

# **MX920 series Online Manual**

Read Me First  
Useful Functions Available on the Machine  
Overview of the Machine



# Read Me First

- [Notes on Online Manual Usage](#)
- [Operating Environment](#)
- [How to Print](#)

## Notes on Online Manual Usage

- Reproduction, diversion or copying of any text, photo or image published in the *Online Manual* (hereinafter referred to as "this guide"), in whole or in part, is prohibited.
- In principle, Canon shall change or delete the contents of this guide without prior notice to customers. In addition, Canon may suspend or stop the disclosure of this guide due to unavoidable reasons. Canon shall not be liable for any damage suffered by customers as a result of changes in or deletion of information in this guide, or suspension/stoppage of disclosure of this guide.
- Although the contents of this guide have been prepared with utmost care, please contact the service center if you find any incorrect or missing information.
- In principle, the descriptions in this guide are based on the product at the time of its initial sale.
- This guide does not disclose the manuals of all the products sold by Canon. See the manual supplied with the product when using a product that is not described in this guide.

## Operating Environment

The following environment is recommended for the use of this guide.

- **Recommended Operating System**

Windows 8, Windows 7, Windows 7 SP1, Windows Vista SP1, Windows Vista SP2, Windows XP SP3 (32-bit only)

- **Recommended Web Browser**


Internet Explorer 8 or later  
(Allow cookies and enable JavaScript in browser settings.)

## How to Print

Use the print function of your Web browser to print this guide.

To print background colors and images, follow the steps below to display the **Page Setup** dialog box, then select the **Print Background Colors and Images** checkbox.

- **In Internet Explorer 9 or 10**

Select  (Tools) > **Print** > **Page setup...**

- **In Internet Explorer 8**

1. Press the Alt key to display the menus.
2. Select **Page Setup...** from the **File** menu.



## Symbols Used in This Document

### **Warning**

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

### **Important**

Instructions including important information. To avoid damage and injury or improper use of the product, be sure to read these indications.

### **Note**

Instructions including notes for operation and additional explanations.

### **Basic**

Instructions explaining basic operations of your product.



## Trademarks and Licenses

- Microsoft is a registered trademark of Microsoft Corporation.
- Windows is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
- Windows Vista is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
- Internet Explorer is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
- Mac, Mac OS, AirPort, Safari, Bonjour, iPad, iPhone and iPod touch are trademarks of Apple Inc., registered in the U.S. and other countries. AirPrint and the AirPrint logo are trademarks of Apple Inc.
- IOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.
- Adobe, Photoshop, Photoshop Elements, Lightroom, Adobe RGB and Adobe RGB (1998) are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.
- Photo Rag is a trademark of Hahnemühle FineArt GmbH.
- Bluetooth is a trademark of Bluetooth SIG, Inc., U.S.A. and licensed to Canon Inc.
- All other company names and products mentioned herein may be trademarks or registered trademarks of their respective companies.

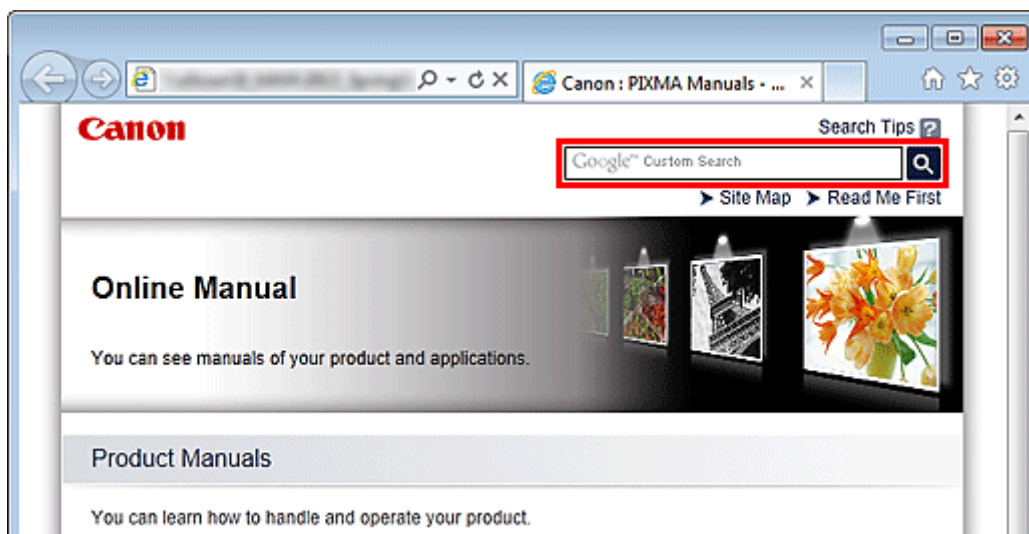
### Note

- The formal name of Windows Vista is Microsoft Windows Vista operating system.



## Search Tips

You can search for target pages by entering keywords in the search window.



### Important

- When performing a search by entering the product's model name, enter only the first two digits of the number in the model name.  
Example: When searching for MX45n (where "n" is a number)  
Enter "MX45"
- When using the PRO series, enter the entire model name.  
Example: When using the PRO-1 series  
Enter "PRO-1"

#### • Searching for Functions

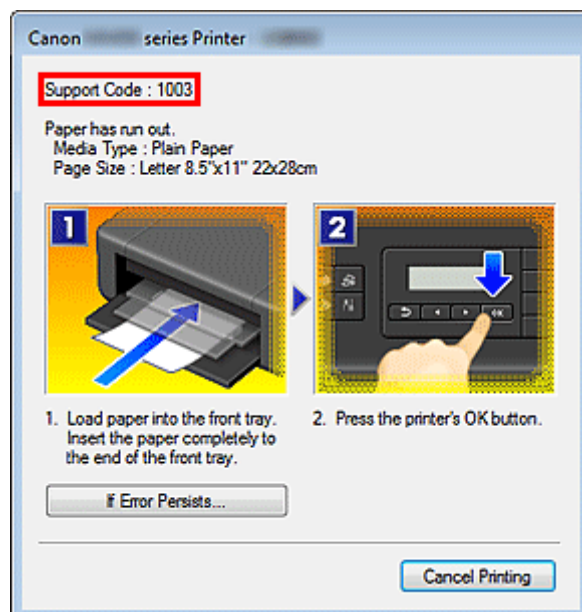
You can find target pages easily by entering your product's model name and a keyword for the function you want to learn about.

Example: When your product is MX450 series and you want to learn how to load paper  
Enter "MX45 load paper" in the search window and perform a search

#### • Troubleshooting Errors

You can obtain more accurate search results by entering your product's model name and a support code.

Example: When your product is MX450 series the following error screen appears  
Enter "MX45 1003" in the search window and perform a search



#### • Searching for Application Functions



You can find target pages easily by entering your application's name and a keyword for the function you want to learn about.

Example: When you want to learn how to print collages with My Image Garden

Enter "My Image Garden collage" in the search window and perform a search

- **Searching for Reference Pages**

You can search for reference pages described in this guide by entering your product's model name and a page title.

You can find reference pages more easily by entering the function name as well.

Example: When you want to browse the page referred to by the following sentence on a scanning procedure page in the *Online Manual* for MX450 series

Refer to "Color Settings Tab" for your model from Home of the *Online Manual* for details.

Enter "MX45 scan Color Settings Tab" in the search window and perform a search



## **Window Used in Operation Explanation**

In this guide, most of the operations are described based on the windows displayed when Windows 7 operating system Home Premium (called Windows 7 below) is used.



# Overview of the Machine

- Main Components and Basic Operations
  - Main Components
  - About the Power Supply of the Machine
  - LCD and Operation Panel
  - Entering Numbers, Letters, and Symbols
- Loading Paper / Originals
  - Loading Paper
  - Placing a Printable Disc
  - Loading Originals
  - Inserting the USB Flash Drive
- Replacing an Ink Tank
  - Replacing an Ink Tank
  - Checking the Ink Status
- Maintenance
  - When Printing Becomes Faint or Colors Are Incorrect
  - Performing Maintenance from a Computer
  - Cleaning the Machine
- Changing the Machine Settings
  - Changing Machine Settings from Your Computer
  - Changing the Machine Settings on the LCD
- Information about Network Connection
  - Useful Information about Network Connection
- About Network Communication
  - Changing and Confirming Network Settings
  - Screens for Network Connection of IJ Network Tool
  - Other Screens of IJ Network Tool
  - Appendix for Network Communication
- Tips for Ensuring Optimal Printing Quality
  - Useful Information about Ink
  - Key Points to Successful Printing
  - Be Sure to Make Paper Settings after Loading Paper
  - Canceling a Print Job
  - Key to Enjoying Consistent Printing Quality
  - Precautions for Safe Transport of the Machine
- Legal Limitations on Use of Your Product and Use of Images
- Specifications



## Maintenance

- [When Printing Becomes Faint or Colors Are Incorrect](#)
- [Performing Maintenance from a Computer](#)
- [Cleaning the Machine](#)



## Changing the Machine Settings

- [Changing Machine Settings from Your Computer](#)
- [Changing the Machine Settings on the LCD](#)



## Changing Machine Settings from Your Computer

- [Changing the Print Options](#)
- [Registering a Frequently Used Printing Profile](#)
- [Managing the Machine Power](#)
- [Reducing the Machine Noise](#)
- [Changing the Machine Operation Mode](#)



## Changing the Machine Settings on the LCD

- Changing the Machine Settings on the LCD
- FAX settings
- Print settings
- LAN settings
- Device user settings
- Mobile phone print settings
- Bluetooth settings
- PictBridge print settings
- Language selection
- Firmware update
- Reset setting
- About ECO settings
- About Quiet setting



# Information about Network Connection

● Useful Information about Network Connection



## Useful Functions Available on the Machine

The following useful functions are available on the machine.

Enjoy even more pleasant photography experience by utilizing various functions.

- [Print Photos Easily](#)
- [Download Content Materials](#)
- [Upload Scanned Images to the Web](#)
- [Print Online Items Easily](#)
- [Print Easily from a Smartphone](#)
- [Print with Google Cloud Print](#)
- [Print Directly from iPad, iPhone, or iPod touch](#)
- [Print Photos on Facebook](#)
- [Print Images and Documents by Sending Them via E-mail](#)

### Print Photos Easily Using an Application

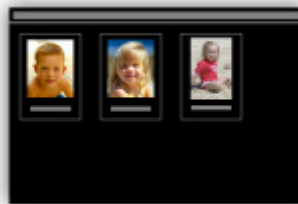
- **Organize Images Easily**

In My Image Garden, you can register the names of people and events to photos.

You can organize photos easily as you can display them not only by folder but also by calendar, event, and person. This also allows you to find the target photos easily when you search for them later on.



<Calendar View>



<People View>

- **Display Recommended Items in Slide Shows**

Based on the information registered to photos, Quick Menu automatically selects the photos on your computer and creates recommended items such as collages and cards. The created items appear in slide shows.



If there is an item you like, you can easily print it in just two steps.

STEP1 In Image Display of Quick Menu, select the item you want to print.

STEP2 Print the item with My Image Garden.





- **Place Photos Automatically**

Delightful items are created easily as the selected photos are placed automatically according to the theme.



- **Other Various Functions**

My Image Garden has many other useful functions.  
Refer to "What You Can Do with My Image Garden" for details.

## Download a Variety of Content Materials

- **CREATIVE PARK**

A "printing materials site" where you can download all the printing materials for free.  
Various types of content such as seasonal cards and paper crafts that can be made by assembling paper parts are provided.  
It is easily accessible from Quick Menu.

- **CREATIVE PARK PREMIUM**

A service where customers using models that support PREMIUM Contents can download exclusive printing materials.  
PREMIUM Contents can be downloaded easily via My Image Garden. Downloaded PREMIUM Contents can be printed directly with My Image Garden.  
To print downloaded PREMIUM Contents, make sure that genuine Canon ink tanks/ink cartridges are installed for all colors on a supported printer.



### ➤➤ Note

- The designs of PREMIUM Contents provided in this page are subject to change without prior notice.



## Upload Scanned Images Easily to the Web

If you use Evernote or Dropbox on your computer, you can easily upload scanned images to the web. Uploaded images can be utilized from other computers, smartphones, etc.

Refer to "[Online Storage Integration Function](#)" for details.



## Print Photos on Photo Sharing Sites or Print Web Template Forms Easily from the Machine

You can directly print photos on photo sharing sites or template forms offered on the web without using a computer.

- **Online Album Photo Print**

You can access photo sharing sites on the web from the machine and directly print photos in online albums (such as Picasa Web Albums) while checking them in the printer screen.

- **Web Template Form Print**

Canon offers various template forms including seasonal stationery and calendars on the web. You can download and print the template forms you want anytime, as much as you need, by operating the machine only.



## Print Easily from a Smartphone with Canon Easy-PhotoPrint (for iOS/Android)

Use Canon Easy-PhotoPrint (for iOS/Android) to easily print photos saved on a smartphone wirelessly. You can also receive scanned data (PDF or JPEG) directly on a smartphone without using a computer. Canon Easy-PhotoPrint (for iOS/Android) can be downloaded from App Store and Google Play.



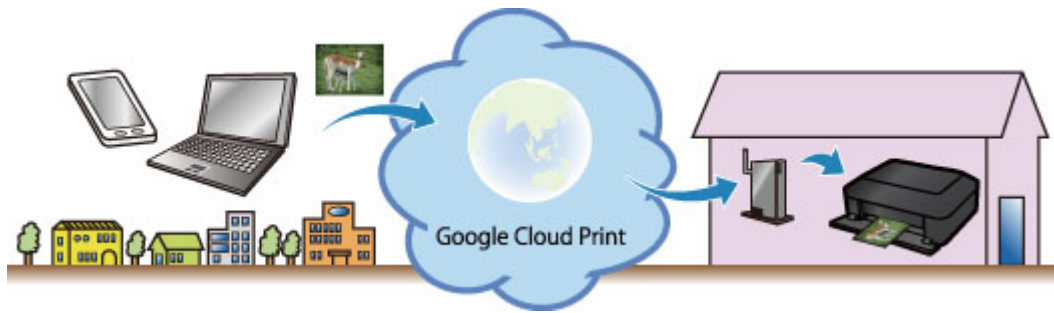
## Print in Various Environments with Google Cloud Print

The machine is compatible with Google Cloud Print (Google Cloud Print is a service provided by Google Inc.).

By using Google Cloud Print, you can print from anywhere with applications or services supporting Google Cloud Print.



Refer to "Printing with Google Cloud Print" for details.



### Print Directly from iPad, iPhone, or iPod touch with Apple AirPrint

The machine is compatible with the AirPrint function of Apple iOS devices.

You can directly print e-mails, photos, web pages, etc. from iPad, iPhone, or iPod touch to the machine over wireless LAN.

Refer to "[Printing from AirPrint Compliant Device](#)" for details.



### Print Photos on Facebook Easily Using a Facebook App "Print Your Days"

Use Print Your Days to collect Facebook photos of memories of parties and travel, recent activity of your family and friends, your hobbies, etc., then create and print a work of art.

Print Your Days is available from the Print Your Days Facebook page.



### Print Easily by Sending an E-mail from a Computer or Smartphone

**Print from E-mail** allows you to print attachment files easily. You only attach a picture or a document from your computer or smartphone and send the e-mail with the attached file.

You can print simply from outside like a travel destination. Also, your family or friends can print by registering beforehand.

You can use **Print from E-mail** on any Canon printer that supports the service.



Refer to "[How to Use Print from E-mail](#)" for details.





## Online Storage Integration Function

The machine can integrate with online storage services such as Evernote.



### Integration with Online Notetaking Service "Evernote"

If an Evernote client application is installed on your computer, you can import scanned images into the application and upload them to the Evernote server.

The uploaded images can be browsed from other computers, smartphones, etc.

To use Evernote, you need to create an account. See the "CREATE ACCOUNT" page of Evernote for account creation.

- **Settings**

In the Settings dialog box of IJ Scan Utility, select the item you want to set, then select Evernote for

**Send to an application** in **Application Settings**.

Refer to "Settings Dialog Box" for details.

### »» Important

- The Evernote service features are subject to change or termination without prior notice.



## Printing from AirPrint Compliant Device

This document explains how to use AirPrint to print wirelessly from your iPad, iPhone and iPod touch to a Canon printer.

AirPrint enables you to print photos, email, Web pages and documents from your Apple device directly to your printer without installing a driver.



## Checking Your Environment

First, check your environment.

- AirPrint Operation Environment

To use AirPrint, you will need one of the following Apple devices running the latest version of iOS: iPad (all models), iPhone (3GS or later), or iPod touch (3rd generation or later).

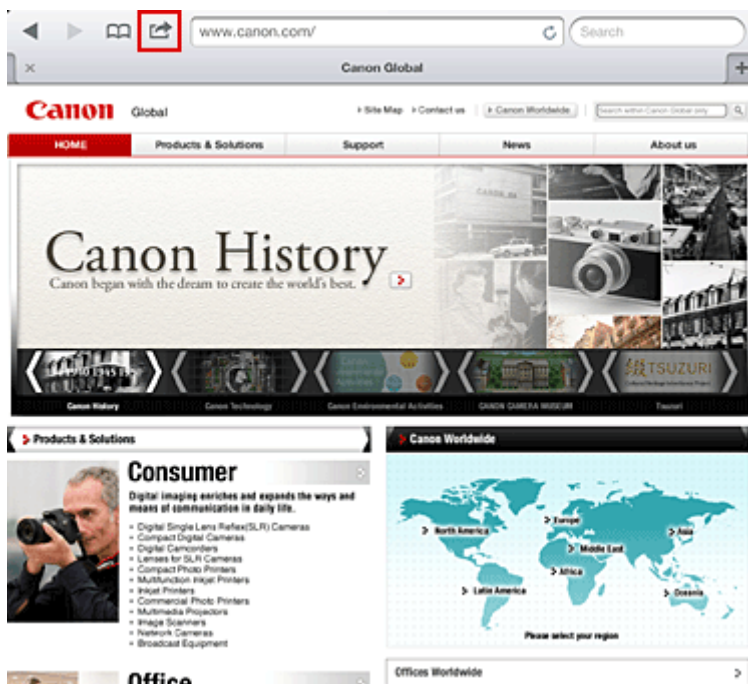
- Network Environment

The Apple device (iPad, iPhone, or iPod touch) and this machine must be connected to the same Wi-Fi network.

## Printing with AirPrint

1. Check that this machine is turned on and is connected to the LAN.
2. From the application software of your Apple device, tap the operation icon to display the menu options.





3. From the menu options, tap **Print**.



4. From **Printer Options**, select the model that you are using.

### Important

- Because some application software does not support AirPrint, **Printer Options** may not be displayed. If an application software does not let you use printer options, you cannot print from that application software.

### Note

- The printer options differ depending on the application software and model you are using. Normally, when you tap **Print** and select a model name, the displayed printer options will include up to the following four options:
  - Printer: Select a model that can be used in your wireless LAN.
  - Copies: Select the number of print copies.
  - Duplex Printing: If the model supports duplex printing, you can select **On** or **Off**.



- Range: The page range can be used only with specific application software and file types (such as PDF files).

5. For **1 Copy**, click **+** or **-** to set the number of required copies.
6. For **Duplex Printing**, click **On** to enable duplex printing or click **Off** to disable the function.
7. When printing a file type that has multiple pages, such as a PDF file, click **Range** and then click **All Pages** or select the range of pages to be printed.
8. Tap the **Print**.

When you execute printing, the printer prints according to the specified settings.

## Paper Size

With AirPrint, the paper size is selected automatically according to the application software being used on the Apple device and the region in which AirPrint is used.

When Apple's photo application software is used, the default paper size is L size in Japan, and 4"x6" or KG in other countries and regions.

When documents are printed from Apple's Safari application software, the default paper size is letter size in the U.S. region, and A4 in Japan and Europe.

## Important

- Your application software may support different paper sizes.

## Checking the Print Status

During printing, a **Print** icon is displayed in the list of recently used application software, and you can use it to check the print progress.

To display the list of latest used application software, press the **Home** button on the Apple device twice.

The **Print** icon is displayed at the bottom of the **Home** screen.



## Deleting a Print Job

To delete a print job with AirPrint, use one of the following two methods:

- From the machine: Use the operation panel of the machine to cancel the print job.



- From an Apple device: Press the **Home** button on the Apple device twice. Tap the **Print** icon and display the print job list. Tap the print job to be canceled, and then tap **Cancel Print**.

## AirPrint Troubleshooting

If the document does not print, check the following:

1. Check that the machine power is on. If the machine power is on, turn it off and then back on again, and check whether the issue is resolved.
2. Check that the machine is connected by LAN to the same network subnet as the device on which iOS is installed.
3. Check that the machine has enough paper and ink.
4. Check that no error message is displayed on the machine operation panel.

If the problem persists, use the printer driver on your computer to execute printing and check whether the document can be printed normally on the machine.

If the document cannot be printed, refer to the *Online Manual* for your model.

### »» Note

- After you turn on the machine, it may take few minutes before the machine can communicate through a wireless LAN connection. Confirm that the machine is connected to the wireless LAN, and then try printing.
- If Bonjour on the machine is disabled, AirPrint cannot be used. Check the LAN settings on the machine, and enable Bonjour.

### »» Note

- The windows used in the explanations may differ from those displayed by your Apple product or application software.



## How to Use Print from E-mail

**Print from E-mail** allows you to print attachment files easily. You only attach a picture or a document from your computer or smartphone and send the e-mail with the attached file.

You can print simply from outside like a travel destination. Also, your family or friends can print by registering beforehand.

You can use **Print from E-mail** on any Canon printer that supports the service.



### Checking Your Environment

First, check your environment.

- Network environment

This product needs to be connected to a LAN with an Internet connection.

#### » Important

- The user will bear the cost of Internet access.
- This function may not be available in some countries/regions.

- Printer software (firmware) version

If the printer's firmware version is earlier than Ver. 2.000, you need to update the firmware. Refer to "Firmware update" for your model from Home of the *Online Manual* for details.

### Preparing to use Print from E-mail

To use **Print from E-mail**, you need to register the printer by entering information about the printer's owner.



1. Print the printer registration page's URL and the PIN code
2. Access the URL and enter the owner's e-mail address and other required information
3. Check if an e-mail has been sent to the e-mail address you entered



#### 4. Access the URL provided in the e-mail and complete the printer registration process

#### **Note**

- The e-mail address that appears on the screen when you have finished registering is the e-mail address that will be used just for the **Print from E-mail** function.

➔ [For details about the registration procedure, see here](#)

### Printing from Your Computer or Smartphone

#### 1. Prepare a file that you want to print

The file format, number of files, and file size that this printing function supports are provided below.

Supported File Formats

- Adobe PDF files
- JPEG files

#### **Important**

- Only files that are attached to e-mail can be printed. E-mail messages cannot be printed.
- Encrypted Adobe PDF files, password-protected files, and files that are set to print disabled cannot be printed.
- Files that are attached as compressed files cannot be printed.
- Files other than Adobe PDF files and JPEG files cannot be printed.

Supported Number of Files and File Sizes

- Up to 10 attachment files can be printed.
- The maximum size of an e-mail with attachment files is 5 MB.

#### **Note**

- The size of an e-mail is determined based on the size of the entire transmission file, including the e-mail message and the header.  
Therefore sometimes an attachment file cannot be printed even if the size of the attachment file is less than 5 MB.
- If the size of an attached JPEG file is less than 10 KB, the file cannot be printed.

#### 2. Attach a file that you want to print from your PC or smartphone to the e-mail and send it to the e-mail address for printing

You can also check the print address from the operation panel by selecting  **Web service** → **Web service setup** → **Cloud settings** → **Print from E-mail setup** → **Check address for printing**.

#### **Important**

- You will not be able to use the service during periods when the service is undergoing maintenance.

### Use the Service With More Than One Person

To allow multiple users to use this function, register users (other than the printer's owner) as members.

1. The printer's owner uses his/her PC or smartphone to access the service's login URL (<https://pr.mp.c-ij.com/po>) and logs in
2. Select the printer name that you want to add the member. Click **Member Settings** → **Add** to enter the member's e-mail address, and click **Register**



A URL of the member registration page is sent to the e-mail address of the newly registered member.

### 3. Registered member accesses to the URL that is included in the e-mail, and complete the registration

You can use this service from registered e-mail address.

#### **Note**

- You can register up to 500 members.

## **Print from E-mail Troubleshooting**


### ➡ [The Document Does Not Print](#)

### ➡ [If You Cannot Register to the Service or Delete the Service](#)

### ➡ [If you cannot print after the printer is repaired](#)

## **The Document Does Not Print**

If the document does not print, check the following:

- Check that the printer power is on.  
If the printer power is on, turn it off and then back on again, and check whether the issue is resolved.
- Check that the printer is connected to the network.
- Check that the printer is connected to a LAN and the LAN has an Internet connection.
- Look at the printer operation panel and check that no error message is displayed.  
If the problem persists, use the printer driver on your computer to execute printing and check whether the document can be printed normally on the printer.  
If the document cannot be printed, refer to the on-screen manual (operating instructions) that comes with the printer.
- Check that the file attached to the e-mail is a Adobe PDF file or an JPEG file.
- Select  **Web service** → **Web service setup** → **Cloud settings** → **Print from E-mail setup** → **Check address for printing**, from the printer operation panel, and check that the send destination e-mail address is correct.
- Check that the user's e-mail address for using this service is registered.  
If you want to check the error details, the printer owner have to access the login URL (<https://pr.mp.c-ij.com/po>) .
- In the **Print Status** screen, click **Go to Print History Screen** and check the history of jobs that were sent. You can check the error details.  
If you want to check the error details, the printer owner have to access the login URL (<https://pr.mp.c-ij.com/po>) .

#### **Note**

- For a wireless LAN connection, after the printer is turned on, it may take a few minutes before communication becomes possible. Confirm that your printer is connected to the wireless LAN, and then try printing.

## **If You Cannot Register to the Service or Delete the Service**

### **If You Cannot Register to the Service**

- If the printer operation panel display the message "Failed to register with "Print from E-mail".", the registration to **Print from E-mail** may not have been completed in time. Select **OK** to release the error, and start over again from the beginning.
- Check that the firmware version of the printer has been updated.



#### If You Do Not Receive the URL to Complete the Registration by E-mail

- An incorrect e-mail address may have been entered. Wait about 30 minutes, and operate the printer operation panel to print the printer registration URL and PIN code. Then re-register from the beginning.

#### If You Cannot Delete the Service

- If the printer operation panel display the message "Failed to connect to "Print from E-mail". Only the information on the printer was deleted." is displayed, it could be that the registration information on the service could not be deleted even though the **Print from E-mail** information stored on this machine was deleted.  
Select **OK** to release the error, and then access the service's login URL (<https://pr.mp.c-ij.com/po>) to delete the registration information.
- If the **Print from E-mail** information stored on this printer could not be deleted even though the registration information on the service was deleted, select  **Web service** → **Web service setup** → **Cloud settings** → **Print from E-mail setup** → **Deregistration of Registered Printer(s)** and delete the registration information.

### If you cannot print after the printer is repaired

Re-registering the printer and the printer owner

- When the printer is repaired, all of the registered information is deleted and Print from E-mail can no longer be used.  
If you want to use this service again, you must re-register the printer and the printer owner.  
For information about the re-registration procedure, see "[Preparations for Using the Print from E-mail](#)".  
Even if users other than the owner were registered as members, repeat the registration starting from [here](#).

### Trademarks

- Windows is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
- Windows Vista is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
- Mac OS, Bonjour, iPad, iPhone, iPod touch, and Safari are trademarks of Apple Inc., registered in the U.S. and other countries. AirPrint and the AirPrint logo are trademarks of Apple Inc.
- IOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.
- All other company names and products mentioned herein may be trademarks or registered trademarks of their respective companies.



## Preparations for Using the Print from E-mail

To use this service to print a photo or document, you need to follow the procedure provided below and register the printer.

### Print the Printer Registration Page's URL and the PIN Code


First, print the printer registration page's URL and the PIN code.

Check that there is sufficient amount of ink in the printer, and then print using the printer's control panel.

1. Check that the printer is connected to the network

#### »»» Important

- This product needs to be connected to a LAN with an Internet connection.

2. From the **HOME** window on the printer operation panel, select  **Web service** → **Web service setup** → **Cloud settings** → **Print from E-mail setup** → **Register Printer**

3. Follow the instructions on the screen and print the printer registration URL and PIN code

#### »»» Important

- Do not turn off the power on the printer until the registration process is completed. Access the printed URL and log in within 25 minutes.
- If you canceled the registration before it is completed, repeat the procedure from printing the registration information.

### Access the Printed URL and Enter the Owner's E-mail Address and Other Required Information

Next, enter the owner's e-mail address and other required information.

1. Access the printed URL using the PC's web browser, and click **Log In**
2. In the use agreement window, select **Agree**

#### »»» Important

- If you do not select **Agree** in the use agreement window, you will not be able to register as the printer owner.

3. Enter the printer owner's e-mail address, and click **Next**

#### »»» Important

- An e-mail is sent with the required information for completing the registration to the e-mail address entered for the printer's owner.
- If domain-specific reception is set, change the setting so that mail can be received from "info@mp.c-ij.com"

#### »»» Note

- The e-mail address of the printer owner cannot be changed once the printer owner is registered. To change the e-mail address, delete the registration of the registered printer, and re-register the printer owner by using the new e-mail address. In this case, all previously registered information will be deleted.



- The notification is sent automatically to the registered e-mail address when the printing or service maintenance starts.

4. In the **Printer Owner Registration** window, enter the information shown below, and click **Next**

**User Name**

Enter any name.

The name that you enter is displayed at login.

**»»» Important**

- The maximum number of characters that can be entered is 30.

**Language**

Select the language that you are using.

The language that you select is used in notification e-mails such as print start notices.

**Time Zone**

Refer to [this section](#), and select the standard time of the city that is nearest to the region where you live.

**Date/Time Display Format**

Select the format of your choice. The format that you select is applied to the date/time information in the screens and notification e-mails of this service.

**Daylight Saving Time**

This setting is combined with the **Time Zone** setting, and applied to the date/time information in the screens and notification e-mails of this service.

When you select **ON**, 1 hour is added to the **Time Zone** setting when the date/time information is displayed.

5. In the **Printer Registration** window, enter the **Printer Name**, and click **Confirm**

Enter any name that will allow you to identify the printer.

**»»» Important**

- The maximum number of characters that can be entered is 30.

6. In the **Confirm Owner Registration** window, check the registration information, and then click **Register**

A temporary password will be displayed.

**»»» Important**

- The temporary password that appears is not included in the notification e-mail. Be sure to write down the temporary password before closing the screen.

**Check if an E-mail Has Been Sent to the E-mail Address You Entered**

A URL is notified to complete the registration to the e-mail address that for the registered printer's owner.

**Access the URL in the E-mail and Complete the Printer Registration**

1. Access the URL provided in the e-mail

**»»» Important**

- You have to complete the registration within 30 minutes.

2. Enter the registered e-mail address of the printer's owner, the temporary password, and click **Log In**



### 3. Set a password of your choice, and click **Register**

When the password setting process is completed, the printer's e-mail address and the service's URL are displayed, and the printer's registration process is completed.

#### **Important**

- When you enter the password, the following character restrictions apply.
  - Set a password that has 8 or more characters.
  - The characters that you can use are single-byte uppercase letters, single-byte lowercase letters, and single-byte numbers.
  - In the password, combine all of the different types of characters that can be used.
- The displayed printer's e-mail address and the URL of the login page are not sent. Be sure to write down the printer's e-mail address and the URL of the login page before closing the screen.



## Timezone List

(UTC-12:00)	International Date Line West
(UTC-11:00)	Midway Island
(UTC-10:00)	Hawaii
(UTC-09:00)	Alaska
(UTC-08:00)	Tijuana, Baja California, Pacific Time (US & Canada)
(UTC-07:00)	Arizona, Chihuahua, La Paz, Mazatlan, Mountain Time (US & Canada)
(UTC-06:00)	Guadalajara, Mexico City, Monterrey, Saskatchewan, Central America, Central Time (US & Canada)
(UTC-05:00)	Indiana (East), Bogota, Lima, Quito, Eastern Time (US & Canada), Caracas
(UTC-04:00)	Asuncion, Santiago, Georgetown, La Paz, San Juan, Manaus, Atlantic Time (Canada), Newfoundland
(UTC-03:00)	Cayenne, Greenland, Buenos Aires, Brasilia, Montevideo
(UTC-02:00)	Mid-Atlantic
(UTC-01:00)	Azores, Cape Verde Is.
(UTC+00:00)	Casablanca, Dublin, Edinburgh, Lisbon, London, Monrovia, Reykjavik, Coordinated Universal Time
(UTC+01:00)	Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna, Sarajevo, Skopje, Warsaw, Zagreb, Brussels, Copenhagen, Madrid, Paris, Belgrade, Bratislava, Budapest, Ljubljana, Prague, West Central Africa
(UTC+02:00)	Athens, Bucharest, Istanbul, Amman, Windhoek, Jerusalem, Cairo, Harare, Pretoria, Beirut, Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius, Minsk
(UTC+03:00)	Kuwait, Riyadh, Tbilisi, Nairobi, Baghdad, Moscow, St. Petersburg, Volgograd, Tehran
(UTC+04:00)	Abu Dhabi, Muscat, Yerevan, Baku, Port Louis, Kabul
(UTC+05:00)	Islamabad, Karachi, Ekaterinburg, Tashkent, Sri Jayawardenepura, Chennai, Kolkata, Mumbai, New Delhi, Kathmandu
(UTC+06:00)	Astana, Dhaka, Almaty, Novosibirsk, Yangon (Rangoon)
(UTC+07:00)	Krasnoyarsk, Bangkok, Hanoi, Jakarta
(UTC+08:00)	Irkutsk, Ulaan Bataar, Kuala Lumpur, Singapore, Perth, Taipei, Beijing, Chongqing, Hong Kong, Urumqi
(UTC+09:00)	Seoul, Yakutsk, Osaka, Sapporo, Tokyo, Adelaide, Darwin
(UTC+10:00)	Vladivostok, Canberra, Melbourne, Sydney, Guam, Port Moresby, Brisbane, Hobart
(UTC+11:00)	Magadan, Solomon Is., New Caledonia
(UTC+12:00)	Auckland, Wellington, Fiji, Marshall Is., Petropavlovsk-Kamchatsky
(UTC+13:00)	Samoa, Nuku'alofa



# Overview of the Machine

- Main Components and Basic Operations
  - Main Components
  - About the Power Supply of the Machine
  - LCD and Operation Panel
  - Entering Numbers, Letters, and Symbols
- Loading Paper / Originals
  - Loading Paper
  - Placing a Printable Disc
  - Loading Originals
  - Inserting the USB Flash Drive
- Replacing an Ink Tank
  - Replacing an Ink Tank
  - Checking the Ink Status
- Maintenance
  - When Printing Becomes Faint or Colors Are Incorrect
  - Performing Maintenance from a Computer
  - Cleaning the Machine
- Changing the Machine Settings
  - Changing Machine Settings from Your Computer
  - Changing the Machine Settings on the LCD
- Information about Network Connection
  - Useful Information about Network Connection
- About Network Communication
  - Changing and Confirming Network Settings
  - Screens for Network Connection of IJ Network Tool
  - Other Screens of IJ Network Tool
  - Appendix for Network Communication
- Tips for Ensuring Optimal Printing Quality
  - Useful Information about Ink
  - Key Points to Successful Printing
  - Be Sure to Make Paper Settings after Loading Paper
  - Canceling a Print Job
  - Key to Enjoying Consistent Printing Quality
  - Precautions for Safe Transport of the Machine
- Legal Limitations on Use of Your Product and Use of Images
- Specifications



## **Main Components and Basic Operations**

- [Main Components](#)
- [About the Power Supply of the Machine](#)
- [LCD and Operation Panel](#)
- [Entering Numbers, Letters, and Symbols](#)

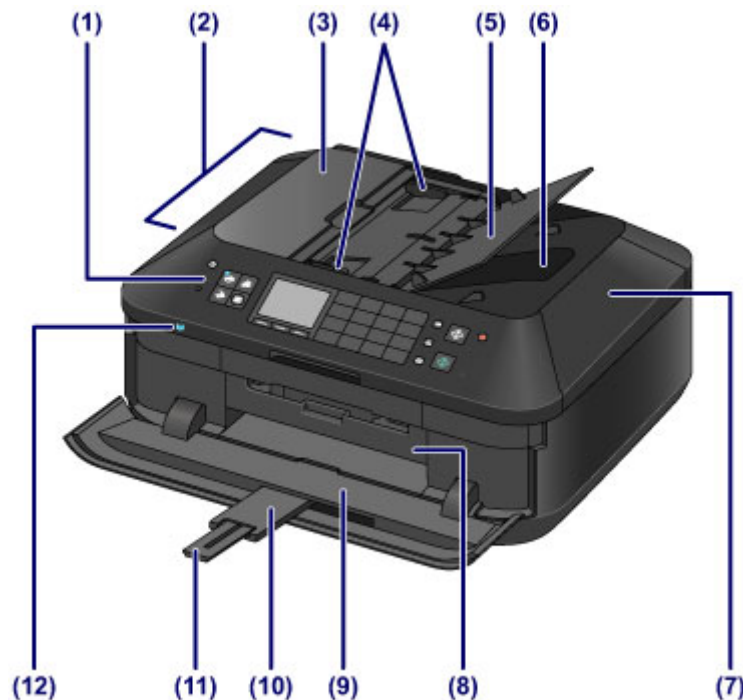


## Main Components

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



## Front View



**(1) operation panel**

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

➡ [Operation Panel](#)

**(2) ADF (Auto Document Feeder)**

Load a document to copy, scan, or fax. The documents loaded in the document tray are scanned automatically one sheet at a time.

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

**(3) document feeder cover**

Open when clearing jammed documents.

**(4) document guides**

Adjust these guides to match the width of document in the ADF.

**(5) 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.

**(6) document output slot**

Documents scanned from the ADF are delivered here.

**(7) document cover**

Open to load an original on the platen glass.

**(8) inner cover**

Open by pulling it out to attach the disc tray. Use only when printing onto a printable disc.

Keep closed for normal operation.

**(9) paper output tray**

Opens automatically when printing or copying starts and printed paper is ejected.

**(10) output tray extension**

Opens automatically when you open the paper output tray, and supports ejected paper.

**(11) paper output support**

Extend to support ejected paper.

**(12) Wi-Fi lamp**

Lights or flashes blue to indicate the wireless LAN status.



Lights:

**Wireless LAN active** is selected.

Flashes:

Printing or scanning over wireless LAN. Also flashes while searching for wireless LAN access point during setup and when connecting to the access point.



#### (13) USB flash drive port

Insert a USB flash drive to this port.

##### ➡ Inserting the USB Flash Drive

You can connect the optional Bluetooth Unit BU-30\* to print directly.

##### ➡ Printing from a Bluetooth Compliant Device

\* The Bluetooth Unit is not available in some countries or regions depending on the local laws and regulations. For details, contact the service center.

#### ⚠ Warning

- Do not connect any equipment other than the USB flash drives and optional Bluetooth Unit BU-30 to the USB flash drive port of the machine. This may cause fire, electric shock, or damage to the machine.

#### ➡➡➡ Important

- Do not touch the metal casing.
- Do not use the USB cable longer than 10 feet (3 meters) to connect to the machine since it may affect the operation of other peripheral devices.

#### (14) cassette (upper)

Load 4" x 6" (10 x 15 cm) or 5" x 7" (13 x 18 cm) size photo paper into the cassette, and insert it into the machine. Two or more papers of the same size and media type can be loaded at the same time, which are fed automatically one sheet at a time.

##### ➡ Loading Small Size Paper

The disc tray can be stored in the back of the cassette (upper).

##### ➡ How to Detach / Attach the Disc Tray

#### (15) cassette (lower)

Load A4, B5, A5, or Letter-sized plain paper or photo paper and envelopes into the cassette, and insert it into the machine. Two or more papers of the same size and media type can be loaded at the same time, which are fed automatically one sheet at a time.

##### ➡ Loading Large Size Paper

##### ➡ Loading Envelopes

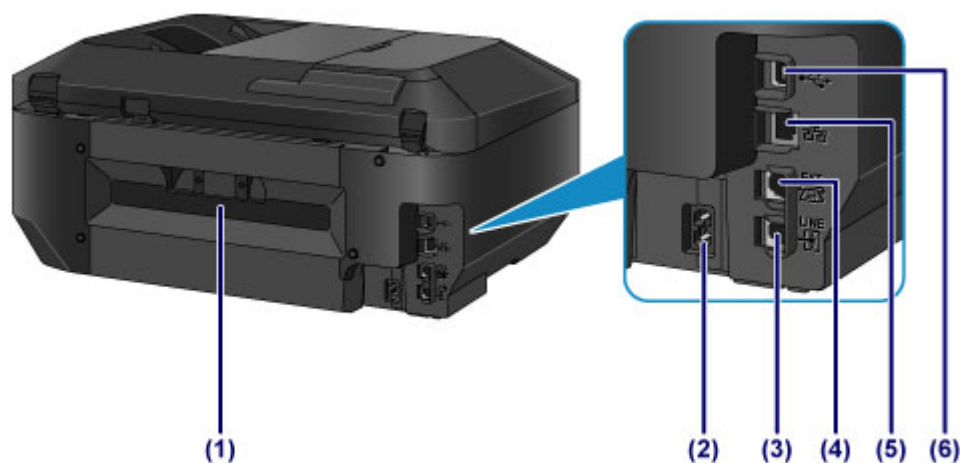
#### (16) platen glass



Load an original to copy, scan, or fax.



## Rear View



**(1) rear cover**

Detach to remove jammed paper.

**(2) power cord connector**

Plug in the supplied power cord.

**(3) telephone line jack**

Connect the telephone line.

**(4) external device jack**

Connect an external device such as telephone or answering machine.

**(5) wired LAN connector**

Plug in the LAN cable to connect the machine to a LAN.

