

MX470 series Online Manual

Read Me First Useful Functions Available on the Machine Overview of the Machine Printing Copying Scanning Faxing Troubleshooting

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1714	637
1715	638
1890	639
2100	640
2101	641
2102	642
2103	643
2700	644
2802	645
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4100	650
4103	651
5011	652
5012	653
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5100	655

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5B03	659
5B04	660
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5B13	663
5B14	664
5B15	665
6000	666
6500	667
6800	668
6801	669
6900	670
6901	671
6902	672
6910	673
6911	674
6930.	675
6931	676
6932	677
6933	678
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Read Me First

- Notes on Online Manual Usage
- How to Print

Notes on Online Manual Usage

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- 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.

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 Print dialog options, then select the **Print backgrounds** checkbox.

- 1. Click **Print...** from the **File** menu.
- 2. Click Show Details or 🔽 (Down Arrow).
- 3. Select Safari from the pop-up menu.

Safari Print backgrounds Print headers and footers

Symbols Used in This Document

Marning

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.

1 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.

>>>> Note

· Icons may vary depending on your product.

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>>>> Note

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

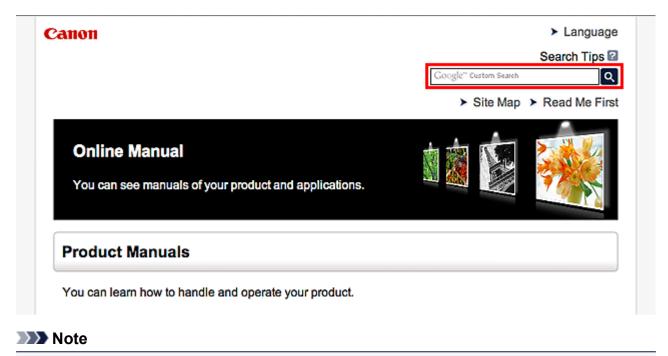
Enter keywords in the search window and click (Search).

You can search for target pages in this guide.

Entry example: "(your product's model name) load paper", "(your product's model name) 1000"

Search Tips

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



- The displayed screen may vary.
- Searching for Functions

Enter your product's model name and a keyword for the function you want to learn about

Example: When you want to learn how to load paper Enter "(your product's model name) load paper" in the search window and perform a search

Troubleshooting Errors

Enter your product's model name and a support code

Example: When the following error screen appears Enter "(your product's model name) 1000" in the search window and perform a search



>>>> Note

• The displayed screen varies depending on your product.

Searching for Application Functions

Enter 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

Enter your model name and a reference 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

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

Enter "(your product's model name) scan Color Settings Tab" in the search window and perform a search

Notes on Operation Explanations

In this guide, most of the operations are described based on the windows displayed when Mac OS X v10.8 is used.

Useful Functions Available on the Machine

The following useful functions are available on the machine. Enjoy pleasant photography experience by utilizing various functions.

Helpful Functions Available Through the Network
You can print more conveniently through integration with smartphones and other devices or with services on the web.

>Useful Functions Available from Applications and the Main Unit



You can create items such as collages easily or download delightful printing materials, and print them.

Useful Functions Available from Applications and the Main Unit

On the machine, the following useful functions are available from applications and the main unit.

- Print Photos Easily
- <u>Connect Wirelessly with Ease</u>
- Download Content Materials

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>

55	_	_	_	_	_	_
1	2	3	4	5	6	7
8	9		11	12	13	14
15	16	17	18	19	20	21
22	23	1	25		27	28
29	30	31				

<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.

- 1. In Image Display of Quick Menu, select the item you want to print.
- 2. 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.

Connect Wirelessly with Ease in "Access Point Mode"

The machine supports "access point mode" in which you can connect to the machine wirelessly from a computer or smartphone even in an environment without an access point or wireless LAN router. Switch to "access point mode" with simple steps to enjoy scanning and printing wirelessly.

When you use the machine with the access point mode, be sure to specify the access point name of the machine and the security setting in advance.

Before Using the Machine with the Access Point Mode

For details on printing or scanning with the access point mode:

- Printing with the Access Point Mode
- Scanning with the Access Point Mode



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 download 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.

Helpful Functions Available Through the Network

The following useful functions are available on the machine.

Enjoy even more pleasant photography experience by utilizing various functions.

Important

- Some functions may not be available in certain countries or regions.
- Upload scanned images to the web
- Print by using Google Cloud Print
- Print directly from your iPad, iPhone, or iPod touch
- Manage Your Printer from a Remote Location by Using Remote UI
- Print easily from your smartphone by using PIXMA Printing Solutions
- Printing with Windows RT

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.

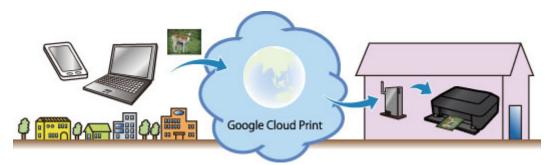


Print in Various Environments with Google Cloud Print

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.



Manage Your Printer from a Remote Location by Using Remote UI

By using **Remote UI**, you can set up this machine, check the machine status, and even perform maintenance from your computer or smartphone.

Because you can use this service from a remote location through the network, you can check printer information even when you're out away from the printer.

Refer to "Using Remote UI" for details.

Print Easily from a Smartphone with PIXMA Printing Solutions

Use PIXMA Printing Solutions 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. PIXMA Printing Solutions can be downloaded from App Store and Google Play.



Printing with Windows RT

When you use Windows RT, printing is easy because you simply connect this machine to the network.

For information about connecting to the network, see the setup URL (http://www.canon.com/ijsetup) for using this product from your computer, smartphone, or tablet device.

When the connection is complete, the Canon Inkjet Print Utility software, which allows you to specify detailed print settings, is downloaded automatically.

By using Canon Inkjet Print Utility, you can check the printer status and specify detailed print settings. (The available functions will differ depending on your usage environment and connection method.)

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 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" for your model from Home of the Online Manual for details.

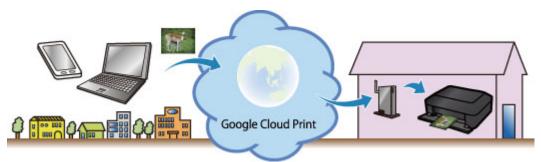
>>>> Important

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

Printing 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.



- 1. Preparations for Printing with Google Cloud Print
- 2. Printing from Computer or Smartphone with Google Cloud Print

Important

- LAN connection with the machine and Internet connection are required to register the machine and to print with Google Cloud Print. Internet connection fees apply.
- This function may not be available depending on the country or region you live in.

Preparations for Printing with Google Cloud Print

To print with Google Cloud Print, you need to get Google account and register the machine with Google Cloud Print in advance.

- Getting Google Account
- If you already have Google account, register the machine.
 - Registering the Machine with Google Cloud Print

Getting Google Account

First, get your Google account in order to register the machine with Google Cloud Print.

Access to Google Cloud Print with the web browser on the computer or the mobile device, then register the required information.

Google		SIGN UP
Cloud Print (Beta)		
Access and share your printers online with Google Cloud Print	Sign in	Google
Google Cloud Print is built on the idea that printing can be more intuitive, accessible, and usaful. Using Google Cloud Print you can make your printers available to you from any Google Cloud Print enabled web or mobile app.	Email	
	Password	
Print from anywhere		
Access your printers from any computer or smart phone. Learn more		
	Sign in 🔽 Stay :	signed in
Manage your printer	Transferrer and	
Review your print jobs and printer status online.	Can't access your account	<u> </u>
Shared access		
Share and control access to your printers with any Google account.		

* The screen above may change without prior notice.

Registering the Machine with Google Cloud Print

Register the machine with Google Cloud Print.

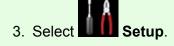
The authentication procedure using the web browser on the computer or the mobile device is required in the process of registering. Because the authentication URL is printed from machine when the authentication process is performed, prepare A4 or Letter-sized plain paper.

>>>> Important

- LAN connection with the machine and Internet connection are required to register the machine and to print with Google Cloud Print. Internet connection fees apply.
- If the machine's owner changes, delete the machine from Google Cloud Print.
- 1. Make sure that the machine is turned on.

If your printer has a LCD monitor

2. Display the Home screen.



4. Select Web service setup -> Web service connection setup -> Google Cloud Print setup -> Register with Google Cloud Print.

Note

- If you have already registered the machine with Google Cloud Print, the confirmation message to re-register the machine is displayed.
- 5. When the confirmation screen to register the machine is displayed, select Yes.
- Select a display language on the print setting screen of Google Cloud Print.
 The confirmation message to print the authentication URL is displayed.
- 7. Load A4 or Letter-sized plain paper, then select OK.

The authentication URL is printed.

- 8. Ensure that the authentication URL is printed, select Yes.
- 9. Perform the authentication process using the web browser on the computer or the mobile device.

Access to the URL using the web browser on the computer or the mobile device and perform the authentication process following the on-screen instructions.

Note

- Perform the authentication process with your Google account which you have gotten in advance.
- 10. When the message that the registration is complete is displayed on the LCD of the machine, select OK.

When authentication process is complete properly, the registration items are displayed. When authentication process is complete, <u>you can print the data with Google Cloud Print</u>. When authentication process is not complete properly and the error message is displayed, select OK. When the confirmation message to print the authentication URL is displayed, print the authentication URL, then perform the authentication process on the computer again.

If your printer does not have a LCD monitor

- 2. Remote UI startup
- 3. Select Google Cloud Print setup -> Register with Google Cloud Print

- If you have already registered the machine with Google Cloud Print, the confirmation message to re-register the machine is displayed.
- 4. When the confirmation screen to register the machine is displayed, select **Yes**.
- 5. In the print setup for Google Cloud Print, select the display language, and then select **Authentication**.
- 6. When the registration completion message appears, select OK.

Deleting the Machine from Google Cloud Print

If the machine's owner changes or if you want to re-register the machine, delete the machine from Google Cloud Print by following the steps below.

1. Make sure that the machine is turned on.

If your printer has a LCD monitor

2. Display the Home screen.



- 4. Select Web service setup -> Web service connection setup -> Google Cloud Print setup -> Delete from Google Cloud Print.
- 5. When the confirmation screen to delete the machine is displayed, select **Yes**.

If your printer does not have a LCD monitor

- 2. Remote UI startup
- 3. Select Google Cloud Print setup -> Delete from Google Cloud Print.
- 4. When the confirmation screen to delete the machine is displayed, select Yes.

Printing from Computer or Smartphone with Google Cloud Print

When you send print data with Google Cloud Print, the machine receives the print data and prints it automatically if the machine is turned on.

When printing from a computer, smartphone, or other external device with Google Cloud Print, load paper into the machine in advance.

Sending the Print Data with Google Cloud Print

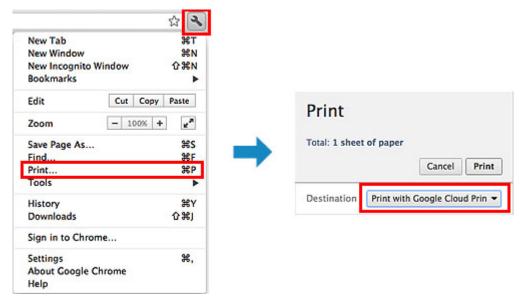
1. Make sure that the machine is turned on.



• If you want to send the print data from an outside location, turn on the machine in advance.

2. Print from the computer or smartphone.

The figure below is an example of when printing from the web browser corresponding with Google Cloud Print. The screen differs depending on the applications or services supporting Google Cloud Print.



When the preparation for printing with Google Cloud Print is complete and when the machine is turned on, the machine receives the print data and prints it automatically.

>>>> Note

- Depending on the communication status, it may take a while to print the print data or the machine may not receive the print data.
- While printing with Google Cloud Print, the printing may be canceled depending on the machine's status, such as when the machine is being operated or an error has occurred. To resume printing, check the machine's status, then print with Google Cloud Print again.
- For print settings:
 - If you select the media type other than plain paper or if you select the paper size other than A4/ Letter/B5/A5-size, the print data is printed in single-sided even when you select the duplex print setting. (* The paper size differs depending on the model of your printer. For information about the supported paper sizes, go to the *Online Manual* home page, and refer to the "Cannot Print Properly with Automatic Duplex Printing" for your model.)

- If you select plain paper as media type or if you select B5/A5-size as paper size, the print data is printed with border even when you select the borderless print setting.
- The print results may differ from the print image depending on the print data.
- Depending on the device sending the print data, you may not select the print settings when sending the print data with Google Cloud Print.

When you want to print from Google Cloud Print immediately

When the machine cannot receive the print data, or you want to start printing immediately, you can check whether there is a print job on the Google Cloud Print and start printing manually.

Follow the steps below.

Important

- Depending on your printer model, this function may not be available.
- 1. Make sure that the machine is turned on.
- 2. Display the Home screen.



4. Select Web service inquiry.

>>>> Note

 If you have not registered the machine with Google Cloud Print, Web service inquiry is not displayed.

Register the machine with Google Cloud Print.

5. Select Print from Google Cloud Print.

The confirmation screen to check is displayed.

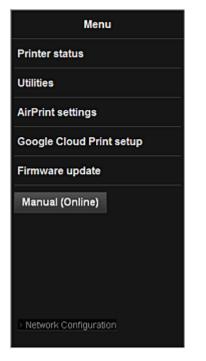
6. Select Yes.

If there is the print data, the machine receives the print data and prints it.

Using Remote UI

This service allows you to check printer information and execute utility functions from your computer or smartphone.

You can also use the convenient web services presented by Canon.



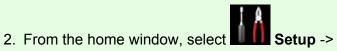
Checking the printer IP address

To use this service, first check the IP address of this machine from the operation panel of the machine.

Important

- Before you check the IP address of this machine or use the **Remote UI**, make sure that the machine is connected to the LAN and the LAN environment is connected to the Internet. Note that the customer is responsible for paying all Internet connection fees.
- 1. Check that the machine has been turned on

If your LCD monitor is a color model



Setup -> Device settings -> LAN

settings -> Confirm LAN settings -> WLAN setting list or LAN setting list. Then from the displayed window, check the IP address.



To print the IP address, load one sheet of A4 size or Letter size plain paper. Then from the

home window, select Setup -> Setup -> Device settings -> LAN settings -> Confirm LAN settings -> Print LAN details, in sequence.

If your LCD monitor is a monochrome model

- 2. Load one sheet of A4 size or Letter size plain paper
- 3. On the printer operation panel, select the **Setup** button, and then select **Device** settings -> LAN settings -> Print LAN details

IP address printing starts.

If your printer does not have a LCD monitor

- 2. Load one sheet of A4 size or Letter size plain paper
- 3. Hold down the Stop button until the Alarm lamp flashes 15 times
- 4. Release the button

Printing of the network setup information starts.

Remote UI startup

In the Web browser, directly enter the IPv4 address that you checked from the LCD monitor of the machine. The **Remote UI** starts.

1. From your computer, smartphone, or tablet device, open the Web browser, and enter the following URL:

http:// <Printer IP address>

For "<Printer IP address>" enter the IP address that you checked in "Checking the printer IP address."

2. Entering Username and Administrator's Password

From the authentication screen, enter the Username and Password.

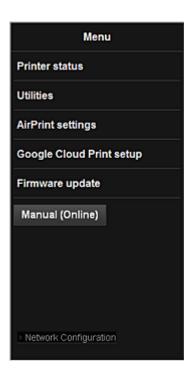
Username: ADMIN Password: See "About the Administrator Password."

Note

• The Username display may differ depending on your browser.

3. Remote UI startup

The **Remote UI** starts and the top window is displayed.



Printer status

This function displays printer information such as the remaining ink amount, the status, and detailed error information.

You can also connect to the ink purchase site or support page, and use Web Services.

Utilities

This function allows you to set and execute the machine utility functions such as cleaning.

AirPrint settings

This function allows you to specify the Apple AirPrint settings, such as position information.

Google Cloud Print setup

This function allows you to register this machine to Google Cloud Print or delete the machine.

Firmware update

This function allows you to update the firmware and check version information.

Manual (Online)

This function displays the Online Manual.

Network Configuration

This function displays the network settings.

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)
- 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.

>>>> Note

• If your iPad, iPhone or iPod touch is running the latest version of iOS, you do not need to download and install any drivers or additional software.

Printing with AirPrint

- 1. Check that this machine is turned on and is connected to the LAN.
- 2. From the app 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 app does not support AirPrint, **Printer Options** may not be displayed. If an app does not let you use printer options, you cannot print from that app.

>>>> Note

- The printer options differ depending on the app 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 app 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 app being used on the Apple device and the region in which AirPrint is used.

When Apple's photo app 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 app, the default paper size is letter size in the U.S. region, and A4 in Japan and Europe.

Important

• Your app may support different paper sizes.

Checking the Print Status

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

To display the list of latest used app, 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: If your printer has a LCD monitor, use the operation panel to cancel the print job. If you printer does not have a LCD monitor, press the **Stop** button on 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. If your printer has a LCD monitor, check that no error message is displayed on the LCD monitor.

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 app.

List of Function for Each Model

:	MG series
:	MX series
:	E series
	P series
	iP series
	iX series

MG series

Model name	Print from E-mail	Google Cloud Print	Canon Inkjet Cloud Printing Center
MG7100	1	1	✓
MG6500	1	1	<i>√</i>
MG6400	1	1	<i>√</i>
MG5500	1	1	1
MG3500	-	1	-
MG2500	-	-	-
MG2400	-	-	-

MX series

Model name	Print from E-mail	Google Cloud Print	Canon Inkjet Cloud Printing Center
MX920	1	✓	-
MX720	1	1	-
MX530	-	1	1
MX520	-	1	-
MX470	-	✓	-
MX450	_	_	-
MX390	_	_	_

E series

Model name	Print from E-mail	Google Cloud Print	Canon Inkjet Cloud Printing Center	
E610	-	-	-	
E560	-	1	-	
E400	-	-	-	

P series

Model name	ame Print from E-mail Google Cloud Print Canon Inkjet C		Canon Inkjet Cloud Printing Center
P200	_	_	-

iP series

Model name	Print from E-mail	Google Cloud Print	int Canon Inkjet Cloud Printing Cente	
iP8700	-	1	-	
iP2800	-	-	-	

iX series

Model name	Print from E-mail	Google Cloud Print	d Print Canon Inkjet Cloud Printing Cente	
iX6800	_	1	_	
iX6700	_	_	_	

Overview of the Machine

Safety Guide

- Safety Precautions
- Regulatory and Safety Information

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
- Loading Originals

Replacing a FINE Cartridge

- Replacing a FINE Cartridge
- 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
- Updating the Firmware of the Machine

Information about Network Connection

Useful Information about Network Connection

About Network Communication

- Changing and Confirming Network Settings
- 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

Safety Guide

- Safety Precautions
- Regulatory and Safety Information

Safety Precautions

Choosing a location

- Do not install the machine in a location that is unstable or subject to excessive vibration.
- Do not install the machine in locations that are very humid or dusty, in direct sunlight, outdoors, or close to a heating source.

To avoid the risk of fire or electric shocks, use the machine under the operating environment specified in the On-screen Manual.

- Do not place the machine on a thick rug or carpet.
- Do not place the machine with its back attached to the wall.

Power supply

- Ensure that the area around the power outlet is kept clear at all times so you can easily unplug the power cord if necessary.
- Never remove the plug by pulling on the cord. Pulling the cord may damage the power cord, leading to possible fire or electrical shock.
- Do not use an extension lead/cord.

Working around the machine

- Never put your hands or fingers in the machine while it is printing.
- When moving the machine, carry the machine at both ends. In case the machine weighs more than 14 kg, it is recommended to have two people lifting the machine. Accidental dropping of the machine causes injury. For the machine's weight, refer to the On-screen Manual.
- Do not place any object on the machine. Especially do not place metal objects (paper clips, staples, etc.) or containers of flammable solvents (alcohol, thinners, etc.) on top of the machine.
- Do not transport or use the machine on a slant, vertically or upside-down, as the ink may leak and damage the machine.

Working around the machine (For the multifunction printer)

• When loading a thick book on the Platen Glass, do not press hard on the Document Cover. The Platen Glass may break and cause injury.

Print Heads/ink tanks and FINE Cartridges

- Keep ink tanks out of the reach of children. In case ink* is accidentally licked or swallowed, rinse out mouth or give one or two glasses of water to drink. If irritation or discomfort occurs, obtain medical advice immediately.
 - * Clear Ink contains nitrate salts (For models containing Clear Ink).
- In case ink gets in contact with eyes, rinse with water immediately. In case ink gets in contact with skin, wash with soap and water immediately. If irritation to eyes or skin persists, obtain medical advice immediately.
- Never touch the electrical contacts on a Print Head or FINE Cartridges after printing. The metal parts may be very hot and could cause burns.
- Do not throw ink tanks and FINE Cartridges into fire.
- Do not attempt to disassemble or modify the Print Head, ink tanks, and FINE Cartridges.

Regulatory and Safety Information

About the disposal of the battery (For models containing lithium battery)

Dispose of used batteries according to the local regulations.

IMPORTANT SAFETY INSTRUCTIONS

SAVE THESE INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- 1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- 2. Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- 3. Do not use this product to report a gas leak in the vicinity of the leak.

"CAUTION - To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord."

IMPORTANTES MESURES DE SÉCURITÉ

CONSERVER CES INSTRUCTIONS

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matérial téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures.

En voice quelquesunes :

- 1. Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- 2. Éviter d'utiliser l'appareil pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- 3. Ne pas utiliser l'appareil pour signaler une fuite de gaz s'il est situé près de la fuite.

"ATTENTION - Pour réduire les risques d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG au de section supérleure."

Users in the U.S.A.

FCC Notice (U.S.A. Only) For 120V, 60Hz model Model Number: K10400 (Contains FCC ID: AZDK30357)

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the

equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Use of a shielded cable is required to comply with Class B limits in Subpart B of Part 15 of the FCC Rules.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

FCC ID:AZDK30357

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate equipment.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

The equipment complies with FCC radiation exposure limits for at uncontrolled equipment. This equipment should be installed and operated with minimum distance at least 20cm between the radiator and persons body (excluding extremities: hands, wrists, feet and ankles) and must not be colocated or operated with any other antenna or transmitter.

Canon U.S.A., Inc. One Canon Park Melville, New York 11747 1-800-652-2666

Pre-Installation Requirements

Order Information

When ordering service from the telephone company for this equipment, the following may be required.

Universal Service Order Code (USOC): RJ11C

The Facility Interface Code (FIC): 02LS2

Service Order Code (SOC): 9.0F

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA.

On the bottom of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN is used to determine the number of devices that may be connected to a telephone line.

Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

Connection to party lines is subjected to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in the Online Manual, disconnect the equipment from the telephone line cable, turn off the power and disconnect the power cord. The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

Information regarding Authorized Service Facility locations can be obtained by calling the Canon Customer Center.

Rights of the Telephone Company

If this equipment causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a compliant with the FCC if he/she believes it is necessary.

Warning

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone FAX machine unless such message clearly contains in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your FAX machine, you should complete the procedure to register your name, unit's telephone number, time, and date. Refer to the Online Manual.

Users in Canada

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions:

(1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment and meets RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and

operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

Pre-Installation Requirements

Notice

This equipment meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

Pour les usagers résidant au Canada

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

(1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le dispositif rayonnant et le corps (à l'exception des extrémités : mains, poignets, pieds et chevilles).

Conditions de pré-installation

Avis

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

Users in New Zealand

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed.

Telecom will accept no responsibility should difficulties arise in such circumstances.

This condition typically to 56 kbit/s modems and V34 facsimile machines.

Please note when you connect an extension phone to this device, if you use an extension phone which has features such as "last number redial", redial memory numbers may be lost.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary telephone port is not specifically designed for 3-wire connected equipment that may not respond to incoming ringing when attached to this port.

Users in Jordan

This printer contains WLAN Module approved by TRC/LPD/2013/130 Name of WLAN Module : K30357

European Union (and EEA) only.



This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit www.canon-europe.com/environment.

(EEA: Norway, Iceland and Liechtenstein)

India only.



This product is not to be disposed of with your household waste, according to the e-waste (Management and Handling) Rules, 2011.

This product should be handed over to a designated collection point, e.g., to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information regarding return and recycling of WEEE products, please visit http://www.canon.co.in/environment/.

Also, this product complies with the "India E-waste Rule 2011" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 % by weight and 0.01 % by weight for Cadmium, except for the exemptions set in Schedule II of the Rule.

Environmental Information

Reducing your environmental impact while saving money

Power Consumption and Activation Time

The amount of electricity a device consumes depends on the way the device is used. This product is designed and set in a way to allow you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a time, the device switches to its Power Save Mode. The devices consume less power (Watt) in these modes. If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.

Canon does not recommend extending the Activation Times from the optimum ones set as default.

Energy Star[®]

The Energy Star[®] programme is a voluntary scheme to promote the development and purchase of energy efficient models, which help to minimise environmental impact.

Products which meet the stringent requirements of the Energy Star[®] programme for both environmental benefits and the amount of energy consumption will carry the Energy Star[®] logo accordingly.

Paper types

This product can be used to print on both recycled and virgin paper (certified to an environmental stewardship scheme), which complies with EN12281 or a similar quality standard. In addition it can support printing on media down to a weight of 64g/m², lighter paper means less resources used and a lower environmental footprint for your printing needs.



CE

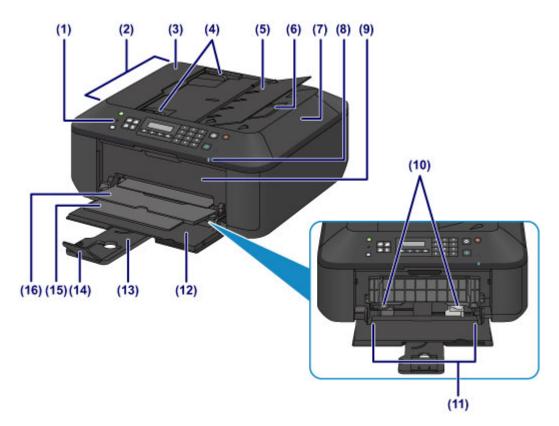
Main Components and Basic Operations

- 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 here. 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) 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 configuring the wireless LAN connection.

(9) paper output cover

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

(10) paper guides

Align with both sides of the paper stack.

(11) front tray

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

Loading Plain Paper / Photo Paper

Loading Envelopes

(12) front cover

Open to load paper in the front tray.

(13) paper support

Extend to load paper in the front tray.

(14) output tray extension

Open to support ejected paper.

(15) paper output support

Extend to support ejected paper.

(16) paper output tray

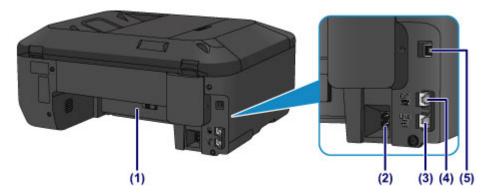
Printed paper is ejected.



(17) platen glass

Load an original here.

Rear View



(1) transport unit

Open 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.

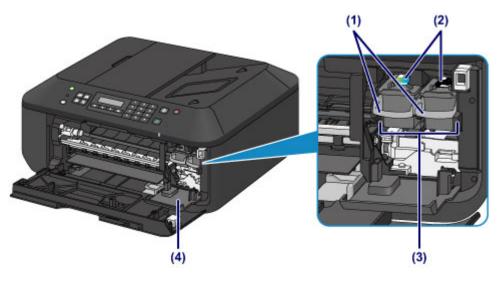
(5) USB port

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 while the machine is printing or scanning originals with the computer.

Inside View



(1) ink cartridge lock lever

Locks the FINE cartridge into place.

(2) FINE cartridge (ink cartridges)

A replaceable cartridge that integrates print head and ink tank.

(3) FINE cartridge holder

Install the FINE cartridge.

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

(4) head cover

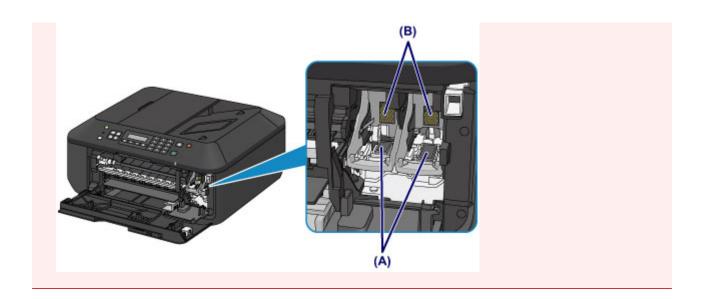
Opens to enable replacement of the FINE cartridge. The head cover will open automatically when you open the paper output cover.

Note Note

• For details on replacing a FINE cartridge, see Replacing a FINE Cartridge.

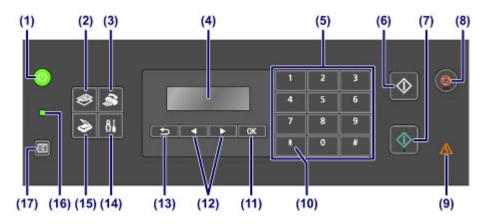
Important

- The area around the parts (A) may be splattered with ink. This does not affect the performance of the machine.
- Do not touch the parts (A) or the electrical contacts (B) behind them. The machine may not print properly if you touch them.



Operation Panel

* All lamps on the operation panel are shown lit in the figure below for explanatory purposes.



(1) ON button (POWER lamp)

Turns the power on or off. Lights or flashes green to indicate the power status. 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.

(3) FAX button

Switches the machine to the fax mode.

(4) LCD (Liquid Crystal Display)

Displays messages, menu items, and the operational status.

(5) Numeric buttons

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

(6) Black button

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

(7) Color button

Starts color copying, scanning, faxing, etc.

(8) Stop button

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

(9) Alarm lamp

Lights or flashes orange when an error occurs.

(10) Tone button

Switches to tone dialing temporarily if your machine is connected to a rotary pulse line. This button is also used to enter characters.

(11) OK button

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

(12) \blacktriangleleft and \blacktriangleright buttons

Used to increase/decrease a setting value such as the number of copies, and select a menu or setting item. The ◀ or ► button is also used when entering characters.

LCD and Operation Panel

(13) Back button

Returns the LCD to the previous screen. This button is also used to delete a character under the cursor when entering characters, such as when entering a name for registration.

(14) Setup button

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

(15) SCAN button

Switches the machine to the scan mode.

(16) FAX Memory lamp

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

(17) Menu button

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

Note

• The machine makes the beep sound when pressing buttons on the operation panel. The sound volume can be adjusted in **Sound control** of **Dev. user settings**.

Dev. 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 **POWER** lamp is lit green when the machine is turned on.

Even if the LCD is off, if the **POWER** lamp 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.

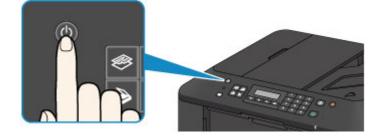
Turning the Machine On and Off

Turning on the machine

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

The **POWER** lamp flashes and then remains lit green.

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 <u>A Message Is Displayed</u>.

Turning off the machine

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

When the **POWER** lamp stops flashing, the machine is turned off.



>>>> Important

• When you <u>unplug the power cord</u> after turning off the machine, be sure to confirm that the **POWER** lamp is off.

>>>> 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.

\rm Caution

• If you find anything unusual with the power plug/power cord described above, <u>unplug the power cord</u> 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

To unplug the power cord, follow the procedure below.

Important

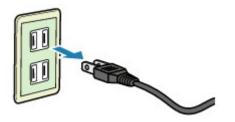
- When you unplug the power cord, press the **ON** button, then confirm that the **POWER** lamp is off. Unplugging the power cord before the **POWER** lamp is turned off may cause drying or clogging of the print head and print quality may be reduced.
- If the power cord is unplugged, the date/time settings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



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



3. Unplug the power cord.

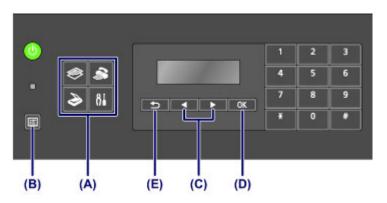


The specification of the power cord differs depending on the country or region of use.

LCD and Operation Panel

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

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

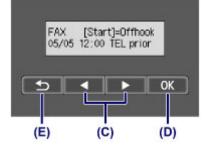


Selecting a Menu or Setting Item

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

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

Example: Changing the scan contrast for faxing.



Press the Menu button in the Fax standby screen.

FAX menu Redial

Press the \blacktriangleleft or \blacktriangleright button (C) to select FAX TX settings.

.

FAX menu FAX TX settings

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

FAX TX settings Scan contrast

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

Scan contrast ▲ Lt (Jo∎o) Hi →

Use the ◀ or ► button to change the contrast, then press the **OK** button (D).

Entering Numbers, Letters, and Symbols

The machine allows you to enter characters using the Numeric buttons when entering information, such as unit name, a recipient's name for memory dial, etc.

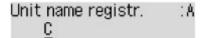
Switching the Input Mode

Each time the **Tone** button is pressed, the input mode is switched in the following order: lowercase mode (:a), uppercase mode (:A), then numeric mode (:1).

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

Unit name registr. 🛛 🛛 🔅 a

Entering Numbers, Letters, and Symbols



Press the Tone button to switch the input mode.

Use the Numeric buttons to enter the desired characters.

To insert a space

Press the **I** button three times.

· To delete the last entered character

Press the **Back** button.

Editing Entered Numbers, Letters, and Symbols

```
Unit name registr. : A
Canon Europe
```

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

To insert a space

Press the 💷 button three times.

· To insert a character

Move the cursor under the character to the right of the insertion position, then enter the character. The character on the cursor will move to the right and the new character will be inserted.

· To delete a character

Move the cursor under the character, then press the **Back** button.

List of Characters Assigned to Each Numeric Button

Button	Lowercase mode	Uppercase mode	Numeric mode	Fax/Telephone
	(:a)	(:A)	(:1)	no.
1			1	1

2	abcåäáàãâæç	ABCÅÄÁÀÃÂÆÇ	2	2
3	defëéèê	DEFËÉÈÊ	3	3
4	ghiïíìî	GHIÏÍÌÌ	4	4
5	jkl	JKL	5	5
6	mnoñøöóòõô	ΜΝΟÑØÖÓÒÕÔ	6	6
7	pqrsþ	PQRSÞ	7	7
8	tuvüúùû	Τυνϋύὺῦ	8	8
9	wxyzý	WXYZÝ	9	9
0			0	0
#	SP*1 * #!",;:^`_=/ '?\$@%&+()[]{}<>*2~*2			#
*	Switch the input mode.			*

*1 "SP" indicates a space.

*2 Displayed only when entering characters in the LAN settings.

Loading Paper / Originals

- Loading Paper
- Loading Originals

Loading Paper

- Loading Plain Paper / Photo Paper
- Loading Envelopes
- Media Types You Can Use
- Media Types You Cannot Use
- Printing Area

Loading Plain Paper / Photo Paper

You can load plain paper or photo 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.

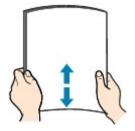
For details on the Canon genuine paper, see Media Types You Can Use.

• 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

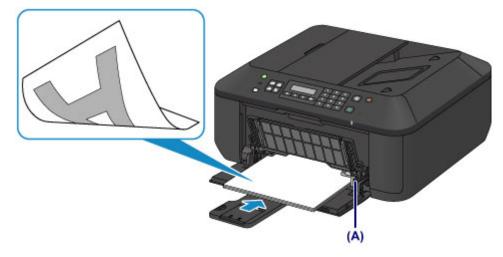
- Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams.
- If paper is curled, hold the curled corners and gently bend them in the opposite direction until the paper becomes completely flat.

For details on how to flatten curled paper, see "Load the paper after correcting its curl." in <u>Paper Is</u> <u>Smudged/Printed Surface Is Scratched</u>.

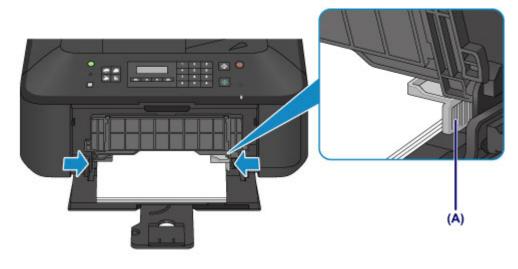
- When using Photo Paper Plus Semi-gloss SG-201, even if the sheet is curled, load one sheet at a time as it is. If you roll up this paper to flatten, this may cause cracks on the surface of the paper and reduce the print quality.
- 2. Load paper.
 - 1. Open the front cover gently, and extend the paper support.



- 2. Use the right paper guide (A) to slide both paper guides all the way out.
- Load the paper in the center of the front tray WITH THE PRINT SIDE FACING DOWN.
 Push the paper stack all the way to the back of the front tray.



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



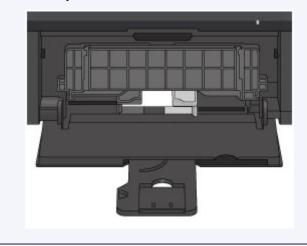
>>>> Important

• Always load paper in the portrait orientation (B). Loading paper in the landscape orientation (C) can cause paper jams.



>>>> Note

- Do not overload paper by stacking until the top of the stack touches the paper guides.
- Load small size paper, such as 4" x 6" (10 x 15 cm), by pushing it in all the way to the back of the front tray.



5. Open the output tray extension.



- 3. Open the paper output tray.
 - 1. Open the paper output tray gently, and extend the paper output support.



>>>> Important

• Be sure to open the paper output tray when printing. If not open, the machine cannot start printing.

>>>> 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.

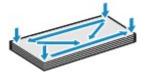
Loading Envelopes

You can load Envelope DL and Envelope Com 10.

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

Important

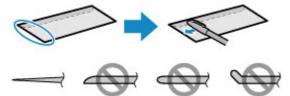
- Printing of envelopes from the operation panel is not supported.
- Do not use the following envelopes. They could jam in the machine or cause the machine to malfunction.
 - · Envelopes with an embossed or treated surface
 - · Envelopes with a double flap
 - · Envelopes whose gummed flaps are already 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.
- Use a pen to press the leading edge in the inserting direction flat and sharpen the crease.



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

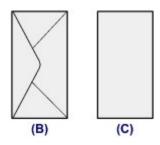


- The envelopes may jam in the machine if they are not flat or the edges are not aligned. Make sure that no curl or puff exceeds 0.1 inch (3 mm).
- 2. Load envelopes.
 - 1. Open the front cover gently, and extend the paper support.



- 2. Use the right paper guide (A) to slide both paper guides all the way out.
- 3. Load the envelopes in the center of the front tray WITH THE ADDRESS SIDE FACING DOWN.

The folded flap of the envelope will be faced up on the left side.

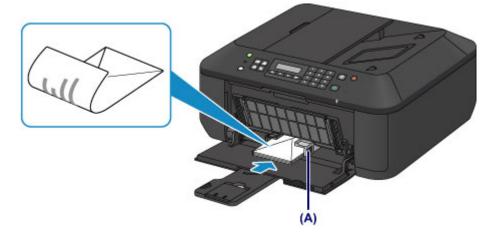


(B) Rear side

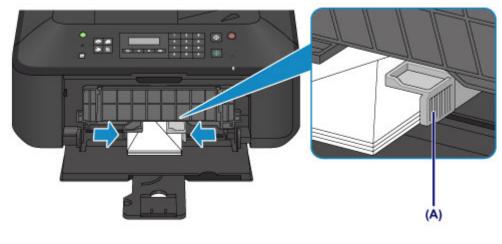
(C) Address side

Push the envelopes all the way to the back of the front tray.

Up to 5 envelopes can be loaded at once.



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



>>>> Note

- Do not overload envelopes by stacking until the top of the stack touches the paper guides.
- 5. Open the output tray extension.



- 3. Open the paper output tray.
 - 1. Open the paper output tray gently, and extend the paper output support.





• Be sure to open the paper output tray when printing. If not open, the machine cannot start printing.

>>>> 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)*1
- Envelopes^{*2}

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/GP-601>
- Photo Paper Glossy <GP-601>
- 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><u>*2</u>

Paper for creating your own prints:

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

*1 100% recycled paper can be used.

*2 Printing to this paper from the operation panel is not supported.

- Paper Load Limit
- Media Type Settings on the Operation Panel
- Setting the Media Type with the Printer Driver

Page Sizes

You can use the following page sizes.

>>>> Note

• Printing of envelopes from the operation panel 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)
- Envelope DL
- Envelope Com 10

Non-standard sizes:

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

- Minimum size: 3.50 x 5.00 inches (89.0 x 127.0 mm)
- Maximum size: 8.50 x 26.61 inches (215.9 x 676.0 mm)

Paper Weight

You can use paper in the following weight range.

• 17 to 28 lb (64 to 105 g /m²) (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	Front Tray	Paper Output Tray
Plain Paper (including recycled paper) <u>*1</u>	Approx. 100 sheets	Approx. 50 sheets
Envelopes	5 envelopes	<u>*2</u>

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.=""></model>	Front Tray
Photo Paper Pro Platinum <pt-101><u>*3</u></pt-101>	10 sheets: A4, Letter, and 8" x 10" (20 x 25 cm)
	20 sheets: 4" x 6" (10 x 15 cm)
Glossy Photo Paper "Everyday Use" <gp-501 gp-601=""><u>*3</u></gp-501>	10 sheets: A4 and Letter
	20 sheets: 4" x 6" (10 x 15 cm)
Photo Paper Glossy <gp-601><u>*3</u></gp-601>	10 sheets: A4 and Letter
	20 sheets: 4" x 6" (10 x 15 cm)
Photo Paper Plus Glossy II <pp-201><u>*3</u></pp-201>	10 sheets: A4, Letter, 5" x 7" (13 x 18 cm), and 8" x 10" (20 x 25 cm)
	20 sheets: 4" x 6" (10 x 15 cm)
Photo Paper Pro Luster <lu-101><u>*3</u></lu-101>	10 sheets: A4 and Letter
Photo Paper Plus Semi-gloss <sg-201><u>*3</u></sg-201>	10 sheets: A4, Letter, 5" x 7" (13 x 18 cm), and 8" x 10" (20 x 25 cm)
	20 sheets: 4" x 6" (10 x 15 cm)
Matte Photo Paper <mp-101></mp-101>	10 sheets: A4 and Letter
	20 sheets: 4" x 6" (10 x 15 cm)

Paper for printing business documents:

Media Name <model no.=""></model>	Front Tray	Paper Output Tray
High Resolution Paper <hr-101n></hr-101n>	80 sheets	50 sheets

Paper for creating your own prints:

Media Name <model no.=""></model>	Front Tray
T-Shirt Transfers <tr-301></tr-301>	1 sheet
Photo Stickers <ps-101></ps-101>	1 sheet

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

*3 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.

Media Type Settings on the Operation Panel

Commercially Available Papers

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

Canon Genuine Papers

Paper for printing photos:

Media Name <model no.=""></model>	Settings in Media type
Photo Paper Pro Platinum <pt-101></pt-101>	Pro Platinum
Glossy Photo Paper "Everyday Use" <gp-501 gp-601=""></gp-501>	Glossy
Photo Paper Glossy <gp-601></gp-601>	Glossy
Photo Paper Plus Glossy II <pp-201></pp-201>	Plus Glossy II
Photo Paper Pro Luster <lu-101></lu-101>	Plus Semi-gloss
Photo Paper Plus Semi-gloss <sg-201></sg-201>	Plus Semi-gloss
Matte Photo Paper <mp-101></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 /m²))
- Paper that is too thick (weighing more than 28 lb (105 g /m²), 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

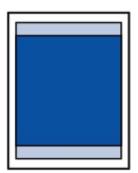
- Printing Area
- > Other Sizes than Letter, Legal, Envelopes
- Letter, Legal
- Envelopes

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 **(19)**: 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

• 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 amt.** in **Output settings**.

Output settings

- 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/GP-601>
 - Photo Paper Glossy <GP-601>
 - 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>

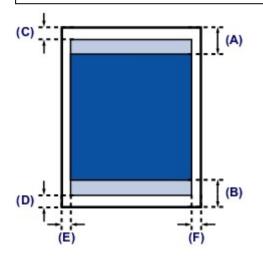
Performing Borderless Printing on any other type of paper may substantially reduce printing quality and/or result in printouts with altered color hues.

