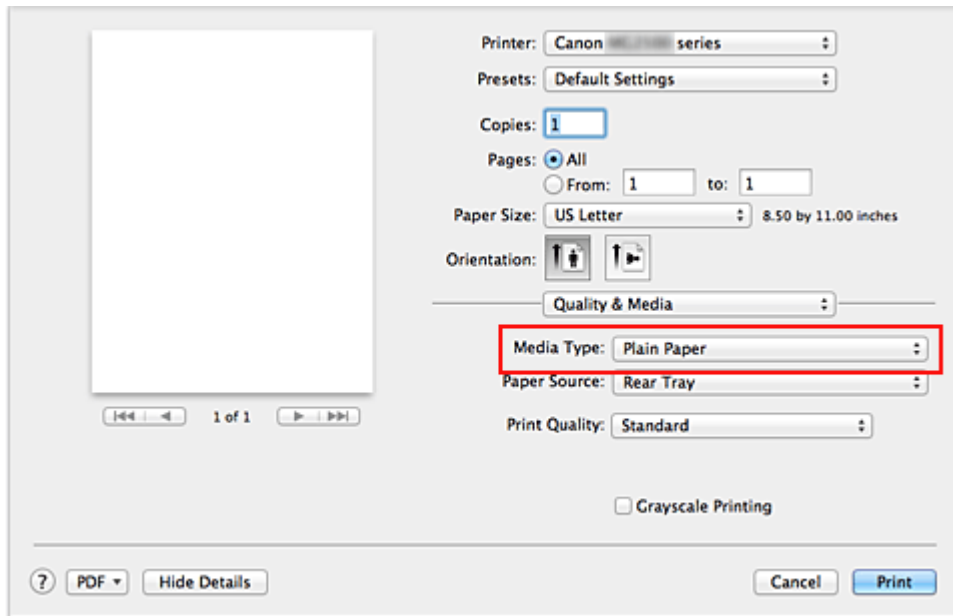


5. Select **Quality & Media** from the pop-up menu



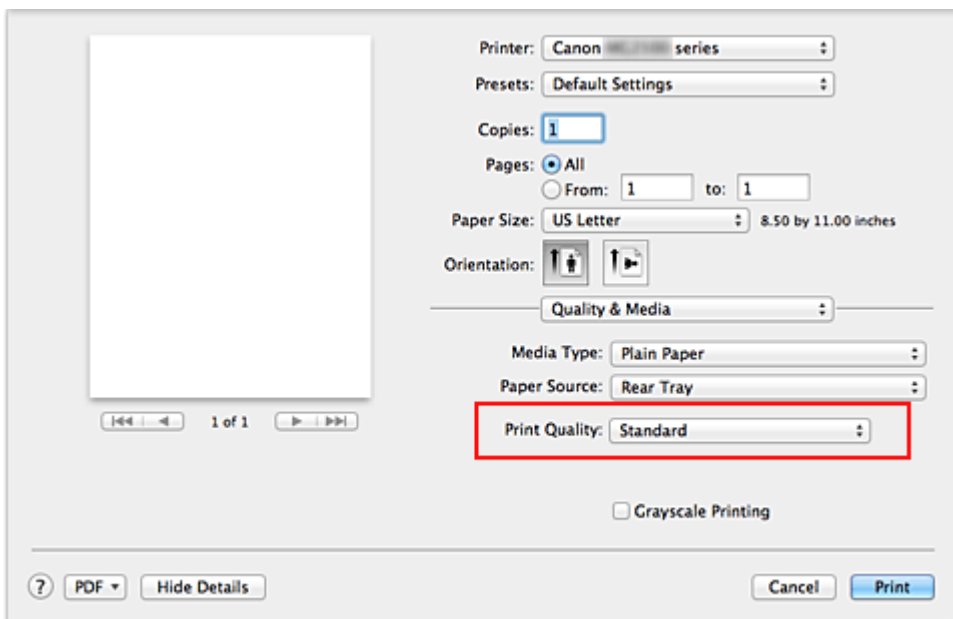
6. Select the media type

For **Media Type**, select the same paper type loaded in the machine.



7. Select the print quality

For **Print Quality**, select **High**, **Standard**, or **Draft** according to your purpose.



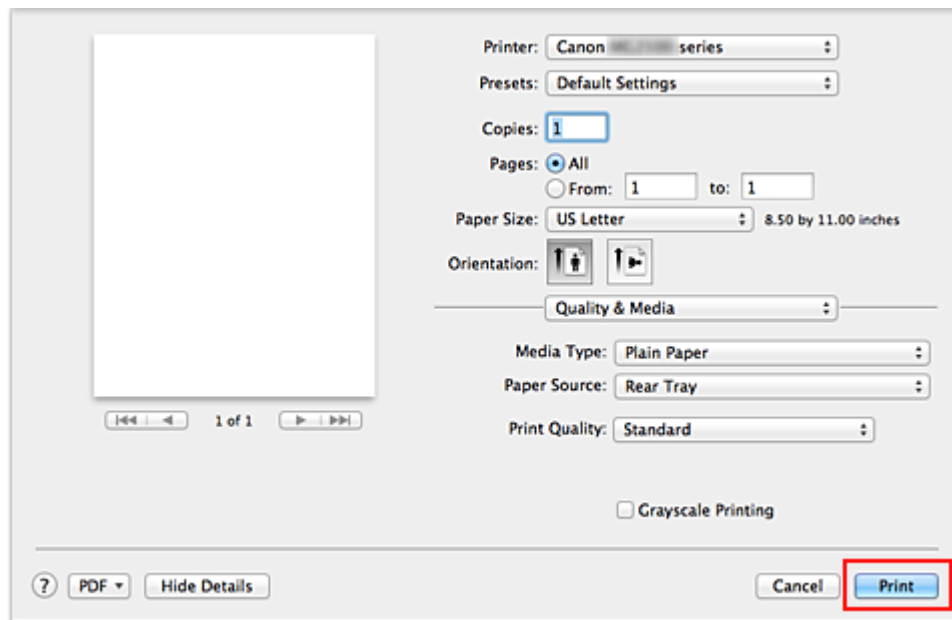
»» Important

- The print quality settings that can be selected may differ depending on a printing profile.

8. Complete the setup

Click **Print**.

When you execute print, the document will be printed in accordance with the type and size of the media.



»» Important

- In the **Presets** section, click **Save Current Settings as Preset... (Save As...)** to register the specified settings.

Setting the Media Type with the Printer Driver

When you use this machine, selecting a media type that matches the print purpose will help you achieve the best print results.

You can use the following media types on this machine.

Commercially available papers

Media name	Media Type in the printer driver
Plain Paper (including recycled paper)	Plain Paper
Envelopes	Envelope

Canon genuine papers (Photo Printing)

Media name <Model No.>	Media Type in the printer driver
Photo Paper Plus Glossy II <PP-201>	Photo Paper Plus Glossy II
Photo Paper Glossy <GP-501/GP-601>	Glossy Photo Paper

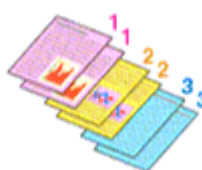
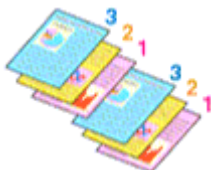
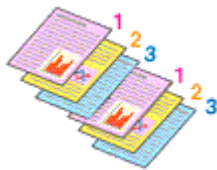
Various Printing Methods

- Setting the Number of Copies and Printing Order
- Setting the Stapling Margin
- Scaling the Printing to Fit the Paper Size
- Scaled Printing
- Page Layout Printing
- Displaying the Print Results before Printing
- Setting Paper Dimensions (Custom Size)

Setting the Number of Copies and Printing Order

Collate pages + Reverse **Collate pages + Normal**

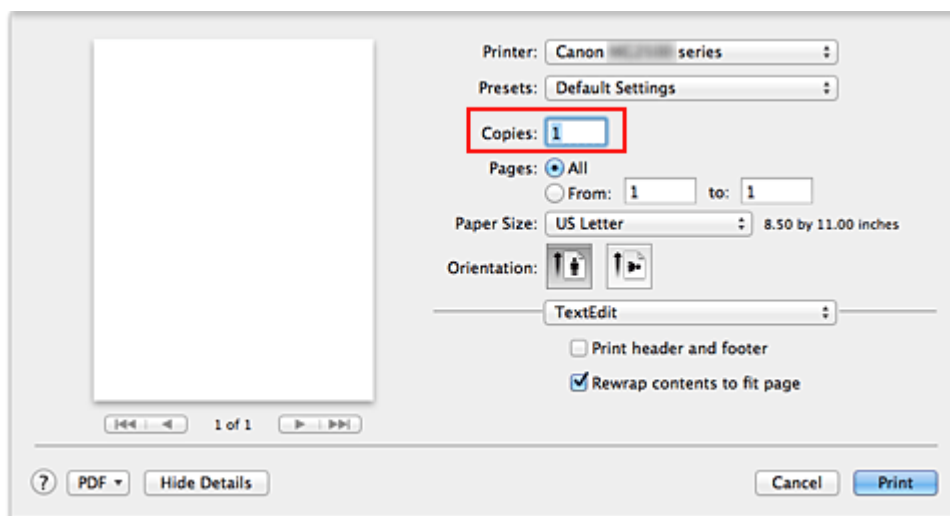
Reverse



The procedure for specifying the number of copies and printing order is as follows:

1. Specify the number of copies to be printed

Specify the number of copies to print from the **Copies** in the [Print Dialog](#).



2. Select **Paper Handling** from the pop-up menu

3. Check the **Collate pages** check box when you are specifying multiple copies in the **Copies** box

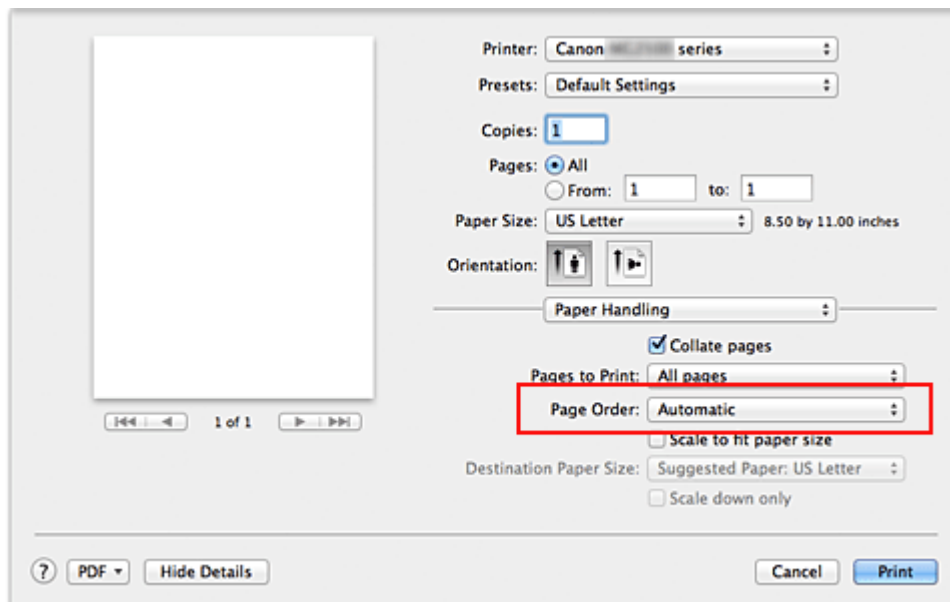
Check the **Collate pages** check box to print all the pages of a single copy together. Uncheck this check box to print all pages with the same page number together.