**(6) USB port**

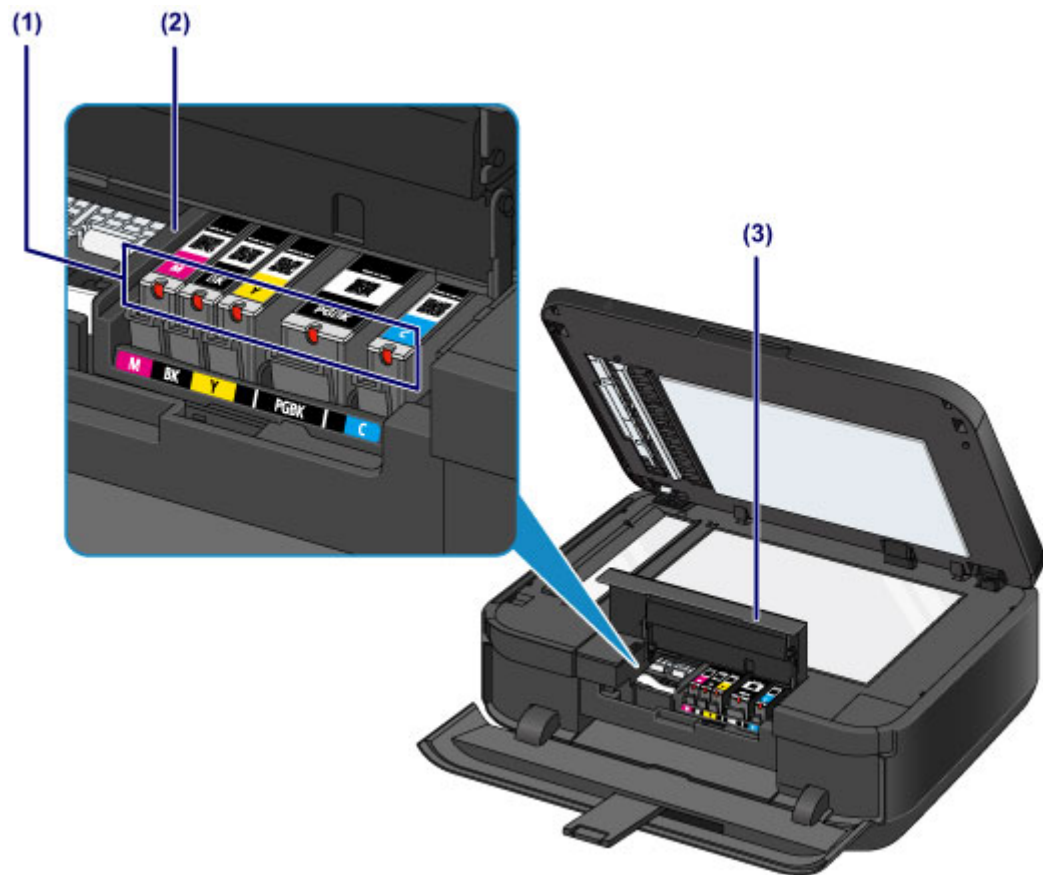
Plug in the USB cable to connect the machine with a computer.

**Important**

- Do not touch the metal casing.
- Do not plug in or unplug the USB cable or LAN cable while the machine is printing or scanning originals with the computer.



## Inside View



### (1) ink lamp

Lights or flashes red to indicate the ink tank status.

➡ [Checking the Ink Status with the Ink Lamps](#)

### (2) print head holder

The print head is pre-installed.

### (3) ink cover

Open it to replace an ink tank, to check the ink lamp, or to remove jammed paper inside the machine.

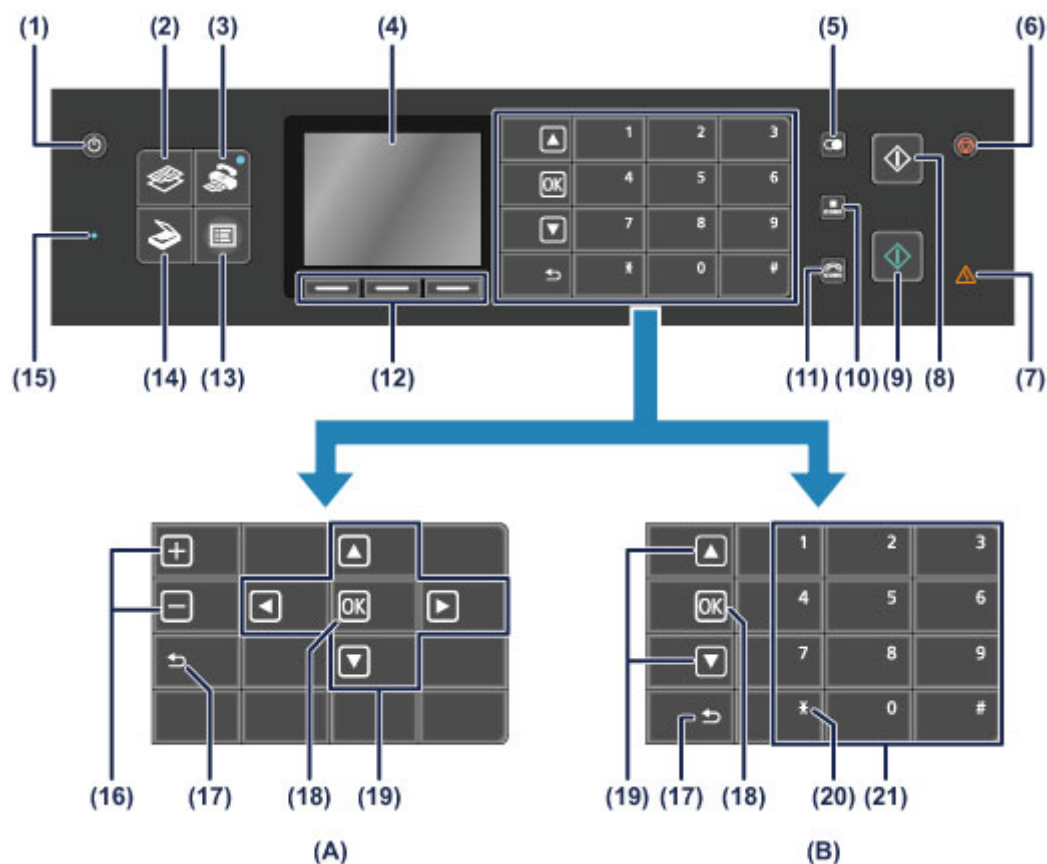
### »» Note

- For details on replacing an ink tank, see [Replacing an Ink Tank](#).



## Operation Panel

\* All buttons and lamps on the operation panel are shown lit in the illustration below for explanatory purposes.



(A) Displaying select/set buttons

(B) Displaying Numeric buttons

### Note

- Buttons available depending on the operation will be displayed on the operation panel. When specifying the number of copies for photo printing or copying, or selecting options in the print settings screen, the select/set buttons will be displayed as shown in (A). When entering fax/telephone numbers for dialing, the Numeric buttons are displayed as shown in (B). You can use only the buttons displayed.
- Depending on which buttons are displayed, the ▲ or ▼ button, **OK** button, and **Back** button take different positions. When the display switches, make sure of their positions.

### (1) ON button

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

➡ [Turning the Machine On and Off](#)

### (2) COPY button

Switches the machine to the copy mode, which lets you make copies while changing magnification, copy layout, etc.

### (3) FAX button

Switches the machine to the fax mode, which lets you send faxes, print received faxes, and print reports.

### (4) LCD (Liquid Crystal Display)

Displays messages, menu items, and the operational status. You can also preview photos on the LCD before printing.

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



**(5) Redial/Pause button**

Displays the list of numbers dialed with the Numeric buttons to redial the selected number. You can also use this button to enter pause time between or after numbers when dialing for example international calls.

**(6) Stop button**

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

**(7) Alarm lamp**

Lights or flashes orange when an error occurs, such as paper-out or ink-out.

**(8) Black button**

Starts black & white copying, scanning, faxing, etc. This button lights when available.

**(9) Color button**

Starts color printing, copying, scanning, faxing, etc. This button lights when available.

**(10) Coded Dial button**

Displays the coded speed dial list or telephone number search list on the coded speed dial screen. You can dial a recipient from the list.

**(11) Hook button**

Enables you to dial using the Numeric buttons on the machine without picking up the handset. This button is also used when using an information service, etc.

**(12) Function buttons**

Used to select a function menu displayed at the bottom of the LCD.

➡ [Using the Function Buttons](#)

**(13) MENU button**

Displays the menu which provides access to photo print or various copy functions. With this menu, you can perform machine maintenance and change machine settings.

➡ [When Printing Becomes Faint or Colors Are Incorrect](#)

➡ [Changing the Machine Settings on the LCD](#)

You can also configure a wireless LAN connection.

➡ [LAN settings](#)

**(14) SCAN button**

Switches the machine to the scan mode. You can save/forward scanned data to your computer or save them on a USB flash drive, with the operation panel.

**(15) FAX Memory lamp**

Lights when there are received or unsent documents stored in the machine's memory.

**(16) + - buttons**

Specifies the number of copies to copy or print. Holding down a button moves forward or backward through the photo display, or increases or decreases the number of copies in units of 10.

**(17) Back button**

Returns the LCD to the previous screen.

This button appears in a different position depending on whether select/set or Numeric buttons are being displayed.

**(18) OK button**

Finalizes the selection of a menu or setting item, and also used to enter characters.

Resolves an error when printing is in progress, resumes the machine's normal operation after removing jammed paper, or ejects documents remaining in the ADF (Auto Document Feeder).

This button appears in a different position depending on whether select/set or Numeric buttons are being displayed.

**(19) ▲, ▼, ◀, and ▶ buttons**

Used to select a menu or setting item, and also used to enter characters.

These buttons appear in different positions depending on whether select/set or Numeric buttons are being displayed. When Numeric buttons are displayed, the ◀ and ▶ buttons do not appear.

➡ [LCD and Operation Panel](#)

**(20) Tone button**

Switches to tone dialing temporarily if your machine is connected to a rotary pulse line. This button is also used to dial with the Numeric buttons.



## (21) Numeric buttons

Used to enter a fax/telephone number, or the code or the first letter of a name registered to a coded speed dial.

### **Note**

- The machine makes the beep sound when pressing buttons on the operation panel. The sound volume can be adjusted in **Sound control** of **Device user settings**.  
➡ [Device user settings](#)



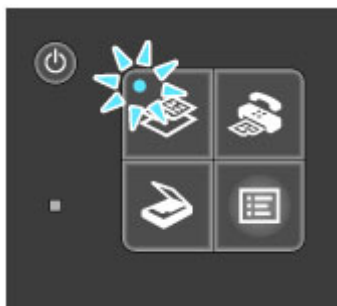
## About the Power Supply of the Machine

- [Confirming that the Power Is On](#)
- [Turning the Machine On and Off](#)
- [Notice for the Power Plug/Power Cord](#)
- [Notice for Unplugging the Power Cord](#)



## Confirming that the Power Is On

The lamp on the mode button or **MENU** button is lit blue when the machine is turned on. Even if the LCD is off, if any lamp on these buttons is lit, the machine is on.



### »» Note

- It may take a while for the machine to start printing immediately after you turn on the machine.
- The LCD will turn off if the machine is not operated for about 5 minutes. To restore the display, press any button except the **ON** 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 Machine On and Off

### Turning on the machine

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

The lamp on the **COPY** button flashes and then remains lit blue.

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



#### »» Note

- It may take a while for the machine to start printing immediately after you turn on the machine.
- If the **Alarm** lamp lights up or flashes orange and an error message is displayed on the LCD, see [A Message Is Displayed](#).

### Turning off the machine

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

When the lamp on the selected mode button (e.g., the **COPY** button) or **MENU** button stops flashing, the machine is turned off after all the lamps on the operation panel go out.



#### »» Important

- When you unplug the power cord after turning off the machine, be sure to confirm that all the lamps on the operation panel are off.  
➡ [Notice for Unplugging the Power Cord](#)

#### »» Note

- The machine cannot send or receive faxes when the power is turned off.
- The power cannot be turned off while the machine is sending or receiving a fax, or when unsent faxes are stored in the machine's memory.



## Notice for the Power Plug/Power Cord

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 machine with one of the unusual conditions above may cause a fire or an electric shock.

➡ [Notice for Unplugging the Power Cord](#)

---



## Notice for Unplugging the Power Cord

To unplug the power cord, follow the procedure below.

### ►► Important

- When you unplug the power cord, press the **ON** button, then confirm that all the lamps on the operation panel are off. Unplugging the power cord before all the lamps on the operation panel are turned off may cause drying or clogging of the print head and print quality may be reduced.
- If the power plug is disconnected, the date/time settings will be reset and all documents stored in the machine's memory will be lost. Send or print a necessary document, or save it on a USB flash drive before disconnecting the power plug.

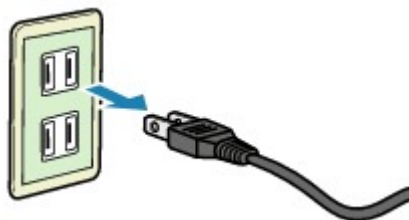
1. Press the **ON** button to turn the machine off.



2. Confirm that all the lamps on the operation panel are 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

You can use the machine to make copies, send/receive faxes, scan originals, or print photos on a USB flash drive without a computer.

You can also make good use of the various functions of the machine using the menu screen and the settings screen on the LCD.

The copy, scan, or fax mode can be selected.

The desired mode can be selected by pressing the mode button **(A)** on the operation panel.

On each mode screen, the various functions can be selected or the setting can be changed, with the

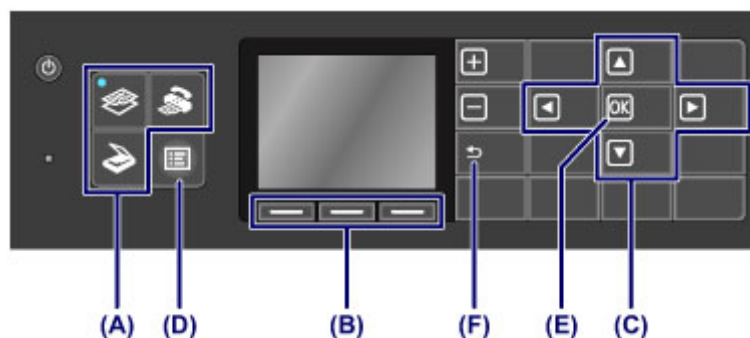
**Function** buttons **(B)** or the **▲**, **▼**, **◀**, and **▶** buttons **(C)**.

Pressing the **MENU** button **(D)** displays the menu which provides access to photo print or various copy functions. With this menu, you can perform machine maintenance and change machine settings.

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

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

The lamp on the selected mode button or **MENU** button will light up.



### ▶▶▶ Note

- When Numeric buttons are displayed, the **Back** button appears in a different position.

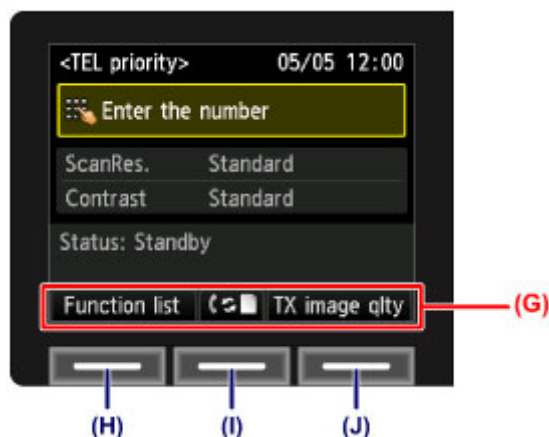
➡ [Operation Panel](#)

## Using the Function Buttons

Function menus **(G)** will appear where required at the bottom of the screen. Pressing a corresponding **Function** button **(H)**, **(I)**, or **(J)** displays its function, such as a settings screen.

The number of function menus and their contents vary depending on the screen. Check the function menus displayed at the bottom of the screen, then select the one desired.

Example: Fax standby screen

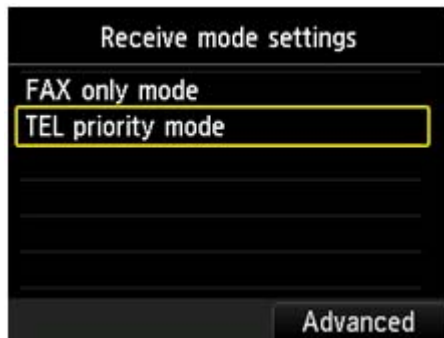


**(H)** Press the left **Function** button to select **Function list**. The fax menu screen will appear.

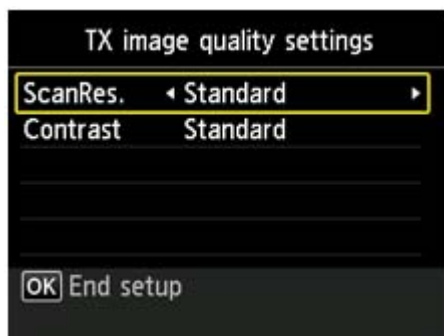




(I) Press the center **Function** button. The **Receive mode settings** screen will appear.



(J) Press the right **Function** button to select **TX image qlty**. The **TX image quality settings** screen will appear.





## Entering Numbers, Letters, and Symbols

The machine allows you to enter characters by selecting them from an on-screen character list when registering information, such as unit name, a recipient's name for coded speed dial, etc.

### Switching the Input Mode

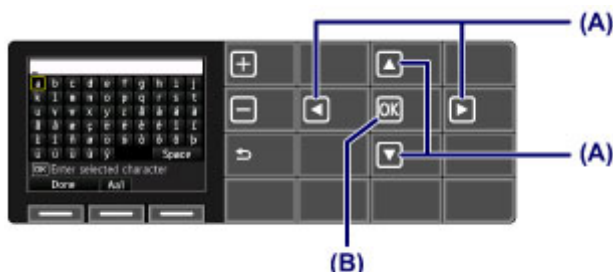
The machine has three input modes: lowercase mode, uppercase mode, and numeric mode. When you press the center **Function** button (**Aa1**), the input mode is switched in the following order: lowercase mode, uppercase mode, then numeric mode.



#### ►► Note

- For unit telephone number entry or fax/telephone number entry for coded speed dial, only the numbers and symbols available for that type of entry are displayed on the screen.

## Entering Numbers, Letters, and Symbols



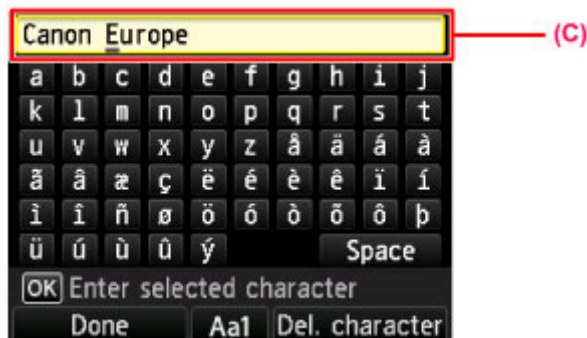
Press the ▲, ▼, ◀, and ▶ button (A) to select the character, then press the **OK** button (B).

To enter a space, select **Space**.

To delete the last character you entered, press the right **Function** button to select **Del. character**.

After all characters are entered, press the left **Function** button to select **Done**.

## Editing Entered Numbers, Letters, and Symbols



To edit entered characters, press the ▲ or ▼ button to select the entry column (C).

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

- To insert a space



Select **Space**, then press the **OK** button.

- To insert a character

Select the character you want to insert, then press the **OK** button.

- To delete a character

Press the right **Function** button to select **Del. character**. When the cursor is at the end of the characters and **Del. character** is selected, the left character of the cursor will be deleted (backspace).



## Loading Paper / Originals

- [Loading Paper](#)
- [Placing a Printable Disc](#)
- [Loading Originals](#)
- [Inserting the USB Flash Drive](#)



## Loading Paper

- [Paper Sources to Load Paper](#)
- [Loading Small Size Paper](#)
- [Loading Large Size Paper](#)
- [Loading Envelopes](#)
- [Media Types You Can Use](#)
- [Media Types You Cannot Use](#)
- [Printing Area](#)



## Paper Sources to Load Paper

The machine has two paper sources for feeding paper, the cassette (upper) and cassette (lower). The paper source used depends on the page size and media type.

➡ [Media Types You Can Use](#)

### ▶▶▶ Note

- When printing, select the correct page size and media type. If you select the wrong page size or media type, the machine may feed paper from the wrong paper source or may not print with the proper print quality.

For details on how to load paper in each paper source, see below.

➡ [Loading Small Size Paper](#)

➡ [Loading Large Size Paper](#)

➡ [Loading Envelopes](#)

### Loading Small Size Photo Paper in the cassette (upper)

When using small size photo paper, such as 4" x 6" (10 x 15 cm) or 5" x 7" (13 x 18 cm), load it in the cassette (upper).

The machine feeds photo paper from the cassette (upper) automatically if you select a page size such as 4" x 6" (10 x 15 cm) or 5" x 7" (13 x 18 cm) in the print settings at the operation panel or the printer driver.



(A) Photo paper (4" x 6" (10 x 15 cm) or 5" x 7" (13 x 18 cm) size)

### Loading Large Size Photo Paper / Plain Paper or Envelopes in the cassette (lower)

When using large size photo paper or plain paper, such as A4, B5, A5, or Letter, load it in the cassette (lower). You can also load envelopes in the cassette (lower).

The machine feeds paper from the cassette (lower) automatically if you select a page size such as A4, B5, A5, or Letter in the print settings at the operation panel or the printer driver.





- (B) Photo paper (A4, 8" x 10" (20 x 25 cm), or Letter size)
- (C) Plain paper (A4, B5, A5, Letter, or Legal size)
- (D) Envelopes

### Loading Paper with the Print Side Facing Down

If paper has print side (front or back), such as photo paper, load it with the whiter side (or glossy side) facing down.



- (E) cassette (upper)
- (F) cassette (lower)



## Loading Small Size Paper

You can load 4" x 6" (10 x 15 cm) or 5" x 7" (13 x 18 cm) size photo paper in the cassette (upper). Load large sizes of paper in the cassette (lower).

➡ [Loading Large Size Paper](#)

### Important

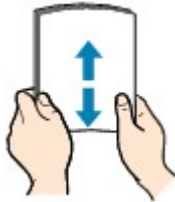
- If you cut plain paper into small size such as 4" x 6" (10 x 15 cm) or 5" x 7" (13 x 18 cm) to perform trial print, it can cause paper jams.

### Note

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

#### 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 "Load the paper after correcting its curl." 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. Load paper.

(1) Pull out the cassette (upper) from the machine.

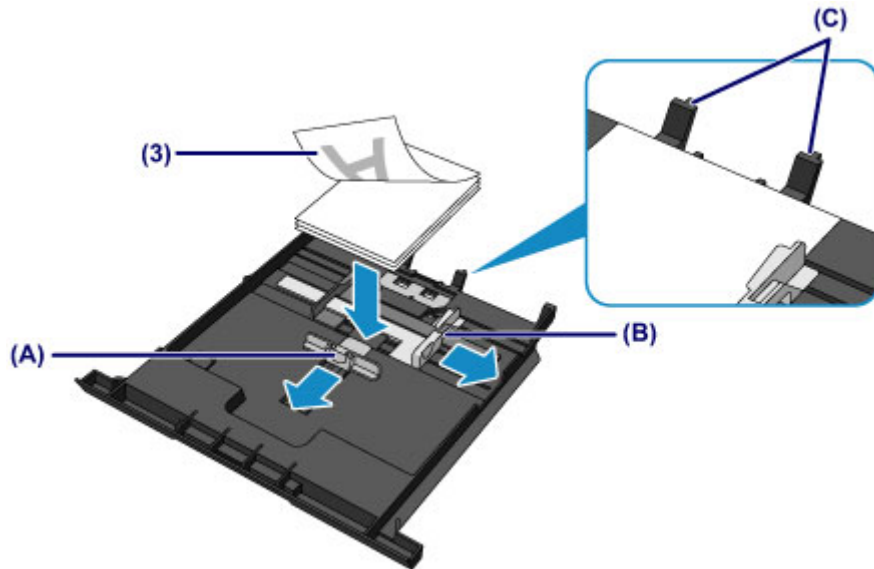




- (2) Slide the paper guide (A) in front and (B) on the right to open the guides.
- (3) Load the paper stack WITH THE PRINT SIDE FACING DOWN, and place it in the center of the cassette (upper).

#### ➤➤➤ Note

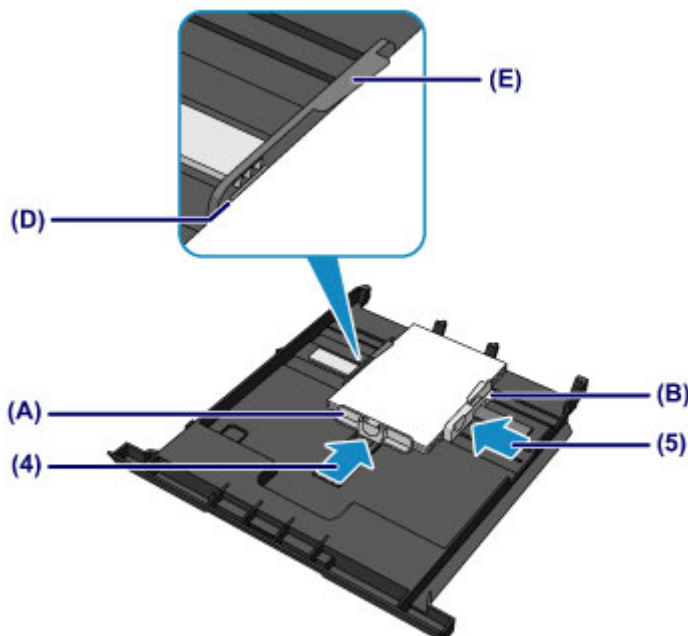
- Align the paper stack with the edge of the cassette (upper) as shown in the figure below. If the paper stack is in contact with the protrusions (C), the paper may not be fed properly.
- If paper has print side (front or back), such as photo paper, load it with the whiter side (or glossy side) facing down.



- (4) Align the paper guide (A) in front with the paper stack.  
For standard sizes, align the paper guide (A) with where it clicks into place.
- (5) Slide the paper guide (B) on the right to align the right and left 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.

#### ➤➤➤ Note

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



- (6) Insert the cassette (upper) into the machine.  
Push the cassette (upper) all the way into the machine.





3. Open the paper output tray.

(1) Holding both sides of the paper output tray, gently open it.

The output tray extension opens automatically when the paper output tray is opened.



#### **Note**

##### **After loading paper**

- Select the size and type of the loaded paper on the print settings screen of the operation panel or printer driver.



## Loading Large Size Paper

You can load A4, B5, A5, 8" x 10" (20 x 25 cm), Letter, or Legal-sized photo paper or plain paper in the cassette (lower).

You can also load envelopes in the cassette (lower).

➡ [Loading Envelopes](#)

Load small sizes of paper in the cassette (upper).

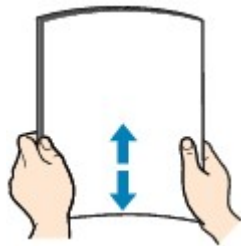
➡ [Loading Small Size Paper](#)

### ▶▶▶ Note

- We recommend Canon genuine photo paper for printing photos.  
For details on the Canon genuine paper, see [Media Types You Can Use](#).
- You can use general copy paper.  
For the page size and paper weight you can use for this machine, see [Media Types You Can Use](#).

### 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 "Load the paper after correcting its curl." 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. Load paper.

(1) Pull out the cassette (lower) from the machine.

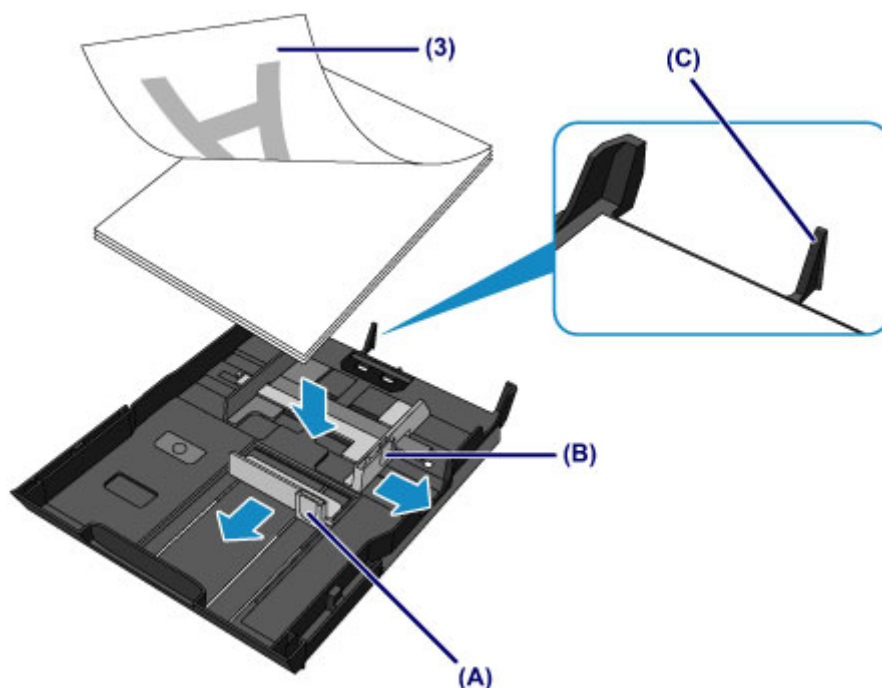




- (2) Slide the paper guide (A) in front and (B) on the right to open the guides.
- (3) Load the paper stack WITH THE PRINT SIDE FACING DOWN, and place it in the center of the cassette (lower).

#### ➤➤➤ Note

- Align the paper stack with the edge of the cassette (lower) as shown in the figure below. If the paper stack is in contact with the protrusion (C), the paper may not be fed properly.
- If paper has print side (front or back), such as photo paper, load it with the whiter side (or glossy side) facing down.

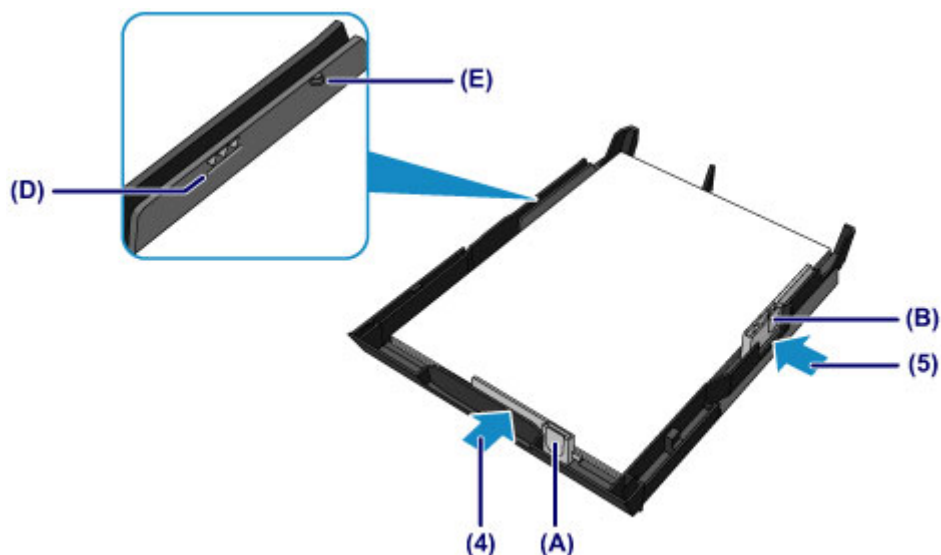


- (4) Align the paper guide (A) in front with the paper stack.  
For standard sizes, align the paper guide (A) with where it clicks into place.
- (5) Slide the paper guide (B) on the right to align the right and left guides with both sides of the paper stack.  
Do not slide the paper guides too hard against the paper. The paper may not be fed properly.

#### ➤➤➤ Note

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

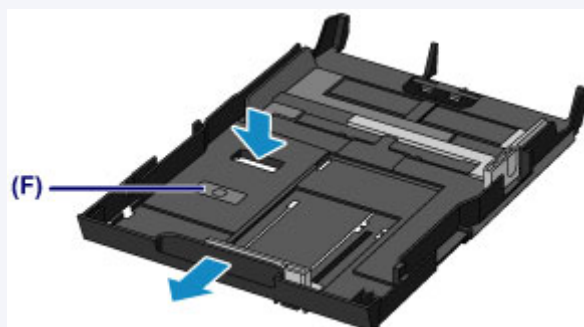




### ➤➤➤ Note

#### Loading paper larger than A4 size

- To load paper larger than A4 size in the cassette (lower), press down the lock (F) on the cassette (lower), then extend the cassette (lower).



The cassette (lower) sticks out of the machine when correctly set. Do not force the cassette (lower) into the machine any further. This can damage the machine or cassette (lower).



- (6)** Insert the cassette (lower) into the machine.  
Push the cassette (lower) into the machine until it stops.



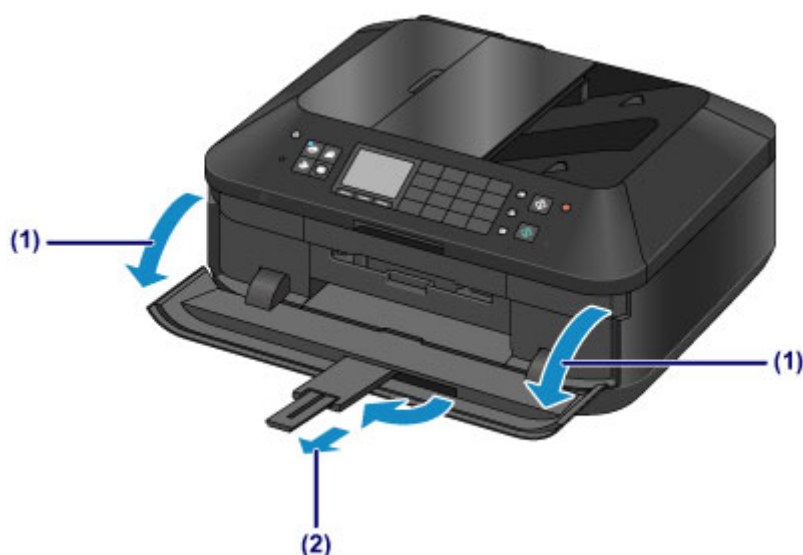


3. Open the paper output tray.

(1) Holding both sides of the paper output tray, gently open it.

The output tray extension opens automatically when the paper output tray is opened.

(2) Extend the paper output support.



#### ►► Note

##### After loading paper

- Select the size and type of the loaded paper on the print settings screen of the operation panel or printer driver.



## Loading Envelopes

You can load European DL and US #10 envelopes.

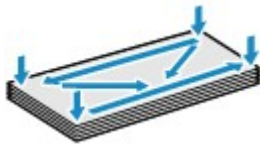
The address is automatically rotated and printed according to the envelope's direction by specifying with the printer driver properly.

### Important

- Printing of envelopes from the operation panel or from a digital camera is not supported.
- Do not use the following envelopes. They could jam in the machine or cause the machine 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.

### Important

- The envelopes may jam in the machine if they are not flat or the edges are not aligned. Make sure that no curl or puff exceeds 0.1 inches (3 mm).
- Do not flatten the leading edge of envelopes. Otherwise, the printing position may shift out of place.

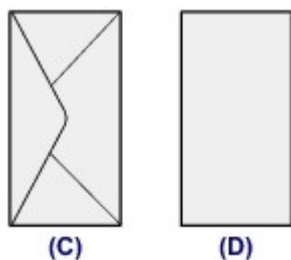
### 2. Load envelopes.

- (1) Pull out the cassette (lower) from the machine.





- (2) Slide the paper guide (A) in front and (B) on the right to open the guides.
- (3) Load the envelopes WITH THE PRINT SIDE FACING DOWN, and place them in the center of the cassette (lower).  
The folded flap of the envelope will be faced up on the left side.



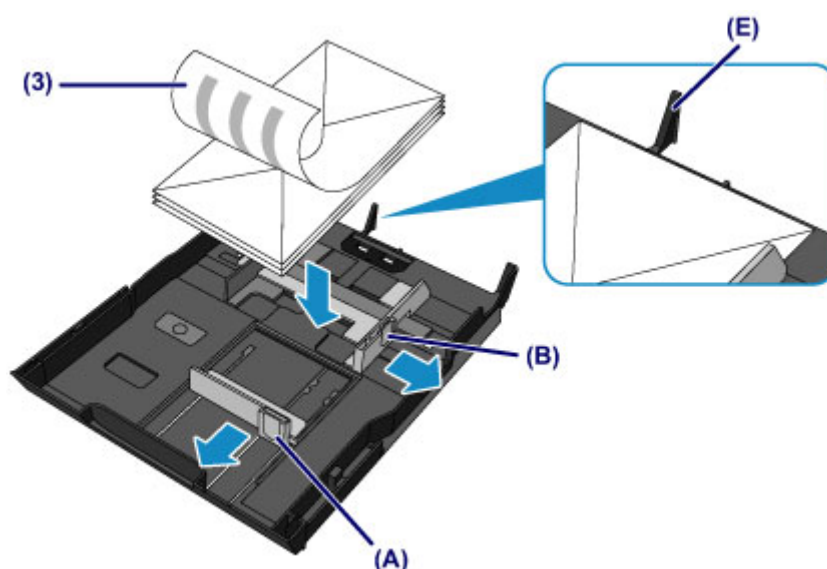
(C) Rear side

(D) Address side

Up to 10 envelopes can be loaded at once.

### ➤➤➤ Note

- Align the envelope stack with the edge of the cassette (lower) as shown in the figure below. If the envelopes are in contact with the protrusion (E), the envelopes may not be fed properly.

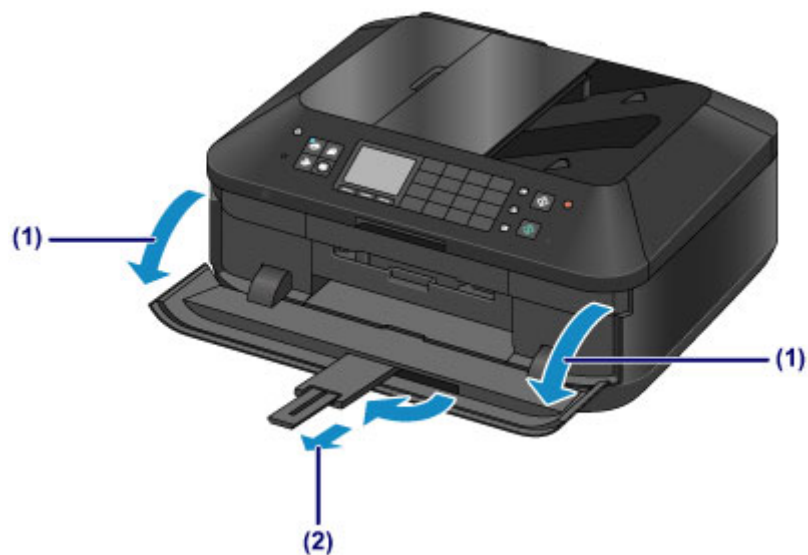


- (4) Align the paper guide (A) in front with the envelopes.









### **»»» Note**

#### **After loading envelopes**

- Select the size and type of the loaded envelopes on the print settings screen of the printer driver.



## Media Types You Can Use

Choose paper suitable for printing, for the best print results. Canon provides you various types of paper to enhance the fun of printing, such as stickers as well as papers for photo or document. We recommend the use of Canon genuine paper for printing your important photos.

### Media Types

#### Commercially available papers

- Plain Paper (including recycled paper) <sup>\*1</sup>
- Envelopes <sup>\*2</sup>

#### Canon genuine papers

The Model Number of Canon genuine paper is shown in brackets. Refer to the instruction manual supplied with the paper for detailed information on the printable side and notes on handling paper. For information on the page sizes available for each Canon genuine paper, access our website.

#### ►► Note

- You may not be able to purchase some Canon genuine papers depending on the country or region of purchase. Paper is not sold in the US by Model Number. Purchase paper by name.

#### Paper for printing photos:

- Photo Paper Pro Platinum <PT-101>
- Glossy Photo Paper "Everyday Use" <GP-501>
- Photo Paper Glossy <GP-502>
- Photo Paper Plus Glossy II <PP-201>
- Photo Paper Pro Luster <LU-101>
- Photo Paper Plus Semi-gloss <SG-201>
- Matte Photo Paper <MP-101>

#### Paper for printing business documents:

- High Resolution Paper <HR-101N> <sup>\*2</sup>

#### Paper for creating your own prints:

- T-Shirt Transfers <TR-301> <sup>\*2</sup>
- Photo Stickers <PS-101>

\*1 100% recycled paper can be used.

\*2 Printing to this paper from the operation panel or from a digital camera is not supported.

➡ [Paper Load Limit](#)

➡ [Media Type Settings on the Operation Panel](#)

➡ Setting the Media Type with the Printer Driver

#### ►► Note

- You can print onto a printable disc using the disc tray supplied with the machine.
  - ➡ [Placing a Printable Disc](#)
- When printing photos saved on a PictBridge compliant device, you must specify the page size and media type.
  - ➡ [Printing from a Digital Camera](#)

## Page Sizes

You can use the following page sizes.



## ►► Note

- You can load the page sizes as follows.
  - cassette (upper): 4" x 6" (10 x 15 cm) and 5" x 7" (13 x 18 cm)
  - cassette (lower): A4, B5, A5, Letter, Legal, 8" x 10" (20 x 25 cm), European DL, and US Comm. Env. #10
- Printing of envelopes from the operation panel or from a digital camera is not supported.

### Standard sizes:

- |                        |                         |
|------------------------|-------------------------|
| ● Letter               | ● Legal                 |
| ● A5                   | ● A4                    |
| ● B5                   | ● 4" x 6" (10 x 15 cm)  |
| ● 5" x 7" (13 x 18 cm) | ● 8" x 10" (20 x 25 cm) |
| ● European DL          | ● US Comm. Env. #10     |

### Non-standard sizes:

You can print on non-standard size paper within the following ranges.

- cassette (upper)
  - Minimum size: 3.50 x 5.00 inches (89.0 x 127.0 mm)
  - Maximum size: 7.87 x 7.28 inches\* (200.0 x 184.9 mm\*)
- cassette (lower)
  - Minimum size: 3.54 x 7.29 inches\* (90.0 x 185.0 mm\*)
  - Maximum size: 8.50 x 14.00 inches (215.9 x 355.6 mm)

\* Paper may be fed from a different paper source depending on the operating system of your computer.

### Paper Weight

You can use paper in the following weight range.

- 17 to 28 lb (64 to 105 g /m<sup>2</sup>) (except for Canon genuine paper)

Do not use heavier or lighter paper (except for Canon genuine paper), as it could jam in the machine.