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 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	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)	
В5	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)	

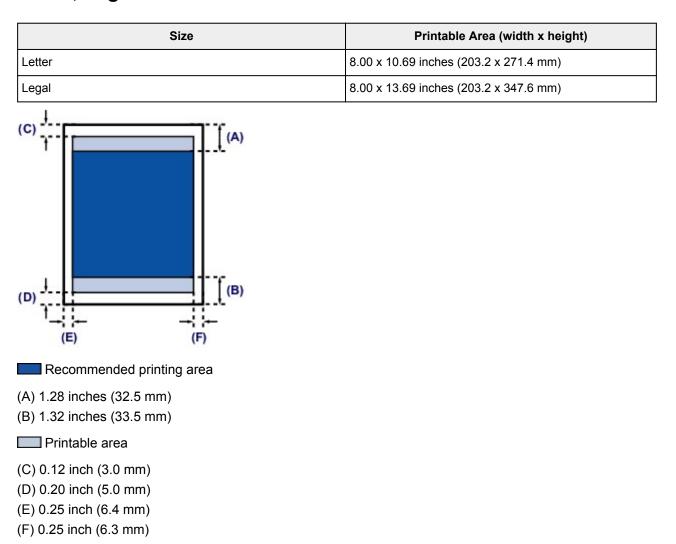


Recommended printing area

- (A) 1.28 inches (32.5 mm)
- (B) 1.32 inches (33.5 mm)

Printable area

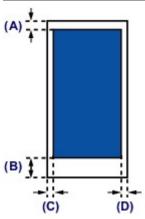
- (C) 0.12 inch (3.0 mm)
- (D) 0.20 inch (5.0 mm)
- (E) 0.13 inch (3.4 mm)
- (F) 0.13 inch (3.4 mm)



Letter, Legal

Envelopes

Size Recommended Printing Area (width x height	
Envelope DL	3.88 x 7.06 inches (98.8 x 179.5 mm)
Envelope Com 10	3.68 x 7.90 inches (93.5 x 200.8 mm)



Recommended printing area

(A) 0.31 inch (8.0 mm)

(B) 1.28 inches (32.5 mm)

(C) 0.22 inch (5.6 mm)

(D) 0.22 inch (5.6 mm)

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

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

Loading Originals 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.



>>>> 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

• 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)

>>>> 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

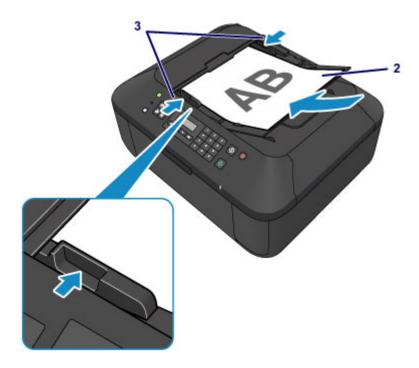
>>>> Note

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

Dev. 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.



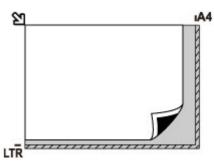
How to Load Originals for Each Function

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

Loading the Original to Be Aligned with the alignment mark **2**

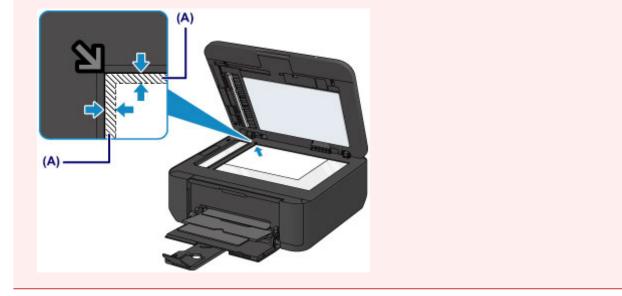
- Load originals to copy or fax
- In the scan mode,
 - select Auto scan for Document type to scan text documents, magazines, or newspapers
 - select Document or Photo for Document type and specify a standard size (A4, Letter, etc.) for Scan size to scan originals
- With a software application on a computer,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

Place the original WITH THE SIDE TO SCAN FACING DOWN on the platen glass and align it with the alignment mark **2**. Portions placed on the diagonally striped area cannot be scanned.



Important

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

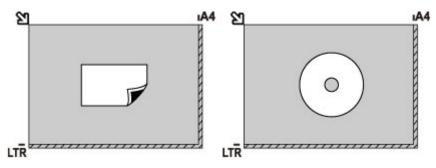


Loading Only One Original in the Center of the platen glass

- · In the scan mode,
 - select Auto scan for Document type to scan one printed photo, postcard, business card, or disc

- select Photo for Document type and specify Auto scan(A) -Singl for Scan size to scan one original
- Scan one printed photo, postcard, business card, or disc with a software application on a computer

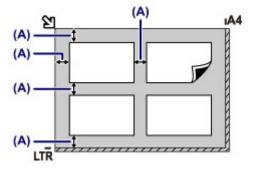
Place the original WITH THE SIDE TO SCAN FACING DOWN, with 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen glass. Portions placed on the diagonally striped area cannot be scanned.



Loading Two or More Originals on the platen glass

- In the scan mode,
 - select Auto scan for Document type to scan two or more printed photos, postcards, or business cards
 - select Photo for Document type and specify Auto scan(A) -Multi 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

Place the originals WITH THE SIDE TO SCAN FACING DOWN. Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen glass and the originals, and between the originals. Portions placed on the diagonally striped area cannot be scanned.



(A) More than 0.4 inch (1 cm)

>>>> Note

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

Originals You Can Load

platen glass

Item	Details
Types of originals	- Text document, magazine, or newspaper
	- Printed photo, postcard, business card, or disc (BD/DVD/CD, etc.)
	- Documents that are not suitable for the ADF
Size (width x height)	Max. 8.5 x 11.7 inches (216 x 297 mm)
Quantity	1 sheet or multiple sheets*
Thickness	Max. 0.39 inch (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
Types of originals	Multipage plain-paper documents of the same size, thickness, and weight
Size (width x height)	- 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 2-on-1 copy and 4-on-1 copy
Quantity	- A4 or Letter size: Max. 30 sheets (20 lb (75 g $/m^2$) paper), up to 0.12 inch (3 mm) in height
	- Legal size: Max. 5 sheets (20 lb (75 g $/m^2$) paper), up to 0.02 inch (0.5 mm) in height
	- Other sizes: 1 sheet
Thickness	0.002 to 0.005 inch (0.06 to 0.13 mm)
Weight	13 to 24 lb (50 to 90 g /m ²)

>>>> 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

Replacing a FINE Cartridge

- Replacing a FINE Cartridge
- Checking the Ink Status

Replacing a FINE Cartridge

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

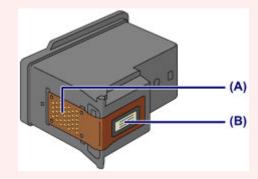
• For information on the compatible FINE cartridge, refer to the printed manual: Safety and Important Information.

Replacing Procedure

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

Important

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



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

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

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

>>>> Note

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

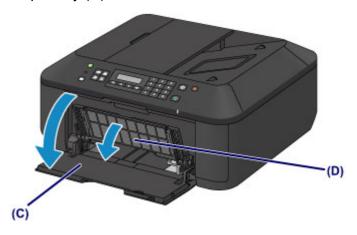
Even when printing with one ink only, print with leaving the empty FINE cartridge installed. If either of the color FINE cartridge or black FINE cartridge is not installed, an error occurs and the machine cannot print.

For information on how to configure this setting, see Setting the Ink Cartridge to be Used.

• Color ink may be consumed even when printing a black-and-white document or when black-andwhite printing is specified. Both color ink and black ink are also consumed in the standard cleaning and deep cleaning of the print head, which may be necessary to maintain the performance of the machine. When ink runs out, replace the FINE cartridge immediately with a new one.

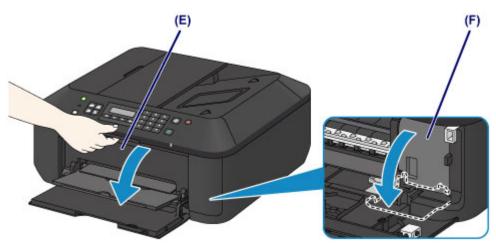
Useful Information about Ink

1. Make sure that the power is turned on, open the front cover (C), then open the paper output tray (D).



2. Open the paper output cover (E).

When the FINE cartridge holder moves to the replacement position, the head cover (F) OPENS AUTOMATICALLY.



1 Caution

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

>>>> Important

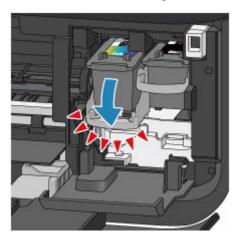
• The head cover will open automatically after you open the paper output cover.

If you have closed the head cover while replacing a FINE cartridge, close the paper output cover, then open it again.

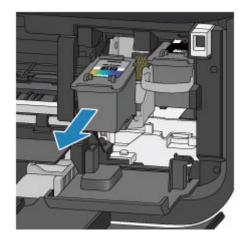
Trying to force open the head cover with your hand may cause the machine to malfunction.

• Do not touch the metallic parts or other parts inside the machine.

- If the paper output cover is left open for more than 10 minutes, the FINE cartridge holder moves to the far right and the **Alarm** lamp lights. In this case, close the paper output cover, then open it again.
- 3. Remove the empty FINE cartridge.
 - 1. Push down the ink cartridge lock lever until it clicks.

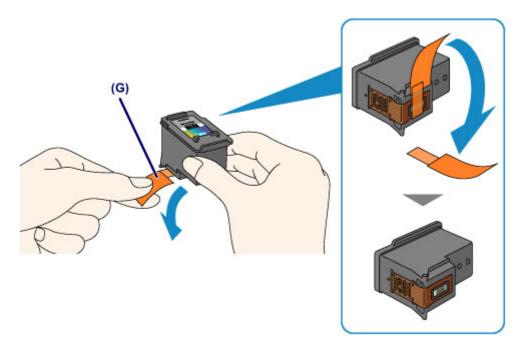


2. Remove the FINE cartridge.



>>>> Important

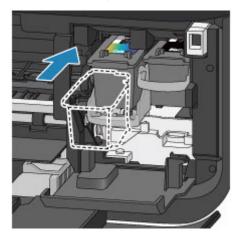
- Handle the FINE cartridge carefully to avoid staining of clothing or the surrounding area.
- Discard the empty FINE cartridge according to the local laws and regulations regarding disposal of consumables.
- 4. Prepare a new FINE cartridge.
 - 1. Take a new FINE cartridge out of its package and remove the protective tape (G) gently.



>>>> Important

- If you shake a FINE cartridge, ink may spill out and stain your hands and the surrounding area. Handle a FINE cartridge carefully.
- Be careful not to stain your hands and the surrounding area with ink on the removed protective tape.
- Do not reattach the protective tape once you have removed it. Discard it according to the local laws and regulations regarding disposal of consumables.
- Do not touch the electrical contacts or print head nozzle on a FINE cartridge. The machine may not print properly if you touch them.
- 5. Install the FINE cartridge.
 - 1. Insert the new FINE cartridge straight into the FINE cartridge holder all the way until it touches the back.

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



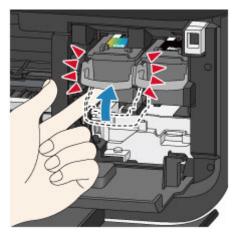
Important

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



2. Push up the ink cartridge lock lever to lock the FINE cartridge into place.

The FINE cartridge is locked into place when the ink cartridge lock lever clicks.

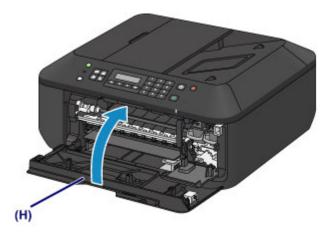




• Check if the FINE cartridge is installed correctly.



- The machine cannot print unless both the color FINE cartridge and black FINE cartridge are installed. Be sure to install both cartridges.
- 6. Close the paper output cover (H).



>>>> Note

- If the error message appears after the paper output cover is closed, take appropriate action.
 - A Message Is Displayed
- When you start printing after replacing the FINE cartridge, 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, <u>align the print head</u>.
- The machine may make noise during operation.

Checking the Ink Status

> Checking the Ink Status with the LCD on the Machine

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

>>>> Note

- The ink level detector is mounted on the machine to detect the remaining ink level. The machine
 considers as ink is full when a new FINE cartridge is installed, and then starts to detect a remaining ink
 level. If you install a used FINE cartridge, the indicated ink level of it may not be correct. In such case,
 refer to the ink level information only as a guide.
- When remaining ink cautions or errors occur, the message will appear to inform you of the error. Take appropriate action according to the message.

A Message Is Displayed

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

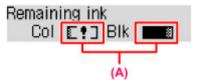
The Setup menu screen will appear.

2. Use the *I* or *I* button to select **Ink information**, then press the **OK** button.

LCD and Operation Panel

3. Use the *I* or *I* button to select **Remaining ink**, then press the **OK** button.

Remaining ink is shown in the area (A).



Example: **[**!]

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

Note

- To print the model number of the FINE cartridge, select **Ink information** from **Setup menu**, then select **Print ink number**.
- You can also check the ink status on the LCD when you press the **COPY**, **FAX**, **SCAN**, or **Setup** button. The current remaining ink level will be displayed on the LCD for a few seconds.
- You can also check the ink status on the computer screen.

M 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

Maintenance Procedure

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

Important

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

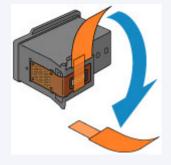
>>>> Note

· Check if ink remains in the FINE cartridge.

Checking the Ink Status with the LCD on the Machine

- · Check if the FINE cartridge is installed correctly.
 - Replacing Procedure

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



- If an error message appears on the LCD, see <u>A Message Is Displayed</u>.
- Increasing the print quality in the printer driver settings may improve the print result.

Changing the Print Quality and Correcting Image Data

When the Print Results Are Blurred or Uneven:

Step1 Print the nozzle check pattern.

From the machine

Printing the Nozzle Check Pattern

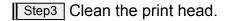
From the computer

Use Your Computer to Print a Nozzle Check Pattern

Step2 Examine the nozzle check pattern.

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





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:
Step1

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



Step4 Clean the print head deeply.

From the machine

Cleaning the Print Head Deeply

From the computer

Cleaning the Print Heads from Your Computer

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

If the problem is still not resolved:



Step5 Replace a FINE cartridge.

Note

• If the problem is still not resolved after replacing the FINE cartridge, contact the service center.

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

Step Align the print head.

From the machine

Aligning the Print Head

From the computer

Aligning the Print Head Position Automatically 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. <u>Replace the FINE</u> <u>cartridge</u> whose ink is low.

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

- 1. Make sure that the power is turned on.
- 2. Load a sheet of A4 or Letter-sized plain paper in the front tray.
- 3. Open the output tray extension, open the paper output tray, then extend the paper output support.
- 4. Print the nozzle check pattern.
 - 1. Press the **Setup** button.

The **Setup menu** screen will appear.

2. Use the \blacktriangleleft or \blacktriangleright button to select **Maintenance**, then press the **OK** button.

LCD and Operation Panel

3. Use the ◀ or ► button to select **Nozzle check**, then press the **OK** button.

Maintenance Nozzle check 🔹

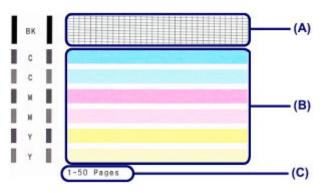
The nozzle check pattern will be printed.

5. Examine the nozzle check pattern.

Examining the Nozzle Check Pattern

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

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



(C) Number of sheets printed so far

If there are missing lines in the pattern (A):

Cleaning the print head is required.



- (D) Good
- (E) Bad (lines are missing)

If there are horizontal white streaks in the pattern (B):

Cleaning the print head is required.



(F) Good

(G) Bad (horizontal white streaks are present)

>>>> 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.

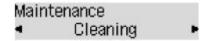
- 1. Make sure that the power is turned on.
- 2. Clean the print head.
 - 1. Press the **Setup** button.

The Setup menu screen will appear.

2. Use the \blacktriangleleft or \blacktriangleright button to select Maintenance, then press the OK button.

LCD and Operation Panel

3. Use the *◄* or **▶** button to select **Cleaning**, 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 1 to 2 minutes.

3. Check the print head condition.

To check the print head condition, print the nozzle check pattern.

>>>> Note

• If the problem is not resolved after cleaning the print head twice, clean 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.

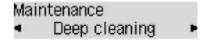
- 1. Make sure that the power is turned on.
- 2. Clean the print head deeply.
 - 1. Press the **Setup** button.

The Setup menu screen will appear.

2. Use the \blacktriangleleft or \blacktriangleright button to select Maintenance, then press the OK button.

LCD and Operation Panel

3. Use the ◀ or ► button to select **Deep cleaning**, 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 1 to 2 minutes.

3. Check the print head condition.

To check the print head condition, print the nozzle check pattern.

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

If the problem is still not resolved, replace the FINE cartridge with a new one.

If the problem is still not resolved after replacing the FINE cartridge, contact the service center.

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.
 <u>Replace the FINE cartridge</u> whose ink is low.

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

* Be sure to use paper that is white and clean on both sides.

- 1. Make sure that the power is turned on.
- 2. Load a sheet of A4 or Letter-sized plain paper in the front tray.
- 3. Open the output tray extension, open the paper output tray, then extend the paper output support.
- 4. Print the print head alignment sheet.
 - 1. Press the **Setup** button.

The Setup menu screen will appear.

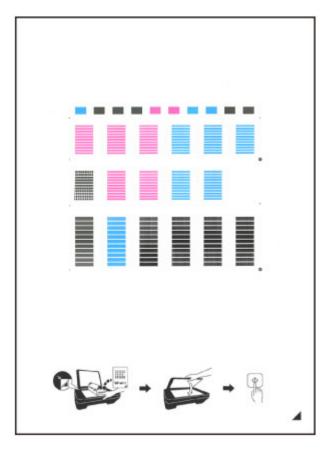
2. Use the \blacktriangleleft or \blacktriangleright button to select **Maintenance**, then press the **OK** button.

LCD and Operation Panel

3. Use the ◄ or ► button to select **Head alignment**, then press the **OK** button.

Maintenance Head alignment

The print head alignment sheet will be printed.



Important

- Do not touch any printed part on the print head alignment sheet. If the sheet is stained or wrinkled, it may not be scanned properly.
- If the print head alignment sheet was not printed correctly, press the **Stop** button, then redo this procedure from the beginning.
- 5. Scan the print head alignment sheet to adjust the print head position.
 - 1. Confirm the message, then load the print head alignment sheet on the platen glass.

Load the print head alignment sheet WITH THE PRINTED SIDE FACING DOWN and align the mark \checkmark on the bottom right corner of the sheet with the alignment mark \mathfrak{U} .





- The print head alignment sheet cannot be scanned if it is loaded in the ADF (Auto Document Feeder).
- 2. Close the document cover gently, then press the Color or Black button.

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

When adjusting the print head position is complete, remove the print head alignment sheet on the platen glass.

Important

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

>>>> Note

- 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 computer.
 - Aligning the Print Head Position from Your Computer
- To print and check the current head position adjustment values, select **Print align value** from the **Maintenance** menu.

Performing Maintenance from a Computer

- Cleaning the Print Heads from Your Computer
- Cleaning Inside the Machine
- Cleaning the Paper Feed Rollers from Your Computer
- Use Your Computer to Print a Nozzle Check Pattern
- Aligning the Print Head
- Aligning the Print Head Position Automatically from Your Computer
- Aligning the Print Head Position from Your Computer
- Checking the Ink Status from Your Computer

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:



- 1. Select **Cleaning** from the pop-up menu on the Canon IJ Printer Utility
- 2. Click the Cleaning icon

When the dialog opens, select the ink group for which cleaning is to be performed. Click ? to display the items you need to check before performing cleaning.

3. Execute cleaning

Make sure that the machine is on and then click **OK**. Print head cleaning starts.

4. Complete cleaning

The Nozzle Check dialog 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. Select Cleaning from the pop-up menu on the Canon IJ Printer Utility
- 2. Click the Deep Cleaning icon

When the dialog opens, select the ink group for which deep cleaning is to be performed. Click ? 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 **OK**. Click **OK** when the confirmation message appears.

Print head deep cleaning starts.

4. Complete deep cleaning

The **Nozzle Check** dialog 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, see "Ink Is Not Ejected."

Related Topic

Use Your Computer to Print a Nozzle Check Pattern

Cleaning Inside the Machine

To prevent smudges on the back side of the paper, perform bottom plate cleaning. Also perform bottom plate cleaning if ink smudges caused by something other than print data appear on the printed page.

The procedure for performing bottom plate cleaning is as follows:



Bottom Plate Cleaning

- 1. Select Cleaning from the pop-up menu on the Canon IJ Printer Utility
- 2. Click the Bottom Plate Cleaning icon

The dialog opens.

3. Load paper in the machine

As instructed in the dialog, 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 front tray, 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 **OK**. Bottom plate cleaning starts.

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 front tray.

- 2. Select Cleaning from the pop-up menu on the Canon IJ Printer Utility
- 3. Click the Roller Cleaning icon

The confirmation message appears.

4. Execute paper feed roller cleaning

Make sure that the machine is on and then click **OK**. Paper feed roller cleaning starts.

5. Complete paper feed roller cleaning

After the rollers have stopped, follow the message instructions and load one sheet of plain paper or a cleaning sheet available on the market into the front tray. Then click **OK**.

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

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. Select Test Print from the pop-up menu on the Canon IJ Printer Utility
- 2. Click the Nozzle Check icon

The confirmation message appears.

Click ? 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 front tray.

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.

5. Check the print result

When the dialog opens, check the print result. If the print result is normal, click Quit.

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

Aligning the Print Head

When you perform head position adjustment, errors in the print head adjustment position are corrected and conditions such as color and line streaking are improved.

If the print results appear uneven because of line shifts or other conditions, adjust the position of the print head.

On this machine, you can adjust the print head either automatically or manually.

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: <u>automatic head alignment</u> and manual head alignment.

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



- 1. Select Custom Settings from the pop-up menu on the Canon IJ Printer Utility
- 2. Switch head alignment to manual

Check the Align heads manually check box.

3. Apply the settings

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

- 4. Select Test Print from the pop-up menu on the Canon IJ Printer Utility
- 5. Click the Print Head Alignment icon

A message is displayed.

6. Load paper in the machine

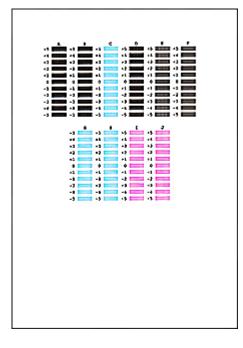
Load three sheets of A4 size or Letter size plain paper into the front tray.

7. Execute head alignment

Make sure that the machine is on and click **Align Print Head**. The first pattern is printed.

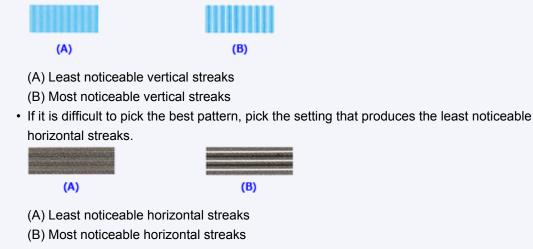
8. Check the printed pattern

Enter the numbers of the patterns with the least amount of streaks in the associated boxes, and click **OK**.



>>>> Note

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



9. Confirm the displayed message and click OK

The second pattern is printed.

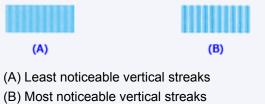
10. Check the printed pattern

Enter the numbers of the patterns with the least amount of streaks in the associated boxes, and click **OK**.

|--|

>>>> Note

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

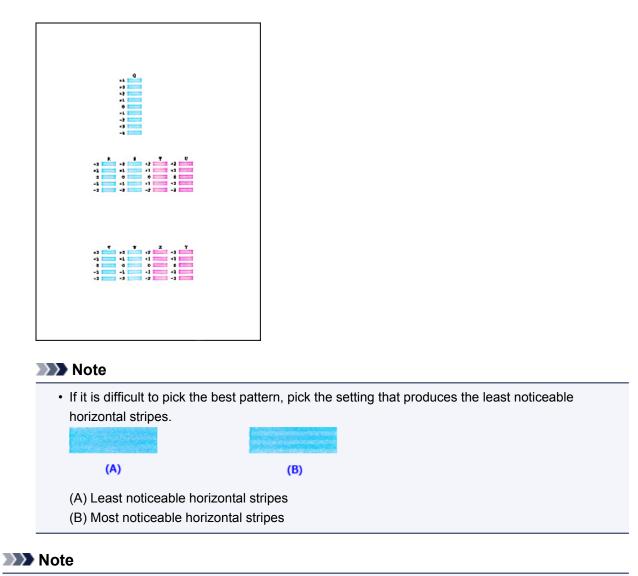


11. Confirm the displayed message and click OK

The third pattern is printed.

12. Check the printed pattern

Enter the numbers of the patterns with the least noticeable horizontal stripes in the associated boxes, and click **OK**.



• After head alignment is completed, you can print and check the current setting. To do so, click the **Print Head Alignment** icon and when the message is displayed, click **Print Alignment Value**.

Aligning the Print Head Position Automatically 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 automatic print head alignment is as follows:



Print Head Alignment

- 1. Select Test Print from the pop-up menu on the Canon IJ Printer Utility
- 2. Click the Print Head Alignment icon

A message is displayed.

3. Load paper in the machine

Load one sheet of A4 size or Letter size plain paper into the front tray.



· The number of sheets to be used differs when you select the manual head alignment.

4. Print head alignment pattern printing

Make sure that the machine is on and click **Align Print Head**. The adjustment pattern is printed.

Important

- Do not open the paper output cover while printing is in progress.
- 5. Adjustment pattern scanning

After the adjustment pattern is printed, a message is displayed. Load the adjustment pattern onto the platen, and press the **Start** button on the machine. Print head alignment starts.

>>>> Note

• After head alignment is completed, you can print and check the current setting. To do so, click the **Print Head Alignment** icon and when the message is displayed, click **Print Alignment Value**.

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 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

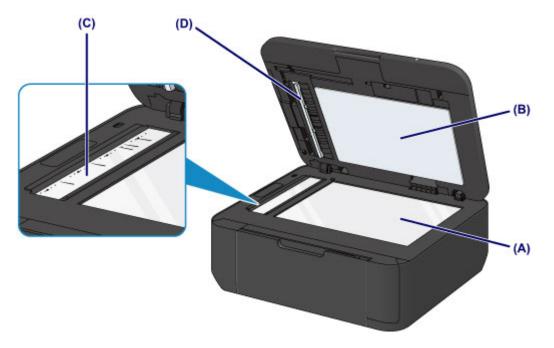
- Be sure to turn off the power and unplug the power cord before cleaning the machine.
 - The power cannot be turned off while the machine is sending or receiving a fax, or when unsent faxes are stored in the machine's memory. Make sure if the machine completed sending or receiving all the faxes before unplugging the power cord.
 - The machine cannot send or receive faxes when the power is turned off.
 - If the power plug is unplugged, 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 before unplugging the power cord.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface.
- 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 unplug the power cord 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 unplugging the power cord.
 - The machine cannot send or receive faxes when the power is turned off.
 - If the power cord is unplugged, 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 before unplugging the power cord.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface.
- 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)

Be sure to use a soft, clean, lint-free and dry cloth to clean the ADF (Auto Document Feeder).

Important

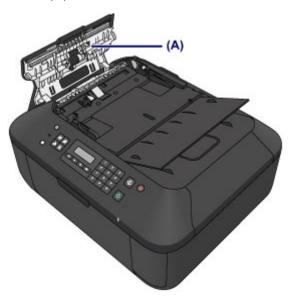
- Be sure to turn off the power and unplug the power cord before cleaning the machine.
 - The power cannot be turned off while the machine is sending or receiving a fax, or when unsent faxes are stored in the machine's memory. Make sure if the machine completed sending or receiving all the faxes before unplugging the power cord.
 - The machine cannot send or receive faxes when the power is turned off.
 - If the power cord is unplugged, 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 before unplugging the power cord.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface.
- 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 the prepared 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: a sheet of A4 or Letter-sized plain paper or cleaning sheet available on the market

- 1. Make sure that the power is turned on and remove any paper from the front tray.
- 2. Open the paper output tray.
- 3. Clean the paper feed roller without paper.
 - 1. Press the **Setup** button.

The Setup menu screen will appear.

2. Use the \blacktriangleleft or \blacktriangleright button to select **Maintenance**, then press the **OK** button.

LCD and Operation Panel

3. Use the ◀ or ► button to select **Roller cleaning**, then press the **OK** button.

Maintenance Roller cleaning

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, close the paper output tray, then load a sheet of A4 or Letter-sized plain paper or cleaning sheet available on the market in the front tray.
 - 2. Open the output tray extension, open the paper output tray, then extend the paper output support.
 - 3. Make sure that **Roller cleaning** is selected, then press the **OK** button.

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

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

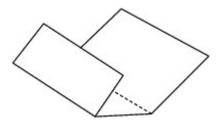
Cleaning the Inside of the Machine (Bottom Plate Cleaning)

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



3. Load only this sheet of paper in the front tray with the ridges of the creases facing up and the edge of the half with no crease facing away from you.



- 3. Open the output tray extension, open the paper output tray, then extend the paper output support.
- 4. Clean the inside of the machine.
 - 1. Press the **Setup** button.

The Setup menu screen will appear.

2. Use the *d* or *b* button to select **Maintenance**, then press the **OK** button.



3. Use the ◀ or ► button to select **Bottom cleaning**, then press the **OK** button.

Maintenance Bottom cleaning

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.

>>>> Note

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

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

Important

- Be sure to turn off the power and unplug the power cord 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 unplugging the power cord.
 - The machine cannot send or receive faxes when the power is turned off.
 - If the power cord is unplugged, 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 before unplugging the power cord.



Changing the Machine Settings

- > Changing Machine Settings from Your Computer
- Changing the Machine Settings on the LCD
- > Updating the Firmware of the Machine

Changing Machine Settings from Your Computer

- Checking the Ink Status from Your Computer
- Registering a Changed Printing Profile
- > Setting the Ink Cartridge to be Used
- Managing the Machine Power
- **Reducing the Machine Noise**
- > Changing the Machine Operation Mode

Checking the Ink Status from Your Computer

You can check the remaining ink level and the FINE cartridge types for your model.

1. Select Ink Level Information from the pop-up menu on the Canon IJ Printer Utility

An illustration of the ink types and their status is displayed.

If a warning or error related to the remaining ink level occurs, the printer driver displays an icon to let you know.

2. If necessary, click Ink Details

You can check the ink-related information.

Note

- Ink Details is displayed when the ink level is low.
- Click ? to check which FINE cartridge your model uses.
- Click **Update** to display the current remaining ink level.

Registering a Changed Printing Profile

You can name and register the printing profile you made in the <u>Print Dialog</u>. The registered printing profile can be called up from **Presets** to be used. You can also delete the unnecessary printing profile.

The procedure for registering a printing profile is as follows:

Registering a Printing Profile

- 1. In the Print dialog, set the necessary items
- 2. Select Save Current Settings as Preset... (Save As...) from the Presets

	Printer: Canon MX470 series 🗧
	Presets ✓ Default Settings Last Used Settings
	Copies Draft Printing on Plain Paper
	Pages Fine Printing on Plain Paper Save Current Settings as Preset
	Paper Size Show Presets
	Orientation:
	TextEdit ‡
	Print header and footer
	Rewrap contents to fit page
1 of 1	
PDF Hide Details	Cancel

3. Save the settings

In the displayed dialog, enter a name in **Preset Name**, and if necessary, set **Preset Available For**. Then click **OK**.



Using Registered Printing Profile

1. On **Presets** in the Print dialog, select the name of printing profile you want to use Printing profile in the Print dialog will be updated to the called profile.

Deleting Unnecessary Printing Profile

- 1. Select the printing profile to be deleted
 - If you are using Mac OS X v10.8 or Mac OS X v10.7

In the print dialog, select **Show Presets...** in the **Presets** section. Then in the dialog that appears, select the name of the printing profile to be deleted.

• If you are using Mac OS X v10.6.8

On **Presets** in the Print dialog, select the name of printing profile you want to delete.

- 2. Delete the printing profile
 - If you are using Mac OS X v10.8 or Mac OS X v10.7

Click **Delete**, and click **OK**. The selected printing profiles will be deleted from **Presets**.

If you are using Mac OS X v10.6.8

On **Presets** in the Print dialog, click **Delete**. The selected printing profiles will be deleted from **Presets**.

Setting the Ink Cartridge to be Used

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

When one of the FINE cartridges becomes empty and cannot be replaced immediately by a new one, you can specify the other FINE cartridge that still has ink and continue printing.

The procedure for specifying the FINE cartridge is as follows:

- 1. Select Ink Cartridge Settings from the pop-up menu on the Canon IJ Printer Utility
- 2. Select the FINE cartridge to be used

Select the FINE cartridge you use for printing, and click **Apply**.

3. Complete the setup

Click **OK** when the confirmation message appears. The specified FINE cartridge will be used from the next printing.

>>>> Important

- When the following settings are specified, **Black Only** does not function because the machine uses the color FINE cartridge to print documents.
 - A paper type other than **Plain Paper**, **Envelope**, **Hagaki A**, or **Hagaki** is selected from the **Media Type** of the **Quality & Media** on the pop-up menu in the Print dialog.
 - "XXX (borderless)" is selected from the Paper Size pop-up menu in the Print dialog.
- Do not detach the FINE cartridge that is not in use. Printing cannot be performed while either FINE cartridge is detached.

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. Select Power Settings from the pop-up menu on the Canon IJ Printer Utility
- 2. Execute power off

Click **Power Off**, and when the confirmation message appears, click **OK**. The machine power switches off.



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

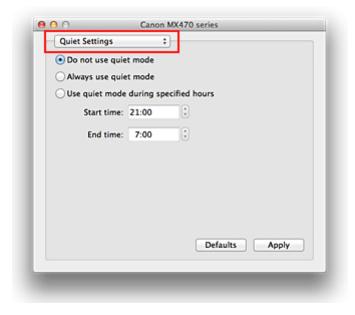
Reducing the Machine Noise

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:

1. Select Quiet Settings from the pop-up menu on the Canon IJ Printer Utility



>>>> Note

• If the computer is unable to communicate with the machine, a message may be displayed because the computer cannot access the function information that was set on the machine. If this happens, click **Cancel** to display the most recent settings specified on your computer.

2. 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 or the printer 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 scaning from the computer.

3. Apply the settings

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

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:

1. Make sure that the machine is on, and then select **Custom Settings** from the pop-up menu on the <u>Canon IJ Printer Utility</u>

Note Note

 If the computer is unable to communicate with the machine, a message may be displayed because the computer cannot access the function information that was set on the machine.
 If this happens, click **Cancel** to display the most recent settings specified on your computer.

2. If necessary, complete the following settings:

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.

Display Guide Message

Displays a guide when you perform operations in which the paper setting procedure is complicated.

Hagaki Printing

Displays the guide message before the machine begins hagaki printing.

To hide the guide messages, select the **Do not show again** check box in the displayed dialog. To display the guide messages again, display the Canon IJ Printer Utility pop-up menu, select **Custom Settings**, and then check the **Hagaki Printing** check box.

How to load paper

Displays the guide message before the machine begins printing other than plain paper printing and hagaki printing.

To hide the guide messages, select the **Do not show again** check box in the displayed dialog. To display the guide messages again, display the Canon IJ Printer Utility pop-up menu, select **Custom Settings**, and then check the **How to load paper** check box.

Important

 With Mac OS X v10.8 or Mac OS X v10.7, you cannot use Display Guide Message. Therefore, if you check the Do not show again check box when a guide message is displayed before printing starts, this will stop any more guide messages from being displayed.

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.

Prevent paper double-feed

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

>>>> Important

• Using this function slows down the print speed.

Align heads manually

Usually, the **Print Head Alignment** function of **Test Print** on the pop-up menu in the Canon IJ Printer Utility is set to automatic head alignment, but you can change it to manual head alignment. If the printing results are unsatisfactory even after you execute automatic head alignment, <u>execute</u> <u>manual head alignment</u>.

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

Detect the paper width when printing from computer

When you print from the computer, this function identifies the paper that was loaded into this machine.

When the paper width detected by the machine differs from the width of the paper specified in **Paper Size** on the Print dialog, a message is displayed.

To use paper width detection when printing from the computer, select the check box.

>>>> Important

• When you use a custom page size, correctly set the size of the paper loaded in the machine in the **Custom Paper Sizes** dialog.

If an error message is displayed even though paper of the same size that was specified is loaded, uncheck the **Detect the paper width when printing from computer** check box.

3. Apply the settings

Click Apply 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
- > Output settings
- LAN settings
- > Dev. user settings
- ► Firmware update
- Reset setting
- > About Quiet setting
- > Before Using the Machine with the Access Point Mode

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 amt.** as an example.

Note

- The * (asterisk) on the LCD indicates the current setting.
- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

3. Use the **I** button to select **Device settings**, then press the **OK** button.

When you change the fax settings, press the **Setup** button, then select **Fax settings**.

4. Use the **I** button to select **Output settings**, then press the **OK** button.

Device settings Output settings

5. Use the **I** button to select **Extended copy amt.**, then press the **OK** button.

Output settings

 Extended copy amt.

6. Use the **I** button to select a setting item, then press the **OK** button.

Extended copy amt. *Amount: Small •

For details on each setting item:

Fax settings

Output settings

LAN settings

Dev. user settings

Firmware update

Reset setting

Dete Note

• You can reduce the operating noise when printing at night.

About Quiet setting

Fax settings

This section describes the setting items in Fax settings.

Easy setup

TEL no. registration

FAX user settings

Adv. FAX settings

Auto print settings

Security control

Note Note

Before changing the settings, you can confirm the current settings by printing USER'S DATA LIST.
 Summary of Reports and Lists

Easy setup

The 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

TEL no. registration

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

Registering Recipients Using the Operation Panel of the Machine

FAX user settings

• Unit TEL no. registr.

Registers your fax/telephone number printed on sent faxes.

Registering User Information

• Unit name registr.

Registers your name printed on sent faxes.

Registering User Information

Telephone line type

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.

Adv. 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 when you enter "P" (pause).

TTI position

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

Remote RX

Enables/disables remote reception.

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

Remote Reception

Color transmission

When faxing color documents using the ADF, selects whether to convert them into black & white data if the recipient's fax machine does not support color faxing.

If you select **If incompatible, end**, 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

• ECM TX

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

Transmission/Reception of Faxes Using ECM

• ECM RX

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

■ Transmission/Reception of Faxes Using ECM

TX start speed

Selects the fax transmission speed.

Ex:

TX start speed *33600 bps

The following settings are available.

33600 bps/14400 bps/9600 bps/4800 bps

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

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

Some of settings are not available depending on the country or region of purchase.

When the telephone line condition or connection is poor, selecting a lower transmission start speed may solve transmission problems.

RX start speed

Selects the fax reception speed.

Ex:

RX start speed *33600 bps

The following settings are available.

33600 bps/14400 bps/9600 bps/4800 bps

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

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

Some of settings are not available depending on the country or region of purchase.

When the telephone line condition or connection is poor, selecting a lower reception start speed may solve reception problems.

Auto print settings

Received documents

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

If you select **Do not print**, the received fax is stored in the 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 no 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.

Security control

• FAX no. 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.

Check RX FAX info

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

On-hook setting

If you select **Enable**, you can use the on hook function.

FAX RX 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 **Subscribed**, 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.

Output settings

Prevent abrasion

Use this setting only if the print surface becomes smudged.

Important

 Be sure to set this back to OFF after printing since it may result in lower printing speed or lower print quality.

• Extended copy amt.

Selects the amount of image that extends off the paper when copying in Borderless (full).

Slight cropping may occur at the edges since the copied image is enlarged to fill the whole page. You can change the width to be cropped from the borders of the original image as needed.

Cropped area will be larger if Amount: Large is selected.

>>>> Note

• If printouts contain margins even though you are copying in Borderless, specifying **Amount: Large** for this setting may help solve the problem.

Prevent double-feed

Select **ON** to prevent double-feed of plain paper.

>>>> Important

• Select **ON** only when double-feed of plain paper occurs.

Detect paper width

When you print from the machine with **ON** selected, the machine detects the paper width. If the size of loaded paper does not match with that specified with the machine, a message is displayed on the LCD.

LAN settings

• WLAN activ./inactiv.

Activates/deactivates wireless LAN.

Wireless LAN setup

If your access point is compatible with WPS, set up wireless LAN following the on-screen instructions. If not, 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 **Manual setup** if you perform settings by entering the access point's settings directly on the machine. Select **Cableless setup** if you specify the settings of the access point information to the machine directly from a device (such as a smartphone) without operating the access point. Follow the on-screen instructions of the connecting device for the setup procedure.

AP mode settings

When you use the machine as an access point, specify the access point name and the security setting.

Before Using the Machine with the Access Point Mode

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, refer to <u>Printing Out Network</u> <u>Setting Information</u>.

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.

Difference 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 8, Windows 7, and Windows Vista).

Enable/disable WSD

Selects whether WSD is enabled or disabled.

Note Note

• When this setting is activated, the printer icon is displayed on the Network Explorer in Windows 8, Windows 7 and Windows Vista.

WSD scan from dev.

Selecting Active allows you to transfer the scanned data to the computer using WSD.

Timeout setting

Specifies the timeout length.

Bonjour settings

Setting items for LAN using Bonjour for Mac OS.

Enab./disab. Bonjour

Selecting Active allows you to use Bonjour to perform the network settings.

Enter service name

Specifies the Bonjour service name. You can use up to 48 characters for the name.

>>>> Note

• You cannot use the same service name as that already used for other LAN connected devices.

LPR setting

Activates/deactivates the LPR setting.

DRX setting

Selecting **Active** 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 **Active** is selected.
- Discontinuous reception is activated only while the machine is on standby. (The LCD is in the screen saver mode.)

Dev. 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.

DST setting

Some countries adopt the daylight saving time (summer time) system that shifts the clock time forward at certain periods of the year.

You can set your machine to automatically change the time by registering the date and time that daylight saving time (summer time) begins and ends.

Setting the Sender Information

Note

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

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.

Language selection

Changes the language for LCD messages and menus.

Japanese / English / German / French / Italian / Spanish / Dutch / Portuguese / Norwegian / Swedish / Danish / Finnish / Russian / Ukrainian / Polish / Czech / Slovak / Hungarian / Slovene / Croatian / Romanian / Bulgarian / Turkish / Greek / Estonian / Latvian / Lithuanian / Simplified Chinese / Traditional Chinese / Korean / Indonesian

• Key repeat

Enables/Disables continuous input by pressing and holding down the **I** button when setting the number of copies, the zoom ratio, etc.

Device info sending

Selects whether you will send the printer usage information to Canon server. The information sent to Canon will be utilized to develop better products. Select **ON** to send the printer usage information to Canon server.

Firmware update

You can update the firmware of the machine, check the firmware version, or perform settings of a notification screen, a DNS server and a proxy server.

Note

Only Current version is available when WLAN inactive is selected for WLAN activ./inactiv. in LAN settings.

Install update

Performs the firmware update of the machine.

Updating the Firmware of the Machine

Current version

You can check the current firmware version.

Update notification

When **ON** is selected and the firmware update is available, the screen to inform you of the firmware update is displayed on the LCD.

DNS server setup

Performs settings for a DNS server. Select **Auto setup** or **Manual setup**. If you select **Manual setup**, follow the display on the LCD to perform settings.

Proxy server setup

Performs settings for a proxy server. 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

Reverts the Web service settings back to the default.

LAN settings

Reverts the LAN settings back to the default.

Telephone no. data

Reverts the telephone/fax number settings to default.

Setting data

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.

Device info sending

Reverts only the device information sending settings.

• All data

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 or region selected for Country or region
 - · The registered user's telephone number
 - The registered user's name

You can delete the registered telephone number or user's name following the procedure below.

1. Display the Unit TEL no. registr. or Unit name registr. screen.

Setting the Sender Information

- 2. Press the Back button repeatedly to delete the numbers or characters.
- 3. Press the **OK** button when you finished deleting all numbers or characters.

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.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Quiet setting**, then press the **OK** button.
- 4. Use the **I** button to select **ON** or **Use in specified hrs**, then press the **OK** button.
 - When ON is selected:

You can reduce the operating noise while printing is in progress.