4. Specify the print order

Check **Page Order**.

When you select **Automatic** or **Reverse**, printing starts from the last page.

When you select **Normal**, printing starts from the first page.



5. Complete the setup

Click **Print**.

When you execute print, the specified number of copies will be printed with the specified printing order.

»»» Important

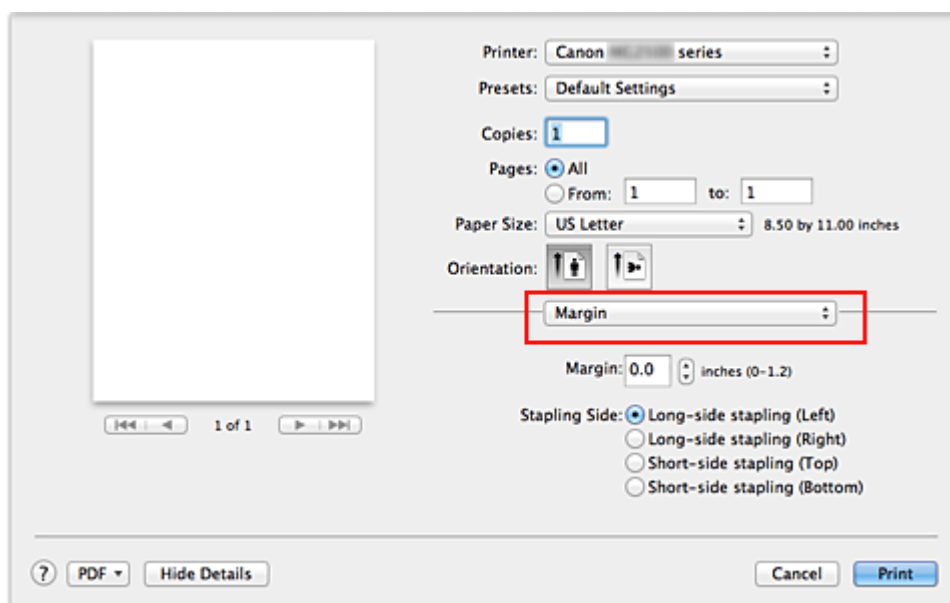
- When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order 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.

Setting the Stapling Margin



The procedure for setting the staple side and the margin width is as follows:

1. Select **Margin** from the pop-up menu on the [Print Dialog](#)



2. Set the staple side and the margin width

Select a stapling position from the **Stapling Side** list, and if necessary, set the **Margin** width.

►►► Note

- The printer automatically reduces the print area depending on the staple position margin.

3. Complete the setup

Click **Print**.

When you execute print, the data is printed with the specified staple side and margin width.

Scaling the Printing to Fit the Paper Size

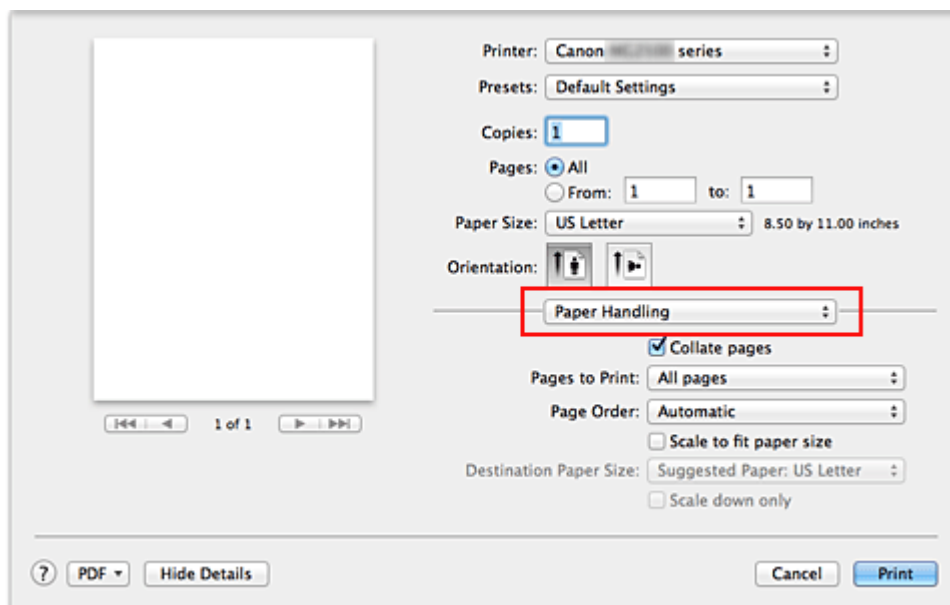


The procedure for printing a document that is automatically enlarged or reduced to fit the page size to be used is as follows:

1. Check the paper size

Check that the **Paper Size** in the [Print Dialog](#) is the same as the paper size that you set in the application software.

2. Select **Paper Handling** from the pop-up menu



3. Set the print paper size

Check the **Scale to fit paper size** check box. Then from the **Destination Paper Size** pop-up menu, select the paper size that is actually loaded in the machine.

4. If necessary, check the **Scale down only** check box

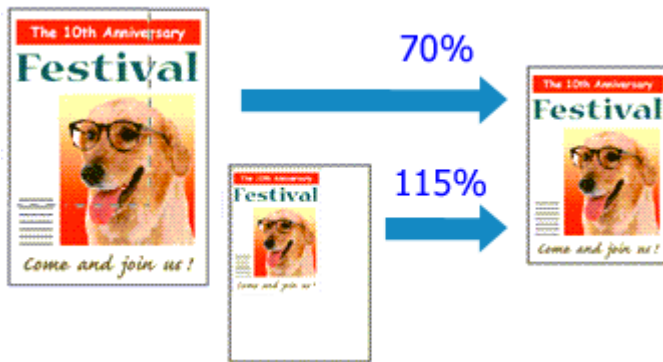
When you check this check box, the document will be reduced to fit to the paper size when the document size is larger than the page size. The document will be printed in the original size when the document size is smaller than the page size.

5. Complete the setup

Click **Print**.

When you execute print, the document will be enlarged or reduced to fit to the page size.

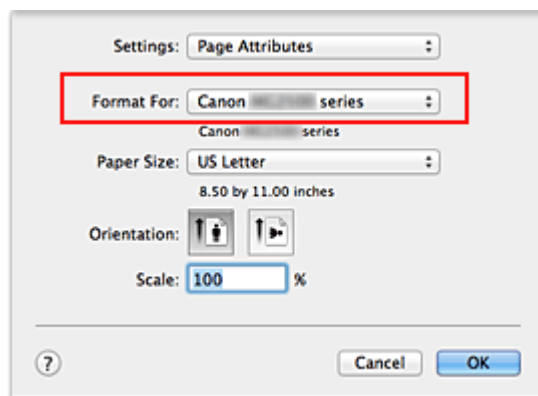
Scaled Printing



The procedure for printing a document with pages enlarged or reduced is as follows:

1. Select the printer

In the [Page Setup Dialog](#), select your model name from the **Format For** list.



2. Set scaled printing

Specify the scaling factor in the **Scale** box, and click **OK**.

►►► Note

- If you are using Mac OS X v10.8 or Mac OS X v10.7, you can set the **Scale** rate to a value in the range from 1 to 999%.
If you are using Mac OS X v10.6.8, set a value in the range from 1 to 10000%. If you enter any other value, an error message will be displayed.

3. Complete the setup

On the [Print Dialog](#), click **Print**.

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 Page Setup dialog.

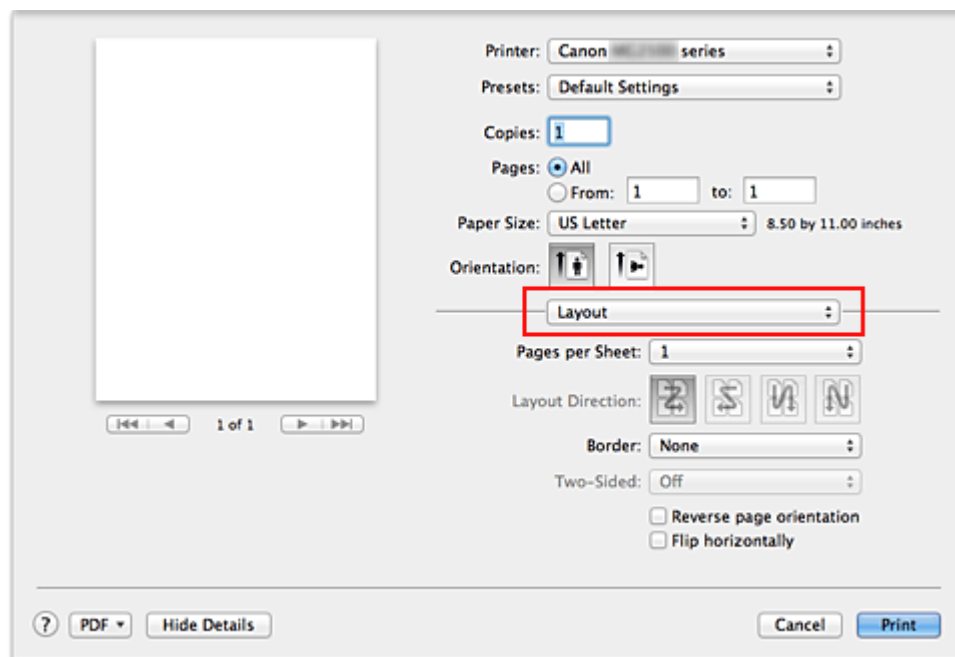
Page Layout Printing

The page layout printing function allows you to print more than one page image on a single sheet of paper.



The procedure for performing page layout printing is as follows:

1. Select **Layout** from the pop-up menu in the [Print Dialog](#)



2. Set the number of original you print on one page

In **Pages per Sheet**, specify the number of page you print on one page.

3. If necessary, set the following items

Layout Direction

To change the page placement order, select an icon from the list.

Border

To print a page border around each document page, select a type of page border.

Reverse page orientation

Select this check box to change the paper orientation.

Flip horizontally

Select this check box to reverse left and right of the document.

4. Complete the setup

Click **Print**.


When you execute print, the specified number of pages will be arranged on each sheet of paper in the specified order.

Displaying the Print Results before Printing

If you are using Mac OS X v10.6.8, you can display and check the print result before printing.

To display the print result before printing, click **Preview** on the [Print Dialog](#).

»» Note

- When you click  (the disclosure triangle) in the Print dialog and switch to the detailed display, **Preview** is not displayed.
For detailed display, a preview is displayed on the left side of the Print dialog.