### Notes on Storing Paper

- 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.



## Paper Load Limit

### Commercially Available Papers

Media Name	Cassette (upper)	Cassette (lower)	Paper Output Tray
Plain Paper (including recycled paper) <sup>*1</sup>	N/A <sup>*2</sup>	Approx. 250 sheets	Approx. 50 sheets
Envelopes	N/A <sup>*2</sup>	10 envelopes	<sup>*3</sup>

### Canon Genuine Papers

#### ▶▶▶ Note

- We recommend that you remove the previously printed sheet from the paper output tray before continuously printing to avoid blurs and discoloration (except for High Resolution Paper <HR-101N>).

### Paper for printing photos:

Media Name <Model No.>	Cassette (upper)	Cassette (lower)
Photo Paper Pro Platinum <PT-101> <sup>*4</sup>	20 sheets: 4" x 6" (10 x 15 cm)	10 sheets: A4, Letter, and 8" x 10" (20 x 25 cm)
Glossy Photo Paper "Everyday Use" <GP-501> <sup>*4</sup>	20 sheets: 4" x 6" (10 x 15 cm)	10 sheets: A4 and Letter
Photo Paper Glossy <GP-502> <sup>*4</sup>	20 sheets: 4" x 6" (10 x 15 cm)	10 sheets: A4 and Letter
Photo Paper Plus Glossy II <PP-201> <sup>*4</sup>	10 sheets: 5" x 7" (13 x 18 cm) 20 sheets: 4" x 6" (10 x 15 cm)	10 sheets: A4, Letter, and 8" x 10" (20 x 25 cm)
Photo Paper Pro Luster <LU-101> <sup>*4</sup>	N/A <sup>*2</sup>	10 sheets: A4 and Letter
Photo Paper Plus Semi-gloss <SG-201> <sup>*4</sup>	10 sheets: 5" x 7" (13 x 18 cm) 20 sheets: 4" x 6" (10 x 15 cm)	10 sheets: A4, Letter, and 8" x 10" (20 x 25 cm)
Matte Photo Paper <MP-101>	20 sheets: 4" x 6" (10 x 15 cm)	10 sheets: A4 and Letter

### Paper for printing business documents:

Media Name <Model No.>	Cassette (upper)	Cassette (lower)	Paper Output Tray
High Resolution Paper <HR-101N>	N/A <sup>*2</sup>	65 sheets	50 sheets

### Paper for creating your own prints:

Media Name <Model No.>	Cassette (upper)	Cassette (lower)
T-Shirt Transfers <TR-301>	N/A <sup>*2</sup>	1 sheet
Photo Stickers <PS-101>	1 sheet	N/A <sup>*5</sup>

<sup>\*1</sup> Proper feeding of paper may not be possible at the maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature or humidity). In such cases, reduce the number of paper you load at a time to less than half.



\*2 Feeding paper from the cassette (upper) can damage the machine. Always load in the cassette (lower).

\*3 We recommend that you remove the previously printed envelope from the paper output tray before continuously printing to avoid blurs and discoloration.

\*4 When loading paper in stacks, the print side may become marked as it is fed or paper may not feed properly. In this case, load one sheet at a time.

\*5 Feeding paper from the cassette (lower) can damage the machine. Always load in the cassette (upper).



## Media Type Settings on the Operation Panel

### Commercially Available Papers

Media Name	Settings in Type
Plain Paper (including recycled paper)	Plain paper

### Canon Genuine Papers

#### Paper for printing photos:

Media Name <Model No.>	Settings in Type
Photo Paper Pro Platinum <PT-101>	Pro Platinum
Glossy Photo Paper "Everyday Use" <GP-501>	Glossy
Photo Paper Glossy <GP-502>	Glossy
Photo Paper Plus Glossy II <PP-201>	Plus Glossy II
Photo Paper Pro Luster <LU-101>	Plus Semi-gloss
Photo Paper Plus Semi-gloss <SG-201>	Plus Semi-gloss
Matte Photo Paper <MP-101>	Matte



## Media Types You Cannot Use

Do not use the following types of paper. Using such paper will cause not only unsatisfactory results, but also the machine 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 (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 affixed with photos or stickers
- 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 adhesives
- Paper decorated with glitter, etc.




## Printing Area


- [Printing Area](#)
- [Other Sizes than Letter, Legal, Envelopes](#)
- [Letter, Legal](#)
- [Envelopes](#)
- [Printable Discs](#)



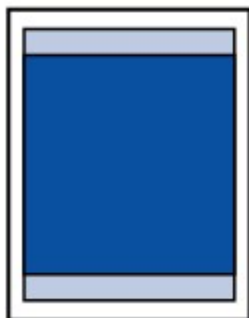
## Printing Area

To ensure the best print quality, the machine allows a margin along each edge of media. The actual printable area will be the area inside these margins.

Recommended printing area  : Canon recommends that you print within this area.

Printable area  : The area where it is possible to print.

However, printing in this area can affect the print quality or the paper feed precision.



### ►► Note

- With performing Automatic Duplex Printing and Duplex (Two-sided) Copying, the printable area will be 0.08 inches (2 mm) smaller at the top margin.
- When performing borderless copying or borderless printing from a printed photo, you can specify the amount of images that extends off the paper by **Extended copy amount** in **Print settings**.  
➡ [Print settings](#)

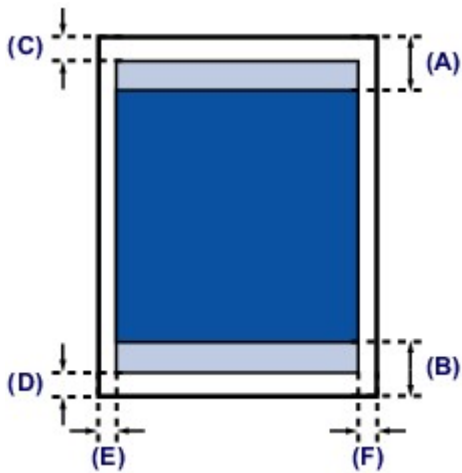
### Borderless Printing

- By selecting Borderless Printing option, you can make prints with no margins.
- When performing Borderless Printing, slight cropping may occur at the edges since the printed image is enlarged to fill the whole page.
- For Borderless Printing, use the following paper:
  - Photo Paper Pro Platinum <PT-101>
  - Glossy Photo Paper "Everyday Use" <GP-501>
  - Photo Paper Glossy <GP-502>
  - Photo Paper Plus Glossy II <PP-201>
  - Photo Paper Pro Luster <LU-101>
  - Photo Paper Plus Semi-gloss <SG-201>
  - Matte Photo Paper <MP-101>Performing Borderless Printing on any other type of paper may substantially reduce printing quality and/or result in printouts with altered color hues.  
Borderless Printing on plain paper may result in printouts with reduced quality. Use them only for test printing. Borderless Printing onto plain paper from the operation panel or from a digital camera is not supported.
- Borderless Printing is not available for legal, A5, or B5 sized paper, or envelopes.
- Depending on the type of paper, Borderless Printing may reduce the print quality at the top and bottom edges of the paper or cause these parts to become smudged.



Other Sizes than Letter, Legal, Envelopes

Size	Printable Area (width x height)
A5	5.56 x 7.95 inches (141.2 x 202.0 mm)
A4	8.00 x 11.38 inches (203.2 x 289.0 mm)
B5	6.90 x 9.80 inches (175.2 x 249.0 mm)
4" x 6" (10 x 15 cm)	3.73 x 5.69 inches (94.8 x 144.4 mm)
5" x 7" (13 x 18 cm)	4.73 x 6.69 inches (120.2 x 169.8 mm)
8" x 10" (20 x 25 cm)	7.73 x 9.69 inches (196.4 x 246.0 mm)



 Recommended printing area

(A) 1.59 inches (40.4 mm)

(B) 1.47 inches (37.4 mm)

 Printable area

(C) 0.12 inches (3.0 mm)

(D) 0.20 inches (5.0 mm)

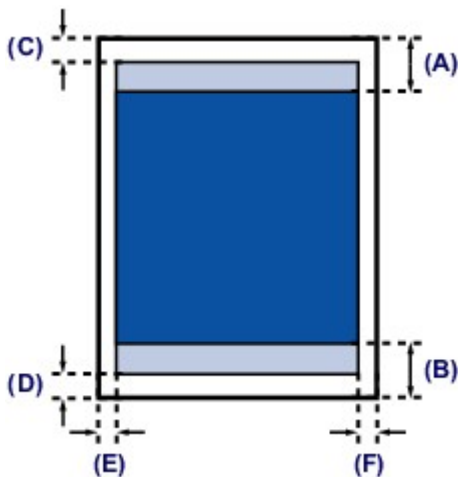
(E) 0.13 inches (3.4 mm)


(F) 0.13 inches (3.4 mm)



Letter, Legal

Size	Printable Area (width x height)
Letter	8.00 x 10.69 inches (203.2 x 271.4 mm)
Legal	8.00 x 13.69 inches (203.2 x 347.6 mm)



 Recommended printing area

(A) 1.59 inches (40.4 mm)

(B) 1.47 inches (37.4 mm)

 Printable area

(C) 0.12 inches (3.0 mm)

(D) 0.20 inches (5.0 mm)

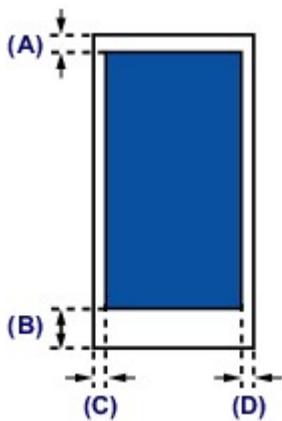
(E) 0.25 inches (6.4 mm)


(F) 0.25 inches (6.3 mm)



# Envelopes

Size	Recommended Printing Area (width x height)
European DL	3.88 x 7.07 inches (98.8 x 179.6 mm)
US Comm. Env. #10	3.68 x 7.90 inches (93.5 x 200.9 mm)



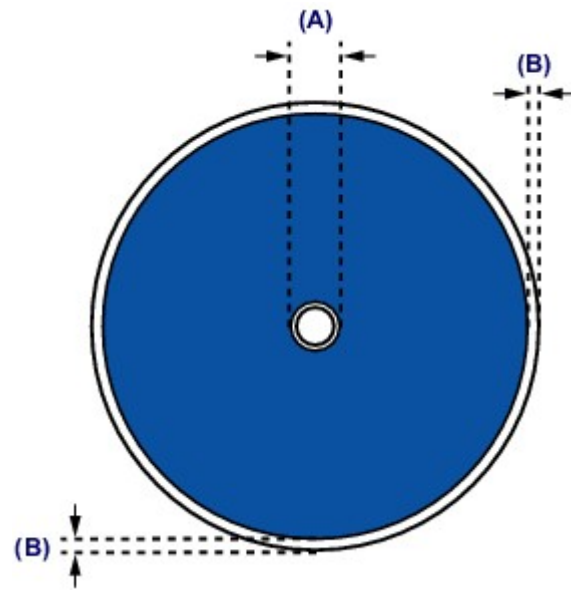
 Recommended printing area


- (A) 0.12 inches (3.0 mm)
- (B) 1.47 inches (37.4 mm)
- (C) 0.22 inches (5.6 mm)
- (D) 0.22 inches (5.6 mm)



## Printable Discs

The printing area of the printable disc is from 0.67 inches (17 mm) of the internal diameter to 0.04 inches (1 mm) from the external diameter of the printing surface.



 Recommended printing area

**(A)** 0.67 inches (17.0 mm)

**(B)** 0.04 inches (1.0 mm)



## Placing a Printable Disc

- [Cautions When Printing on a Printable Disc](#)
- [Before Placing a Printable Disc](#)
- [Placing a Printable Disc](#)
- [Removing a Printable Disc](#)
- [How to Detach / Attach the Disc Tray](#)



## Cautions When Printing on a Printable Disc

- Be sure to use the disc tray supplied with this machine. It has a "J" on the upper side.
- Do not print on printable discs that are not compatible with inkjet printing. The ink will not dry and may cause problems with the disc itself or devices which the disc is loaded onto.
- Do not print on the printable discs' recording surface. Doing so will make data recorded on discs unreadable.
- Hold the printable discs by their edges. Do not touch either the label surface (printing surface) or recording surface.
- Remove any dirt from the disc tray before placing printable discs on the disc tray. Loading discs in a dirty disc tray may scratch the recording surface of the discs.
- After printing, allow the printing surface of the disc to dry naturally. Do not use hairdryers or expose the disc to direct sunlight to dry the ink. Do not touch the printing surface until the ink has dried.
- Do not attach the disc tray while the machine is in operation.
- Do not remove the disc tray while printing on printable discs. Doing so may damage the machine, the disc tray, or the disc.
- Do not get dirt or scratches on the reflectors of the disc tray. The machine may not be able to recognize loading of the printable disc, or printing may become misaligned. If the reflectors on the disc tray become dirty, wipe the reflector clean with a soft and dry cloth, taking care not to scratch the plate.
- The disc tray may become dirty if software other than My Image Garden is used.
- Always close the inner cover after printing on printable discs.
- To keep the print quality at an optimal level, it is recommended to stop printing discs once every ten discs when printing more than ten discs continuously.  
To stop the printing operation, detach the disc tray from the machine, then close the inner cover. After approximately three minutes have elapsed, open the inner cover, attach the disc tray to the machine, then resume printing.



## Before Placing a Printable Disc

The following items are needed to print onto the printable disc:

- disc tray (supplied with the machine)



\* Use the disc tray with "J" on the surface.

The disc tray is attached in the back of the cassette (upper).

➡ [How to Detach / Attach the Disc Tray](#)

- 4.72 inches (12 cm) printable disc



Obtain a printable disc with a label surface compatible with inkjet printing.

### ▶▶▶ Note

- A "printable disc" differs from regular disc (BD/DVD/CD, etc.) in that its label surface has been specially processed to be printed on by an inkjet printer.



## Placing a Printable Disc

To print onto a printable disc, place it on the disc tray supplied with the machine, then insert it into the machine.

This procedure also applies to printing from a computer.

### Important

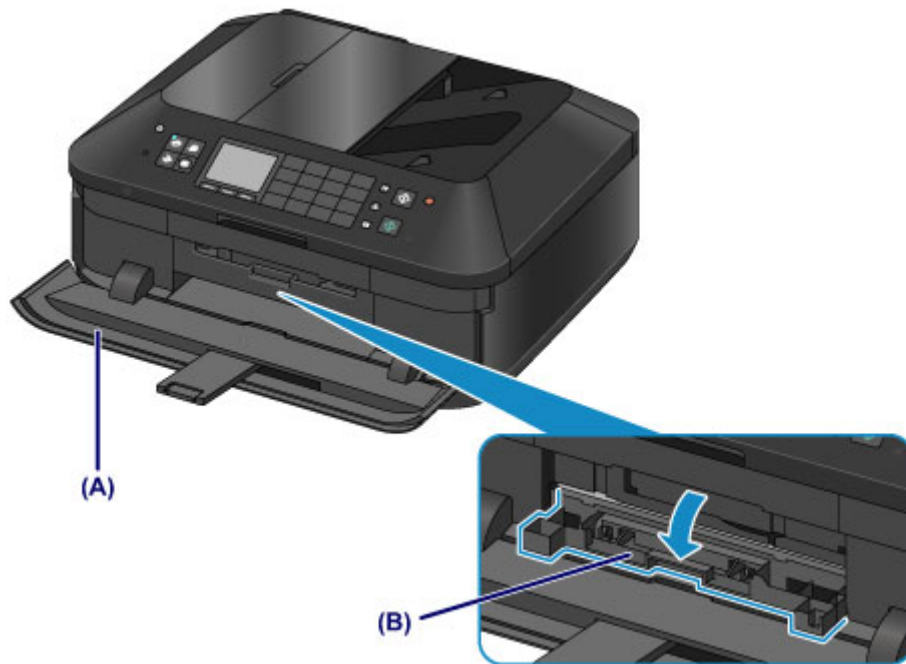
- Do not attach the disc tray until the message asking you to load the printable disc is displayed. Doing so can damage the machine.

1. Detach the disc tray from the cassette (upper).

➡ [How to Detach / Attach the Disc Tray](#)

2. Holding both sides of the paper output tray (A), gently open it.

3. When the message asking you to load the printable disc is displayed, open the inner cover (B) and push it down all the way to the bottom.

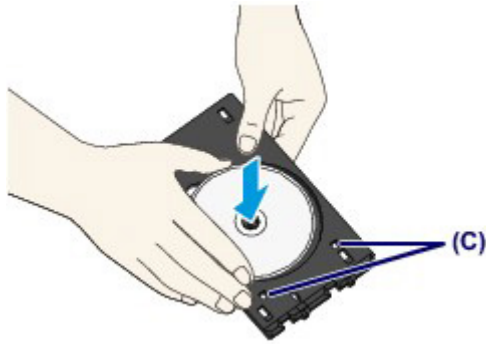


4. Place the printable disc with the printable surface facing up.

### Important

- Make sure that there is no dirt on the disc tray before placing a printable disc on the disc tray.
- When placing a printable disc on the disc tray, do not touch the printing surface of the disc or the reflectors (C) on the disc tray.





5. Attach the disc tray to the machine.

**Note**

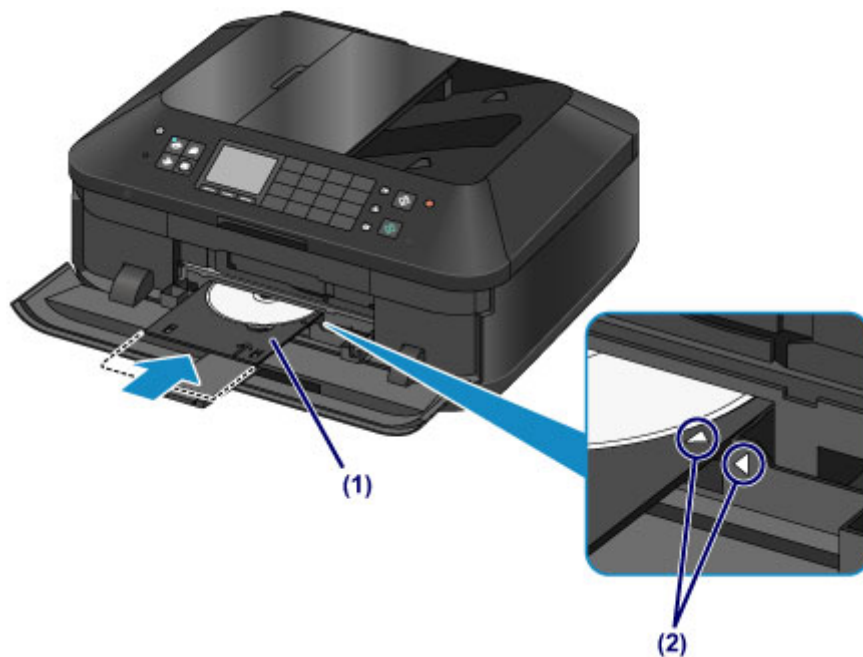
- The disc tray may be ejected after a specified period of time has elapsed. In this case, follow the on-screen instructions to attach the disc tray.

(1) Place the disc tray on the inner cover.

(2) Insert the disc tray straight until the arrow (◀) on the inner cover is almost aligned with the arrow (▶) on the disc tray.

**Important**

- Do not insert the disc tray beyond the arrow (◀) on the inner cover.





## Removing a Printable Disc

1. Pull out the disc tray.



2. Close the inner cover.

### **Important**

- If the inner cover is opened, you cannot print on paper as it will not feed properly. Make sure that the inner cover is closed.



3. Remove the printable disc from the disc tray.

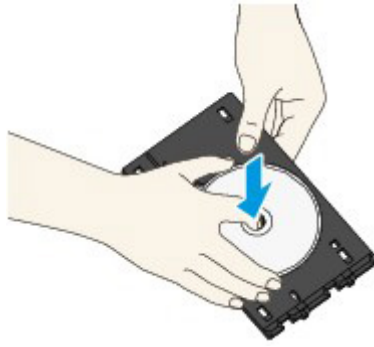
### **Important**

- Do not touch the printing surface when removing the disc from the disc tray.

### **Note**



- Dry the printing surface sufficiently before removing the disc. If you see printing on the disc tray or the transparent parts on inner or outer diameter of the printable disc, wipe them off after the printing surface has dried.



4. Close the paper output tray.
5. Attach the disc tray onto the cassette (upper).  
➡ [How to Detach / Attach the Disc Tray](#)



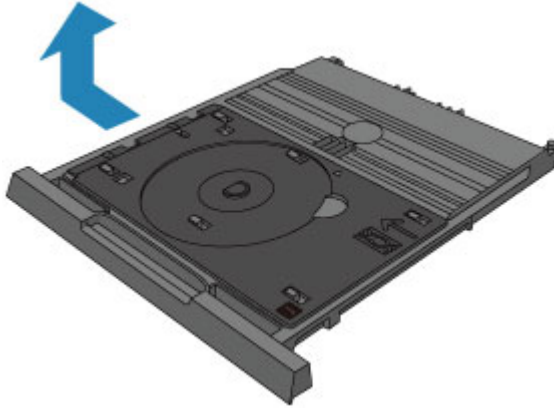
## How to Detach / Attach the Disc Tray

### Detaching the disc tray

Slide the disc tray to the side on the back of the cassette (upper) and raise it to detach.

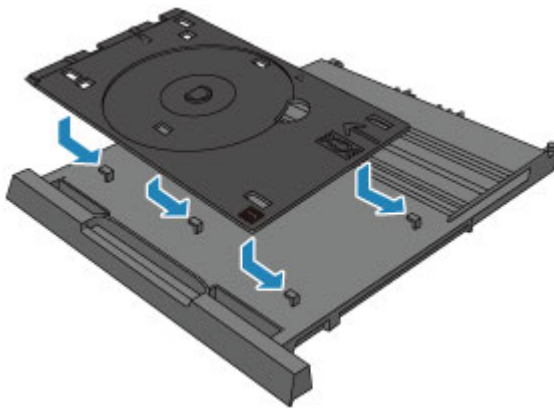
#### ►► Important

- Be sure to remove all orange shipping tapes on the disc tray.



### Attaching the disc tray

Align the holes of the disc tray with the hooks on the back of the cassette (upper) and slide it to attach.



#### ►► Important

- Be sure to align each hole of the disc tray with its corresponding hook on the back of the cassette (upper). If the disc tray is not attached properly, the disc tray may be damaged during insertion of the cassette (upper) into the machine.



## Loading Originals

- [Position to Load Originals](#)
- [Loading Originals on the Platen Glass](#)
- [Loading Documents in the ADF \(Auto Document Feeder\)](#)
- [How to Load Originals for Each Function](#)
- [Originals You Can Load](#)



## Position to Load Originals

The machine has two positions to load originals: platen glass and ADF (Auto Document Feeder). Select the position to load the original according to the size, type, or usage.

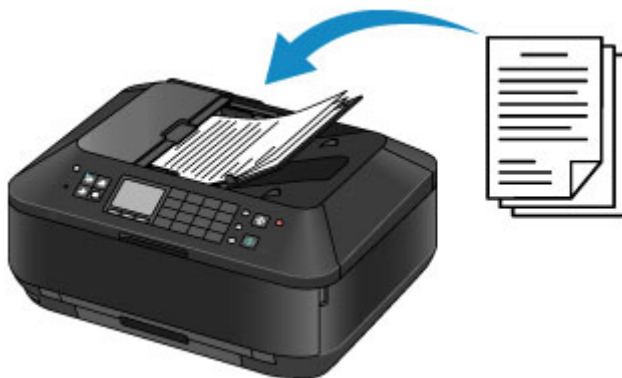
➡ [Originals You Can Load](#)

### Loading Documents, Photos, or Book on the platen glass



### 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

- In the copy or scan mode, the two-sided document can also be scanned in the ADF.
- To scan the original at optimum quality, load it on the platen glass.



## Loading Originals on the Platen Glass

You can load originals to copy, fax, or scan on the platen glass.

### 1. Load an original on the platen glass.

#### (1) Open the document cover.

##### »» Important

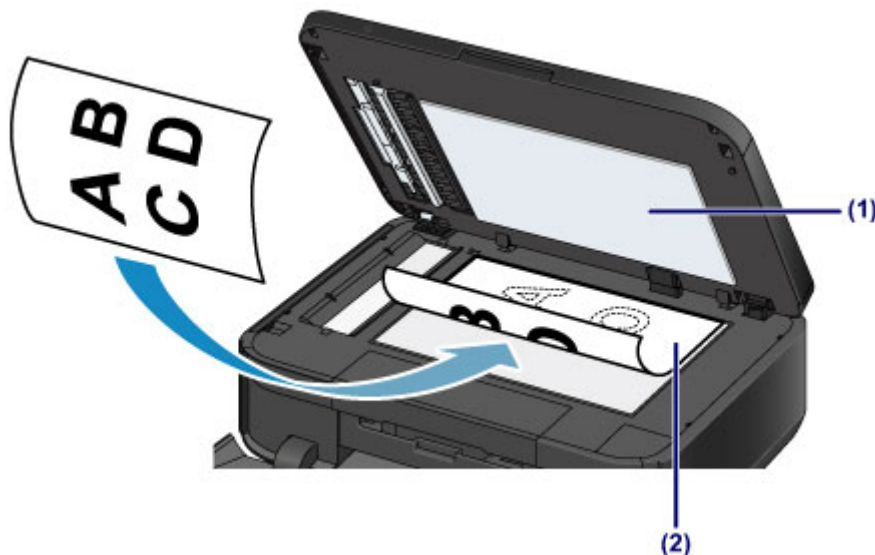
- When opening or closing the document cover, do not touch the buttons and LCD on the operation panel. Doing so may result in an unexpected operation.

#### (2) Load the original WITH THE SIDE TO SCAN FACING DOWN on the platen glass.

##### ➡ Originals You Can Load

Make sure of the proper position to load the original for each function.

##### ➡ How to Load Originals for Each Function



##### »» Important

- Be sure to observe the following when loading the original on the platen glass.
    - 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.
- Failure to observe the above may cause the scanner to malfunction or the platen glass to break.

### 2. Close the document cover gently.





**»» Important**

- Hold the document cover firmly when closing it because it is heavy.
- After loading the original on the platen glass, be sure to close the document cover before starting to copy, fax, or scan.



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

You can load documents to copy, fax, or scan in the ADF (Auto Document Feeder).

### ►►► Note

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

1. Make sure that any original has been removed from the platen glass.
2. Load a document in the ADF.
  - (1) Open the document tray.



- (2) Insert the document in the document tray until you hear a beep sound.  
Load the document WITH THE SIDE TO SCAN FACING UP in the document tray.

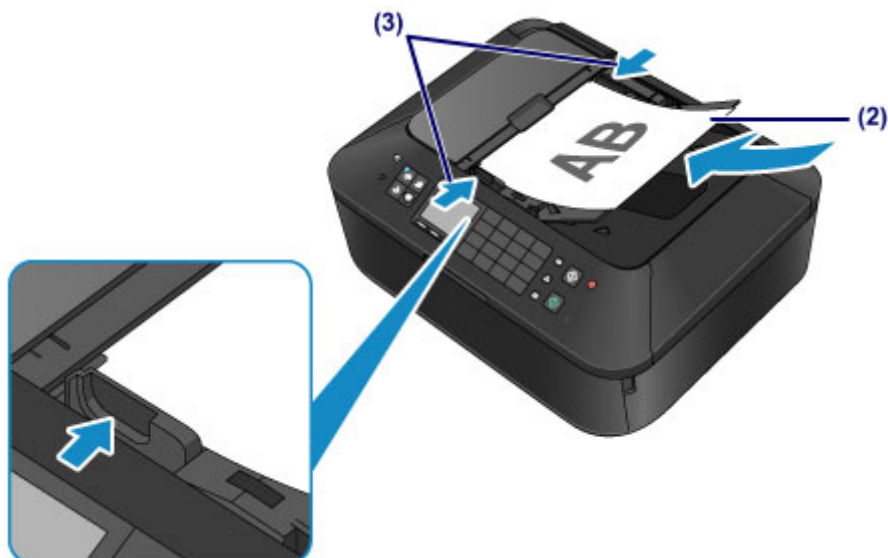
➡ [Originals You Can Load](#)

### ►►► Note

- When you set the alarm to be silent in **Sound control of Device user settings**, the alarm will not beep even if the document is inserted in the document tray.

➡ [Device user settings](#)

- (3) Adjust the document guides to match the width of the document.  
Do not slide the document guides too hard against the document. The document may not be fed properly.





## **Note**

- You can specify the output setting when scanning both sided originals in **Two-sided paper output setting** of **Device user settings**. You can select whether to output the pages in correct order or with front and back reversed. The reverse setting prioritizes scanning speed.  
➡ [Device user settings](#)



## How to Load Originals for Each Function

You may have to load the original in a different position depending on the function you selected in copying, faxing, scanning, etc. Load the original in the correct position according to the selected function. If you do not load the original correctly, it may not be scanned properly.

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

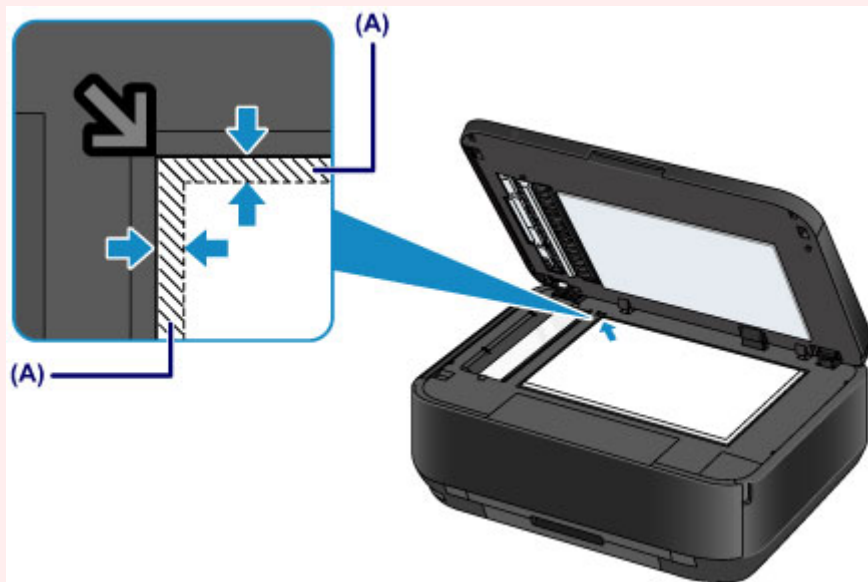
- Load originals to copy or fax
- In the scan mode,
  - select Auto scan for Doc.type to scan text documents, magazines, or newspapers
  - select Document or Photo for Doc.type and specify a standard size (A4, Letter, etc.) for Scan size to scan originals
- With a software application on a computer,
  - scan text documents, magazines, or newspapers
  - select a standard size (A4, Letter, etc.) to scan originals

Load the original WITH THE SIDE TO SCAN FACING DOWN and align it with the alignment mark .



### Important

- The machine cannot scan the shaded area (A) (0.04 inches (1 mm) from the edges of the platen glass).

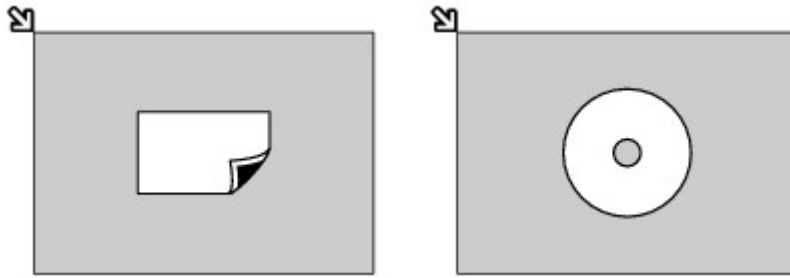


### Loading Only One Original in the Center of the platen glass

- Scan only one disc in Copy label to disc label
- Scan only one printed photo in Photo copy
- In the scan mode,
  - select Auto scan for Doc.type to scan one printed photo, postcard, business card, or disc
  - select Photo for Doc.type and specify Auto scan for Scan size to scan one original
- Scan one printed photo, postcard, business card, or disc with a software application on a computer



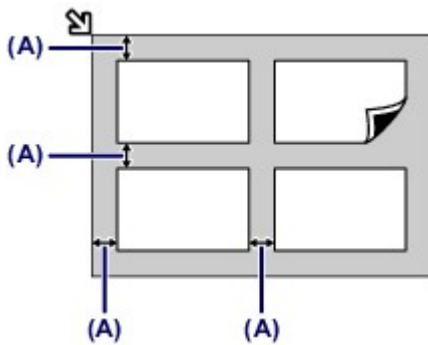
Load the original WITH THE SIDE TO SCAN FACING DOWN and place it at least 0.4 inches (10 mm) away from the edges of the platen glass.



### Loading Two or More Originals on the platen glass

- Scan two or more printed photos in Photo copy
- In the scan mode,
  - select Auto scan for Doc.type to scan two or more printed photos, postcards, or business cards
  - select Photo for Doc.type and specify Auto multi scan for Scan size to scan two or more originals
- Scan two or more printed photos, postcards, or business cards with a software application on a computer

Load two or more originals WITH THE SIDE TO SCAN FACING DOWN and place them at least 0.4 inches (10 mm) away from the edges of the platen glass and at least 0.4 inches (10 mm) apart from each other.



(A) 0.4 inches (10 mm)

#### ►►► 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.



## Originals You Can Load

The originals you can load on the platen glass or in the ADF (Auto Document Feeder) are as follows.

### platen glass

Item	Details
<b>Types of originals</b>	- Text document, magazine, or newspaper - Printed photo, postcard, business card, or disc (BD/DVD/CD, etc.) - Documents that are not suitable for the ADF
<b>Size (width x height)</b>	Max. 8.5 x 11.7 inches (216 x 297 mm)
<b>Quantity</b>	1 sheet or multiple sheets*
<b>Thickness</b>	Max. 0.39 inches (10 mm)

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

➡ [How to Load Originals for Each Function](#)

### ADF

Item	Details
<b>Types of originals</b>	Multipage plain-paper documents of the same size, thickness, and weight
<b>Size (width x height)</b>	- Max. 8.5 x 14.0 inches (216 x 356 mm) - Min. 5.8 x 5.8 inches (148 x 148 mm) Only A4 or Letter-sized documents for two-sided copy/scan, 2-on-1 copy, and 4-on-1 copy
<b>Quantity</b>	- A4 or Letter size: Max. 35 sheets (20 lb (75 g /m <sup>2</sup> ) paper), up to 0.20 inches (5 mm) in height - Legal size: Max. 30 sheets (20 lb (75 g /m <sup>2</sup> ) paper), up to 0.16 inches (4 mm) in height - Other sizes: 1 sheet
<b>Thickness</b>	0.002 to 0.005 inches (0.06 to 0.13 mm)
<b>Weight</b>	13 to 24 lb (50 to 90 g /m <sup>2</sup> )

### ▶▶▶ Note

- Make sure any glue, ink, correction fluid, or the like on the document is completely dry before loading it on the platen glass or in the ADF.  
However, do not load glued documents in the ADF even if the glue is dry, as this may cause paper jams.
- Remove all staples, paper clips, and the like before feeding the document.
- Load Legal-sized documents in the ADF.
- Do not load the following types of documents in the ADF. They will jam.
  - Wrinkled or creased paper
  - Curled paper
  - Torn paper
  - Paper with holes
  - Glued paper
  - Paper with sticky notes
  - Carbon paper or carbon-backed paper
  - Surface treated paper
  - Onion skin or thin paper
  - Photo or thick paper



## Inserting the USB Flash Drive

- [Inserting the USB Flash Drive](#)
- [Removing the USB Flash Drive](#)



## Inserting the USB Flash Drive

### Printable Image Data

- This machine accepts images taken with a camera compliant with the Design rule for Camera File system (Exif 2.2/2.21/2.3 compliant), TIFF (Exif 2.2/2.21/2.3 compliant). Other image or movie types such as RAW images cannot be printed.
- The machine accepts images scanned and saved with the machine when **Doc.type** is set to **Photo** and **Format** is set to **JPEG** (file extension ".jpg").

### ▶▶▶ Note

- This device incorporates exFAT technology licensed from Microsoft.

#### Before inserting the USB flash drive

- If your USB flash drive cannot be inserted into the USB flash drive port of the machine, you may be required to use an extension cable for the USB flash drive. Purchase it at electronics retail stores.
- Some USB flash drives may have recognition problem, and these devices may not guarantee proper operation of the machine.
- You may not be able to use USB flash drives with security function.

### 1. Insert the USB flash drive into the USB flash drive port.

Make sure that the USB flash drive is correctly oriented before inserting it straightforward into the USB flash drive port.





## Removing the USB Flash Drive

1. Make sure that the machine is not reading or writing data from/to the USB flash drive.

A message is displayed on the LCD during such operations.

### Important

- Do not remove the USB flash drive or turn off the power while the machine is reading or writing to it.

### Note

- If your USB flash drive has the access lamp, refer to the instruction manual supplied with the USB flash drive to check if the reading or writing operation is completed on the USB flash drive.

2. Remove the USB flash drive.

Hold the USB flash drive and remove it straightforward from the machine.



## Replacing an Ink Tank

- [Replacing an Ink Tank](#)
- [Checking the Ink Status](#)



## Replacing an Ink Tank

When remaining ink cautions or errors occur, the message will appear on the LCD to inform you of the error. Take appropriate action according to the message.

➡ A Message Is Displayed

### ➡➡➡ Note

- For information on the compatible ink tank, refer to the printed manual: *Getting Started*.
- If print results become faint or white streaks appear despite sufficient ink levels, see [Maintenance Procedure](#).

## Replacing Procedure

When you need to replace an ink tank, follow the procedure below.

### ➡➡➡ Important

#### Handling ink

- If you remove an ink tank, replace it immediately. Do not leave the machine with the ink tank removed.
- Use a new ink tank for replacement. Installing a used ink tank may cause the nozzles to clog. Furthermore, with such an ink tank, the machine will not be able to inform you when to replace the ink tank properly.
- Once an ink tank has been installed, do not remove it from the machine and leave it out in the open. This will cause the ink tank to dry out, and the machine may not operate properly when it is reinstalled. To maintain optimal printing quality, use an ink tank within six months of first use.

### ➡➡➡ Note

- Color ink may be consumed even when printing a black-and-white document or when black-and-white printing is specified. Every ink is also consumed in the standard cleaning and deep cleaning of the print head, which may be necessary to maintain the performance of the machine. When an ink tank is out of ink, replace it immediately with a new one.
- ➡ [Useful Information about Ink](#)

1. Make sure that the power is turned on, then, holding both sides of the paper output tray, gently open it.
2. Open the document cover.

### ➡➡➡ Important

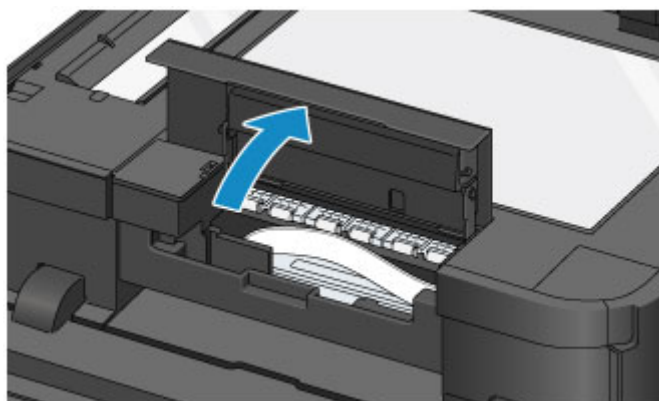
- When opening or closing the document cover, do not touch the buttons and LCD on the operation panel. Doing so may result in an unexpected operation.





### 3. Open the ink cover.

The print head holder moves to the replacement position.



#### **Caution**

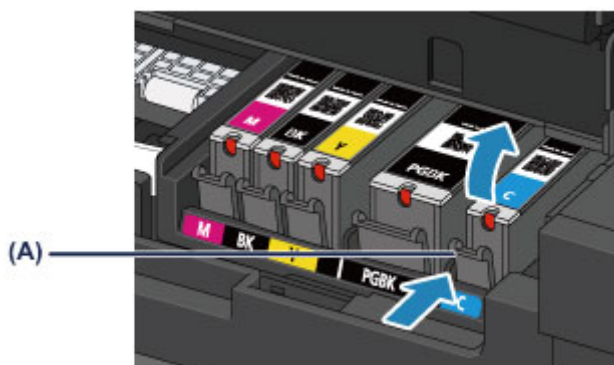
- Do not hold the print head holder to stop or move it forcibly. Do not touch the print head holder until it stops completely.

#### **Important**

- Do not touch the metallic parts or other parts inside the machine.
- If the ink cover is left open for more than 10 minutes, the print head holder moves to the right. In this case, close and reopen the ink cover.

### 4. Remove the ink tank with the lamp flashing fast.

Push the tab (A) and lift the ink tank to remove.





### »» Important

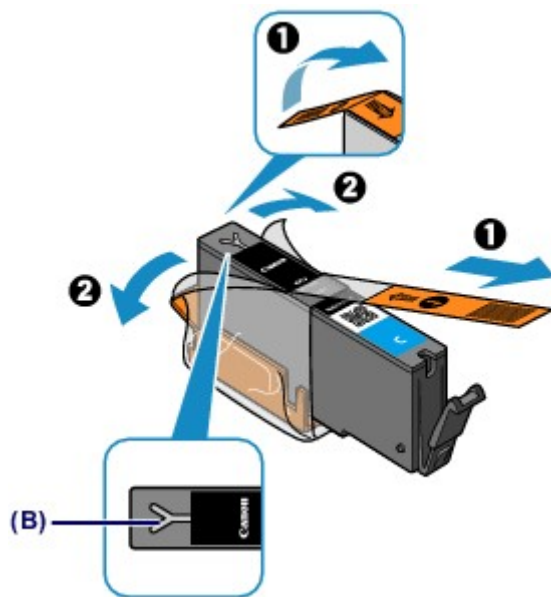
- Do not touch other parts besides the ink tanks.
- Handle the ink tank carefully to avoid staining of clothing or the surrounding area.
- Discard the empty ink tank according to the local laws and regulations regarding disposal of consumables.