• When Use in specified hrs is selected:

The screen to specify starting/ending time is displayed. Use the **I** button to move the cursor under the desired position, use the Numeric buttons to enter the time, then press the **OK** button.

Start time	21:00
End time	07:00

You can reduce the operating noise during the specified time.

Important

- Operating speed may be reduced compared to when OFF 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 or the printer 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.

Before Using the Machine with the Access Point Mode

When you use the machine with the access point mode, be sure to specify the access point name of the machine and the security setting in advance.

Setting Procedure When Using the Machine with the Access Point Mode

- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Device settings**, then press the **OK** button.
- 4. Use the **I** button to select **LAN settings**, then press the **OK** button.
- Use the I button to select AP mode settings, then press the OK button.
 The screen to enter the access point name (SSID) is displayed.
- 6. Enter the access point name (up to 32 characters).

Enter the access point name when you use the machine as an access point.

7. Press the **OK** button to finish entering the name.

The screen to select the security setting is displayed.

8. Use the **I** button to select the security setting, then press the **OK** button.

WPA2-PSK (AES)

Specifies the security setting applying WPA2-PSK (AES). Proceed to the next step when the screen to specify the passphrase is displayed.

Disable

Finishes the access point settings without specifying the security setting.

9. Enter the passphrase (8 to 10 characters).

10. Press the **OK** button to finish entering the passphrase.

For details on printing or scanning with the access point mode:

Printing with the Access Point Mode

Scanning with the Access Point Mode

Restrictions on Using the Access Point Mode

When you use the machine with the access point mode, note the following.

• Up to 5 external devices (ex: smartphone) can be connected to the machine.

• While you are using the machine with the access point mode, you cannot perform the operations below.

-Operations using the operation panel of the machine (ex: copying, scanning, or sending a fax)

-Operations necessary to connect the machine to the Internet

-Changing the network settings of the machine or displaying the network settings

• If the machine receives a fax in the access point mode, the machine cancels the access point mode automatically after a certain time, then the machine switches to the fax mode.

Updating the Firmware of the Machine

You can update the firmware of the machine via Internet.

>>>> Important

- When you use this function, it is necessary that the machine be connected to the LAN and the Internet connection is available.
- If the firmware update is carried out, all faxes stored in the machine's memory are deleted.
- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Device settings**, then press the **OK** button.
- 4. Use the **I** button to select **Firmware update**, then press the **OK** button.
- 5. Use the **I** button to select **Install update**, then press the **OK** button.

The machine starts searching for the latest firmware on the server.

>>>> Note

- You cannot update the firmware 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
- 6. Check the status of the firmware on the server.

If the latest firmware is on the server, **The latest firmware is on the server** is displayed on the LCD. Press the **OK** button to proceed to the next procedure.

If the current firmware on the machine is the latest one, **Your firmware is the latest version; update is not required** is displayed on the LCD. Press the **OK** button to finish the procedure.

Note

- If **Cannot connect to the server; try again** is displayed on the LCD, press the **OK** button, then try again after a while.
- 7. Check the firmware version that is displayed, then press the **OK** button.
- 8. Use the **I** button to select **Yes**, then press the **OK** button.
- 9. Check the message that is displayed, then press the **OK** button.

The machine starts the firmware update.

>>>> Important

- Do not turn the machine off until the firmware update is complete. In addition, the machine turns off automatically and turn on again while the firmware update is in progress.
- While the firmware update is in progress, do not change the network settings such as an access point or a router settings.

>>>> Note

- If faxes are stored in machine's memory, the screen to confirm if you delete the stored faxes is displayed. If you press the **OK** button, all the stored faxes are deleted and the machine starts the firmware update.
- 10. Check the message that is displayed, then press the **OK** button.

The firmware update has been complete and the copy standby screen is displayed.



• If the firmware update is not complete, check the network settings such as an access point or a router settings.

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
- 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
WLAN activ./inactiv.	WLAN inactive
SSID	BJNPSETUP
Communication mode	Infrastructure
Wireless LAN security	Disable
IP address (IPv4)	Auto setup
IP address (IPv6)	Auto setup
Set printer name	XXXXXX000000
Enable/disable IPv6	Active
Enable/disable WSD	Active
Timeout setting	1 minute
Enab./disab. Bonjour	Active
Service name (Bonjour settings)	Canon MX470 series
LPR setting	Active
DRX setting	Active

("XXXXXX" is the last six digits of MAC address.)

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

When the printer is detected, you may see multiple printers of the same name on the detection result screen. The MAC address or the printer name specified by Bonjour is displayed at the end of the printer name on the detection result screen.

Select a printer with checking the MAC address or the printer name specified by Bonjour set to the printer against the printer name 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

Connecting to Other Computer with LAN/Changing the Connection Method from USB to LAN

To add the computer connecting the machine with LAN or to change the connection method between the machine and the computer from USB to LAN, perform setup according to the instructions on our website.

Connecting to Other Computer with LAN

To add the computer connecting the machine with LAN, perform setup according to the instructions on our website.

Changing the Connection Method from USB to LAN

To change the connection method between the machine and the computer from USB to LAN, perform setup according to the instructions on our website.

To change the connection method to LAN while you are using the machine with USB connection, perform setup again according to the instructions on our website and select **Change Connection Method**.

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.
- 2. Load a sheet of A4 or Letter-sized plain paper.
- 3. Press the **Setup** button.

The Setup menu screen is displayed.

- 4. Use the **I** button to select **Device settings**, then press the **OK** button.
- 5. Use the **I** button to select **LAN settings**, then press the **OK** button.
- 6. Use the **I** button to select **Print LAN details**, then press the **OK** button.

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
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)
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	*****
IP Address Filtering	IP Address Filtering	Enable/Disable

("XX" represents alphanumeric characters.)

 $^{\ast}1$ 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
- > Appendix for Network Communication

Changing and Confirming Network Settings

- IJ Network Tool
- Canon IJ Network Tool Screen
- Canon IJ Network Tool Menus
- > 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.

Starting up IJ Network Tool

 Select Applications from the Go menu of Finder, double-click Canon Utilities > IJ Network Tool, and double-click the Canon IJ Network Tool icon.

>>>> Note

• You can also start up IJ Network Tool by clicking **Network Settings** from **Device Settings & Maintenance** on Quick Menu.

Canon IJ Network Tool Screen

This section describes the items displayed on the Canon IJ Network Tool screen.

	Canon IJ Network Tool	the second s
Utilities ‡		
rinters:		
Model (MAC Address)	Name	Type Connected to
427 100 carles -00 10 87 98 e8	Lei Canon HC 1150 Herbei	Canon LAN
	t be detected, check the network settings I hay take a few minutes before the printer c	

1. Utilities

Modifies the settings of the machine.

Select to change the network name (SSID) settings.

Setup

Sets up the machine.

If you setup the machine from scratch, connect your computer and the machine with a USB cable.

2. Printers:

Printer name, type, and connection destination are displayed.

The selected printer can be set up or be modified.

3. 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 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.

4. Configuration...

Enabled when **Utilities** is selected. Click to display the **Configuration** screen to configure settings of the selected printer.

>>>> Note

• This item has the same function as **Configuration...** in the **Settings** menu.

Canon IJ Network Tool Menus

This section describes the menus in Canon IJ Network Tool.



1. Canon IJ Network Tool menu

About Canon IJ Network Tool

Displays the version of this application.

Quit Canon IJ Network Tool

Exits IJ Network Tool.

2. View menu

Status

Displays the **Status** screen to confirm the printer connection status and wireless communication status.

Refresh

Updates and displays the contents of **Printers:** to the latest information.

Important

- To change the printer's network settings using IJ Network Tool, it must be connected via a LAN.
- 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.

3. Settings menu

Configuration...

Displays the Configuration screen to configure settings of the selected printer.

>>>> Note

• This item has the same function as Configuration... in the Canon IJ Network Tool screen.

Maintenance...

Displays the Maintenance screen to revert the network settings of the printer to factory default.

4. Help menu

Instructions

Displays this guide.

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.

2. Select the printer in **Printers:**.

When the printer is connected to the computer with a USB cable temporarily, select the printer with **USB** appearing in the **Connected to** column.

- 3. Click the **Configuration...** button.
- 4. Click the **Wireless LAN** button.
- 5. Change the settings or confirm.

Click **OK** after changing configuration. A screen is displayed asking you for confirmation before the settings are sent to the printer. If you click **OK**, the settings are sent to the printer and the **Transmitted Settings** screen is displayed.

Use printer with wirele	ss LAN connection	
Network Type:	AirPort Network (Infra)	
Network (SSID):	000008804040	Search
Encryption Method:	Use Password (WEP)	
		onfiguration
TCP/IP Setting:	Cet IP address automatically	onfiguration
TCP/IP Setting: IP Address:		onfiguration
	Get IP address automatically	onfiguration

1. Network Type:

AirPort Network (Infra)

Connects the printer to the wireless LAN with an access point.

2. Network (SSID):

The network name (SSID) of the wireless LAN is displayed.

Note Note

• Enter the same SSID that the access point is configured to use. The SSID is case-sensitive.

3. Search...

The Access Points screen is displayed to select an access point to connect to.

Access Points Screen

Note 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.

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 match 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.

Do Not Use

Select to disable encryption.

Use Password (WEP)

Transmission is encrypted using a WEP key you specified.

If a network password (WEP) 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 network key you specified.

The security has been strengthened more than WEP.

If a network key has not been set, the **Authentication Type Confirmation** screen is displayed automatically. To change network key settings 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 network password (WEP) or the WPA/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 Setting:

Sets the IP address of the printer to be used over the LAN. Specify 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 following 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.

Access Points Screen

 ed Access F	Access Point Name (SSID)	MAC Address
WEP	Access Point Name (55ib)	MAC Address
WPA WPA2	ACREMINANCE, C	401878379498 401876474448

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. Refresh

Click to update the list of access points when your target access point is not detected.

If the target access point is set to a closed network (the stealth mode), click **Cancel** to return to the previous screen and enter the network name (SSID) in Network (SSID).

Note

• Make sure that the access point is turned on.

3. Set

Click to set the network name (SSID) in Network (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.

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.

2. Select the printer in Printers:.

When the printer is connected to the computer with a USB cable temporarily, select the printer with **USB** appearing in the **Connected to** column.

- 3. Click the **Configuration...** button.
- 4. Click the Wireless LAN button.
- 5. Select Use Password (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.

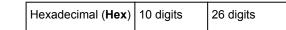
Password (WEP Key):		
Key Length:	128 bit	\$
Key Format:	ASCII	\$
Key ID:	1	\$
Authentication:	Auto	\$

1. Password (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 combination of the key length and key format.

		Key Length	
		64 bit	128 bit
Key Format	ASCII	5 characters	13 characters



2. Key Length:

Select either 64 bit or 128 bit.

3. Key Format:

Select either **ASCII** or **Hex**.

4. Key ID:

Select the Key ID (index) set to the access point.

>>>> Note

• When the printer is connected to an AirPort Base Station via a LAN:

When the printer is connected to an AirPort Base Station via a LAN, confirm the settings in **Wireless Security** of **AirPort Utility**.

- Select 64 bit if WEP 40 bit is selected for the key length in the AirPort Base Station.
- Select **1** for **Key ID**:. Otherwise your computer will not be able to communicate with the printer via 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.



• 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 match that set to the 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.
- 2. Select the printer in **Printers:**.

When the printer is connected to the computer with a USB cable temporarily, select the printer with **USB** appearing in the **Connected to** column.

- 3. Click the **Configuration...** button.
- 4. Click the Wireless LAN button.
- 5. Select Use WPA or Use WPA2 in Encryption Method: and click Configuration....
- 6. Enter the passphrase, confirm the type of dynamic encryption and click OK.

	WPA Details	
Passphrase:		
Dynamic Encryption Type:	TKIP(Basic Encryption)	;
0	Cancel	ĸ

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).

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 match that set to the printer.



• This machine supports WPA-PSK (WPA-Personal) and WPA2-PSK (WPA2-Personal).

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.
- 2. Select the printer in **Printers:**.
- 3. Click the **Configuration...** button.
- 4. Click the Wired LAN button.
- 5. Change the settings or confirm.

Click **OK** after changing configuration. A screen is displayed asking you for confirmation before the settings are sent to the printer. If you click **OK**, the settings are sent to the printer and the **Transmitted Settings** screen is displayed.

ubnet Mask: 255.255.255.0	ubnet Mask: 255.255.255.0		Get IP address automatically	\$
		IP Address:	172.16.2.173	
Router: 172.16.2.1	outer: 172.16.2.1	Subnet Mask:	255.255.255.0	
		Router:	172.16.2.1	

1. TCP/IP Setting:

Sets the IP address of the printer to be used over the LAN. Specify 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 following 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.

Changing the Settings in the Admin Password Sheet

- 1. Start up IJ Network Tool.
- 2. Select the printer in **Printers:**.
- 3. Click the **Configuration...** button.
- Click the Admin Password button.
 The Admin Password sheet is displayed.
- 5. Change the settings or confirm.

🗹 Use adm	in password	·		
Passwo	rd:			
Passwo	rd Confirma	tion:		

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.

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.
- 2. Password:

Enter the password to set.

3. Password Confirmation:

Enter the password again for confirmation.

6. Click OK.

A screen is displayed asking you for confirmation before the settings are sent to the printer. If you click **OK**, the settings are sent to the printer and the **Transmitted Settings** screen is displayed.

Enter Password Screen

The following screen is displayed if an administrator password is set to the printer.

	Enter Password
A password has been set to this Enter the admin password, and c	
Admin Password:	
(?)	Cancel

Admin Password

Enter the admin password that was set. For security purposes, your password is not displayed as you type it.

• ок

Click this item after you enter the admin password.

Cancel

This item returns you to list of detected printers. If you do not enter the correct admin password, you cannot operate the printer.

Monitoring Wireless Network Status

Note 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.
- 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.

Performa	ince: Available	
Signal Le	vel:	
	81%	
Link Qua	lity:	
	94%	

1. Signal Level:

Indicates the strength of the signal received by the printer, ranging from 0% to 100%.

2. Link Quality:

Indicates the signal quality excluding the noise while communicating, ranging from 0% to 100%.

>>>> Important

• If the indicated value is low, move your printer closer to the wireless network device.

3. Advanced Measurement...

Click to examine the connection performance between the printer and the access point. Follow the instructions on the screen to start measuring and display the status. Measurement takes a few minutes.

When \checkmark 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 Help for improving 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 *O* appears in the result of the measurement, check whether other computers are not accessing the printer.

If **2** still appears even if you have tried the above, finish the measurement, then restart the IJ Network Tool to start over the measurement.

>>>> 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, and printing or scanning operation from a computer over network may become impossible. To use the machine over network, perform setup according to the instructions on our website.
- 1. Start up IJ Network Tool.
- 2. Select the printer in **Printers:**.
- 3. Select Maintenance... from the Settings menu.

etting Initialization	
To return the printer settings	to the factory defaults, click [Initialize]
	Initialize

1. Setting Initialization

Initialize

Reverts all the network settings of the printer to factory default.

4. Click Initialize.

The Setting Initialization screen is displayed.

Click **OK** 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 perform setup according to the instructions on our website.



• 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 **OK** on the **Confirmation** screen, the following screen is displayed for confirming the modified settings.

Settings:		
Item Admin Password	Setting Value Use	
Admin Password	Set	

1. Settings:

A list of changes made in the **Configuration** screen is displayed.

Appendix for Network Communication

- Using the Card Slot over a Network
- About Technical Terms
- Restrictions

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. Check the current printer name.

You can check the current printer name on the LCD of the printer.

- 3. On Finder, click the Go menu and Connect to Server.
- 4. Input "smb://xxxxxxxxx/canon_memory/", then click Connect.

For example, if the current printer name is "123ABC000000", then input "smb://123ABC000000/ canon_memory/".

5. Make sure that the card slot is mounted.

When the card slot is mounted, the following icon appears on the desktop or in the **Computer** window on the **Go** menu of Finder.



Canon memory

Note Note

- The authentication screen may appear. If it appears, you do not need to input the password.
- If you cannot mount the card slot with the method above, input the IP address of the machine instead of the current printer name, and try again. For example, "smb://192.168.1.1/ canon_memory/". If you mount the card slot with the IP address, you have to remount it whenever the machine's IP address changes.

Restrictions on Card Slot Use over a Network

• You cannot write data to a memory card in the card slot over a network. You can only read data from a memory card.

- 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.
- 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 "ABCDEFG.DOC", while a name such as "AbcdeFG.doc" will appear the same.

The file is not actually renamed, but merely appears to be changed.

• Disable the function to write files to a memory card from a computer to read files from a memory card over a network.

About Technical Terms

In this section, technical terms used in the manual are explained.

A B С K M I N P R S ΗT U W

Α

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 been entered.

• AES

An encryption method. It is optional for WPA. Strong cryptographic algorithm adopted within U.S. government organizations for information processing.

AirPort Network (Infra)

Client computer and machine setup where all wireless communications pass through an access point.

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 Password (WEP)** is selected.

• Shared Key

In this authentication method, the communication partner is authenticated using the WEP key that was set for encryption.

В

• Bonjour

A service built into Mac OS X operating system to detect the connectable devices on a network automatically.

С

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

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.

• 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

F

• 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.

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.

Κ

• Key Format

Select either **ASCII** or **Hex** as the Password (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.

Μ

• MAC Address (AirPort ID)

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.

Ν

Network (SSID)

Unique label for wireless LAN. It is often represented such as a network name or a 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.

Ρ

• Password (WEP)/Password (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.

Performance

Indicates the status on whether the printer can be used.

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 Level

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.

The stealth mode is called a "closed network".

Subnet Mask Address

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

Т

• 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.

• USB

Serial interface designed to enable you to "hot-swap" devices, i.e., by plugging and unplugging them without turning off the power.

W

• 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: WPA Personal that can be used without an authentication server, plus WPA Enterprise that do require an authentication server.

This machine supports WPA Personal.

• Passphrase

This encrypted key is used to perform WPA Personal 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: WPA2 Personal that can be used without an authentication server, plus WPA2 Enterprise that do require an authentication server.

This machine supports WPA2 Personal.

• Passphrase

This encrypted key is used to perform WPA2 Personal 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.

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. Ink is not only used for printing, but also for cleaning the print head to maintain the optimal printing quality.

The machine has the function to automatically clean the ink jet nozzles to prevent clogging. In the cleaning procedure, ink is pumped out from the nozzles. Used ink for nozzle cleaning is limited to a small amount.

Does black-and-white printing use color ink?

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

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

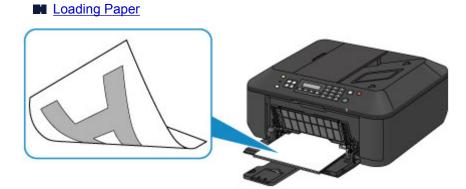
· Is the inside of the machine smeared with ink?

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 <u>Bottom Plate Cleaning</u>.

Check how to load the paper correctly!

· Is the paper loaded in the correct orientation?

To load paper in the front tray, load paper WITH THE PRINTING SIDE FACING DOWN.



· Is the paper curled?

The curled paper causes paper jam. Flatten the curled paper, then reload it.

ILoad 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 unplug the power cord 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 unplug the power cord from the wall outlet while the **POWER** lamp is lit or flashing, the print head will not be capped properly and this will cause drying or clogging.

When <u>unplugging the power cord</u>, make sure that the **POWER** lamp is not lit.

Important

 If the power cord is unplugged, 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 before unplugging the power cord.

Print periodically!

Just as the tip of a felt pen becomes dry and unusable if it has not been used for a long time, even if it is capped, the print head too, may become dried or clogged if the machine has not been used for a long time.

We recommend you to use the machine at least once a month.

>>>> Note

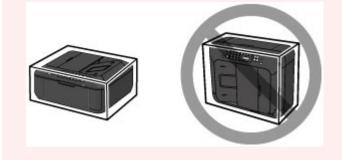
• Depending on the type of paper, ink may blur if you trace the printed area with a highlight pen or paint-stick, or bleed if water or sweat comes in contact with the printed area.

Precautions for Safe Transport of the Machine

When relocating the machine, make sure of the following.

Important

- 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 FINE cartridge 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 the **POWER** lamp is off and <u>unplug the power cord</u>.

Important

- Do not unplug the machine while the **POWER** lamp 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. Retract the paper support with the output tray extension closed.
- 4. Close the front cover.
- 5. Unplug the printer cable from the computer and from the machine, then unplug the power cord from the machine.
- 6. 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.
- 7. 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

Printing resolution (dpi)	4800* (horizontal) x 1200 (vertical)
	* Ink droplets can be placed with a pitch of 1/4800 inch at minimum.
Interface	USB Port:
	Hi-Speed USB *1
	LAN Port:
	Wireless LAN: IEEE802.11n / IEEE802.11g / IEEE802.11b *2
	*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 Setup possible through Standard setup, WPS (Wi-Fi Protected Setup), WCN (Windows Connect Now) or Cableless setup.
Print width	8 inches/203.2 mm
	(for Borderless Printing: 8.5 inches/216 mm)
Operating environment	Temperature: 41 to 95 °F (5 to 35 °C)
	Humidity: 10 to 90 % RH (no condensation)
	* The performance of the printer may be reduced under certain temperature and humidity conditions.
	Recommended conditions:
	Temperature: 59 to 86 °F (15 to 30 °C)
	Humidity: 10 to 80 % RH (no condensation)
	* For the temperature and humidity conditions of papers such as photo paper, refer to the paper's packaging or the supplied instructions.
Storage environment	Temperature: 32 to 104 °F (0 to 40 °C)
	Humidity: 5 to 95 % RH (no condensation)
Power supply	AC 100-240 V, 50/60 Hz
Power consumption	Printing (Copy): Approx. 18 W
	Standby (minimum): Approx. 1.0 W *1*2
	OFF: Approx. 0.3 W *1
	*1 USB connection to PC
	*2 The wait time for standby cannot be changed.
External dimensions	Approx. 18.1 (W) x 15.2 (D) x 7.9 (H) inches
	Approx. 458 (W) x 385 (D) x 200 (H) mm
	* With the Front Cover retracted.
Weight	Approx. 18.4 lb (Approx. 8.4 kg)
	* With the FINE Cartridges installed.
Canon FINE Cartridge	Total 1792 nozzles (BK 640 nozzles, C/M/Y each 384 nozzles)

ADF capacity	A4 or Letter size: max. 30 sheets (20 lb/75 g /m ² paper), up to 0.12 inch/3 mm in height
	Legal size: max. 5 sheets (20 lb/75 g /m ² paper), up to 0.02 inch/0.5 mm in height
	Other sizes: 1 sheet

Copy Specifications

Multiple copy	max. 99 pages
Intensity adjustment	9 positions, Auto intensity (AE copy)
Reduction / Enlargement	25 % - 400 % (1 % unit)

Scan Specifications

Scanner driver	Windows: TWAIN 1.9 Specification, WIA	
	Mac OS: ICA	
Maximum scanning size	Platen Glass: A4/Letter, 8.5" x 11.7"/216 x 297 mm	
	ADF: A4/Letter/Legal, 8.5" x 14.0"/216 x 356 mm	
Scanning resolution	Optical resolution (horizontal x vertical) max: 1200 x 2400 dpi *1	
	Interpolated resolution max: 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.	
Gradation (Input / Output)	Gray: 16 bit/8 bit	
	Color: 48 bit/24 bit (RGB each 16 bit/8 bit)	

Fax Specifications

Applicable line	Public Switched Telephone Network (PSTN)	
Communication mode	Super G3, G3	
Data compressing system	Black: MH, MR, MMR	
	Color: JPEG	
Modem speed	max. 33.6 kbps	
	(Automatic fallback)	
Transmission speed	Black: 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.)	
	Color: Approx. 1 minute/page at 33.6 kbps	
	(Based on Canon COLOR FAX TEST SHEET.)	

Gradation	Black: 256 levels	
Gradation		
	Color: 24 bit Full Color (RGB each 8 bit)	
Density adjustment	3 levels	
Memory	Transmission/reception: approx. 50 pages	
	(Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode.)	
Fax resolution	Black Standard: 203 pels/inch x 98 lines/inch (8 pels/mm x 3.85 lines/mm)	
	Black Fine, Photo: 203 pels/inch x 196 lines/inch (8 pels/mm x 7.70 lines/mm)	
	Black Extra fine: 300 x 300 dpi	
	Color: 200 x 200 dpi	
Dialing	Automatic dialing	
	- Memory dial (max. 20 destinations)	
	- Group dial (max. 19 destinations)	
	Regular dialing (with Numeric buttons)	
	Automatic redialing	
	Manual redialing (max. 10 destinations)	
Others	Activity report (after every 20 transactions)	
	Sequential broadcasting (max. 21 destinations)	
	Rejected numbers (max. 10 destinations)	

Network Specifications

Communication protocol	TCP/IP	
Wireless LAN	Supported Standards: IEEE802.11n / IEEE802.11g / IEEE802.11b	
	Frequency bandwidth: 2.4 GHz	
	Channel: 1-11 or 1-13	
	* Frequency bandwidth and available channels differ depending on country or region.	
	Communication distance: Indoors 164 feet/50 m	
	* Effective range varies depending on the installation environment and location.	
	Security:	
	WEP (64/128 bits)	
	WPA-PSK (TKIP/AES)	
	WPA2-PSK (TKIP/AES)	
	Setup:	
	Standard setup	
	WPS (Push button configuration/PIN code method)	
	WCN (WCN-NET)	
	Cableless setup	
	Other Features: Administration password	

Minimum System Requirements

Conform to the operating system's requirements when higher than those given here.

Windows

Operating System	Windows 8, Windows 8.1	
	Windows 7, Windows 7 SP1	
	Windows Vista SP1, Windows Vista SP2	
	Windows XP SP3 32-bit only	
Browser	Internet Explorer 8 or later	
Hard Disk Space	3 GB	
	Note: For bundled software installation.	
	The necessary amount of hard disk space may be changed without notice.	
Display	XGA 1024 x 768	

Mac OS

Operating System	Mac OS X v10.6.8 or later	
Browser	Safari 5 or later	
Hard Disk Space	1.5 GB	
	Note: For bundled software installation.	
	The necessary amount of hard disk space may be changed without notice.	
Display	XGA 1024 x 768	

Other Supported OS

Some functions may not be available with each OS. Refer to the manual or the Canon web site for details on operation with iOS, Android, and Windows RT.

Mobile Printing Capability

Apple AirPrint	
Google Cloud Print	

- An internet connection is required to view the Online Manual.
- Windows: Operation can only be guaranteed on a computer with Windows 8.1, Windows 8, Windows 7, Windows Vista or Windows XP pre-installed.
- Windows: A CD-ROM Drive or internet connection is required during software installation.
- Windows: Internet Explorer 8, 9 or 10 is required to install Easy-WebPrint EX.

Easy-WebPrint EX for Internet Explorer 9 or 10 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.

- Windows: The TWAIN driver (ScanGear) is based on the TWAIN 1.9 Specification and requires the Data Source Manager bundled with the operating system.
- 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.

Specifications are subject to change without notice.

Printing

> Printing from a Computer

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

Printing Using the Operation Panel of the Machine

- Printing Template Forms Such As Lined Paper or Graph Paper
- Printing with the Access Point Mode

Printing from a Computer

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

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

- Printing with Easy Setup VBasic
- Various Printing Methods
- Changing the Print Quality and Correcting Image Data
- Overview of the Printer Driver
- Updating the Printer Driver

Printing with Easy Setup

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

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

Select your model from the **Printer** list in the **Print Dialog**.

Printer:	Canon MX470 series	:
Presets:	Default Settings	:
Copies:	1	
Pages:	All ÷	
	1 of 1	
? PDF •	Show Details	Cancel Print

>>>> Note

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

4. Select the paper size

For **Paper Size**, select the paper size to be used. If necessary, set the number of copies, the pages to be printed, and the orientation.

	River Course IN/17A codes
	Printer: Canon MX470 series \$
	Presets: Default Settings
	Copies: 1
	Pages: All From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	TextEdit +
	Print header and footer
	Rewrap contents to fit page
[H4] 4 1of1 (>>>>)	
? PDF • Hide Details	Cancel

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

	Printer: Canon MX470 series +
	Presets: Default Settings ‡
	Copies: 1
	Pages: All From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	Media Type: Plain Paper ‡
	Paper Source: Front Tray \$
10f1 ()	Print Quality: Standard \$
	Crayscale Printing
PDF + Hide Details	Cancel Print

6. Select the media type

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

	Printer: Canon MX470 series Presets: Default Settings Copies: 1 Pages: • All
	From: 1 to: 1 Paper Size: US Letter \$ 8.50 by 11.00 inches Orientation: III IIII Quality & Media \$ Media Type: Plain Paper \$
Idd a lof 1 PPH	Paper Source: Front Tray \$
7 PDF - Hide Details	Cancel

7. Select the print quality

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

	Printer: Canon MX470 series ÷
	Presets: Default Settings \$
	Copies:
	Pages: • All From: 1 to: 1
	Paper Size: US Letter ÷ 8.50 by 11.00 inches
	Orientation:
	Quality & Media 🗧 🗧
	Media Type: Plain Paper \$
	Paper Source: Front Tray +
1 of 1	Print Quality: Standard ‡
	Grayscale Printing
? PDF • Hide Details	Cancel

>>>> Important

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

8. Complete the setup

Click Print.

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

	Printer: Canon MX470 series Presets: Default Settings
	Copies: 1 Pages: • All From: 1 to: 1 Paper Size: US Letter ÷ 8.50 by 11.00 inches
	Paper Size: US Letter : 8.50 by 11.00 inches Orientation:
	Media Type: Plain Paper : Paper Source: Front Tray :
iee e lofi bibb	Print Quality: Standard \$
PDF Hide Details	Cancel Print

>>>> Important

• In the **Presets** section, click **Save Current Settings as Preset...** (**Save As...**) to <u>register the specified</u> <u>settings</u>.

Setting the Media Type with the Printer Driver

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

You can use the following media types on this machine.

Commercially available papers

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

Canon genuine papers (Photo Printing)

Media name <model no.=""></model>	Media Type in the printer driver
Photo Paper Plus Glossy II <pp-201></pp-201>	Photo Paper Plus Glossy II
Photo Paper Pro Platinum <pt-101></pt-101>	Photo Paper Pro Platinum
Photo Paper Pro Luster <lu-101></lu-101>	Photo Paper Pro Luster
Photo Paper Plus Semi-gloss <sg-201></sg-201>	Photo Paper Plus Semi-gloss
Photo Paper Glossy <gp-501 gp-601=""></gp-501>	Glossy Photo Paper
Matte Photo Paper <mp-101></mp-101>	Matte Photo Paper

Canon genuine papers (Business Letter Printing)

Media name <model no.=""></model>	Media Type in the printer driver
High Resolution Paper <hr-101n></hr-101n>	High Resolution Paper

Canon genuine papers (Original Products)

Media name <model no.=""></model>	Media Type in the printer driver
T-Shirt Transfers <tr-301></tr-301>	T-Shirt Transfers
Photo Stickers <ps-101></ps-101>	Photo Paper Plus Glossy II

Various Printing Methods

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

Setting the Number of Copies and Printing Order

Collate pages + Reverse Collate pages + Normal

Reverse



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

1. Specify the number of copies to be printed

Specify the number of copies to print from the Copies in the Print Dialog.

	Printer: Canon MX470 series 🗧
	Presets: Default Settings
	Copies:
	Pages: 💿 All
	From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	TextEdit \$
	Print header and footer
	Rewrap contents to fit page
(H41.4) 1of1 (FIFE)	
(?) PDF • Hide Details	Cancel

2. Select Paper Handling from the pop-up menu

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

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

4. Specify the print order

Check Page Order.

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

	Printer: Canon MX470 series
	Presets: Default Settings \$
	Copies: 1
	Pages: • All From: 1 to: 1
	Paper Size: US Letter \$ 3.50 by 11.00 inches
	Orientation:
	Paper Handling +
	Collate pages
	Pages to Print: All pages \$
Heile 1of1 FIFE	Page Order: Automatic +
	Scale to fit paper size
	Destination Paper Size: Suggested Paper: US Letter 💠
	Scale down only
? PDF * Hide Details	Cancel

5. Complete the setup

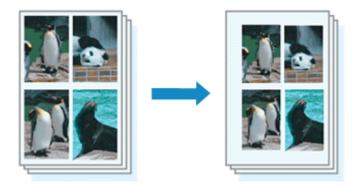
Click Print.

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

>>>> Important

• When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order with both the application software and this printer driver, the number of copies may be multiplied numbers of the two settings or the specified printing order may not be enabled.

Setting the Stapling Margin



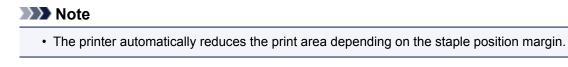
The procedure for setting the margin width and the staple side is as follows:

1. Select Margin from the pop-up menu on the Print Dialog

	Printer: Canon MX470 series \$
	Presets: Default Settings ‡
	Copies: 1
	Pages: All From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	Margin: 0.0 (1) inches (0-1.2)
[H4 - 4] 1 of 1 [> > > > > > > > > > > > > > > > > >	Stapling Side: Long-side stapling (Left)
	Long-side stapling (Right)
	Short-side stapling (Top)
	 Short-side stapling (Bottom)
? PDF • Hide Details	Cancel

2. Set the margin width and the staple side

If necessary, set the Margin width, and select a stapling position from the Stapling Side list.



3. Complete the setup

Click Print.

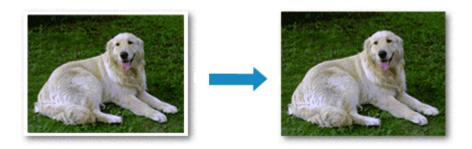
When you execute print, the data is printed with the specified margin width and staple side.



• When borderless printing is enabled, **Margin** and **Stapling Side** appear grayed out and are unavailable.

Execute Borderless Printing

The borderless printing function allows you to print data without any margin by enlarging the data so that it extends slightly off the paper. In standard printing, margins are created around the document area. However, in borderless printing function, these margins are not created. When you want to print data such as a photo without providing any margin around it, set borderless printing.



The procedure for performing borderless printing is as follows:

Setting Borderless Printing

1. Select the size of the paper for borderless printing

Select "XXX (borderless)" from the Paper Size in the Print Dialog.

Here 1 of 1 Press	 Print header and footer Rewrap contents to fit page
	Orientation:
	Paper Size: US Letter (borderless) = 8.50 by 11.00 inches
	Copies: 1 Pages: All
	Presets: Default Settings \$
	Printer: Canon MX470 series :

- 2. Select Borderless Printing from the pop-up menu
- 3. Adjust the amount of extension from the paper

If necessary, adjust the amount of extension using the **Amount of Extension** slider. Moving the slider to the right increases the amount extending off the paper, and moving the slider to the left decreases the amount.

It is recommended to set the slider at the second position from the right for most cases.

	Printer: Canon MX470 series \$
	Presets: Default Settings \$
	Copies: 1
	Pages: • All
	From: 1 to: 1
	Paper Size: US Letter (borderless) 8.50 by 11.00 inches
	Orientation:
	Borderless Printing \$
	Amount of Extension:
144 4 1 of 1 1 H	
PDF Hide Details	Cancel

Important

 When the Amount of Extension slider is set to the rightmost position, the back side of the paper may become smudged.

4. Complete the setup

Click Print.

When you execute print, the data is printed without any margins on the paper.

>>>> Important

- Borderless printing only supports specific paper sizes. Make sure to select a paper size with the wording "(borderless)" from the Paper Size.
- When borderless printing is enabled, **Envelope**, **High Resolution Paper**, and **T-Shirt Transfers** appear grayed out and are unavailable in **Media Type** list of **Quality & Media** of the pop-up menu in the Print dialog.
- Print quality may deteriorate or the sheet may be stained at the top and bottom depending on the type of paper used.
- When the ratio of the height to the width differs from the image data, a portion of the image may not be printed depending on the size of the media used.
- In this case, crop the image data with an application software according to the paper size.
- When scaled printing or page layout printing is enabled, you cannot perform borderless printing.

Note

• When **Plain Paper** is selected from the **Media Type** menu of the **Quality & Media**, borderless printing is not recommended.

Expanding the Range of the Document to Print

Setting a large amount of extension allows you to perform borderless printing with no problems. However, the portion of the document extending off the paper range will not be printed and for this reason, the subjects around the perimeter of a photo may not be printed.

When you are not satisfied with the result of borderless printing, reduce the amount of extension. The extension amount decreases as the **Amount of Extension** slider is moved to the left.

>>>> Important

• When the amount of extension is decreased, an unexpected margin may be produced on the print, depending on the size of the paper.

>>>> Note

• When the **Amount of Extension** slider is set to the leftmost position, image data will be printed in the full size. If you set this when printing the address side of a postcard, the postal code of the sender is printed in the correct position.

Scaling the Printing to Fit the Paper Size



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

1. Check the paper size

Check that the **Paper Size** in the <u>Print Dialog</u> is the same as the paper size that you set in the application software.

2. Select Paper Handling from the pop-up menu

	Printer: Canon MX4 Presets: Default Sett Copies: 1 Pages: All	ings t
	Paper Size: US Letter	to: 1 \$ 8.50 by 11.00 inches
	Orientation:	
	Paper Handl	ling +
		Collate pages
	Pages to Print:	
[H41.4] 1of1 [P.INH]	Page Order:	Automatic \$
[144] 4 1 of 1 [144]		Scale to fit paper size
	Destination Paper Size:	Suggested Paper: US Letter \$
		Scale down only
? PDF Hide Details		Cancel Print

3. Set the print paper size

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

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

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

5. Complete the setup

Click Print.

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

Scaled Printing



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

1. Select the printer

In the Page Setup Dialog, select your model name from the Format For list.

Settings:	Page Attributes \$
Format For:	Canon MX470 series \$
	Canon MX470 series
Paper Size:	US Letter ‡
	8.50 by 11.00 inches
Orientation:	
Scale:	100 %
0	Cancel

2. Set scaled printing

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

>>>> Note

• If you are using Mac OS X v10.8 or Mac OS X v10.7, you can set the **Scale** rate to a value in the range from 1 to 999%.

If you are using Mac OS X v10.6.8, set a value in the range from 1 to 10000%. If you enter any other value, an error message will be displayed.

3. Complete the setup

On the <u>Print Dialog</u>, click **Print**. When you execute print, the document will be printed with the specified scale.

>>>> Important

• When the application software which you used to create the original has the scaled printing function, configure the settings on your application software. You do not need to configure the same setting in the Page Setup dialog.

Page Layout Printing

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



The procedure for performing page layout printing is as follows:

1. Select Layout from the pop-up menu in the Print Dialog

	Diana Cara Invita and a
	Printer: Canon MX470 series ‡
	Presets: Default Settings \$
	Copies: 1 Pages: • All From: 1 to: 1 Paper Size: US Letter ÷ 8.50 by 11.00 inches Orientation: 1 •
	Layout \$
	Pages per Sheet: 1 +
Helle lof1 (PIPH)	Layout Direction:
	Border: None ‡
	Two-Sided: Off \$
	Reverse page orientation Flip horizontally
PDF Hide Details	Cancel

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

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

3. If necessary, set the following items

Layout Direction

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

Border

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

Reverse page orientation

Select this check box to change the paper orientation.

Flip horizontally

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

4. Complete the setup

Click Print.

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

Printing on Postcards

This section describes the procedure for postcard printing.

- 1. Load postcard on the machine
- 2. Select paper size in the Print Dialog

Select Postcard or Postcard Double from the Paper Size menu.

>>>> Important

- Return postcards can be used only when you print them from the computer.
- When printing a return postcard, always set the paper size to **Postcard Double** from your application software or the printer driver.
- Do not fold the return postcard. If a crease is formed, the machine will not be able to feed the postcard properly, and this condition will cause line shifts or a paper jam.
- With return postcards, borderless printing cannot be used.
- 3. Select Quality & Media from the pop-up menu
- 4. Select the media type

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

>>>> Important

- This machine cannot print on postcards that have photos or stickers attached.
- When printing on each side of a postcard separately, you will get cleaner printing if you print the message side first and then print the address side.

5. Complete the setup

Click Print.

When you execute printing, the data will be printed onto the postcard.

Displaying the Print Results before Printing

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

To display the print result before printing, click **Preview** on the <u>Print Dialog</u>.

>>>> Note

• When you click 💽 (the disclosure triangle) in the Print dialog and switch to the detailed display, **Preview** is not displayed.

For detailed display, a preview is displayed on the left side of the Print dialog.

Setting Paper Dimensions (Custom Size)

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

The procedure for specifying a custom size is as follows:

1. Creating a new custom paper size

In the <u>Print Dialog</u>, select **Manage Custom Sizes...** from **Paper Size**. In the **Custom Paper Sizes** dialog, click +.

Untitled	Paper Size: 8.5 in Width	n 11 in Height
	Non-Printable Area: User Defined	
+ - Duplicate	.25 in Top Left .56 Bottom	.25 in
?	Cance	ОК

Untitled will be added to the list.

2. Setting details about the custom paper size

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

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

3. Registering the custom paper size

Click **OK**. The custom size is registered.

Important

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

Note

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

Changing the Print Quality and Correcting Image Data

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

Setting the Print Quality Level (Custom)

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

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

- 1. Select Quality & Media from the pop-up menu on the Print Dialog
- 2. Select the print quality

Select Custom for Print Quality.

Idd I Df1 DDD	Printer: Canon MX470 series : Presets: Default Settings : Copies: 1 Pages: All From: 1 to: 1 Paper Size: US Letter : 8.50 by 11.00 inches Orientation: 1 Quality & Media : Media Type: Plain Paper : Paper Source: Front Tray : Print Quality: Custom : Quality: Fine
? PDF • Hide Details	Grayscale Printing

3. Setting the print quality level

Move the Quality slider to select the print quality level.

4. Complete the setup

Click Print.

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

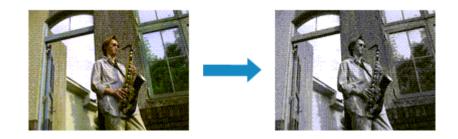
>>>> Important

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

Related Topics

- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

Printing a Color Document in Monochrome



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

- 1. Select Quality & Media from the pop-up menu on the Print Dialog
- 2. Set grayscale printing

Check the Grayscale Printing check box.

	Printer: Canon I	MX470 series \$
	Presets: Default	Settings ‡
	Copies: 1	
	Pages: 💽 All	
	O From:	1 to: 1
	Paper Size: US Lette	er \$ 8.50 by 11.00 inches
	Orientation:	
	Quality	& Media 🕴 👘
	Media Type:	Plain Paper \$
	Paper Source:	Front Tray \$
	Print Quality:	Standard ‡
	Г	Grayscale Printing
		,
(?) PDF • Hide Details		Cancel

3. Complete the setup

Click Print.

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

Note Note

• During Grayscale Printing, inks other than black ink may be used as well.

Specifying Color Correction

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

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

The procedure for specifying color correction is as follows:

	Printer: Canon MX470 series \$
	Presets: Default Settings
	Copies: 1
	Pages: All From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	Color Matching
	ColorSync 💿 Canon Color Matching
Heid lof1	
PDF Hide Details	Cancel

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

2. Select color correction

Select the item below that matches your purpose.

ColorSync

Perform color correction using ColorSync.

Canon Color Matching

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

3. Complete the setup

Click Print.

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

>>>> Important

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

Related Topics

- Optimal Photo Printing of Image Data
- Adjusting Colors with the Printer Driver

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

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

Optimal Photo Printing of Image Data

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

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

Color Management

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

For Mac OS, a color management system called "ColorSync" is built into the operating system. Adobe RGB and sRGB are popularly used as common color spaces. Adobe RGB has a wider color space than sRGB.

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

Selecting a Printing Method Suited to the Image Data

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

There are two typical printing methods.

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

Adjusting Colors with the Printer Driver

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

· To print using Canon Digital Photo Color

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

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

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

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

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

Describes the procedure for printing by using the color space of Adobe RGB or sRGB effectively. You can print with a common color space by setting up the application software and the printer driver so that the color management matches the input ICC profile of the image data.

The method for setting up the printer driver differs depending on the application software to be used.

Adjusting Colors with the Printer Driver

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

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

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

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

	Printer: Canon MX470 series Presets: Default Settings Copies: 1 Pages: All From: 1 to: 1 Paper Size: US Letter Orientation: 1 Color Matching ColorSync Canon Color Matching
PDF T Hide Details	Cancel

2. Select color correction

Select Canon Color Matching.