Setting Paper Dimensions (Custom Size)

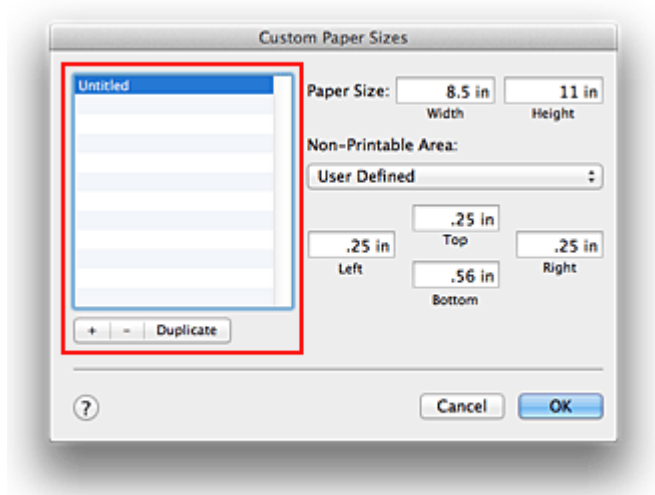
You can specify the height and width of paper when its size cannot be selected from the **Paper Size** menu. Such a paper size is called "custom size."

The procedure for specifying a custom size is as follows:

1. Creating a new custom paper size

In the **Print Dialog**, select **Manage Custom Sizes...** from **Paper Size**.

In the **Custom Paper Sizes** dialog, click **+**.



Untitled will be added to the list.

2. Setting details about the custom paper size

Double-click **Untitled**, enter the name of the paper size you want to register, and specify the **Width** and **Height** of the paper for **Paper Size**.

Select **User Defined** or your model for **Non-Printable Area**, and enter the margins.

3. Registering the custom paper size

Click **OK**.

The custom size is registered.

»»» Important

- If the application software that created the document has a function for specifying height and width values, use the application software to set the values. If the application software does not have such a function or if the document does not print correctly, perform the above procedure from the printer driver to set the values.

»» Note

- To duplicate the registered paper size, select the paper size that you want to duplicate from the **Custom Paper Sizes** list, and click **Duplicate**.
- To delete a registered paper size, select the paper size that you want to delete from the **Custom Paper Sizes** list, and click -.

Changing the Print Quality and Correcting Image Data

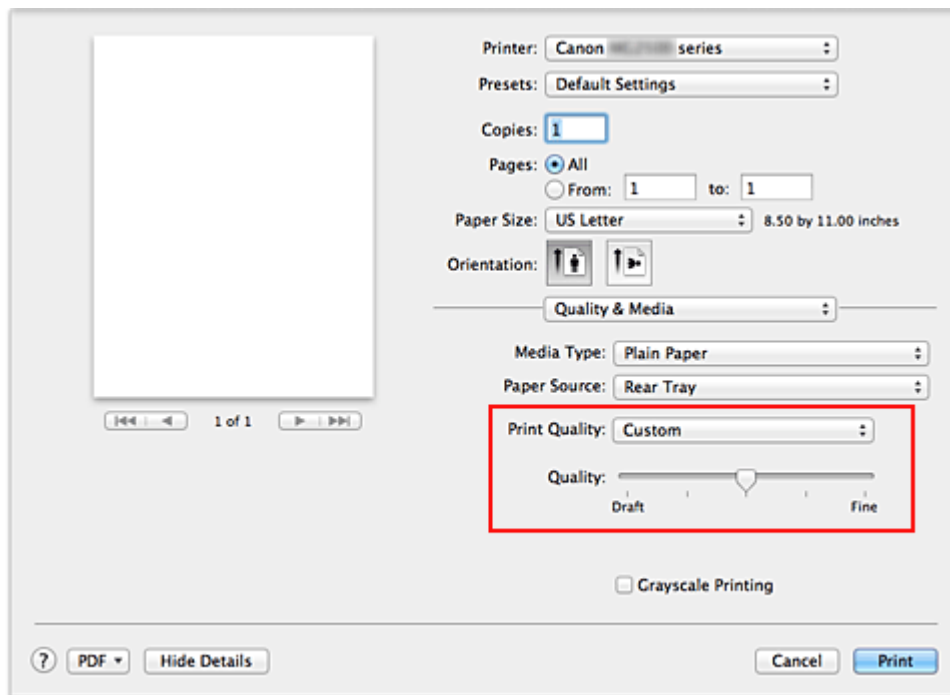
- Setting the Print Quality Level (Custom)
- Printing a Color Document in Monochrome
- Specifying Color Correction
- Optimal Photo Printing of Image Data
- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles (Specifying an ICC Profile from the Application Software)
- Printing with ICC Profiles (Specifying an ICC Profile from the Printer Driver)
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

Setting the Print Quality Level (Custom)

The print quality level can be set in the **Custom**.

The procedure for setting the print quality level is as follows:

1. Select **Quality & Media** from the pop-up menu on the [Print Dialog](#)
2. Select the print quality
Select **Custom** for **Print Quality**.



3. Setting the print quality level

Move the **Quality** slider to select the print quality level.

4. Complete the setup

Click **Print**.

When you execute print, the image data is printed with the selected print quality level.

»» Important

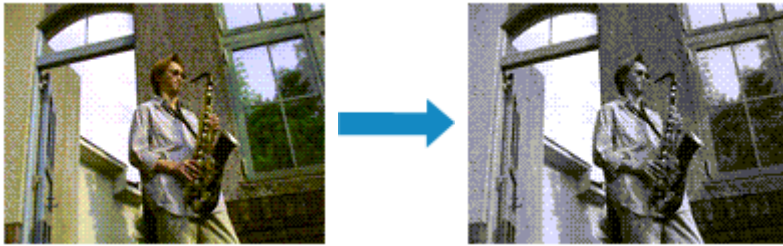
- Certain print quality levels cannot be selected depending on the settings of **Media Type**.

Related Topics

- [Specifying Color Correction](#)

- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

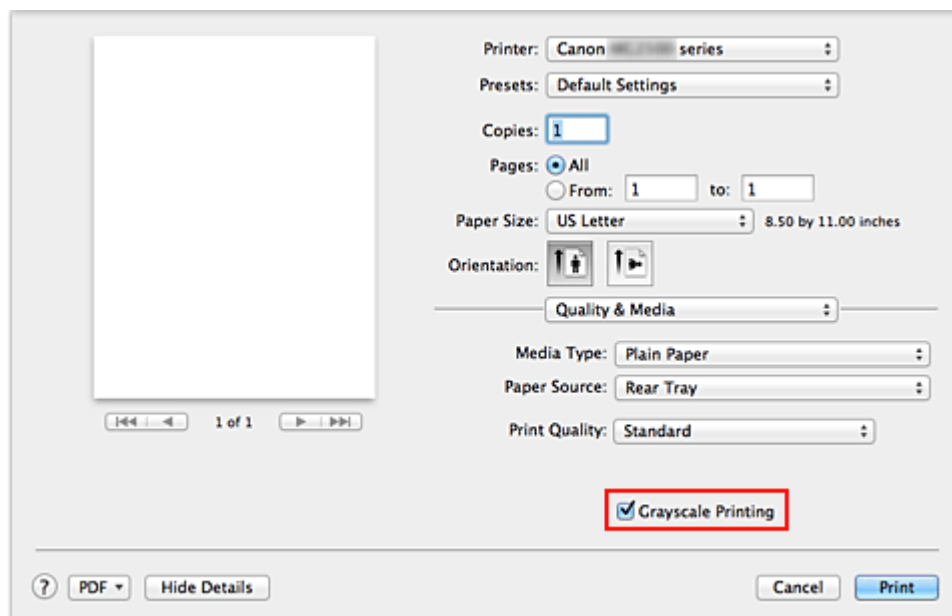
Printing a Color Document in Monochrome



The procedure for printing a color document in monochrome is as follows:

1. Select **Quality & Media** from the pop-up menu on the [Print Dialog](#)
2. Set grayscale printing

Check the **Grayscale Printing** check box.



3. Complete the setup

Click **Print**.

When you execute print, the document is converted to grayscale data. It allows you to print the color document in monochrome.

»» Note

- During **Grayscale Printing**, color inks may be used as well as black ink.

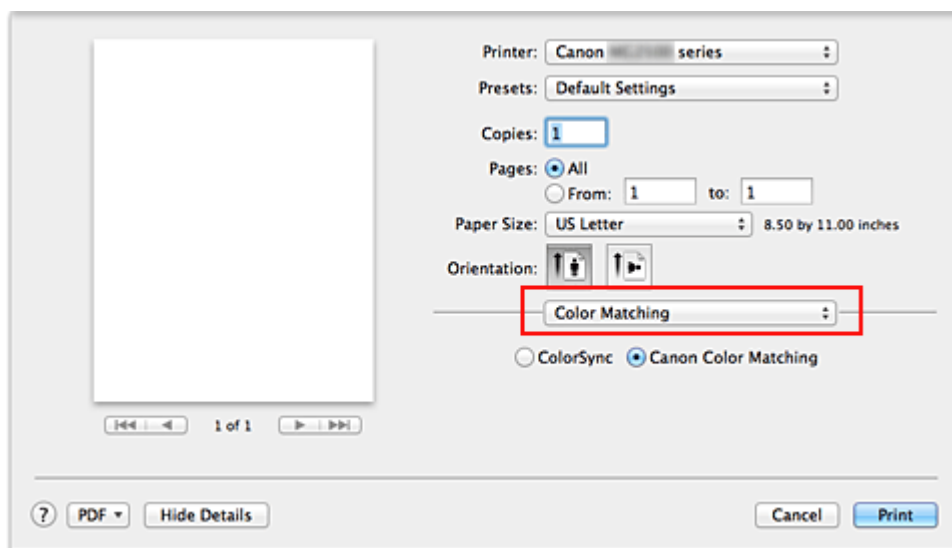
Specifying Color Correction

You can specify the color correction method suited to the type of document to be printed. Normally, the printer driver adjusts the colors by using Canon Digital Photo Color so that data is printed with color tints that most people prefer.

When you want to print by using the color space (Adobe RGB or sRGB) of the image data effectively or by specifying a printing ICC profile from your application software, select **ColorSync**. When you want to print by having the printer driver correct the colors, select **Canon Color Matching**.

The procedure for specifying color correction is as follows:

1. Select **Color Matching** from the pop-up menu of the **Print Dialog**



2. Select color correction

Select the item below that matches your purpose.

ColorSync

Perform color correction using ColorSync.

Canon Color Matching

With Canon Digital Photo Color, you can print with color tints that most people prefer.

3. Complete the setup

Click **Print**.

When you execute print, the document data is printed with the specified color correction.

»» Important

- Depending on the application software, when a printing ICC profile is specified from that application software, **Canon Color Matching** cannot be selected because **ColorSync** is selected automatically.
- The **Quality & Media** setting is necessary even when **ColorSync** or **Canon Color Matching** is selected.