### »» Note

- Do not remove two or more ink tanks at the same time. Be sure to replace ink tanks one by one when replacing two or more ink tanks.
- For details on ink lamp flashing speed, see [Checking the Ink Status with the Ink Lamps](#).

#### 5. Prepare a new ink tank.

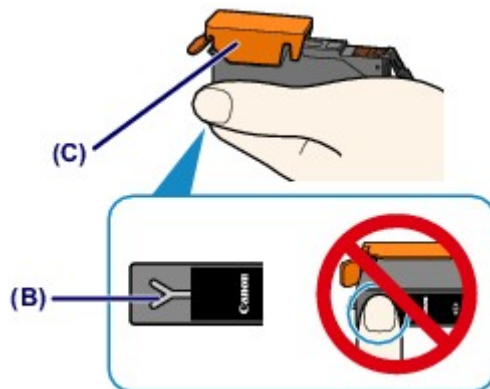
- (1) Take a new ink tank out of its package, remove the orange tape (1) completely, then remove the protective film (2) completely.



### »» Important

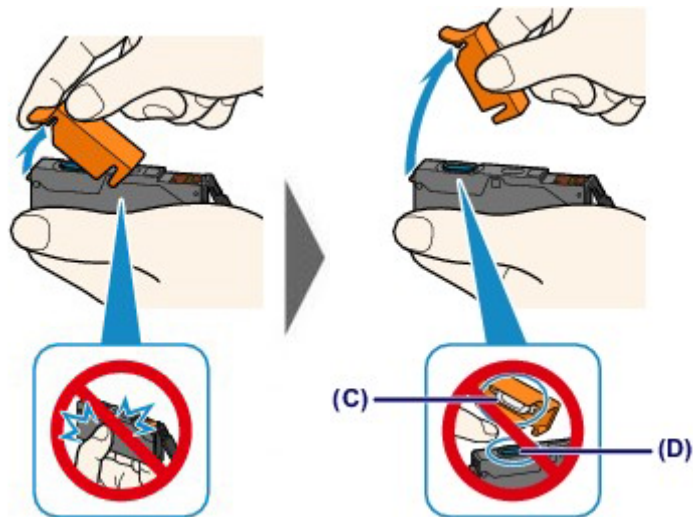
- Handle an ink tank carefully. Do not drop or apply excessive pressure to it.
- If the orange tape remains on the Y-shape air hole (B), ink may splash or the machine may not print properly.

- (2) Hold the ink tank with the orange protective cap (C) pointing up while being careful not to block the Y-shape air hole (B).



- (3) Lift up the tab on the orange protective cap (C) to remove it off GENTLY.





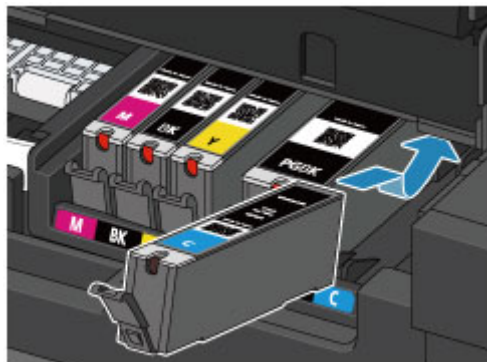
### Important

- Do not push the sides of the ink tank. If you push the sides of the ink tank with the Y-shape air hole (B) blocked, ink may splash.
- Do not touch the inside of the orange protective cap (C) or the open ink port (D). The ink may stain your hands if you touch them.
- Do not reattach the protective cap (C) once you have removed it. Discard it according to the local laws and regulations regarding disposal of consumables.

## 6. Install the new ink tank.

### (1) Insert the front end of the ink tank into the print head at a slant.

Make sure that the position of the ink tank matches the label.

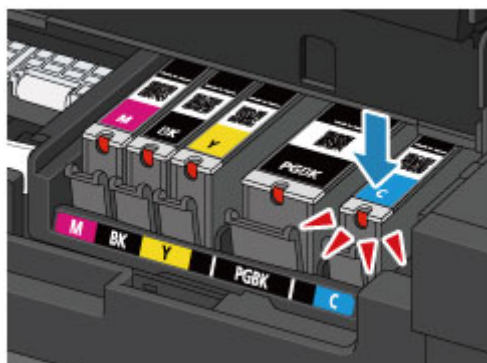


### Note

- To install a black pigment (PGBK) ink tank, insert it in the middle of the correct position with equal spaces on the left and right sides.

### (2) Press on the top of the ink tank until the ink tank snaps firmly into place.

Make sure that the ink lamp lights up red.



### Important



- You cannot print if the ink tank is installed in the wrong position. Be sure to install the ink tank in the correct position according to the label on the print head holder.
- You cannot print unless all the ink tanks are installed. Be sure to install all the ink tanks.

7. Close the ink cover, then close the document cover gently.



### ►► Important

- Hold the document cover firmly when closing it because it is heavy.
- When opening or closing the document cover, do not touch the buttons and LCD on the operation panel. Doing so may result in an unexpected operation.

### ►► Note

- If the error message appears after the ink cover is closed, take appropriate action.
  - ➡ A Message Is Displayed
- When you start printing after replacing the ink tank, the machine starts cleaning the print head automatically. Do not perform any other operations until the machine 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.
  - ➡ [Aligning the Print Head](#)
- The machine may make noise during operation.



## Checking the Ink Status

- [Checking the Ink Status with the LCD on the Machine](#)
- [Checking the Ink Status with the Ink Lamps](#)

You can also check the ink status on the computer screen.

- [Checking the Ink Status from Your Computer](#)



## Checking the Ink Status with the LCD on the Machine

1. Make sure that the power is turned on, and press the **MENU** button.



2. Select **Setup**, then press the **OK** button.

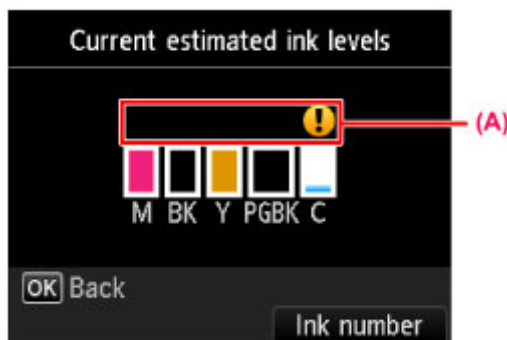
➡ [LCD and Operation Panel](#)

The setup menu screen will appear.



3. Select **Estimated ink levels**, then press the **OK** button.

A symbol appears in the area **(A)** if there is any information about the remaining ink level.



Example: ⚠

Ink tank is running low. Prepare a new ink tank.

### ➤➤➤ Note

- The above screen shows estimated ink levels.
- To access other available functions, use the mode buttons or the **MENU** button.
- To display and print the model number of the ink tank, select **Ink number** by pressing the right **Function** button.
- You can also check the ink status on a screen of the LCD displayed while printing.
- You can also check the ink status on the computer screen.
  - ➡ [Checking the Ink Status from Your Computer](#)



## Checking the Ink Status with the Ink Lamps

1. Make sure that the power is turned on, then, holding both sides of the paper output tray, gently open it.

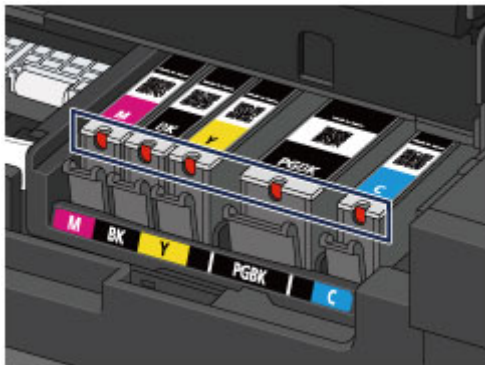
2. Open the document cover, then open the ink cover.

➡ [Replacing Procedure](#)

3. Check the ink lamp.

Close the ink cover after checking the ink lamp status.

➡ [Replacing Procedure](#)



- The ink lamp is on.  
The ink tank is correctly installed.

- The ink lamp is flashing.  
**Flashing slowly (at around 3-second intervals)**

..... Repeats

Ink tank is running low. Prepare a new ink tank.

**Flashing fast (at around 1-second intervals)**

..... Repeats

- The ink tank is installed in the wrong position.

Or

- The ink has run out.

Make sure that the ink tank is installed in the correct position as indicated by the label on the print head holder. If the position is correct but the lamp flashes, there has been an error and the machine cannot print. Check the error message displayed on the LCD.

➡ A Message Is Displayed

- The ink lamp is off.  
The ink tank is not installed properly or the function for detecting the remaining ink level is disabled. If the ink tank is not firmly in place, make sure that the orange protective cap has been removed from the bottom of the ink tank, then press on the top of the ink tank until the ink tank clicks into place.

If the ink lamp is still off after reinstalling the ink tank, there has been an error and the machine cannot print. Check the error message displayed on the LCD.

➡ A Message Is Displayed

### ➡➡➡ Note

- You can also check the ink status on the computer screen.  
➡ [Checking the Ink Status from Your Computer](#)



## Maintenance

- [When Printing Becomes Faint or Colors Are Incorrect](#)
- [Performing Maintenance from a Computer](#)
- [Cleaning the Machine](#)



## When Printing Becomes Faint or Colors Are Incorrect

- [Maintenance Procedure](#)
- [Printing the Nozzle Check Pattern](#)
- [Examining the Nozzle Check Pattern](#)
- [Cleaning the Print Head](#)
- [Cleaning the Print Head Deeply](#)
- [Aligning the Print Head](#)
- [Aligning the Print Head Manually](#)



## Maintenance Procedure

If print results are blurred or colors are not printed correctly, the print head nozzle is probably clogged. Follow the procedure below to print the nozzle check pattern, check the print head nozzle condition, then clean the print head.

If printed ruled lines are misaligned or print results are otherwise unsatisfactory, aligning the print head may improve print quality.

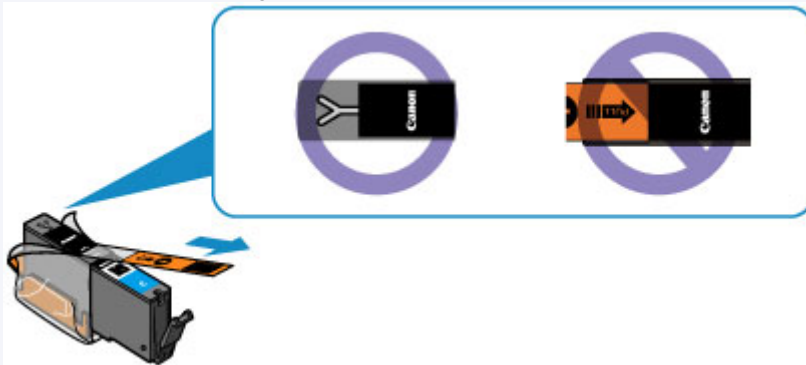
### Important

- Do not rinse or wipe the print head and ink tank. This can cause trouble with the print head and ink tank.

### Note

#### Before performing maintenance

- Make sure that the orange protective tape does not remain on the ink tank.



- Open the ink cover and make sure that the lamp on the ink tank is lit red. If the lamp is flashing or off, take appropriate action.
  - ➡ [Checking the Ink Status with the Ink Lamps](#)
- 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:

### Step 1

#### Print the nozzle check pattern.

- From the machine
  - ➡ [Printing the Nozzle Check Pattern](#)
- From the computer
  - ➡ [Use Your Computer to Print a Nozzle Check Pattern](#)

#### Examine the nozzle check pattern.

- ➡ [Examining the Nozzle Check Pattern](#)

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

### Step 2

#### Clean the print head.

- From the machine
  - ➡ [Cleaning the Print Head](#)
- From the computer
  - ➡ [Cleaning the Print Heads from Your Computer](#)

After cleaning the print head, print and examine the nozzle check pattern.



If the problem is not resolved after cleaning the print head twice:



### Step 3

#### Clean the print head deeply.

From the machine

➡ [Cleaning the Print Head Deeply](#)

From the computer

➡ [Cleaning the Print Heads from Your Computer](#)

#### ➤➤➤ Note

- When you have performed the procedure until step 3 and the problem has not been resolved, turn off the power and clean the print head deeply again after 24 hours. Do not disconnect the power plug when turning off the power.  
If the problem is still not resolved, the print head may be damaged. Contact the service center.

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

#### Align the print head.

From the machine

➡ [Aligning the Print Head](#)

From the computer

➡ [Aligning the Print Head Position from Your Computer](#)



## 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 ink tank whose ink is low.  
➡ [Replacing an Ink Tank](#)

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

1. Make sure that the power is turned on.
2. Make sure that one or more sheets of A4 or Letter-sized plain paper are loaded in the cassette (lower).
3. Open the paper output tray.
  - (1) Holding both sides of the paper output tray, gently open it.  
The output tray extension will open automatically when the paper output tray is opened.
  - (2) Extend the paper output support.

### ►► Important

- If the inner cover is open, close it.

4. Print the nozzle check pattern.

- (1) Press the **MENU** button.



- (2) Select **Setup**, then press the **OK** button.

➡ [LCD and Operation Panel](#)

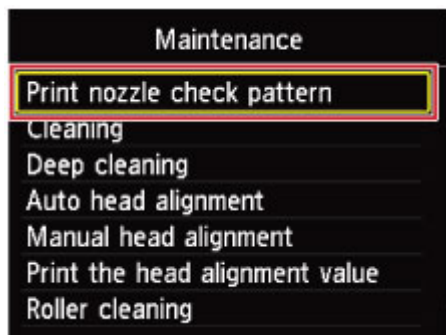
The setup menu screen will appear.



- (3) Select **Maintenance**, then press the **OK** button.

The **Maintenance** screen will appear.

- (4) Select **Print nozzle check pattern**, then press the **OK** button.



The confirmation screen will appear.

- (5) Select **Yes**, then press the **OK** button.

The nozzle check pattern will be printed and two pattern confirmation screens will appear on the LCD.



5. Examine the nozzle check pattern.

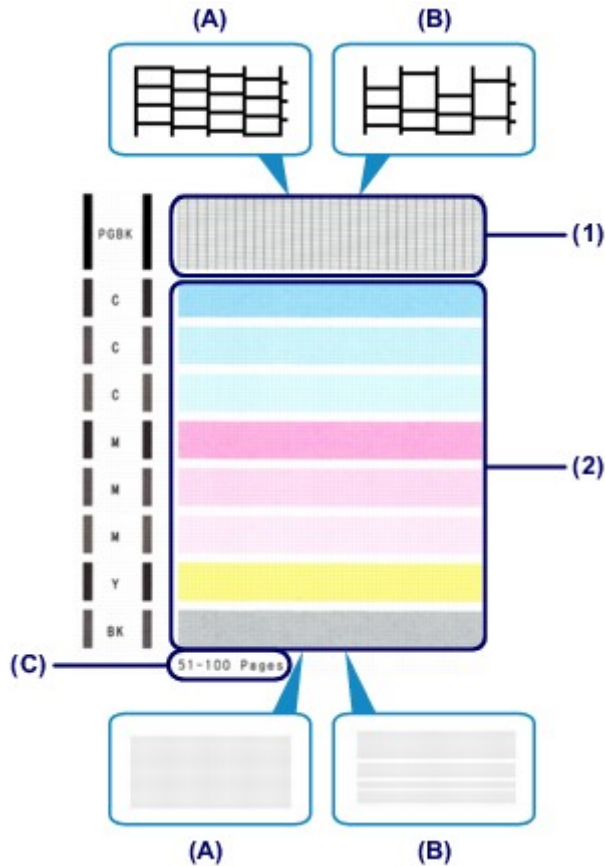
➡ [Examining the Nozzle Check Pattern](#)



## Examining the Nozzle Check Pattern

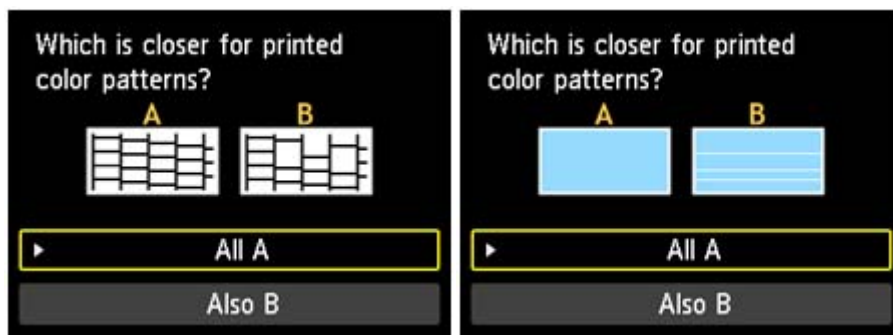
Examine the nozzle check pattern, and clean the print head if necessary.

1. Check if there are missing lines in the pattern **(1)** or horizontal white streaks in the pattern **(2)**.



- (A) No missing lines/No horizontal white streaks  
 (B) Lines are missing/Horizontal white streaks are present  
 (C) Number of sheets printed so far

2. Select the pattern that is closer to the printed nozzle check pattern on the confirmation screen.



For **(A)** (no missing lines or no horizontal white streaks) in both the pattern **(1)** and pattern **(2)**:

**(1)** The cleaning is not required. Select **All A**, then press the **OK** button.

**(2)** Confirm the message, then press the **OK** button.

The screen will return to the **Maintenance** screen.



## »» Note

- To access other available functions, use the mode buttons or the **MENU** button.

For **(B)** (lines are missing or horizontal white streaks are present) in the pattern **(1)** or pattern **(2)**, or in both the pattern **(1)** and pattern **(2)**:

**(1)** The cleaning is required. Select **Also B**, then press the **OK** button.

The cleaning confirmation screen will appear.

**(2)** Select **Yes**, then press the **OK** button.

The machine starts cleaning the print head.

➡ [Cleaning the Print Head](#)

## »» Note

- The total number of sheets printed so far is shown in increments of 50 sheets on the printout of the nozzle check pattern.



## 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.

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

1. Make sure that the power is turned on.
2. Make sure that one or more sheets of A4 or Letter-sized plain paper are loaded in the cassette (lower).
3. Open the paper output tray.
  - (1) Holding both sides of the paper output tray, gently open it.  
The output tray extension will open automatically when the paper output tray is opened.
  - (2) Extend the paper output support.

### »» Important

- If the inner cover is open, close it.

4. Clean the print head.

- (1) Press the **MENU** button.



- (2) Select **Setup**, then press the **OK** button.

➡ [LCD and Operation Panel](#)

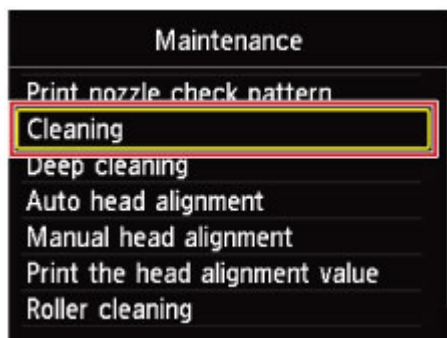
The setup menu screen will appear.



- (3) Select **Maintenance**, then press the **OK** button.

The **Maintenance** screen will appear.

- (4) Select **Cleaning**, then press the **OK** button.



The confirmation screen will appear.

- (5) Select **Yes**, then press the **OK** button.

The machine starts cleaning the print head.

Do not perform any other operations until the machine completes the cleaning of the print head.

This takes about 2 minutes.

The pattern print confirmation screen will appear.

- (6) Select **Yes**, then press the **OK** button.

The nozzle check pattern will be printed.



5. Examine the nozzle check pattern.

➡ [Examining the Nozzle Check Pattern](#)

»» **Note**

- To access other available functions, use the mode buttons or the **MENU** button.
- If the problem is not resolved after cleaning the print head twice, clean the print head deeply.

➡ [Cleaning the Print Head Deeply](#)



## Cleaning the Print Head Deeply

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.

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

1. Make sure that the power is turned on.
2. Make sure that one or more sheets of A4 or Letter-sized plain paper are loaded in the cassette (lower).
3. Open the paper output tray.
  - (1) Holding both sides of the paper output tray, gently open it.  
The output tray extension will open automatically when the paper output tray is opened.
  - (2) Extend the paper output support.

### »» Important

- If the inner cover is open, close it.

4. Clean the print head deeply.

- (1) Press the **MENU** button.



- (2) Select **Setup**, then press the **OK** button.

➡ [LCD and Operation Panel](#)

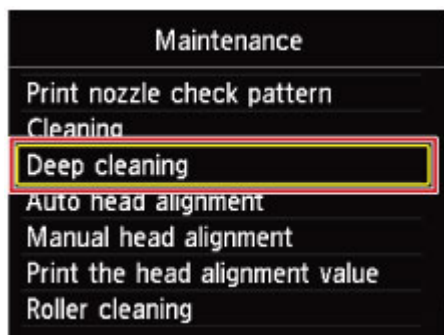
The setup menu screen will appear.



- (3) Select **Maintenance**, then press the **OK** button.

The **Maintenance** screen will appear.

- (4) Select **Deep cleaning**, then press the **OK** button.



The confirmation screen will appear.

- (5) Select **Yes**, then press the **OK** button.

The machine starts cleaning the print head deeply.

Do not perform any other operations until the machine completes the deep cleaning of the print head. This takes about 2 minutes.

The pattern print confirmation screen will appear.

- (6) Select **Yes**, then press the **OK** button.

The nozzle check pattern will be printed.



(7) When the completion message appears, press the **OK** button.

The screen will return to the **Maintenance** screen.

## 5. Examine the nozzle check pattern.

➡ [Examining the Nozzle Check Pattern](#)

If a particular color is not printed properly, replace the ink tank of that color.

➡ [Replacing an Ink Tank](#)

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

If the problem is still not resolved, the print head may be damaged. Contact the service center.

### ➡➡➡ **Note**

- To access other available functions, use the mode buttons or the **MENU** button.



## 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 ink tank whose ink is low.
  - ➡ [Replacing an Ink Tank](#)
- If you run out of the supplied paper (Matte Photo Paper MP-101) or the specified Canon genuine paper is not immediately available or obtainable, you can use plain paper and align the print head manually.
  - From the machine
    - ➡ [Aligning the Print Head Manually](#)
  - From the computer
    - ➡ [Aligning the Print Head Position Manually from Your Computer](#)
- The print head alignment pattern is printed in black and blue.

### You need to prepare: a sheet of A4 or Letter-sized Matte Photo Paper MP-101

1. Make sure that the power is turned on.
2. Load a sheet of supplied paper or A4 or Letter-sized Matte Photo Paper MP-101 in the cassette (lower).

Load the paper WITH THE PRINT SIDE (WHITER SIDE) FACING DOWN in the cassette (lower).

### »»» Important

- The cassette (upper) is not available for the print head alignment procedure. Be sure to load paper in the cassette (lower).

3. Open the paper output tray.
  - (1) Holding both sides of the paper output tray, gently open it.

The output tray extension will open automatically when the paper output tray is opened.
  - (2) Extend the paper output support.

### »»» Important

- If the inner cover is open, close it.

4. Adjust the print head position automatically.

- (1) Press the **MENU** button.



- (2) Select **Setup**, then press the **OK** button.

➡ [LCD and Operation Panel](#)

The setup menu screen will appear.

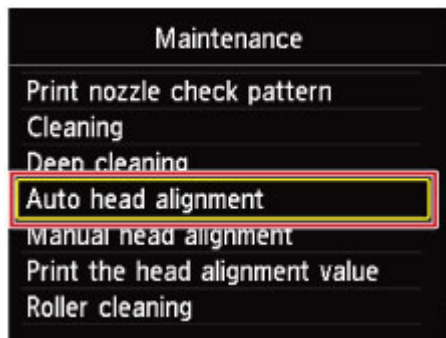


- (3) Select **Maintenance**, then press the **OK** button.

The **Maintenance** screen will appear.

- (4) Select **Auto head alignment**, then press the **OK** button.





The confirmation screen will appear.

**(5) Select **Yes**, then press the **OK** button.**

The print head alignment sheet will be printed and the print head position will be adjusted automatically.

This takes about 4 minutes.

**»» Important**

- Do not open the ink cover while printing is in progress.

**»» Note**

- If the automatic adjustment of the print head position has failed, the error message appears on the LCD.
  - ➡ A Message Is Displayed

**(6) When the completion message appears, press the **OK** button.**

The screen will return to the **Maintenance** screen.

**»» Note**

- To access other available functions, use the mode buttons or the **MENU** button.
- If the print results are still not satisfactory after adjusting the print head position as described above, adjust the print head position manually.
  - From the machine
    - ➡ [Aligning the Print Head Manually](#)
  - From the computer
    - ➡ [Aligning the Print Head Position Manually from Your Computer](#)



## Aligning the Print Head Manually

If printed ruled lines are misaligned or print results are still not satisfactory after adjusting the print head position automatically, adjust the print head position manually.

### »» Note

- For details on adjusting the print head position automatically, see [Aligning the Print Head](#).
- The print head alignment pattern is printed in black and blue.

**You need to prepare: three sheets of A4 or Letter-sized plain paper**

1. Make sure that the power is turned on.
2. Make sure that three or more sheets of A4 or Letter-sized plain paper are loaded in the cassette (lower).
3. Open the paper output tray.
  - (1) Holding both sides of the paper output tray, gently open it.  
The output tray extension will open automatically when the paper output tray is opened.
  - (2) Extend the paper output support.

### »» Important

- If the inner cover is open, close it.

4. Print the print head alignment pattern.

- (1) Press the **MENU** button.



- (2) Select **Setup**, then press the **OK** button.

➡ [LCD and Operation Panel](#)

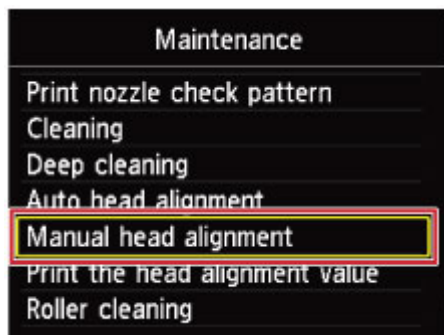
The setup menu screen will appear.



- (3) Select **Maintenance**, then press the **OK** button.

The **Maintenance** screen will appear.

- (4) Select **Manual head alignment**, then press the **OK** button.



The confirmation screen will appear.

### »» Note



- To print and check the current head position adjustment values, select **Print the head alignment value**.

(5) Select **Yes**, then press the **OK** button.

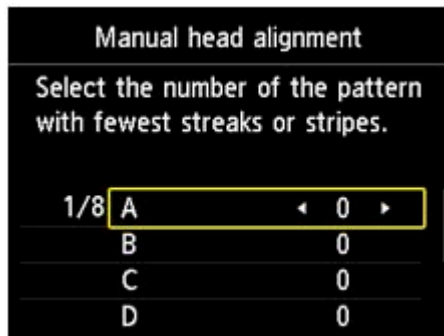
The print head alignment pattern is printed.

➤➤➤ **Important**

- Do not open the ink cover while printing is in progress.

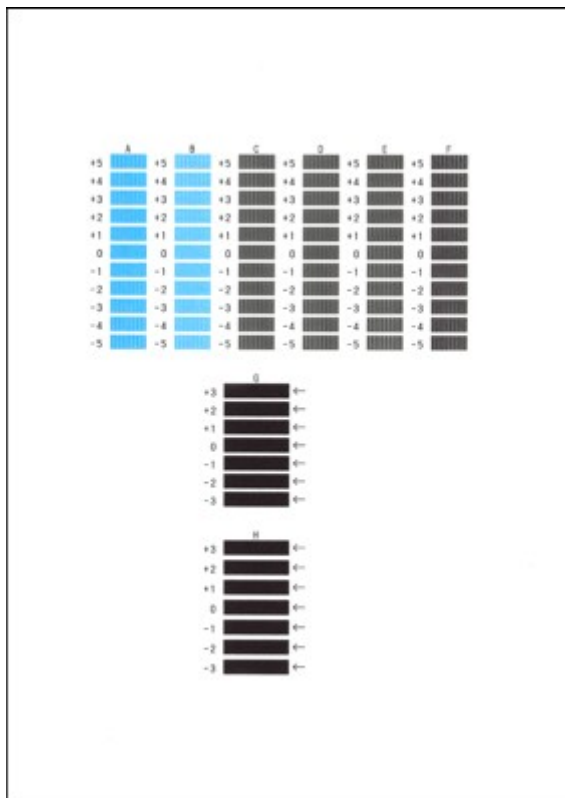
(6) When the message "**Did the patterns print correctly?**" appears, confirm that the pattern is printed correctly, select **Yes**, then press the **OK** button.

The input screen for the head position adjustment values will appear.



5. Look at the first pattern and adjust the print head position.

(1) Check the printed patterns, and use the ◀ ▶ button to input the number of the pattern in column A that has the least noticeable vertical streaks.



➤➤➤ **Note**

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable vertical streaks.

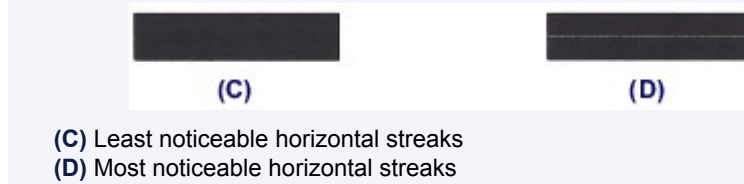




- (2) Repeat the same procedure until you finish inputting the pattern number for columns B to H, then press the **OK** button.  
For columns G and H, pick the setting that produces the least noticeable horizontal streaks at the position indicated by an arrow.

### ➤➤➤ Note

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable horizontal streaks.



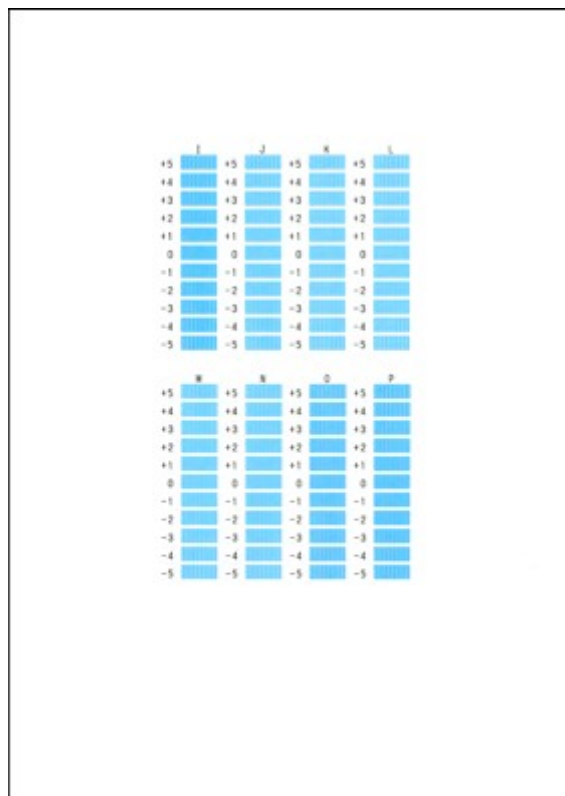
- (3) Confirm the message, then press the **OK** button.  
The second pattern is printed.

### ➤➤➤ Important

- Do not open the ink cover while printing is in progress.

6. Look at the second pattern and adjust the print head position.

- (1) Check the printed patterns, and use the ◀▶ button to input the number of the pattern in column I that has the least noticeable vertical streaks.



### ➤➤➤ Note



- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable vertical streaks.



(E) Least noticeable vertical streaks  
(F) Most noticeable vertical streaks

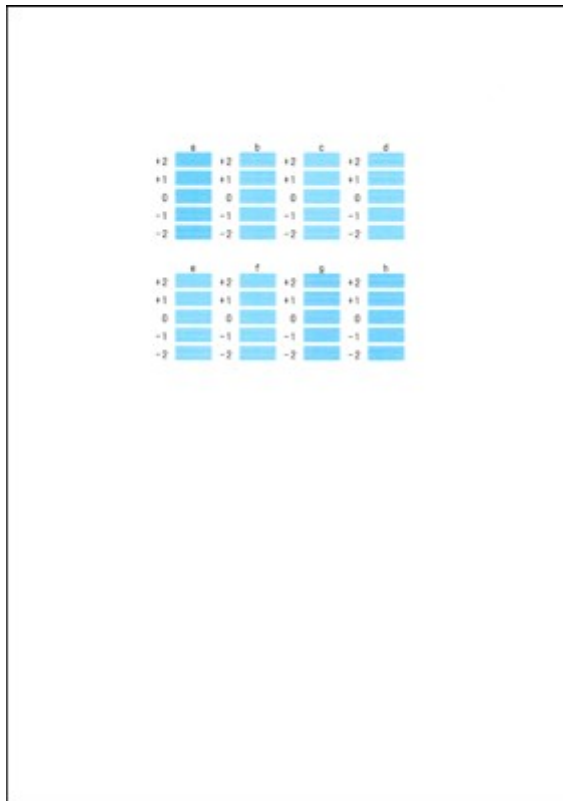
- (2) Repeat the same procedure until you finish inputting the pattern number for columns J to P, then press the **OK** button.
- (3) Confirm the message, then press the **OK** button.  
The third pattern is printed.

### Important

- Do not open the ink cover while printing is in progress.

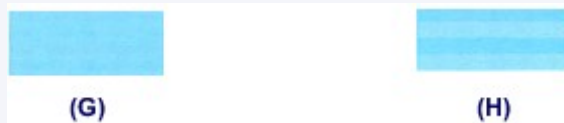
## 7. Look at the third pattern and adjust the print head position.

- (1) Check the printed patterns, and use the ◀ ▶ button to input the number of the pattern in column a that has the least noticeable horizontal stripes.



### Note

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable horizontal stripes.



(G) Least noticeable horizontal stripes  
(H) Most noticeable horizontal stripes



- (2) Repeat the same procedure until you finish inputting the pattern number for columns b to h, then press the **OK** button.  
The manual adjustment of the print head position is complete.
- (3) When the completion message appears, press the **OK** button.  
The screen will return to the **Maintenance** screen.

#### **Note**

- To access other available functions, use the mode buttons or the **MENU** button.



## Performing Maintenance from a Computer

- [Cleaning the Print Heads from Your Computer](#)
- [Cleaning the Paper Feed Rollers from Your Computer](#)
- [Aligning the Print Head Position from Your Computer](#)
- [Use Your Computer to Print a Nozzle Check Pattern](#)
- [Cleaning Inside the Machine](#)



## Cleaning the Print Heads from Your Computer

The print head cleaning function allows you to clear up clogged print head nozzle. Perform print head cleaning if printing is faint or a specific color fails to print, even though there is enough ink.

The procedure for cleaning the print head is as follows:



### Cleaning

1. Open the printer driver setup window
2. Click **Cleaning** on the **Maintenance** tab

When the **Print Head Cleaning** dialog box opens, select the ink group for which cleaning is to be performed.

Click **Initial Check Items** to display the items you need to check before performing cleaning.

3. Execute cleaning

Make sure that the machine is on and then click **Execute**.

Print head cleaning starts.

#### »» Important

- Do not close the paper output tray until the cleaning is complete.

4. Complete cleaning

The **Nozzle Check** dialog box opens after the confirmation message.

5. Check the results

To check whether the print quality has improved, click **Print Check Pattern**. To cancel the check process, click **Cancel**.

If cleaning the head once does not resolve the print head problem, clean it once more.

#### »» Important

- **Cleaning** consumes a small amount of ink.  
Cleaning the print head frequently will rapidly deplete your printer's ink supply. Consequently, perform cleaning only when necessary.



### Deep Cleaning

**Deep Cleaning** is more thorough than cleaning. Perform deep cleaning when two **Cleaning** attempts do not resolve the print head problem.

1. Open the printer driver setup window
2. Click **Deep Cleaning** on the **Maintenance** tab

When the **Deep Cleaning** dialog box opens, select the ink group for which deep cleaning is to be performed.

Click **Initial Check Items** to display the items you need to check before performing deep cleaning.



### 3. Execute deep cleaning

Make sure that the machine is on and then click **Execute**.

Click **OK** when the confirmation message appears.

Print head deep cleaning starts.

#### **Important**

- Do not close the paper output tray until the deep cleaning is complete.

### 4. Complete deep cleaning

The **Nozzle Check** dialog box opens after the confirmation message.

### 5. Check the results

To check whether the print quality has improved, click **Print Check Pattern**. To cancel the check process, click **Cancel**.

#### **Important**

- **Deep Cleaning** consumes a larger amount of ink than **Cleaning**.  
Cleaning the print head frequently will rapidly deplete your printer's ink supply. Consequently, perform cleaning only when necessary.

#### **Note**

- If there is no sign of improvement after **Deep Cleaning**, switch off the machine, wait 24 hours, and then perform **Deep Cleaning** again. If there is still no sign of improvement, the ink may have run out or the print head may be worn. For details on the remedial action to be taken, see "Ink Is Not Ejected."

### Related Topic

-  [Use Your Computer to Print a Nozzle Check Pattern](#)



# Cleaning the Paper Feed Rollers from Your Computer

Cleans the paper feed rollers. Perform feed roller cleaning when there are paper particles sticking to the paper feed rollers and paper is not fed properly.

The procedure for performing the feed roller cleaning is as follows:



## Roller Cleaning

### 1. Prepare the machine

Remove all sheets of paper from the paper source from which paper could not be properly fed.

### 2. Open the printer driver setup window

### 3. Click **Roller Cleaning** on the **Maintenance** tab

The **Roller Cleaning** dialog box opens.

### 4. Select **Cassette (upper)** or **Cassette (lower)**, and then click **OK**

The confirmation message appears.

### 5. Execute paper feed roller cleaning

Make sure that the machine is on and then click **OK**.

Paper feed roller cleaning starts.

### 6. Complete paper feed roller cleaning

#### • **Cleaning the feeding rollers of the cassette (upper)**

Cut a sheet of A4 size or Letter size plain paper into four pieces by cutting it in half vertically and then in half horizontally.

After the rollers have stopped, follow the instructions in the messages, load the four cut pieces in the cassette (upper) so that cut edges are toward the front, and then click **OK**.

#### • **Cleaning the feeding rollers of the cassette (lower)**

After the rollers have stopped, follow the instruction in the message, load three sheets of A4 size or Letter size plain paper into the cassette (lower), and click **OK**.

Paper will be ejected and feed roller cleaning will be completed.



## Aligning the Print Head Position from Your Computer

Print head alignment corrects the installation positions of the print head and improves deviated colors and lines.

This machine supports two head alignment methods: automatic head alignment and manual head alignment. Normally, the machine is set for automatic head alignment.

If the printing results of automatic print head alignment are not satisfactory, see "[Aligning the Print Head Position Manually from Your Computer](#)," and perform manual head alignment.

The procedure for performing automatic print head alignment is as follows:

### ►►► Note

- If the inner cover is open, close it.
- The pattern is printed only in black and blue.



### Print Head Alignment

1. Open the printer driver setup window
2. Click **Print Head Alignment** on the **Maintenance** tab

The **Start Print Head Alignment** dialog box opens.

3. Load paper in the machine

Load one sheet of A4 size or Letter size Matte Photo Paper (MP-101) into the cassette (lower).

### ►►► Note

- The type of media and number of sheets to be used differ when you select the manual head alignment.

4. Execute head alignment

Make sure that the machine is on and click **Align Print Head**.  
Follow the instruction in the message.

### ►►► Important

- Do not open the ink cover while printing is in progress.

### ►►► Note

- Wait until printing ends before performing other operations. Printing takes about 4 minutes to complete.
- To print and check the current setting, open the **Start Print Head Alignment** dialog box, and click **Print Alignment Value**.



# Aligning the Print Head Position Manually from Your Computer

Print head alignment corrects the installation positions of the print head and improves deviated colors and lines.

This machine supports two head alignment methods: automatic head alignment and manual head alignment. Normally, the machine is set for automatic head alignment. If the printing results of automatic print head alignment are not satisfactory, perform manual head alignment.

The procedure for performing manual print head alignment is as follows:

## ►► Note

- If the inner cover is open, close it.
- The pattern is printed only in black and blue.



## Print Head Alignment

1. Open the printer driver setup window
2. Click **Custom Settings** on the **Maintenance** tab

The **Custom Settings** dialog box opens.

3. Switch head alignment to manual

Check the **Align heads manually** check box.

## ►► Note

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

4. Apply the settings
5. Click **Print Head Alignment** on the **Maintenance** tab

The **Start Print Head Alignment** dialog box opens.

6. Load paper in the machine

Load three sheets of A4 size or Letter size plain paper into the cassette (lower).

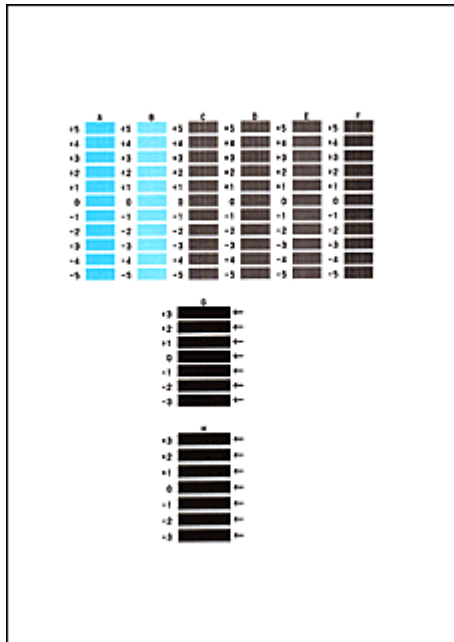
7. Execute head alignment

Make sure that the machine is on and click **Align Print Head**. Follow the instruction in the message.

8. Check the printed pattern

Enter the numbers of the patterns with the least amount of streaks in the associated boxes. Even if the patterns with the least amount of streaks are clicked in the preview window, their numbers are automatically entered in the associated boxes.





When you have entered all the necessary values, click **OK**.

### ►► Note

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable vertical streaks.



(A)



(B)

- (A) Least noticeable vertical streaks  
(B) Most noticeable vertical streaks

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable horizontal streaks.



(A)



(B)

- (A) Least noticeable horizontal streaks  
(B) Most noticeable horizontal streaks

## 9. Confirm the displayed message and click **OK**

The second pattern is printed.

### ►► Important

- Do not open the ink cover while printing is in progress.

## 10. Check the printed pattern

Enter the numbers of the patterns with the least amount of streaks in the associated boxes.  
Even if the patterns with the least amount of streaks are clicked in the preview window, their numbers are automatically entered in the associated boxes.