3. Set the other items

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

4. Complete the setup

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

Related Topics

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

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

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

To use this printing method, use your application software to select color management items and specify an input ICC profile and a printing ICC profile in the image data.

Even if you print using a printing ICC profile that you created yourself from your application software, be sure to select color management items from your application software.

For instructions, refer to the manual of the application software you are using.

	Printer: Canon MX470 series \$
	Presets: Default Settings 🗧
	Copies: 1
	Pages: • All
	From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	Color Matching :
	ColorSync 💿 Canon Color Matching
Heid lof1 (FIFE)	
(?) PDF • Hide Details	Cancel

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

2. Select color correction

Select ColorSync.

You can leave Profile set to Automatic.

>>>> Important

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

Click Print.

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

- Setting the Print Quality Level (Custom)
- Specifying Color Correction

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

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

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

	Printer: Canon MX470 series ÷
	Presets: Default Settings ÷ Copies: 1
	Pages: • All From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	Color Matching +
	ColorSync 💿 Canon Color Matching
[H44] 1 of 1 [PPH]	
? PDF Hide Details	Cancel Print

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

2. Select color correction

Select ColorSync.

You can leave Profile set to Automatic.

Important

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

Click Print.

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

>>>> Important

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

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

Adjusting Color Balance

You can adjust the color tints when printing.

Since this function adjusts color balance of the output by changing the ink ratios of each color, it changes the total color balance of the document. Use the application software when you want to change the color balance significantly. Use the printer driver only when you want to adjust the color balance slightly. The following sample shows the case when color balance is used to intensify cyan and to diminish yellow so that the overall colors are more uniform.



No adjustment Adjust color balance

The procedure for adjusting color balance is as follows:

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

2. Adjust color balance

There are individual sliders for **Cyan**, **Magenta**, and **Yellow**. Each color becomes stronger when the corresponding slider is moved to the right, and becomes weaker when the corresponding slider is moved to the left. For example, when cyan becomes weaker, the color red becomes stronger. You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

	Drinten Conner HV470 series
	Printer: Canon MX470 series \$
	Presets: Default Settings \$
	Copies: 1
	Pages: • All From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	Color Options :
	Cyan: 0 Cyan: O
	Magenta: 0 Low High
[44. 4 1 of 1 ► ► H	Yellow: 0 High
	1234567 Brightness: Normal ‡
	Sample Type:
	Standard
	View Color Pattern
PDF Hide Details	Cancel Print

Important

• Adjust the slider gradually.

3. Complete the setup

Click Print.

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

Important

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

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

Adjusting Brightness

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

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

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



Light is selected Normal is selected Dark is selected

The procedure for adjusting brightness is as follows:

- 1. Select Color Options from the pop-up menu of the Print Dialog
- 2. Specify the brightness

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

	Printer: Canon MX470 series \$
	Presets: Default Settings \$
	Copies: 1
	Pages: All
	From: 1 to: 1 Paper Size: US Letter \$
	Orientation:
	Color Options :
	Cyan: 0 Low High
	Magenta: 0 Low High
	Yellow: 0
	234567 Brightness: Normal ‡
	Standard + Intensity: 0 Ught Dark
	View Color Pattern
PDF Hide Details	Cancel Print

3. Complete the setup

Click Print.

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

Important

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

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

Adjusting Intensity

You can dilute (brighten) or intensify (darken) the colors of the overall image data during printing. The following sample shows the case when the intensity is increased so that all colors become more intense when the image data is printed.



No adjustment

Higher intensity

The procedure for adjusting intensity is as follows:

- 1. Select Color Options from the pop-up menu of the Print Dialog
- 2. Adjust intensity

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

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

	Printer: Canon MX470 series	+
	Presets: Default Settings	*
	Copies: 1	
	Pages: All From: 1 to	1
	Paper Size: US Letter	\$ 8.50 by 11.00 inches
	Orientation:	
	Color Options	
	Cyan: 0	Low High
	Magenta: 0	Low High
144 4 1 of 1 • • •	Yellow: 0	Low High
	234567 Brightness: N	iormal ‡
	Standard Standard	Ught Dark
	View Color Pattern	Low High
? PDF • Hide Details		Cancel Print

>>>> Important

• Adjust the slider gradually.

3. Complete the setup

Click Print.

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

>>>> Important

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

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

Adjusting Contrast

You can adjust the image contrast during printing.

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



No adjustment

The procedure for adjusting contrast is as follows:

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

Adjust the contrast

2. Adjust the contrast

Moving the **Contrast** slider to the right increases the contrast, and moving the slider to the left decreases the contrast.

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

	Printer: Canon	MX470 series	
	Presets: Defaul	t Settings	+
	Copies: 1)	
	Pages: • All		
	O From		
	Paper Size: US Lett	ter ‡	8.50 by 11.00 inches
	Orientation:	TF	
	Color C	Options	:
		Cyan: 0	Low High
	3	Magenta: 0	Low High
[H4 4] 1 of 1 [▶ ▶₩]	ABCDEF	Yellow: 0	Low High
	1234567	Brightness: Norr	nal ‡
	Sample Type: Standard ‡	Intensity: 0	• <u>••••</u> •
	View Color Pattern	Contrast: 0	Ught Ught Low High
PDF Hide Details			Cancel Print

Important

• Adjust the slider gradually.

3. Complete the setup

Click Print.

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

>>>> Important

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

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

Overview of the Printer Driver

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

Canon IJ Printer Driver

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

The printer driver converts the print data created by your application software into data that your printer can understand, and sends the converted data to the printer.

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

Using Help of the Printer Driver

You can display Help function from the Print Dialog.

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

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

- Quality & Media
- Color Options
- Borderless Printing
- Margin

How to Open the Printer Driver Setup Window

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

Opening the Page Setup Dialog

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

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

The Page Setup Dialog opens.

Opening the Print Dialog

Use this procedure to set the print settings before printing.

 Select **Print...** from the **File** menu of the application software The <u>Print Dialog</u> opens.

Page Setup Dialog

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

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

Settings	Page Attributes	\$
Format For	Any Printer	\$
Paper Size:	US Letter 8.50 by 11.00 inches	\$
Orientation		
Scale	100 %	
0	Ca	ncel OK

Settings

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

Page Attributes

Set the paper size or scaled printing.

Save as Default

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

Format For

Select the model to be used for printing.

Paper Size

Select the size of the paper to be used for printing. To set a non-standard size, select **Manage Custom Sizes...**.

Orientation

Select the print orientation.

Scale

Set the scaling percentage.

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

Print Dialog

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

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

Pages: • All From: 1 to: 1	Orientation:
Pages: • All From: 1 to: 1 Paper Size: US Letter ÷ 8.50 by 11.00 inches	Orientation:
Pages: • All From: 1 to: 1 Paper Size: US Letter ÷ 8.50 by 11.00 inches	Orientation:
Pages: • All From: 1 to: 1	Orientation:
Pages: • All From: 1 to: 1	
Pages: • All	
	Copies: 1
	Presets: Default Settings 🗧
	Presets: Default Settings \$
Presets: Default Settings ‡	 Printer: Canon MX470 series +

Printer

Select the model to be used for printing.

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

Presets

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

>>>> Note

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

Copies

You can set the number of copies to be printed.

>>>> Note

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

Pages

You can set the range of pages to be printed.

Paper Size

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

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

Orientation

Select the print orientation.

Pop-up Menu

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

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

Layout

You can set page layout printing.

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

Color Matching

You can select the color correction method.

Paper Handling

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

Cover Page

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

Scheduler

You can set the print start time and print priorities.

Quality & Media

You can set basic print settings that match the machine.

Color Options

You can adjust the print colors as you desire.

Borderless Printing

You can adjust the amount of document that extends off the paper when performing borderless printing.

<u>Margin</u>

You can set the stapling side and the stapling margin.

Supply Levels

A rough indication of the remaining ink level is displayed.

Summary

The selected items in the Print dialog are displayed.

Important

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

PDF

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

Preview

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

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

Quality & Media

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

	Printer: Canon MX470 series ‡
	Printer: Canon MX470 series
	Presets: Default Settings \$
	Copies: 1
	Pages: • All
	From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	Quality & Media 🗧
	Media Type: Plain Paper \$
	Paper Source: Front Tray \$
101 D 101	Print Quality: Standard +
	Grayscale Printing
PDF Hide Details	Cancel

Media Type

Select the type of media to be used.

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

Paper Source

Shows the source from which paper is supplied.

Print Quality

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

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

High

Gives priority to print quality over printing speed.

Standard

Prints with average speed and quality.

Draft

This setting is appropriate for test printing.

Custom

Select this radio button to specify a quality.

Quality

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

Grayscale Printing

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

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

- Setting the Print Quality Level (Custom)
- Printing a Color Document in Monochrome

Color Options

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

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

	Printer: Canon MX470 series \$
	Presets: Default Settings \$
	Copies: 1
	Pages: • All From: 1 to: 1
	Paper Size: US Letter \$ 8.50 by 11.00 inches
	Orientation:
	Color Options :
	Cyan: 0 Cyan: 0
	Magenta: 0 Low High
[44 4 1 of 1 ► ►►	Yellow: 0
	ABCDEF Low High 1234567 Brightness: Normal
	Standard : Intensity: 0 Out
	View Color Pattern
? PDF Hide Details	Cancel

Preview

Shows the effect of color adjustment.

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

Sample Type

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

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

View Color Pattern

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

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

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

>>>> Note

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

Color balance (Cyan, Magenta, Yellow)

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

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. Adjusting the color balance will result in variations in the balance among the volumes of the individual color inks and hence in the hues of the document as a whole.

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

Brightness

Select the brightness of printed images.

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

Intensity

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

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

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

Contrast

The Contrast function changes the differences between light and dark in images during printing. To make the differences between the light and dark portions of images greater and more distinct, increase the contrast. On the other hand, to make the differences between the light and dark portions of images smaller and less distinct, reduce the contrast.

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

>>>> Important

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

- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

Borderless Printing

This dialog allows you to adjust the amount of the document that extends off the paper when borderless printing is performed.

	Printer: Canon MX470 series \$
	Presets: Default Settings \$
	Copies: 1
	Pages: All From: 1 to: 1
	Paper Size: US Letter (borderless) + 8.50 by 11.00 inches
	Orientation:
	Borderless Printing
	Amount of Extension:
144 4 1 of 1 1 199	
PDF Hide Details	Cancel Print

Amount of Extension

Use the **Amount of Extension** slider to adjust the amount of the document that extends off the paper. Moving the slider to the right makes the amount larger and moving the slider to the left makes the amount smaller.

Related Topic

Execute Borderless Printing

Margin

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

	Printer: Canon MX470 series +
	Presets: Default Settings
	Copies: 1
	Pages: All From: 1 to: 1
	Paper Size: US Letter
	Orientation:
	Margin ÷
	Margin: 0.0 (*) inches (0-1.2)
1 of 1 (P P P P	Stapling Side: Long-side stapling (Left)
	Long-side stapling (Right)
	Short-side stapling (Top) Short-side stapling (Bottom)
?) PDF • Hide Details	Cancel

Margin

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

Stapling Side

Specify the stapling side.

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

Select this option to staple the long side of the paper. Choose left or right.

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

Select this option to staple the short side of the paper. Choose top or bottom.

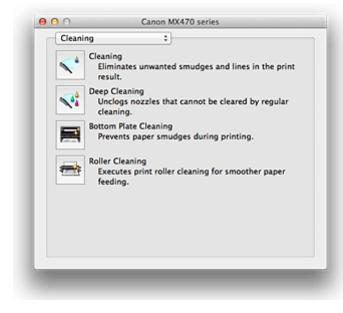
Related Topic

Setting the Stapling Margin

Canon IJ Printer Utility

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

What You Can Do with the Canon IJ Printer Utility



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

Cleaning

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

Test Print

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

Power Settings

Operate the power of this machine from the printer driver.

Ink Level Information

Check the remaining ink levels.

Ink Cartridge Settings

Selects the FINE cartridge you use for printing.

Quiet Settings

You can reduce the operating noise of the machine.

Custom Settings

Change the settings of this machine.

>>>> Note

- To operate the Canon IJ Printer Utility, you must first turn on the machine.
- Depending on the items selected, the computer communicates with the machine to obtain information. If the computer is unable to communicate with the machine, an error message may be displayed.

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

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

Opening the Canon IJ Printer Utility

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

- 1. Open System Preferences, and select Print & Scan (Print & Fax)
- 2. Start the Canon IJ Printer Utility

Select your model from the printer list, and click **Options & Supplies...**. Click **Open Printer Utility** in **Utility** tab. Canon IJ Printer Utility is launched.

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Maintenance of this Machine

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

Display the Printing Status Screen

Check the print progress according to the following procedure:

- 1. Launch the printing status screen
 - · If the print data has been sent to the machine

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

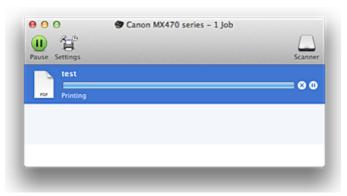
· If the print data has not been sent to the machine

Open **System Preferences**, and select **Print & Scan** (**Print & Fax**). To display the printing status screen, select the name of your printer model from the printer list, and then click **Open Print Queue...**.

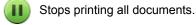
2. Checking the printing status

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

• If you are using Mac OS X v10.8



- Deletes the specified print job.
- Stops printing the specified document.
- C Resumes printing the specified document.



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

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

Printing "test" Printing				
Status	Name	Sent	Completed	
Printing	test	Today, 14:13		



Deletes the specified print job.



Stops printing the specified document.

Resumes printing the specified document.



Displays the print job information.



i

Stops printing all documents.

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

Deleting the Undesired Print Job

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

- 1. Open System Preferences, and select Print & Scan (Print & Fax)
- 2. Select your model, and then click Open Print Queue...

The print status check screen appears.

3. Select the unnecessary print job and click \otimes (\bigcirc Delete)

The selected print jobs will be deleted.

Instructions for Use (Printer Driver)

This printer driver is subject to the following restrictions. Keep the following points in mind when using the printer driver.

Restrictions on the Printer Driver

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

Notes on Adding a Printer

• If you will be installing the Canon printer driver on Mac OS X and using the printer through a network connection, you can select Bonjour or Canon IJ Network in the **Add** (**Add Printer**) dialog. Canon recommends you to use Canon IJ Network for printing.

If Bonjour is selected, remaining ink level messages may differ from those indicated by Canon IJ Network.

Updating the Printer Driver

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

Obtaining the Latest Printer Driver

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

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

Important

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

- Before Installing the Printer Driver
- Installing the Printer Driver

Delete the Unnecessary Canon IJ Printer from the Printer List

A Canon IJ Printer that you no longer use can be deleted from the printer list. Before deleting the Canon IJ Printer, disconnect the cable that connects the machine to the computer.

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

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

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

2. Delete the Canon IJ Printer from the printer list

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

>>>> Note

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

Before Installing the Printer Driver

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

Checking the Personal Computer Settings

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

>>>> Important

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

- Obtaining the Latest Printer Driver
- Installing the Printer Driver

Installing the Printer Driver

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

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

1. Mount the disk

Double-click the disk image file you have downloaded. The file is unpacked, and then the disk is mounted.

2. Start the installer

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

3. Start the installation

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

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

4. Selecting the install destination

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

5. Executing the installation

Click Install.

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

6. Complete the installation

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

The printer driver is installed successfully.

>>>> Important

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

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

Printing Using the Operation Panel of the Machine

> Printing Template Forms Such As Lined Paper or Graph Paper

Printing Template Forms Such As Lined Paper or Graph Paper

You can print a template form such as lined paper, graph paper, or checklist, etc. on A4, B5, or Letter-sized plain paper.

Printable template forms

Printing template forms

Printable template forms

The following templates are available:

Notebook paper



You can select three line spacing formats.

Setting on the LCD:

• Notebook paper 1: 8 mm spacing

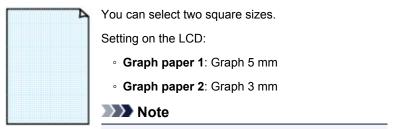
• Notebook paper 2: 7 mm spacing

• Notebook paper 3: 6 mm spacing

Note

• You cannot print Notebook paper on B5 sized paper.

Graph paper



• You cannot print Graph paper on B5 sized paper.

Checklist

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You can print a notepad with checkboxes.

Setting on the LCD:

Checklist

Staff paper

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You can print staff paper with 10 or 12 staves.

Setting on the LCD:

- Staff paper 1: 10 staves
- Staff paper 2: 12 staves

Handwriting paper



You can print handwriting paper. Setting on the LCD:

Handwriting paper

Weekly schedule

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10000				 		
				 10000	11111	10.0
		i				

You can print a weekly schedule form. Setting on the LCD:

Weekly schedule

Monthly schedule

1	_	_	_	_	_	-
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-	-	-	-	-	-	-1

You can print a monthly schedule form. Setting on the LCD: Monthly schedule

Printing template forms

Print template form following the procedure below.

- 1. Make sure that the machine is turned on.
- 2. Load A4, B5, or Letter-sized plain paper.
- 3. Press the Setup button.

The Setup menu screen is displayed.

- 4. Use the **I** button to select **Template print**, then press the **OK** button.
- 5. Use the **I** button to select the template you want to print, then press the **OK** button.

Printable template forms

6. Use the **I** button to specify the paper size, then press the **OK** button.

>>>> Note

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

7. Make sure that **Plain paper** is selected, then press the **OK** button.

Note Note

If any media type other than Plain paper is selected on the LCD, select Plain paper using the
 button.

- 8. Use the \triangleleft (-) \blacktriangleright (+) button or the Numeric buttons to specify the number of copies.
- 9. Press the **OK** button to start printing.

>>>> Note

• You can also press the **Color** button or **Black** button to start printing.

Printing with the Access Point Mode

When the machine enters the access point mode, you can print from an external device such as a computer or a smartphone without involving an access point.

Important

• Before you use the machine with the access point mode, be sure to specify the access point name of the machine and the security setting.

Before Using the Machine with the Access Point Mode

- 1. Make sure that the machine is turned on.
- 2. Press the **Setup** button.

The Setup menu screen is displayed.

3. Use the **I** button to select **Access point mode**, then press the **OK** button.

The machine enters the access point mode.

>>>> Note

• If the machine receives a fax in the access point mode, the machine cancels the access point mode automatically after a certain time, then the machine switches to the fax mode.

If you want to continue to print with the access point mode, set the machine to the access point mode again.

4. Connect an external device such as a computer or a smartphone to the machine via wireless LAN.

Perform wireless LAN settings with your external device, then assign the access point name specified for the machine as a destination.

Note Note

- For details on how to perform wireless LAN settings with an external device, refer to the device's instruction manual.
- While the machine is in the access point mode, you can confirm the access point name and the details on the security setting by pressing the **OK** button.

Use the **I** button to select a setting item to display, then press the **OK** button again.

If SSID is selected:

The access point name specified for the machine is displayed.

When you specify the machine as a destination for wireless connection to an external device, assign the access point name specified for the machine.

· If Security protocol is selected:

The details on the security setting specified for the machine is displayed.

When a WPA2-PSK (AES) passphrase is valid, entering the passphrase is required to connect an external device to the machine via wireless LAN. Enter the passphrase specified for the machine.

5. Load paper on the machine.

6. Start printing from an external device such as a computer or a smartphone.

Perform printing from the external device and specify the machine as a printer you use.

>>>> Note

- For details on how to print from an external device such as a computer or a smartphone via wireless LAN, refer to the device's or application's instruction manual.
- You can also print using PIXMA Printing Solutions.
- 7. Press the **Stop** button when printing is completed.

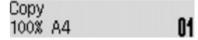
The machine exits from the access point mode.

Copying

- ► Making Copies ⊌Basic
- Setting Items for Copying
- Reducing or Enlarging a Copy
- About Special copy Menu
- > Copying Two Pages to Fit onto a Single Page
- > Copying Four Pages to Fit onto a Single Page
- > Copying Thick Originals Such as Books
- Copying without Borders
- Collated Copying

Making Copies

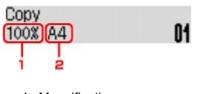
This section describes the basic procedure to perform standard copying.



- 1. Make sure that the machine is turned on.
- 2. Load paper.
- 3. Press the **COPY** button.

The Copy standby screen is displayed.

- 4. Load the original document on the platen glass or in the ADF.
- 5. Confirm the page size and magnification.



- 1. Magnification
- 2. Page size

>>>> Note

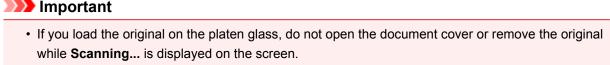
 To change or confirm the page size, magnification, or other settings, press the Menu button, then use the <>> button to display the desired setting item.

Setting Items for Copying

- Press the **COPY** button to reset the magnification to 100%.
- 6. Use the \triangleleft (-) \blacktriangleright (+) button or the Numeric buttons to specify the number of copies.
- 7. Press the Color button for color copying, or the Black button for black & white copying.

The machine starts copying.

Remove the original on the platen glass or from the document output slot after copying is complete.



• If you load the original in the ADF, do not move the original until copying is complete.

Note

- To cancel copying, press the **Stop** button.
- If you load the original on the platen glass, you can add the copying job while printing.

Adding the Copying Job (Reserve copy)

If you load the original on the platen glass, you can add the copying job while printing (Reserve copy).

The screen below is displayed when you can reserve copy.

Black copying... Scan next page →Start []1

Load the original on the platen glass and press the same button (the **Color** button or the **Black** button) as the one which you previously pressed.

Important

• When you load the original on the platen glass, move the document cover gently.

>>>> Note

- When **Image quality** is set **High**, or you load the original in the ADF, you cannot add the copying job.
- When you add the copying job, the number of copies or the settings such as the page size or media type cannot be changed.
- If you press the Stop button while reserve copying is in progress, the screen to select the method to cancel copying is displayed. If you select Cancel all reserv. then press the OK button, you can cancel copying all scanned data. If you select Cancel last reserv., then press the OK button, you can cancel the last copying job.
- If you set a document of too many pages to reserve copy, **Memory is full** may appears on the LCD. Press the **OK** button and wait a while, then try copying again.
- If **Try again** appears on the LCD when scanning, press the **OK** button, then press the **Stop** button to cancel copying. After that, copy the documents that have not been finished copying.

Setting Items for Copying

You can change the copy settings such as the page size, media type, and intensity.

Press the **Menu** button, use the **I** button to select a setting item, then press the **OK** button.

Use the **I** button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

The LCD returns to the Copy standby screen when all the settings are complete.

Note

- The * (asterisk) on the LCD indicates the current setting.
- Some settings cannot be specified in combination with the setting of other setting items or the copy menu.
- The settings of the page size, media type, etc. are retained even if the machine is turned off.

Enlarge/Reduce

Select the reduction/enlargement method.

Reducing or Enlarging a Copy

Ex:

Enlarge/Reduce Preset ratio

>>>> Note

- This setting item is displayed under the following conditions.
 - · When standard copying is selected
 - When Borderless copy is selected for Special copy

Copy intensity

Change the intensity.

Ex:

Copy intensity *Manual adjust

Note

- If you select Auto adjust, load the original on the platen glass.
- If you select Manual adjust, use the button to decrease the intensity or the ▶ button to increase it.

• Page size

Select the page size of the loaded paper.

Ex:

```
Page size
◀ *A4 ▶
```

Media type

Select the media type of the loaded paper.

Ex:

Media type *Plain paper

Image quality

Select the image quality according to the original.

Ex:

Image	quality	
•	*Standard	

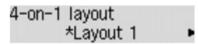
>>>> Note

- If you use **Draft** with the media type set to **Plain paper** and the quality is not as good as expected, select **Standard** or **High** and try copying again.
- Select **High** to copy in grayscale. Grayscale renders tones in a range of grays instead of black or white.

• 4-on-1 layout

Select the layout when copying four original pages onto a single sheet of paper by reducing each image. Four different layouts are available.

Ex:



>>>> Note

• This setting item is displayed only when 4-on-1 copy is selected for Special copy.

Copying Four Pages to Fit onto a Single Page

Collate

Select whether to obtain sorted printouts when making multiple copies of a multi-paged original.

Ex:



Note

• This setting item is displayed when standard copying is selected.

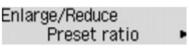
Reducing or Enlarging a Copy

You can specify the magnification optionally or select the preset-ratio copying or fit-to-page copying.

In the copy mode, press the **Menu** button, use the **I** button to select **Enlarge/Reduce**, then press the **OK** button.

Use the **I** button to select the reduction/enlargement method, then press the **OK** button.

Ex:



>>>> Note

• Some of the reduction/enlargement methods are not available depending on the copy menu.

Preset ratio

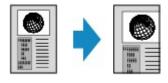
You can select one of the preset ratios to reduce or enlarge copies.



Use the **I** button to select a preset ratio to match the size of your original document and printing paper, then press the **OK** button.

Magnification

You can specify the copy ratio as a percentage to reduce or enlarge copies.



Use the \blacktriangleleft (-) \blacktriangleright (+) button or the Numeric buttons to specify the reduction or enlargement ratio (25 - 400%), then press the **OK** button.

>>>> Note

Press and hold the ◄ (-) ► (+) button to quickly advance through the ratios. For details, see Key repeat.

Fit to page

The machine automatically reduces or enlarges the image to fit the page size.



>>>> Note

- When you select **Fit to page**, the document size may not be detected correctly depending on the original. In this case, select **Preset ratio** or **Magnification**.
- When Fit to page is selected, load the document on the platen glass.

About Special copy Menu

The following menus are selectable in the **Special copy** menu.

Frame erase copy

When copying thick originals such as books, you can make a copy without black margins around the image and gutter shadows.

Copying Thick Originals Such as Books

Borderless copy

You can copy images so that they fill the entire page without borders.

Copying without Borders

• 2-on-1 copy

You can copy two original pages onto a single sheet of paper by reducing each image.

Copying Two Pages to Fit onto a Single Page

• 4-on-1 copy

You can copy four original pages onto a single sheet of paper by reducing each image.

Copying Four Pages to Fit onto a Single Page

>>>> Note

- In addition to the copying method in the **Special copy** menu, the methods below are available.
 - You can specify the magnification optionally or select the preset-ratio copying or fit-to-page copying.

Reducing or Enlarging a Copy

• You can obtain sorted printouts when making multiple copies of a multi-paged original.

Collated Copying

Copying Two Pages to Fit onto a Single Page

You can copy two original pages or a two sided page onto a single sheet of paper by reducing each image.









- 1. <u>Make sure that the machine is turned on.</u>
- 2. Load paper.
- 3. Press the **COPY** button.

The Copy standby screen is displayed.

4. Press the Menu button.

The Copy menu screen is displayed.

- 5. Use the **I** button to select **Special copy**, then press the **OK** button.
- 6. Use the **I** button to select **2-on-1 copy**, then press the **OK** button.

If a page size setting or a media type setting that cannot be used in 2-on-1 copying is selected, the LCD displays the following message.

Size: < *B5

Type: *Plain paper

- 1. Use the **I** button to select the page size, then press the **OK** button.
- 2. Use the **I** button to select the media type, then press the **OK** button.
- 7. Load the original document on the platen glass or in the ADF.
- 8. Use the \triangleleft (-) \blacktriangleright (+) button or the Numeric buttons to specify the number of copies.

Change the print settings as necessary.

Setting Items for Copying

- 9. Press the **Color** button for color copying, or the **Black** button for black & white copying.
 - · When the document has been loaded on the platen glass:

When the machine finishes scanning the first page, the message below is displayed.

Scan next page >[OK] Start print >[*] If you have the next page to scan, load it on the platen glass and press the **OK** button. The machine starts copying.

If you do not need more scanning, press the tone button to start copying. The machine starts copying.

>>>> Note

• You can add the copying job while printing.

Adding the Copying Job (Reserve copy)

· When the document has been loaded in the ADF:

The machine starts scanning the next sheet of document automatically after one sheet of document finishes being scanned.

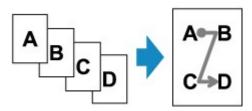
>>>> Note

• If **Memory is full** appears on the LCD when scanning, set the image quality to **Standard** or reduce the number of sheets of documents, then try copying again. If the problem is not resolved, set the image quality to **Draft** and try copying again.

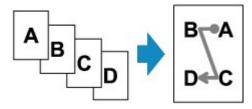
Copying Four Pages to Fit onto a Single Page

You can copy four original pages onto a single sheet of paper by reducing each image. Four different layouts are available.

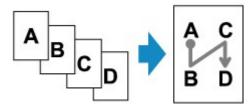
• When Layout 1 is selected for 4-on-1 layout:



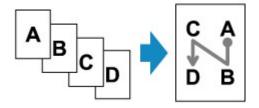
• When Layout 2 is selected for 4-on-1 layout:



• When Layout 3 is selected for 4-on-1 layout:



• When Layout 4 is selected for 4-on-1 layout:



- 1. <u>Make sure that the machine is turned on.</u>
- 2. Load paper.
- 3. Press the **COPY** button.

The Copy standby screen is displayed.

4. Press the Menu button.

The **Copy menu** screen is displayed.

- 5. Use the **I** button to select **Special copy**, then press the **OK** button.
- 6. Use the **I** button to select **4-on-1 copy**, then press the **OK** button.

If a page size setting or a media type setting that cannot be used in 4-on-1 copying is selected, the LCD displays the following message.

Size: < *B5 • Type: *Plain paper

- 1. Use the **I** button to select the page size, then press the **OK** button.
- 2. Use the **I** button to select the media type, then press the **OK** button.
- 7. Specify the print settings and the layout.

Press the **Menu** button, then use the **I** button to select a setting item.

Select 4-on-1 layout, press the OK button, then select the layout.

Setting Items for Copying

>>>> Note

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

- 8. Load the original document on the platen glass or in the ADF.
- 9. Use the ◄ (-) ► (+) button or the Numeric buttons to specify the number of copies.
- 10. Press the Color button for color copying, or the Black button for black & white copying.
 - When the document has been loaded on the platen glass:

When the machine finishes scanning the first to the third page, the message below is displayed.

Scan next page >[OK] Start print >[*]

If you have the next page to scan, load it on the platen glass and press the **OK** button. The machine starts copying.

If you do not need more scanning, press the tone button to start copying. The machine starts copying.

>>>> Note

· You can add the copying job while printing.

Adding the Copying Job (Reserve copy)

· When the document has been loaded in the ADF:

The machine starts scanning the next page automatically after a page finishes being scanned.

Note

• If **Memory is full** appears on the LCD when scanning, set the image quality to **Standard** or reduce the number of sheets of documents, then try copying again. If the problem is not resolved, set the image quality to **Draft** and try copying again.

Copying Thick Originals Such as Books

When copying thick originals such as books, you can make a copy without black margins around the image and gutter shadows. Using this function, you can reduce unnecessary ink consumption.







- 1. Make sure that the machine is turned on.
- 2. Load paper.
- 3. Press the **COPY** button.

The Copy standby screen is displayed.

4. Press the **Menu** button.

The **Copy menu** screen is displayed.

- 5. Use the **I** button to select **Special copy**, then press the **OK** button.
- 6. Use the **I** button to select **Frame erase copy**, then press the **OK** button.
- 7. Load the original document on the platen glass.

>>>> Note

- When you use this function, load the original on the platen glass.
- 8. Use the \triangleleft (-) \blacktriangleright (+) button or the Numeric buttons to specify the number of copies.

Change the print settings as necessary.

Setting Items for Copying

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

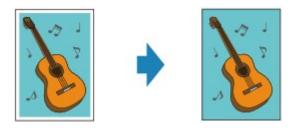
The machine starts copying.

>>>> Note

- Close the document cover.
- There may be a narrow black margin that appears around the image. This function removes the dark margins only. If a scanned book is too thin or when the machine is used near a window or in a bright environment, a faint black frame may remain. Also, if the color of an original is dark, the machine cannot distinguish the document color from the shadow and this may cause slight cropping or a shadow on the crease.

Copying without Borders

You can copy images so that they fill the entire page without borders.



- 1. Make sure that the machine is turned on.
- 2. Load the photo paper.
- 3. Press the COPY button.

The Copy standby screen is displayed.

4. Press the **Menu** button.

The Copy menu screen is displayed.

- 5. Use the **I** button to select **Special copy**, then press the **OK** button.
- 6. Use the **I** button to select **Borderless copy**, then press the **OK** button.

If a page size setting or a media type setting that cannot be used in borderless copying is selected, the LCD displays the following message.

Size: < *A4

Type: *Plain paper

- 1. Use the **I** button to select the page size, then press the **OK** button.
- 2. Use the **I** button to select the media type, then press the **OK** button.

7. Load the original document on the platen glass.

>>>> Note

- When you use this function, load the original on the platen glass.
- 8. Use the \triangleleft (-) \blacktriangleright (+) button or the Numeric buttons to specify the number of copies.

Change the print settings as necessary.

Setting Items for Copying

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

The machine starts borderless copying.

>>>> Note

• 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. However, the cropped area will be larger if the extension amount is large.

For details:

Extended copy amt.

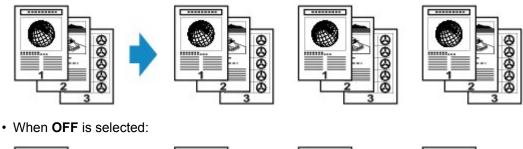
• For details on the paper size and the media type available for borderless copying:

Printing Area

Collated Copying

When you select ON for Collate on Copy menu, you can obtain sorted printouts when making multiple copies of a multi-paged original.

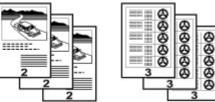
• When **ON** is selected:











Note

- When you use this function, load the original in the ADF.
- The number of pages the machine can read varies with the document. If Memory is full appears on the LCD when scanning, reduce the number of document pages to scan and try copying again.

Scanning

Scanning from a Computer

- Scanning with IJ Scan Utility
- Scanning with Scanner Driver
- Useful Information on Scanning
- Placing Items (When Scanning from a Computer)

> Scanning from the Operation Panel of the Machine

- Forwarding Scanned Data to the Computer Using the Operation Panel of the Machine Basic
- Setting Items for Scanning Using the Operation Panel of the Machine
- Network Scan Settings
- Selecting a Response to Commands from the Operation Panel Using IJ Scan Utility

Scanning with the Access Point Mode

Scanning from a Computer

- Scanning with IJ Scan Utility
- Scanning with Scanner Driver
- Useful Information on Scanning
- Placing Items (When Scanning from a Computer)

Scanning with IJ Scan Utility

- > What Is IJ Scan Utility (Scanner Software)?
- Starting IJ Scan Utility
- ► Easy Scanning with Auto Scan ♥Basic
- Scanning Photos
- Scanning Documents
- Scanning with Favorite Settings
- Scanning Items Larger than the Platen (Image Stitch)
- Scanning Multiple Items at One Time
- Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)
- > Saving after Checking Scan Results
- Sending Scanned Images via E-mail
- Extracting Text from Scanned Images (OCR)
- **IJ Scan Utility Screens**

What Is IJ Scan Utility (Scanner Software)?

IJ Scan Utility is an application that allows you to easily scan photos, documents, etc.

You can complete from scanning to saving at one time by simply clicking the corresponding icon in the IJ Scan Utility main screen.



What You Can Do with IJ Scan Utility

Scan Easily according to Purposes

You can scan by simply clicking an icon such as **Auto** to scan easily, **Photo** to scan with settings suitable for photos, or **Document** to sharpen text in a document or magazine for better readability, according to the item type or your purpose.

>>>> Note

• Refer to "IJ Scan Utility Main Screen" for details on the IJ Scan Utility main screen.

Save Scanned Images Automatically

Scanned images are automatically saved in a preset folder. You can change the folder as required.

Note

- The default save folder is the **Pictures** folder.
- Refer to "Settings Dialog" for how to specify a folder.

Integrate with Applications

You can utilize scanned images through integration with other applications; display scanned images in your favorite application, attach them to e-mails, extract text from images, and more.

000	Settings (Cu	stom Scan)	
🖙 🗧 🔒			
Auto Scan	Scan Options		
	Select Source:	Auto	•
Photo Scan	Color Mode:	Color	•
Document Scan	Paper Size:	Auto	•
uter Document Scan	Resolution:	Auto	•
Custom Scan	• =	Document Scan Orientation Settings	
n an	Image Processing Settings		
Scan and Stitch	Save Settings		
Driver	File Name:	IMG	•
_	Data Format:	Auto	Settings
	Save in:	E Pictures	•
	Application Settings		
	• Open with an application:	@ My Image Garden	•
	O Send to an application:	Review	\$
	O Send to a folder:	None	•
	Attach to e-mail:	None (Attach Manually)	•
	O Start OCR:	@ My Image Garden	\$
	O Do not start any application		
		More Functions	
Instructions		Defaults	ОК

>>>> Important

• Some functions are available only when My Image Garden is installed.

>>>> Note

• Refer to "<u>Settings Dialog</u>" for how to set the applications to integrate with.

Starting IJ Scan Utility

>>>> Note

• If you have more than one scanner or have changed the connection from USB connection to network connection, set up the network environment from IJ Scan Utility.

Metwork Scan Settings

From the **Go** menu of Finder, select **Applications**, then double-click the **Canon Utilities** folder, **IJ Scan Utility** folder, and then **Canon IJ Scan Utility2** icon to start IJ Scan Utility.



Easy Scanning with Auto Scan

You can scan easily by automatically detecting the item type.

Important

- The following types of items may not be scanned correctly. In that case, adjust the cropping frames (selection boxes; scan areas) in the screen displayed by clicking **Driver** in the IJ Scan Utility main screen and scan again.
 - · Photos that have a whitish background
 - Items printed on white paper, hand-written documents, business cards, etc.
 - Thin items
 - Thick items
- When scanning two or more documents from the ADF (Auto Document Feeder), place documents of the same size.
- 1. Make sure that your scanner or printer is turned on.
- 2. Place items on the platen or ADF of your scanner or printer.
 - Placing Items (When Scanning from a Computer)

3. Start IJ Scan Utility.

4. Click Auto.

00		Canon IJ Sc	an Utility2		
Product	Name: C	anon	series		•
Auto	Photo	Document	Custom	Stitch	Driver
Instructi					ings

Scanning starts.

>>>> Note

- Click **Cancel** to cancel the scan.
- To apply suitable corrections based on the item type, click **Settings...**, then select the **Apply recommended image correction** checkbox in the **Settings (Auto Scan)** dialog.
- Scanned images are saved in the folder set for Save in in the <u>Settings (Auto Scan) dialog</u> displayed by clicking Settings.... In the Settings (Auto Scan) dialog, you can also make advanced scan settings.
- Refer to the following pages to scan by specifying the item type.
 - Scanning Photos
 - Scanning Documents
 - Scanning with Favorite Settings
 - Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

Scanning Photos

You can scan photos placed on the platen with settings suitable for photos.

- 1. Place the photo on the platen.
 - Placing Items (When Scanning from a Computer)
- 2. Start IJ Scan Utility.
- 3. Click **Settings...**, then set the paper size, resolution, etc. in the <u>Settings (Photo Scan)</u> <u>dialog</u> as required.

When setting is completed, click **OK**.

4. Click Photo.

00		Canon IJ Sc	an Utility2		
Produ	ct Name: 🚺	Canon	series		\$
Auto	Photo	Document	Custom	Stitch	Driver
Instruc		bocament			ings

Scanning starts.

Difference Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for Save in in the <u>Settings (Photo Scan) dialog</u> displayed by clicking Settings.... In the Settings (Photo Scan) dialog, you can also make advanced scan settings.

Scanning Documents

You can scan items placed on the platen with settings suitable for documents.

- 1. Place the item on the platen.
 - Placing Items (When Scanning from a Computer)
- 2. Start IJ Scan Utility.
- Click Settings..., then set the paper size, resolution, etc. in the <u>Settings (Document Scan)</u> <u>dialog</u> as required.

When setting is completed, click **OK**.

4. Click Document.

00		Canon IJ Sca	an Utility2		
Produc	t Name: Ca	anon :	series		\$
Auto	Photo	Document	Custom	Stitch	Driver
Instruc	tions			Sett	ings

Scanning starts.

>>>> Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for Save in in the <u>Settings (Document Scan) dialog</u> displayed by clicking Settings.... In the Settings (Document Scan) dialog, you can also make advanced scan settings.

Scanning with Favorite Settings

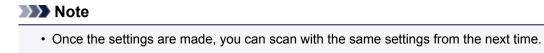
You can scan items placed on the platen with your favorite settings saved beforehand.

This is convenient for saving frequently used settings or when specifying scan settings in detail.

1. Start IJ Scan Utility.

 Click Settings..., then set the item type, resolution, etc. in the <u>Settings (Custom Scan)</u> dialog as required.

When setting is completed, click **OK**.



3. Place the item on the platen.

Placing Items (When Scanning from a Computer)

4. Click Custom.

00		Canon IJ Se	can Utility2		
Product	t Name: Ca	anon	series		\$
Auto	Photo	Document	Custom	Stitch	Driver
Auto	Photo	Document	Custom	Such	Driver
Instruct	ions			Sett	ings

Scanning starts.



- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for Save in in the <u>Settings (Custom Scan) dialog</u> displayed by clicking <u>Settings...</u>. In the <u>Settings (Custom Scan)</u> dialog, you can also make advanced scan settings.

Scanning Items Larger than the Platen (Image Stitch)

You can scan the left and right halves of an item larger than the platen and combine them back into one image. Items up to approximately twice as large as the platen are supported.

>>>> Note

- The following explains how to scan from the item to be placed on the left side.
- 1. Start IJ Scan Utility.
- Click Settings..., then set the item type, resolution, etc. in the <u>Settings (Scan and Stitch)</u> <u>dialog</u> as required.

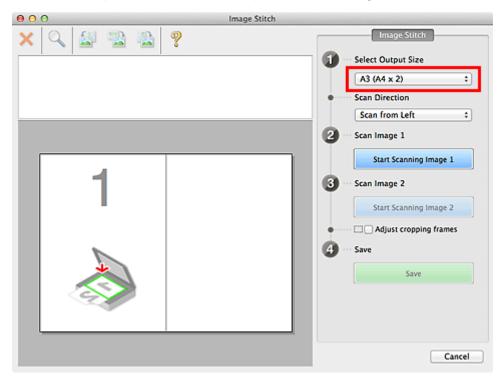
When setting is completed, click **OK**.

3. Click Stitch.

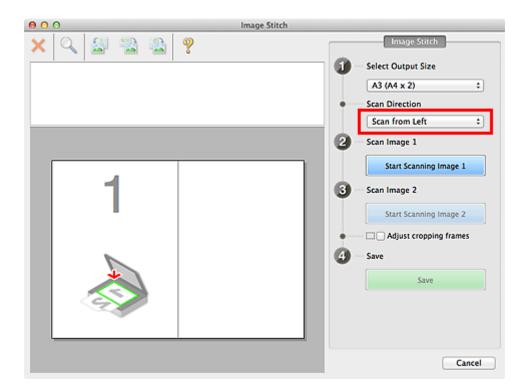
00	Canon IJ Scan Utility2				
Product Name: Canon series \$					\$
Auto	Photo	Document	Custom	Stitch	Driver
Instruc	tions			Setti	ngs

The Image Stitch window appears.

4. In Select Output Size, select an output size according to the paper size.



5. Make sure that **Scan from Left** is selected in **Scan Direction**.



- 6. Place the item that is to be displayed on the left side of the screen face-down on the platen.
- 7. Click Start Scanning Image 1.

00	9	Image Stitch	
×		ş	Image Stitch Select Output Size A3 (A4 x 2) Scan Direction Scan from Left
	1		2 Scan Image 1 Start Scanning Image 1 3 Start Scanning Image 2 Start Scanning Image 2 Adjust cropping frames 4 Save Save
			Cancel

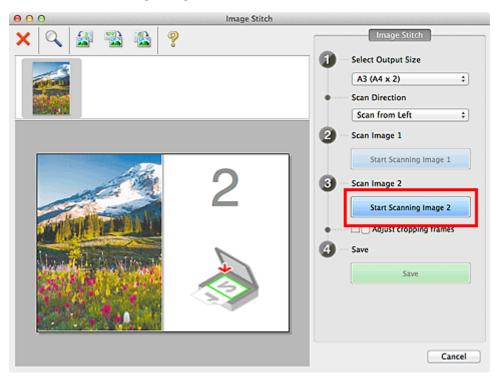
The first item is scanned and appears in 1.