Related Topics

- [Optimal Photo Printing of Image Data](#)
- [Adjusting Colors with the Printer Driver](#)
- [Printing with ICC Profiles \(Specifying an ICC Profile from the Application Software\)](#)
- [Printing with ICC Profiles \(Specifying an ICC Profile from the Printer Driver\)](#)

Optimal Photo Printing of Image Data

When people print images taken with digital cameras, they sometimes feel that the printed color tones differ from those of actual image or those displayed on the monitor.

To get the print results as close as possible to the desired color tones, you must select a printing method that is best suited to the application software used or to your purpose.

Color Management

Devices such as digital cameras, scanners, monitors, and printers handle color differently. Color management (color matching) is a method that manages device-dependent "colors" as a common color space.

For Mac OS, a color management system called "ColorSync" is built into the operating system.

Adobe RGB and sRGB are popularly used as common color spaces. Adobe RGB has a wider color space than sRGB.

ICC profiles convert device-dependent "colors" into a common color space. By using an ICC profile and carrying out color management, you can draw out the color space of the image data within the color reproduction area that the printer can express.

Selecting a Printing Method Suited to the Image Data

The recommended printing method depends on the color space (Adobe RGB or sRGB) of the image data or the application software to be used.

There are two typical printing methods.

Check the color space (Adobe RGB or sRGB) of the image data and the application software to be used, and then select the printing method suited to your purpose.

Adjusting Colors with the Printer Driver

Describes the procedure for printing by using the color correction function of the printer driver.

- **To print using Canon Digital Photo Color**

The printer prints data with color tints that most people prefer, reproducing colors of the original image data and producing three-dimensional effects and high, sharp contrasts.

- **To print by directly applying editing and touch-up results of an application software**

When printing the data, the printer brings out subtle color difference between dark and light areas, while leaving the darkest and lightest areas intact.

When printing the data, the printer applies fine adjustment results, such as brightness adjustments made with an application software.

Printing with ICC Profiles (Specifying an ICC Profile from the Application Software)

Describes the procedure for printing by using the color space of Adobe RGB or sRGB effectively.

You can print with a common color space by setting up the application software and the printer driver so that the color management matches the input ICC profile of the image data. The method for setting up the printer driver differs depending on the application software to be used.

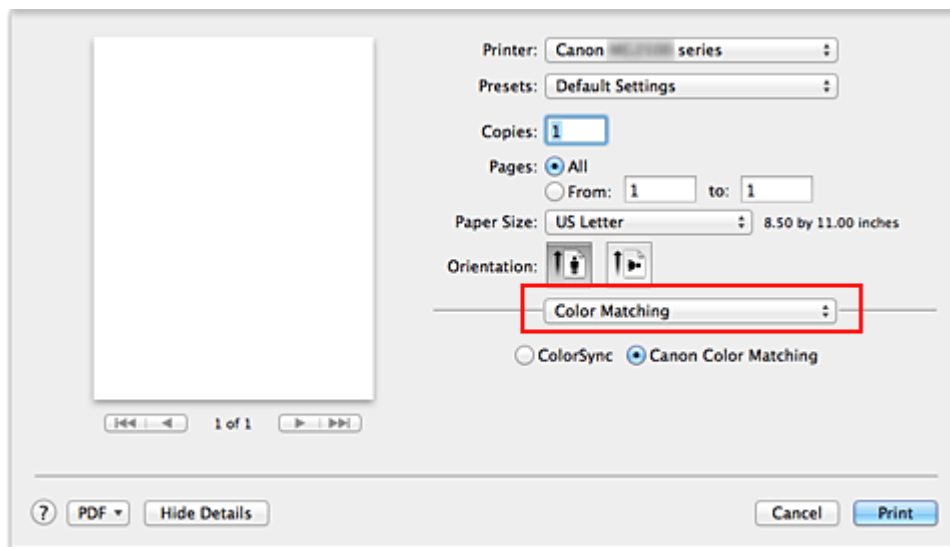
Adjusting Colors with the Printer Driver

You can specify the color correction function of the printer driver to print with color tints that most people prefer through the use of Canon Digital Photo Color.

When printing from an application software that can identify ICC profiles and allows you to specify them, use a printing ICC profile in the application software, and select settings for color management.

The procedure for adjusting colors with the printer driver is as follows:

1. Select **Color Matching** from the pop-up menu of the [Print Dialog](#)



2. Select color correction

Select **Canon Color Matching**.

3. Set the other items

From the pop-up menu, select **Color Options**. If necessary, adjust the color balance (**Cyan**, **Magenta**, **Yellow**) and adjust **Brightness**, **Intensity**, and **Contrast** settings.

4. Complete the setup

Click **Print**.

When you execute print, the printer driver adjusts the colors when printing the data.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)

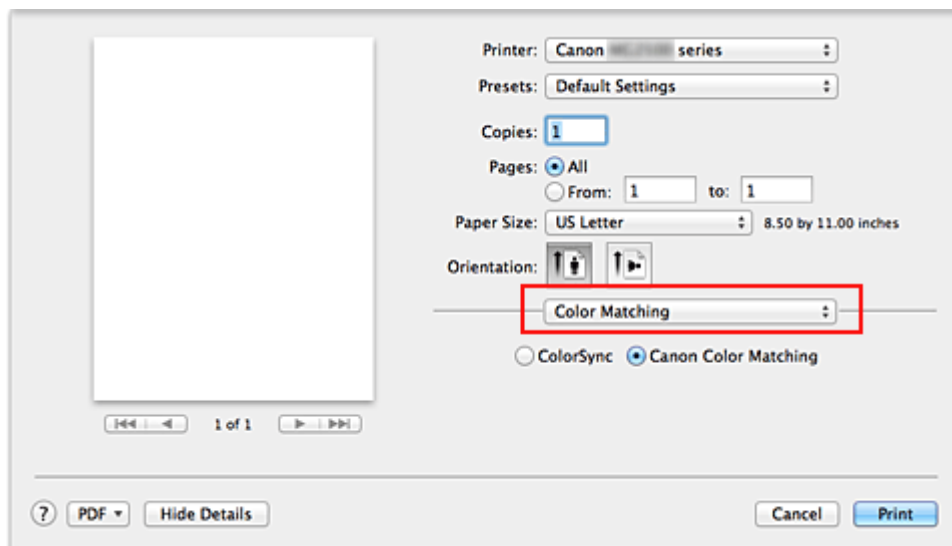
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

Printing with ICC Profiles (Specifying an ICC Profile from the Application Software)

When you print from Adobe Photoshop, Canon Digital Photo Professional, or any application software that can identify input ICC profiles and allows you to specify such profiles, printer uses the color management system (ColorSync) built-into Mac OS when printing. The printer prints the editing and touch-up results of the application software and effectively uses the color space of the input ICC profile specified in the image data.

To use this printing method, use your application software to select color management items and specify an input ICC profile and a printing ICC profile in the image data. Even if you print using a printing ICC profile that you created yourself from your application software, be sure to select color management items from your application software. For instructions on specifying an ICC profile with an application software program, refer to the user's manual of your application software.

1. Select **Color Matching** from the pop-up menu of the [Print Dialog](#)



2. Select color correction

Select **ColorSync**.

You can leave **Profile** set to **Automatic**.

»» Important

- Depending on the application software you use, you may not be able to select setting items other than **ColorSync**.
- If you choose a **Profile** setting other than **Automatic**, the machine will not be able to print with the correct colors.

3. Complete the setup

Click **Print**.

When you execute print, the machine uses the color space of the image data.

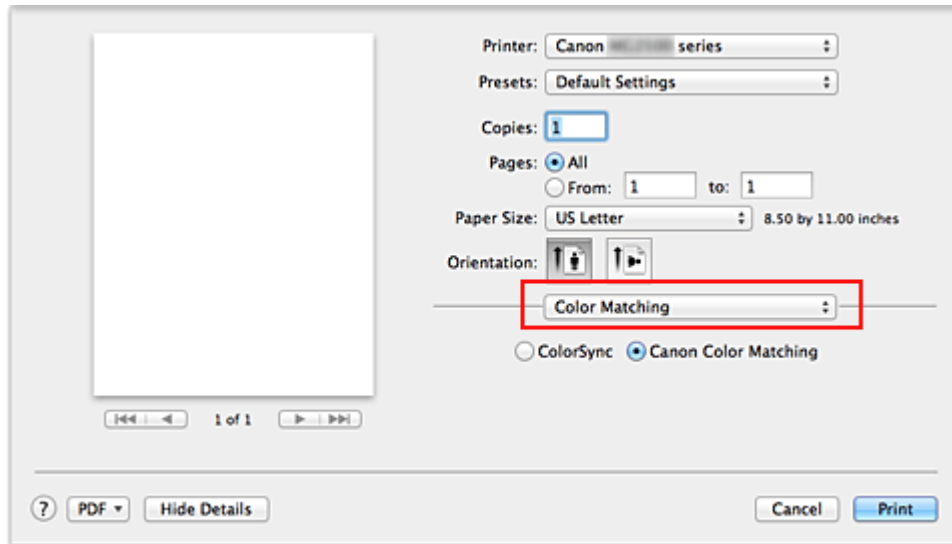
Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

Printing with ICC Profiles (Specifying an ICC Profile from the Printer Driver)

Print from an application software that cannot identify or specify input ICC profiles by using the color space of the input ICC profile (sRGB) found in the data.

1. Select **Color Matching** from the pop-up menu of the [Print Dialog](#)



2. Select color correction

Select **ColorSync**.

You can leave **Profile** set to **Automatic**.

»» Important

- If you choose a **Profile** setting other than **Automatic**, the machine will not be able to print with the correct colors.

3. Complete the setup

Click **Print**.

When you execute print, the machine uses the color space of the image data.

»» Important

- You cannot specify an input ICC profile from the printer driver.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)

- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

Adjusting Color Balance

You can adjust the color tints when printing.

Since this function adjusts color balance of the output by changing the ink ratios of each color, it changes the total color balance of the document. Use the application software when you want to change the color balance significantly. Use the printer driver only when you want to adjust the color balance slightly.

The following sample shows the case when color balance is used to intensify cyan and to diminish yellow so that the overall colors are more uniform.