	1	2	3	4
15	15	15	15	15
14	14	14	14	14
13	13	13	13	13
12	12	12	12	12
11	11	11	11	11
10	10	10	10	10
9	9	9	9	9
8	8	8	8	8
7	7	7	7	7
6	6	6	6	6
5	5	5	5	5
4	4	4	4	4
3	3	3	3	3
2	2	2	2	2
1	1	1	1	1

	1	2	3	4
15	15	15	15	15
14	14	14	14	14
13	13	13	13	13
12	12	12	12	12
11	11	11	11	11
10	10	10	10	10
9	9	9	9	9
8	8	8	8	8
7	7	7	7	7
6	6	6	6	6
5	5	5	5	5
4	4	4	4	4
3	3	3	3	3
2	2	2	2	2
1	1	1	1	1

When you have entered all the necessary values, click **OK**.

### ➤➤➤ Note

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable vertical streaks.



(A)



(B)

(A) Least noticeable vertical streaks

(B) Most noticeable vertical streaks

## 11. Confirm the displayed message and click **OK**

The third pattern is printed.

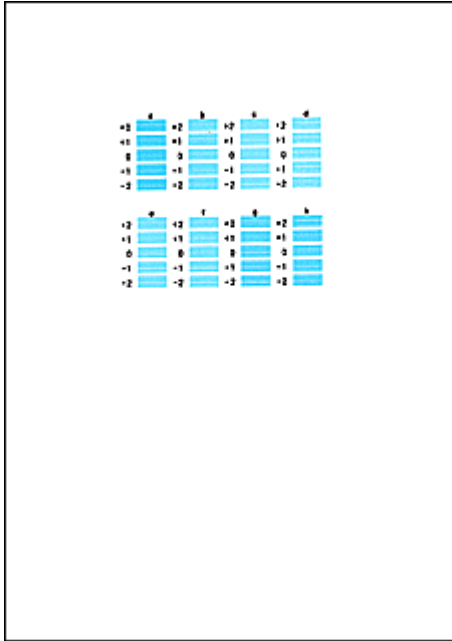
### ➤➤➤ Important

- Do not open the ink cover while printing is in progress.

## 12. Check the printed pattern

Enter the numbers of the patterns with the least noticeable horizontal stripes in the associated boxes. Even if the patterns with the least noticeable horizontal stripes are clicked in the preview window, their numbers are automatically entered in the associated boxes.





When you have entered all the necessary values, click **OK**.

### ►► Note

- If it is difficult to pick the best pattern, pick the setting that produces the least noticeable horizontal stripes.



(A)



(B)

(A) Least noticeable horizontal stripes

(B) Most noticeable horizontal stripes

**13.** Click **OK** to adjust the head position.

### ►► Note

- To print and check the current setting, open the **Start Print Head Alignment** dialog box, and click **Print Alignment Value**.



## Use Your Computer to Print a Nozzle Check Pattern

The nozzle check function allows you to check whether the print head is working properly by printing a nozzle check pattern. Print the pattern if printing becomes faint, or if a specific color fails to print.

The procedure for printing a nozzle check pattern is as follows:



### Nozzle Check

1. Open the printer driver setup window
2. Click **Nozzle Check** on the **Maintenance** tab

The **Nozzle Check** dialog box opens.

Click **Initial Check Items** to display the items that you need to check before printing the nozzle check pattern.

3. Load paper in the machine

Load one sheet of A4 size or Letter size plain paper into the cassette (lower).

4. Print a nozzle check pattern

Make sure that the machine is on and click **Print Check Pattern**.

Printing of the nozzle check pattern begins.

Click **OK** when the confirmation message appears.

The **Pattern Check** dialog box opens.

5. Check the print result

Check the print result. When the print result is normal, click **Exit**.

If the print result is smudged or if there are any unprinted sections, click **Cleaning** to clean the print head.

### Related Topic

- [Cleaning the Print Heads from Your Computer](#)



## Cleaning Inside the Machine

Perform bottom plate cleaning before you execute duplex printing to prevent smudges on the back side of the paper.

Also perform bottom plate cleaning if ink smudges caused by something other than print data appear on the printed page.

For details on how to load paper into the machine, see "[Cleaning the Inside of the Machine \(Bottom Plate Cleaning\)](#)."

The procedure for performing bottom plate cleaning is as follows:



### Bottom Plate Cleaning

1. Open the printer driver setup window
2. Click **Bottom Plate Cleaning** on the **Maintenance** tab

The **Bottom Plate Cleaning** dialog box opens.

3. Load paper in the machine

As instructed in the dialog box, fold the A4 size or Letter size plain paper in half horizontally, and then unfold the sheet.

Fold one side of the paper in another half, aligning the edge with the center crease, then unfold the paper.

With the ridges of the creases facing up, load the paper into the cassette (lower), so that the edge of the half with no crease faces away from you.

4. Perform the bottom plate cleaning

Make sure that the machine is on and then click **Execute**.

Bottom plate cleaning starts.



## **Cleaning the Machine**

- [Cleaning the Exterior of the Machine](#)
- [Cleaning the Platen Glass and Document Cover](#)
- [Cleaning the ADF \(Auto Document Feeder\)](#)
- [Cleaning the Paper Feed Roller](#)
- [Cleaning the Inside of the Machine \(Bottom Plate Cleaning\)](#)
- [Cleaning the Protrusions inside the Machine](#)
- [Cleaning the Pad in the Cassette](#)



## Cleaning the Exterior of the Machine

Be sure to use a soft and dry cloth such as eyeglasses cleaning cloth and wipe off dirt on the surface gently. Smooth out wrinkles on the cloth if necessary before cleaning.

### Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
  - The power cannot be turned off while the machine is sending or receiving a fax, or when unsent faxes are stored in the machine's memory. Make sure if the machine completed sending or receiving all the faxes before disconnecting the power plug.
  - The machine cannot send or receive faxes when the power is turned off.
  - If the power plug is disconnected, the date/time settings will be reset and all documents stored in the machine's memory will be lost. Send or print a necessary document, or save it on a USB flash drive before disconnecting the power plug.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface. Paper tissue powder or fine threads may remain inside the machine and cause problems such as print head blockage and poor printing results. Be sure to use a soft and dry cloth.
- Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine, as this may cause a malfunction or damage the surface of the machine.

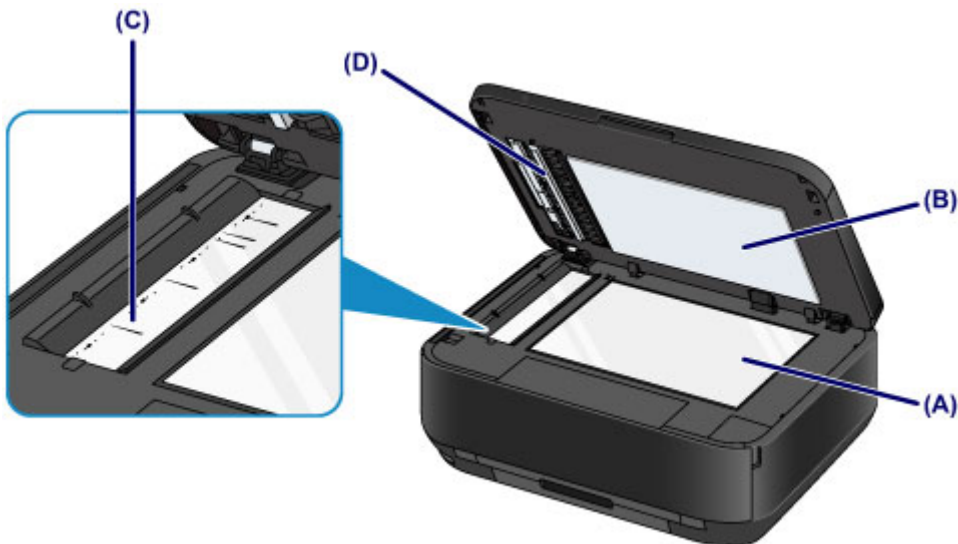


## Cleaning the Platen Glass and Document Cover

### Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
  - The power cannot be turned off while the machine is sending or receiving a fax, or when unsent faxes are stored in the machine's memory. Make sure if the machine completed sending or receiving all the faxes before disconnecting the power plug.
  - The machine cannot send or receive faxes when the power is turned off.
  - If the power plug is disconnected, the date/time settings will be reset and all documents stored in the machine's memory will be lost. Send or print a necessary document, or save it on a USB flash drive before disconnecting the power plug.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface. Paper tissue powder or fine threads may remain inside the machine and cause problems such as print head blockage and poor printing results. Be sure to use a soft and dry cloth.
- Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine, as this may cause a malfunction or damage the surface of the machine.

With a soft, clean, lint-free and dry cloth, wipe the platen glass **(A)**, the inner side of the document cover (white sheet) **(B)**, the glass of the ADF (Auto Document Feeder) **(C)**, and the inner side of the ADF (white area) **(D)** gently. Make sure not to leave any residue, especially on the glass surface.



### Important

- The inner side of the document cover (white sheet) **(B)** is easily damaged, so wipe it gently.
- If any foreign substances such as glue, ink or correction fluid are adhered to the glass of the ADF **(C)** as shown in the figure above, some black streaks will appear on the scanned image. In this case, wipe the dirt off gently.



## Cleaning the ADF (Auto Document Feeder)

### »» Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
  - The power cannot be turned off while the machine is sending or receiving a fax, or when unsent faxes are stored in the machine's memory. Make sure if the machine completed sending or receiving all the faxes before disconnecting the power plug.
  - The machine cannot send or receive faxes when the power is turned off.
  - If the power plug is disconnected, the date/time settings will be reset and all documents stored in the machine's memory will be lost. Send or print a necessary document, or save it on a USB flash drive before disconnecting the power plug.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface. Paper tissue powder or fine threads may remain inside the machine and cause problems such as print head blockage and poor printing results. Be sure to use a soft and dry cloth.
- Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine, as this may cause a malfunction or damage the surface of the machine.

1. Open the document tray.

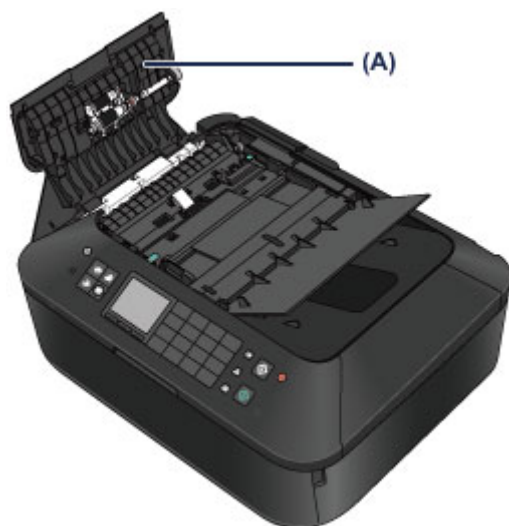


2. Open the document feeder cover.



3. With a soft, clean, lint-free and dry cloth, wipe off any paper dust from the inside of the document feeder cover (A).





4. After wiping, close the document feeder cover by pushing it until it clicks into place.
5. Close the document tray.



## Cleaning the Paper Feed Roller

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

**For the cassette (upper): A single sheet of A4 or Letter-sized plain paper (to be cut for use)**

**For the cassette (lower): Three sheets of A4 or Letter-sized plain paper**

1. Make sure that the power is turned on.

2. Select **Roller cleaning**.

(1) Press the **MENU** button.



(2) Select **Setup**, then press the **OK** button.

➡ [LCD and Operation Panel](#)

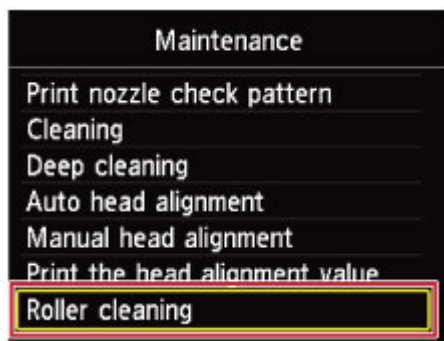
The setup menu screen will appear.



(3) Select **Maintenance**, then press the **OK** button.

The **Maintenance** screen will appear.

(4) Select **Roller cleaning**, then press the **OK** button.



The confirmation screen will appear.

(5) Select **Yes**, then press the **OK** button.

(6) Select the paper source to clean (**Cassette (upper)** or **Cassette (lower)**), then press the **OK** button.

3. Clean the paper feed roller without paper.

(1) Follow the message to remove any paper from the paper source you selected in (6) of step 2.

(2) Press the **OK** button.

The paper feed roller will rotate as it is cleaned.

4. Clean the paper feed roller with paper.

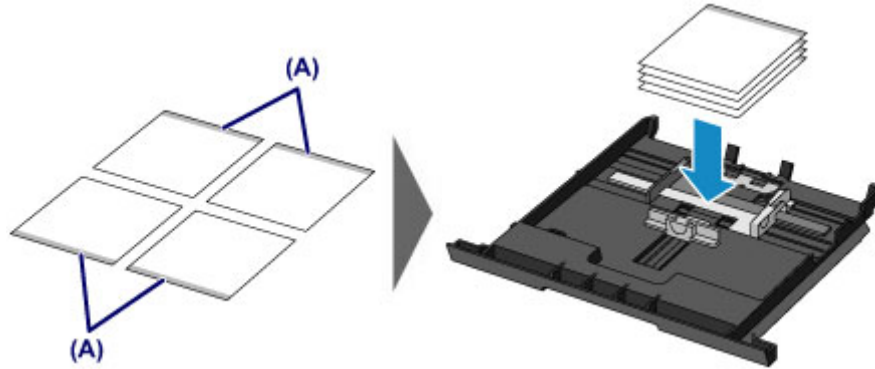


- (1) Make sure that the paper feed roller has stopped rotating, then follow the message to load plain paper as follows in the paper source you selected in (6) of step 2.

**Loading paper in the cassette (upper):**

Cut a single sheet of A4 or Letter-sized plain paper into four pieces.

Load them in the cassette (upper) with the top and bottom edges (A) towards the back side of the cassette (upper).



**Loading paper in the cassette (lower):**

Load three sheets of A4 or Letter-sized paper in the cassette (lower).

- (2) Holding both sides of the paper output tray, gently open it.  
The output tray extension will open automatically when the paper output tray is opened.
- (3) Extend the paper output support.

**Important**

- If the inner cover is open, close it.

- (4) Press the **OK** button.  
The machine starts cleaning. The cleaning will be complete when the paper is ejected.
- (5) When the completion message appears, press the **OK** button.  
The screen will return to the **Maintenance** screen.

**Note**

- To access other available functions, use the mode buttons or the **MENU** button.

If the problem is not resolved after cleaning the paper feed roller, contact the service center.



## Cleaning the Inside of the Machine (Bottom Plate Cleaning)

Remove stains from the inside of the machine. If the inside of the machine 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.

2. Clean the inside of the machine.

(1) Press the **MENU** button.



(2) Select **Setup**, then press the **OK** button.

➡ [LCD and Operation Panel](#)

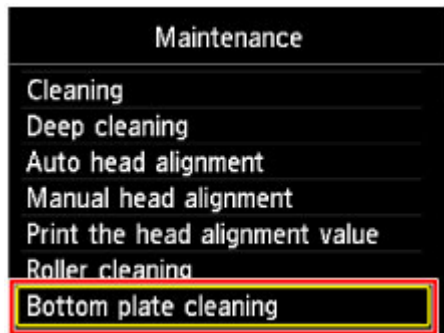
The setup menu screen will appear.



(3) Select **Maintenance**, then press the **OK** button.

The **Maintenance** screen will appear.

(4) Select **Bottom plate cleaning**, then press the **OK** button.



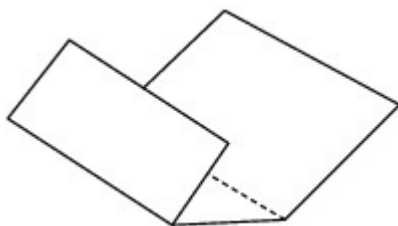
The confirmation screen will appear.

(5) Select **Yes**, then press the **OK** button.

(6) Follow the message to remove any paper from the cassette (lower), then press the **OK** button.

(7) Fold a single sheet of A4 or Letter-sized plain paper in half widthwise, then unfold the paper.

(8) Fold one side of the opened paper in another half, aligning the edge with the center crease, unfold the paper, then press the **OK** button.



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





- (10) Holding both sides of the paper output tray, gently open it.  
The output tray extension will open automatically when the paper output tray is opened.

- (11) Extend the paper output support.

➤➤➤ **Important**

- If the inner cover is open, close it.

- (12) Press the **OK** button.

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

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

- (13) When the completion message appears, press the **OK** button.

The screen will return to the **Maintenance** screen.

If the problem is not resolved after performing cleaning again, the protrusions inside the machine may be stained. Clean them according to instructions.

➡ [Cleaning the Protrusions inside the Machine](#)

➤➤➤ **Note**

- To access other available functions, use the mode buttons or the **MENU** button.
- When performing Bottom Plate Cleaning again, be sure to use a new piece of paper.



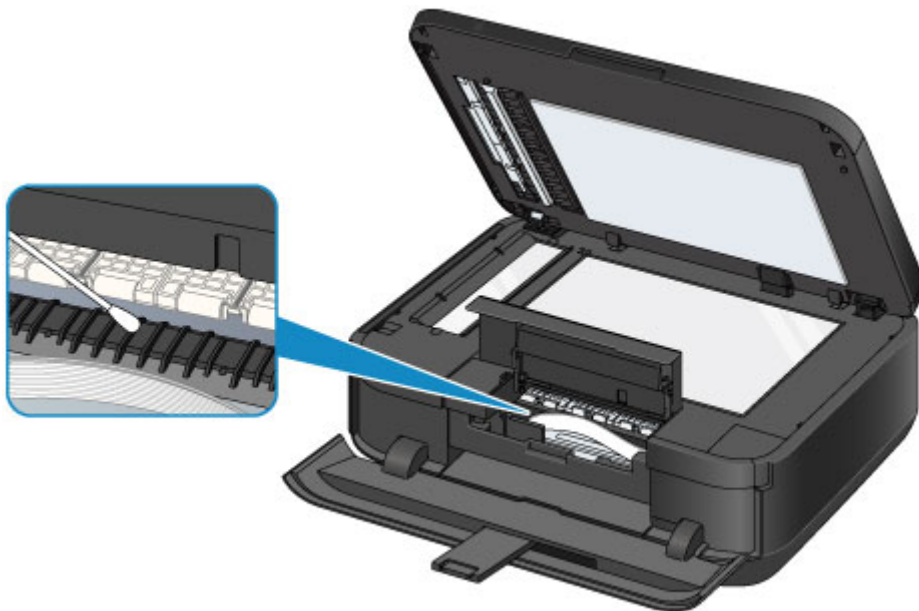
## Cleaning the Protrusions inside the Machine

### ►►► Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- The power cannot be turned off while the machine is sending or receiving a fax, or when unsent faxes are stored in the machine's memory. Make sure if the machine completed sending or receiving all the faxes before disconnecting the power plug.
- The machine cannot send or receive faxes when the power is turned off.
- If the power plug is disconnected, the date/time settings will be reset and all documents stored in the machine's memory will be lost. Send or print a necessary document, or save it on a USB flash drive before disconnecting the power plug.

### You need to prepare: cotton swab

If the protrusions inside the machine are stained, wipe off any ink from the protrusions using a cotton swab or the like.





## Cleaning the Pad in the Cassette

If the pad in a cassette is smeared with paper powder or dirt, two or more sheets of paper may be ejected. Follow the procedure below to clean the pad in a cassette.

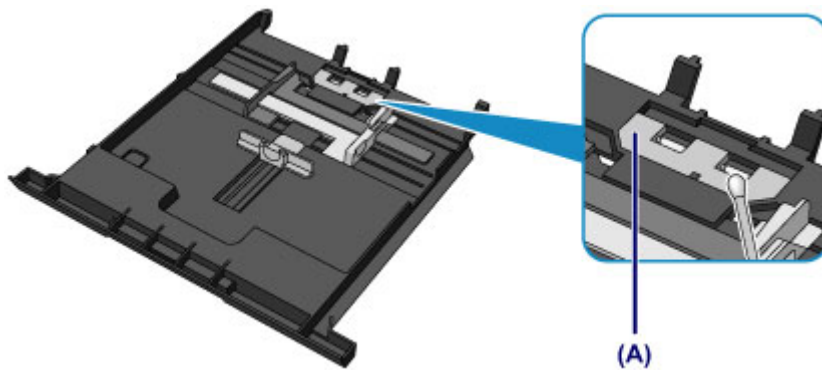
**You need to prepare: cotton swab**

1. Pull out the cassette (upper) or cassette (lower) from the machine, then remove all the paper.
2. Clean the pad **(A)** sideways with a moistened cotton swab.

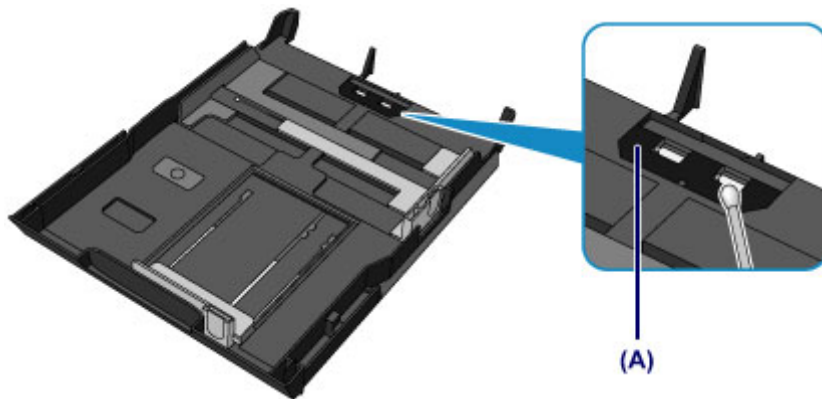
### »» Important

- After cleaning the smeared pad, dry it completely.

**For the cassette (upper):**



**For the cassette (lower):**



If the problem is not resolved, contact the service center.



## Changing the Machine Settings

- [Changing Machine Settings from Your Computer](#)
- [Changing the Machine Settings on the LCD](#)



## Changing Machine Settings from Your Computer

- [Changing the Print Options](#)
- [Registering a Frequently Used Printing Profile](#)
- [Managing the Machine Power](#)
- [Reducing the Machine Noise](#)
- [Changing the Machine Operation Mode](#)

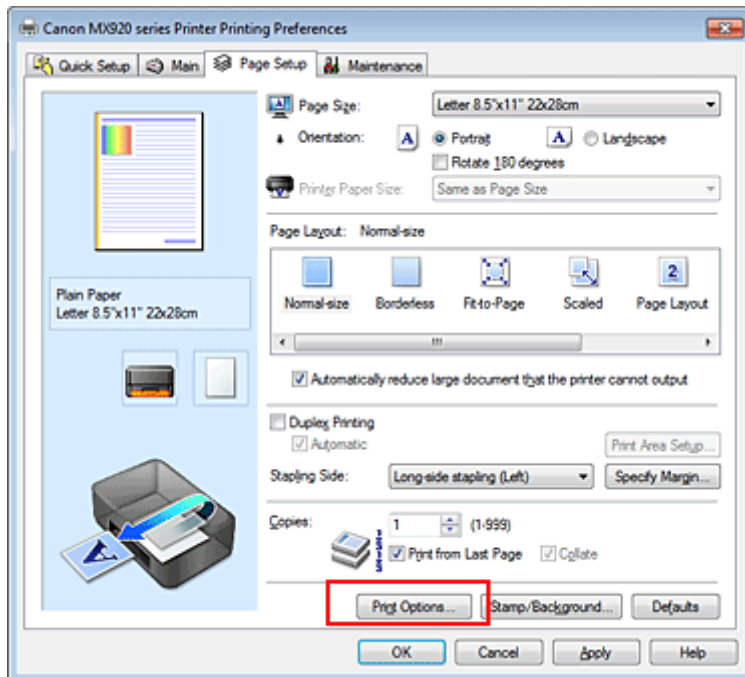


## Changing the Print Options

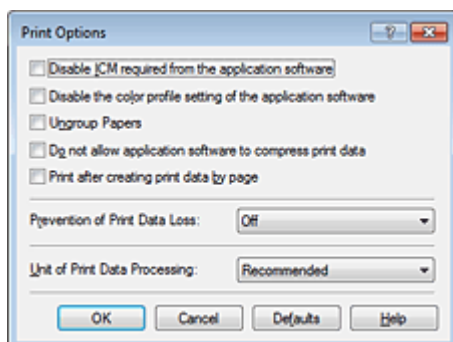
You can change the detailed print driver settings for print data that is sent from an application software. Specify this option if you encounter print failures such as part of an image data being cut off.

The procedure for changing the print options is as follows:

1. Open the printer driver setup window
2. Click **Print Options...** on the **Page Setup** tab



The **Print Options** dialog box opens.



### ►►► Note

- When you use the XPS printer driver, the functions available to you are different.

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.

The procedure for registering a printing profile is as follows:

### Registering a Printing Profile

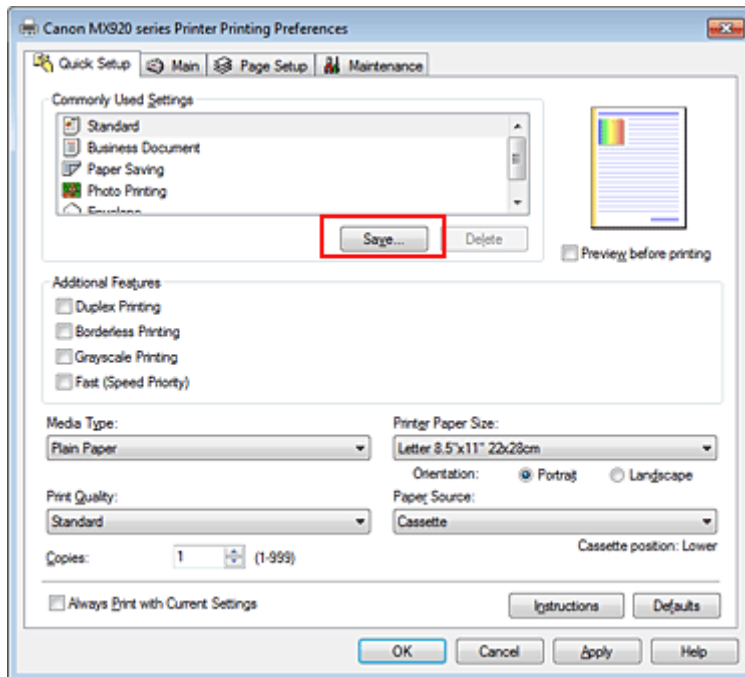
#### 1. Open the printer driver setup window

#### 2. Set the necessary items

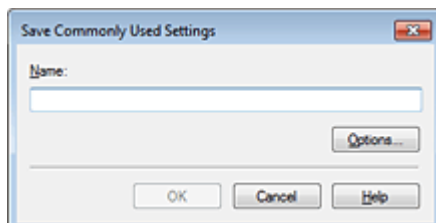
From **Commonly Used Settings** on the **Quick Setup** tab, select the printing profile to be used and if necessary, change the settings after **Additional Features**.

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 install the printer driver again or upgrade the version of the printer driver, the print settings you 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.



## Managing the Machine Power

This function allows you to manage the machine power from the printer driver.

The procedure for managing the machine power is as follows:



### Power Off

The **Power Off** function turns off the machine. When you use this function, you will not be able to turn the machine on from the printer driver.

1. Open the printer driver setup window

2. Execute power off

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

The machine power switches off, and the **Maintenance** tab is displayed again.

### »» Important

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



## Reducing the Machine Noise

The silent function allows you to reduce the operating noise of this machine. Select when you wish to reduce the operating noise of the printer at night, etc.

Using this function may lower the print speed.

The procedure for using the quiet mode is as follows:



### Quiet Settings

1. Open the printer driver setup window
2. Click **Quiet Settings** on the **Maintenance** tab

The **Quiet Settings** dialog box opens.

#### ►► Note

- If the machine is off or if communication between the machine and the computer is disabled, an error message may appear because the computer cannot collect the machine status.

3. Set the quiet mode

If necessary, specify one of the following items:

#### **Do not use quiet mode**

Select this option when you wish to use the machine with volume of normal operating noise.

#### **Always use quiet mode**

Select this option when you wish to reduce the operating noise of the machine.

#### **Use quiet mode during specified hours**

Select this option when you wish to reduce the operating noise of the machine during a specified period of time.

Set the **Start time** and the **End time** of the quiet mode you wish to be activated. If both are set to the same time, the quiet mode will not function.

#### ►► Important

- You can set the quiet mode from the operation panel of the machine, the printer driver, or ScanGear (scanner driver).  
No matter how you use to set the quiet mode, the mode is applied when you perform operations from the operation panel of the machine or printing and scanning from the computer.

4. Apply the settings

Make sure that the machine is on and click **OK**.

Click **OK** when the confirmation message appears.

The settings are enabled hereafter.

#### ►► Note

- The effects of the quiet mode may be less depending on the print quality settings.



## Changing the Machine Operation Mode

If necessary, switch between various modes of machine operation.

The procedure for configuring **Custom Settings** is as follows:



### Custom Settings

1. Open the printer driver setup window
2. Make sure that the machine is on, and then click **Custom Settings** on the **Maintenance** tab

The **Custom Settings** dialog box opens.

#### »» Note

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

3. If necessary, complete the following settings:

#### **Detects a printable disc in the disc tray**

Detects whether a printable disc is loaded on the disc tray during disc label printing and displays a message if a disc is not loaded.

Check this check box to print with detecting whether a printable disc is loaded.

Uncheck this check box to print without detecting whether a printable disc is loaded.

#### »» Important

- If you leave this check box unchecked, the printer may print to the disc tray even if a printable disc is not loaded on the disc tray. Therefore, you should check this check box under normal circumstances.
- If you load a printable disc that has already been printed onto the disc tray, the printer may detect that no printable disc is loaded on the disc tray. In this case, uncheck this check box.

#### **Prevent paper abrasion**

The machine 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 on the **Maintenance** tab 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, see ["Aligning the Print Head Position Manually from Your Computer,"](#) and 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.



### **Ink Drying Wait Time**

You can set the length of the machine 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 machine operates with the modified settings hereafter.



## Changing the Machine Settings on the LCD

- Changing the Machine Settings on the LCD
- FAX settings
- Print settings
- LAN settings
- Device user settings
- Mobile phone print settings
- Bluetooth settings
- PictBridge print settings
- Language selection
- Firmware update
- Reset setting
- About ECO settings
- About Quiet setting



## Changing the Machine Settings on the LCD

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

1. Make sure that the machine is turned on.

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

2. Press the **MENU** button.

The menu screen is displayed.



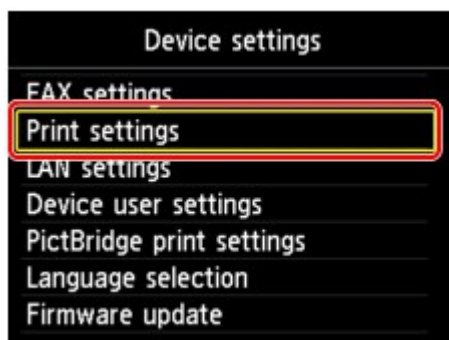
3. Select **Setup**, then press the **OK** button.



4. Select **Device settings**, then press the **OK** button.

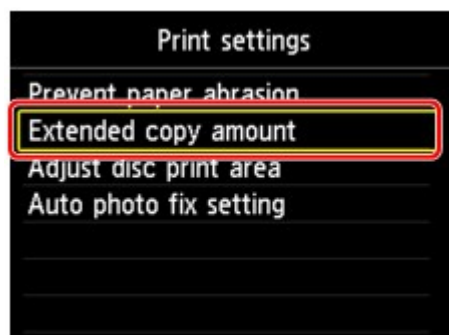
The **Device settings** screen is displayed.

5. Use the **▲▼** button to select the setting item, then press the **OK** button.



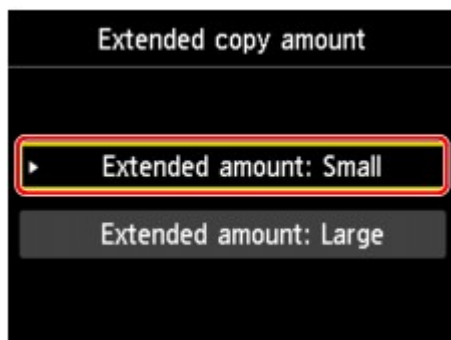
The setting screen for the selected item is displayed.

6. Use the **▲▼** button to select the menu, then press the **OK** button.



7. Use the **▲▼** button to select the setting item, then press the **OK** button.





For details on each setting item:

- ➡ [FAX settings](#)
- ➡ [Print settings](#)
- ➡ [LAN settings](#)
- ➡ [Device user settings](#)
- ➡ [Mobile phone print settings](#)
- ➡ [Bluetooth settings](#)
- ➡ [PictBridge print settings](#)
- ➡ [Language selection](#)
- ➡ [Firmware update](#)
- ➡ [Reset setting](#)

#### »»» **Note**

- You can use the machine considering the environment, such as setting 2-sided printing as default.
  - ➡ [About ECO settings](#)
- You can reduce the operating noise when printing at night.
  - ➡ [About Quiet setting](#)



## FAX settings

This section describes the setting items in **FAX settings**.

➡ **FAX user settings**

➡ **Advanced FAX settings**

➡ **Auto print settings**

➡ **Auto save setting**

➡ **Security control**

➡ **Easy setup**

### ▶▶▶ Note

- Before changing the settings, you can confirm the current settings by printing **USER'S DATA LIST**.
  - ➡ Summary of Reports and Lists

## FAX user settings

- **User information settings**

Registers your name and fax/telephone number printed on sent faxes.

➡ Registering User Information

- **Telephone line type**

Selects the telephone line type setting for the machine.

➡ Setting the Telephone Line Type

### ▶▶▶ Note

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

## Advanced FAX settings

- **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 machine waits between redial attempts.

- **Dial tone detect**

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

If you select **ON**, the machine 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 press of the **Redial/Pause** button.

- **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, selects whether to convert them into black & white data if the recipient's fax machine does not support color faxing.

If you select **Disconnect**, the machine does not send color documents when the recipient's fax machine 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 settings**

- **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.

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

- 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.

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

- 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 machine's memory.

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

➡ Document Stored in Machine's Memory

- **Activity report**

Selects whether to print ACTIVITY REPORT automatically.

If you select **Print**, the machine 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 out of ink**

Sets whether to continue printing the received fax without storing it in the machine'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.

## Auto save setting

Selects whether to save the received fax on the USB flash drive automatically after receiving a fax.



➡ Saving Received Faxes Automatically on a USB Flash Drive

## Security control

- **FAX number re-entry**

If you select **ON**, you can set the machine 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 information**

If you select **ON**, the machine checks whether the recipient's fax machine information matches the dialed number. If it matches the number, the machine starts to send faxes.

➡ Preventing Mistransmission of Faxes

- **Hook key setting**

If you select **Enable**, you can use the **Hook** button.

- **FAX reception reject**

If you select **ON**, the machine 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 machine detects the sender's Caller ID. If the sender's ID matches the condition specified in this setting, the machine rejects the phone call or fax reception from the sender.

If you select **Yes** on the subscribing confirmation screen, you can specify the settings of rejection.

➡ Using the 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.

## Easy setup

The machine 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



## Print settings

- **Prevent paper 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 amount**

Selects the amount of image that extends off the paper when printing 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 **Extended amount: Large** is selected.

### »» Important

- This setting can be applied under the following conditions:
  - performing borderless copying
  - Borderless is selected for Border when copying printed photos

### »» Note

- If printouts contain margins even though you are printing in Borderless, specifying **Extended amount: Large** for this setting may help solve the problem.

- **Adjust disc print area**

You can adjust the disc printing area if the image is not aligned with the printable disc.

You can adjust the printing area by 0.003 inches/0.1 mm between -0.03 inches/-0.9 mm and +0.03 inches/+0.9 mm.

- **Auto photo fix setting**

When **ON** is selected, you can select whether to print photos using the Exif information recorded in the image files in the following cases.

- **Auto photo fix** is selected for **Photo fix** when printing from a USB flash drive.
- When **Auto photo fix** is selected for **Photo fix** in printing a photo in online photo album.
- The print setting on the PictBridge compliant device is set to **Default\*** or **On** when printing with a PictBridge compliant device.

\* When **Default** is selected for the print setting on the PictBridge compliant device, select **Auto photo fix** for **Photo fix** in **PictBridge print settings**.



## LAN settings

- **Change wireless/wired**

Activates either wireless LAN or wired LAN. You can also deactivate wireless/wired LAN.

- **Wireless LAN setup**

Selects the setup method for wireless LAN connection.

### »» Note

- You can also enter this setting menu by selecting **WLAN setup** from the menu screen.

When this menu is selected, the machine starts searching for a WPS-compatible access point. If the machine detects the access point, follow the on-screen instructions to set up wireless LAN. If an access point is not detected or if you select another setup method, select one of the setup methods below.

- **Standard setup**  
Select when you perform settings for wireless LAN manually using the operation panel of the machine.
- **WPS**  
Select when you perform settings for wireless LAN using Wi-Fi Protected Setup (WPS). Select **Push button method** or **PIN code method** according to the method your access point supports, then follow the on-screen instructions.
- **Other setup**  
Select **Advanced setup**, then follow the on-screen instructions.

- **Confirm LAN settings**

The list of wireless/wired LAN settings of this machine is displayed on the LCD.  
You can print the list from this setting menu.

- **WLAN setting list**

The list of wireless LAN settings of this machine is displayed on the LCD.  
The following setting items are displayed.

Items	Setting
<b>Connection</b>	Active/Inactive
<b>SSID</b>	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX
<b>Communication mode</b>	Infrastructure
<b>Channel</b>	XX
<b>Wireless LAN security</b>	Inactive/WEP(64bit)/WEP(128bit)/WPA-PSK(TKIP)/WPA-PSK(AES)/WPA2-PSK(TKIP)/WPA2-PSK(AES)
<b>IPv4 address</b>	XXX. XXX. XXX. XXX
<b>IPv4 subnet mask</b>	XXX. XXX. XXX. XXX
<b>IPv4 default gateway</b>	XXX. XXX. XXX. XXX
<b>IPv6 address</b>	XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX
<b>IPv6 subnet prefix length</b>	XXX
<b>IPv6 default gateway</b>	XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX
<b>MAC address</b>	XX:XX:XX:XX:XX:XX
<b>IPsec settings</b>	Enable (ESP)/Enable (ESP & AH)/Enable (AH)/Inactive
<b>Pre-shared key</b>	XXXXXXXXXXXXXXXXXX
<b>Printer name</b>	XXXXXXXXXXXXXXXXXX
<b>Bonjour service name</b>	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX



	XXXXXXXXXXXXXX XXXXXXXXXXXXXX
--	----------------------------------

("XX" represents alphanumeric characters.)

- **LAN setting list**

The list of wired LAN settings of this machine is displayed on the LCD.

The following setting items are displayed.

Items	Setting
<b>Connection</b>	Active/Inactive
<b>IPv4 address</b>	XXX. XXX. XXX. XXX
<b>IPv4 subnet mask</b>	XXX. XXX. XXX. XXX
<b>IPv4 default gateway</b>	XXX. XXX. XXX. XXX
<b>IPv6 address</b>	XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX
<b>IPv6 subnet prefix length</b>	XXX
<b>IPv6 default gateway</b>	XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX: XXXX
<b>MAC address</b>	XX:XX:XX:XX:XX:XX
<b>IPsec settings</b>	Enable (ESP)/Enable (ESP & AH)/Enable (AH)/Inactive
<b>Pre-shared key</b>	XXXXXXXXXXXXXXXXXX
<b>Printer name</b>	XXXXXXXXXXXXXXXXXX
<b>Bonjour service name</b>	XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXX

("XX" represents alphanumeric characters.)

- **Print LAN details**

You can print out the network settings of the machine such as its IP address and SSID.

For more information on the machine's network setting is printed out:

➡ [Printing Out Network Setting Information](#)

### **Important**

- This printout contains valuable information about your computer. Handle it with care.

- **Other settings**

- **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 7 and Windows Vista).

#### **Enable/disable WSD**

Selects whether WSD is enabled or disabled.

#### **Note**

- When this setting is activated, the printer icon is displayed on the Network Explorer in Windows 7 and Windows Vista.

#### **WSD scan from this device**

Selecting **Enable** 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 Mac OS.

**Enable/disable Bonjour**

Selecting **Enable** allows you to use Bonjour to perform the network settings.

**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 protocol setting**

Activates/deactivates the LPR setting.

- **PictBridge communication**

Setting items for printing from a PictBridge compliant device.

**Enable/disable communication**

Selecting **Enable** allows you to print from a PictBridge compliant device.

**Timeout setting**

Specifies the timeout length.

- **Wireless LAN DRX setting**

Selecting **Enable** allows you to activate discontinuous reception when using wireless LAN. It allows you to save electricity.

»» **Note**

- Depending on the access point you are using, discontinuous reception may not be activated even though **Enable** is selected.
- Discontinuous reception is activated only while the machine is on standby. (The LCD is in the screen saver mode.)

- **Wired LAN DRX setting**

Selecting **Enable** allows you to activate discontinuous reception when the machine is connected to a device compatible with wired LAN. It allows you to save electricity.

- **Reset LAN settings**

Initializes the network settings on the machine.

»» **Important**

- Note that initialization erases all connection settings with computers, and printing or scanning operation may become impossible. To use the machine over network, perform setup with the Setup CD-ROM. Be careful when you initialize the network settings on the machine.

»» **Note**

- When you initialize the network settings using IJ Network Tool:
  - ➡ [Initializing the Network Settings of the Machine](#)



## Device user settings

- **Date/time setting**

Sets the current date and time.

➡ Setting the Sender Information

- **Date display format**

Sets the format of dates displayed on the LCD and printed on sent faxes and photos.

### ➤➤➤ Note

- When **ON** is selected for **Print date** on the print settings screen in printing from a USB flash drive, the shooting date is printed in the date display format you selected.

➡ Setting Items

- **Summer time setting**

Enables/disables the summer time setting. If you select **ON**, you can select additional sub-settings. This setting may not be available depending on the country or region of purchase.

- **Start date/time**

Sets the date and time that summer time starts.

**Month:** Specify the month.

**Week:** Specify the week.

**DOW:** Specify the day of the week.

The screen to set the shift time to start summer time will be displayed after specifying the items above and pressing the **OK** button.