>>>> Note

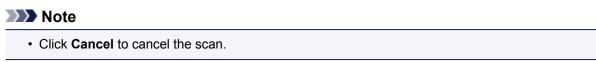
• Click Cancel to cancel the scan.

8. Place the item that is to be displayed on the right side of the screen face-down on the platen.

9. Click Start Scanning Image 2.

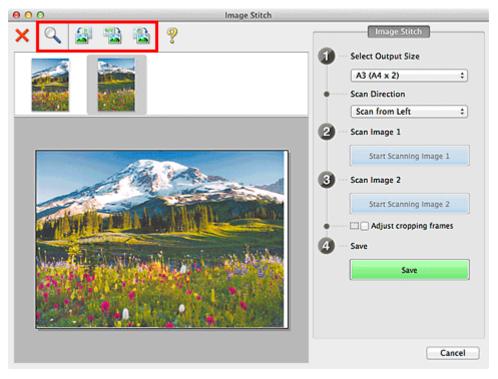


The second item is scanned and appears in 2.



10. Adjust the scanned images as required.

Use the Toolbar to rotate or zoom in/out, or drag the images to adjust their positions.

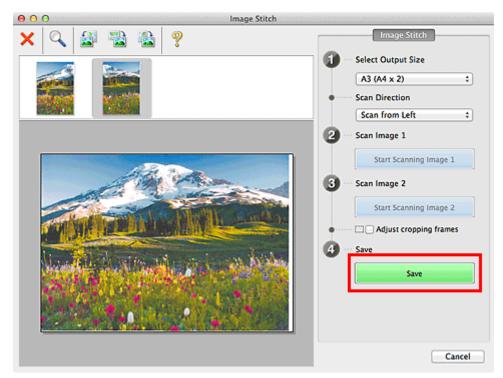


>>>> Note

• Select the Adjust cropping frames checkbox to specify the area to be saved.

Adjusting Cropping Frames in the Image Stitch Window

- To scan an item again, select the image in the Preview area or the thumbnail at the top of the screen, then click X (Delete). The selected image is deleted, allowing you to scan the item again.
- 11. Click Save.



The combined image is saved.

>>>> Note

- Refer to "Image Stitch Window" for details on the Image Stitch window.
- You can make advanced scan settings in the <u>Settings (Scan and Stitch) dialog</u> displayed by clicking Settings....

Scanning Multiple Items at One Time

You can scan two or more photos (small items) placed on the platen at one time and save each image individually.

Important

- The following types of items may not be scanned correctly. In that case, adjust the cropping frames (selection boxes; scan areas) in the screen displayed by clicking **Driver** in the IJ Scan Utility main screen and scan again.
 - · Photos that have a whitish background
 - · Items printed on white paper, hand-written documents, business cards, etc.
 - Thin items
 - Thick items

Using Auto Scan

Whether there are multiple items or not is detected automatically. Click Auto and scan.

Easy Scanning with Auto Scan

Not Using Auto Scan

In the Settings dialog, set Paper Size to Auto scan and scan.

>>>> Note

• The screens for scanning with favorite settings are used as examples in the following descriptions.

1. Place the items on the platen.

Placing Items (When Scanning from a Computer)

- 2. Start IJ Scan Utility.
- 3. Click Settings....



The Settings dialog appears.

4. Click Custom Scan.

000	Settings (Cu	istom Scan)	
🖻 🗭 18			
Auto Scan	Scan Options		
	Select Source:	Auto	•
Photo Scan	Color Mode:	Color	•
Document Scan	Paper Size:	Auto	•
Document Scan	Resolution:	Auto	•
Custom Scan	< <u> </u>	Document Scan Orientation Settings	
	Image Processing Settings		
Scan and Stitch	Save Settings		
C Driver	File Name:	IMG	•
	Data Format:	Auto	Settings
	Save in:	Pictures	•
	Application Settings		
	• Open with an application:	🙆 My Image Garden	•
	O Send to an application:	G Preview	•
	O Send to a folder:	None	\$
	O Attach to e-mail:	None (Attach Manually)	*
Instructions	<u>_</u>	Defaults	ОК
Instructions		Deraults	UK

5. Select **Select Source** according to the items to be scanned.

	Settings (Cu	istom Scan)		
Auto Scan	Scan Options			
	Select Source:	Photo	\$)	
Photo Scan	Color Mode:	Color	\$)	
E Document Scan	Paper Size:	Auto scan	\$	
Document Scan	Resolution:	300 dpi	\$	
Custom Scan	Compress scanned images upon tran	sfer		
	Image Processing Settings			
Scan and Stitch	Save Settings			
Driver	File Name:	IMG	•	
_	Data Format:	JPEC/Exif	\$	Settings
	Save in:	Pictures	:	
	Check scan results			
	Application Settings			
	• Open with an application:	G My Image Garden	:	
	O Send to an application:	Review	•	
	O Send to a folder:	None	•	
		Constant (Association and a	• • • • • •	
Instructions			Defaults	ок

6. Select Auto scan for Paper Size, then click OK.

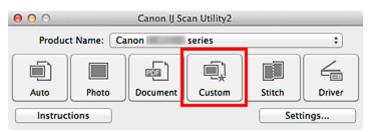
00	Settings (Cu	stom Scan)	
🖙 🗭 18			
Auto Scan	Scan Options		
_	Select Source:	Photo	•
Photo Scan	Color Mode:	Color	•
Document Scan	Paper Size:	Auto scan	•
union Document Scan	Resolution:	300 dpi	•
Custom Scan	Compress scanned images upon trans Image Processing Settings	sfer	
Scan and Stitch	Save Settings		
Contraction Driver	File Name:	IMG	•
	Data Format:	JPEG/Exif	Settings
	Save in:	Pictures	•
	Check scan results		
	Application Settings		
	• Open with an application:	🕼 My Image Garden	•
	O Send to an application:	99 Preview	\$
	O Send to a folder:	None	\$
	C tanah as a mat.	Constant (Assoch Manually)	
Instructions		Defaults	ОК

The IJ Scan Utility main screen appears.

>>>> Note

- Refer to the following pages for details on the setting items in the Settings dialog.
 - Settings (Photo Scan) Dialog
 - Settings (Document Scan) Dialog
 - Settings (Custom Scan) Dialog

7. Click Custom.



Multiple items are scanned at one time.

>>>> Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for **Save in** in the corresponding Settings dialog displayed by clicking **Settings...** In each Settings dialog, you can also make advanced scan settings.

Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

Place multiple documents on the ADF (Auto Document Feeder) and scan at one time.

>>>> Note

• You can scan multiple documents at one time from the ADF when scanning via **Auto**, **Document**, **Custom**, or **Driver**.

Refer to "Scanning with Scanner Driver" for how to scan using the scanner driver.

Using Auto Scan

The item type is detected automatically. Click Auto and scan.

Easy Scanning with Auto Scan

Not Using Auto Scan

In the Settings dialog, set Select Source to ADF or Auto, and scan.

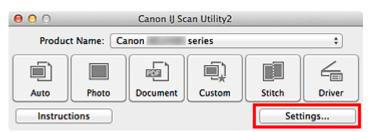
Note

• The screens for scanning documents are used as examples in the following descriptions.

1. Place the documents on the ADF.

Placing Documents (ADF (Auto Document Feeder))

- 2. Start IJ Scan Utility.
- 3. Click Settings....



The Settings dialog appears.

4. Click Document Scan.

000	Settings (Doc	ument Scan)	
🖙 🗭 👪			
Auto Scan	Scan Options		
	Select Source:	Document (ADF/Platen) \$	
Photo Scan	Color Mode:	Color \$	
- D	Paper Size:	Letter ÷	
Document Scan	Resolution:	300 dpi 🕴	
Custom Scan	€ ≝	Document Scan Orientation Settings)
Scan and Stitch	Compress scanned images upon trans	sfer	
C Driver	Save Settings		
	File Name:	IMG -	
	Data Format:	PDF (Multiple Pages) :	Settings
	Save in:	Pictures \$	
	Check scan results		
	Application Settings		
	• Open with an application:	🞯 My Image Garden 🕴	
	O Send to an application:	Sig Preview :	
Instructions		Defaults	ОК

5. Select **Select Source** according to the documents to be scanned.

To scan only the front side of each document, select **Document (ADF/Platen)** or **Document (ADF Simplex)**.

To scan the front side then the back side of each document, select Document (ADF Manual Duplex).

000	Settings (Doc	ument Scan)	
I ≠ 18			
Auto Scan	Scan Options		
_	Select Source:	Document (ADF/Platen) \$	
Photo Scan	Color Mode:	Color \$	
<u>_</u>	Paper Size:	Letter \$	
Document Scan	Resolution:	300 dpi \$	
Custom Scan	< <u>≅</u>	Document Scan Orientation Settings	
-	Compress scanned images upon trans	sfer	
Scan and Stitch	▶ Image Processing Settings		
Driver	Save Settings		
_	File Name:	IMG 💌	
	Data Format:	PDF (Multiple Pages)	Settings
	Save in:	Pictures \$	
	Check scan results		
	Application Settings		
	Open with an application:	🕼 My Image Garden 🗧 🗧	
	O Send to an application:	Sig Preview \$	
Instructions		Defaults	ОК

6. Set the color mode, document size, and scanning resolution as required.

Click **Document Scan Orientation Settings...** to specify the orientation of the documents to be scanned. In the displayed dialog, you can specify the **Orientation** and **Binding Side**. How to place the documents when scanning the back sides depends on the **Binding Side**.

When setting is completed, click **OK**.

000	Settings (Doc	ument Scan)	
🖻 🗭 18			
Auto Scan	Scan Options Select Source:	Document (ADF/Platen)	
Photo Scan	Color Mode:		
Document Scan	Paper Size: Resolution:		
Custom Scan	< <u></u> ≝	Document Scan Orientation Settings	Ĵ
Scan and Stitch	Compress scanned images upon trans Image Processing Settings	ster	
C Driver	Save Settings File Name:	IMG .	•
	Data Format: Save in:		Settings
	Check scan results		
	Application Settings		
	Open with an application: Send to an application:		•
Instructions		Defaults	ок

The IJ Scan Utility main screen appears.

>>>> Note

- Refer to the following pages for details on the setting items in the Settings dialog.
 - Settings (Document Scan) Dialog
 - Settings (Custom Scan) Dialog
- 7. Click Document.

00		Canon IJ Sc	an Utility2		
Product Name: Canon series \$					
	Diana di Angle				
Auto Photo Document Custom Stitch Drive Instructions Settings				Driver	

Scanning starts.



Click Cancel to cancel the scan.

When Document (ADF Manual Duplex) is selected for Select Source, proceed to Step 8.

8. Follow the on-screen instructions to place the documents.

>>>> Note

 The screens for scanning with Orientation set to Portrait are used as examples in the following descriptions.

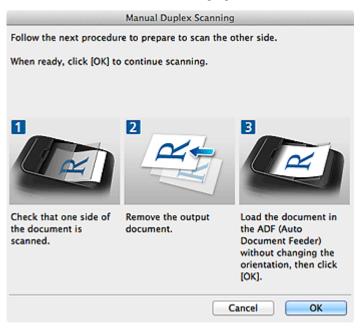
When Long edge is Selected for Binding Side in Document Scan Orientation Settings...:

Place the documents after rotating the output documents 180 degrees.



When Short edge is Selected for Binding Side in Document Scan Orientation Settings...:

Place the documents without changing the orientation of the output documents.



9. Click OK.

Scanning starts.

Note

• Click Cancel to cancel the scan.

• Scanned images are saved in the folder set for **Save in** in the corresponding Settings dialog displayed by clicking **Settings...** In each Settings dialog, you can also make advanced scan settings.

Saving after Checking Scan Results

You can check the scan results, then save the images to a computer.

Important

• You cannot check the scan results before saving when scanned using **Auto** scan or the operation panel.

>>>> Note

• The screens for scanning photos are used as examples in the following descriptions.

1. Start IJ Scan Utility.

2. Click Settings....

00		Canon IJ Sc	an Utility2		
Product Name: Canon series \$					
					4
Auto	Photo	Document	Custom	Stitch	Driver
Instructions Settings					

The Settings dialog appears.

3. Click Photo Scan.

000	Settings (P	hoto Scan)		
🖻 🕈 🔢				
Auto Scan	Scan Options			
	Select Source:	Photo	;	
Photo Scan	Color Mode:	Color	•	
E Document Scan	Paper Size:	Auto scan	+	
Document Scan	Resolution:	300 dpi	\$	
Custom Scan	Compress scanned images upon trans	sfer		
	► Image Processing Settings			
Scan and Stitch	Save Settings			
Com Driver	File Name:	IMG	•	
	Data Format:	JPEG/Exif	•	Settings
	Save in:	ictures	:	
	Check scan results			
	Application Settings			
	• Open with an application:	🕼 My Image Garden	:	
	O Send to an application:	Review	\$	
	O Send to a folder:	None	٤)	
	Annak	Constant (America Menually)		
Instructions		Defau		ОК

4. Select the Check scan results checkbox, then click OK.

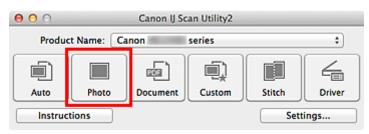
000	Settings (Pl	hoto Scan)	
🖻 🗭 18			
Auto Scan	Scan Options		[
	Select Source:	Photo	•
Photo Scan	Color Mode:	Color	•
<u>-</u> ፲	Paper Size:	Auto scan	•
Document Scan	Resolution:	300 dpi	•
Custom Scan	Compress scanned images upon trans	sfer	
	▶ Image Processing Settings		
Scan and Stitch	Save Settings		
Driver	File Name:	IMG	•
_	Data Format:	JPEG/Exif	Settings
	Save in:	i Pictures	•
	Check scan results		
	Application Settings		
	• Open with an application:	🕼 My Image Garden	:
	O Send to an application:	Review	•
	O Send to a folder:	None	•
	Annahar a mat	Alara (Attach Manually)	
Instructions		Defaults	ОК

The IJ Scan Utility main screen appears.

>>>> Note

- Refer to the following pages for details on the setting items in the Settings dialog.
 - Settings (Photo Scan) Dialog
 - Settings (Document Scan) Dialog
 - Settings (Custom Scan) Dialog
 - Settings (Scan and Stitch) Dialog
 - Settings (Driver) Dialog

5. Click Photo.



Scanning starts.

When scanning is completed, the Save Settings dialog appears.



- Click **Cancel** to cancel the scan.
- 6. Change the image order or file save options as required.

You can change the image order or file save options in the Save Settings dialog.



• The default save folder is the **Pictures** folder.

7. Click OK.

Scanned images are saved according to the settings.

Sending Scanned Images via E-mail

You can send scanned images via e-mail.

>>>> Note

- The screens for scanning photos are used as examples in the following descriptions.
- 1. Start IJ Scan Utility.
- 2. Click Settings....

00		Canon IJ Sc	an Utility2		
Product Name: Canon series \$					
					4
Auto	Photo	Document	Custom	Stitch	Driver
Instruct	Instructions Settings				

The <u>Settings dialog</u> appears.

3. Click Photo Scan.

● O O	Settings (P	hoto Scan)		
Auto Scan	Scan Options			
	Select Source:	Photo	;	
Photo Scan	Color Mode:	Color	\$	
<u>ــــ</u> ١	Paper Size:	Auto scan	;	
Document Scan	Resolution:	300 dpi	\$	
Custom Scan	Compress scanned images upon trans Image Processing Settings	sfer		
Scan and Stitch	Save Settings			
	File Name:	IMG	•	
	Data Format:	JPEG/Exif	+	Settings
	Save in:	Pictures	:	
	Check scan results			
	Application Settings			
	• Open with an application:	🕼 My Image Garden	:	
	O Send to an application:	🚯 Preview	\$	
	O Send to a folder:	None	:	
		Constant (Americ Manually)	•	
Instructions		C	Defaults 💦 📒	ОK

4. Select Attach to e-mail in Application Settings, then select an e-mail client.

000	Settings (P	hoto Scan)	
E ♣ 18			
_	Paper Size:	Auto scan	•
Auto Scan	Resolution:	300 dpi	•
Photo Scan	Compress scanned images upon tran Image Processing Settings	sfer	
Document Scan	Save Settings		
Custom Scan	File Name:	IMG	
-*	Data Format:	JPEC/Exif	Settings
Scan and Stitch	Save in:	Pictures	•
C Driver	Check scan results		
	Application Settings		
	Open with an application:	🙆 My Image Garden	\$
	O Send to an application:	🙀 Preview	\$
	Send to a folder:	None	\$
	• Attach to e-mail:	None (Attach Manually)	•
	O Do not start any application	More Functions	
Instructions		Defaults	ОК

>>>> Note

- You can add e-mail clients to use for attachments from the pop-up menu.
- If None (Attach Manually) is selected, manually attach scanned and saved images to e-mail.

5. Click OK.

00	Settings (P	hoto Scan)	
I = 18			
Auto Scan	Paper Size:	Auto scan	\$
Auto Scan	Resolution:	300 dpi	\$
Photo Scan	Compress scanned images upon tran Image Processing Settings	sfer	
Document Scan	Save Settings		
Custom Scan	File Name:	IMG	
	Data Format:	JPEG/Exif	Settings
Scan and Stitch	Save in:	E Pictures	;
Civer Driver	Check scan results		
	Application Settings		
	Open with an application:	🙆 My Image Garden	\$
	O Send to an application:	G Preview	\$
	O Send to a folder:	None	\$
	Attach to e-mail:	None (Attach Manually)	\$
	O Do not start any application		
		More Functions	
Instructions		Defaults	ок

The IJ Scan Utility main screen appears.

>>>> Note

• Refer to the following pages for details on the setting items in the Settings dialog.

- Settings (Auto Scan) Dialog
- Settings (Photo Scan) Dialog
- Settings (Document Scan) Dialog
- Settings (Custom Scan) Dialog
- Settings (Driver) Dialog

6. Click Photo.

00		Canon IJ Sc	an Utility2		
Produ	ct Name: Ca	non	series		\$
Auto	Photo	Document	Custom	Stitch	Driver
Instruc	tions			Sett	ings

Scanning starts.

When scanning is completed, the specified e-mail client starts and the images will be attached to a new message.

Note Note

- Click **Cancel** to cancel the scan.
- The scanned images are saved according to the settings made in the Settings dialog.
- When the **Check scan results** checkbox is selected in the Settings dialog, the <u>Save Settings</u> <u>dialog</u> appears. After you set the save options and click **OK**, the scanned images are saved and automatically attached to a new message of the specified e-mail client.
- 7. Specify the recipient, enter the subject and message, then send e-mail.

Refer to the manual of your e-mail client for e-mail settings.

Extracting Text from Scanned Images (OCR)

Scan text in scanned magazines and newspapers and display it in TextEdit (included with Mac OS).

Note Note

- You can extract text when scanning via Document, Custom, or Driver.
- The screens for scanning documents are used as examples in the following descriptions.

1. Start IJ Scan Utility.

2. Click Settings....

00		Canon IJ Sc	an Utility2		
Produc	t Name: Ca	inon	series		\$
					4
Auto	Photo	Document	Custom	Stitch	Driver
Instruc	tions			Sett	ings

The Settings dialog appears.

3. Click Document Scan.

000	Settings (Doc	ument Scan)	
🖻 🗭 18			
Auto Scan	Scan Options		
-	Select Source:	Document (ADF/Platen) \$	
Photo Scan	Color Mode:	Color \$	
<u>ь</u>	Paper Size:	Letter \$	
Document Scan	Resolution:	300 dpi +	
Custom Scan	<u>بع</u>	Document Scan Orientation Settings	
Scan and Stitch	Compress scanned images upon trans	sfer	
C Driver	Save Settings		
	File Name:	IMG	
	Data Format:	PDF (Multiple Pages) ‡	Settings
	Save in:	Pictures +	
	Check scan results		
	Application Settings		
	• Open with an application:	🕼 My Image Garden 🕴	
	O Send to an application:	Sig Preview \$	
Instructions		Defaults	ок

>>>> Note

- For Resolution, only 300 dpi or 400 dpi can be set when Start OCR is selected in Application Settings.
- 4. Select **Start OCR** for **Application Settings**, then select the application in which you want to display the result.

00	Settings (Doc	cument Scan)	
· ₽ 8			
Auto Scan	Compress scanned images upon tran		
Photo Scan	Image Processing Settings		
	Save Settings		
Document Scan	File Name:	IMG	•
Custom Scan	Data Format:	JPEC/Exif	Settings
F	Save in:	i Pictures	:
Scan and Stitch	Check scan results		
C Driver	Application Settings		
	Open with an application:	🙆 My Image Garden	\$
	O Send to an application:	🚯 Preview	\$
	O Send to a folder:	None	•
	Attach to e-mail:	None (Attach Manually)	•
	• Start OCR:	🞯 My Image Garden	•
	O Do not start any application	More Functions	
Instructions		Defaults	ок

>>>> Note

• When My Image Garden is specified, after the image is scanned, the text in the image is extracted and appears in TextEdit (included with Mac OS).

5. Click **OK**.

00	Settings (Doc	cument Scan)	
1 4 18			
Auto Scan	Compress scanned images upon tran		,
Photo Scan	P maye Processing Seconds		
Document Scan	Save Settings		
	File Name:	IMG ·	
Custom Scan	Data Format:	JPEG/Exif :	Settings
	Save in:	E Pictures	
Scan and Stitch	Check scan results		
Contraction Driver	Application Settings		
	Open with an application:	🕝 My Image Garden	
	O Send to an application:	99 Preview	
	O Send to a folder:	None	
	Attach to e-mail:	None (Attach Manually)	1
	• Start OCR:	🞯 My Image Garden	
	O Do not start any application		
		More Functions	
Instructions		Defaults	ок

The IJ Scan Utility main screen appears.

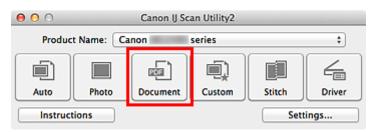
>>>> Note

• Refer to the following pages for details on the setting items in the Settings dialog.



Settings (Driver) Dialog

6. Click Document.



Scanning starts.

When scanning is completed, the scanned images are saved according to the settings, and the extracted text appears in the specified application.



- Click Cancel to cancel the scan.
- Text displayed in TextEdit (included with Mac OS) is for guidance only. Text in the image of the following types of documents may not be detected correctly.
 - Documents containing text with font size outside the range of 8 points to 40 points (at 300 dpi)
 - · Slanted documents
 - Documents placed upside down or documents with text in the wrong orientation (rotated characters)
 - · Documents containing special fonts, effects, italics, or hand-written text
 - · Documents with narrow line spacing
 - · Documents with colors in the background of text
 - · Documents containing multiple languages

IJ Scan Utility Screens

IJ Scan Utility Main Screen

Settings Dialog

- Settings (Auto Scan) Dialog
- Settings (Photo Scan) Dialog
- Settings (Document Scan) Dialog
- Settings (Custom Scan) Dialog
- Settings (Scan and Stitch) Dialog
- Settings (Driver) Dialog
- Settings (Save to PC (Auto)) Dialog
- Settings (Save to PC (Photo)) Dialog
- Settings (Save to PC (Document)) Dialog
- Settings (General Settings) Dialog
- Network Selection Screen
- Data Format Settings Dialog
- Save Settings Dialog
- Image Stitch Window

IJ Scan Utility Main Screen

From the **Go** menu of Finder, select **Applications**, then double-click the **Canon Utilities** folder, **IJ Scan Utility** folder, and then **Canon IJ Scan Utility2** icon to start IJ Scan Utility.

You can complete from scanning to saving at one time by simply clicking the corresponding icon.



Product Name

Displays the name of the product that IJ Scan Utility is currently set to use.

If the displayed product is not the one you want to use, select the desired product from the list.

In addition, for network connection, select one with "Network" after the product name.

Note

• Refer to "<u>Network Scan Settings</u>" for how to set up a network environment.

Auto

Detects the item type automatically and saves them to a computer. The data format for saving will also be set automatically.

Save settings and the response after scanning can be specified in the Settings (Auto Scan) dialog.

Photo

Scans items as photos and saves them to a computer.

Scan/save settings and the response after scanning can be specified in the <u>Settings (Photo Scan)</u> dialog.

Document

Scans items as documents and saves them to a computer.

Scan/save settings and the response after scanning can be specified in the <u>Settings (Document Scan)</u> dialog.

Custom

Scans items with your favorite settings and saves the images to a computer. The item type can be automatically detected.

Scan/save settings and the response after scanning can be specified in the <u>Settings (Custom Scan)</u> dialog.

Stitch

Displays the **Image Stitch** window in which you can scan the left and right halves of an item larger than the platen and combine the scanned images back into one image.

Scan/save settings and the response after scanning can be specified in the <u>Settings (Scan and Stitch)</u> <u>dialog</u>.

Driver

Allows you to make image corrections and color adjustments when scanning.

Scan/save settings and the response after scanning can be specified in the Settings (Driver) dialog.

Instructions

Opens this guide.

Settings...

Displays the <u>Settings dialog</u> in which you can specify the scan/save settings and the response after scanning.

Settings Dialog

There are three tabs in the Settings dialog: 🔄 (Scanning from a Computer), 🚍 (Scanning from the

Operation Panel), and [111] (General Settings). When you click a tab, the view in the red frame switches and you can make advanced settings to functions on each tab.

00	Settings (A	Auto Scan)	
🖙 🖨 🖁			
Auto Scan	Scan Options	n	
Photo Scan	Save Settings		
Document Scan	File Name:		
Description	Data Format:	Auto	Settings
Ustom Scan	Save in:	i Pictures	•
Scan and Stitch	Application Settings		_
4	 Open with an application: 	G My Image Garden	:
Driver	Send to an application:	🚱 Preview	•
	Send to a folder:	None	•
	O Attach to e-mail:	None (Attach Manually)	•
	O Do not start any application		
		More Functions	
	5		
Instructions		Defaults	ОК

(Scanning from a Computer) Tab

You can specify how to respond when scanning from IJ Scan Utility or My Image Garden.

- Settings (Auto Scan) Dialog
- Settings (Photo Scan) Dialog
- Settings (Document Scan) Dialog
- Settings (Custom Scan) Dialog
- Settings (Scan and Stitch) Dialog
- Settings (Driver) Dialog

(Scanning from the Operation Panel) Tab

You can specify how to respond when scanning from the operation panel.

- Settings (Save to PC (Auto)) Dialog
- Settings (Save to PC (Photo)) Dialog
- Settings (Save to PC (Document)) Dialog

>>>> Important

- When the Settings dialog is displayed from My Image Garden, the 📰 (Scanning from the Operation Panel) tab does not appear.
- When using your scanner or printer with network connection, the **Settings (Save to PC (Auto))** dialog does not appear.

III (General Settings) Tab

You can set the product to use, file size restriction on e-mail attachment, language to detect text in images, and folder in which to save images temporarily.

Settings (General Settings) Dialog

Settings (Auto Scan) Dialog

Click Auto Scan on the (Scanning from a Computer) tab to display the Settings (Auto Scan) dialog.

In the **Settings (Auto Scan)** dialog, you can make advanced scan settings to scan by automatically detecting the item type.

000	Settings (A	Auto Scan)		
🖙 🚔 🖁				
Auto Scan	Scan Options	n		(1)
Photo Scan	Save Settings			(1)
Document Scan	File Name: Data Format:	IMG Auto	•	(2) Settings
Custom Scan	Save in:		:	Secongs
Scan and Stitch	Application Settings	(au)		
C Driver	Open with an application: Send to an application:	G My Image Garden	:	(3)
	Send to a folder:	None None (Attach Manually)	•	
	O Do not start any application	in the present manually	•	
		More Functions		
Instructions		Default	s [ОК

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

Important

 When the Settings dialog is displayed from My Image Garden, the setting items for Application Settings do not appear.

Supported Items

Photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.

Important

- To scan the following types of items, specify the item type and size in the Settings (Photo Scan) dialog, Settings (Document Scan) dialog, or Settings (Custom Scan) dialog, then click Photo, Document, or Custom in the IJ Scan Utility main screen. You cannot scan correctly with Auto.
 - · A4 size photos
 - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
 - · Items printed on thin white paper
 - Long narrow items such as panoramic photos
- · Reflective disc labels may not be scanned as expected.
- · Place items to be scanned on the platen correctly. Otherwise, items may not be scanned correctly.

Refer to "<u>Placing Items (When Scanning from a Computer</u>)" for how to place items.

 When scanning two or more documents from the ADF (Auto Document Feeder), place documents of the same size.

Note Note

• To reduce moire in scans, set **Select Source** to **Magazine** in the **Settings (Document Scan)** dialog or **Settings (Custom Scan)** dialog, then click **Document** or **Custom** in the IJ Scan Utility main screen.

(1) Scan Options Area

Apply recommended image correction

Applies suitable corrections automatically based on the item type.

Important

 The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

>>>> Note

· Scanning takes longer than usual when you enable this function.

(2) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Auto is selected. The following data formats are automatically applied according to the item type when saving.

- Photos, postcards, BD/DVD/CD, and business cards: JPEG
- · Magazines, newspapers, and documents: PDF

Important

• The save format may differ depending on how you place the item.

Placing Items (When Scanning from a Computer)

Note Note

• You can change the data format from Settings....

Settings...

Click to display the <u>Data Format Settings dialog</u> in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the **Pictures** folder.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pop-up menu.

Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pop-up menu.

Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pop-up menu.

Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pop-up menu.

Do not start any application

Saves to the folder specified in Save in.

Note

• Specify the application or folder in the dialog displayed by selecting Add... from the pop-up menu.

Instructions

Opens this guide.

Defaults

You can restore the settings in the displayed screen to the default settings.

Settings (Photo Scan) Dialog

Click Photo Scan on the (Scanning from a Computer) tab to display the Settings (Photo Scan) dialog.

In the Settings (Photo Scan) dialog, you can make advanced scan settings to scan items as photos.

000	Settings (P	hoto Scan)		
🖙 🐥 18				
Auto Scan	Scan Options			
	Select Source:	Photo	\$	(1)
Photo Scan	Color Mode:	Color	\$	
EG Document Scan	Paper Size:	Auto scan	•	
Document Scan	Resolution:	300 dpi	•	
Custom Scan	Compress scanned images upon tran	sfer		
	Image Processing Settings			
Scan and Stitch	Save Settings			
Driver	File Name:	IMG	•	(2)
	Data Format:	JPEG/Exif	•	Settings
	Save in:	Pictures	:	
	Check scan results			
	Application Settings			
	Open with an application:	🞯 My Image Garden	:)	(3)
	Send to an application:	Review	\$	
	O Send to a folder:	None	•	
	O Attach to e-mail:	None (Attach Manually)	•	
	O Do not start any application			
		More Functions		
	L			
Instructions		Defaul	ts 🛛	ОК

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

Important

• When the Settings dialog is displayed from My Image Garden, the setting items for **Application Settings** do not appear.

(1) Scan Options Area

Select Source

Photo is selected.

Color Mode

Select the color mode in which to scan the item.

Important

• To select Black and White, deselect the Compress scanned images upon transfer checkbox.

Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.

Width:	8.50	inches (1.00 – 8.50)
Height:	11.00	inches (1.00 - 11.69)
Unit:	inches \$	
	Cancel	Defaults OK

>>>> Note

• Click **Defaults** to restore the specified settings to the default settings.

Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

Resolution

Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

Image Processing Settings

Click (Right Arrow) to set the following.

Important

• When Color Mode is Black and White, Image Processing Settings is not available.

Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

(2) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Select the data format in which to save the scanned images.

You can select JPEG/Exif, TIFF, or PNG.

Important

• You cannot select JPEG/Exif when Color Mode is Black and White.

Settings...

Click to display the **Data Format Settings** dialog in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the **Pictures** folder.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

Check scan results

Displays the Save Settings dialog after scanning.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pop-up menu.

Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pop-up menu.

Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pop-up menu.

Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pop-up menu.

Do not start any application

Saves to the folder specified in Save in.

Note

• Specify the application or folder in the dialog displayed by selecting Add... from the pop-up menu.

Instructions

Opens this guide.

Defaults

You can restore the settings in the displayed screen to the default settings.

Settings (Document Scan) Dialog

Click **Document Scan** on the (Scanning from a Computer) tab to display the **Settings (Document Scan)** dialog.

In the **Settings (Document Scan)** dialog, you can make advanced scan settings to scan items as documents.

000	Settings (Doc	ument Scan)		
I ← 18				
Auto Scan	Scan Options			
	Select Source:	Document (ADF/Platen)	\$	(1)
Photo Scan	Color Mode:	Color	\$	
<u>_</u>	Paper Size:	Letter	\$	
Document Scan	Resolution:	300 dpi	\$	
Custom Scan	< <u>≃</u>	Document Scan Orientation Settings.		
	Compress scanned images upon trans	sfer		
Scan and Stitch	▶ Image Processing Settings			
	Save Settings			
- Diver	File Name:	IMG	•	(2)
	Data Format:	PDF (Multiple Pages)	i i	Settings
	Save in:	Pictures	;	
	Check scan results			
	Application Settings	(au traction	-	(2)
	Open with an application:	My Image Garden	-	(3)
	Send to an application:	Preview	+	
	Send to a folder:	None	+	
	Attach to e-mail:	None (Attach Manually)	+	
	Start OCR:	My Image Garden	\$	
	O Do not start any application	Mars Burstless	_	
		More Functions		
		D.f. h.		A ¹¹
Instructions		Defaults		ОК

(1) Scan Options Area

- (2) Save Settings Area
- (3) Application Settings Area

>>>> Important

• When the Settings dialog is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

(1) Scan Options Area

Select Source

Select the type of item to be scanned.

- · Scanning documents: Document or Document (ADF/Platen)
- Scanning magazines: Magazine
- Scanning documents from the ADF (Auto Document Feeder): Document (ADF Simplex), Document (ADF Manual Duplex), or Document (ADF/Platen)

>>>> Note

• When **Document (ADF/Platen)** is selected and documents are placed both on the platen and ADF, those placed on the ADF will be scanned.

Color Mode

Select the color mode in which to scan the item.

Important

• To select Black and White, deselect the Compress scanned images upon transfer checkbox.

Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



Important

• Custom cannot be selected depending on the Select Source setting.

>>>> Note

• Click **Defaults** to restore the specified settings to the default settings.

Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

Resolution

>>>> Note

• Only 300 dpi or 400 dpi can be set when Start OCR is selected in Application Settings.

Document Scan Orientation Settings...

This appears when you select ADF for Select Source.

Click to display the **Document Scan Orientation Settings** dialog in which you can set the orientation and binding side of the documents to be scanned from the ADF.

Orientation:	
+ <u></u>	• Portrait
₩R	Clandscape
Binding Side:	
RR	• Long edge
R	⊖ Short edge
Cancel	Defaults OK

Important

• Binding Side cannot be specified when scanning only the front side of each document.

Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

Image Processing Settings

Click (Right Arrow) to set the following.

Note

• The displayed items vary by Select Source and Color Mode.

Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

Important

- Available only when the Compress scanned images upon transfer checkbox is not selected.
- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

Note

• Scanning takes longer than usual when you enable this function.

Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

>>>> Note

• Scanning takes longer than usual when you enable **Reduce moire**.

Reduce gutter shadow/Reduce gutter shadow (platen)

Reduces gutter shadows that appear between pages when scanning open booklets.

Important

- This function is available only when scanning from the platen.
- Available only when the Compress scanned images upon transfer checkbox is not selected.

Difference 🔊 🔊 🔊 🔊 🔊 🔊 🔊

 Click Driver in the IJ Scan Utility main screen and scan to correct gutter shadows when scanning non-standard size items or specified areas.
 Refer to "Gutter Correction" for details.

Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

>>>> Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
 - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
 - · Documents containing both vertical and horizontal text
 - · Documents with extremely large or small fonts
 - · Documents with small amount of text
 - Documents containing figures/images
 - Hand-written text
 - Documents containing both vertical and horizontal lines (tables)

Note

· Scanning takes longer than usual when you enable Correct slanted text document.

Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

Important

- Only text documents written in languages that can be selected from Document Language in the <u>Settings (General Settings) dialog</u> are supported.
- The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.
 - · Resolution is outside the range of 300 dpi to 600 dpi
 - · Font size is outside the range of 8 points to 48 points
 - · Documents containing special fonts, effects, italics, or hand-written text
 - · Documents with patterned backgrounds

In that case, select the **Check scan results** checkbox and rotate the image in the **Save Settings** dialog.

(2) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Select the data format in which to save the scanned images.

You can select JPEG/Exif, TIFF, PNG, PDF, or PDF (Multiple Pages).

Important

- You cannot select JPEG/Exif when Color Mode is Black and White.
- When Start OCR is selected in Application Settings, you cannot select PDF or PDF (Multiple Pages).

Settings...

Click to display the **Data Format Settings** dialog in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the **Pictures** folder.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

Check scan results

Displays the Save Settings dialog after scanning.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pop-up menu.

Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pop-up menu.

Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pop-up menu.

Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pop-up menu.

Start OCR

Select this when you want to convert text in the image into text data using specified OCR software.

You can specify the application from the pop-up menu.

Do not start any application

Saves to the folder specified in Save in.

Note

• Specify the application or folder in the dialog displayed by selecting **Add...** from the pop-up menu.

Instructions

Opens this guide.

Defaults

You can restore the settings in the displayed screen to the default settings.

Settings (Custom Scan) Dialog

Click **Custom Scan** on the (Scanning from a Computer) tab to display the **Settings (Custom Scan)** dialog.

In the **Settings (Custom Scan)** dialog, you can make advanced scan settings to scan according to your preference.

000	Settings (Cu	istom Scan)	
l ₽ 18			
Auto Scan	Scan Options		
	Select Source:	Auto	∋ (1) ∣
Photo Scan	Color Mode:	Color	•
Document Scan	Paper Size:	Auto	•
Locument Scan	Resolution:	Auto	•
Custom Scan	< <u>~</u> ≝	Document Scan Orientation Settings	
	Image Processing Settings		
Scan and Stitch	Save Settings		
C Driver	File Name:	IMG	• (2)
	Data Format:	Auto	Settings
	Save in:	🔤 Pictures	•
	Application Settings		
	Open with an application:	🔞 My Image Garden	· (3)
	Send to an application:	9 Preview	•
	Send to a folder:	None	\$
	Attach to e-mail:	None (Attach Manually)	+
	Start OCR:	@ My Image Garden	\$
	O Do not start any application		
		More Functions	
Instructions		Defaults	ОК
Instructions	Send to an application: Send to a folder: Attach to e-mail: Start OCR:	Preview None None (Attach Manually) @ My Image Garden More Functions	

(1) Scan Options Area

- (2) Save Settings Area
- (3) Application Settings Area

>>>> Important

• When the Settings dialog is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

(1) Scan Options Area

Select Source

Select the type of item to be scanned. When **Auto** is selected, the item type is automatically detected.

Color Mode, Paper Size, and Resolution are automatically set as well.

Important

 Item types supported by Auto are photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.

- To scan the following types of items, specify the item type or size. You cannot scan correctly with **Auto**.
 - A4 size photos
 - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
 - Items printed on thin white paper
 - · Long narrow items such as panoramic photos
- Reflective disc labels may not be scanned as expected.
- Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

Refer to "Placing Items (When Scanning from a Computer)" for how to place items.

• When scanning two or more documents from the ADF (Auto Document Feeder), place documents of the same size even if **Auto** is set.

Note Note

- To convert text in the image into text data after scanning, specify Select Source instead of selecting Auto.
- To reduce moire, set **Select Source** to **Magazine**.

Color Mode

Select the color mode in which to scan the item.

Important

• To select Black and White, deselect the Compress scanned images upon transfer checkbox.

Note Note

• Only Color is available when Select Source is Auto.

Paper Size

Select the size of the item to be scanned.

When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



Note

- Only Auto is available when Select Source is Auto.
- Click **Defaults** in the screen in which you can specify the paper size to restore the specified settings to the default settings.

Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

Resolution



- Only Auto is available when Select Source is Auto.
- Only 300 dpi or 400 dpi can be set when Start OCR is selected in Application Settings.

Document Scan Orientation Settings...

This appears when you select ADF or Auto for Select Source.

Click to display the **Document Scan Orientation Settings** dialog in which you can set the orientation and binding side of the documents to be scanned from the ADF.

Orientation:	
↔ ≅	• Portrait
←R	CLandscape
Binding Side:	
RR	• Long edge
R	⊖ Short edge
Cancel	Defaults OK

>>>> Important

· Binding Side cannot be specified when scanning only the front side of each document.

Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

Important

• This does not appear when Select Source is Auto.

Image Processing Settings

Click 🕨 (Right Arrow) to set the following. Available setting items vary by Select Source.

When Select Source is Auto:

Apply recommended image correction

Applies suitable corrections automatically based on the item type.

Important

• The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

Note

• Scanning takes longer than usual when you enable this function.

• When Select Source is Photo:

>>>> Important

• When Color Mode is Black and White, Image Processing Settings is not available.

Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

• When Select Source is Magazine or Document:

>>>> Note

• The displayed items vary by Select Source and Color Mode.

Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

Important

- Available only when the Compress scanned images upon transfer checkbox is not selected.
- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

Note

• Scanning takes longer than usual when you enable this function.

Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

>>>> Note

• Scanning takes longer than usual when you enable **Reduce moire**.

Reduce gutter shadow

Reduces gutter shadows that appear between pages when scanning open booklets.

Important

- This function is available only when scanning from the platen.
- Available only when the Compress scanned images upon transfer checkbox is not selected.

>>>> Note

 Click **Driver** in the IJ Scan Utility main screen and scan to correct gutter shadows when scanning non-standard size items or specified areas.
 Refer to "Gutter Correction" for details.

Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

Important

• The following types of documents may not be corrected properly since the text cannot be detected correctly.

- Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
- · Documents containing both vertical and horizontal text
- · Documents with extremely large or small fonts
- · Documents with small amount of text
- Documents containing figures/images
- · Hand-written text
- Documents containing both vertical and horizontal lines (tables)

Note Note

· Scanning takes longer than usual when you enable Correct slanted text document.

Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

Important

- Only text documents written in languages that can be selected from **Document** Language in the Settings (General Settings) dialog are supported.
- The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.
 - · Resolution is outside the range of 300 dpi to 600 dpi
 - · Font size is outside the range of 8 points to 48 points
 - · Documents containing special fonts, effects, italics, or hand-written text
 - Documents with patterned backgrounds

In that case, select the **Check scan results** checkbox and rotate the image in the **Save Settings** dialog.

(2) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Select the data format in which to save the scanned images.

You can select JPEG/Exif, TIFF, PNG, PDF, PDF (Multiple Pages), or Auto.

>>>> Important

• When Auto is selected, the save format may differ depending on how you place the item.

Placing Items (When Scanning from a Computer)

- · You cannot select JPEG/Exif when Color Mode is Black and White.
- When Start OCR is selected in Application Settings, you cannot select PDF, PDF (Multiple Pages), or Auto.

Note

Auto appears only when Auto is selected for Select Source.

Settings...

Click to display the **Data Format Settings** dialog in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the **Pictures** folder.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

Check scan results

Displays the Save Settings dialog after scanning.

Important

- This does not appear when Select Source is Auto.
- When the Settings dialog is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pop-up menu.

Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pop-up menu.

Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pop-up menu.

Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pop-up menu.

Start OCR

Select this when you want to convert text in the image into text data using specified OCR software.

You can specify the application from the pop-up menu.

Do not start any application

Saves to the folder specified in Save in.

Note

• Specify the application or folder in the dialog displayed by selecting Add... from the pop-up menu.

Instructions

Opens this guide.

Defaults

Settings (Scan and Stitch) Dialog

Click Scan and Stitch on the (Scanning from a Computer) tab to display the Settings (Scan and Stitch) dialog.

In the **Settings (Scan and Stitch)** dialog, you can make advanced scan settings for scanning items larger than the platen.

00	Settings (Scar	n and Stitch)	
🖻 🗭 18			
Auto Scan	Scan Options		
Photo Scan	Select Source: Color Mode:		· (1)
E Proto Scan	Resolution:		•) •)
Document Scan	Image Processing Settings	·	_
Custom Scan	Save Settings		
Scan and Stitch	File Name:		. (2)
	Data Format: Save in:		Settings
C Driver	Check scan results	a rictures	<u>.</u>
	Application Settings		
	• Open with an application:	🕼 My Image Garden	: (3)
	Send to an application:	39 Preview	÷
	Send to a folder:	None	•
	O Do not start any application		
		More Functions	
Instructions		Defaults	ОК

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

Important

• When the Settings dialog is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

(1) Scan Options Area

Select Source

Select the type of item to be scanned.