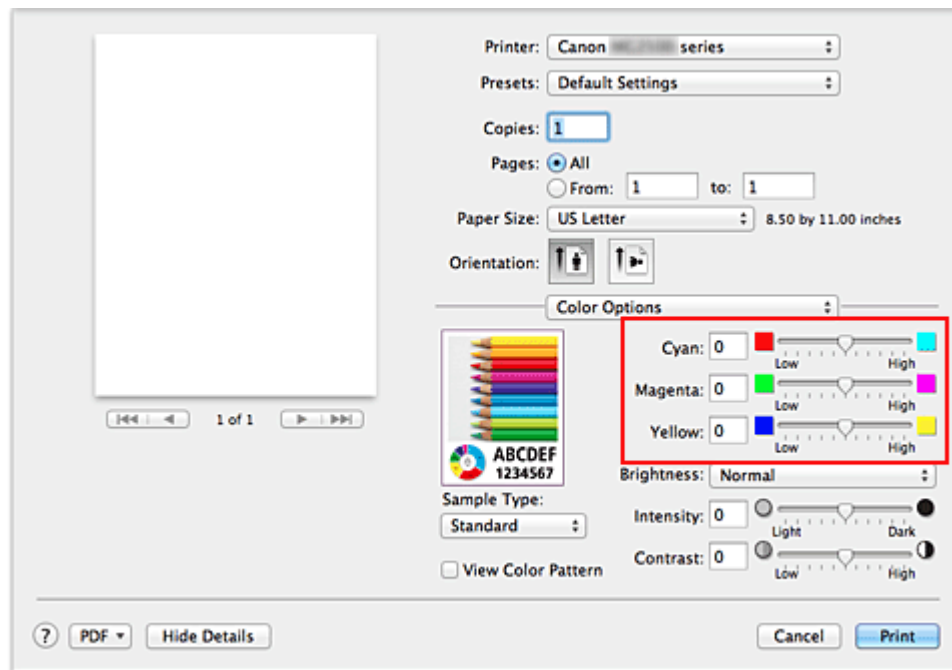
No adjustment Adjust color balance

The procedure for adjusting color balance is as follows:

1. Select **Color Options** from the pop-up menu of the [Print Dialog](#)
2. Adjust color balance

There are individual sliders for **Cyan**, **Magenta**, and **Yellow**. Each color becomes stronger when the corresponding slider is moved to the right, and becomes weaker when the corresponding slider is moved to the left. For example, when cyan becomes weaker, the color red becomes stronger.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.



»» Important

- Adjust the slider gradually.

3. Complete the setup

Click **Print**.

When you execute print, the document is printed with the adjusted color balance.

»» Important

- When the **Grayscale Printing** check box is checked for **Quality & Media**, the color balance (**Cyan**, **Magenta**, **Yellow**) appear grayed out and are unavailable.
- If you select **ColorSync** for **Color Matching**, then the color balance (**Cyan**, **Magenta**, **Yellow**) appear grayed out and is unavailable.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

Adjusting Brightness

You can change the brightness of the overall image data during printing.

This function does not change pure white or pure black but it changes the brightness of the intermediate colors.

The following sample shows the print result when the brightness setting is changed.

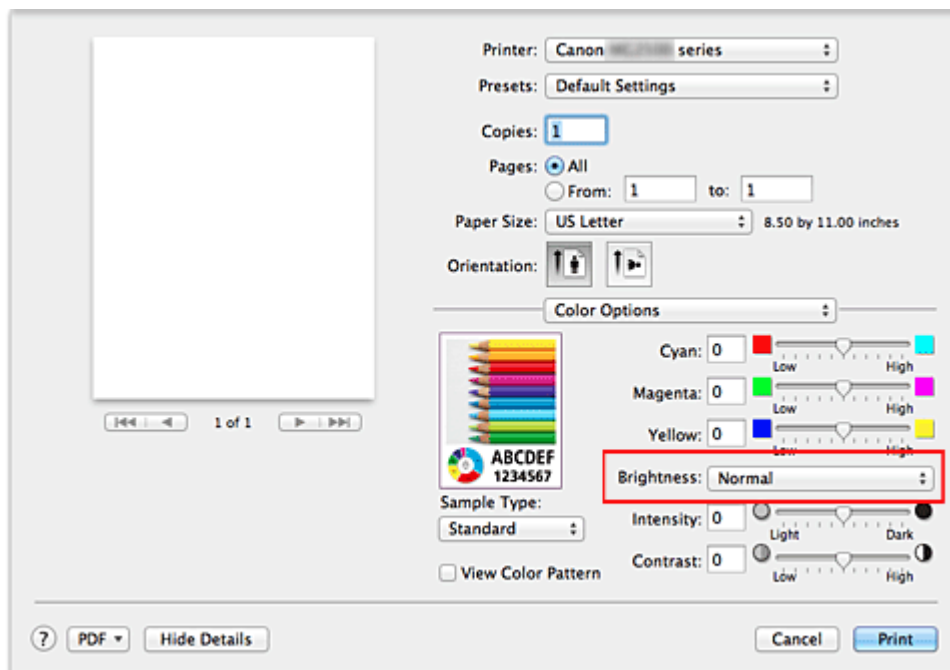


Light is selected **Normal** is selected **Dark** is selected

The procedure for adjusting brightness is as follows:

1. Select **Color Options** from the pop-up menu of the [Print Dialog](#)
2. Specify the brightness

Select **Light**, **Normal**, or **Dark** for **Brightness**. The current settings are displayed in the settings preview on the left side of the printer driver.



3. Complete the setup

Click **Print**.

When you execute print, the data is printed at the specified brightness.

»» Important

- If you select **ColorSync** for **Color Matching**, then the **Brightness** appear grayed out and is unavailable.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

Adjusting Intensity

You can dilute (brighten) or intensify (darken) the colors of the overall image data during printing.

The following sample shows the case when the intensity is increased so that all colors become more intense when the image data is printed.



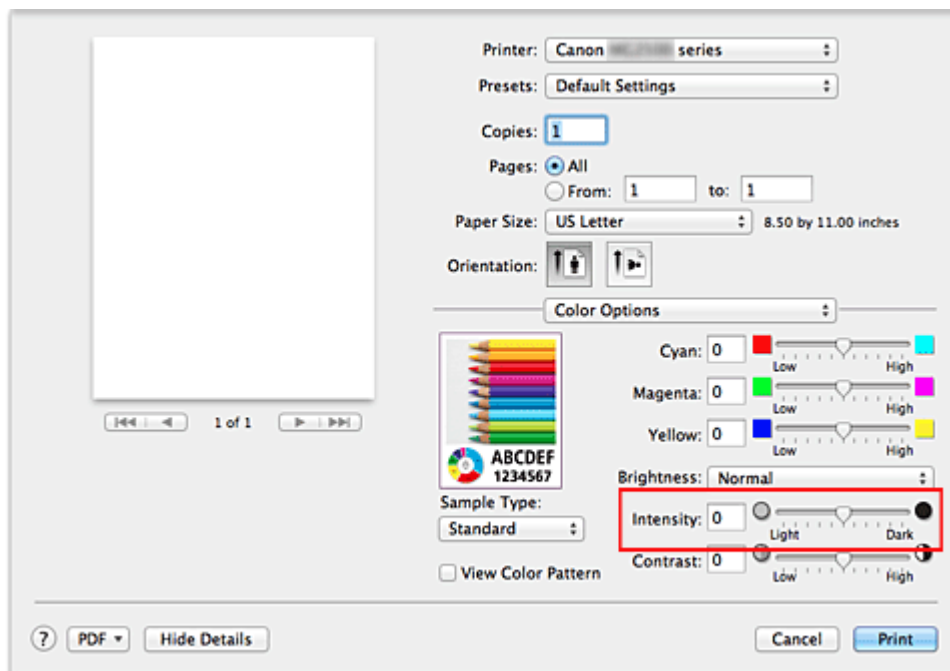
No adjustment Higher intensity

The procedure for adjusting intensity is as follows:

1. Select **Color Options** from the pop-up menu of the [Print Dialog](#)
2. Adjust intensity

Moving the **Intensity** slider to the right intensifies (darkens) the colors, and moving the slider to the left dilutes (brightens) the colors.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.



»» Important

- Adjust the slider gradually.

3. Complete the setup

Click **Print**.

When you execute print, the image data is printed with the adjusted intensity.

»» Important

- If you select **ColorSync** for **Color Matching**, then the **Intensity** appear grayed out and is unavailable.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)
- [Adjusting Contrast](#)

Adjusting Contrast

You can adjust the image contrast during printing.

To make the differences between the light and dark portions of images greater and more distinct, increase the contrast. On the other hand, to make the differences between the light and dark portions of images smaller and less distinct, reduce the contrast.



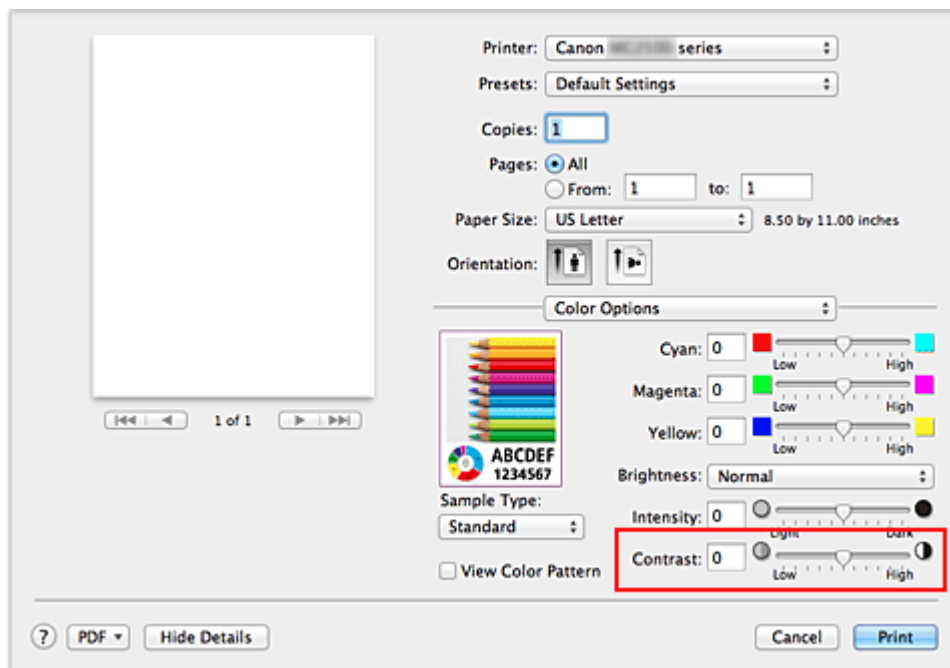
No adjustment Adjust the contrast

The procedure for adjusting contrast is as follows:

1. Select **Color Options** from the pop-up menu of the [Print Dialog](#)
2. Adjust the contrast

Moving the **Contrast** slider to the right increases the contrast, and 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. The current settings are displayed in the settings preview on the left side of the printer driver.



»» Important

- Adjust the slider gradually.

3. Complete the setup

Click **Print**.

When you execute print, the image is printed with the adjusted contrast.

»» Important

- If you select **ColorSync** for **Color Matching**, then the **Contrast** appear grayed out and is unavailable.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)

Overview of the Printer Driver

- [Canon IJ Printer Driver](#)
- [How to Open the Printer Driver Setup Window](#)
- [Page Setup Dialog](#)
- [Print Dialog](#)
- [Quality & Media](#)
- [Color Options](#)
- [Margin](#)
- [Canon IJ Printer Utility](#)
- [Opening the Canon IJ Printer Utility](#)
- [Maintenance of this Machine](#)
- [Display the Printing Status Screen](#)
- [Deleting the Undesired Print Job](#)
- [Instructions for Use \(Printer Driver\)](#)

Canon IJ Printer Driver


The Canon IJ printer driver (called printer driver below) is a software that is installed on your computer for printing data with this machine.

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 models support different print data formats, you need a printer driver for the specific model you are using.

Using Help of the Printer Driver

You can display Help function from the [Print Dialog](#).