After specifying the shift time and pressing the **OK** button, you can specify the end date/time.

- **End date/time**

Sets the date and time that summer time ends.

**Month:** Specify the month.

**Week:** Specify the week.

**DOW:** Specify the day of the week.

The screen to set the shift time to end summer time will be displayed after specifying the items above and pressing the **OK** button.

Specify the shift time, then press the **OK** button.

- **Sound control**

Selects the volume.

- **Keypad volume**

Selects the beep volume when pressing the buttons on the operation panel.

- **Alarm volume**

Selects the alarm volume.

- **Line monitor volume**

Selects the line monitor volume.

- **Offhook alarm**

Selects the alarm volume when the phone receiver is not put on the hook properly.

- **Country or region**

Selects the country or region where you are using the machine.

### ➤➤➤ 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 ▲, ▼, ◀, ▶, +, or - button when setting the number of copies, changing the photo displayed on the LCD, setting the zoom ratio, etc.



- **Two-sided paper output setting**

Selects the paper output setting for double-sided documents.

- **Output by page**

Documents are ejected from the ADF in the original page order.

- **Fast - by back/front**

Documents are ejected from the ADF with the front and back pages of each sheet in the reverse order, to make the processing time shorter.



## Mobile phone print settings

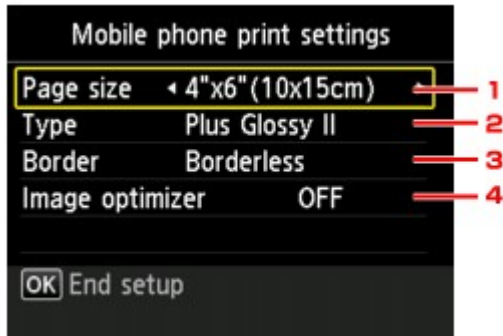
When printing from a mobile phone through Bluetooth communication, select the print settings such as page size, media type, and so on.

For details on how to print from a mobile phone through Bluetooth communication:

➡ Printing from Mobile Phone via Bluetooth Communication

### ▶▶▶ Note

- This menu is displayed only when the optional Bluetooth Unit is attached.



#### 1. Page size

Select the page size for printing photos saved on a mobile phone.

#### 2. Type (Media type)

Select the media type for printing photos saved on a mobile phone.

#### 3. Border (Bordered/Borderless print)

Select the bordered/borderless layout for printing photos saved on a mobile phone.

#### 4. Image optimizer

Select **ON** to correct and smooth out the jagged contours when printing.



## Bluetooth settings

You can change the device name of the machine, passkey, and so on in the Bluetooth settings.

For details on how to print from a mobile phone through Bluetooth communication:

➡ Printing from Mobile Phone via Bluetooth Communication

For details on how to print from a computer through Bluetooth communication:

➡ About Bluetooth Communication

### ▶▶▶ Note

- This menu is displayed only when the optional Bluetooth Unit is attached.

- **Select device name**

Specifies the name of this machine that is displayed on a Bluetooth-compatible device.

For example, if you set it to "XXX-2", the machine will be displayed as "Canon XXX-2" on the Bluetooth device. The default value is "XXX-1" (where "XXX" is your machine's name).

- **Access refusal setting**

Selecting **ON** will disable searching of this machine by a Bluetooth-compatible device.

- **Security settings**

When you select **Enable**, the passkey set on the **Change passkey** screen becomes effective. Setting the passkey prevents unwanted access from other Bluetooth devices. You can choose either of the security modes below.

- **Mode 3(recommended)**

This mode is activated on link level enforced security.

The passkey will be required when a Bluetooth device communicates with the machine.

Normally select this mode.

- **Mode 2**

This mode is activated on service level enforced security.

The passkey will be required when printing through Bluetooth communication.

After setting the security mode, we recommend making a trial print through Bluetooth communication.

If printing does not start, change the security mode and try again.

- **Change passkey**

Changes the passkey. The passkey is a four-digit number used to prevent unwanted access from other Bluetooth devices.

The initial value is "0000".

After you change the passkey, you may be required to input the new passkey on a Bluetooth device, even though it had previous access to the machine. In this case, input the new passkey on the device.



## PictBridge print settings

You can change the print settings when printing from a PictBridge compliant device.

Set the print settings to **Default** on the PictBridge compliant device when you want to print according to the settings on the machine.

➡ **PictBridge print settings** Screen

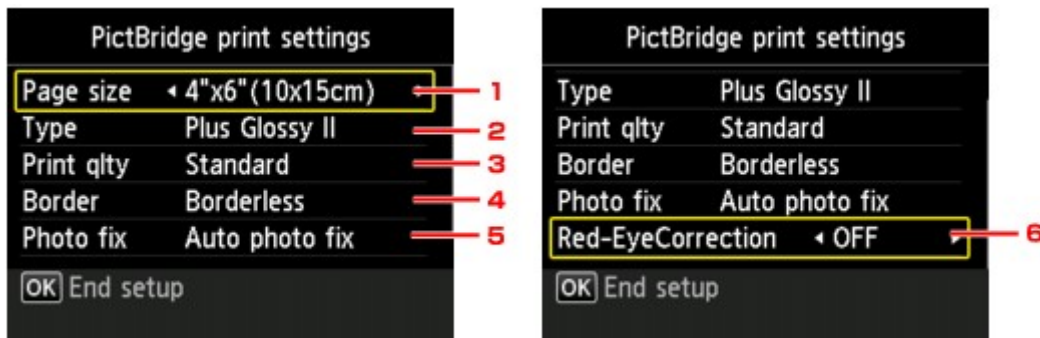
➡ **Disc label print setting** Screen

To change print settings from the PictBridge compliant device:

➡ Settings on a PictBridge Compliant Device

### PictBridge print settings Screen

Select the print quality, when printing directly from a PictBridge compliant device.



#### 1. Page size

Select the paper size when printing directly from a PictBridge compliant device.

When you perform PictBridge settings from the machine, set **Paper size** to **Default** on the PictBridge compliant device.

#### 2. Type (Media type)

Select the media type when printing directly from a PictBridge compliant device.

When you perform PictBridge settings from the machine, set **Paper type** to **Default** on the PictBridge compliant device.

#### 3. Print qlty (Print quality)

Select the print quality when printing directly from a PictBridge compliant device.

#### 4. Border (Bordered/Borderless print)

Select the bordered/borderless layout.

When you perform PictBridge settings from the machine, set **Layout** to **Default** on the PictBridge compliant device.

#### 5. Photo fix

When **Auto photo fix** is selected, the scene or person's face of a shot photo is recognized and the most suitable correction for each photo is made automatically. It makes a darkened face by backlight brighter to print. It also analyzes a scene such as scenery, night scene, person, etc. and corrects each scene with the most suitable color, brightness, or contrasts automatically to print.

#### ➤➤➤ Note

- As a default, photos on a PictBridge compliant device are printed with auto correction applied.
- If **No correction** is selected, photos are printed without correction.

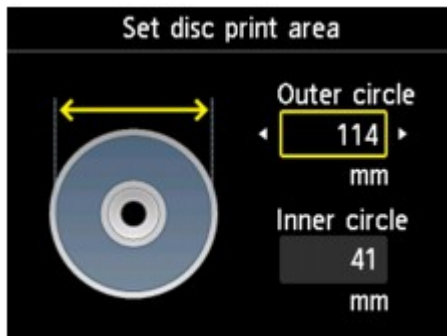
#### 6. Red-EyeCorrection



Select **ON** to correct red eyes in portraits caused by flash photography.  
Depending on the type of the photo, red eyes may not be corrected or parts other than the eyes may be corrected.

## Disc label print setting Screen

The **Set disc print area** screen is displayed, and you can perform settings for printing on a printable disc from a PictBridge compliant device.



Follow the procedure below to perform disc label print setting.

1. Adjust the printing area (the outer/inner diameter of the printable disc).

### ▶▶▶ Note

- Measure the outer and inner diameters of the printing surface of the printable disc and make sure you set a value smaller than the measured value for the outer diameter, and a value larger than the measured value for the inner diameter.
- Contact the manufacturers of printable discs for details.

2. Select the type of the printable disc you use.

### ▶▶▶ Note

- If your printable disc is the recommended disc, specify **Recommended disc** for the suitable density printing. If not, specify **Other disc**.



## **Language selection**

Changes the language for messages and menus on the LCD.



## Firmware update

You can update the firmware of the machine, check the firmware version, or perform settings of a DNS server and a proxy server.

### ▶▶▶ Note

- Only **Check current version** is available when **Disable LAN** is selected for **Change wireless/wired** in **LAN settings**.

### • Install update

Performs the firmware update of the machine. If you select **Yes**, the firmware update starts. Follow the on-screen instructions to perform update.

### ▶▶▶ Important

- When you use this function, make sure that the machine is connected to the Internet.
- If the firmware update is carried out, all faxes stored in the machine's memory are deleted.
- You cannot start the firmware update under the following conditions:
  - While the machine is sending or receiving a fax
  - While the machine is storing the unprinted fax in machine's memory (memory reception)
  - When the unsent faxes are stored in the machine's memory

### ▶▶▶ Note

- If the firmware update is not complete, check the following and take an appropriate action.
  - When using wired LAN, make sure that the machine is connected to the computer with a LAN cable properly.
  - Check the network settings such as an access point or a router.
  - If **Cannot connect to the server.** is displayed on the LCD, press the **OK** button, then try again after a while.

### • Check current version

You can check the current firmware version.

### • 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. Follow the display on the LCD to perform settings.



## Reset setting

Reverts all settings you made to the machine back to default. However, some data may not be changed, depending on the current usage state of your machine.

- **Web service setup only**

Reverts the Web service settings back to the default.

»»» **Note**

- You can change the web service settings back to the default from **Reset Web service setup** on **Web service setup**.
  - ➡ Resetting the Web Service Settings

- **LAN settings only**

Reverts the LAN settings back to the default.

»»» **Note**

- You can also change LAN settings back to the default from **Reset LAN settings** under **LAN settings**.

- **Telephone number only**

Reverts the telephone/fax number settings to default.

- **Settings only**

Reverts the settings such as the paper size, media type, or other setting items back to the default. The LAN settings and the telephone/fax number are not reverted.

- **Reset all**

Reverts all settings you made to the machine back to default.

»»» **Note**

- You cannot change the following setting items back to the default:
  - The language displayed on the LCD
  - The current position of the print head
  - The country selected for **Country or region**
  - The registered user's telephone number
  - The registered user's name



## About ECO settings

You can set automatic duplex printing as a default.  
Follow the procedure below to perform setting.

1. Make sure that the machine is turned on.

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

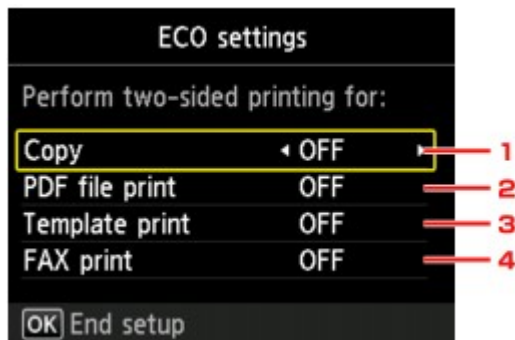
2. Press the **MENU** button.

The menu screen is displayed.



3. Select **ECO settings** then press the **OK** button.

4. Use the ▲▼ button to change the setting item, use the ◀▶ button to change the setting, then use the **OK** button to confirm the selection.



1. **Copy**

Sets two-sided copying as a default.

2. **PDF file print**

Sets two-sided printing of PDF files saved on a USB flash drive as a default.

3. **Template print**

Sets two-sided printing of template forms on the machine as a default.


4. **FAX print**

Sets two-sided printing of sent/received faxes, reports, or lists as a default.

### Important

- Under the conditions below, faxes are printed in single-sided even when **ON** is selected.
  - when color faxes are received
  - when **Legal** is selected for **Page size** on **FAX paper settings**.

### Note

- When two-sided printing is selected, the  icon is displayed on the menu screen or on each print setting screen.



## About Quiet setting

Enables this function on the machine 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 the Sender Information

Follow the procedure below to perform setting.

1. Make sure that the machine is turned on.

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

2. Press the **MENU** button.

The menu screen is displayed.

3. Select  **Quiet setting** then press the **OK** button.

4. Use the **▲▼** button to select **Use quiet mode** or **Use during specified hours**, then press the **OK** button.

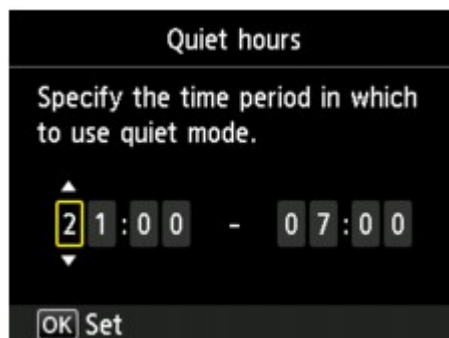
- When **Use quiet mode** is selected:



The confirmation screen is displayed, then the  icon appears as the **Quiet setting** menu icon.

- When **Use during specified hours** is selected:

The **Quiet hours** screen is displayed. Use the **▲▼◀▶** button to specify starting/ending time, then press the **OK** button.



The confirmation screen is displayed, then the  icon appears as the **Quiet setting** menu icon.

Activate this setting to reduce the operating noise while printing is in progress.

### Important

- Operating speed may be reduced compared to when **Do not use quiet mode** is selected.
- This function may not be so effective depending on the machine's setting. Furthermore, certain noise, such as when the machine is preparing for printing, is not reduced.

### Note

- You can set the quiet mode from the operation panel of the machine, the printer driver, or ScanGear (scanner driver). No matter how you use to set the quiet mode, the mode is applied



when you perform operations from the operation panel of the machine or printing and scanning from the computer.

---



# Information about Network Connection

● Useful Information about Network Connection



## Useful Information about Network Connection

- [Initial Values Set at Factory \(Network\)](#)
- [Connecting the Machine to the Computer Using a USB Cable](#)
- [When Detecting the Printers Have the Same Name during Setup](#)
- [Connecting to Other Computer with LAN/Changing the Connection Method from USB to LAN](#)
- [Printing Out Network Setting Information](#)



## Initial Values Set at Factory (Network)

Item	Initial Values
Change wireless/wired	Disable LAN
SSID	BJNPSETUP
Communication mode	Infrastructure
Wireless LAN security	Disable
IP address (IPv4)	Auto setup
IP address (IPv6)	Auto setup
Set printer name*	XXXXXXXXXXXX
TCP/IP settings	IPv4/IPv6
Enable/disable WSD	Enable
Timeout setting	1 minute
Enable/disable Bonjour	Enable
Service name	Canon MX920 series
LPR protocol setting	Enable
PictBridge communication	Enable
Wireless LAN DRX setting	Enable
Wired LAN DRX setting	Enable

("XX" represents alphanumeric characters.)

\* The initial value in this item varies by machine. You can check the value in this item using the operation panel on the machine.

➡ [LAN settings](#)



## Connecting the Machine to the Computer Using a USB Cable

Connect the machine and the computer using a USB cable as the illustration below. The USB port is located on the rear of the machine.





## When Detecting the Printers Have the Same Name during Setup

When the printer is detected during setup, you may see multiple printers of the same name on the detection result screen.

Select a printer with checking the MAC address set to the printer against the MAC address on detection result screen.

To check the MAC address of the printer, print out the network setting information using the operation panel of the printer.

➡ [Printing Out Network Setting Information](#)

Additionally, you can check the network setting information on the LCD of the printer. Select **WLAN setting list** or **LAN setting list** from **Confirm LAN settings** in **LAN settings** under **Device settings**, and check the item displayed on the LCD.

➡ [LAN settings](#)



## **Connecting to Other Computer with LAN/Changing the Connection Method from USB to LAN**

To add the computer connecting the printer with LAN or to change the connection method between the printer and the computer from USB to LAN, setup with the Setup CD-ROM.

### **Connecting to Other Computer with LAN**

To add the computer connecting the printer with LAN, insert the Setup CD-ROM into the computer to connect with LAN and setup the network setting.

### **Changing the Connection Method from USB to LAN**

To change the connection method between the printer and the computer from USB to LAN, setup with the Setup CD-ROM.

To change the connection method, insert the Setup CD-ROM into the computer to connect with LAN and select **Change Connection Method** to setup.



## Printing Out Network Setting Information

You can print out the network settings of the machine such as its IP address and SSID.

### »» Important

- This print out contains valuable information about your computer. Handle it with care.

1. Make sure that the machine is turned on.

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

2. Load a sheet of A4 or Letter-sized plain paper.

➡ [Loading Paper](#)

3. Press the **MENU** button.

The menu screen is displayed.



4. Select **Setup**, then use the **OK** button to confirm the selection.



5. Select **Device settings**, then use the **OK** button to confirm the selection.

6. Use the ▲▼ button to select **LAN settings**, then use the **OK** button to confirm the selection.

7. Use the ▲▼ button to select **Confirm LAN settings**, then use the **OK** button to confirm the selection.

8. Use the ▲▼ button to select **Print LAN details**, then use the **OK** button to confirm the selection.

9. Use the ▲▼ button to select **Yes**, then use the **OK** button to start printing.

The machine starts printing the network setting information.

The following information on the machine's network setting is printed out.

Item	Explanations of the item	Setting
Wireless LAN	Wireless LAN	Enable/Disable
Connection	Status of the Wireless LAN	Active/Inactive
MAC Address	MAC Address	XX:XX:XX:XX:XX:XX
SSID	SSID	SSID of the wireless LAN
Communication Mode	Communication Mode	Infrastructure
Channel	Channel	XX (1 to 13)
Encryption	Method of the Encryption	none/WEP/TKIP/AES
WEP Key Length	WEP Key Length	Inactive/128/64
Authentication	Method of the Authentication	none/auto/open/shared/WPA-PSK/WPA2-PSK
Signal Strength	Signal Strength	0 to 100 [%]
TCP/IP Version	TCP/IP Version	IPv4 & IPv6/IPv4



IPv4 IP Address	Selected IP Address (IPv4)	XXX.XXX.XXX.XXX
IPv4 Default Gateway	Default Gateway (IPv4)	XXX.XXX.XXX.XXX
Subnet Mask	Subnet Mask	XXX.XXX.XXX.XXX
IPv6 IP Address *1	Selected IP Address (IPv6)	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
IPv6 Default Gateway *1	Default Gateway (IPv6)	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Subnet Prefix Length*1	Subnet Prefix Length	XXX
IPsec*2	IPsec setting	Active
Security Protocol*2	Method of the Security Protocol	ESP/ESP & AH/AH
Wireless LAN DRX	Discontinuous reception (wireless LAN)	Enable/Disable
Wired LAN	Wired LAN	Enable/Disable
Connection	Status of the Wired LAN	Active/Inactive
MAC Address	MAC Address	XX:XX:XX:XX:XX:XX
TCP/IP Version	TCP/IP Version	IPv4 & IPv6/IPv4
IPv4 IP Address	Selected IP Address (IPv4)	XXX.XXX.XXX.XXX
IPv4 Default Gateway	Default Gateway (IPv4)	XXX.XXX.XXX.XXX
Subnet Mask	Subnet Mask	XXX.XXX.XXX.XXX
IPv6 IP Address *1	Selected IP Address (IPv6)	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
IPv6 Default Gateway *1	Default Gateway (IPv6)	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Subnet Prefix Length*1	Subnet Prefix Length	XXX
IPsec*2	IPsec setting	Active
Security Protocol*2	Method of the Security Protocol	ESP/ESP & AH/AH
Wired LAN DRX	Discontinuous reception (wired LAN)	Enable/Disable
Other Settings	Other settings	-
Printer Name	Printer name	Printer name (Up to 15 characters)
WSD	WSD setting	Enable/Disable
WSD Timeout	Timeout	1/5/10/15/20 [min]
LPR Protocol	LPR protocol setting	Enable/Disable
Bonjour	Bonjour setting	Enable/Disable
Bonjour Service Name	Bonjour service name	Bonjour service name (Up to 52 characters)
PictBridge Commun.	PictBridge Communication	Enable/Disable
DNS Server	Getting DNS Server automatically	Auto/Manual
Primary Server	Primary server address	XXX.XXX.XXX.XXX
Secondary Server	Secondary server address	XXX.XXX.XXX.XXX
Proxy Server	Proxy Server setting	Enable/Disable
Proxy Port	Specifying Proxy Port	1 to 65535
Proxy Address	Proxy Address	XXXXXXXXXXXXXXXXXXXXXX
IP Address Filtering	IP Address Filtering	Enable/Disable

("XX" represents alphanumeric characters.)

\*1 Only when IPv6 is activated, the status of the network is printed.

\*2 Only IPv6 and the IPsec setting are activated, the status of the network is printed.



## About Network Communication

- [Changing and Confirming Network Settings](#)
- [Screens for Network Connection of IJ Network Tool](#)
- [Other Screens of IJ Network Tool](#)
- [Appendix for Network Communication](#)



## Changing and Confirming Network Settings

- [IJ Network Tool](#)
- [Changing the Settings in the Wireless LAN Sheet](#)
- [Changing the WEP Detailed Settings](#)
- [Changing the WPA or WPA2 Detailed Settings](#)
- [Changing the Settings in the Wired LAN Sheet](#)
- [Changing the Settings in the Admin Password Sheet](#)
- [Monitoring Wireless Network Status](#)
- [Initializing the Network Settings of the Machine](#)
- [Viewing the Modified Settings](#)



## IJ Network Tool

IJ Network Tool is a utility that enables you to display and modify the machine network settings. It is installed when the machine is set up.


### Important

- To use the machine over LAN, make sure you have the equipment necessary for the connection type, such as an access point or a LAN cable.
- Do not start up IJ Network Tool while printing.
- Do not print when IJ Network Tool is running.
- If the firewall function of your security software is turned on, a message may appear warning that Canon software is attempting to access the network. If the warning message appears, set the security software to always allow access.
- IJ Network Tool has been verified to work on Windows XP, however, it does not support Fast User Switching. It is recommended to exit IJ Network Tool when switching users.

## Starting up IJ Network Tool

1. Click **Start** and select **All programs**, **Canon Utilities**, **IJ Network Tool**, and then **IJ Network Tool**.

### Note

- You can also start up IJ Network Tool by clicking  **Network Settings** from **Device Settings & Maintenance** on Quick Menu.



## Changing the Settings in the Wireless LAN Sheet

To change the wireless network settings of the printer, connect the printer and the computer with a USB cable temporarily. If you modify the wireless network settings of the computer over wireless connection without USB connection, your computer may not be able to communicate with the machine after modifying the settings.

### »» Note

- This screen is not available depending on the printer you are using.
- Activate the wireless LAN setting of the printer to change the settings in the **Wireless LAN** sheet.

#### 1. Start up IJ Network Tool.

➡ [Starting up IJ Network Tool](#)

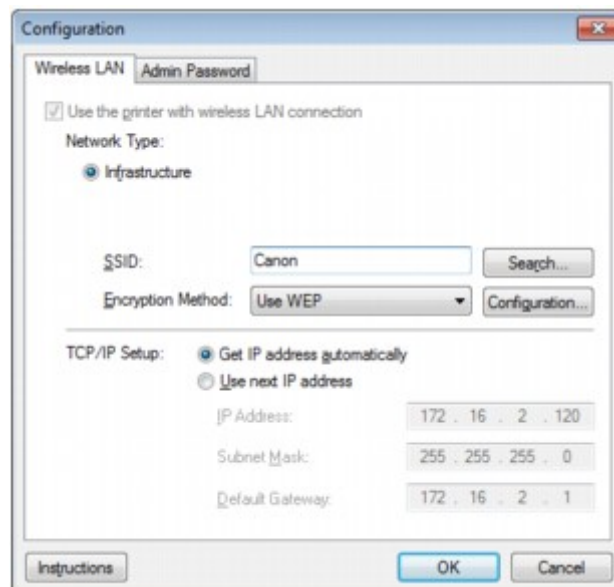
#### 2. Select the printer in **Printers**:

When the printer is connected to the computer with a USB cable temporarily, select the printer with "USBnnn" (where "n" is a number) appearing in the **Port Name** column.

#### 3. Select **Configuration...** from the **Settings** menu.

#### 4. Click the **Wireless LAN** tab.

The **Wireless LAN** sheet is displayed.



For details on the **Wireless LAN** sheet, see [Wireless LAN Sheet](#).

#### 5. Change the settings or confirm.

##### SSID:

Enter the same value that was set for the target access point.

When the printer is connected with USB, the **Search** screen appears by clicking **Search....** Set the SSID of the access point by selecting the one of the detected access points.

➡ [Search Screen](#)

### »» Note

- Enter the same SSID that the access point is configured to use. The SSID is case-sensitive.



**Encryption Method:**

Select the encryption method used over the wireless LAN.

You can change WEP settings with selecting **Use WEP** and clicking **Configuration....**

➡ [Changing the WEP Detailed Settings](#)

You can change WPA or WPA2 settings with selecting **Use WPA** or **Use WPA2** and clicking **Configuration....**

➡ [Changing the WPA or WPA2 Detailed Settings](#)

**Important**

- If all encryption types of the access point, printer, or computer do not match, the printer cannot communicate with the computer. If the printer cannot communicate with the computer after the encryption type of the printer was switched, make sure that encryption types for the computer and the access point matches that set to the printer.
- If you connect to a network that is not protected with security measures, there is a risk of disclosing data such as your personal information to a third party.

**TCP/IP Setup:**

Sets the IP address of the printer to be used over the LAN. Set a value appropriate for your network environment.

**6. Click OK.**

After changing configuration, a screen is displayed asking you for confirmation before the settings are sent to the printer. If you click **Yes**, the settings are sent to the printer and the **Transmitted Settings** screen is displayed.

**Note**

- Changing the network settings with the USB cable temporarily may switch the default printer. In this case, reset **Set as Default Printer**.



## Changing the WEP Detailed Settings

### »»» Note

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

To change the wireless network settings of the printer, connect the printer and the computer with a USB cable temporarily. If you modify the wireless network settings of the computer over wireless connection without USB connection, your computer may not be able to communicate with the machine after modifying the settings.

#### 1. Start up IJ Network Tool.

➡ [Starting up IJ Network Tool](#)

#### 2. Select the printer in **Printers:**.

When the printer is connected to the computer with a USB cable temporarily, select the printer with "USBnnn" (where "n" is a number) appearing in the **Port Name** column.

#### 3. Select **Configuration...** from the **Settings** menu.

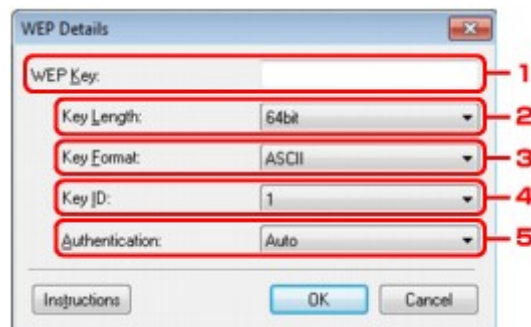
#### 4. Click the **Wireless LAN** tab.

#### 5. Select **Use WEP** in **Encryption Method:** and click **Configuration...**

The **WEP Details** screen is displayed.

#### 6. Change the settings or confirm.

When changing the password (WEP key), the same change must be made to the password (WEP key) of the access point.



##### 1. **WEP Key:**

Enter the same key as the one set to the access point.

The number of characters and character type that can be entered differ depending on the key length and key format.

		Key Length	
		64bit	128bit
Key Format	ASCII	5 characters	13 characters
	Hexadecimal (Hex)	10 digits	26 digits

##### 2. **Key Length:**

Select either **64bit** or **128bit**.

##### 3. **Key Format:**

Select either **ASCII** or **Hex**.



4. **Key ID:**

Select the Key ID (index) set to the access point.

5. **Authentication:**

Select the authentication method to authenticate the printer's access to the access point. Normally, select **Auto**. If you want to specify the method manually, select **Open System** or **Shared Key** according to the setting of the access point.

7. Click **OK**.

»» **Important**

- If the printer cannot communicate with the computer after the encryption type of the printer was switched, make sure that encryption types for the computer and the access point matches that set to the printer.

»» **Note**

- Changing the network settings with the USB cable temporarily may switch the default printer. In this case, reset **Set as Default Printer**.



## Changing the WPA or WPA2 Detailed Settings

### »»» Note

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

To change the wireless network settings of the printer, connect the printer and the computer with a USB cable temporarily. If you modify the wireless network settings of the computer over wireless connection without USB connection, your computer may not be able to communicate with the machine after modifying the settings.

The example screenshots in this section refer to the WPA detailed settings.

#### 1. Start up IJ Network Tool.

➡ [Starting up IJ Network Tool](#)

#### 2. Select the printer in **Printers**:

When the printer is connected to the computer with a USB cable temporarily, select the printer with "USBnnn" (where "n" is a number) appearing in the **Port Name** column.

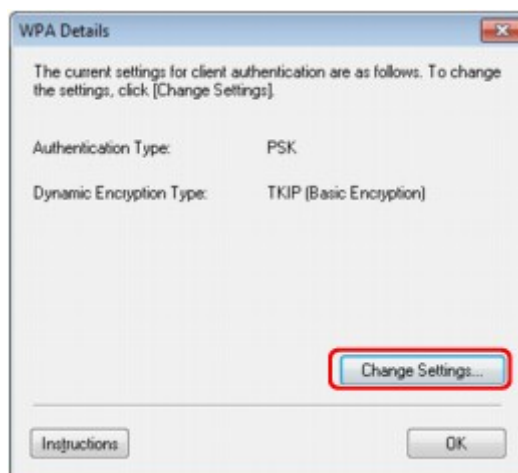
#### 3. Select **Configuration...** from the **Settings** menu.

#### 4. Click the **Wireless LAN** tab.

#### 5. Select **Use WPA** or **Use WPA2** in **Encryption Method**: and click **Configuration....**

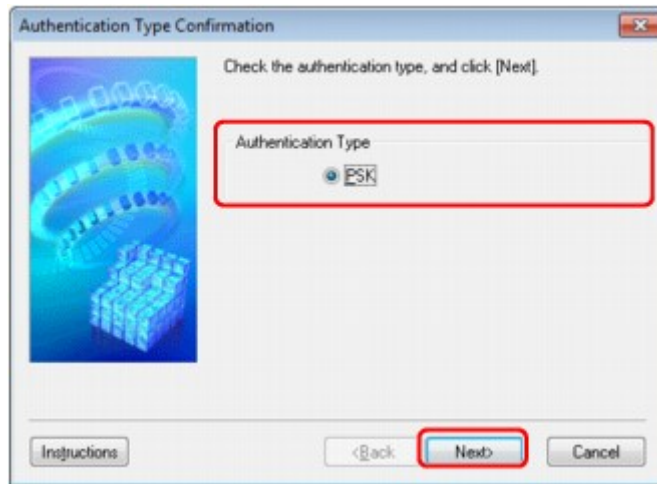
The **WPA Details** screen is displayed (For WPA2, the **WPA2 Details** screen is displayed).  
If encryption is not set to the printer, the **Authentication Type Confirmation** screen is displayed. Go to step 7.

#### 6. Click **Change Settings....**



#### 7. Check the client authentication type and click **Next>**.

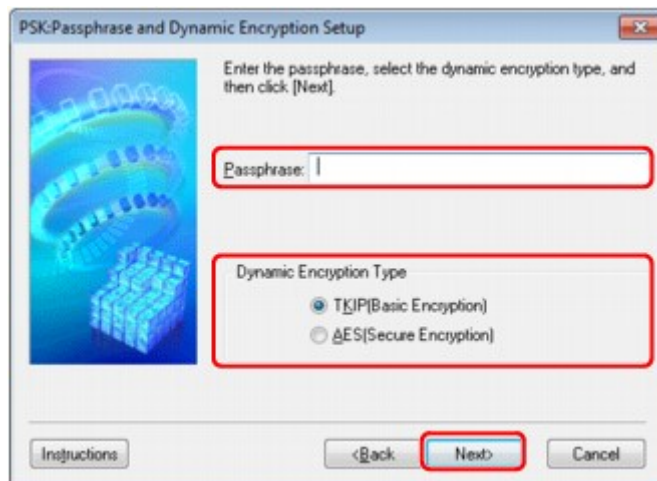




**8. Enter the passphrase, confirm the type of dynamic encryption and click **Next>**.**

Enter the passphrase set to the access point. The passphrase should be a string of 8 to 63 alphanumeric characters or a 64-digit hexadecimal value.

If you do not know the access point passphrase, refer to the instruction manual provided with the access point or contact its manufacturer.



**9. Click **Finish**.**



**»» Important**

- If the printer cannot communicate with the computer after the encryption type of the printer was switched, make sure that encryption types for the computer and the access point matches that set to the printer.



## **Note**

- Changing the network settings with the USB cable temporarily may switch the default printer. In this case, reset **Set as Default Printer**.



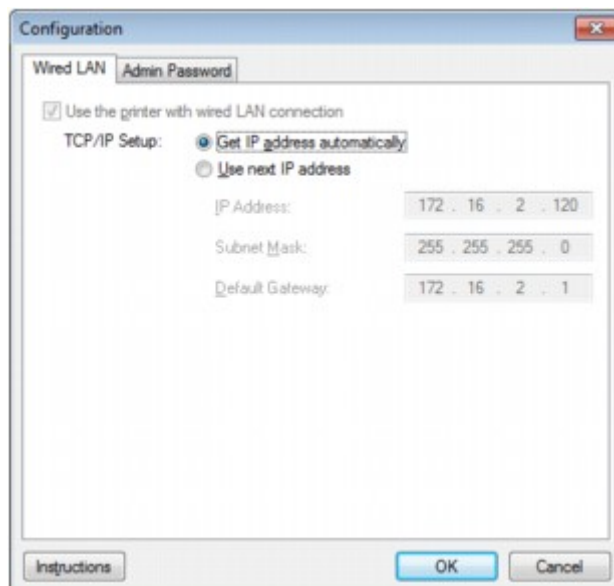
## Changing the Settings in the Wired LAN Sheet

### »»» Note

- This screen is not available depending on the printer you are using.
- Activate the wired LAN setting of the printer to change the settings in the **Wired LAN** sheet.

1. Start up IJ Network Tool.  
➡ [Starting up IJ Network Tool](#)
2. Select the printer in **Printers**.
3. Select **Configuration...** from the **Settings** menu.
4. Click the **Wired LAN** tab.

The **Wired LAN** sheet is displayed.



For details on the **Wired LAN** sheet, see [Wired LAN Sheet](#).

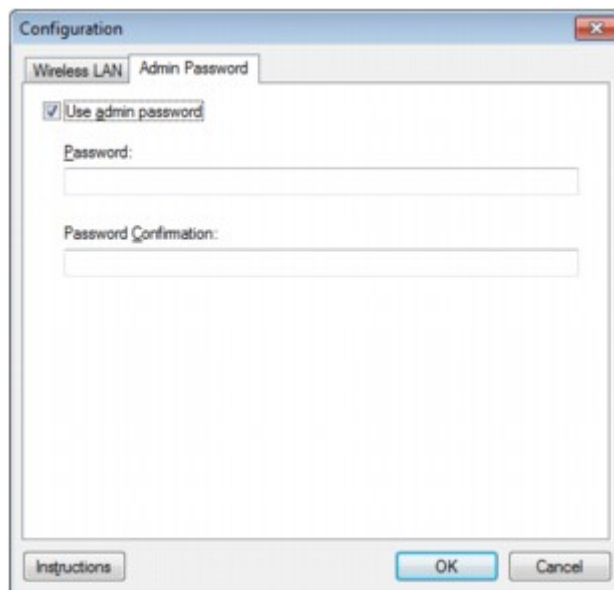
5. Change the settings or confirm.  
Sets the IP address of the printer to be used over the LAN. Set a value appropriate for your network environment.
6. Click **OK**.  
After changing configuration, a screen is displayed asking you for confirmation before the settings are sent to the printer. If you click **Yes**, the settings are sent to the printer and the **Transmitted Settings** screen is displayed.



## Changing the Settings in the Admin Password Sheet

1. Start up IJ Network Tool.  
➡ [Starting up IJ Network Tool](#)
2. Select the printer in **Printers**:.
3. Select **Configuration...** from the **Settings** menu.
4. Click the **Admin Password** tab.

The **Admin Password** sheet is displayed.



For details on the **Admin Password** sheet, see [Admin Password Sheet](#).

5. Change the settings or confirm.

To use admin password, select the **Use admin password** check box and enter a password.

### »» Important

- The password should consist of alphanumeric characters and be no longer than 32 characters. The password is case-sensitive. Do not forget the password you set.

6. Click **OK**.

A screen is displayed asking you for confirmation before the settings are sent to the printer. If you click **Yes**, the settings are sent to the printer and the **Transmitted Settings** screen is displayed.



## Monitoring Wireless Network Status

### »»» Note

- This screen is not available depending on the printer you are using.
- When using the machine over the wired LAN, you cannot monitor network status.

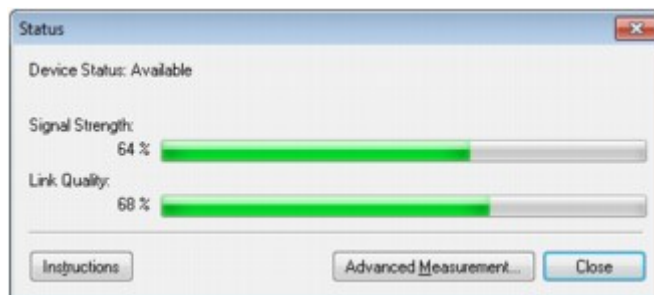
#### 1. Start up IJ Network Tool.

➡ [Starting up IJ Network Tool](#)

#### 2. Select the printer in **Printers**:

#### 3. Select **Status** from the **View** menu.

The **Status** screen is displayed and you can check the printer status and connection performance.



### »»» Important

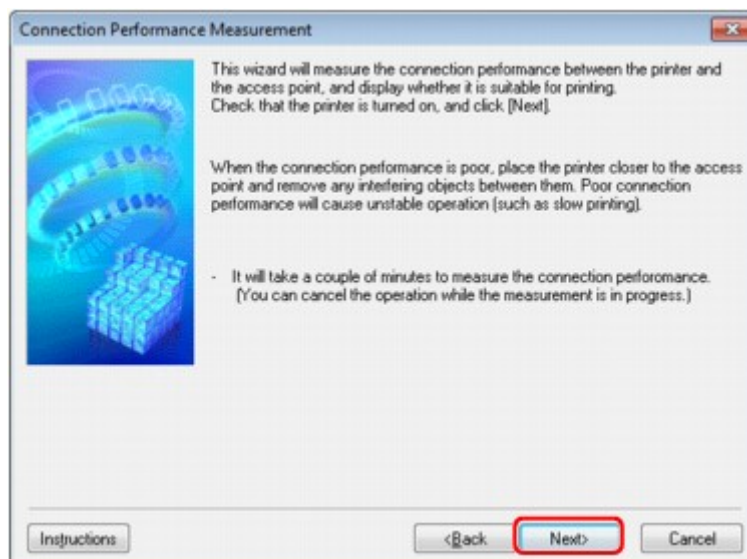
- If the indicated value is low, move your printer closer to the wireless network device.

#### 4. If you measure the connection performance in detail, click **Advanced Measurement...**

The **Connection Performance Measurement** screen is displayed.

#### 5. Click **Next>**.

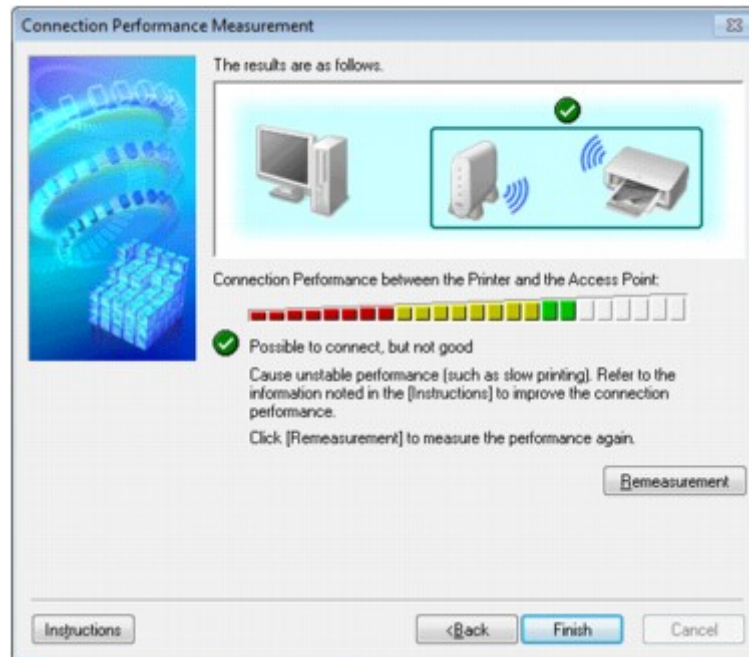
The measurement starts and the status displays. Measurement takes a few minutes.








## 6. Check the status.

When the measurement is complete, the status is displayed.



When  is displayed in **Connection Performance between the Printer and the Access Point**, the printer can communicate with the access point. Otherwise, refer to displayed comments and the following to improve the status of communication link, and click **Remeasurement**.

- Check that the printer and the access point are located within the wireless connectivity range with no obstacles between them.
  - Check if the distance between the printer and the access point is not too far. If they are too far, move them closer together (within 164 ft./50 m).
  - Check that there is no barrier or obstacle between the printer and the access point. In general, connection performance decreases for communications through walls or between different floors. Adjust the locations to avoid such situations.
  - Check that there are no sources of radio interference near the printer and the access point. The wireless connection may use the same frequency band as microwave ovens and other sources of radio interference. Try to keep the printer and the access point away from such sources.
  - Check if the radio channel of the access point is close to that of other access points nearby. If the radio channel of the access point is close to that of other access points nearby, the connection performance may become unstable. Be sure to use a radio channel that does not interfere with other access points.
  - Check that the printer and the access point face each other. Connection performance may depend on the orientations of the wireless devices. Replace the access point and the printer in another direction to achieve the best performance.
  - Check whether other computers are not accessing the printer.
- If  appears in the result of the measurement, check whether other computers are not accessing the printer.

If  still appears even if you have tried the above, finish the measurement, then restart the IJ Network Tool to start over the measurement.