- Scanning photos: Photo
- Scanning documents: Document
- Scanning magazines: Magazine

>>>> Note

• To reduce moire, set Select Source to Magazine.

Color Mode

Select the color mode in which to scan the item.

Resolution

Select the resolution of the item to be scanned.

The higher the resolution (value), the more detail in your image.

Resolution

Image Processing Settings

Click (Right Arrow) to set the following. Available setting items vary by Select Source.

Important

· When Color Mode is Black and White, Image Processing Settings is not available.

When Select Source is Photo:

Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

When Select Source is Magazine or Document:

Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

Note

• Scanning takes longer than usual when you enable **Reduce moire**.

(2) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Select the data format in which to save the scanned images.

You can select JPEG/Exif, TIFF, PNG, PDF, or PDF (Multiple Pages).

Important

You cannot select JPEG/Exif when Color Mode is Black and White.

Settings...

Click to display the <u>Data Format Settings dialog</u> in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the **Pictures** folder.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

Check scan results

Displays the Save Settings dialog after scanning.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pop-up menu.

Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pop-up menu.

Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pop-up menu.

Do not start any application

Saves to the folder specified in Save in.

>>>> Note

• Specify the application or folder in the dialog displayed by selecting Add... from the pop-up menu.

Instructions

Opens this guide.

Defaults

Settings (Driver) Dialog



Click **Driver** on the **Settings (Driver)** dialog.

In the Settings (Driver) dialog, you can specify how to save images when scanning items by starting the scanner driver from IJ Scan Utility and how to respond after saving them.

000	Settings	(Driver)		
18				
Auto Scan	Save Settings			(1)
Photo Scan	File Name: Data Format:	2	•	Settings
Document Scan	Save in:	E Pictures	;	
Custom Scan	Check scan results			
Scan and Stitch	Application Settings • Open with an application:	🞯 My Image Garden	;)	(2)
Contract Driver	O Send to an application:	🖗 Preview	\$	(-/
	Send to a folder:	None	\$	
	Attach to e-mail:	None (Attach Manually)	\$	
	Start OCR:	🐵 My Image Garden	\$	
	O Do not start any application			
		More Functions		
Instructions		Defaults		ОК

(1) Save Settings Area

(2) Application Settings Area

Important

 When the Settings dialog is displayed from My Image Garden, the setting items for Application Settings do not appear.

(1) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Select the data format in which to save the scanned images.

You can select JPEG/Exif, TIFF, PNG, PDF, or PDF (Multiple Pages).

>>>> Note

- When PDF or PDF (Multiple Pages) is selected, images up to 9600 pixels x 9600 pixels can be scanned.
- When the Enable large image scans checkbox is selected in Save Settings, or when Start OCR is selected in Application Settings, you can select JPEG/Exif, TIFF, or PNG.

Settings...

Click to display the **Data Format Settings** dialog in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the **Pictures** folder.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

Enable large image scans

Select this checkbox to scan images up to 21000 pixels x 30000 pixels and 1.8 GB.

Important

- When this checkbox is selected, you cannot select **Send to an application**, **Send to a folder**, **Attach to e-mail**, or **Start OCR**.
- When the Settings dialog is displayed from My Image Garden, this option does not appear.

>>>> Note

• When this checkbox is not selected, images up to 10208 pixels x 14032 pixels can be scanned.

Check scan results

Displays the Save Settings dialog after scanning.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

(2) Application Settings Area

Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pop-up menu.

Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pop-up menu.

Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pop-up menu.

Attach to e-mail

Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pop-up menu.

Start OCR

Select this when you want to convert text in the image into text data using specified OCR software.

You can specify the application from the pop-up menu.

Do not start any application

Saves to the folder specified in **Save in**.

>>>> Note

• Specify the application or folder in the dialog displayed by selecting **Add...** from the pop-up menu.

Instructions

Opens this guide.

Defaults

Settings (Save to PC (Auto)) Dialog

Click Save to PC (Auto) on the (Scanning from the Operation Panel) tab to display the Settings (Save to PC (Auto)) dialog.

In the **Settings (Save to PC (Auto))** dialog, you can specify how to respond when saving images to a computer after scanning them from the operation panel by automatically detecting the item type.

000	Settings (Save	to PC (Auto))	
🖻 🚔 🔢			
Save to PC (Auto)	Scan Options		
Save to PC (Photo)	Paper Size: Resolution:	Auto	· (1)
Save to PC (Document)	← ≝ ► Image Processing Settings	Document Scan Orientation Settings	
	Save Settings		
	File Name:	IMG	· (2)
	Data Format:	Auto	\$ Settings
	Save in:	🔤 Pictures	•
	Application Settings		
	• Open with an application:	🞯 My Image Garden	· (3)
	O Send to an application:	99 Preview	•
	O Send to a folder:	None	\$
	O Do not start any application		
		More Functions	
Instructions		Defaults	ок

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

(1) Scan Options Area

Paper Size

Auto is selected.

Resolution

Auto is selected.

Document Scan Orientation Settings...

Click to display the **Document Scan Orientation Settings** dialog in which you can set the orientation of the documents to be scanned from the ADF.

Orientation:	
+ <u></u>	 Portrait
₩R	CLandscape
Cance	I Defaults OK

Image Processing Settings

Click 🕨 (Right Arrow) to set the following.

Apply recommended image correction

Applies suitable corrections automatically based on the item type.

Important

 The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

Note

• Scanning takes longer than usual when you enable this function.

(2) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Auto is selected. The following data formats are automatically applied according to the item type when saving.

- · Photos, postcards, BD/DVD/CD, and business cards: JPEG
- · Magazines, newspapers, and documents: PDF

Important

• The save format may differ depending on how you place the item.

Refer to "Placing Items (When Scanning from a Computer)" for how to place items.

Note Note

You can change the data format from Settings....

Settings...

Click to display the **Data Format Settings** dialog in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the Pictures folder.

(3) Application Settings Area

Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pop-up menu.

Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pop-up menu.

Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pop-up menu.

Do not start any application

Saves to the folder specified in Save in.

>>>> Note

• Specify the application or folder in the dialog displayed by selecting **Add...** from the pop-up menu.

Instructions

Opens this guide.

Defaults

Settings (Save to PC (Photo)) Dialog

Click Save to PC (Photo) on the (Scanning from the Operation Panel) tab to display the Settings (Save to PC (Photo)) dialog.

In the **Settings (Save to PC (Photo))** dialog, you can specify how to respond when saving images to a computer as photos after scanning them from the operation panel.

000	Settings (Save	to PC (Photo))		
₽ ₽ 18				
Save to PC (Auto)	Scan Options			
	Paper Size:	Use Device Setting	\$	(1)
Save to PC (Photo)	Resolution:	Use Device Setting	\$	· · · ·
Save to PC (Document)	Compress scanned images upon tran Image Processing Settings	sfer		
	Save Settings			
	File Name:	IMG	•	(2)
	Data Format:	Use Device Setting	\$	Settings
	Save in:	Pictures	•	
	Application Settings			
	• Open with an application:	G My Image Garden	:	(3)
	O Send to an application:	🚱 Preview	\$	N -7
	Send to a folder:	None	\$	
	O Do not start any application			
		More Functions		
Instructions		Defaults		ОК

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

(1) Scan Options Area

Paper Size

Set from the operation panel.

Resolution

Set from the operation panel.

Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

Image Processing Settings

Click (Right Arrow) to set the following.

Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

(2) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Set from the operation panel.

Settings...

Click to display the **Data Format Settings** dialog in which you can set the quality of the images to be saved, keyword search of PDF files, and the data format in which to save images scanned with Auto Scan.

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the **Pictures** folder.

(3) Application Settings Area

Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pop-up menu.

Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pop-up menu.

Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pop-up menu.

Do not start any application

Saves to the folder specified in Save in.

>>>> Note

• Specify the application or folder in the dialog displayed by selecting Add... from the pop-up menu.

Instructions

Opens this guide.

Defaults

Settings (Save to PC (Document)) Dialog

Click Save to PC (Document) on the (Scanning from the Operation Panel) tab to display the Settings (Save to PC (Document)) dialog.

In the **Settings (Save to PC (Document))** dialog, you can specify how to respond when saving images to a computer as documents after scanning them from the operation panel.

000	Settings (Save to	PC (Document))		
	4			
도희 Save to PC (Auto)	Scan Options Paper Size:	Use Device Setting	•	(4)
Save to PC (Photo)	Resolution:	Use Device Setting	•	(1)
Save to PC (Photo)				
Save to PC (Document)	< <u>≃</u>)			
	Compress scanned images upon tran	isfer		
	Image Processing Settings			
	Save Settings			
	File Name:	IMG	•	(2)
	Data Format:	Use Device Setting	;	Settings
	Save in:	i Pictures	\$	
	Application Settings			
	• Open with an application:	🔞 My Image Garden	+	(3)
	Send to an application:	Sig Preview	\$	(-)
	Send to a folder:	None	\$	
	O Do not start any application			
		More Functions		
Instructions		Defaults		ОК

- (1) Scan Options Area
- (2) Save Settings Area
- (3) Application Settings Area

(1) Scan Options Area

Paper Size

Set from the operation panel.

Resolution

Set from the operation panel.

Document Scan Orientation Settings...

Click to display the **Document Scan Orientation Settings** dialog in which you can set the orientation of the documents to be scanned from the ADF.

Orientation:	
↔ <u>∝</u>	 Portrait
₩R	Clandscape
Cance	Defaults OK

Compress scanned images upon transfer

Compresses scanned images when transferring them to a computer. This is useful when your scanner or printer and computer are connected with a slow interface such as USB1.1 or a network.

Image Processing Settings

Click (Right Arrow) to set the following.

Apply Auto Document Fix

Select this checkbox to sharpen text in a document or magazine for better readability.

Important

- Available only when the Compress scanned images upon transfer checkbox is not selected.
- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

>>>> Note

• Scanning takes longer than usual when you enable this function.

Sharpen outline

Emphasizes the outline of the subjects to sharpen the image.

Reduce show-through

Sharpens text in an item or reduces show-through in newspapers, etc.

Reduce moire

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

Note

• Scanning takes longer than usual when you enable **Reduce moire**.

Reduce gutter shadow (platen)

Reduces gutter shadows that appear between pages when scanning open booklets.

Important

- This function is available only when scanning from the platen.
- Available only when the Compress scanned images upon transfer checkbox is not selected.

Correct slanted text document

Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
 - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
 - · Documents containing both vertical and horizontal text
 - · Documents with extremely large or small fonts

- · Documents with small amount of text
- · Documents containing figures/images
- Hand-written text
- · Documents containing both vertical and horizontal lines (tables)

Note

· Scanning takes longer than usual when you enable Correct slanted text document.

Detect the orientation of text document and rotate image

Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

Important

- Only text documents written in languages that can be selected from Document Language in the <u>Settings (General Settings) dialog</u> are supported.
- The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.
 - · Resolution is outside the range of 300 dpi to 600 dpi
 - · Font size is outside the range of 8 points to 48 points
 - · Documents containing special fonts, effects, italics, or hand-written text
 - · Documents with patterned backgrounds

(2) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Set from the operation panel.

Settings...

Click to display the **Data Format Settings** dialog in which you can set the quality of the images to be saved, keyword search of PDF files, and the data format in which to save images scanned with Auto Scan.

Save in

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the Pictures folder.

(3) Application Settings Area

Open with an application

Select this when you want to enhance or correct the scanned images.

You can specify the application from the pop-up menu.

Send to an application

Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.

You can specify the application from the pop-up menu.

Send to a folder

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.

You can specify the folder from the pop-up menu.

Do not start any application

Saves to the folder specified in Save in.

>>>> Note

• Specify the application or folder in the dialog displayed by selecting **Add...** from the pop-up menu.

Instructions

Opens this guide.

Defaults

Settings (General Settings) Dialog

Click the **M** (General Settings) tab to display the **Settings (General Settings)** dialog.

In the **Settings (General Settings)** dialog, you can set the product to use, file size restriction on e-mail attachment, language to detect text in images, and folder in which to save images temporarily.

000	Settings (General Settings)		
₽ ♣ 18				
General Settings	Product Name:	Canon series]
	E-mail Attachment Size:	No Change	:)
	Document Language:	English	;)
	Folder to Save Temporary Files			
			_	
				Browse
Instructions			Defaults	ОК

Product Name

Displays the name of the product that IJ Scan Utility is currently set to use.

If the displayed product is not the one you want to use, select the desired product from the list.

In addition, for network connection, select one with "Network" after the product name.

Note

 With network connection, Select appears on the right side of the product name. Click Select to display the network selection screen in which you can change the scanner to use. Refer to "<u>Network Scan Settings</u>" for the setting procedure.

E-mail Attachment Size

You can restrict the size of scanned images to be attached to an e-mail.

You can select Small (Suitable for 640 x 480 Windows), Medium (Suitable for 800 x 600 Windows), Large (Suitable for 1024 x 768 Windows), or No Change.

Important

• When the Settings dialog is displayed from My Image Garden, this option does not appear.

Document Language

Select the language for detecting text in images.

Folder to Save Temporary Files

Displays the folder in which to save images temporarily. Click **Browse...** to specify the destination folder.

Instructions

Opens this guide.

Defaults

Network Selection Screen

You can select the scanners or printers to be used for scanning or printing over a network from your computer or the operation panel.

Network Selection Screen

In **Product Name** in the **Settings (General Settings)** dialog, select an item with "Network" after the product name from the list, then click **Select** that appears to the right of the product name to display the network selection screen.

Scanners

The Bonjour service names of the scanners or printers that can be used over the network are displayed.

You can select one scanner or printer per model. Selecting a scanner or printer automatically enables scanning from the operation panel.

Important

- You cannot use over the network if Bonjour is disabled. Enable Bonjour on your scanner or printer.
- If you have changed the Bonjour service name after selecting your scanner or printer by Bonjour service name, reopen the network selection screen and select the new Bonjour service name from Scanners.

Instructions

Opens this guide.

Scan-from-Operation-Panel Settings

The Scan-from-Operation-Panel Settings screen appears. You can select up to three scanners and printers in total for scanning from the operation panel. You can scan items using the operation panel of the selected scanner or printer, and send the scanned images to your computer over a network.

Important

• When using a model with which you cannot scan over a network from the operation panel, that model does not appear in **Scanners** and the setting is not available.

Scan-from-Operation-Panel Settings Screen

Click **Scan-from-Operation-Panel Settings** in the network selection screen to display the Scan-from-Operation-Panel Settings screen.

Scanners

The Bonjour service names of the scanners or printers that can be used over the network are displayed.

You can select up to three scanners and printers in total at the same time.

Important

 You cannot use over the network if Bonjour is disabled. Enable Bonjour on your scanner or printer. • If you have changed the Bonjour service name after selecting your scanner or printer by Bonjour service name, reopen the network selection screen and select the new Bonjour service name from **Scanners**.

>>>> Note

- If the Bonjour service name of your scanner or printer does not appear or cannot be selected, check the following, click **OK** to close the screen, then reopen it and try selecting again.
 - The scanner driver is installed
 - · Network settings of your scanner or printer is completed after installing the scanner driver
 - Network communication between your scanner or printer and computer is enabled If your scanner or printer still does not appear, refer to "Problems with Network Communication" for your model from Home of the *Online Manual*.

Data Format Settings Dialog

Display the Data Format Settings dialog by one of the following operations.

- · Click Settings... of Save Settings on each tab of the Settings dialog
- Click Settings... of Save Settings in the Save Settings dialog that appears after scanning with the Check scan results checkbox selected in the Settings dialog

In the **Data Format Settings** dialog, you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

JPEG Image Quality:	Standard \$
Create a PDF file that supports keyword search	
PDF Compression:	Standard \$
Format for Item Detected as Document in Auto Scan:	(PDF ‡)
Format for Item Detected as Photo in Auto Scan:	JPEG/Exif \$
Cancel	Defaults OK

JPEG Image Quality

You can specify the image quality of JPEG files.

Important

 Available only when the Compress scanned images upon transfer checkbox is not selected in Scan Options of the Settings dialog.

Create a PDF file that supports keyword search

Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

>>>> Note

• PDF files that are searchable in the language selected in **Document Language** on the in (General Settings) tab of the Settings dialog are created.

PDF Compression

Select the compression type for saving PDF files.

Standard

It is recommended that you normally select this setting.

High

Compresses the file size when saving, allowing you to reduce the load on your network/server.

>>>> Important

• This option does not appear when **Data Format** on the **Setting** (Scanning from the Operation Panel) tab of the Settings dialog is **Use Device Setting**.

Note Note

• When **Black and White** is set for **Color Mode** on the 🔛 (Scanning from a Computer) tab of the Settings dialog, PDF files will be saved in **Standard** even if **High** is set.

Format for Item Detected as Document in Auto Scan

You can specify the data format for automatically saving items detected as documents in Auto Scan.

Format for Item Detected as Photo in Auto Scan

You can specify the data format for automatically saving items detected as photos in Auto Scan.

Defaults

Save Settings Dialog

Select the **Check scan results** checkbox in **Save Settings** of the Settings dialog to display the **Save Settings** dialog after scanning.

You can specify the data format and destination while viewing the thumbnails of scan results.

Important

• After scanning from My Image Garden or the operation panel, the **Save Settings** dialog does not appear.

	Save Settings	
	(1)	
IMG_	IMG_	(2)
Save Settings		
File Name:		(3)
Data Format:	JPEG/Exif \$	Settings
Save in:	Pictures 🗘	
	Cancel	ОК

- (1) Preview Operation Buttons
- (2) Scan Results Area
- (3) Save Settings Area

(1) Preview Operation Buttons

(Rotate Left 90°)/(Rotate Right 90°)

Rotates scanned images 90 degrees counter-clockwise or clockwise.

Select the image you want to rotate, then click ^{Select} (Rotate Left 90°) or ^{Select} (Rotate Right 90°).

Important

• The preview operation buttons do not appear when the **Enable large image scans** checkbox is selected in the **Settings (Driver)** dialog.

(2) Scan Results Area

Displays the thumbnails of the scanned images. You can change the save order of images via drag-anddrop. The file names for saving appear below the thumbnails.

(3) Save Settings Area

File Name

Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

Data Format

Select the data format in which to save the scanned images.

You can select JPEG/Exif, TIFF, PNG, PDF, or PDF (Multiple Pages).

Important

• You cannot select PDF or PDF (Multiple Pages) in the following cases.

- When scanned by clicking Photo in the IJ Scan Utility main screen
- The Enable large image scans checkbox is selected in Save Settings of the Settings (Driver) dialog
- Start OCR is selected in Application Settings of the Settings (Document Scan), Settings (Custom Scan), or Settings (Driver) dialog
- You cannot select JPEG/Exif when Color Mode is Black and White.

Settings...

Click to display the **Data Format Settings** dialog in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

Save in

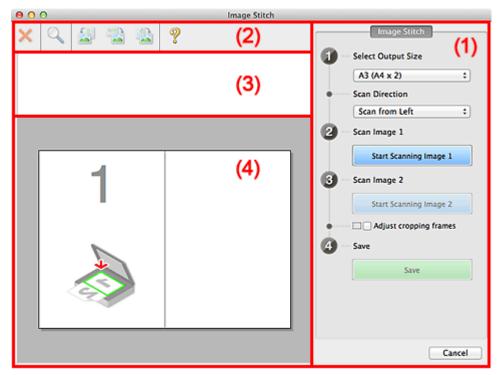
Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the dialog displayed by selecting **Add...** from the pop-up menu.

The default save folder is the **Pictures** folder.

Image Stitch Window

Click Stitch in the IJ Scan Utility main screen to display the Image Stitch window.

You can scan the left and right halves of an item larger than the platen and combine them back into one image. You can scan items up to approximately twice as large as the platen.



- (1) Settings and Operation Buttons
- (2) Toolbar
- (3) Thumbnail View Area
- (4) Preview Area

Note Note

• The displayed items vary depending on the select source and view.

(1) Settings and Operation Buttons

Select Output Size

B4 (B5 x 2)

Scans the left and right halves of a B4 size item separately.

A3 (A4 x 2)

Scans the left and right halves of an A3 size item separately.

11 x 17 (Letter x 2)

Scans the left and right halves of an item twice as large as Letter size separately.

Full Platen x 2

Scans the left and right halves of an item twice as large as the platen separately.

Scan Direction

Scan from Left

Displays the first scanned image on the left side.

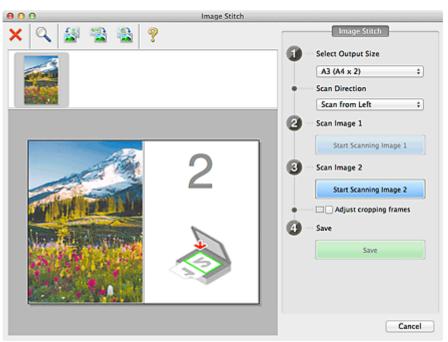
Scan from Right

Displays the first scanned image on the right side.

Scan Image 1

Start Scanning Image 1

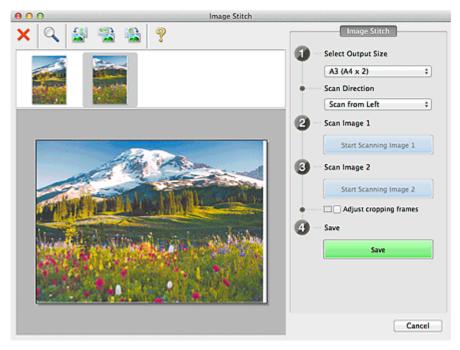
Scans the first item.



Scan Image 2

Start Scanning Image 2

Scans the second item.



Adjust cropping frames

You can adjust the scan area in preview.

If no area is specified, the image of the size selected in **Select Output Size** will be saved. If an area is specified, only the image in the cropping frame will be scanned and saved.

Adjusting Cropping Frames in the Image Stitch Window

Save

Save

Saves the two scanned images as one image.

Cancel

Cancels Stitch scan.

(2) Toolbar

You can delete the scanned images or adjust the previewed images.

X (Delete)

Deletes the scanned image.

(Enlarge/Reduce)

Allows you to enlarge or reduce the preview image.

Left-clicking the Preview area enlarges the displayed image.

Control-clicking the Preview area reduces the displayed image.



(Rotate Left)

Rotates the preview image 90 degrees counter-clockwise.



(Invert Vertically)

Rotates the preview image 180 degrees.

(Rotate Right)

Rotates the preview image 90 degrees clockwise.

(**Open Guide**) Opens this page.

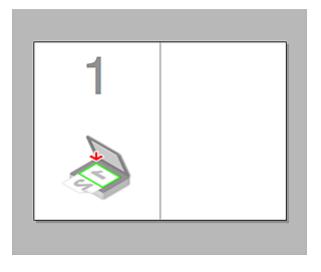
(3) Thumbnail View Area

Displays the thumbnails of the scanned images. Appears blank if none has been scanned.

(4) Preview Area

Displays the scanned images. You can adjust the layout by dragging the scanned image or check the results of the settings made in "(1) Settings and Operation Buttons."

When no image has been scanned:



After scanning the first item by clicking Start Scanning Image 1:



The image is scanned in the direction specified in Scan Direction, and 2 appears next to it.

After scanning the second item by clicking Start Scanning Image 2:



The two scanned images appear.

Related Topic

Scanning Items Larger than the Platen (Image Stitch)

Scanning with Scanner Driver

You can scan by starting the scanner driver from various applications.

Refer to Help of Mac OS for how to scan.

>>>> Important

• When scanning with the scanner driver in Mac OS X v10.6.8, select **JPEG** or **TIFF** in **Format**. Scanned images are saved in the format set in **Data Format** in the **Settings (Driver)** dialog of IJ Scan Utility.

>>>> Note

- Refer to "<u>Image Corrections and Color Adjustments</u>" for details on the setting procedures for image correction and color adjustment.
- Refer to "General Notes (Scanner Driver)" for the scanner driver.
- Refer to "Updating the Scanner Driver" for the scanner driver.
- In the <u>Settings (Driver) dialog</u> of IJ Scan Utility, you can also make advanced settings for scanning with the scanner driver.

Image Corrections and Color Adjustments

You can correct images and adjust colors using the scanner driver.

Important

- When image correction or color adjustment is applied to items without moire, dust/scratches, or faded colors, the color tone may be adversely affected.
- Image correction results are not reflected in the trial scan screen.

>>>> Note

- · Screens may vary depending on the application.
- Selectable settings depend on Kind settings.
- · Scanning may take longer than usual when image correction or color adjustment is applied.

000		
о	Scan Mode: Flatbed Kind: Scolor	:
	Resolution: 300 • dpi Use Custom Size Size: 8.49 11.68 i Rotation Angle: 0*	inches \$
	Auto selection: Detect Separate Items	:
	Image Correction: None	:
	Image Adjustment None	:
·	Reduce Dust None	:
	Fading Correction None	•
	Grain Correction None	:
	Gutter Correction None Unsharp Mask Descreen Reduce Show-through Calibrate before each so	t) can
	Overview	Scan

Image Adjustment

When Image Adjustment is set, the brightness of the specified portion of the image is optimized. Images can be adjusted according to the automatically detected item type or the specified item type. The result of the adjustment will be reflected in the entire image.

None

Image Adjustment will not be applied.

Auto

Applies Image Adjustment by automatically detecting the item type. It is recommended that you normally select this setting.

Photo

Applies Image Adjustment suitable for photos.

Magazine

Applies Image Adjustment suitable for magazines.

Document

Applies Image Adjustment suitable for text documents.

Note Note

- If the image is not adjusted properly with **Auto**, specify the item type.
- The color tone may change from the source image due to the Image Adjustment. In that case, set **Image Adjustment** to **None**.

Reduce Dust

Scanned photos may contain white dots caused by dust or scratches. Use this function to reduce such noise.

None

Dust and scratches will not be reduced.

Low

Select this to reduce small dust particles and scratches. Large ones may remain.

Medium

It is recommended that you normally select this setting.

High

Select this to reduce large dust particles and scratches; however, evidence of the reduction process may remain or delicate parts of the image may be removed.

Important

• This function may not be effective for some types of photos.

>>>> Note

• It is recommended that you select None when scanning printed materials.

Fading Correction

Use this function to correct photos that have faded with time or have a colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

None

Fading Correction will not be applied.

Low

Select this to correct a small amount of fading and colorcast.

Medium

It is recommended that you normally select this setting.

High

Select this to correct a large amount of fading and colorcast. This can affect the tone of the image.

Important

- · Correction may not be applied properly if the scan area is too small.
- Not effective if **Color** is not selected for **Kind**.

Grain Correction

Use this function to reduce graininess (roughness) in photos taken with high-speed or sensitized film, etc.

None

Graininess will not be reduced.

Low

Select this when the photo is slightly grainy.

Medium

It is recommended that you normally select this setting.

High

Select this when the photo is very grainy. This can affect the gradation and sharpness of the image.

>>>> Important

• Correction may not be applied properly if the scan area is too small.

Gutter Correction

Use this function to correct shadows that appear between pages when scanning open booklets.

Unclear or blurred text/lines caused by curved pages are not corrected.

None

Gutter shadow will not be corrected.

Low

Select this when the effect level is too strong with the medium setting.

Medium

It is recommended that you normally select this setting.

High

Select this when the effect level is too weak with the medium setting.

Important

- Do not place objects that weigh 4.4 lbs (2.0 kg) or more on the platen. In addition, do not press on the item with a force exceeding 4.4 lbs (2.0 kg). If you press heavily, the scanner may not work correctly or you might break the glass.
- Align the item with the edge of the platen. If placed slanted, correction will not be applied properly.



- Correction may not be applied properly depending on the item. If the page background is not white, shadows may not be detected correctly or may not be detected at all.
- While scanning, press down on the spine with the same amount of pressure you used to preview the scan. If the binding part is not even, correction will not be applied properly.



• How to place the item depends on your model and the item to be scanned.

Unsharp Mask

Emphasizes the outline of the subjects to sharpen the image.

Descreen

Reduces moire patterns.

Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

Important

• When enabling **Descreen**, disable **Unsharp Mask**. If **Unsharp Mask** is enabled, some moire effects may remain.

Dete Note

• Scanning takes longer than usual when you enable Descreen.

Reduce Show-through

Use this function to reduce show-through in duplex documents or lighten the base color in recycled paper and other colored paper when scanning documents.

Important

• Reduce Show-through is effective only when **Document** or **Magazine** is selected for **Image** Adjustment.

Calibrate before each scan

Calibrates the scanner every time before trial scanning and scanning, to reproduce correct color tones in scanned images.

Note

Calibration may take time depending on your computer.

General Notes (Scanner Driver)

The scanner driver is subject to the following restrictions. Keep these points in mind when using the scanner driver.

Scanner Driver Restrictions

- If the computer is shared among multiple users or when you have logged out and back on, a message indicating that the scanner driver is in use may appear. In that case, disconnect the USB cable from the computer, then reconnect it.
- Scanning may fail if the computer has resumed from sleep state with the scanner driver active. In that case, follow these steps and scan again.
 - 1. Turn off the machine.
 - 2. Exit the scanner driver, then disconnect the USB cable from the computer and reconnect it.
 - 3. Turn on the machine.
- Do not connect two or more scanners or multifunction printers with scanner function to the same computer simultaneously. If multiple scanning devices are connected, you cannot scan from the operation panel of the machine and also may experience errors while accessing the devices.
- When using a network compatible model by connecting to a network, the machine cannot be accessed from multiple computers at the same time.
- When using a network compatible model by connecting to a network, scanning takes longer than usual.
- Make sure that you have adequate disk space available when scanning large images at high resolutions. For example, at least 300 MB of free space is required to scan an A4 document at 600 dpi in full-color.
- Do not enter the computer into sleep or hibernate state during scanning.

Updating the Scanner Driver

- > Obtaining the Latest Scanner Driver
- > Before Installing the Scanner Driver
- Installing the Scanner Driver

Obtaining the Latest Scanner Driver

Upgrading your current scanner driver to the latest scanner driver may solve some problems you have experienced.

To obtain the scanner driver, access our website and download the scanner driver for your model.

>>>> Important

• Scanner driver can be downloaded for free; however, Internet connection fees apply.

Related Topic

- Before Installing the Scanner Driver
- Installing the Scanner Driver

Before Installing the Scanner Driver

Check the following points before installing the scanner driver. Check these also when you cannot install the scanner driver.

Machine Status

• If the machine and computer are connected with a USB cable, disconnect the USB cable from the computer.

Computer Settings

- Close all running applications.
- Log in as the administrator of the computer. You will be required to enter the name and password of the user with administrator privileges. If you have multiple user accounts on Mac OS X, log in with the first administrator account created.

Important

• If you install an older version of the scanner driver after installing a newer one, the scanner driver may not operate properly. In that case, reinstall the newer scanner driver.

Note Note

• When installing multiple versions of the scanner driver, install the older scanner driver first.

Related Topic

- Obtaining the Latest Scanner Driver
- Installing the Scanner Driver

Installing the Scanner Driver

Access our website via the Internet to download the latest scanner driver.

Follow these steps to install the downloaded scanner driver.

1. Mount the disk.

Double-click the downloaded disk image file.

The file is decompressed and the disk is mounted.

2. Start the installer.

Double-click the ".pkg" file in the decompressed disk. Installation starts.

3. Install the driver.

Follow the prompts to install.

When the license agreement screen appears, read the terms and click **Continue**. If you do not accept the license agreement, you cannot install this software.

If an authentication screen appears, enter the administrator's name and password, then click **Install Software**.

4. Complete the installation.

The scanner driver is installed.

Set up the network environment if you have more than one scanner or have a network compatible model and changed the connection from USB connection to network connection.

Refer to "<u>Network Scan Settings</u>" for the setting procedure.

Important

- Installation may fail if you click **Go Back** during the process. In that case, select **Quit Installer** from the **Installer** menu to exit the installer, then start over the installation.
- Scanner driver can be downloaded for free; however, Internet connection fees apply.

Related Topic

- Obtaining the Latest Scanner Driver
- Before Installing the Scanner Driver

Useful Information on Scanning

- Adjusting Cropping Frames in the Image Stitch Window
- Resolution
- > Data Formats

Adjusting Cropping Frames in the Image Stitch Window

"Cropping" is the act of selecting the area you want to keep in an image and discarding the rest when scanning it.

In the Image Stitch window, you can specify a cropping frame on the image displayed in the Preview area.

>>>> Note

• Refer to Help of Image Capture for how to adjust the cropping frames (selection boxes) in the screen displayed by clicking **Driver** in the IJ Scan Utility main screen.

Initial Cropping Frame

No cropping frame is specified. When you select the **Adjust cropping frames** checkbox, an active cropping frame is automatically specified around the image in the Preview area. You can drag the cropping frame to specify the area.

When you perform a scan, the image in the area specified with the cropping frame will be scanned.

Adjusting a Cropping Frame

The cursor will change into $\leftrightarrow \downarrow \checkmark \checkmark$ (Arrow) when it is positioned over a cropping frame. Click and drag the mouse to expand or contract the cropping frame.



The cursor will change into 🖑 (Hand) when it is positioned within a cropping frame. Click and drag the mouse to move the entire cropping frame.



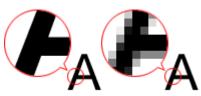
Deleting Cropping Frames

To delete the cropping frame, deselect the Adjust cropping frames checkbox.

Resolution

The data in the image you have scanned is a collection of dots carrying information about brightness and color. The density of these dots is called "resolution", and resolution will determine the amount of detail your image contains. The unit of resolution is dots per inch (dpi). Dpi is the number of dots per inch (2.5 cm).

The higher the resolution (value), the more detail in your image; the lower the resolution (value), the less detail.



How to Set the Resolution

You can set the resolution in **Resolution** on the equation (Scanning from a Computer) tab of the Settings dialog.

Appropriate Resolution Settings

Set the resolution according to the use of the scanned image.

Item Type	Item Type Use		Appropriate Resolution
	Copying (Printing)	Color	300 dpi
Color photo	Creating a postcard	Color	300 dpi
	Saving to a computer	Color	300 dpi
	Using on a website or attaching to e-mail	Color	150 dpi
Black and white photo	Saving to a computer	Grayscale	300 dpi
	Using on a website or attaching to e-mail	Grayscale	150 dpi
Text document (document or magazine)	Copying	Color, Grayscale, or Black and White	300 dpi
	Attaching to e-mail	Color, Grayscale, or Black and White	150 dpi
	Scanning text using OCR	Color or Grayscale	300 dpi

Important

• If you double the resolution, the data size of the scanned image quadruples. If the file is too large, the processing speed will slow down significantly, and you will experience inconvenience such as lack of memory. Set the minimum required resolution according to the use of the image.



• When you will be printing the scanned image by enlarging it, scan by setting a higher resolution than the recommended one above.

Data Formats

You can select a data format when saving scanned images. You should specify the most suitable data format according to how you want to use the image on which application.

Available data formats vary by application and operating system (Windows or Mac OS).

See below for the characteristics of each image data format.

PNG (Standard File Extension: .png)

A data format often used on websites.

PNG is suitable for editing saved images.

JPEG (Standard File Extension: .jpg)

A data format often used on websites and for digital camera images.

JPEG features high compression rates. JPEG images slightly degrade every time they are saved, and cannot be returned to their original state.

JPEG is not available for black and white images.

TIFF (Standard File Extension: .tif)

A data format featuring a relatively high compatibility between various computers and applications.

TIFF is suitable for editing saved images.

>>>> Note

- Some TIFF files are incompatible.
- IJ Scan Utility supports the following TIFF file formats.
 - · Uncompressed, black and white binary
 - Uncompressed, RGB (8 bits per channel)
 - Uncompressed, Grayscale

PDF (Standard File Extension: .pdf)

A data format for electronic documents, developed by Adobe Systems Incorporated.

It can be used on various computers and operating systems, and fonts can be embedded as well; therefore, people in different environments can exchange the files without being aware of the differences.

Placing Items (When Scanning from a Computer)

Learn how to place items on the platen or ADF (Auto Document Feeder) of your scanner or printer. Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

Important

- Do not place objects on the document cover. When you open the document cover, the objects may fall into your scanner or printer, resulting in malfunction.
- Close the document cover when scanning.
- Do not touch the operation panel buttons or LCD (Liquid Crystal Display) monitor when opening/closing the document cover. May result in unintended operation.
- Placing Items (Platen)
- Placing Documents (ADF (Auto Document Feeder))

Placing Items (Platen)

Place items as described below to scan by detecting the item type or size automatically.

Important

- When scanning by specifying the paper size in IJ Scan Utility or the scanner driver, align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to various shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.
- When scanned using the scanner driver, the response may differ. In that case, adjust the cropping frame (selection box) manually.



Place the item face-down on the platen, with 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and the item. Portions placed on the diagonally striped area cannot be scanned.

Place the item face-down on the platen and align an upper corner of the item with the corner at the arrow (alignment mark) of the platen. Portions placed on the diagonally striped area cannot be scanned.

И	A4
LTR	

· Large items (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format. Placing Multiple Items: Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned. (A) (A) (A) (A) more than 0.4 inch (1 cm) >>>> Note • In IJ Scan Utility, you can place up to 12 items. • You can place up to four items when the Compress scanned images upon transfer checkbox is selected in the Settings dialog of IJ Scan Utility. · Positions of slanted items (10 degrees or less) are corrected automatically.

Placing Documents (ADF (Auto Document Feeder))

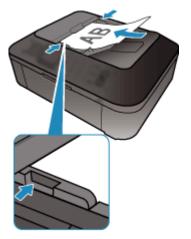
- Do not leave thick items on the platen when scanning from the ADF. May result in paper jam.
- Place and align documents of the same size when scanning two or more documents.
- Refer to "Originals You Can Load" for your model from Home of the Online Manual for details on supported document sizes when scanning from the ADF.
- 1. Open the document tray.



• Refer to "Loading Originals" for your model from Home of the Online Manual for details on the portions in which items cannot be scanned.

2. Place the documents on the ADF, then adjust the document guides to the width of the documents.

Insert the documents face-up until a beep sounds.



Scanning from the Operation Panel of the Machine

- ► Forwarding Scanned Data to the Computer Using the Operation Panel of the Machine VBasic
- > Setting Items for Scanning Using the Operation Panel of the Machine
- Network Scan Settings
- Selecting a Response to Commands from the Operation Panel Using IJ Scan Utility

Forwarding Scanned Data to the Computer Using the Operation Panel of the Machine

Before forwarding scanned data to the computer, confirm the following:

• The scanner driver is installed.

If the scanner driver is not yet installed, install the scanner driver from our website.

• The machine is connected to a computer correctly.

Make sure that the machine is connected to the computer correctly.

Do not plug in or unplug the USB cable while the machine is in operation, or when the computer is in the sleep or standby mode.

If you perform scanning via a network connection, make sure that all the required settings have been specified.

Network Scan Settings

• The destination and the file name are specified in Canon IJ Scan Utility.

You can specify the destination and the file name in Canon IJ Scan Utility. For details on settings of Canon IJ Scan Utility:

Settings Dialog

Follow the procedure below to forward scanned data to the computer.

1. Make sure that the machine is turned on.

2. Press the **SCAN** button.

If you forward the scanned data to a USB-connected or LAN connected computer for the first time, the **Scan menu** screen is displayed. Go to step 3.

Scan menu Save to 🔹 🕨

If you have forwarded the scanned data to a computer, the Scan standby screen is displayed.

Scan	Local	(USB)
A4	PDF	300dpi

* The Scan standby screen for USB-connected computer

If you change the destination or scan settings, press the **Menu** button, then go to step 3.

Go to step 8 if you do not change the destination or scan settings.

- 3. Use the **I** button to select **Save to**, then press the **OK** button.
- Use the ◄► button to select the computer to forward the scanned data, then press the OK button.

If you forward the data to the USB-connected computer, select Local (USB).

If you forward the data to the LAN-connected computer, select a name of the computer to forward the scanned data.



- If you select **Search again** and press the **OK** button, the machine starts searching for the connected computers again.
- When you forward the scanned data to the computer using WSD (one of the network protocols supported in Windows 8, Windows 7, and Windows Vista), select **Active** for **WSD scan from dev.** on **WSD setting** on **Other settings** in **LAN settings** under **Device settings**.
- 5. Make sure that **Document type** is selected, then press the **OK** button.
- 6. Use the **I** button to select the document type, then press the **OK** button.

>>>> Note

- When you forward the scanned data to the computer searched using WSD, you cannot select the document type.
- The * (asterisk) on the LCD indicates the current setting.

Auto scan

This item is available only when the machine is connected to the computer using a USB cable.

The machine detects the type of the originals automatically and the image is forwarded in the optimized size, resolution and data format.

Important

- You can select **Auto scan** only when you forward the scanned data to the USB-connected computer.
- Load originals properly according to their type; otherwise, some originals may not be scanned properly.

For details on how to load the original:

Loading Originals

· The following items can be scanned:

Photos, postcards, visiting cards, magazines, newspapers, documents, BD/DVD/CDs

- The following items cannot be scanned properly.
 - A4 sized photos
 - Documents smaller than 5 inches x 7 inches (127 mm x 178 mm) such as a paperback with its backbone cut off
 - · Originals on thin white paper
 - · Long and narrow originals such as panoramic photographs
- When you scan originals from the ADF, it may take longer to scan the first page.

Document

Scans the original on the platen glass or in the ADF applying the optimized settings for scanning a document.

Photo

Scans the original on the platen glass as a photo data applying the optimized settings for scanning a photo.

7. Specify the scan settings.

Specify each scan setting in order.

>>>> Note

• For details on each setting item:

Setting Items for Scanning Using the Operation Panel of the Machine

- Go to step 8 when Auto scan is selected for Document type.
- 1. Make sure that **Scan size** is selected, then press the **OK** button.
- 2. Use the **I** button to select the scan size, then press the **OK** button.
- 3. Make sure that **Data format** is selected, then press the **OK** button.
- 4. Use the **I** button to select the data format, then press the **OK** button.
- 5. Make sure that **Scan resolution** is selected, then press the **OK** button.
- 6. Use the **I** button to select the scan resolution, then press the **OK** button.

The Scan standby screen is displayed after all the settings have been specified.

Scan Local (USB) A4 PDF 300dpi

8. Load the original document on the platen glass or in the ADF.

9. Press the **Color** button for color scanning, or the **Black** button for black & white scanning.

>>>> Note

- When you forward the scanned data to the computer using WSD, press the **Color** button.
- If the original is not loaded properly, a message is displayed on the LCD. Load the original on the platen glass or in the ADF according to the scan settings.

• If you load the original in the ADF:

The machine starts scanning and scanned data is forwarded to the computer.

• If you load the original on the platen glass:

- When you select **JPEG** or **TIFF** for **Data format**, the machine starts scanning and scanned data is forwarded to the computer.
- When you select PDF or Compact PDF for Data format, the confirmation screen asking you if you continue scanning is displayed after scanning is complete.

Selecting **Yes** and pressing the **OK** button allow you to scan the originals continuously. Load the next document on the platen glass and start scanning.

By selecting **No** and pressing the **OK** button, scanning is complete and the data is forwarded to the computer in one PDF file.

Scanned data is forwarded to the computer according to the settings specified in Canon IJ Scan Utility.

Remove the original on the platen glass or from the document output slot after scanning is complete.



• If the scanning result with **Auto scan** is not satisfactory, select **Document** or **Photo** according to the original in step 6, then specify the scan size or other setting items in step 7.

If you want to scan originals with advanced settings, or if you want to edit or print the scanned images:

If you scan originals from a computer using My Image Garden, My Image Garden enables you to edit the scanned images, such as optimizing or trimming.

In addition, you can edit or print the scanned images using the compatible application software to make better use of them.

Scanning Photos and Documents

Setting Items for Scanning Using the Operation Panel of the Machine

You can change the scan settings such as the scan size, resolution, or data format.

Use the **I** button to select a setting item, then press the **OK** button.

Use the **I** button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

>>>> Note

- The * (asterisk) on the LCD indicates the current setting.
- The scan setting cannot be specified under the following conditions:
 - When Auto scan is selected for Document type to forward the scanned data to the computer
 - When you forward the scanned data to the computer using WSD (one of the network protocols supported in Windows 8, Windows 7, and Windows Vista)
- Some setting items cannot be specified in combination with other setting items, the document type, or the destination to save the data.
- The settings of the scan size, resolution, and data format are retained even if the machine is turned off.
- When you forward the scanned data to the computer, you can specify the destination and file name using Canon IJ Scan Utility.