Select a setup item from the pop-up menu in the Print dialog. Then click  at the bottom left of the screen to display an explanation of the item.

Help for the print driver is displayed when the following pop-up menu item is selected:

- **Quality & Media**
- **Color Options**
- **Margin**

How to Open the Printer Driver Setup Window

You can display the printer driver setup window from the application software you are using.

Opening the Page Setup Dialog

Use this procedure to set the page (paper) settings before printing.

1. Select **Page Setup...** from the **File** menu of the application software

The [Page Setup Dialog](#) opens.

Opening the Print Dialog

Use this procedure to set the print settings before printing.

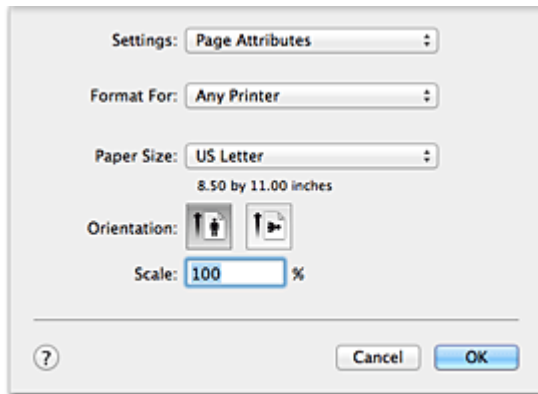
1. Select **Print...** from the **File** menu of the application software

The [Print Dialog](#) opens.

Page Setup Dialog

In the Page Setup dialog, you configure the basic print settings such as the size of paper loaded in the machine or the scaling ratio.

To open the Page Setup dialog, you typically select **Page Setup...** from the **File** menu of your application software.



Settings

Click the pop-up menu, and then select the following items:

Page Attributes

Set the paper size or scaled printing.

Save as Default

You can save the attributes of the displayed page as the default settings.

Format For

Select the model to be used for printing.

Paper Size

Select the size of the paper to be used for printing.

To set a non-standard size, select **Manage Custom Sizes....**

Orientation

Select the print orientation.

Scale

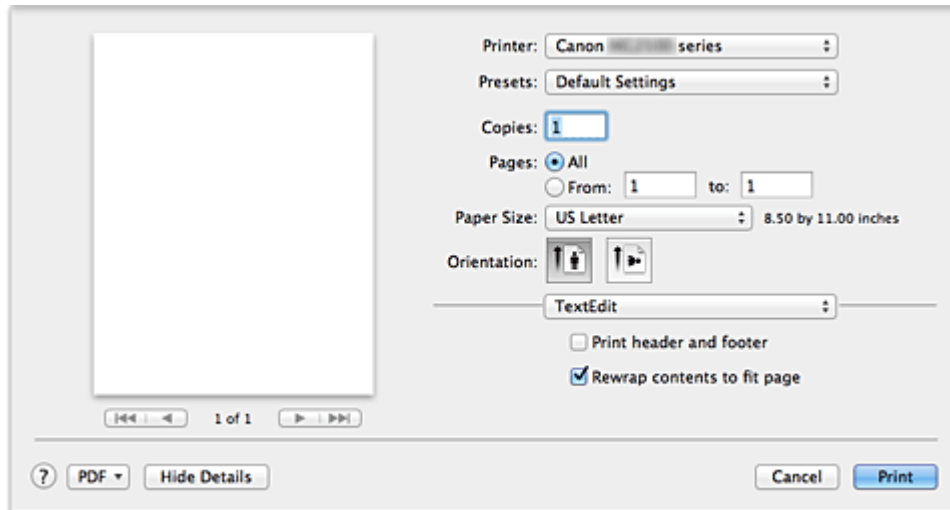
Set the scaling percentage.

You can expand or reduce the size of the document when printing.

Print Dialog

In the Print dialog, you can set paper type and print quality to start printing.

To open the Print dialog, you typically select **Print...** from the **File** menu of your application software.



Printer

Select the model to be used for printing.

When you click **Add Printer...**, a dialog for specifying the printer opens.

Presets

You can save or delete the settings of the Print dialog.

»» Note

- If you are using Mac OS X v10.8 or Mac OS X v10.7, you can select **Show Presets...** to check the print settings that are set in the Print dialog.

Copies

You can set the number of copies to be printed.

»» Note

- If you are using Mac OS X v10.6.8, you can also set collate printing.
- If you are using Mac OS X v10.8 or Mac OS X v10.7, you can set collated printing by choosing **Paper Handling** from the pop-up menu.

Pages

You can set the range of pages to be printed.

Paper Size

Select the size of the paper to be used for printing.

To set a non-standard size, select **Manage Custom Sizes....**

Orientation

Select the print orientation.

Pop-up Menu

You can switch between pages in the Print dialog by the pop-up menu. The first menu to appear differs depending on the application software that opened the Print dialog.

You can choose one of the following items from the pop-up menu.

Layout

You can set page layout printing.

Use **Reverse page orientation** to change the paper orientation, and use **Flip horizontally** to print a mirror image of the document.

Color Matching

Select the color correction method.

Paper Handling

You can set the pages to be printed on paper and the print order.

Cover Page

You can output cover pages both before and after a document.

Scheduler

You can set the print start time and print priorities.

Quality & Media

You can set basic print settings that match the machine.

Color Options

You can adjust the print colors as you desire.

Margin

You can set the stapling side and the stapling margin.

Supply Levels

A rough indication of the remaining ink level is displayed.

Summary

The selected items in the Print dialog are displayed.


»» Important

- If you are using Mac OS X v10.8 or Mac OS X v10.7, you cannot use **Scheduler** and **Summary**.

PDF

You can save a document in PDF (Portable Document Format) format.

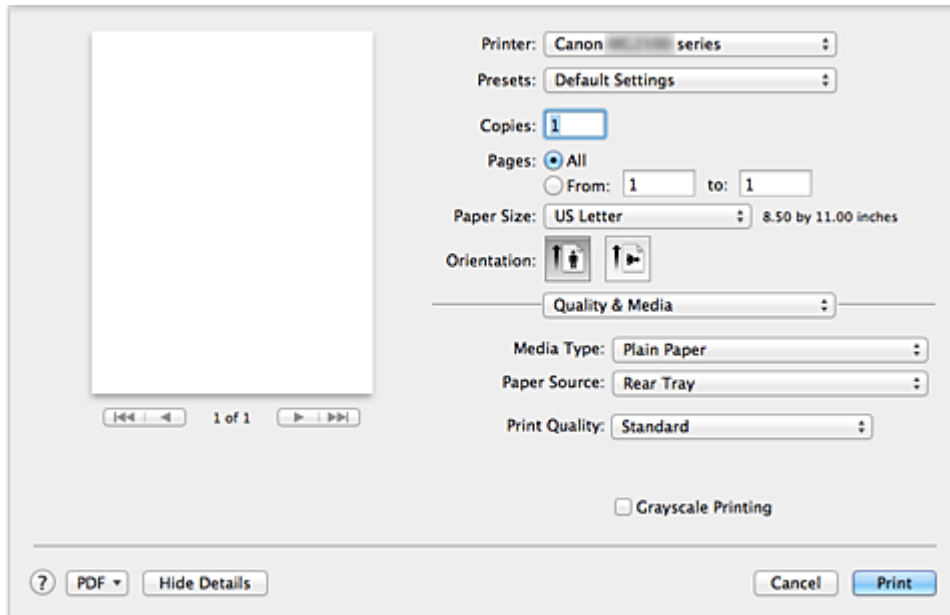
Preview

If you are using Mac OS X v10.6.8, when you click  (the disclosure triangle) on the side of **Printer** and switch to the simple display, **Preview** is displayed.

This button allows you to check the print results on the screen before printing.

Quality & Media

This dialog allows you to create a basic print setup in accordance with the paper type. Unless special printing is required, normal printing can be performed just by setting the items in this dialog.



Media Type

Select the type of media to be used.

You must select the type of media actually loaded in the machine. This selection enables the printer to carry out printing properly for the material of the media used.

Paper Source

Shows the source from which paper is supplied.

Print Quality

Select the one that is closest to the original document type and the purpose.

When one of the radio buttons is selected, the appropriate quality will be set automatically.

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 radio button to specify a quality.

Quality

When you select **Custom** in **Print Quality**, you can use the slider bar to adjust the print quality level.

Grayscale Printing

Set grayscale printing. Grayscale printing refers to the function of converting your document to grayscale data in the printer to print it in monochrome.

When you check the check box, both monochrome and color documents will be printed in monochrome. When printing a color document, be sure to uncheck the check box.

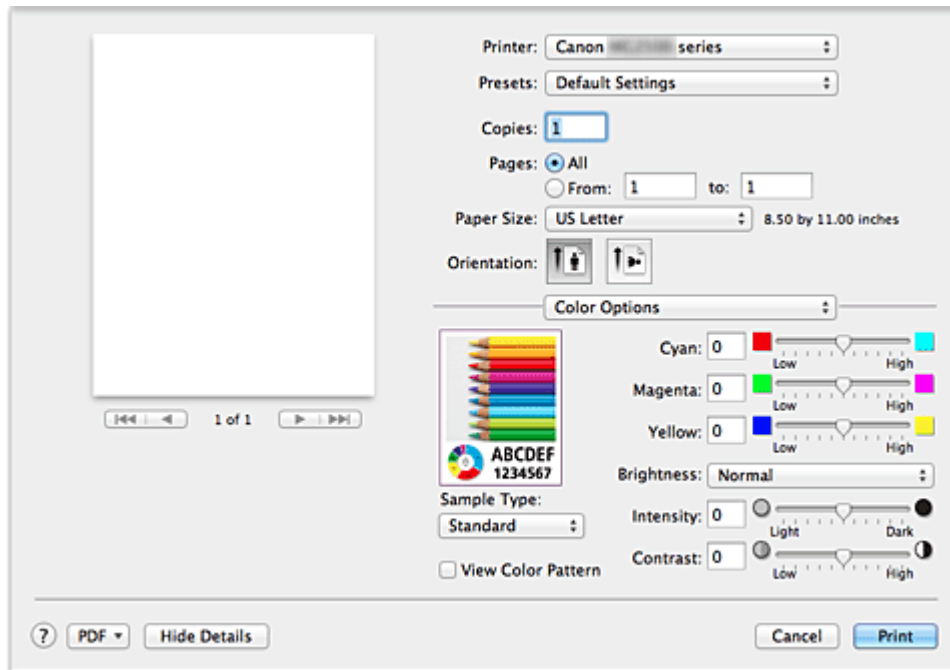
Related Features

- [Setting the Print Quality Level \(Custom\)](#)
- [Printing a Color Document in Monochrome](#)

Color Options

This dialog allows you to adjust the print color as you like. If the color of the printed image is not as expected, adjust the properties in the dialog and retry printing.

The adjustments made here do not affect the colors of the original print data unlike application software dedicated to image processing. Use this dialog just to make fine adjustments.



Preview

Shows the effect of color adjustment.

As you adjust each item, the effects are reflected in the color and brightness. You can check the color adjustment status easily.

Sample Type

Select an image that you want to display as a sample.