## 7. Click **Finish**.

### **Note**

- If any messages appear on **Overall Network Performance**, move the machine and access point as instructed to improve the performance.



## Initializing the Network Settings of the Machine

### »» Important

- Note that initialization erases all network settings on the machine, printing, scanning, or faxing operation from a computer over network may become impossible. To use the machine over network, setup with the Setup CD-ROM.

1. Start up IJ Network Tool.  
➡ [Starting up IJ Network Tool](#)
2. Select the printer in **Printers**..
3. Select **Maintenance...** from the **Settings** menu.  
The **Maintenance** screen is displayed.
4. Click **Initialize**.



5. When the confirmation screen is displayed, click **Yes**.



The network settings of the printer is initialized.

Do not turn off the printer during initialization.

Click **OK** when initialization is complete.

Performing initialization when connected over wireless LAN will break the connection, so setup with the Setup CD-ROM.

### »» Note

- You can change the network settings of the printer using IJ Network Tool with USB connection after initializing the LAN settings. To change the network settings using Canon IJ Network Tool, activate wireless LAN in advance.



## Viewing the Modified Settings

The **Confirmation** screen is displayed when you modified the printer settings on the **Configuration** screen. When you click **Yes** on the **Confirmation** screen, the following screen is displayed for confirming the modified settings.





## Screens for Network Connection of IJ Network Tool

- Canon IJ Network Tool Screen
- Configuration Screen
- Wireless LAN Sheet
- Search Screen
- WEP Details Screen
- WPA Details Screen
- WPA2 Details Screen
- Authentication Type Confirmation Screen
- PSK: Passphrase and Dynamic Encryption Setup Screen
- Setup Information Confirmation Screen
- Wired LAN Sheet
- Admin Password Sheet
- Network Information Screen
- Access Control Sheet
- Edit Accessible MAC Address Screen/Add Accessible MAC Address Screen
- Edit Accessible IP Address Screen/Add Accessible IP Address Screen



## Canon IJ Network Tool Screen

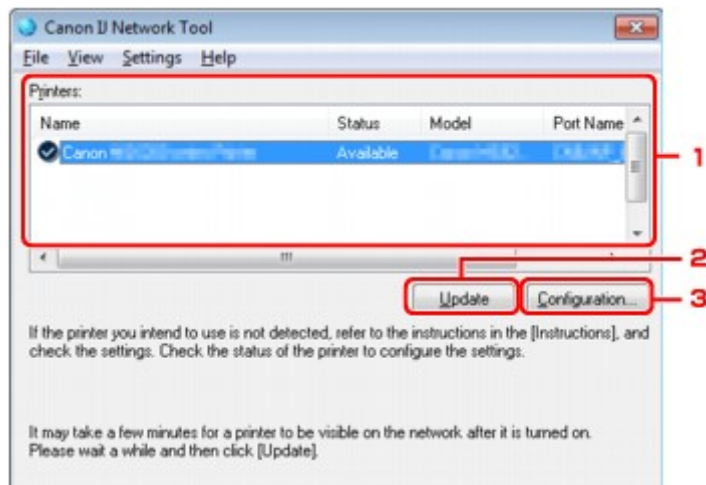
This section describes the items and menus displayed on the **Canon IJ Network Tool** screen.

➡ [Items on the Canon IJ Network Tool Screen](#)

➡ [Canon IJ Network Tool Menus](#)

### Items on the Canon IJ Network Tool Screen

The following item is displayed on the **Canon IJ Network Tool** screen.



#### 1. Printers:

The printer name, status, printer model name, and port name are displayed.  
A check mark next to the printer in the **Name** list indicates it is set as the default printer.  
Configuration changes are applied to the selected printer.

#### 2. Update

Performs printer detection again. Click this button if the target printer is not displayed.

#### »» Important

- To change the printer's network settings using IJ Network Tool, it must be connected via a LAN.
- If **No Driver** is displayed for the name, associate the port with the printer.
  - ➡ [When the Printer Driver Is Not Associated with a Port](#)
- If **Not Found** is displayed for the status, check the followings:
  - The access point is turned on.
  - When using wired LAN, the LAN cable is connected properly.
- If the printer on a network is not detected, make sure that the printer is turned on, then click **Update**. It may take several minutes to detect printers. If the printer is not yet detected, connect the machine and the computer with a USB cable, then click **Update**.
- If the printer is being used from another computer, a screen is displayed informing you of this condition.

#### »» Note

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

#### 3. Configuration...

Click to configure settings of the selected printer.

➡ [Configuration Screen](#)

#### »» Note

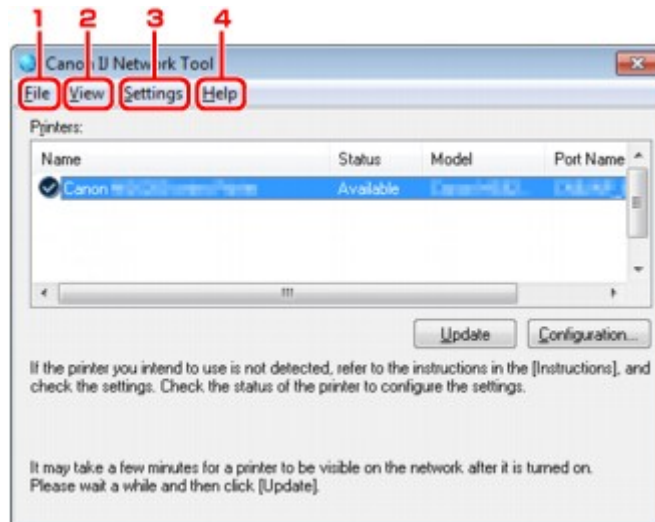
- You cannot configure a printer that has the status **Not Found**.



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

## Canon IJ Network Tool Menus

The following menu is displayed from the **Canon IJ Network Tool** screen.



### 1. File menu

#### Exit

Exits IJ Network Tool.

### 2. View menu

#### Status

Displays the **Status** screen to confirm the printer connection status and wireless communication status.

➡ [Status Screen](#)

#### Refresh

Updates and displays the contents of **Printers**: on the **Canon IJ Network Tool** screen to the latest information.

### Important

- To change the printer's network settings using IJ Network Tool, it must be connected via a LAN.
- If **No Driver** is displayed for the name, associate the port with the printer.
  - ➡ [When the Printer Driver Is Not Associated with a Port](#)
- If **Not Found** is displayed for the status, check the followings:
  - The access point is turned on.
  - When using wired LAN, the LAN cable is connected properly.
- If the printer on a network is not detected, make sure that the printer is turned on, then select **Refresh**. It may take several minutes to detect printers. If the printer is not yet detected, connect the machine and the computer with a USB cable, then select **Refresh**.
- If the printer is being used from another computer, a screen is displayed informing you of this condition.

### Note

- This item has the same function as **Update** in the **Canon IJ Network Tool** screen.

#### Network Information

Displays the **Network Information** screen to confirm the network settings of the printer and the computer.

➡ [Network Information Screen](#)

#### Display Warning Automatically

Enables or disables automatic display of the instruction screen.



When this menu is selected, the instruction screen is displayed if one or more ports are unavailable for printing.

### 3. **Settings** menu

#### **Configuration...**

Displays the **Configuration** screen to configure settings of the selected printer.

➡ [Configuration Screen](#)

#### **Note**

- This item has the same function as **Configuration...** in the **Canon IJ Network Tool** screen.

#### **Associate Port...**

Displays the **Associate Port** screen and you can associate a port with the printer.

➡ [Associate Port Screen](#)

This menu is available when **No Driver** is displayed for the selected printer. Associating a port with the printer enables you to use it.

#### **Maintenance...**

Displays the **Maintenance** screen to revert the network settings of the printer to factory default and to mount the card slot as the network drive.

➡ [Maintenance Screen](#)

### 4. **Help** menu

#### **Instructions**

Displays this guide.

#### **About**

Displays the version of IJ Network Tool.



## Configuration Screen

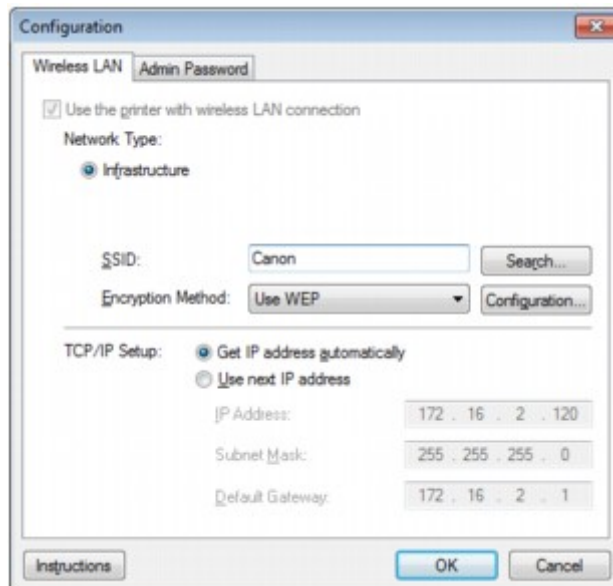
You can change the configuration of the printer selected on the **Canon IJ Network Tool** screen.

Click the tab to select the sheet to change the settings.

The following screen is the example to change the setting on the **Wireless LAN** sheet.

### »» Note

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



The screenshot shows a 'Configuration' dialog box with two tabs: 'Wireless LAN' (selected) and 'Admin Password'. The 'Wireless LAN' tab contains the following settings:

- ☒ Use the printer with wireless LAN connection
- Network Type:
  - ☒ Infrastructure
- SSID: Canon (with a 'Search...' button)
- Encryption Method: Use WEP (with a 'Configuration...' button)
- TCP/IP Setup:
  - ☒ Get IP address automatically
  - ☐ Use next IP address
- IP Address: 172 . 16 . 2 . 120
- Subnet Mask: 255 . 255 . 255 . 0
- Default Gateway: 172 . 16 . 2 . 1

At the bottom of the dialog are buttons for 'Instructions', 'OK', and 'Cancel'.

For details on each sheet, see the following.

➡ [Wireless LAN Sheet](#)

➡ [Wired LAN Sheet](#)

➡ [Admin Password Sheet](#)



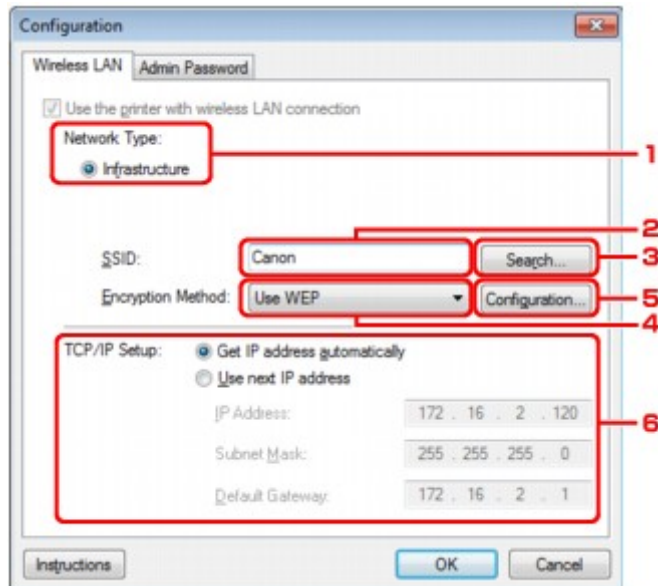
# Wireless LAN Sheet

## »»» Note

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

Allows you to set the printer with wireless LAN connection.

To display the **Wireless LAN** sheet, click the **Wireless LAN** tab on the **Configuration** screen.



### 1. Network Type:

#### Infrastructure

Connects the printer to the wireless LAN with an access point.

### 2. SSID:

The SSID of the wireless LAN is displayed.  
As the initial settings, the unique value is displayed.

## »»» Note

- Enter the same SSID that the access point is configured to use. The SSID is case-sensitive.

### 3. Search...

The **Search** screen is displayed to select an access point to connect to.

➡ [Search Screen](#)

## »»» Note

- When IJ Network Tool runs over a LAN, the button is grayed out and cannot be selected. Connect the printer and the computer with a USB cable temporarily to change the settings.

### 4. Encryption Method:

Select the encryption method used over the wireless LAN.

#### Do not use

Select to disable encryption.

#### Use WEP

Transmission is encrypted using a WEP key you specified.



If a WEP key has not been set, the **WEP Details** screen is displayed automatically. To change WEP settings set before, click **Configuration...** to display the screen.

➡ [Changing the WEP Detailed Settings](#)

#### **Use WPA/Use WPA2**

Transmission is encrypted using a WPA or WPA2 key you specified.

The security has been strengthened more than WEP.

If a WPA or WPA2 key has not been set, the **Authentication Type Confirmation** screen is displayed automatically. To change WPA or WPA2 settings set before, click **Configuration...** to display the **WPA Details** screen or **WPA2 Details** screen.

➡ [Changing the WPA or WPA2 Detailed Settings](#)

### **5. Configuration...**

The detailed settings screen is displayed. The WEP, the WPA, or the WPA2 key selected in **Encryption Method:** can be confirmed and changed.

**For details on WEP setting:**

➡ [Changing the WEP Detailed Settings](#)

**For details on WPA or WPA2 setting:**

➡ [Changing the WPA or WPA2 Detailed Settings](#)

### **6. TCP/IP Setup:**

Sets the IP address of the printer to be used over the LAN. Set a value appropriate for your network environment.

#### **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 wireless LAN router or access point.

#### **Use next IP address**

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

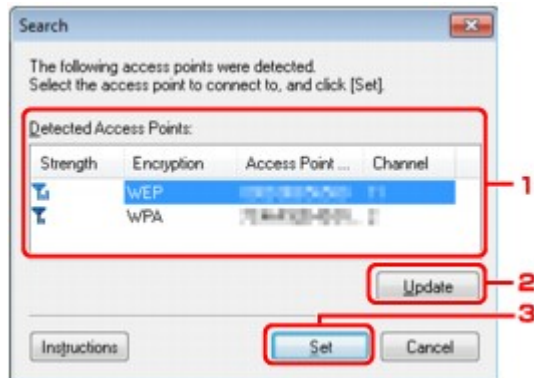


## Search Screen

### »»» Note

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

The access points detected are listed.



### 1. Detected Access Points:

The signal strength from the access point, encryption type, name of access point, and the radio channel can be confirmed.

### »»» Important

- If you connect to a network that is not protected with security measures, there is a risk of disclosing data such as your personal information to a third party.

### »»» Note

- Signal strength is displayed as follows.
  - Good
  - Fair
  - Poor
- Type of encryption is displayed as follows.
  - Blank: No encryption
  - WEP**: WEP is set
  - WPA**: WPA is set
  - WPA2**: WPA2 is set

### 2. Update

Click to update the list of access points when your target access point is not detected.  
If the target access point is set to the stealth mode, click **Cancel** to return to the previous screen and enter the access point's Service Set Identifier in **SSID**: on the **Wireless LAN** sheet.

➡ [Wireless LAN Sheet](#)

### »»» Note

- When detecting your target access point, make sure that the access point is turned on.

### 3. Set

Click to set the access point's SSID in **SSID**: on the **Wireless LAN** sheet.

### »»» Note

- The **WEP Details** screen, the **WPA Details** screen, or the **WPA2 Details** screen appears if the selected access point is encrypted. In this case, configure the details to use the same encryption settings set to the access point.



- Access points that cannot be used by this machine (including those configured to use different encryption methods) are displayed grayed out and cannot be configured.
-

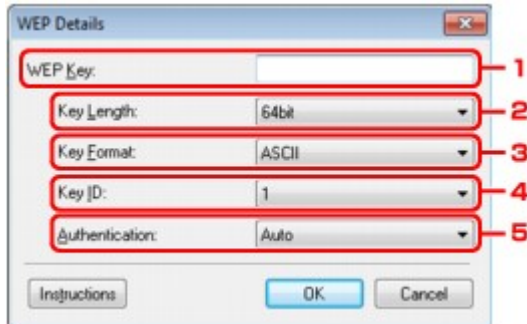


## WEP Details Screen

### »» Note

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

Specify the printer WEP settings.



### »» Note

- When changing the password (WEP key) of the printer, the same change must be made to the password (WEP key) of the access point.

#### 1. WEP Key:

Enter the same key as the one set to the access point.

The number of characters and character type that can be entered differ depending on the key length and key format.

		Key Length	
		64bit	128bit
Key Format	ASCII	5 characters	13 characters
	Hexadecimal (Hex)	10 digits	26 digits

#### 2. Key Length:

Select either **64bit** or **128bit**.

#### 3. Key Format:

Select either **ASCII** or **Hex**.

#### 4. Key ID:

Select the Key ID (index) set to the access point.

#### 5. Authentication:

Select the authentication method to authenticate the printer's access to the access point.

Select **Auto** or **Open System** or **Shared Key**.



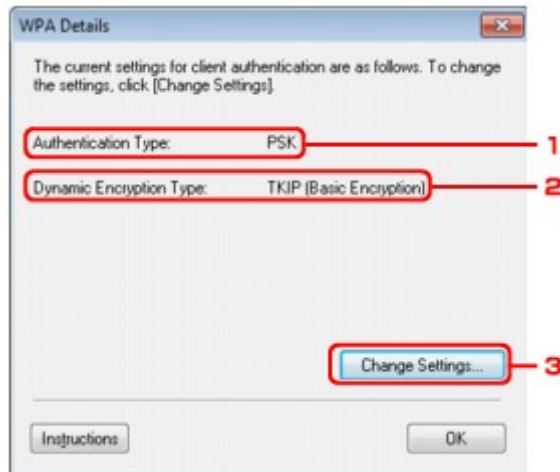
## WPA Details Screen

### »» Note

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

Specify the printer WPA settings.

The value displayed on the screen differs depending on the present settings.



### 1. Authentication Type:

Displays the type of authentication used for client authentication. This machine supports the PSK authentication method.

### 2. Dynamic Encryption Type:

Displays the dynamic encryption method.

### 3. Change Settings...

Displays the **Authentication Type Confirmation** screen.

➡ [Authentication Type Confirmation Screen](#)



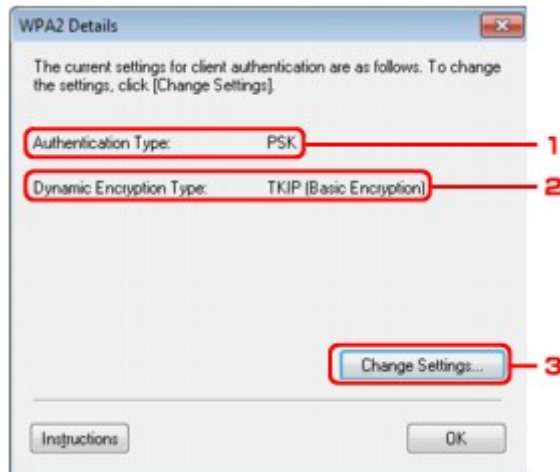
## WPA2 Details Screen

### »» Note

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

Specify the printer WPA2 settings.

The value displayed on the screen differs depending on the present settings.



### 1. Authentication Type:

Displays the type of authentication used for client authentication. This machine supports the PSK authentication method.

### 2. Dynamic Encryption Type:

Displays the dynamic encryption method.

### 3. Change Settings...

Displays the **Authentication Type Confirmation** screen.

➡ [Authentication Type Confirmation Screen](#)

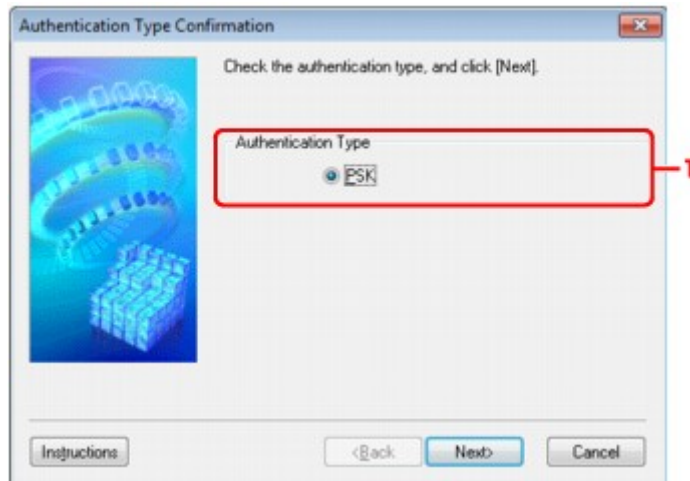


## Authentication Type Confirmation Screen

### »» Note

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

Type of authentication used for client authentication is displayed.



### 1. Authentication Type Confirmation Screen

Type of authentication used for client authentication is displayed.

#### **PSK**

This machine supports the **PSK** authentication method.

This authentication type **PSK** uses a passphrase.

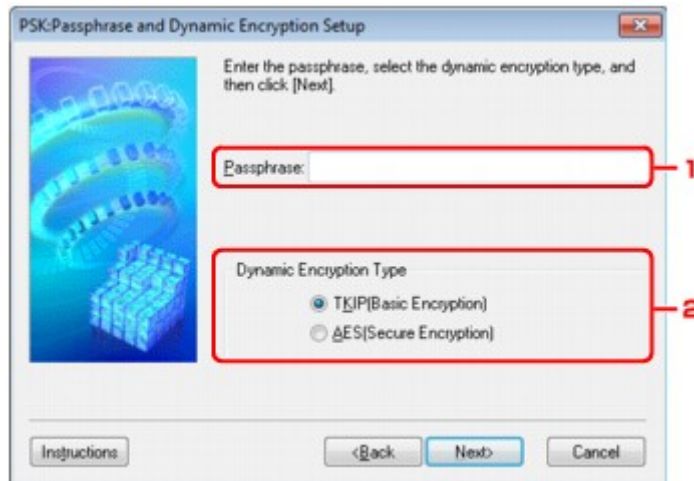


## PSK: Passphrase and Dynamic Encryption Setup Screen

### »» Note

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

Enter the passphrase and select the dynamic encryption method.



### 1. Passphrase:

Enter the passphrase set to the access point. The passphrase should be a string of 8 to 63 alphanumeric characters or a 64-digit hexadecimal value.

If you do not know the access point passphrase, refer to the instruction manual provided with the access point or contact its manufacturer.

### 2. Dynamic Encryption Type

Select the dynamic encryption method from either **TKIP (Basic Encryption)**, or **AES (Secure Encryption)** according to the setting of the access point.



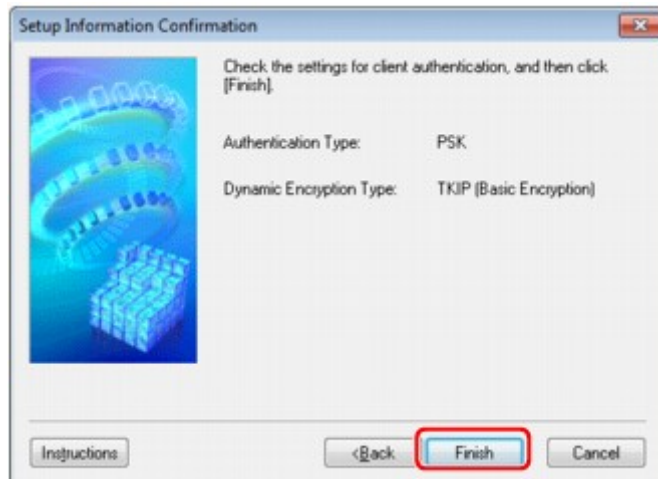
## Setup Information Confirmation Screen

### »»» Note

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

Displays the settings used for client authentication.

Confirm the settings and click **Finish**.





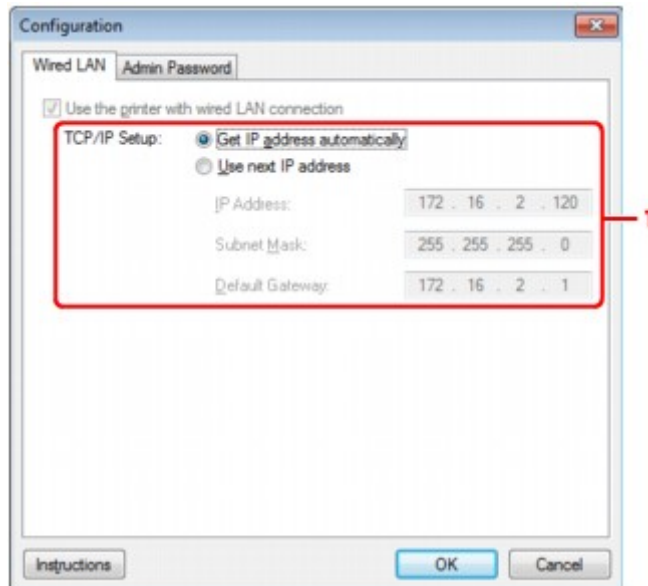
## Wired LAN Sheet

### »»» Note

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

Allows you to set the printer with wired LAN connection.

To display the **Wired LAN** sheet, click the **Wired LAN** tab on the **Configuration** screen.



### 1. TCP/IP Setup:

Sets the IP address of the printer to be used over the LAN. Set a value appropriate for your network environment.

#### **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.

#### **Use next IP address**

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



## Admin Password Sheet

Set a password for the printer to allow specific people to perform setup and configurations operation. To display the **Admin Password** sheet, click the **Admin Password** tab on the **Configuration** screen.

Configuration

Wireless LAN Admin Password

☒ Use admin password 1

Password: 2

Password Confirmation: 3

Instructions OK Cancel

### 1. Use admin password

Set a password for the administrator with privileges to set up and change detailed options. To use this feature, select this check box and enter a password.

### 2. Password:

Enter the password to set.

### 3. Password Confirmation:

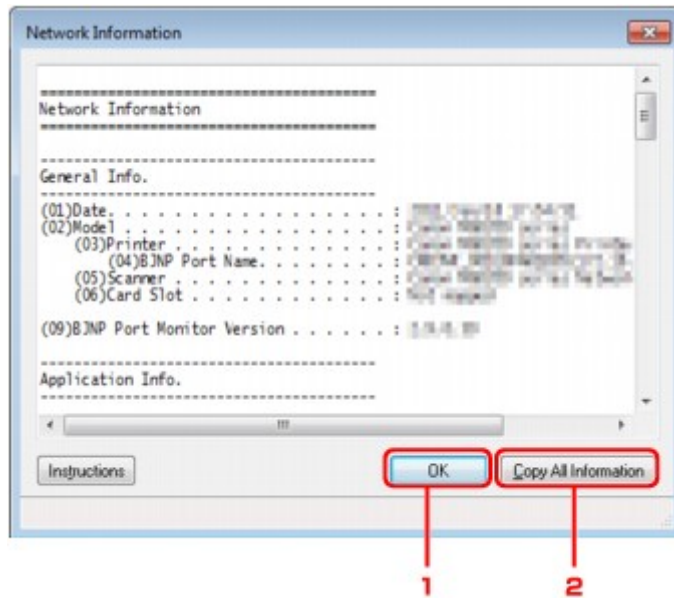
Enter the password again for confirmation.



## Network Information Screen

Display the network information that is set for the printers and the computers.

To display the **Network Information** screen, select **Network Information** from the **View** menu.



### 1. OK

Returns to the **Canon IJ Network Tool** screen.

### 2. Copy All Information

All network information displayed is copy to the clipboard.



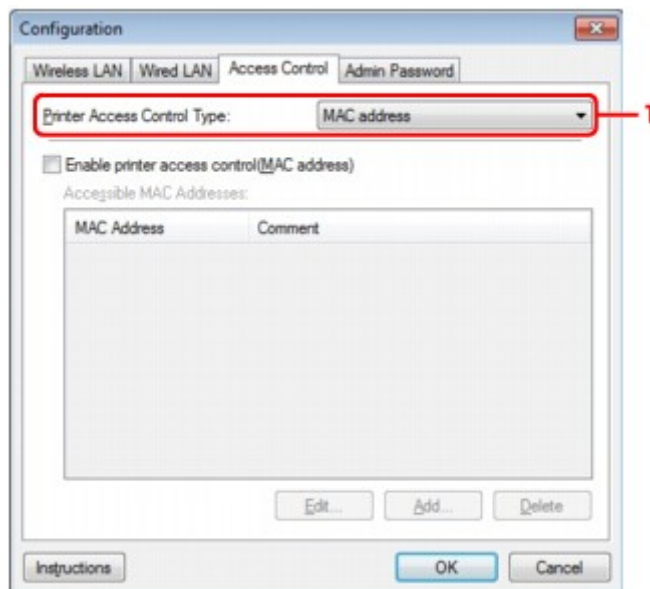
## Access Control Sheet

### »»» Note

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

You can register the MAC addresses or the IP addresses of computers or network devices to allow access.

To display the **Access Control** sheet, click the **Access Control** tab on the **Configuration** screen.



### 1. Printer Access Control Type:

Select the type of access control with which to limit access of computers or network devices to the printer over a network.

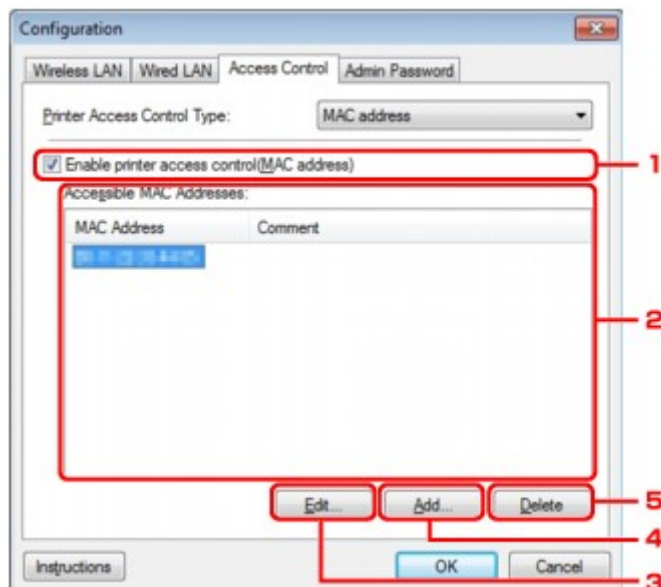
The setting items may differ depending on the choice of access control methods.

➡ [When Selecting MAC address](#)

➡ [When Selecting IP address](#)

### When Selecting MAC address

The accessible computers or network devices are specified by their MAC addresses. Computers or network devices whose MAC addresses appear on the list are allowed access.





### 1. Enable printer access control(MAC address)

Select to enable access control to the printer by MAC address.

#### »» Note

- The two types of access control (i.e., by MAC address and by IP address) can be enabled at the same time.  
An access control type is enabled as long as the **Enable printer access control** check box is selected, regardless of the type currently displayed by selecting in **Printer Access Control Type**.
- When both access control types are enabled at the same time, a computer or a network device whose address is registered to either list will be allowed access to the printer.

### 2. Accessible MAC Addresses:

Shows the registered MAC addresses and any comments.

### 3. Edit...

The **Edit Accessible MAC Address** screen is displayed to edit the settings selected in **Accessible MAC Addresses**.

➡ [Edit Accessible MAC Address Screen/Add Accessible MAC Address Screen](#)

### 4. Add...

The **Add Accessible MAC Address** screen is displayed to register the MAC address of a computer or a network device from which to access the printer over the network.

#### »» Important

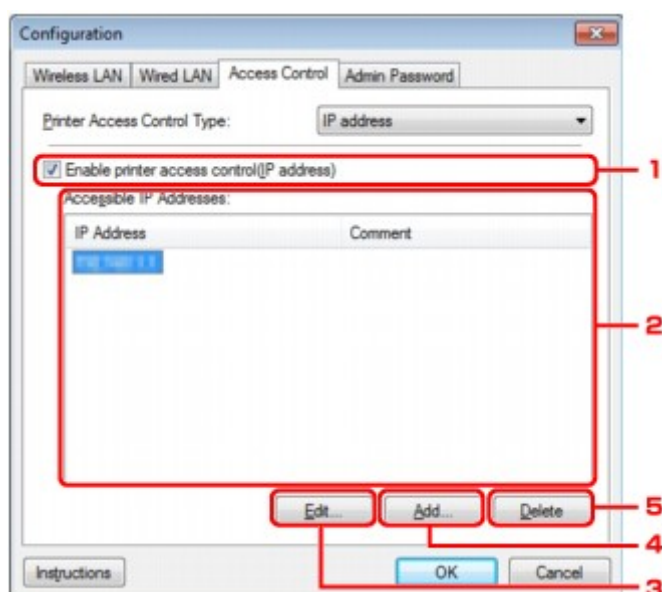
- Add the MAC address of all computers or network devices within the network from which to access the printer. The printer cannot be accessed from a computer or a network device that is not on the list.

### 5. Delete

Deletes the selected MAC address from the list.

## When Selecting IP address

The accessible computers or network devices are specified by their IP addresses. Computers or network devices whose IP addresses appear on the list are allowed access.



### 1. Enable printer access control(IP address)

Select to enable access control to the printer by IP address.



## »» Note

- The two types of access control (i.e., by MAC address and by IP address) can be enabled at the same time.  
An access control type is enabled as long as the Enable printer access control check box is selected, regardless of the type currently displayed by selecting in **Printer Access Control Type**.
- When both access control types are enabled at the same time, a computer or a network device whose address is registered to either list will be allowed access to the printer.

### 2. Accessible IP Addresses:

Shows the registered IP addresses and any comments.

### 3. Edit...

The **Edit Accessible IP Address** screen is displayed to edit the settings selected in **Accessible IP Addresses**:

➡ [Edit Accessible IP Address Screen/Add Accessible IP Address Screen](#)

### 4. Add...

The **Add Accessible IP Address** screen is displayed to register the IP address of a computer or a network device from which to access the printer over the network.

## »» Important

- Add the IP address of all computers or network devices within the network from which to access the printer. The printer cannot be accessed from a computer or a network device that is not on the list.
- Up to 16 IP addresses can be registered. IP addresses specified by Range Specification are counted as one address. Use Range Specification when you intend to register 17 or more IP addresses.

### 5. Delete

Deletes the selected IP address from the list.



## Edit Accessible MAC Address Screen/Add Accessible MAC Address Screen

### »» Note

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

The example screenshots in this section refer to the **Add Accessible MAC Address** Screen.



### 1. MAC Address:

Enter the MAC address of a computer or a network device to allow access.

### 2. Comment:

Optionally enter any information to identify the device, such as the name of the computer.

### »» Important

- Comments will be displayed only on the computer used to enter them.

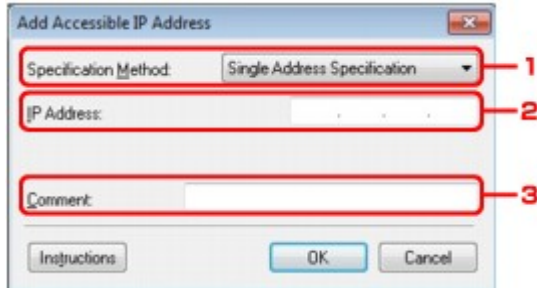


## Edit Accessible IP Address Screen/Add Accessible IP Address Screen

### »»» Note

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

The example screenshots in this section refer to the **Add Accessible IP Address** Screen.



### 1. Specification Method:

Select either **Single Address Specification** or **Range Specification** to add the IP address(es).

#### Single Address Specification

Specify each IP address separately.

#### Range Specification

Specify a range of successive IP addresses.

### 2. IP Address:

Enter the IP address of a computer or a network device to allow access when you selected **Single Address Specification** in **Specification Method**.

An IP address is expressed as four values ranging from 0 to 255.

#### Start IP Address:

Enter the first IP address in the range of addresses of the computers or network devices to allow access when you selected **Range Specification** in **Specification Method**.

An IP address is expressed as four values ranging from 0 to 255.

#### End IP Address:

Enter the last IP address in the range of addresses of the computers or network devices to allow access when you selected **Range Specification** in **Specification Method**.

An IP address is expressed as four values ranging from 0 to 255.

### »»» Note

- The **Start IP Address**: must be a smaller value than the **End IP Address**.

### 3. Comment:

Optionally enter any information to identify the device, such as the name of the computer.

### »»» Important

- Comments will be displayed only on the computer used to enter them.



## Other Screens of IJ Network Tool

- [Canon IJ Network Tool Screen](#)
- [Status Screen](#)
- [Connection Performance Measurement Screen](#)
- [Maintenance Screen](#)
- [Network Setup of the Card Slot Screen](#)
- [Associate Port Screen](#)
- [Network Information Screen](#)



## Canon IJ Network Tool Screen

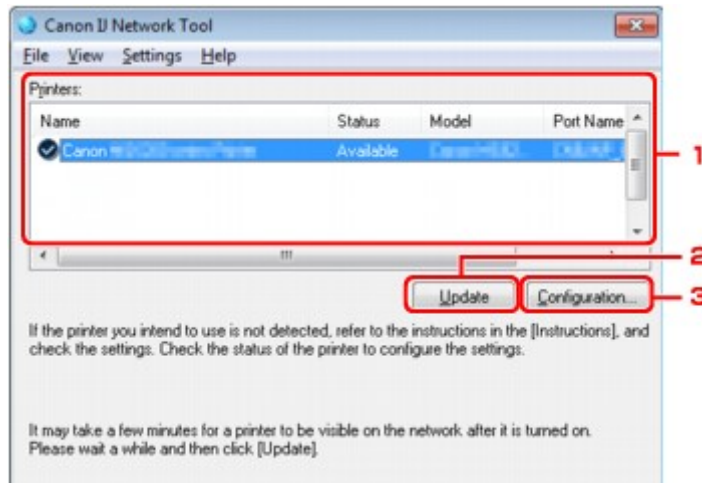
This section describes the items and menus displayed on the **Canon IJ Network Tool** screen.

➡ [Items on the Canon IJ Network Tool Screen](#)

➡ [Canon IJ Network Tool Menus](#)

### Items on the Canon IJ Network Tool Screen

The following item is displayed on the **Canon IJ Network Tool** screen.



#### 1. Printers:

The printer name, status, printer model name, and port name are displayed.  
A check mark next to the printer in the **Name** list indicates it is set as the default printer.  
Configuration changes are applied to the selected printer.

#### 2. Update

Performs printer detection again. Click this button if the target printer is not displayed.

#### Important

- To change the printer's network settings using IJ Network Tool, it must be connected via a LAN.
- If **No Driver** is displayed for the name, associate the port with the printer.
  - ➡ [When the Printer Driver Is Not Associated with a Port](#)
- If **Not Found** is displayed for the status, check the followings:
  - The access point is turned on.
  - When using wired LAN, the LAN cable is connected properly.
- If the printer on a network is not detected, make sure that the printer is turned on, then click **Update**. It may take several minutes to detect printers. If the printer is not yet detected, connect the machine and the computer with a USB cable, then click **Update**.
- If the printer is being used from another computer, a screen is displayed informing you of this condition.

#### Note

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

#### 3. Configuration...

Click to configure settings of the selected printer.

➡ [Configuration Screen](#)

#### Note

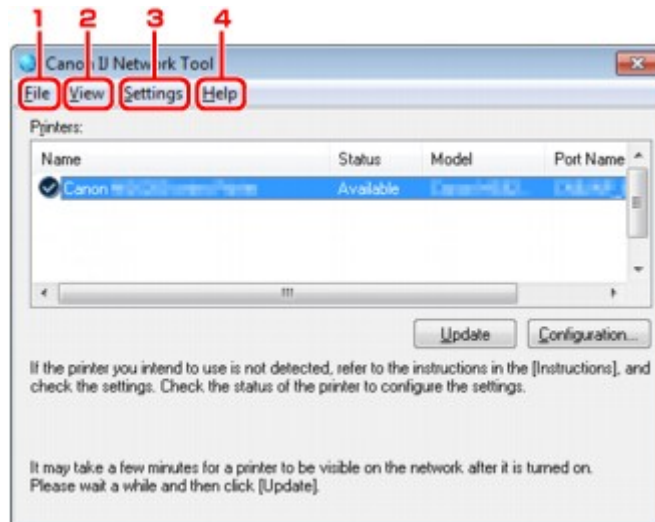
- You cannot configure a printer that has the status **Not Found**.



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

## Canon IJ Network Tool Menus

The following menu is displayed from the **Canon IJ Network Tool** screen.



### 1. File menu

#### Exit

Exits IJ Network Tool.

### 2. View menu

#### Status

Displays the **Status** screen to confirm the printer connection status and wireless communication status.

➡ [Status Screen](#)

#### Refresh

Updates and displays the contents of **Printers**: on the **Canon IJ Network Tool** screen to the latest information.

### »» Important

- To change the printer's network settings using IJ Network Tool, it must be connected via a LAN.
- If **No Driver** is displayed for the name, associate the port with the printer.
  - ➡ [When the Printer Driver Is Not Associated with a Port](#)
- If **Not Found** is displayed for the status, check the followings:
  - The access point is turned on.
  - When using wired LAN, the LAN cable is connected properly.
- If the printer on a network is not detected, make sure that the printer is turned on, then select **Refresh**. It may take several minutes to detect printers. If the printer is not yet detected, connect the machine and the computer with a USB cable, then select **Refresh**.
- If the printer is being used from another computer, a screen is displayed informing you of this condition.

### »» Note

- This item has the same function as **Update** in the **Canon IJ Network Tool** screen.

#### Network Information

Displays the **Network Information** screen to confirm the network settings of the printer and the computer.

➡ [Network Information Screen](#)

#### Display Warning Automatically

Enables or disables automatic display of the instruction screen.



When this menu is selected, the instruction screen is displayed if one or more ports are unavailable for printing.

### 3. **Settings** menu

#### **Configuration...**

Displays the **Configuration** screen to configure settings of the selected printer.

➡ [Configuration Screen](#)

#### **Note**

- This item has the same function as **Configuration...** in the **Canon IJ Network Tool** screen.

#### **Associate Port...**

Displays the **Associate Port** screen and you can associate a port with the printer.

➡ [Associate Port Screen](#)

This menu is available when **No Driver** is displayed for the selected printer. Associating a port with the printer enables you to use it.

#### **Maintenance...**

Displays the **Maintenance** screen to revert the network settings of the printer to factory default and to mount the card slot as the network drive.

➡ [Maintenance Screen](#)

### 4. **Help** menu

#### **Instructions**

Displays this guide.

#### **About**

Displays the version of IJ Network Tool.