Settings Dialog

• If you scan originals from the computer, you can scan with advanced settings. For details on scanning from the computer:

Scanning Photos and Documents

Scan size

Select the size of the original.

Ex:

```
Scan size
◀ ★A4 ▶
```

If you select Auto scan(A) -Singl, the machine detects the page size automatically and starts scanning.

If you select Auto scan(A) -Multi to save to the computer, you can scan several originals at a time.

>>>> Note

- When Legal is selected, load the original in the ADF.
- When 4"x6", 10x15, 5"x7", 13x18, or Auto scan(A) -Singl is selected, load the original on the platen glass.
- Some of setting items are not available depending on the country or region of purchase.

Data format

Select the data format of the scanned data.

Ex:

Data	format	
•	*PDF	

Scan resolution

Select the resolution for scanning.

Ex:

Scar	resolution	
•	*300dpi	

Network Scan Settings

You can connect your scanner or printer to a network to share it among multiple computers or scan images into a specified computer.

>>>> Important

- · Multiple users cannot scan at the same time.
- To scan over a network, enable Bonjour on your scanner or printer.

Note

- Complete the network settings of your scanner or printer beforehand by following the instructions on the web page.
- With network connection, scanning takes longer than USB connection.

Setting for Scanning with IJ Scan Utility

In the IJ Scan Utility main screen, select your scanner or printer that is connected to a network.

1. Start IJ Scan Utility.

2. Select "Canon XXX series Network" (where "XXX" is the model name) for **Product Name**.

You can scan via a network connection.

>>>> Note

- If you cannot scan, check that your scanner or printer is selected in the <u>network selection</u> <u>screen</u>.
- For USB connection, select "Canon XXX series" (where "XXX" is the model name) for Product Name.

Setting for Scanning from the Operation Panel

You can make the setting for scanning from the operation panel.

- 1. Start IJ Scan Utility.
- 2. Click Settings....



The Settings dialog appears.

3. Click the iii (General Settings) tab.

The Settings (General Settings) dialog appears.

4. In **Product Name**, select an item with "Network" after the product name, then click **Select** that appears to its right.

The <u>network selection screen</u> appears.

5. Click Scan-from-Operation-Panel Settings.

The Scan-from-Operation-Panel Settings screen appears.

- 6. Select your scanner or printer from Scanners and click OK.
- 7. Return to the network selection screen, then click OK.

The IJ Scan Utility main screen reappears. You can scan from the operation panel.

>>>> Note

- If the Bonjour service name of your scanner or printer does not appear or cannot be selected, check the following, click **OK** to close the screen, then reopen it and try selecting again.
 - The scanner driver is installed
 - · Network settings of your scanner or printer is completed after installing the scanner driver
 - · Network communication between your scanner or printer and computer is enabled

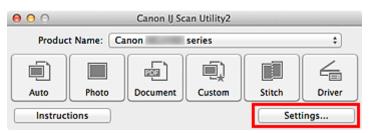
If your scanner or printer still does not appear, refer to "Problems with Network Communication" for your model from Home of the *Online Manual*.

Selecting a Response to Commands from the Operation Panel Using IJ Scan Utility

IJ Scan Utility allows you to specify how to respond when scanning from the operation panel.

>>>> Note

- The screens for specifying the responses when performing Auto Scan from the operation panel are used as examples in the following descriptions.
- 1. Start IJ Scan Utility.
- 2. Click Settings....



The Settings dialog appears.

3. Select a scan mode on the 🗭 (Scanning from the Operation Panel) tab.

00	Settings (Save	to PC (Auto))	
I ← 18			
Save to PC (Auto)	Scan Options		
	Paper Size:	Auto	•
Save to PC (Photo)	Resolution:	Auto	•
(비원) Save to PC (Document)	< <u>₩</u>	Document Scan Orientation Settings	
Save to PC (Document)	Image Processing Settings		
	Save Settings		
	File Name:	IMG	•
	Data Format:	Auto	Settings
	Save in:	E Pictures	•
	Application Settings		
	• Open with an application:	🙆 My Image Garden	•
	O Send to an application:	G Preview	\$
	Send to a folder:	None	\$
	O Do not start any application		
		More Functions	
Instructions		Defaults	ОК

>>>> Note

- Refer to the following for details.
 - Settings (Save to PC (Auto)) Dialog
 - Settings (Save to PC (Photo)) Dialog

4. Specify image corrections in **Scan Options**.

000	Settings (Save	to PC (Auto))	
₽ ↑ 18			
Save to PC (Auto)	Scan Options		
	Paper Size:	Auto \$	
Save to PC (Photo)	Resolution:	Auto \$	
Save to PC (Document)	< ≃	Document Scan Orientation Settings	
	v Image Processing Settings		
	Apply recommended image correction	n	
	Save Settings		
	File Name:	IMG 🔹	
	Data Format:	Auto 🗘	Settings
	Save in:	Pictures \$	
	Application Settings		
	• Open with an application:	🔞 My Image Garden 🗧	
	Send to an application:	Se Preview \$	
	Send to a folder:	None \$	
	O Do not start any application		
		More Functions	
Instructions		Defaults	ОК

5. Specify the file name and other settings in **Save Settings**.

00	Settings (Save	to PC (Auto))	
Save to PC (Auto)	Scan Options		
	Paper Size:	Auto	\$
Save to PC (Photo)	Resolution:	Auto	\$
<u>ଅଲ୍ଲ</u> ର	< ≅	Document Scan Orientation Settings	
Save to PC (Document)	Image Processing Settings		
	Save Settings		
	File Name:	IMG	•
	Data Format:	Auto	Settings
	Save in:	Pictures	•
	Application Settings		
	• Open with an application:	@ My Image Garden	•
	O Send to an application:	G Preview	\$
	Send to a folder:	None	\$
	O Do not start any application		
		More Functions	
		Pr furthe	01
Instructions		Defaults	ОК

6. Select the application you want to start after scanning in **Application Settings**.

000	Settings (Save	to PC (Auto))	
₽ ₽ 18			
Save to PC (Auto)	Scan Options		
	Paper Size:	Auto	•
Save to PC (Photo)	Resolution:	Auto	•
Save to PC (Document)	< <u> </u>	Document Scan Orientation Settings	
Save to PC (Document)	► Image Processing Settings		
	Save Settings		
	File Name:	IMG	•
	Data Format:	Auto	\$ Settings
	Save in:	i Pictures	÷
	A Real And	<u>, </u>	
	Application Settings	C Real and a sector	
	 Open with an application: 		•
	Send to an application:	G Preview	÷
	Send to a folder:	None	÷
	O Do not start any application		
		More Functions	
Instructions		Defaults	ОК

7. Click OK.

The responses will be executed according to the specified settings when you start scanning from the operation panel.

Scanning with the Access Point Mode

When the machine enters the access point mode, you can scan from an external device such as a computer or a smartphone without involving an access point.

Important

• Before you use the machine with the access point mode, be sure to specify the access point name of the machine and the security setting.

Before Using the Machine with the Access Point Mode

- 1. Make sure that the machine is turned on.
- 2. Press the **Setup** button.

The Setup menu screen is displayed.

3. Use the **I** button to select **Access point mode**, then press the **OK** button.

The machine enters the access point mode.

>>>> Note

• If the machine receives a fax in the access point mode, the machine cancels the access point mode automatically after a certain time, then the machine switches to the fax mode.

If you want to continue to scan with the access point mode, set the machine to the access point mode again.

4. Connect an external device such as a computer or a smartphone to the machine via wireless LAN.

Perform wireless LAN settings with your external device, then assign the access point name specified for the machine as a destination.

Note

- For details on how to perform wireless LAN settings with an external device, refer to the device's instruction manual.
- While the machine is in the access point mode, you can confirm the access point name and the details on the security setting by pressing the **OK** button.

Use the **I** button to select a setting item to display, then press the **OK** button again.

If SSID is selected:

The access point name specified for the machine is displayed.

When you specify the machine as a destination for wireless connection to an external device, assign the access point name specified for the machine.

• If Security protocol is selected:

The details on the security setting specified for the machine is displayed.

When a WPA2-PSK (AES) passphrase is valid, entering the passphrase is required to connect an external device to the machine via wireless LAN. Enter the passphrase specified for the machine.

- 5. Load the original document on the platen glass or in the ADF.
- 6. Start scanning from an external device such as a computer or a smartphone.

Perform scanning operations from the external device and specify the machine as a scanner you use.

>>>> Note

- For details on how to scan from an external device such as a computer or a smartphone via wireless LAN, refer to the device's or application's instruction manual.
- You can also scan using PIXMA Printing Solutions.
- 7. Press the **Stop** button when scanning is completed.

The machine exits from the access point mode.

Faxing

Preparing for Faxing

- Connecting the Telephone Line
- Setting the Telephone Line Type
- Setting the Receive Mode
- Setting the Sender Information

Sending Faxes Using the Operation Panel of the Machine

- Sending Faxes with the Numeric Buttons VBasic
- Resending Faxes (Redialing a Busy Number)
- Sending Faxes Using Useful Functions

Registering Recipients

- Registering Recipients Using the Operation Panel of the Machine
- Registering Recipients Using Speed Dial Utility

Receiving Faxes

- Receiving Faxes
- Changing the Paper Settings
- Memory Reception
- Receiving Faxes Using Useful Functions

Other Useful Fax Functions

- Using the Information Services
- Transmission/Reception of Faxes Using ECM
- Document Stored in Machine's Memory
- Summary of Reports and Lists

Preparing for Faxing

Connect the machine to the telephone line and set up the machine before using the faxing functions. Then specify the basic setting such as sender information, date/time, and daylight saving time.

Important

• If the Power Disconnects Unexpectedly:

If there is a power failure or if you accidentally disconnect the power plug, the date/time settings will be reset.

- The settings for user information, coded memory dial, group dial, and rejected numbers will be retained.
- · All faxes stored in the machine's memory, such as unsent and received faxes, will be lost.

If the power disconnects, the following will apply:

- · You will not be able to send or receive faxes, make copies, or scan originals.
- When you are connecting the telephone, whether or not you can use it depends upon your telephone line or telephone.

Setting Up the Machine

The machine must be set up depending on your telephone line and use of the faxing function. Follow the procedure below to set up the machine.

1. Connecting the Telephone Line

Connect the machine to your telephone line.

2. Setting the Telephone Line Type

Set the correct telephone line type for your telephone line.

3. Setting the Receive Mode

Set the receiving operation (receiving mode).

Note

You can set the fax setting according to the instruction on the LCD.

Easy setup

If you set up according to the instruction on the LCD, the receive mode is set to **TEL priority mode** or **Fax only mode**. To receive faxes with **DRPD** or **Network switch**, change the receive mode.

Setting the Receive Mode

Specifying the Basic Settings for Faxing

You can specify the basic setting such as sender information, date/time, and daylight saving time.

Setting the Sender Information

Connecting the Telephone Line

The connection method differs depending on your telephone line.

 If you connect the machine to wall telephone line directly/If you connect the machine with the xDSL splitter:

Basic Connection

• If you connect the machine to another line such as an xDSL:

Connecting Various Lines

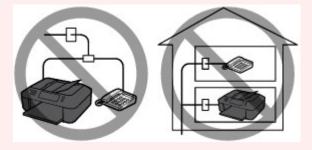
If the connection is incorrect, the machine cannot send/receive faxes. Connect the machine correctly.

Important

· Do not connect fax machines and/or telephones in parallel (US and Canada only).

If two or more fax machines and/or telephones are connected in parallel, the following problems may occur and the machine may not operate properly.

- If you pick up the handset of the telephone that is connected in parallel during fax transmission or reception, the fax image may be corrupted or a communication error may occur.
- Such services as Caller ID, etc. may not operate properly on the telephone.



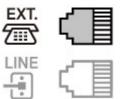
If you cannot avoid parallel connections, set the receive mode to **TEL priority mode**, understanding that the above problems may occur. You will only be able to receive faxes manually.

Basic Connection

Make sure that the machine is turned off, connect one end of supplied telephone line cable to the telephone line jack near the "LINE" mark of the machine, then connect the other end to the telephone line jack on the wall or to the telephone line jack of the xDSL splitter.



When you connect the telephone to the machine, make sure that the machine is turned off, connect one end of the modular cable to the external device jack near the "EXT." mark of the machine, then connect the other end to the telephone line jack of the telephone.



Important

• Be sure to connect the telephone line before the machine is turned on.

If you connect the telephone line when the machine is turned on, turn the machine off and disconnect the power plug. Wait for 1 minute then connect the telephone line and power plug.

Note

- Refer to Rear View for the position of the telephone line jack and the external device jack.
- Before connecting a telephone or answering machine, remove the Telephone connector cap.
- For users in the UK:

If the connector of the external device cannot be connected to the jack on the machine, you will need to purchase a B.T. adapter to connect as follows:

Attach the B.T. adapter to the modular cable connecting the external device, then connect the B.T. adapter to the external device jack.

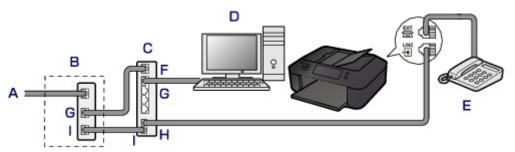
Connecting Various Lines

This section introduces how to connect various lines.

These are examples and could not be guaranteed to suit every connecting condition. For details, refer to the instruction manual supplied with the network device (control devices such as an xDSL (Digital Subscriber Line) modem or terminal adapter) you are connecting to this machine.

>>>> Note

- xDSL is the generic term for the high speed digital communication technology with telephone line such as ADSL/HDSL/SDSL/VDSL.
- Connecting to an Internet Telephone



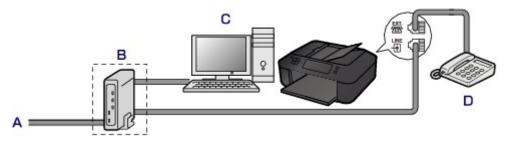
- A. Digital Subscriber Line
- B. xDSL modem (splitter may not be built-in to the modem)
- C. Broadband router compatible with Internet Telephone
- D. Computer
- E. Telephone or answering machine
- F. WAN (Wide Area Network) port
- G. LAN (Local Area Network) port
- H. TEL port
- I. LINE port
- * Port configurations and names may vary depending on the product.

>>>> Note

• When connecting to the xDSL line, select the same line type as you are subscribing to in **Telephone line type**.

Setting the Telephone Line Type

Connecting to an xDSL



- A. Analog Subscriber Line
- B. xDSL modem (splitter may not be built-in to the modem)
- C. Computer
- D. Telephone or answering machine

Important

• When the splitter is not built-in to the modem, do not branch the telephone line before the splitter (wall side). And also, do not connect splitters in parallel. The machine may not be able to operate properly.

>>>> Note

• When connecting to the xDSL line, select the same line type as you are subscribing to in **Telephone line type**.

Setting the Telephone Line Type

Connecting to an ISDN Line

For details on ISDN (Integrated Service Digital Network) connection and settings, refer to the manuals supplied with your terminal adapter or dial-up router.

Setting the Telephone Line Type

Before using your machine, make sure you set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company. For xDSL or ISDN connections, contact the telephone company or service provider to confirm your line type.

>>>> Note

- Telephone line type will not appear in countries or regions where Rotary pulse is not supported.
- You can print USER'S DATA LIST to check the current setting.

Summary of Reports and Lists

- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **FAX user settings**, then press the **OK** button.
- 5. Use the **I** button to select **Telephone line type**, then press the **OK** button.
- 6. Use the **I** button to select a telephone line type, then press the **OK** button.

Telephone line type
 *Touch tone

Rotary pulse

Select when your telephone line type is pulse dialing.

Touch tone

Select when your telephone line type is tone dialing.

Note

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

7. Press the FAX button to return to the Fax standby screen.

Setting the Receive Mode

Set the receiving operation (receiving mode).

For details on how to set the receive mode:

Setting the Receive Mode

You can select the appropriate mode.

For details on the selectable receive mode:

About the Receive Mode

For details on the advanced settings of the receive mode:

Advanced Settings of Receive Mode

Note

• The receiving operation procedure varies depending on the selected receive mode.

For details on receiving method depending on each receive mode:

Receiving Faxes

• If you want to use a single telephone line for faxes and voice calls, you need to connect a telephone or an answering machine to the external device jack of this machine.

For details on how to connect the telephone or the answering machine to the machine:

Basic Connection

Setting the Receive Mode

This section describes the procedure to select the receive mode.

- 1. Make sure that the machine is turned on.
- 2. Press the **FAX** button.

The Fax standby screen is displayed.

3. Press the Menu button.

The FAX menu screen is displayed.

- 4. Use the **I** button to select **Receive mode set.**, then press the **OK** button.
- 5. Use the **I** button to select the receive mode, then press the **OK** button.

The confirmation screen asking whether to make advanced settings is displayed.

If you select **Yes** and press the **OK** button, you can specify the advanced settings of each receive mode.

Advanced Settings of Receive Mode

Note Note

- The * (asterisk) on the LCD indicates the current setting.
- · For details on the receive mode:

About the Receive Mode

- **DRPD** is available only in the US and Canada.
- Network switch may not be available depending on the country or region of purchase.
- Refer to <u>Receiving Faxes</u> for information on receiving faxes or the procedure for each receive mode.

About the Receive Mode

You can select the receive mode suitable for your fax use conditions: whether you use a dedicated line for fax, etc.

Receive mode	Your fax use condition	Receiving operation
TEL priority mode	When mainly receiving voice calls (with a telephone or answering machine connected to the machine):	 When a call incomes, the telephone will ring. Pick up the handset. If the call is a voice call, talk on the telephone. If the call is a fax, hang up the handset after the machine starts receiving the fax. Note The telephone may not ring when a call incomes even if it is connected to the machine, depending on the type or settings of the telephone.
DRPD or Network switch	When receiving voice calls (with a telephone or answering machine connected to the machine) and subscribing to a ring pattern detection service provided by your telephone company:	 When a call incomes, the telephone will ring. The machine detects a fax call by the fax ring pattern. If the call is a fax, the machine will receive the fax automatically. If the machine does not detect the fax ring pattern, the telephone will continue ringing. Note The telephone may not ring when a call incomes even if it is connected to the machine, depending on the type or settings of the telephone.
Fax only mode	When not receiving voice calls:	When a fax incomes, the machine will receive the fax automatically.

Advanced Settings of Receive Mode

You can specify the advanced settings of each receive mode.

Note

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

Advanced setting in TEL priority mode

You can specify the following setting items.

Manual/auto switch

If you select **ON**, the machine automatically receives faxes after the external device rang a specified length of time.

You can specify the length of time until automatic reception is started.

• User-friendly RX

If you select **ON**, the machine automatically switches from telephone calling to fax reception by detecting the fax signal (CNG signal) when you lift the handset of the telephone or the answering machine answers. When you have an answering machine connected to the machine, select **ON** to switch to fax reception automatically after the answering machine answers.

If you select **OFF**, the machine does not switch from telephone calling to fax reception automatically even if the machine detects the fax signal (CNG signal). Select **OFF** if you want the machine not to switch automatically during a call.

>>>> Note

• If you subscribe to Duplex Ringing service in Hong Kong, the number of times the external device rings specified with **Incoming ring** in **Fax only mode** is available in **TEL priority mode**.

If you want to specify the number of times the external device rings in **TEL priority mode**, select **Fax only mode** for **Receive mode set.** under **FAX menu**, specify the number of times the external device rings with **Incoming ring**, then switch to **TEL priority mode** for **Receive mode set**.

• If you subscribe to Duplex Ringing service in Hong Kong, we recommend that **Manual/auto** switch be set to **OFF**.

Advanced setting in Fax only mode

You can specify the following setting item.

• Incoming ring

You can specify the number of times the external device rings when incoming.

Advanced setting in DRPD

You can specify the following setting items.

• DRPD: FAX ring pat.

Sets the distinctive ring pattern of a call that the machine assumes is a fax call.

If you subscribe to a DRPD service, set the ring pattern to match the pattern assigned by your telephone company.

Setting the DRPD Ring Pattern (US and Canada only)

• Incoming ring

You can specify the number of times the external device rings when incoming.

Advanced setting in Network switch

You can specify the following setting item.

• Incoming ring

You can specify the number of times the external device rings when incoming.

Setting the DRPD Ring Pattern (US and Canada only)

If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, your telephone company will assign two or more telephone numbers with distinctive ring patterns to your single telephone line, allowing you to have different numbers for fax calls and voice calls using only one telephone line. Your machine will automatically monitor the ring pattern, and will automatically receive the fax if the ring pattern is a fax call.

To use DRPD, follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company.

>>>> Note

• Contact your local telephone company for detailed information on this service.

- 1. Make sure that the machine is turned on.
- 2. Press the **FAX** button.

The Fax standby screen is displayed.

3. Press the Menu button.

The FAX menu screen is displayed.

- 4. Use the **I** button to select **Receive mode set.**, then press the **OK** button.
- 5. Use the **I** button to select **DRPD**, then press the **OK** button.

The confirmation screen asking whether to make advanced settings is displayed.

- 6. Use the **I** button to select **Yes**, then press the **OK** button.
- Use the ◄► button to select DRPD: FAX ring pat., then press the OK button.
 The DRPD: FAX ring pat. screen is displayed.
- 8. Use the **◄**► button to select the ring pattern that your telephone company assigned to your fax number, then press the **OK** button.

DRPD: FAX ring pat. *Double ring Þ

Select from Normal ring, Double ring, Short-short-long, or Short-long-short.

>>>> Note

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

9. Press the **FAX** button to return to the Fax standby screen.

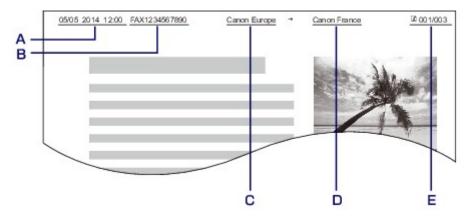
Setting the Sender Information

You can set the sender information such as date/time, unit name, and unit fax/telephone number.

About the Sender Information
 Setting the Date and Time
 Setting Daylight Saving Time (Summer Time)
 Registering User Information

About the Sender Information

If the unit name and unit fax/telephone number are registered, they are printed with date and time as sender information on the recipient's fax.



- A. Date and time of transmission
- B. Unit fax/telephone number
- C. Unit name
- D. The registered recipient's name is printed when sending faxes with the coded memory dial.
- E. Page number

>>>> Note

- You can print USER'S DATA LIST to confirm the sender information you have registered.
 Summary of Reports and Lists
- When sending faxes in black & white, you can select whether to print the sender information inside or outside the image area.

Specify the setting on TTI position in Adv. FAX settings under Fax settings.

Adv. FAX settings

• You can select the date print format from three formats: YYYY/MM/DD, MM/DD/YYYY, and DD/MM/ YYYY.

Select the date print format on Date display format under Dev. user settings.

Dev. user settings

Setting the Date and Time

This section describes the procedure to set the date and time.

- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Device settings**, then press the **OK** button.
- 4. Use the **I** button to select **Dev. user settings**, then press the **OK** button.
- 5. Use the **I** button to select **Date/time setting**, then press the **OK** button.
- 6. Set the date and time.

Use the **I** button to move the cursor under the desired position, then use the Numeric buttons to enter the date and time.

Date/time setting 05/05/2014 12:00

Enter the date and time in 24-hour format.

Enter only the last two digits of the year.

- 7. Press the **OK** button.
- 8. Press the **FAX** button to return to the Fax standby screen.

Setting Daylight Saving Time (Summer Time)

Some countries adopt the daylight saving time (summer time) system that shifts the clock time forward at certain periods of the year.

You can set your machine to automatically change the time by registering the date and time that daylight saving time (summer time) begins and ends.

Important

• Not all the latest information of all countries or regions is applied for **DST setting** by default. You need to change the default setting according to the latest information of your country or region.

Note

- This setting may not be available depending on the country or region of purchase.
- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

3. Use the **I** button to select **Device settings**, then press the **OK** button.

- 4. Use the **I** button to select **Dev. user settings**, then press the **OK** button.
- 5. Use the **I** button to select **DST setting**, then press the **OK** button.
- 6. Use the **I** button to select **ON**, then press the **OK** button.

To disable summer time, select OFF.

- 7. Set the date and time when summer time starts.
 - 1. Use the **I** button to select **Start date/time**, then press the **OK** button.
 - 2. Make sure that **Set month** is selected, then press the **OK** button.
 - 3. Use the **I** button to select the month when summer time starts, then press the **OK** button.
 - 4. Make sure that **Set week** is selected, then press the **OK** button.
 - 5. Use the **I** button to select the week when summer time starts, then press the **OK** button.
 - 6. Make sure that **Set day of week** is selected, then press the **OK** button.
 - Use the <>> button to select the day of the week when summer time starts, then press the OK button.
 - 8. Make sure that **Set shift time** is selected, then press the **OK** button.
 - Use the <>> button to move the cursor under the desired position, use the Numeric buttons to enter the time (in 24-hour format) when summer time starts, then press the OK button.

Precede single digits with a zero.

Set shift time

- 8. Set the date and time when summer time ends.
 - 1. Use the **I** button to select **End date/time**, then press the **OK** button.
 - 2. Make sure that **Set month** is selected, then press the **OK** button.
 - 3. Use the **I** button to select the month when summer time ends, then press the **OK** button.
 - 4. Make sure that Set week is selected, then press the OK button.
 - 5. Use the **I** button to select the week when summer time ends, then press the **OK** button.
 - 6. Make sure that **Set day of week** is selected, then press the **OK** button.
 - Use the button to select the day of the week when summer time ends, then press the OK button.
 - 8. Make sure that Set shift time is selected, then press the OK button.
 - Use the ◄► button to move the cursor under the desired position, use the Numeric buttons to enter the time (in 24-hour format) when summer time ends, then press the OK button.

Precede single digits with a zero.

Set shift time 07:00

9. Press the **FAX** button to return to the Fax standby screen.

Registering User Information

This section describes the procedure to register the user information.

>>>> Note

- Before sending a fax, be sure to enter your name and fax/telephone number in **Unit TEL no. registr.** and **Unit name registr.** on the **FAX user settings** screen (for US only).
- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **FAX user settings**, then press the **OK** button.
- 5. Enter the unit fax/telephone number.
 - 1. Make sure that **Unit TEL no. registr.** is selected, then press the **OK** button.
 - 2. Use the Numeric buttons to enter the unit fax/telephone number.

Unit TEL no. registr.

3. Press the OK button.

Note

- You can enter the fax/telephone number up to 20 digits, including spaces.
- For details on how to enter or delete characters:

Entering Numbers, Letters, and Symbols

- 6. Enter the unit name.
 - 1. Make sure that **Unit name registr.** is selected, then press the **OK** button.
 - 2. Use the Numeric buttons to enter the unit name.

Unit name registr. :a Canon Europe

3. Press the **OK** button.

>>>> Note

- You can enter the name up to 24 characters, including spaces.
- For details on how to enter or delete characters:

Entering Numbers, Letters, and Symbols

7. Press the **FAX** button to return to the Fax standby screen.

Sending Faxes Using the Operation Panel of the Machine

- ► Sending Faxes with the Numeric Buttons ♥Basic
- Resending Faxes (Redialing a Busy Number)
- Sending Faxes Using Useful Functions

Sending Faxes with the Numeric Buttons

This section describes dialing and sending faxes directly using the Numeric buttons.

>>>> Important

• It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone.

Sending a Fax after Speaking on Telephone

- 1. Make sure that the machine is turned on.
- 2. Press the FAX button.

The Fax standby screen is displayed.

FAX	[Start]=Offhook	
05/05	12:35 TEL prior	

3. Load documents on the platen glass or in the ADF.

Important

• When sending a double-sided document, load the document on the platen glass. Double-sided documents cannot be automatically scanned and sent from the ADF.

Note

· For details on the types, conditions of document, and how to load the document:

Loading Originals

4. Adjust the scan contrast and resolution as necessary.

Adjust the scan contrast and resolution following the procedure below.

1. Press the Menu button.

The FAX menu screen is displayed.

- 2. Use the **I** button to select **FAX TX settings**, then press the **OK** button.
- 3. Use the **I** button to select **Scan contrast**, then press the **OK** button.

The Scan contrast screen is displayed.

4. Use the **I** button to select the scan contrast, then press the **OK** button.



The ◀ button decreases the scan contrast, and the ► button increases the scan contrast.

By pressing the **OK** button, the LCD returns to the **FAX TX settings** screen.

5. Use the **I** button to select **Scan resolution**, then press the **OK** button.

The Scan resolution screen is displayed.

6. Use the **I** button to select the scan resolution, then press the **OK** button.

Scan resolution *Standard

By pressing the **OK** button, the LCD returns to the Fax standby screen.

The following settings are selectable on Scan resolution.

Standard

Suitable for text-only documents.

Fine

Suitable for fine-print documents.

Extra fine

Suitable for detailed illustration or fine-print quality documents.

If the recipient's fax machine is not compatible with **Extra fine** (300 x 300 dpi), the fax will be sent in the **Standard** or **Fine** resolution.

Photo

Suitable for photographs.

Note

- The * (asterisk) on the LCD indicates the current setting.
- When sending a color fax, documents are always scanned in the same resolution (200 x 200 dpi). The image quality (compression rate) is determined by which scan resolution is selected, except that **Extra fine** and **Photo** provide the same image quality.
- 5. Use the Numeric buttons to dial the recipient's fax/telephone number.



Use the following buttons to dial the recipient's fax/telephone number.

Numeric buttons:

Enters the number.

button:

Enters a space.

button:

Deletes the last character you entered.

button:

By pressing this button once, "#" is entered. By pressing this button one more time, "P" is entered.

6. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

The machine starts scanning the document.

Important

- Color transmission is available only when the recipient's fax machine supports color faxing.
- Do not open the document cover until scanning is completed.

7. Start sending.

• If you load the document in the ADF:

The machine scans the document automatically and starts sending the fax.

Note

- To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the Stop button is pressed while scanning is in progress,
 Close the feeder cover [OK]Eject the document is displayed on the LCD. By pressing the
 OK button, the remaining documents are automatically ejected.

• If you load the document on the platen glass:

After scanning the document, the confirmation screen asking you if you load the next document is displayed.

To send the scanned document, press the OK button to start sending it.

Note

- To send two or more pages, follow the message to load the next page, and press the Color or Black button. After scanning all pages, press the OK button to start sending.
- To cancel sending the fax, press the **Stop** button.

>>>> Note

- When your machine is connected to a PBX (Private Branch Exchange) system, refer to the operating instructions of the system for details on dialing the recipient's fax/telephone number.
- In case the machine was not able to send a fax, such as when the recipient's line was busy, it has the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default.

Automatic Redialing

• Unsent documents, such as those pending redial, are stored in the machine's memory. They are not stored in the case of a sending error.

Document Stored in Machine's Memory

• Do not disconnect the power plug until all documents are sent. If you disconnect the power plug, all unsent documents stored in the machine's memory are lost.

Resending Faxes (Redialing a Busy Number)

There are two methods of redialing: Automatic redialing and Manual redialing.

· Automatic Redialing

If you send a document and the recipient's line is busy, the machine will redial the number after a specified interval.

Automatic Redialing

Manual Redialing

You can redial to the recipients dialed using the Numeric buttons.

Manual Redialing

Important

• It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone.

Sending a Fax after Speaking on Telephone

>>>> Note

- Automatic redialing is enabled by default.
- · For details on the basic sending operations:

Sending Faxes with the Numeric Buttons

Automatic Redialing

You can enable or disable automatic redialing. If you enable automatic redialing, you can specify the maximum number of redial attempts and the length of time the machine waits between redial attempts.

Enable and specify the automatic redialing setting on **Auto redial** in **Adv. FAX settings** under **Fax settings**.

Adv. FAX settings

Important

• While automatic redialing, the unsent fax is stored in the machine's memory temporarily until the sending fax is complete. If a power failure occurs or you unplug the power cord before automatic redialing is complete, all faxes stored in the machine's memory are deleted and not sent.

Note

- To cancel automatic redialing, wait until the machine starts redialing, then press the **Stop** button.
- To cancel automatic redialing, delete the unsent fax from the machine's memory while the machine is on-standby for a redial operation. For details, see <u>Deleting a Document in Machine's Memory</u>.

Manual Redialing

Follow the procedure below for manual redialing.

- 1. Make sure that the machine is turned on.
- 2. Press the **FAX** button.

The Fax standby screen is displayed.

- 3. Load documents on the platen glass or in the ADF.
- 4. Adjust the scan contrast and resolution as necessary.

>>>> Note

• For details on how to adjust the scan contrast and resolution, see <u>Sending Faxes with the</u> <u>Numeric Buttons</u>.

5. Press the Menu button.

The **FAX menu** screen is displayed.

6. Use the **I** button to select **Redial**, then press the **OK** button.

The **Redial** screen is displayed.



- 7. Use the **I** button to select the recipient's number to redial, then press the **OK** button.
- 8. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

Important

· Color transmission is available only when the recipient's fax machine supports color faxing.

>>>> Note

- For manual redialing, the machine memorizes up to 10 recent recipients dialed using the Numeric buttons. Note that the machine does not memorize any recipients dialed using the memory dialing or the manual redialing.
- To cancel manual redialing, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the Stop button is pressed while scanning is in progress, Close the feeder cover [OK]Eject the document is displayed on the LCD. By pressing the OK button, the remaining documents are automatically ejected.

Sending Faxes Using Useful Functions

- > Sending a Fax after Speaking on Telephone
- > Sending a Fax Using the Memory Dialing Feature
- Searching a Registered Dial Code Number by Name
- > Sending the Same Document to Several Recipients (Sequential Broadcasting)
- Preventing Mistransmission of Faxes
- > Using the On Hook Dial Function

Sending a Fax after Speaking on Telephone

If you want to speak to the recipient before sending a fax, or if the recipient does not have a fax machine that can receive faxes automatically, send a fax manually after speaking to the recipient on the telephone to check whether the recipient can receive faxes.

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone. See below for the procedure to send a fax manually.
- With manual transmission, you cannot use the platen glass to load documents. Load the documents in the ADF.

When loading document on the platen glass, send a fax with automatic transmission.

Sending Faxes with the Numeric Buttons

• To speak to the recipient before sending a fax, you need to connect a telephone to the machine.

For details on how to connect the telephone to the machine:

Basic Connection

Note

· For details on the basic sending operations:

Sending Faxes with the Numeric Buttons

- 1. Make sure that the machine is turned on.
- 2. Press the FAX button.

The Fax standby screen is displayed.

- 3. Load documents in the ADF.
- 4. Adjust the scan contrast and resolution as necessary.

Note

- For details on how to adjust the scan contrast and resolution, see <u>Sending Faxes with the</u> <u>Numeric Buttons</u>.
- 5. Lift the handset of the telephone connected to the machine.
- 6. Use the telephone to dial the recipient's fax/telephone number.
- 7. Speak to the recipient.

When you hear a high-pitched signal instead of the recipient's voice, you cannot check whether the recipient can receive faxes. If you want to stop sending the fax, replace the handset. If you want to send the fax, go to step 9.

- 8. Ask the recipient to set the recipient's fax machine to receive faxes.
- 9. When you hear a high-pitched signal, press the **Color** button or the **Black** button.

Press the Color button for color transmission, or the Black button for black & white transmission.

Important

• Color transmission is available only when the recipient's fax machine supports color faxing.

10. Hang up the handset.

>>>> Note

- To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the Stop button is pressed while scanning is in progress,
 Close the feeder cover [OK]Eject the document is displayed on the LCD. By pressing the OK button, the remaining documents are automatically ejected.

Sending a Fax Using the Memory Dialing Feature

Registering recipient's fax/telephone number and name for coded memory dial or group dial enables you to send faxes easily.

Important

• It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone.

Sending a Fax after Speaking on Telephone

>>>> Note

• For details on the basic sending operations:

Sending Faxes with the Numeric Buttons

- 1. Make sure that the machine is turned on.
- 2. Press the FAX button.

The Fax standby screen is displayed.

- 3. Load documents on the platen glass or in the ADF.
- 4. Adjust the scan contrast and resolution as necessary.

>>>> Note

- For details on how to adjust the scan contrast and resolution, see <u>Sending Faxes with the</u> <u>Numeric Buttons</u>.
- 5. Press the Menu button.

The FAX menu screen is displayed.

6. Use the **I** button to select **Memory dial**, then press the **OK** button.

The screen to select a coded memory dial code or a group dial code is displayed.

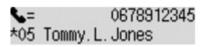


• When **Enter first letter** is displayed on the LCD, you can search the recipient's name by sorting in alphabetical order and send the fax.

Searching a Registered Recipient by Name

To return to the screen to select the coded memory dial code or the group dial code, press the # button.

- 7. Select a coded memory dial code or a group dial code.
 - 1. Use the **I** button or the Numeric buttons to select a coded memory dial code or a group dial code.



- 2. Press the **OK** button.
- 8. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

>>>> Important

• Color transmission is available only when the recipient's fax machine supports color faxing.

>>>> Note

- To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the Stop button is pressed while scanning is in progress, Close the feeder cover [OK]Eject the document is displayed on the LCD. By pressing the OK button, the remaining documents are automatically ejected.
- In case the machine was not able to send a fax, such as when the recipient's line was busy, it has the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default.

Automatic Redialing

To cancel automatic redialing, wait until the machine starts redialing, then press the Stop button.

Searching a Registered Recipient by Name

You can search a registered recipient by sorting in alphabetical order and send the fax.

>>>> Important

• It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone.

Sending a Fax after Speaking on Telephone

>>>> Note

· For details on the basic sending operations:

Sending Faxes with the Numeric Buttons

- 1. Make sure that the machine is turned on.
- 2. Press the FAX button.

The Fax standby screen is displayed.

- 3. Load documents on the platen glass or in the ADF.
- 4. Adjust the scan contrast and resolution as necessary.

Note Note

- For details on how to adjust the scan contrast and resolution, see <u>Sending Faxes with the</u> <u>Numeric Buttons</u>.
- 5. Press the Menu button.

The FAX menu screen is displayed.

6. Use the **I** button to select **Memory dial**, then press the **OK** button.

The screen to select a coded memory dial code or a group dial code is displayed.



>>>> Note

• If Enter first letter is displayed on the LCD, go to step 8.

7. Press the **#** button.

The screen to enter the first letter of the registered recipient's name or of the group name is displayed.

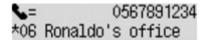
Enter first letter : A

>>>> Note

To return to the screen to select the coded memory dial code or the group dial code, press the
 # button.

8. Use the Numeric buttons to enter the first letter of the recipient's name you want to search or of the group name you want to search.

The recipients' names and the group names are sorted in alphabetical order.



Note

· For details on how to enter or delete characters:

Entering Numbers, Letters, and Symbols

- You can enter the following characters using the Numeric buttons.
 - A, D, G, J, M, P, T, W
- If the entered character does not match the first character of any of the recipients' name or the group name, names beginning with the character closest to that entered are displayed.
- 9. Use the **◄►** button to select the recipient's name or the group name, then press the **OK** button.
- 10. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

Important

• Color transmission is available only when the recipient's fax machine supports color faxing.

Note Note

- To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the Stop button is pressed while scanning is in progress, Close the feeder cover [OK]Eject the document is displayed on the LCD. By pressing the OK button, the remaining documents are automatically ejected.
- In case the machine was not able to send a fax, such as when the recipient's line was busy, it has the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default.

Automatic Redialing

To cancel automatic redialing, wait until the machine starts redialing, then press the Stop button.

Sending the Same Document to Several Recipients (Sequential Broadcasting)

This machine allows you to prepare for sending the same document to a maximum of 21 recipients in one operation. The recipients can be specified with the Numeric buttons, coded memory dial, and group dial in combination.

The following number of recipients can be specified in combination.

• The recipient registered to the machine:

Up to 20 (total of coded memory dial and group dial)

- Dialing using the Numeric buttons or redialing:
 - 1

Important

• It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them one by one after speaking on the telephone.

Sending a Fax after Speaking on Telephone

>>>> Note

• If you frequently send documents to the same group of recipients, you can group these numbers for group dialing. This will allow you to send documents to all the recipients in the group by simply pressing a few buttons.

Registering Recipients for Group Dial

· For details on the basic sending operations:

Sending Faxes with the Numeric Buttons

- 1. <u>Make sure that the machine is turned on.</u>
- 2. Press the **FAX** button.

The Fax standby screen is displayed.

- 3. Load documents on the platen glass or in the ADF.
- 4. Adjust the scan contrast and resolution as necessary.

>>>> Note

- For details on how to adjust the scan contrast and resolution, see <u>Sending Faxes with the</u> <u>Numeric Buttons</u>.
- 5. Specify all recipients' fax/telephone numbers one by one.

Before finishing specifying all recipients' fax/telephone numbers, do not press the **Color** button or the **Black** button.

• By specifying with the recipient registered to the machine (coded memory dial or group dial):

Press the **Menu** button, use the **I** button to select **Memory dial**, then press the **OK** button. Next, select a recipient, then press the **OK** button.

Sending a Fax Using the Memory Dialing Feature

Searching a Registered Recipient by Name

• By dialing using the Numeric buttons:

Use the Numeric buttons to enter the recipient's fax/telephone number, then press the **OK** button.



Security control

• By redialing:

Press the **Menu** button, use the **I** button to select **Redial**, then press the **OK** button. Next, use the **I** button to select the number you want to dial, then press the **OK** button.

Broadcasting is displayed after specifying the multiple recipients.

\$ =	0678912345
Broadcasting	4

>>>> Note

- When **Broadcasting** is displayed, you can review the numbers you have entered by pressing the
 button.
- Pressing the Back button allows you to delete the recipient's number you entered last.
- 6. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

Important

Color transmission is available only when the recipient's fax machine supports color faxing.

>>>> Note

- To cancel sequential broadcasting, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the Stop button is pressed while scanning is in progress, Close the feeder cover [OK]Eject the document is displayed on the LCD. By pressing the OK button, the remaining documents are automatically ejected.
- When you press the **Stop** button, fax transmission to all the recipients specified will be canceled. You cannot cancel a fax transmission to only one recipient.

Preventing Mistransmission of Faxes

This machine has two functions for preventing the mistransmission of faxes.

• Sending faxes after entering the fax/telephone number twice

This function requires you to re-enter the fax/telephone number after entering the number using the Numeric buttons, so that the machine prevents you from misdialing.

Sending Faxes after Dialing Twice (Fax Number Re-entry)

· Sending faxes after the machine checks the recipient's fax machine information

Before sending a fax, the machine checks whether the recipient's fax machine information matches the dialed number.

Sending Faxes after Checking Information (Checking the Recipient's Information)

Sending Faxes after Dialing Twice (Fax Number Re-entry)

Set FAX no. re-entry to ON following the procedure below.

- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **Security control**, then press the **OK** button.
- 5. Use the **I** button to select **FAX no. re-entry**, then press the **OK** button.
- 6. Use the **I** button to select **ON**, then press the **OK** button.

If you send a fax with this function, the following screen is displayed after entering the recipient's fax/ telephone number using the Numeric buttons.

%= Re-enter the number

Enter the recipient's fax/telephone number using the Numeric buttons again.

>>>> Note

• If the number is not identical with the number entered first, the Fax standby screen is displayed.

Sending Faxes after Checking Information (Checking the Recipient's Information)

Set **Check RX FAX info** to **ON** following the procedure below.

Important

[•] This function is not available when you send a fax manually.

- 1. <u>Make sure that the machine is turned on.</u>
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **Security control**, then press the **OK** button.
- 5. Use the **I** button to select **Check RX FAX info**, then press the **OK** button.
- 6. Use the **I** button to select **ON**, then press the **OK** button.

>>>> Important

• Transmission will be canceled if the machine fails to receive the recipient's fax information or if the received information does not match the fax/telephone number.

Using the On Hook Dial Function

Follow the procedure below to send faxes with the on hook dial function.

>>>> Important

• It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, it is recommended that you send them after speaking on the telephone.

Sending a Fax after Speaking on Telephone

• With manual transmission, you cannot use the platen glass to load documents. Load the documents in the ADF.

When loading document on the platen glass, send a fax with automatic transmission.