If necessary, select one from **Standard**, **Portrait**, **Landscape**, or **Graphics**, whichever is most similar to the print results.

View Color Pattern

Displays a pattern for checking color changes produced by color adjustment.

When you want to display the sample image with a color pattern, check this check box.

When you want to display the sample image with one that you selected with **Sample Type**, uncheck this check box.

»» Note

- When the **Grayscale Printing** check box is checked in the **Quality & Media**, the graphic is displayed in monochrome.

Color balance (Cyan, Magenta, Yellow)

If necessary, adjust the strength of each color. To strengthen a color, drag the slider to the right. To weaken a color, drag the slider to the left.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

Adjusting the color balance will result in variations in the balance among the volumes of the individual color inks and hence in the hues of the document as a whole.

Use the printer driver only when adjusting the color balance slightly. To change the color balance significantly, use the application software.

Brightness

Select the brightness of printed images.

You cannot change the levels of pure white and black. You can change the contrast of the colors between white and black.

Intensity

Select this method to adjust the overall density of your print.

To increase the overall intensity, drag the slider to the right. To decrease the overall intensity, drag the slider to the left.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

Contrast

The Contrast function changes the differences between light and dark in images during printing.

To make the differences between the light and dark portions of images greater and more distinct, increase the contrast. On the other hand, to make the differences between the light and dark portions of images smaller and less distinct, reduce the contrast.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

»» Important

- When the **Grayscale Printing** check box is checked for **Quality & Media**, the color balance (**Cyan, Magenta, Yellow**) appear grayed out and are unavailable.
- If you select **ColorSync** for **Color Matching**, then the color balance (**Cyan, Magenta, Yellow**), **Brightness**, **Intensity**, and **Contrast** appear grayed out and are unavailable.

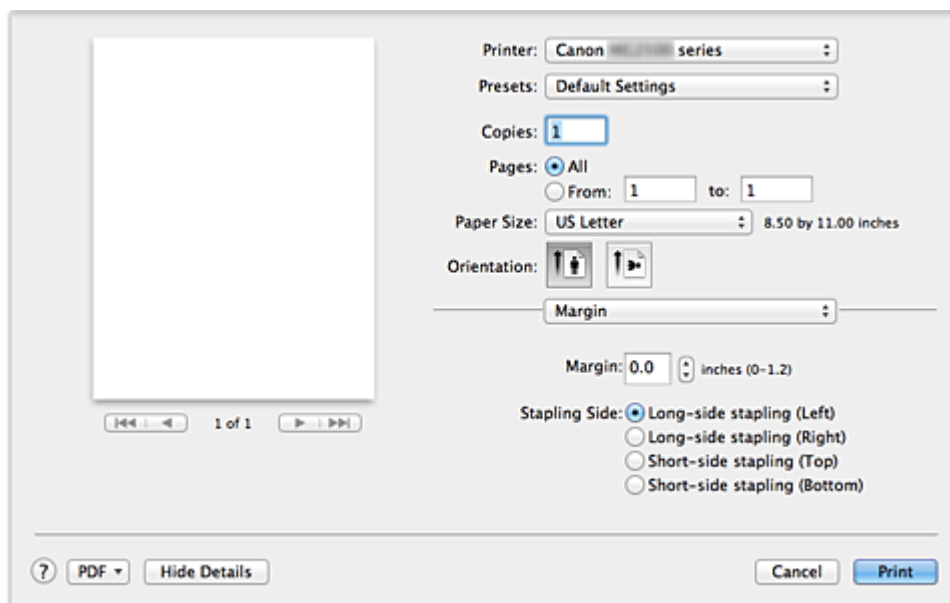
Related Features

- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)

- Adjusting Intensity
- Adjusting Contrast

Margin

This dialog allows you to set the stapling side and amount of margin for stapling multiple sheets of paper.



Margin

Specify the amount of margin space for stapling the paper. Enter a value between 0 inches (0 mm) to 1.2 inches (30 mm).

Stapling Side

Specify the stapling side.

Long-side stapling (Left) / Long-side stapling (Right)

Select this option to staple the long side of the paper.

Choose left or right.

Short-side stapling (Top) / Short-side stapling (Bottom)

Select this option to staple the short side of the paper.

Choose top or bottom.

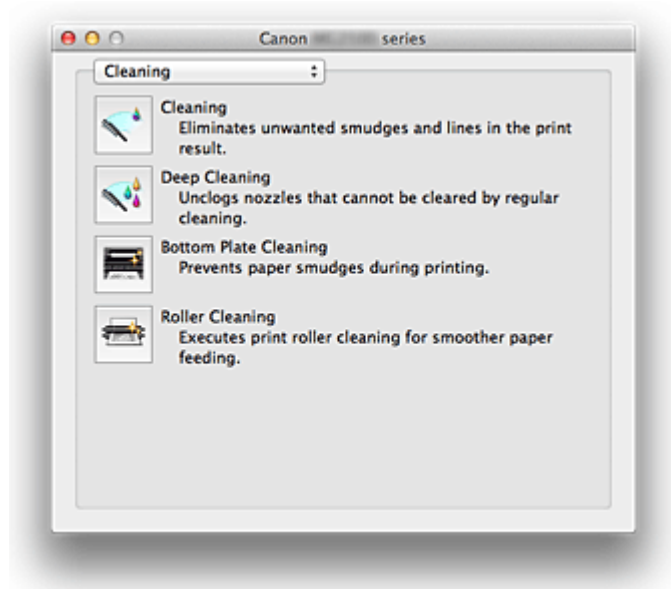
Related Feature

- [Setting the Stapling Margin](#)

Canon IJ Printer Utility

The Canon IJ Printer Utility allows you to perform machine maintenance or change the settings of the machine.

What You Can Do with the Canon IJ Printer Utility



You can switch between pages in Canon IJ Printer Utility by the pop-up menu. You can choose one of the following items from the pop-up menu.

Cleaning

Clean the printer to prevent print smudges and clear up clogged print head nozzle.

Test Print

Execute a test print to check the condition of the print head nozzle and to adjust the print head position.

Power Settings

Operate the power of this machine from the printer driver.

Ink Level Information

Check the remaining ink levels.

Ink Cartridge Settings

Selects the FINE cartridge you use for printing.

Quiet Settings

You can reduce the operating noise of the machine.

Custom Settings

Change the settings of this machine.

►► Note

- To open the Canon IJ Printer Utility, turn on the machine and make sure that it is connected to the computer with a USB cable.
- Depending on the items selected, the computer communicates with the machine to obtain information. If the computer is unable to communicate with the machine, an error message may be displayed.

If this happens, click **Cancel** to display the most recent settings specified on your computer.

Related Topics

- [Cleaning the Print Heads from Your Computer](#)
- [Cleaning Inside the Machine](#)
- [Cleaning the Paper Feed Rollers from Your Computer](#)
- [Use Your Computer to Print a Nozzle Check Pattern](#)
- [Aligning the Print Head Position from Your Computer](#)
- [Checking the Ink Status from Your Computer](#)
- [Setting the Ink Cartridge to be Used](#)
- [Managing the Machine Power](#)
- [Reducing the Machine Noise](#)
- [Changing the Machine Operation Mode](#)

Opening the Canon IJ Printer Utility

To open the Canon IJ Printer Utility, follow the steps below.

1. Open **System Preferences**, and select **Print & Scan (Print & Fax)**

2. Start the Canon IJ Printer Utility

Select your model from the printer list, and click **Options & Supplies....**

Click **Open Printer Utility** in **Utility** tab.

Canon IJ Printer Utility is launched.

Maintenance of this Machine


- Cleaning the Print Heads from Your Computer
- Cleaning Inside the Machine
- Cleaning the Paper Feed Rollers from Your Computer
- Use Your Computer to Print a Nozzle Check Pattern
- Aligning the Print Head Position from Your Computer
- Checking the Ink Status from Your Computer
- Setting the Ink Cartridge to be Used
- Managing the Machine Power
- Reducing the Machine Noise
- Changing the Machine Operation Mode

Display the Printing Status Screen

Check the print progress according to the following procedure:

1. Launch the printing status screen

- **If the print data has been sent to the machine**

The printing status screen opens automatically. To display the printing status screen, click the  (the printer icon) displayed on the Dock.

- **If the print data has not been sent to the machine**

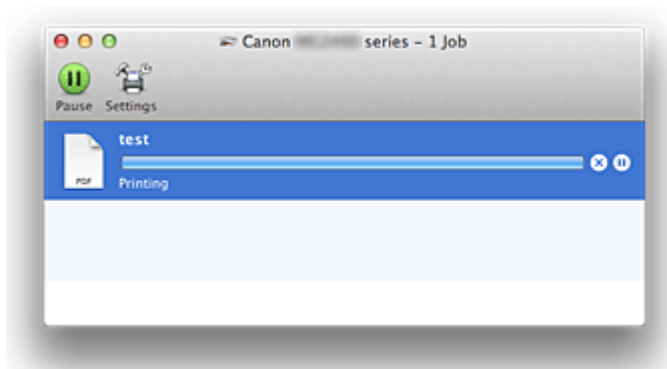
Open **System Preferences**, and select **Print & Scan (Print & Fax)**.


To display the printing status screen, select the name of your printer model from the printer list, and then click **Open Print Queue....**


2. Checking the printing status


You can check the name of the file being printed or ready for being printed.

- **If you are using Mac OS X v10.8**




 Deletes the specified print job.

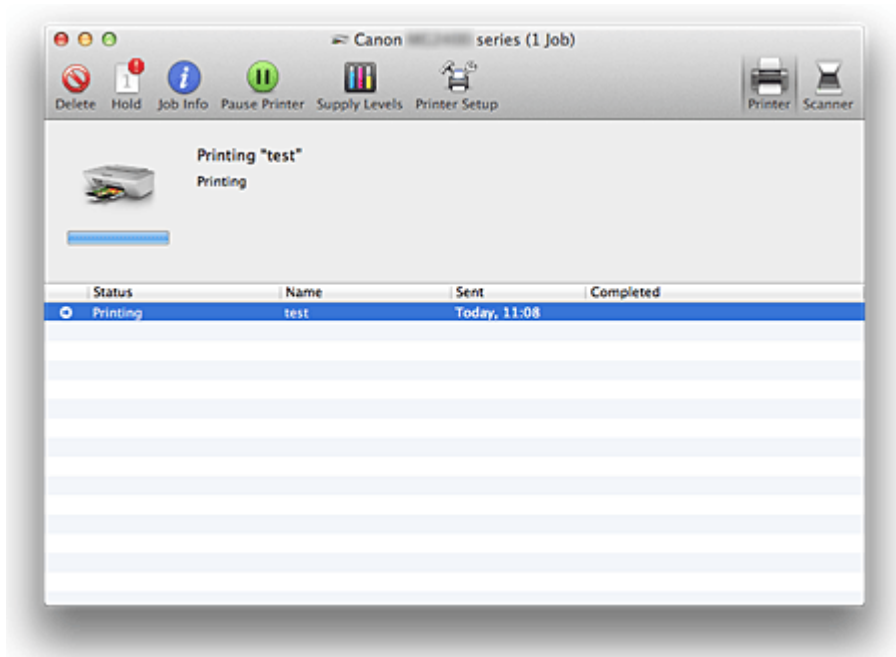
 Stops printing the specified document.