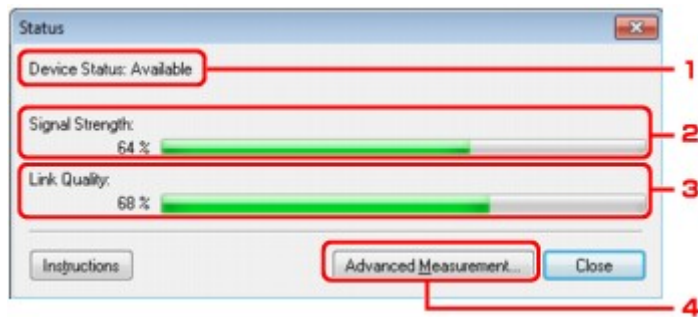
## Status Screen

You can check the printer status and connection performance.

To display the **Status** screen, select **Status** from the **View** menu.

### ▶▶▶ Note

- This screen is not available depending on the printer you are using.
- When using wired LAN, **Signal Strength:**, **Link Quality:** and **Advanced Measurement...** are not available.



#### 1. Device Status:

The device status is displayed as **Available** or **Unavailable**.

#### 2. Signal Strength:

Indicates the strength of the signal received by the printer, ranging from 0% to 100%.

#### 3. Link Quality:

Indicates the signal quality excluding the noise while communicating, ranging from 0% to 100%.

#### 4. Advanced Measurement...

To examine the connection performance between the printer and the access point or between the printer and the computer.

When you click, the **Connection Performance Measurement** is displayed.

➡ [Connection Performance Measurement Screen](#)



## Connection Performance Measurement Screen

### »»» Note

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

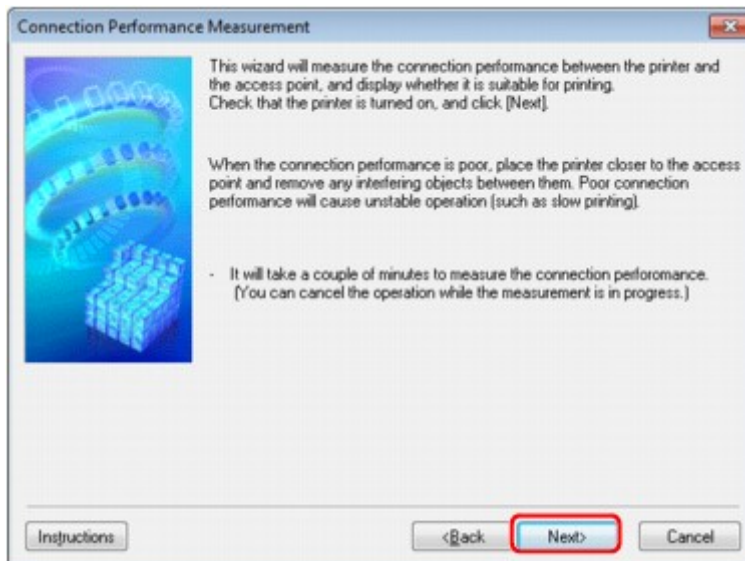
Displays to execute the connection performance measurement.

➔ **Connection Performance Measurement Screen (Initial Screen)**

➔ **Connection Performance Measurement Screen (Completion Screen)**

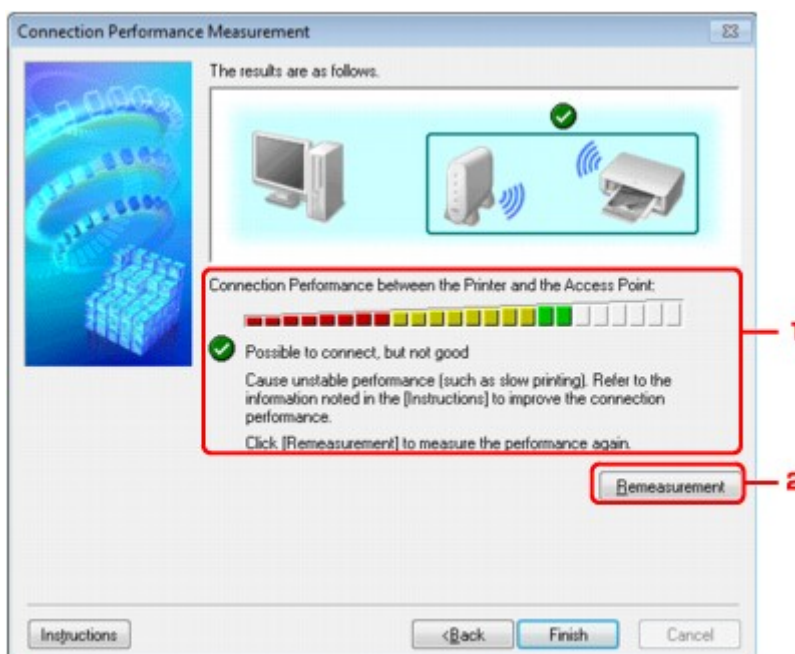
### Connection Performance Measurement Screen (Initial Screen)

Click **Next>** to start measurement.



### Connection Performance Measurement Screen (Completion Screen)

Displays when the measurement is finished.



1. Connection Performance between the Printer and the Access Point:



A mark indicates the result of the connection performance measurement between the printer and the access point.



: Good connection performance



: Unstable connection performance



: Cannot connect



: Measurement is canceled, or cannot measure

## 2. Remeasurement

Measures the connection performance again.

### »» Note

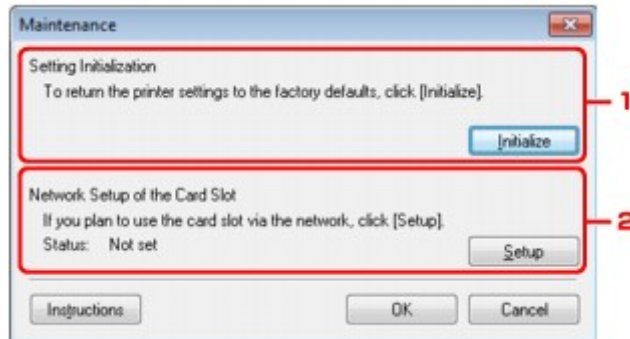
- If any messages appear on **Overall Network Performance:**, move the machine and access point as instructed to improve the performance.



## Maintenance Screen

Displays to perform **Setting Initialization** and **Network Setup of the Card Slot**.

To display the **Maintenance** screen, select **Maintenance** from the **Settings** menu.



### 1. Setting Initialization

Reverts all the network settings of the printer to factory default. Click **Initialize** to display the **Initialize Settings** screen and click **Yes** to initialize the network settings of the printer. Do not turn off the printer during initialization. Click **OK** when initialization is complete. Performing initialization when connected over wireless LAN will break the connection, so setup with the Setup CD-ROM.

### 2. Network Setup of the Card Slot

#### »» Note

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

**Status** displays whether the card slot is mapped as a network drive. When you click, the **Network Setup of the Card Slot** is displayed.

➡ [Network Setup of the Card Slot Screen](#)



## Network Setup of the Card Slot Screen

### ▶▶▶ Note

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

Displays settings of the card slot and allows you to map a card slot on the network as a network drive on the computer.

Displays when you click **Setup** on the **Maintenance** screen.

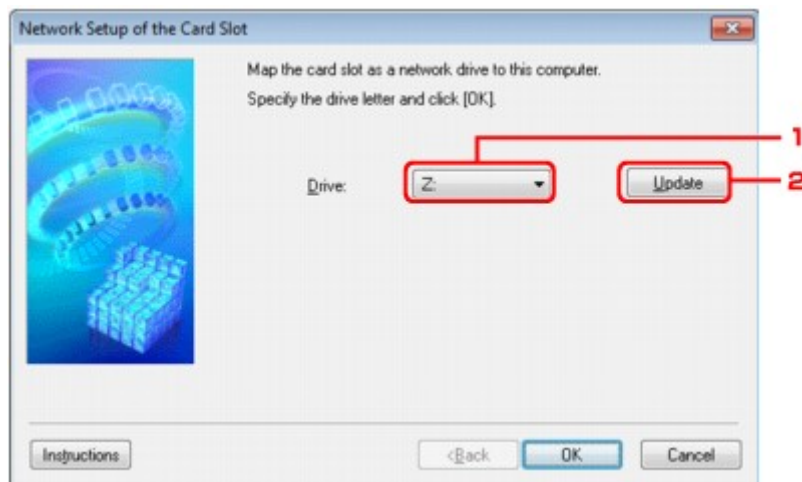
➔ **Network Setup of the Card Slot Screen (Setup Screen)**

➔ **Network Setup of the Card Slot Screen (Setup Failed Screen)**

### ▶▶▶ Note

- You can change the network settings of the printer using IJ Network Tool with USB connection after initializing the LAN settings. To change the network settings using IJ Network Tool, activate the LAN settings in advance.

### Network Setup of the Card Slot Screen (Setup Screen)



#### 1. Drive:

Select the drive letter to assign to the network drive.

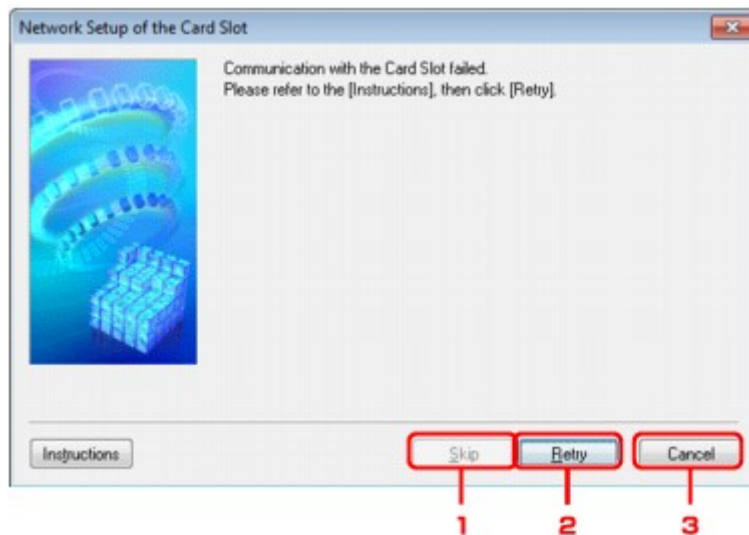
#### 2. Update

Reloads the drive letters that are unassigned in **Computer (My Computer** in Windows XP) and displays them in the **Drive:** list.

### Network Setup of the Card Slot Screen (Setup Failed Screen)

Display when the network setup of the card slot is failed.





**1. Skip**

Completes the setup without mapping a network drive to the card slot.

**2. Retry**

Returns to **Network Setup of the Card Slot** screen and re-executes the network drive mapping.

**3. Cancel**

Cancels the card slot setup. When IJ Network Tool is running over LAN, the **Cancel** button is displayed grayed out and cannot be clicked.



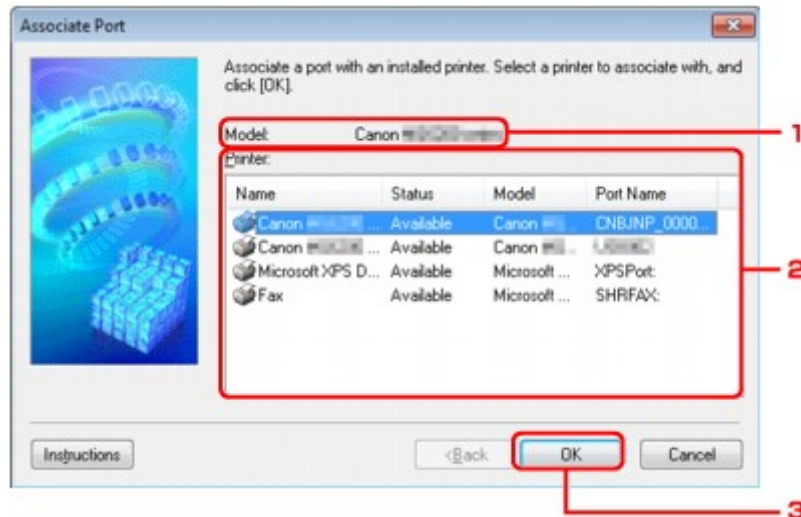
## Associate Port Screen

Allows you to associate a created port with a printer driver.

Select the printer for which you want to change the association, then click **OK**.

### »»» Note

- You cannot print with the printer unless the printer driver is associated with the port.



### 1. Model:

Displays the name of device specified as a destination port.  
It is blank if the name of device is not detected.

### 2. Printer:

Displays the printer driver installed in the computer.  
Select the printer for which you want to change the association.

### 3. OK

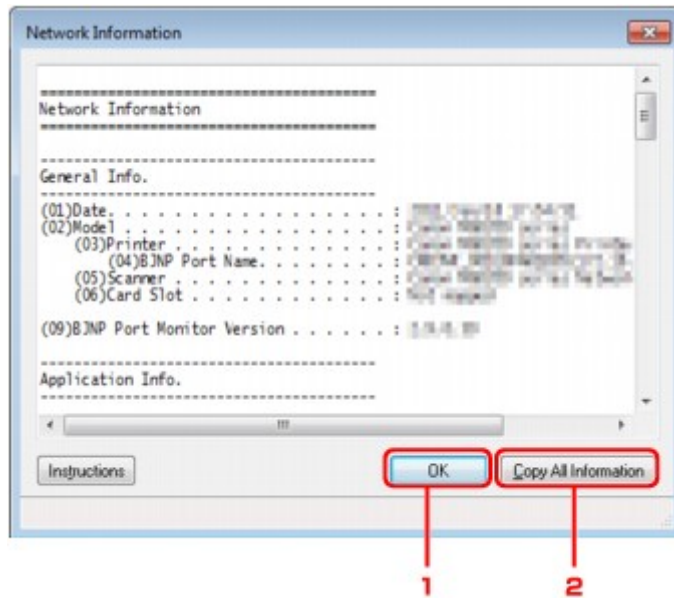
Performs association.



## Network Information Screen

Display the network information that is set for the printers and the computers.

To display the **Network Information** screen, select **Network Information** from the **View** menu.



### 1. OK

Returns to the **Canon IJ Network Tool** screen.

### 2. Copy All Information

All network information displayed is copy to the clipboard.



## Appendix for Network Communication

- [Using the Card Slot over a Network](#)
- [When the Printer Driver Is Not Associated with a Port](#)
- [About Technical Terms](#)
- [Restrictions](#)
- [About Firewall](#)



## Using the Card Slot over a Network

### »»» Note

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

- ➔ [Mounting the Card Slot as the Network Drive](#)
- ➔ [Restrictions on Card Slot Use over a Network](#)

### Mounting the Card Slot as the Network Drive

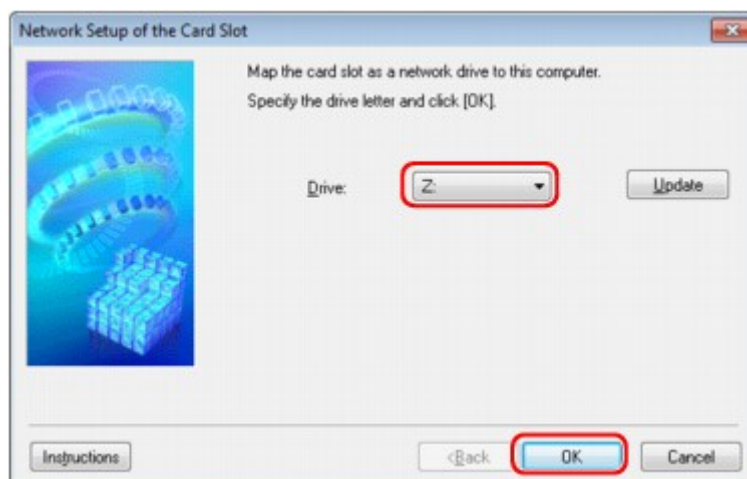
The card slot must be mounted to use it over a network.

To mount the card slot as the network drive, follow the procedure below.

1. Insert a memory card into the card slot of the machine.
2. Start up IJ Network Tool.
  - ➔ [Starting up IJ Network Tool](#)
3. Select the machine in **Printers:**.
4. Select **Maintenance** on the **Settings** menu.
5. Click **Setup**.



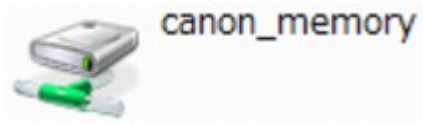
6. Specify the drive letter, then click **OK**.



7. Make sure that the card slot is mounted.



When the card slot is mounted, the following icon appears on **Computer** (or **My Computer**).



### Restrictions on Card Slot Use over a Network

- The card slot can be shared by multiple computers, if the machine is connected to a network. Multiple computers can read files from a memory card in the card slot at the same time. However, while one computer is writing a file into a memory card, other computers cannot access the same file.
- If your computer joins a domain, the card slot may not be mounted as the network drive.
- If you use the memory card stored the large size files or many files, a large amount of card access may be generated. In this case, the operation in the memory card may be impossible or slow. Operate after the **Access** lamp of the machine is lit.
- When you access the network drive for the card slot over the network, file names consisting of eight or less lowercase letters (not including its extension) may be shown in uppercase. For example, a file name such as "abcdefg.doc" will be "ABCDEFGG.DOC", while a name such as "AbcdeFG.doc" will appear the same. The file is not actually renamed, but merely appears to be changed.
- When you enable a memory card in the card slot of the machine to be writable only from a USB-connected computer, you cannot access the network drive of the card slot. On the other hand, when you enable it to be writable only from a LAN-connected computer, the card slot is not detected via USB. Make sure that the card slot setting is selected properly according to your connection method.

To read files from a memory card via USB and over a network, disable the function to write files to a memory card from a computer. You cannot write files to a memory card in either way with this setting.
- When you enable a memory card in the card slot of the machine to be writable only from a LAN-connected computer, you can write files to a memory card from a computer connected to a network. Note that it may increase the risk that the data on the memory card is infected by computer viruses or accessed illegally.

It is recommended to use the access control function of the machine or connect to the Internet via a router. For information on using a router, contact your Internet service provider or a network device manufacturer.
- If you write files to a memory card over a network when IJ Network Scanner Selector EX is not running, the Date Modified of the files may not be proper. Make sure to start up IJ Network Scanner Selector EX before you write files to a memory card over the network. Refer to "IJ Network Scanner Selector EX Menu and Setting Screen" for your model from the Home of the *Online Manual* for details.



## When the Printer Driver Is Not Associated with a Port

If **No Driver** is displayed for the printer's name on the **Canon IJ Network Tool** screen, the printer driver is not associated with a created port.

To associate a port with a printer driver, follow the procedure below.

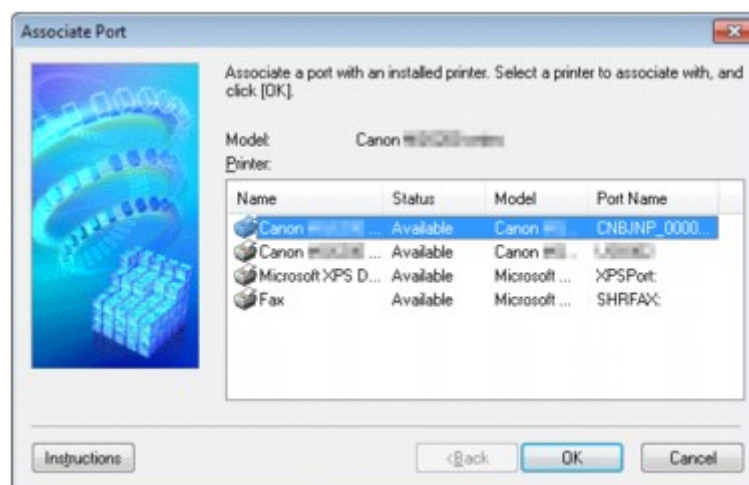
1. Start up IJ Network Tool.

➡ [Starting up IJ Network Tool](#)

2. Select the printer displayed as **No Driver** on **Name**.

3. Select **Associate Port...** on the **Settings** menu.

The **Associate Port** screen is displayed.



4. Select a printer to associate with a port.

The list of the printers that the printer driver is installed is displayed at **Printer:** on the **Associate Port** screen. Select a printer to associate with a created port.

5. Click **OK**.



## About Technical Terms

In this section, technical terms used in the manual are explained.

➡A  
➡B  
➡C  
➡D  
➡F  
➡I  
➡K  
➡L  
➡M  
➡O  
➡P  
➡R  
➡S  
➡T  
➡U  
➡W

### A

- **Access Point**

A wireless transceiver or base station that receives information from wireless clients/the machine and rebroadcasts it. Required in an infrastructure network.

- **Ad-hoc**

Client computer and machine setting where wireless communication occurs on a peer-to-peer basis, i.e., all clients in with the same SSID/network name communicate directly with each other. No access point is required. This machine does not support ad-hoc communication.

- **Admin Password**

Administration password in IJ Network Tool to restrict access to network users. It must be entered to access the printer and change printer settings.

When the printer's network settings are factory default, the admin password does not have to be entered.

- **AES**

An encryption method. It is optional for WPA. Strong cryptographic algorithm adopted within U.S. government organizations for information processing.

- **Authentication Method**

The method that an access point uses to authenticate a printer through a wireless LAN. The methods are agreeable each other.

When using WEP as an encryption method, the authentication method is able to fix to **Open System** or **Shared Key**.

For WPA/WPA2, authentication method is PSK.

- **Auto**

The printer automatically changes its authentication method to match the access point.

- **Open System**

In this authentication method, the communication partner is authenticated without using WEP key even if **Use WEP** is selected.

- **Shared Key**



In this authentication method, the communication partner is authenticated using the WEP key that was set for encryption.

## B

- **Bonjour**

A service built into Mac OS X operating system to detect the connectable devices on a network automatically.

## C

- **Channel**

Frequency channel for wireless communication. In the infrastructure mode, the channel is automatically adjusted to match that set to the access point. This machine supports channels 1 to 13. Note that the number of channels that can be used for your wireless LAN varies depending on the region or country.

## D

- **Default Gateway**

A relay device to connect to another network such as a router or a computer.

- **DHCP server functionality**

The router or the access point assigns an IP address automatically whenever the printer or the personal computer on a network starts up.

- **DNS server**

A server that converts device names into IP addresses. When specifying IP addresses manually, specify the addresses of both a primary and a secondary server.

## F

- **Firewall**

It is a system that prevents an unlawful computer access in the network. To prevent, you can use the firewall function of a broadband router, the security software installed in the computer, or operation system for computer.

## I

- **IEEE 802.11b**

International standard for wireless LAN using the 2.4 GHz frequency range with a throughput of up to 11 Mbps.

- **IEEE 802.11g**

International standard for wireless LAN using the 2.4 GHz frequency range with a throughput of up to 54 Mbps. Compatible with 802.11b.

- **IEEE 802.11n**

International standard for wireless LAN using the 2.4 GHz and 5 GHz frequency ranges. Even when using two or more antennas simultaneously or obtaining a bigger transfer rate than before by using multiple communication channels at the same time, the transmission speed may be influenced by the connected apparatus.

At the maximum transfer rate of 600 Mbps, it is possible to communicate with multiple computer terminals within a dozen or so metre radius.

Compatible with 802.11b and 802.11g.

- **Infrastructure**



Client computer and machine setup where all wireless communications pass through an access point.

- **IP Address**

A unique number with four parts separated by dots. Every network device that is connected to the Internet has an IP address. Example: 192.168.0.1

An IP address is usually assigned by an access point or a DHCP server of the router automatically.

- **IPv4/IPv6**

They are internetwork-layer protocol used on the internet. IPv4 uses 32-bit addresses and IPv6 uses 128-bit addresses.

## K

- **Key Format**

Select either **ASCII** or **Hex** as the WEP key format. The character that can be used for the WEP key differs depending on the selected key formats.

- **ASCII**  
Specify with a 5 or 13-character string that can include alphanumeric and underscore "\_" characters. It is case-sensitive.
- **Hex**  
Specify a 10-digit or 26-digit string that can contain hexadecimal (0 to 9, A to F, and a to f).

- **Key Length**

Length of the WEP key. Select either 64 bits or 128 bits. Longer key length allows you to set a more complex WEP key.

## L

- **Link Quality**

The status of connection between the access point and the printer excluding noise (interference) is indicated with a value from 0 to 100%.

- **LPR**

A platform-independent printing protocol used in TCP/IP networks. It is not supported bidirectional communication.

## M

- **MAC Address**

Also known as the physical address. A unique and permanent hardware identifier that is assigned to network devices by its manufacturer. MAC addresses are 48 bits long and are written as a hexadecimal number separated by colons, i.e., 11:22:33:44:55:66.

## O

- **Operation Status**

Indicates the status on whether the printer can be used.

## P

- **Proxy server**

A server that links a LAN-connected computer to the Internet. When using a proxy server, specify the address and the port number of the proxy server.

- **PSK**



An encryption method employed by WPA/WPA2.

## R

- **Router**

A relay device to connect to another network.

## S

- **Signal Strength**

The strength of the signal received by the printer from the access point is indicated with a value from 0 to 100%.

- **SSID**

Unique label for wireless LAN. It is often represented such as a network name or an access point name.

SSID distinguishes one wireless LAN from another to prevent interference.

The printer and all clients on a wireless LAN must use the same SSID in order to communicate with each other. The SSID can be up to 32 characters long, and is made up of alphanumeric characters. The SSID may also be referred to by its network name.

- **Stealth**

In the stealth mode, an access point hides itself by not broadcasting its SSID. The client must specify the SSID set to the access point to detect it.

- **Subnet Mask**

IP address has two components, the network address and the host address. Subnet Mask used to calculate the Subnet Mask address from the IP address. A Subnet Mask is usually assigned by an access point or a DHCP server of the router automatically.

Example:

IP Address: 192.168.127.123

Subnet Mask: 255.255.255.0

Subnet Mask Address: 192.168.127.0

## T

- **TCP/IP**

Suite of communications protocols used to connect hosts on the Internet or the LAN. This protocol allows different terminals to communicate with each other.

- **TKIP**

An encryption protocol employed by WPA/WPA2.

## U

- **USB**

Serial interface designed to enable you to "hot-swap" devices, i.e., by plugging and unplugging them without turning off the power.

## W

- **WCN (Windows Connect Now)**

Users running Windows Vista or later can obtain the setting information directly via wireless network (WCN-NET).

- **WEP/WEP Key**



An encryption method employed by IEEE 802.11. Shared security key used to encrypt and decrypt data sent over wireless networks. This printer supports key length of 64 bits or 128 bits, key format of ASCII code or Hexadecimal, and key number of 1 to 4.

- **Wi-Fi**

International association that certifies interoperability of wireless LAN products based on the IEEE 802.11 specification.

This machine is a Wi-Fi authorized product.

- **Wireless LAN**

A network that, instead of being connected by physical wires, is connected by a wireless technology, such as Wi-Fi.

- **WPA**

Security framework announced by the Wi-Fi Alliance in October 2002. The security has been strengthened more than WEP.

- Authentication

WPA defines the following authentication methods: PSK that can be used without an authentication server, plus WPA-802.1x that do require an authentication server.

This machine supports WPA-PSK.

- Passphrase

This encrypted key is used to perform WPA-PSK authentication.

The passphrase should be a string of 8 to 63 alphanumeric characters or a 64-digit hexadecimal value.

- **WPA2**

Security framework released by the Wi-Fi Alliance in September 2004 as a later version of WPA. Provides a stronger encryption mechanism through Advanced Encryption Standard (AES).

- Authentication

WPA2 defines the following authentication methods: PSK that can be used without an authentication server, plus WPA2-802.1x that do require an authentication server.

This machine supports WPA2-PSK.

- Passphrase

This encrypted key is used to perform WPA2-PSK authentication.

The passphrase should be a string of 8 to 63 alphanumeric characters or a 64-digit hexadecimal value.

- **WPS (Wi-Fi Protected Setup)**

WPS is a standard for easy and secure establishment of a wireless network.

There are 2 primary methods used in the Wi-Fi Protected Setup:

PIN entry: a mandatory method of setup for all WPS certified devices

Push button configuration (PBC): an actual push button on the hardware or through a simulated push button in the software.



## **Restrictions**

If you use a printer over the wireless LAN, the printer may recognize nearby wireless systems, you should set a network key (WEP, WPA, or WPA2) to the access point to encrypt wireless transmission. Wireless communication with a product that does not comply with the Wi-Fi standard cannot be guaranteed.

Connecting with too many computers may affect the printer performance, such as printing speed.



## About Firewall

A firewall is a function of the security software installed in the computer or operation system for computer, and is a system that is designed to prevent unauthorized access to a network.

### Precautions When a Firewall Function is Enabled

- A firewall function may limit communications between a printer and a computer. This may disable printer setup and communications.
- During the printer setup, you may be prompted to enable or disable communications, depending on the firewall function of the security software or operation system. If so, choose to enable communications.
- When using IJ Network Tool, you may be prompted to enable or disable communications, depending on the firewall function of the security software. If so, choose to enable communications.
- If you cannot set up the printer, temporarily disable the firewall function of the security software or operation system.

#### Important

- If you disabled the firewall function, disconnect your network from the Internet.

- Some applications (like the network configuration software) override firewall settings. Check the application's settings beforehand.
- If the printer you use is set to **Get IP address automatically**, the IP address changes every time the printer connects to the network. This may disable printer setup and communications, depending on the firewall settings. In this case, either change the firewall settings or assign a fixed IP address to the printer. An IP address can be set using IJ Network Tool.

➡ [Changing the Settings in the Wireless LAN Sheet](#)

➡ [Changing the Settings in the Wired LAN Sheet](#)

When assigning a fixed IP address to the printer, you will need to specify an IP address with which the computer can communicate.

#### Note

- For the operation system firewall settings or the security software firewall settings, refer to the instruction manual of the computer or software, or contact its manufacturer.



## Tips for Ensuring Optimal Printing Quality

- [Useful Information about Ink](#)
- [Key Points to Successful Printing](#)
- [Be Sure to Make Paper Settings after Loading Paper](#)
- [Canceling a Print Job](#)
- [Key to Enjoying Consistent Printing Quality](#)
- [Precautions for Safe Transport of the Machine](#)



## Useful Information about Ink

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

Ink may be used for purposes other than printing.

When you use the Canon printer for the first time after you install the bundled ink tanks, the printer consumes a small amount of ink in the amount to enable printing by filling the nozzles of the Print Head with ink. For this reason, the number of sheets that can be printed with the first ink tanks is fewer than the succeeding ink tanks.

The printing costs described in the brochures or websites are based on the consumption data from not the first ink tank /ink cartridge but the succeeding ink tank /ink cartridge.

Ink is sometimes used to maintain the optimal printing quality.

To keep printer's performance, the Canon printer performs cleaning automatically according to its condition. When the printer performs cleaning, a small amount of ink is consumed. In this case, all color inks may be consumed.

#### **[Cleaning function]**

The cleaning function helps the printer to suck air bubbles or ink itself from the nozzle and thus prevents print quality degradation or nozzle clogging.

### 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.

### Why does the machine have two black ink tanks?

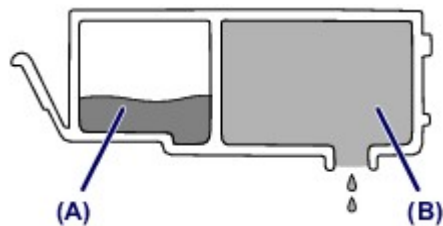
There are two kinds of black ink in the machine: dye ink (BK) and pigment ink (PGBK).

The dye ink is used mainly for printing photos, illustration, etc., and the pigment ink is used for text-based documents. Each has different purposes so that even if one runs out, another will not be used instead. If either of them runs out, the ink tank replacement is required.

These two inks are automatically used depending on the type of printing paper or the settings of the printer driver. You cannot change the usage of these inks yourself.

### The ink lamp indicates when ink is running low

The inside of the ink tank consists of (A) the part where ink is preserved and (B) the sponge with absorbed ink.



When the ink (A) runs out, the ink lamp flashes slowly to indicate that the ink is running low.

Then, when the ink (B) runs out, the ink lamp flashes fast to indicate that the ink tank needs to be replaced with a new one.

➡ [Checking the Ink Status with the Ink Lamps](#)



## Key Points to Successful Printing

### Check the machine status before printing!

- Is the print head OK?

If a print head nozzle is clogged, print will be faint and papers will be wasted. Print the nozzle check pattern to check the print head.

➡ [Maintenance Procedure](#)

- Is the inside of the machine smeared with ink?

After printing large quantities of paper or performing borderless printing, the area where papers go through may get smeared with ink. Clean the inside of your machine with Bottom Plate Cleaning.

➡ [Cleaning the Inside of the Machine \(Bottom Plate Cleaning\)](#)

### Check how to load the paper correctly!

- Is the paper loaded in the correct orientation?

To load paper in a cassette, load paper WITH THE PRINT SIDE FACING DOWN.

➡ [Loading Paper](#)



(A) cassette (upper)

(B) cassette (lower)

- Is the paper curled?

The curled paper causes paper jam. Flatten the curled paper, then reload it.

➡ "Load the paper after correcting its curl." in Paper Is Smudged/Printed Surface Is Scratched



## Be Sure to Make Paper Settings after Loading Paper

If the media type setting is not the one for the loaded paper, printing results may not be satisfactory. After loading paper, be sure to select the appropriate media type setting for the loaded paper.

➡ Print Results Not Satisfactory

There are various types of paper: paper with special coating on the surface for printing photos with optimal quality and paper suitable for documents.

Each media type has specific preset settings, such as how ink is used and sprayed, distance from nozzles, etc., so that you can print on that type with optimal image quality.

This allows you to print with the settings best suited for the loaded media type just by selecting that media type.



## Canceling a Print Job

### Never press the **ON** button!

If you press the **ON** button while printing is in progress, the print data sent from the computer queues in the machine and you may not be able to continue to print.

Press the **Stop** button to cancel printing.



## Key to Enjoying Consistent Printing Quality

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.

### Never disconnect the power plug until the power is turned off!

If you press the **ON** button to turn off the power, the machine caps the print head (nozzles) automatically to prevent from drying. If you disconnect the power plug from the wall outlet before all the lamps on the operation panel are turned off, the print head will not be capped properly and this will cause drying or clogging.

When disconnecting the power plug, make sure that all the lamps on the operation panel are not lit.

➡ [Notice for Unplugging the Power Cord](#)

#### Important

- If the power plug is disconnected, the date/time settings will be reset and all documents stored in the machine's memory will be lost. Send or print a necessary document, or save it on a USB flash drive before disconnecting the power plug.

### 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 machine has not been used for a long time.

We recommend you to use the machine at least once a month.

#### 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.



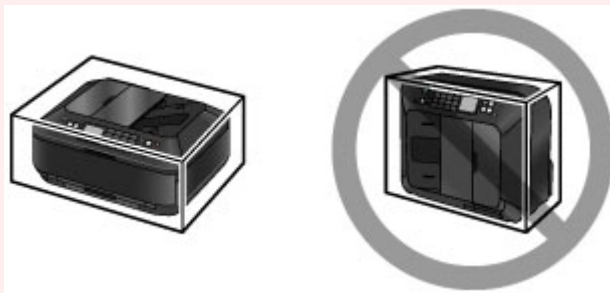
## Precautions for Safe Transport of the Machine

When relocating the machine, make sure of the following.

### »» Important

#### When sending the machine for repair

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



1. Turn the machine off.
2. Confirm that all the lamps on the operation panel are off and unplug the machine.

➡ [Notice for Unplugging the Power Cord](#)

### »» Important

- Do not unplug the machine while any lamp on the operation panel is lit or flashing, as it may cause malfunction or damage to the machine, making the machine unable to print.

3. Retract the paper output support, then close the paper output tray gently.  
The output tray extension is retracted automatically when the paper output tray is closed.
4. Disconnect the printer cable from the computer and from the machine, then disconnect the power plug from the machine.
5. Use adhesive tape to secure all the covers on the machine to keep them from opening during transportation. Then pack the machine in the plastic bag.
6. Attach the protective material to the machine when packing the machine in the box.



## Legal Limitations on Use of Your Product and Use of Images

It may be unlawful to make copies of, scan, print, or use reproductions of the following documents. The list provided is non-exhaustive. When in doubt, check with a legal representative in your jurisdiction.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (canceled or uncanceled)
- Identifying badges or insignias
- 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/works of art without permission of copyright owner



## Specifications

### General Specifications

<b>Printing resolution (dpi)</b>	9600* (horizontal) x 2400 (vertical) * Ink droplets can be placed with a pitch of 1/9600 inch at minimum.
<b>Interface</b>	<b>USB Port:</b> Hi-Speed USB *1 <b>USB Flash Drive Port:</b> Bluetooth v2.0 (Option) *2*3 USB flash drive <b>LAN Port:</b> Wired LAN: 100BASE-TX/10BASE-T Wireless LAN: IEEE802.11n/IEEE802.11g/IEEE802.11b *4 *1 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. *2 Maximum speed: 1.44 Mbps *3 Bluetooth connection is for printing only. *4 Setup possible through Standard setup, WPS (Wi-Fi Protected Setup) or WCN (Windows Connect Now).
<b>Print width</b>	8 inches/203.2 mm (for Borderless Printing: 8.5 inches/216 mm)
<b>Operating environment</b>	<b>Temperature:</b> 5 to 35 °C (41 to 95 °F) <b>Humidity:</b> 10 to 90 % RH (no condensation)
<b>Storage environment</b>	<b>Temperature:</b> 0 to 40 °C (32 to 104 °F) <b>Humidity:</b> 5 to 95 % RH (no condensation)
<b>Power supply</b>	AC 100-240 V, 50/60 Hz
<b>Power consumption</b>	<b>Printing (Copy):</b> Approx. 17 W <b>Standby (minimum):</b> Approx. 1.0 W *1*2 <b>OFF:</b> Approx. 0.4 W *1 *1 USB connection to PC *2 The wait time for standby cannot be changed.
<b>External dimensions</b>	Approx. 19.4 (W) x 15.6 (D) x 9.1 (H) inches Approx. 491 (W) x 396 (D) x 231 (H) mm * With the Paper Output Tray retracted.
<b>Weight</b>	Approx. 11.7 kg (Approx. 25.7 lb) * With the Print Head and ink tanks installed.
<b>Print Head/Ink</b>	Total 5120 nozzles (P/BK 1024 nozzles, Y/DyeBK each 512 nozzles, C/M each 1536 nozzles)
<b>ADF capacity</b>	<b>A4 or Letter size:</b> max. 35 sheets (20 lb/75 g /m <sup>2</sup> paper), up to 0.20 inches/5 mm in height <b>Legal size:</b> max. 30 sheets (20 lb/75 g /m <sup>2</sup> paper), up to 0.16 inches/4 mm in height <b>Other sizes:</b> 1 sheet

### 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>	TWAIN 1.9 Specification/WIA (for Windows 8/Windows 7/Windows Vista/Windows XP)
<b>Maximum scanning size</b>	<b>Platen Glass:</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>Scanning resolution</b>	<b>Optical resolution (horizontal x vertical) max:</b> 2400 x 4800 dpi *1 <b>Interpolated resolution max:</b> 19200 x 19200 dpi *2 *1 Optical Resolution represents the maximum sampling rate based on ISO 14473. *2 Increasing the scanning resolution will limit the maximum possible scanning area.
<b>Gradation (Input/Output)</b>	<b>Gray:</b> 16 bit/8 bit <b>Color:</b> 48 bit/24 bit (RGB each 16 bit/8 bit)

## Fax Specifications

<b>Applicable line</b>	Public Switched Telephone Network (PSTN)
<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. 250 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 - Coded speed dial (max. 100 destinations) - Group dial (max. 99 destinations) Regular dialing (with Numeric buttons) Automatic redialing Manual redialing (with the Redial/Pause button: max. 10 destinations)
<b>Others</b>	Activity report (after every 20 transactions) Sequential broadcasting (max. 101 destinations) Rejected numbers (max. 10 destinations)

## Network Specifications

<b>Communication protocol</b>	TCP/IP
<b>Wired LAN</b>	<b>Supported Standards:</b> IEEE802.3u (100BASE-TX)/IEEE802.3 (10BASE-T)



	<b>Transfer speed:</b> 10 M/100 Mbps (auto switching)
<b>Wireless LAN</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>Transfer speed (Standard value):</b></p> <p>IEEE802.11n: max. 150 Mbps</p> <p>IEEE802.11g: max. 54 Mbps</p> <p>IEEE802.11b: max. 11 Mbps</p> <p>* These values are a theoretical maximum transmission speed between the printer and an equivalent network device, and do not indicate the actual transmission speed obtained.</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>Standard setup</p> <p>WPS (Push button configuration/PIN code method)</p> <p>WCN (WCN-NET)</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 8</p> <p>Windows 7, Windows 7 SP1</p> <p>Windows Vista SP1, Vista SP2</p> <p>Windows XP SP3 32-bit only</p> <p>Refer to the Canon web site for details on operation with Windows RT.</p>
<b>Browser</b>	Internet Explorer 8 or later
<b>Hard Disk Space</b>	<p>3 GB</p> <p>Note: For bundled software installation.</p> <p>The necessary amount of hard disk space may be changed without notice.</p>
<b>CD-ROM Drive</b>	Required
<b>Display</b>	XGA 1024 x 768

### Mac OS

<b>Operating System</b>	Mac OS X v10.6.8 or later
<b>Browser</b>	Safari 5 or later
<b>Hard Disk Space</b>	<p>1.5 GB</p> <p>Note: For bundled software installation.</p> <p>The necessary amount of hard disk space may be changed without notice.</p>
<b>CD-ROM Drive</b>	Required
<b>Display</b>	XGA 1024 x 768



## Mobile Printing Capability

<b>Apple AirPrint</b>
<b>Google Cloud Print</b>

- Windows: Operation can only be guaranteed on a computer with Windows 8, Windows 7, Windows Vista or Windows XP pre-installed.
- Windows: Internet Explorer 7, 8 or 9 is required to install Easy-WebPrint EX. Easy-WebPrint EX for Internet Explorer 9 can be downloaded from the Canon web site.
- Windows: Some functions may not be available with Windows Media Center.
- Windows: .NET Framework 4 or 4.5 must be installed to use the Windows software.
- Windows: XPS Essentials Pack is required to print on Windows XP.
- Mac OS: Hard Disk must be formatted as Mac OS Extended (Journaled) or Mac OS Extended.
- Mac OS: For Mac OS, an internet connection is required during software installation.
- Windows: The TWAIN driver (ScanGear) is based on the TWAIN 1.9 Specification and requires the Data Source Manager bundled with the operating system.

Specifications are subject to change without notice.