 Resumes printing the specified document.

 Stops printing all documents.

 Displayed only when printing of all documents is being stopped, and resumes printing all documents.

- **If you are using Mac OS X v10.7 or Mac OS X v10.6.8**



-  Deletes the specified print job.
-  Stops printing the specified document.
-  Resumes printing the specified document.
-  Displays the print job information.
-  Stops printing all documents.
-  Displayed only when printing of all documents is being stopped, and resumes printing all documents.

Deleting the Undesired Print Job

If the printer does not start printing, canceled or failed print job data may be remaining. Delete unnecessary print jobs from the print status check screen.

1. Open **System Preferences, and select **Print & Scan (Print & Fax)****

2. Select your model, and then click **Open Print Queue...**

The print status check screen appears.

3. Select the unnecessary print job and click  ( **Delete)**

The selected print jobs will be deleted.

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

- When you set up the Page Setup dialog, be sure to begin by selecting the model you are using from the **Format For** list. If you select another printer, printing may not be performed properly.
- If the Canon IJ Printer Utility does not display the remaining ink level in the **Ink Level Information**, check whether the FINE cartridge is properly installed.
- When the Canon IJ Printer Utility displays the **Ink Level Information**, close the cover of the machine.
- The following functions cannot be used in Mac OS, though they can be used in Windows computers.
 - Duplex Printing
 - Booklet Printing
 - Tiling/Poster Printing
- Depending on the application software that you are using, a preview may not be displayed on the left side of the Print dialog.
- If you connect this machine and AirPort with a USB cable and print, you must install the latest AirPort firmware.

Updating the Printer Driver

- Obtaining the Latest Printer Driver
- Delete the Unnecessary Canon IJ Printer from the Printer List
- Before Installing the Printer Driver
- Installing the Printer Driver

Obtaining the Latest Printer Driver

By updating the printer driver to the latest version of the printer driver, unresolved problems may be solved.

Obtaining the Printer Driver

You can access our website and download the latest printer driver for your model.

»» Important

- You can download the printer driver for free, but any Internet access charges incurred are your responsibility.

Related Topics

- [Before Installing the Printer Driver](#)
- [Installing the Printer Driver](#)

Delete the Unnecessary Canon IJ Printer from the Printer List

A Canon IJ Printer that you no longer use can be deleted from the printer list.

Before deleting the Canon IJ Printer, disconnect the cable that connects the machine to the computer.

The procedure to delete the unnecessary Canon IJ Printer from the printer list is as follows:

You cannot delete the Canon IJ Printer unless you are logged in as a user with the administrative right. For information about an administrative user, refer to the user's manual for the Mac OS.

1. Open **System Preferences**, and select **Print & Scan (Print & Fax)**

2. Delete the Canon IJ Printer from the printer list

From the printer list, select the Canon IJ Printer to be deleted, and then click -.

►► Note

- Even if a Canon IJ Printer is deleted from the printer list, you can re-register it automatically by connecting the machine to your computer.

Before Installing the Printer Driver

This section describes the items that you should check before installing the printer driver. You should also refer to this section if the printer driver cannot be installed.

Checking the Machine Status

- Confirm that the USB port of this machine and the computer are firmly connected with the USB cable.

Checking the Personal Computer Settings

- Terminate all running applications.
- Log on as the computer administrator. The installer will prompt you to enter the name and password of the administrative user. When multiple users are using Mac OS X, log on with the account of the administrator who registered first.

»» Important

- When you upgrade from Mac OS X v10.7 to Mac OS X v10.8 or Mac OS X v10.6.8 to Mac OS X v10.7, all printer drivers that were installed will be deleted. If you plan to continue using this machine, re-install the latest printer driver.

Related Topics

- [Obtaining the Latest Printer Driver](#)
- [Installing the Printer Driver](#)

Installing the Printer Driver

You can access our web site through the Internet and download the latest printer driver for your model.

The procedure for installing the downloaded printer driver is as follows:

1. Mount the disk

Double-click the disk image file you have downloaded.

The file is unpacked, and then the disk is mounted.

2. Start the installer

Double-click "PrinterDriver_XXX_YYY.pkg" (where "XXX" is your model name, and "YYY" is version) contained in the disk.

3. Start the installation

Install the printer driver according to the messages on the screen.

When the Software License Agreement is displayed, check the contents, and click **Continue**. If you do not agree to the terms of the Software License Agreement, you cannot install this software.

4. Selecting the install destination

If necessary, select where you want to install the printer driver, and then click **Continue**.

5. Executing the installation

Click **Install**.

When the authentication screen is displayed, enter the name and password of the administrator, and then click **Install Software**.

6. Complete the installation

When the completion message appears, click **Close**.

The printer driver is installed successfully.

»» Important

- If the Installer does not operate properly, select **Quit Installer** from the **Installer** menu of the Finder to quit the Installer. Then start the Installer again.
- You can download the printer driver for free, but you are responsible for paying any connection fees to the Internet.

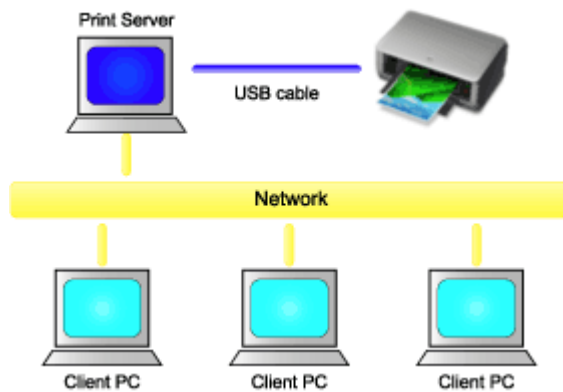
Related Topics

- [Obtaining the Latest Printer Driver](#)
- [Delete the Unnecessary Canon IJ Printer from the Printer List](#)
- [Before Installing the Printer Driver](#)

Sharing the Printer on a Network

When multiple computers are being used in the network environment, you can share the printer connected to one computer with the other computers.

Before carrying out the setup for printer sharing, select **Network** from **System Preferences**, and check whether the network settings have been set.



This section describes the procedure for sharing a printer among Mac.

- **Settings on Print Server**

This section describes the procedure for setting a computer that connects with this printer directly through a USB cable.

- **Settings on Client PC**

This section describes the procedure for setting a computer that uses this printer through a network.

When you execute print, the data is sent to the printer through the print server system.

Related Topic

- [Restrictions on Printer Sharing](#)

Settings on Print Server

When you use the printer on a network, set up the printer driver for sharing on the print server system.

The procedure for setting up the print server systems is as follows:

1. [Install the printer driver](#) on the print server system

2. Check that the printer to be used has been added

Open **System Preferences**, and select **Print & Scan (Print & Fax)**.

The printer list displays the printers that are connected to the computer.

3. Set sharing

Check the **Share this printer on the network** check box.

»» Note

- 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.

The setup on the print server system is complete. Next, set up the client systems.

Settings on Client PC

After setting up the print server system, set up the client system.

The procedure for setting up the client systems is as follows:

1. [Install the printer driver](#) on the client systems

2. Display the printer list

Open **System Preferences**, and select **Print & Scan (Print & Fax)**.

Click **+** to display the printer list.

3. Add a printer to be shared

Select a shared printer displayed in the printer list, and then click **Add**.

The setup on the client systems is now completed.

»» Note

- The print procedures are the same as when the computer is connected directly to the printer with a USB cable.

At the Page Setup dialog, select the printer of the print server to be used.

Restrictions on Printer Sharing

These are restrictions that apply when you are using a printer in a network environment. Check the restrictions for the environment you are using.

- Install the same version of the printer driver in the print server system and the client systems. You can download the latest printer driver from our web site.
- Use printer sharing with users who have the administrator privilege.
- Depending on how the computer is connected with the machine, the computer may not be able to access the function information that was set on the machine and display the correct settings.

Copying

- ➡ [Making Copies](#)  **Basic**
- ➡ [Switching the Page Size between A4 and Letter](#)

Making Copies

Load the original on the platen glass to copy.

1. Make sure that the machine is turned on.
2. Load A4 or Letter-sized plain paper.
3. Load the original on the platen glass.

►►► Note

- You can switch the size of paper loaded in the rear tray between A4 and Letter.

➡ [Switching the Page Size between A4 and Letter](#)

4. Press the **Color** button for color copying, or the **Black** button for black & white copying.

The machine starts copying.

Remove the original on the platen glass after copying is complete.

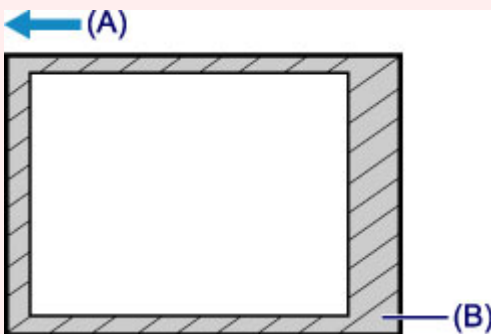
To make multiple copies

Press the **Color** button or the **Black** button repeatedly according to the number of copies you want.

Press the same button (**Color** button or **Black** button) as the one which you previously pressed.

►►► Important

- Do not open the document cover or remove the original from the platen glass until scanning is completed.
While the machine is scanning the original, the **ON** lamp keeps flashing.
- If the original covers the whole page, area (B) in the figure below cannot be printed.



(A) The direction in which the paper is ejected

(B) Unprintable area

For details on the printable area:

- For A4 sized paper:
 - ➡ Other Sizes than Letter, Legal, Envelopes
- For Letter-sized paper:
 - ➡ Letter, Legal

»» Note

- To cancel copying, press the **Stop** button.
- **To set the print quality to "Draft" (speed priority)**

You can set the print quality to "Draft" (speed priority) following the procedure below.

1. Press and hold down the **Color** or **Black** button for 2 or more seconds in step 4.

The **ON** lamp flashes once.

2. Release the button.

The machine starts copying.

When the print quality is set to "Draft", print speed is given priority over quality. To give priority to quality, press the **Color** or **Black** button for less than 2 seconds to copy in the print quality "Standard".

Switching the Page Size between A4 and Letter

You can switch the size of paper loaded on the rear tray between A4 and Letter.

This setting is useful if you usually load Letter-sized paper in the rear tray.

1. Make sure that the machine is turned on.
2. Press and hold the **Stop** button until the **Alarm** lamp flashes 10 times.
3. Release the **Stop** button.

The **ON** lamp starts flashing instead of remaining lit.

4. Press the **Black** button to select A4, or the **Color** button to select Letter.

The **ON** lamp stops flashing and remains lit, then the paper size is changed.

»» Note

- When you switch the page size to A4 or Letter, load paper of the selected size.
When the page size is set to A4, load A4 plain paper.
When the page size is set to Letter, load Letter-sized plain paper.
- This setting is retained even if the machine is turned off.