Sending Faxes with the Numeric Buttons

Note

• You can use the on hook dial function only when **On-hook setting** in **Security control** under **Fax settings** is set to **Enable**.

Security control

· For details on the basic sending operations:

Sending Faxes with the Numeric Buttons

- 1. Make sure that the machine is turned on.
- 2. Press the FAX button.

The Fax standby screen is displayed.

- 3. Load documents in the ADF.
- 4. Adjust the scan contrast and resolution as necessary.

Note

- For details on how to adjust the scan contrast and resolution, see <u>Sending Faxes with the</u> <u>Numeric Buttons</u>.
- 5. Press the Color button or the Black button.
- 6. Use the Numeric buttons to dial the recipient's fax/telephone number.

>>>> Note

• You can also dial using memory dialing or manual redialing.

Sending a Fax Using the Memory Dialing Feature

Resending Faxes (Redialing a Busy Number)

7. When you hear a high-pitched signal, press the **Color** button or the **Black** button.

Press the Color button for color transmission, or the Black button for black & white transmission.

>>>> Important

• Color transmission is available only when the recipient's fax machine supports color faxing.

Note Note

- To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the Stop button is pressed while scanning is in progress,
 Close the feeder cover [OK]Eject the document is displayed on the LCD. By pressing the OK button, the remaining documents are automatically ejected.

Registering Recipients

- Registering Recipients Using the Operation Panel of the Machine
- Registering Recipients Using Speed Dial Utility

Registering Recipients Using the Operation Panel of the Machine

Memory dialing allows you to dial fax/telephone numbers by simply pressing a few buttons.

The following memory dialing methods are available:

Coded Memory Dialing

Registering the recipient's fax/telephone number and name to the coded memory dial allows you to send a fax by entering the coded memory dial code assigned to that number or using the **I** button to select the coded memory dial code after selecting **Memory dial** on the **FAX menu** screen.

Registering Recipients to Coded Memory Dial

Group Dialing

Register two or more registered coded memory dial codes as a group in advance. You can send the same document to all the registered recipients in the group.

Registering Recipients for Group Dial

You can register up to 20 recipients in total of coded memory dial code and group dial code.

>>>> Note

- To change information registered to the coded memory dial or the group dial, see <u>Changing Registered</u> <u>Information</u>.
- To delete information registered to the coded memory dial or the group dial, see <u>Deleting Registered</u> <u>Information</u>.
- To print a list of the recipient's fax/telephone numbers and names registered, see <u>Printing a List of the</u> <u>Registered Destinations</u>.
- You can register, change, or delete information registered to the coded memory dial or the group dial using Speed Dial Utility.

Registering Recipients Using Speed Dial Utility

Registering Recipients to Coded Memory Dial

Before you can use the coded memory dialing feature, you need to register the recipients' fax/telephone numbers. Follow the procedure below to register the recipients' fax/telephone numbers.

- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **TEL no. registration**, then press the **OK** button.
- 5. Use the **I** button to select **Memory dial**, then press the **OK** button.

The screen to select a coded memory dial code is displayed.

Registr. memory dial *

6. Use the **◄**► button or the Numeric buttons to select an unoccupied coded memory dial code, then press the **OK** button.

>>>> Note

• If you select a code already used as a coded memory dial, the fax/telephone number is displayed. If you select a code already used as a group dial, (Not available) is displayed.

- 7. Use the **I** button to select a registration method, then press the **OK** button.
- 8. Register the recipients' fax/telephone number.

Register the recipients' fax/telephone number depending on the registration method selected.

• From call log (OUT)

When you select this registration method, the screen to select the fax/telephone number from the outgoing call logs is displayed.

Outgoing call log

1. Use the **I** button to select a fax/telephone number, then press the **OK** button.

The fax/telephone number selected from the outgoing call logs is displayed.

2. Check the fax/telephone number, then press the **OK** button.

The fax/telephone number is registered to the machine and the screen to enter the recipient's name is displayed. Go to next step.

• From call log (IN)

When you select this registration method, the screen to select the fax/telephone number or the name from the incoming call logs is displayed.

Incoming call log J. Willard

1. Use the **I** button to select a fax/telephone number or a name, then press the **OK** button.

The fax/telephone number selected from the incoming call logs is displayed.

2. Check the fax/telephone number, then press the OK button.

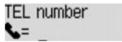
The fax/telephone number is registered to the machine and the screen to enter the recipient's name is displayed. Go to next step.

Note

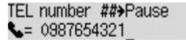
• This registration method may not be available depending on the country or region of purchase.

Direct entry

When you select this registration method, the screen to enter the fax/telephone number is displayed.



1. Use the Numeric buttons to enter the fax/telephone number you want to register.



2. Press the OK button.

The fax/telephone number is registered to the machine and the screen to enter the recipient's name is displayed. Go to next step.

Note Note

- You can enter the fax/telephone number up to 60 digits (40 digits for the US, Canada, Korea and some regions of Latin America), including spaces.
- · For details on how to enter or delete characters:

Entering Numbers, Letters, and Symbols

- Press the # button twice to enter a pause.
- When **Telephone line type** in **FAX user settings** under **Fax settings** is set to **Rotary pulse**, you can enter a tone ("T") by pressing the **Tone** button.
- 9. Use the Numeric buttons to enter the recipient's name.



If you select a name on **From call log (IN)** in step 8, the name may be already entered. If you do not change the name, go to step 10.

>>>> Note

- You can enter the name up to 16 characters, including spaces.
- · For details on how to enter or delete characters:

10. Press the **OK** button to finalize registration.



- To register another recipient's number and name to a coded memory dial, select an unoccupied coded memory dial code and operate in the same procedure when you register.
- To return to the Fax standby screen, press the **FAX** button.
- You can check the recipient's numbers and names you have registered by printing MEMORY DIAL TELEPHONE NO. LIST.

Printing a List of the Registered Destinations

Registering Recipients for Group Dial

If you register two or more registered coded memory dial codes to a group dial, you can send the same document successively to all recipients registered to the group dial.

- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **TEL no. registration**, then press the **OK** button.
- 5. Use the **I** button to select **Group dial**, then press the **OK** button.

The screen to select a group dial code is displayed.

Select group number *

6. Use the **◄**► button or the Numeric buttons to select an unoccupied coded memory dial code, then press the **OK** button.

>>>> Note

• If you select a code already used as a coded memory dial, (Not available) is displayed. If you select a code already used as a group dial, the registered group name is displayed.

The Group member screen is displayed.

Group member 03

- 7. Register the members.
 - 1. Press the **Menu** button.
 - 2. Choose a member to register.

You can choose a member with the two methods. The method can be switched by pressing the

button.

• When Add to group is displayed on the LCD:

Add to group 03 *00 L.George

Use the **I** button to select a coded memory dial code to register to the group dial.

• When Enter first letter is displayed on the LCD:

```
Enter first letter : A
```

After you use the Numeric buttons to enter the first letter of the recipient's name you want to search, the coded memory dial code is displayed in alphabetical order.

Add to group 03 *05 Tommy.L.Jones

Use the **I** button to select a coded memory dial code to register to the group dial.

3. Press the **OK** button.

The coded memory dial code is registered to the group dial.

Group member 03 *05 Tommy.L.Jones

4. Press the **Menu** button to display the screen to select a coded memory dial code, then add another member.

Repeat this step to register the other coded memory dial codes to the same group dial.

>>>> Note

- You can check the coded memory dial code and the recipient's name registered to the group dial by using the <>> button.
- To delete the registered coded memory dial code from the group dial, press the **Tone** button.
- 8. Press the **OK** button after finishing registering the member you want to register to the group dial.

The screen to enter the group name is displayed.

Group name :a

9. Use the Numeric buttons to enter the group name.



>>>> Note

• You can enter the name up to 16 characters, including spaces.

· For details on how to enter or delete characters:

Entering Numbers, Letters, and Symbols

10. Press the **OK** button to finalize registration.

>>>> Note

- To register another group dial code to the machine, select an unoccupied coded memory dial code and operate in the same procedure when you register.
- To return to the Fax standby screen, press the FAX button.
- You can check the recipients you have registered to the group dial by printing GROUP DIAL TELEPHONE NO. LIST.

Printing a List of the Registered Destinations

Changing Registered Information

To change information registered for coded memory dial and group dial, follow the procedure below.

- 1. Make sure that the machine is turned on.
- 2. Press the **Setup** button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **TEL no. registration**, then press the **OK** button.
- 5. Change the registered information.
 - To change a coded memory dial code:
 - 1. Use the **I** button to select **Memory dial**, then press the **OK** button.
 - 2. Use the **◄**► button or the Numeric buttons to select a coded memory dial code to change, then press the **OK** button.
 - 3. Use the **I** button to select **Edit**, then press the **OK** button.

The screen to select a registration method is displayed as well as you register the fax/ telephone number to the coded memory dial.

- 4. Use the **I** button to select a registration method, then press the **OK** button.
- 5. Change the recipient's fax/telephone number, then press the **OK** button.
 - From call log (OUT) is selected as the registration method:

The screen to select the fax/telephone number from the outgoing call logs is displayed. After you use the **I** button to select a fax/telephone number and press the **OK** button, the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

• From call log (IN) is selected as the registration method:

The screen to select the fax/telephone number or the name from the incoming call logs is displayed. After you use the \checkmark button to select a fax/telephone number or a name and press the **OK** button, the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

Note

- This registration method may not be available depending on the country or region of purchase.
- Direct entry is selected as the registration method:

the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

After editing the recipient's fax/telephone number is complete, the screen to edit the recipient's name is displayed.

>>>> Note

- You can enter the fax/telephone number up to 60 digits (40 digits for the US, Canada, Korea and some regions of Latin America), including spaces.
- · For details on how to enter or delete characters:

Entering Numbers, Letters, and Symbols

- Press the # button twice to enter a pause.
- When **Telephone line type** in **FAX user settings** under **Fax settings** is set to **Rotary pulse**, you can enter a tone ("T") by pressing the **Tone** button.
- 6. Change the recipient's name, then press the **OK** button.

Note Note

- You can enter the name up to 16 characters, including spaces.
- For details on how to enter or delete characters:

Entering Numbers, Letters, and Symbols

- To change a group dial code:
 - 1. Use the **I** button to select **Group dial**, then press the **OK** button.
 - 2. Use the ◀► button or the Numeric buttons to select a group dial code to change, then press the **OK** button.
 - 3. Use the **I** button to select **Edit**, then press the **OK** button.
 - 4. Edit the member of the group dial.

Add the member or delete as well as you register the coded memory dial code to the group dial, then press the **OK** button.

Change the group name, as well as you register the coded memory dial code to the group dial, then press the **OK** button.

5. Change the group name, then press the **OK** button.

Note

- You can enter the name up to 16 characters, including spaces.
- For details on how to enter or delete characters:

Entering Numbers, Letters, and Symbols

Note Note

• To return to the Fax standby screen, press the **FAX** button.

Deleting Registered Information

To delete information registered for coded memory dial and group dial, follow the procedure below.

- 1. Make sure that the machine is turned on.
- 2. Press the **Setup** button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **TEL no. registration**, then press the **OK** button.
- 5. Delete the registered information.
 - To delete a coded memory dial code:
 - 1. Use the **I** button to select **Memory dial**, then press the **OK** button.
 - 2. Use the **I** button or the Numeric buttons to select a coded memory dial code to delete, then press the **OK** button.
 - 3. Use the **I** button to select **Delete**, then press the **OK** button.
 - 4. Use the **I** button to select **Yes**, then press the **OK** button.
 - To delete a group dial code:
 - 1. Use the **I** button to select **Group dial**, then press the **OK** button.
 - 2. Use the ◀► button or the Numeric buttons to select a group dial code to delete, then press the OK button.
 - 3. Use the **I** button to select **Delete**, then press the **OK** button.
 - 4. Use the **I** button to select **Yes**, then press the **OK** button.

Note

• To return to the Fax standby screen, press the FAX button.

Printing a List of the Registered Destinations

You can print a list of the recipients registered for memory dialing and can keep it near the machine to refer to when dialing.

- 1. Make sure that the machine is turned on.
- 2. Load paper.
- 3. Press the FAX button.

The Fax standby screen is displayed.

4. Press the Menu button.

The **FAX menu** screen is displayed.

- 5. Use the **I** button to select **Print reports/lists**, then press the **OK** button.
- 6. Use the **I** button to select **TEL number list**, then press the **OK** button.

Note

 When Change the paper A4/LTR/LGL Plain paper is displayed on the LCD, the paper settings are incorrect.

In FAX paper settings, set Page size to A4, Letter, LTR, or Legal. Set Media type to Plain paper.

* Some of page sizes are not available depending on the country or region of purchase.

- 7. Use the **I** button to select a memory dialing menu to print, then press the **OK** button.
 - If you selected Memory dial:

Use the **I** button to select whether to print the list in alphabetical order of the registered names, or in numerical order of the coded memory codes, then press the **OK** button.

If you select **Yes**, MEMORY DIAL TELEPHONE NO. LIST is printed with the destination names in alphabetical order.

If you select **No**, MEMORY DIAL TELEPHONE NO. LIST is printed with the registered entries in numerical order.

• If you selected Group dial:

GROUP DIAL TELEPHONE NO. LIST is printed.

Registering Recipients Using Speed Dial Utility

About Speed Dial Utility

Speed Dial Utility is a utility for forwarding the fax/telephone numbers registered on the machine to a computer and registering/changing them on the computer. In addition, you can register the fax/telephone number, user's name, user's fax/telephone number, and rejected numbers edited on the computer to the machine. You can also save them on the computer as a backup.

For safety reasons, it is recommended that you backup the registered data on the computer using Speed Dial Utility.

Starting Up Speed Dial Utility

Speed Dial Utility Dialog

Saving Registered Information on the Machine to Your Computer

Registering a Fax/telephone Number Using Speed Dial Utility

Changing a Fax/telephone Number Using Speed Dial Utility

Deleting a Fax/telephone Number Using Speed Dial Utility

Changing Sender Information Using Speed Dial Utility

Registering/Changing Rejected Number Using Speed Dial Utility

Calling the Registered Information Up from Your Computer and Registering the Information to the Machine

Uninstalling Speed Dial Utility

Starting Up Speed Dial Utility

Before starting up Speed Dial Utility, confirm the following:

- The necessary application software (printer driver and Speed Dial Utility) is installed. If the printer driver or Speed Dial Utility is not yet installed, install them from our website.
- The machine is connected to a computer correctly.

Make sure that the machine is connected to the computer correctly.

Do not plug in or unplug any cables while the machine is in operation, or when the computer is in sleep or standby mode.

If your machine is compatible with LAN connection, make sure that the machine is connected to the computer with LAN connection to use Speed Dial Utility via LAN connection.

Follow the procedure below to start up Speed Dial Utility.

- 1. Make sure that the machine is turned on.
- 2. Select Applications on the Go menu of Finder.
- 3. Double-click the Canon Utilities folder.
- 4. Double-click the Speed Dial Utility folder.
- 5. Double-click Speed Dial Utility.

Speed Dial Utility starts up.

>>>> Note

 You can also start up the Speed Dial Utility by clicking Speed Dial Settings from Device Settings & Maintenance on Quick Menu.

Speed Dial Utility Dialog

The following items are on the Speed Dial Utility dialog.

FAX Settings TEL Number Registration	You can edit the coded speed dial setting registered in the printer. Edited settings can be saved on the computer, or registered to the printer. Coded speed dial: With asterisk [*]					
User Information Setting	Registe	Registered TEL Number List:				
Rejected Number Setting	No.	Name/Group Name	TEL Number		1.0	
	*00	HOLE HUNDERVE	04004330033		1	
	+01	most revised in the	04554030125			
	*02	The Property is	INCOMPRESS.			
	*03	480060	[Group]			
	*04	100000000000000000000000000000000000000	04004338171			
	*05	skinsteenve	04554039125			
	+06	and a support of the	\$10,000 percent			
	*07	unus residuteda	100 Aug 200 21			
	*08	posofiems.	[Group]			
	*09	weakeudeetee	0055400015			
	*10					
oad from PC		ſ	Edit	Select All	Delete	
oad nomrea.		L		Sciectiviii	Derete	

1. Printer Name:

Selects the machine for editing the registered information using Speed Dial Utility.

2. Display Printer Settings

Loads the registered information on the machine selected for Printer Name: into Speed Dial Utility.

3. Setting Item List:

Selects the registered information for editing. Choose one item from **TEL Number Registration**, **User Information Setting**, and **Rejected Number Setting**.

4. Registered information list

Displays the registered information selected for Setting Item List:.

5. Edit.../Select All/Delete

Edits/deletes the registered information or selects all the registered information selected for **Setting Item** List:

When multiple items on the registered information list are selected, you cannot use the Edit... button.

6. Load from PC...

Displays the registered information saved on the computer.

7. Instructions

Displays this guide.

8. **Exit**

Quits Speed Dial Utility. Information registered or edited using Speed Dial Utility is neither saved on the computer nor registered on the machine.

9. Save to PC...

Saves information edited using Speed Dial Utility on the computer.

10. Register to Printer

Registers information edited using Speed Dial Utility to the machine.

Saving Registered Information on the Machine to Your Computer

Follow the procedure below to save the speed dial (or memory dial)/group dial numbers, user's name, fax/ telephone number, or rejected numbers on the machine to the computer.

- 1. Start up Speed Dial Utility.
- 2. Select the machine from the **Printer Name:** list box, then click **Display Printer Settings**.
- 3. Click Save to PC....
- 4. Enter the file name on the displayed screen, then click **Save**.

Registering a Fax/telephone Number Using Speed Dial Utility

Follow the procedure below to register fax/telephone numbers.

Note Note

- Before you register fax/telephone numbers using Speed Dial Utility, make sure that no fax operations are in progress.
- 1. Start up Speed Dial Utility.
- 2. Select the machine from the **Printer Name:** list box, then click **Display Printer Settings**.
- 3. Click TEL Number Registration from Setting Item List:.

The list of registered fax/telephone numbers is displayed.

4. Select an unoccupied code from the list, then click Edit....

The Individual or Group Selection dialog is displayed.

- 5. Click Register individual TEL number or Register group dial, then click Next....
 - If Register individual TEL number is selected:

\varTheta 🔿 🔿 Indiv	vidual TEL Number Registration	
No.:	*00	
Name:		-1
TEL Number:		-2
	OK Cancel	

- 1. Enter the name.
- 2. Enter the fax/telephone number.
- · If Register group dial is selected:

0.:	*00					
	Name:		_			
egist	tered TEL Number Li	st:		Group	p Dial List:	
No.	Name/Group Name	TEL Number	test in the second s	No.	Member	TEL Number
•01	meeting address.	0410409803				
•02	meanurables	0455400625		_		
•03	MICORD	[Group]	Add >>			
•04	many pairing.	0413408605				
•05	BO SHEETING.	0410403903	<< Delete			
•06	watercase shakes	0455400625				
•07	and a support to the later of the	04334004045				
-00	and also and	10°1				

- 1. Enter the group name.
- 2. Select the code you want to add to the group dial, then click Add >>.

Note

• You can only enter numbers that have already been registered.

6. Click **OK**.

To continue registering fax/telephone numbers or a group dial, repeat steps 4 to 6.

- To save the registered information on the computer.
 - 1. Click Save to PC....
 - 2. Enter the file name on the displayed screen, then click **Save**.
- To register the registered information to the machine:
 - 1. Click Register to Printer.
 - 2. Confirm the message on the display, then click **OK**.

Changing a Fax/telephone Number Using Speed Dial Utility

Follow the procedure below to change fax/telephone numbers.

Note Note

- Before you change fax/telephone numbers using Speed Dial Utility, make sure that no fax operations are in progress.
- 1. Start up Speed Dial Utility.
- 2. Select the machine from the Printer Name: list box, then click Display Printer Settings.

3. Click TEL Number Registration from Setting Item List:.

The list of registered fax/telephone numbers is displayed.

- 4. Select a code to change from the list, then click Edit....
 - If an individual fax/telephone number is selected:

0.:	*00
ame:	menunation
EL Number:	INVESTIGATION OF COMPACT

- 1. Enter the new name.
- 2. Enter the new fax/telephone number.
- If a group dial is selected:

lo.:	*00						_
Group	Name:						
legist	tered TEL Number Li	st:		Group	p Dial List:		
No.	Name/Group Name	TEL Number	1.0	No.	Member	TEL Number	1
•01	meeting tables	0410409803					
*02	meeting advice.	0455400625					
•03	MICORD	[Group]	Ad	Id >>			
•04	many pairies.	0413408603					
*05	DOCUMENTS!	0410403903	<<	Delete			
•06	watercassedukee	0455400625	_				
*07	and a set of the light of the	0633400605	-				
-00	at also and	101					

- 1. Enter the new group name.
- 2. Add or delete a member to/from the group dial.

To add a member:

Select the code to add to the group dial, then click Add >>.

To delete a member:

Select the code to delete from the group dial, then click **<< Delete**.

5. Click **OK**.

To continue changing fax/telephone numbers or group dials, repeat steps 4 and 5.

- To save the edited information on the computer.
 - 1. Click Save to PC....
 - 2. Enter the file name on the displayed screen, then click **Save**.
- To register the edited information to the machine:
 - 1. Click Register to Printer.
 - 2. Confirm the message on the display, then click **OK**.

Deleting a Fax/telephone Number Using Speed Dial Utility

Follow the procedure below to delete fax/telephone numbers.

>>>> Note

- Before you delete fax/telephone numbers using Speed Dial Utility, make sure that no fax operations are in progress.
- 1. Start up Speed Dial Utility.
- 2. Select the machine from the Printer Name: list box, then click Display Printer Settings.
- 3. Click TEL Number Registration from Setting Item List:.

The list of registered fax/telephone numbers is displayed.

4. Select a code to delete from the list, then click **Delete**.

The selected fax/telephone number is deleted.

To continue deleting fax/telephone numbers, repeat step 4.

Note

- To delete all fax/telephone numbers on the list, click **Select All**, then **Delete**.
- To save the edited information on the computer.
 - 1. Click Save to PC....
 - 2. Enter the file name on the displayed screen, then click Save.
- To register the edited information to the machine:
 - 1. Click Register to Printer.
 - 2. Confirm the message on the display, then click **OK**.

Changing Sender Information Using Speed Dial Utility

Follow the procedure below to change the user's name or fax/telephone number.

- 1. Start up Speed Dial Utility.
- 2. Select the machine from the Printer Name: list box, then click Display Printer Settings.
- 3. Click User Information Setting from Setting Item List:.

The user's information is displayed.

4. Select an item to change, then click Edit....

The User Information dialog is displayed.

- 5. Enter the new user's name on **User Name** and new fax/telephone number in **TEL Number**, then click **OK**.
 - To save the edited information on the computer:
 - 1. Click Save to PC....
 - 2. Enter the file name on the displayed screen, then click Save.
 - To register the edited information to the machine:
 - 1. Click Register to Printer.
 - 2. Confirm the message on the display, then click **OK**.

Registering/Changing Rejected Number Using Speed Dial Utility

Follow the procedure below to register, change, or delete rejected numbers.

1. Start up Speed Dial Utility.

2. Select the machine from the Printer Name: list box, then click Display Printer Settings.

3. Click Rejected Number Setting from Setting Item List:.

The list of rejected numbers is displayed.

- To register a rejected number:
 - 1. Select an unoccupied code from the list, then click Edit....
 - 2. Enter the fax/telephone number in the Rejected Number dialog, then click OK.
- To change a rejected number:
 - 1. Select a code to change from the list, then click Edit....
 - 2. Enter the fax/telephone number in the Rejected Number dialog, then click OK.
- To delete a rejected number:
 - 1. Select a code to delete from the list, then click **Delete**.

The selected fax/telephone number is deleted.

>>>> Note

• To delete all fax/telephone numbers on the list, click Select All, then Delete.

Calling the Registered Information Up from Your Computer and Registering the Information to the Machine

You can register the fax/telephone numbers, user's name, user's fax/telephone number, and rejected numbers saved on the computer to the machine.

- 1. Start up Speed Dial Utility.
- 2. Select the machine from the **Printer Name:** list box, then click **Display Printer Settings**.
- 3. Click Load from PC....
- 4. Select the RSD file (*.rsd) to register to the machine.
- 5. Click **Open** on the dialog.
- 6. Click Register to Printer.

The registered information on the computer is registered to the machine.

Uninstalling Speed Dial Utility

Follow the procedure below to uninstall Speed Dial Utility.

1. Select **Applications** from the **Go** menu of Finder, double-click **Canon Utilities > Speed Dial Utility**, then drag the **Speed Dial Utility** icon into the trash.

>>>> Note

• To reinstall Speed Dial Utility, uninstall Speed Dial Utility, then install it again from our website.

Receiving Faxes

- Receiving Faxes
- Changing the Paper Settings
- Memory Reception
- Receiving Faxes Using Useful Functions

Receiving Faxes

This section describes the preparation necessary for receiving a fax and how to receive a fax.

Preparing for Receiving a Fax

Prepare for receiving a fax according to the following procedure.

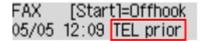
1. Make sure that the machine is turned on.

2. Press the FAX button.

The Fax standby screen is displayed.

3. Make sure of the receive mode setting.

Make sure of the receive mode setting displayed on the Fax standby screen.



>>>> Note

· For details on how to change the receive mode:

Setting the Receive Mode

4. Load paper.

Load the sheets of plain paper.

5. Specify the paper settings as necessary.

Changing the Paper Settings

This completes the preparation for receiving fax.

When a fax is received, it is printed on the loaded paper automatically.

Receiving a Fax

Depending on the selected receive mode, the receive operation varies.

>>>> Note

· For details on the receive mode:

Setting the Receive Mode

• You can specify the advanced settings of each receive mode.

For details on the advanced settings of the receive mode:

Advanced Settings of Receive Mode

• If the machine was not able to print a received fax, the machine stores the unprinted fax temporarily in its memory (memory receiving).

Memory Reception

When TEL priority mode is selected:

When the call is a fax:

The telephone will ring when a call incomes.



Pick up the handset. If you hear the fax tone, wait for at least 5 seconds after it stops, then hang up the handset.



The machine will receive the fax.



>>>> Note

- If the machine will not switch to fax reception, press the **FAX** button, then the **Color** or **Black** button to receive the fax.
- To receive a fax without picking up the handset, set Manual/auto switch of the advanced setting to ON. RX start time allows you to specify the number of seconds until the machine switches to fax reception.
- If you have subscribed to Duplex Ringing service in Hong Kong, the telephone will ring a specified number of times when there is an incoming call with a fax distinctive ring pattern. Then, the machine will switch to fax reception automatically without the handset being picked up.

The number of times to ring the telephone until switching to fax reception can be changed.

• Set the machine to enable you to initiate fax reception from a connected telephone (remote reception).

Remote Reception

- When the answering machine is connected to the machine:
 - If the answering machine is set to the answering mode, set **User-friendly RX** of the advanced setting to **ON**. If the call is a fax, the machine will receive the fax automatically.
 - If the answering mode is turned off on the answering machine, pick up the handset. If you hear the fax tone, wait for at least 5 seconds after it stops, then hang up the handset.
 - If **Manual/auto switch** of the advanced setting is set to **ON**, set **RX start time** to longer than the time before the answering machine starts playing the answering message. After making this setting, we recommend that you call the answering machine using a mobile phone, etc. to confirm that messages are recorded successfully in the answering machine.
 - Set your answering machine to answering mode and adjust it as follows:

- The entire message should be no longer than 15 seconds.

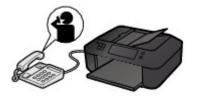
- In the message, tell your callers how to send a fax.

• When the call is a voice call:

The telephone will ring when a call incomes.



Pick up the handset, and talk on the telephone.



>>>> Note

- If the machine unexpectedly switches to fax reception during telephone calls, set User-friendly RX of the advanced setting to OFF.
- If **Manual/auto switch** of the advanced setting is set to **ON**, you must answer an incoming call by picking up the handset within the time specified in **RX start time**. Otherwise the machine will switch to fax reception.

When Fax only mode is selected:

• When the call is a fax:

The machine will receive the fax automatically.



>>>> Note

- If a telephone is connected to the machine, the telephone will ring when a call incomes.
- You can change the number of times to ring the telephone with **Incoming ring** of the advanced setting.

When DRPD or Network switch is selected:

When the call is a fax:

The telephone will ring when a call incomes.



The machine will receive the fax automatically when the fax ring pattern is detected.



Note

• You can change the number of times to ring the telephone.

Advanced Settings of Receive Mode

When the call is a voice call:

The telephone will ring when a call incomes.

When the machine does not detect the fax ring pattern, the telephone will continue ringing.



Pick up the handset, and talk on the telephone.



Note Note

• To use this feature, you need to subscribe to a compatible service provided by your telephone company.

For DRPD

You need to select the appropriate ring pattern on the machine.

Setting the DRPD Ring Pattern (US and Canada only)

For Network switch

The name of this service varies depending on the country or region of purchase. This setting may not be also available depending on the country or region of purchase.

Changing the Paper Settings

This machine prints received faxes to paper loaded in the machine beforehand. You can use the operation panel to change the paper settings for printing faxes. Make sure that the settings are appropriate for the loaded paper.

Important

If the size of loaded paper is different from that specified in the paper size setting, the received faxes are stored in the machine's memory and Check page size and Press [OK] are displayed on the LCD. In this case, load the same size of paper as that specified in the paper size setting, then press the OK button.

You can also press the **Stop** button to close the message and print the stored documents in the machine's memory later.

Printing a Document in Machine's Memory

• If no paper is loaded, or paper has run out while printing is in progress, the received faxes are stored in the machine's memory and **Load paper** and **Load paper and press [OK]** are displayed on the LCD. In this case, load paper and press the **OK** button.

You can also press the **Stop** button to close the message and print the stored documents in the machine's memory later.

Printing a Document in Machine's Memory

Note

- If the sender sends a document that is larger than Letter-size or Legal-size, such as 11 x 17 inches, the sender's machine may send the fax automatically reduced in size or divided, or send only a part of the original.
- 1. Make sure that the machine is turned on.
- 2. Press the **FAX** button.

The Fax standby screen is displayed.

3. Press the **Menu** button.

The FAX menu screen is displayed.

- 4. Use the **I** button to select **FAX paper settings**, then press the **OK** button.
- 5. Use the **I** button to select a setting item, then press the **OK** button.
- 6. Specify the settings.

Use the **I** button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

The LCD returns to the Fax standby screen when all the settings are complete or when pressing the **FAX** button.



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

Page size

Select the page size from A4, Letter, LTR, or Legal.

Note

• Some of page sizes are not available depending on the country or region of purchase.

Media type

Make sure that **Plain paper** is selected.

If any media type other than **Plain paper** is selected, select **Plain paper** using the **I** button.

Memory Reception

If the machine was not able to print the received fax, the received fax is stored in the machine's memory. The **FAX Memory** lamp is lit and **Received in memory** is displayed on the LCD.

Important

• If the power plug is disconnected, all faxes stored in the machine's memory are deleted. The next time you turn the machine on, press the **OK** button after a confirmation screen is displayed. The list of the faxes deleted from the machine's memory (MEMORY CLEAR REPORT) will be printed.

If the machine receives a fax under one of the following conditions, the received fax will be automatically stored in the machine's memory.

• The machine is set to store received faxes in its memory:

When **Do not print** is selected for **Received documents** in **Auto print settings** under **Fax settings**, the received faxes are stored in the machine's memory.

You can print the faxes stored in the machine's memory from the **Memory reference** screen under **FAX menu**.

Printing a Document in Machine's Memory

>>>> Note

 To print the received faxes automatically, select Print for Received documents in Auto print settings under Fax settings.

Auto print settings

An error has occurred on the machine:

If you select **Print** for **Received documents** in **Auto print settings** under **Fax settings**, a received fax will be printed automatically. However, if any of the following errors occurs, the received fax will not be printed. It will instead be stored in the machine's memory.

When the error is resolved, the fax stored in the machine's memory is printed automatically.

• The amount of remaining ink is insufficient to print a fax:

Replace the FINE cartridge.

Replacing a FINE Cartridge

>>>> Note

• You can set the machine to forcibly print a received fax even if the ink has run out.

Set Print when no ink in Auto print settings under Fax settings to Print.

However, part or all of the fax may not be printed since the ink has run out.

Also, the contents of the fax will not be stored in the machine's memory.

If the ink has already run out, we recommend that **Do not print** be selected for **Received documents** in **Auto print settings** under **Fax settings** to store the received fax in the machine's memory. After you replace the FINE cartridge and select **Print** for **Received documents** in **Auto print settings**, the fax stored in the machine's memory will be printed automatically.

Auto print settings

• Paper has run out:

Load the paper and press the **OK** button.

• A different size of paper from that specified by **Page size** is loaded:

Load the same size of paper as that specified by Page size, then press the OK button.

• Page size is set to other than A4, Letter, LTR, or Legal:

Set Page size to A4, Letter, LTR, or Legal.

Changing the Paper Settings

>>>> Note

• Some of page sizes are not available depending on the country or region of purchase.

• Media type is set to other than Plain paper:

Set Media type to Plain paper.

Changing the Paper Settings

• You pressed the Stop button to cancel printing of a fax:

Press the FAX button to resume printing of the fax.

Note Note

• The machine can store up to max. 50 pages* (max. 20 documents) of faxes in the machine's memory.

* When using ITU-T No.1 chart (Standard mode)

• If the machine's memory becomes full during memory reception, only pages which already have been received are stored in the memory. Print the received faxes stored in the machine's memory, delete them from the machine's memory, and have the sender resend the faxes.

Document Stored in Machine's Memory

Receiving Faxes Using Useful Functions

- Remote Reception
- Rejecting Fax Reception
- Using the Caller ID Service to Reject Calls

Remote Reception

If the machine is located away from the telephone, pick up the handset of the telephone connected to the machine and dial 25 (the remote reception ID) to receive faxes (remote reception).

- If you use a rotary pulse line, temporarily switch your telephone to tone dialing. For details on how to switch to tone dialing, refer to your telephone's instruction manual.
- If you have an answering machine connected to the machine that can carry out remote control operations, the security code for this function may be the same as the remote reception ID. In this case, change the remote reception ID in **Remote RX ID** in **Remote RX** in **Adv. FAX settings** under **Fax settings**.

Adv. FAX settings

Remote reception can be disabled.

Rejecting Fax Reception

You can set the machine to reject faxes with no sender information or those from specific senders. Select one of the following conditions to reject faxes.

- Faxes with no caller identification.
- Faxes from senders not registered to the coded memory dial codes.
- Faxes from senders registered in the machine as rejected numbers.

Select a fax rejection condition following the procedure below.

1. Make sure that the machine is turned on.

2. Press the **Setup** button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **Security control**, then press the **OK** button.
- 5. Use the **I** button to select **FAX RX reject**, then press the **OK** button.
- 6. Use the **I** button to select **ON**, then press the **OK** button.
- 7. Use the **I** button to select the fax rejection condition, then press the **OK** button.

No sender info.

Rejects faxes with no caller identification.

Memory dial unset

Rejects faxes from the senders not registered to coded memory dial codes.

Rejected numbers

Rejects faxes from the senders registered in the machine as rejected numbers.

For details on how to register the rejected number, see Registering the Rejected Number.

Note Note

- The * (asterisk) on the LCD indicates the current setting.
- When the machine rejects reception, **Reception rejected** is displayed on the LCD.
- Faxes with no caller identification are also rejected when the setting other than **No sender info.** is selected.

Registering the Rejected Number

Register the rejected number following the procedure below.

1. When the confirmation screen to register the rejected number is displayed, use the **→** button to select **Yes**, then press the **OK** button.

- 2. Use the **I** button to select the dial code to register, then press the **OK** button.
- 3. Use the **I** button to select a registration method, then press the **OK** button.

Register the rejected number depending on the registration method.

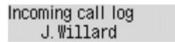
• From call log (OUT)

When you select this registration method, the screen to select the fax/telephone number from the outgoing call logs is displayed.

Dutgoing call log **S**= 0987654321

- 1. Use the **I** button to select a fax/telephone number, then press the **OK** button.
- 2. Press the **OK** button again.
- From call log (IN)

When you select this registration method, the screen to select the fax/telephone number or the name from the incoming call logs is displayed.



- 1. Use the **I** button to select a fax/telephone number or a name, then press the **OK** button.
- 2. Press the **OK** button again.

Note Note

• This registration method may not be available depending on the country or region of purchase.

Direct entry

When you select this registration method, the screen to register the fax/telephone number is displayed.

Telephone number

Use the Numeric buttons to enter the fax/telephone number you want to register, then press the **OK** button.

>>>> Note

 To register another rejected number, use the <> button to select another dial code, then register the rejected number.

You can register up to 10 rejected numbers.

- To return to the Fax standby screen, press the **FAX** button.
- You can print the list of rejected numbers (REJECTED NUMBER LIST).

```
Summary of Reports and Lists
```

- To change the registered rejected number, display the screen to register the fax/telephone number in the same operation, change rejected number, then press the **OK** button.
- To delete the registered rejected number, display the screen to register the fax/telephone number in the same operation, press the **Back** button repeatedly to delete the rejected number, then press the **OK** button.

• You can register the rejected number in **Rejected numbers** in **TEL no. registration** under **Fax settings**.

Using the Caller ID Service to Reject Calls

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.

>>>> 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.

Specify the setting following the procedure below.

- 1. Make sure that the machine is turned on.
- 2. Press the Setup button.

The Setup menu screen is displayed.

- 3. Use the **I** button to select **Fax settings**, then press the **OK** button.
- 4. Use the **I** button to select **Security control**, then press the **OK** button.
- 5. Use the **I** button to select **Caller rejection**, then press the **OK** button.
- Use the I button to select Subscribed, then press the OK button.
 You can now perform settings for Caller rejection.
- 7. Use the **◄►** button to select whether to reject a phone call or fax reception from an anonymous number, then press the **OK** button.
- 8. Use the **◄►** button to select whether to reject a phone call or fax reception out of the subscribed service area, then press the **OK** button.
- 9. Use the **◄**► button to select whether to reject a phone call or fax reception from the specified numbers, then press the **OK** button.

If you select Reject, you can register the fax/telephone number to reject.

When **Register rejected no.?** is displayed on the LCD, use the **I** button to select **Yes**, then register the fax/telephone number to reject.

For details on how to register the rejected number, see <u>Registering the Rejected Number</u>.

>>>> Note

• Even if you select Reject, the machine rings once.

(The machine may not ring depending on the country or region of purchase.)

Other Useful Fax Functions

- Using the Information Services
- > Transmission/Reception of Faxes Using ECM
- Document Stored in Machine's Memory
- Summary of Reports and Lists

Using the Information Services

You can use various information services such as provided by banks, and make airline reservations or hotel reservations. Since these services require tone dialing to use their services, you need to temporarily switch to tone dialing if your machine is connected to a rotary pulse line.

Using the Touch Tone Line

Using the Rotary Pulse Line

>>>> Important

• You may need to contract with the service providers for some information services. For details, contact the service providers.

Using the Touch Tone Line

Dialing by Using the On Hook Dial Function

>>>> Note

 You can use the on hook dial function only when On-hook setting in Security control under Fax settings is set to Enable.

Security control

- 1. Make sure that the machine is turned on.
- 2. Press the FAX button.

The Fax standby screen is displayed.

- 3. Press the Color button or the Black button.
- 4. Use the Numeric buttons to dial the number of the information service.
- 5. When the recorded message for the information service answers, use the Numeric buttons to press the numbers in accordance with the message.
- 6. Press the **Stop** button to finish using the service.
- Dialing by Using the Telephone Connected to the Machine
 - 1. Make sure that the machine is turned on.
 - 2. Press the FAX button.

The Fax standby screen is displayed.

- 3. Lift the handset of the telephone.
- 4. Use the telephone to dial the number of the information service.
- 5. When the recorded message for the information service answers, use the telephone to press the numbers in accordance with the message.
- 6. Hang up the handset to finish using the service.

Using the Rotary Pulse Line

Dialing by Using the On Hook Dial Function

>>>> Note

• You can use the on hook dial function only when **On-hook setting** in **Security control** under **Fax settings** is set to **Enable**.

Security control

- 1. Make sure that the machine is turned on.
- 2. Press the FAX button.

The Fax standby screen is displayed.

- 3. Press the **Color** button or the **Black** button.
- 4. Use the Numeric buttons to dial the number of the information service.
- 5. When the recorded message for the information service answers, press the **Tone** button to switch to tone dialing.
- 6. Use the Numeric buttons to press the numbers in accordance with the message.
- 7. Press the Stop button to finish using the service.

Dialing by Using the Telephone Connected to the Machine

- 1. Make sure that the machine is turned on.
- 2. Press the FAX button.

The Fax standby screen is displayed.

- 3. Lift the handset of the telephone.
- 4. Use the telephone to dial the number of the information service.
- 5. When the recorded message for the information service answers, use the telephone to switch to tone dialing.

When you dial the number of the information service using the telephone connected to the machine, you cannot use the machine to switch to tone dialing. For instructions on how to switch to tone dialing, refer to your telephone's instruction manual.

- 6. Use the telephone to press the numbers in accordance with the message.
- 7. Hang up the handset to finish using the service.

Transmission/Reception of Faxes Using ECM

This machine is set to send/receive faxes in Error Correction Mode (ECM). If the recipient's fax machine is compatible with ECM, ECM automatically corrects errors and resends the fax.

>>>> Note

- If the sender's or recipient's fax machine is not compatible with ECM, the fax will be sent/received without automatic error correction.
- To receive color faxes, make sure that ECM RX in Adv. communication in Adv. FAX settings under Fax settings is set to ON.

Adv. FAX settings

To disable ECM transmission/reception, set ECM TX and ECM RX in Adv. communication to OFF.

• Transmission may take longer when ECM is enabled.

Document Stored in Machine's Memory

If the sending faxes is not complete or the machine was not able to print the received faxes, these faxes are stored in the machine's memory.

If an error occurred during a fax transmission, the document is not stored in the machine's memory.

In the following cases, the machine is not able to print the received fax and will automatically store the fax in its memory.

- The amount of remaining ink is insufficient to print a fax.
- Paper has run out.
- A different size of paper from that specified by Page size is loaded.
- Page size is set to other than A4, Letter, LTR, or Legal.

>>>> Note

• Some of page sizes are not available depending on the country or region of purchase.

- · Media type is set to other than Plain paper.
- Do not print is selected for Received documents in Auto print settings under Fax settings.
- You pressed the Stop button to cancel printing of a received fax.

>>>> Important

• If you unplug the power cord of the machine, all faxes stored in the machine's memory are deleted. For details on how to unplug the power cord, refer to <u>Notice for Unplugging the Power Cord</u>.

You can print or delete the faxes stored in the machine's memory.

• To print a document in the machine's memory:

Printing a Document in Machine's Memory

• To delete a document in the machine's memory:

Deleting a Document in Machine's Memory

>>>> Note

• When confirming, printing, or deleting a document stored in the machine's memory, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

For details on how to print MEMORY LIST, see Printing a Document in Machine's Memory.

Printing a Document in Machine's Memory

You can print a specified document in the machine's memory or print all the documents in its memory at a time.

When printing a specified document, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

1. Make sure that the machine is turned on.

2. Load paper.

3. Press the FAX button.

The Fax standby screen is displayed.

4. Press the Menu button.

The FAX menu screen is displayed.

5. Use the **I** button to select **Memory reference**, then press the **OK** button.

>>>> Note

- If no document is stored in the machine's memory, **No documents in memory** is displayed on the LCD.
- 6. Use the **I** button to select a print menu, then press the **OK** button.

>>>> Note

 When Change the paper A4/LTR/LGL Plain paper is displayed on the LCD, the paper settings are incorrect.

In FAX paper settings, set Page size to A4, Letter, LTR, or Legal. Set Media type to Plain paper.

* Some of page sizes are not available depending on the country or region of purchase.

You can select the following print menus.

Print memory list

You can print a list of the documents in the machine's memory (MEMORY LIST).

MEMORY LIST shows the transaction number of the unsent or unprinted fax (TX/RX NO.), transaction mode, recipient's number, and the date and time of the transaction.

A transaction number from "0001" to "4999" on MEMORY LIST indicates a document being sent. A transaction number from "5001" to "9999" on MEMORY LIST indicates a document being received.

• Print specified doc.

You can specify the document and print it.

If you select this menu, the document selection screen is displayed.

Print specified doc. TX/RX no. *0001

>>>> Note

- A transaction number from "0001" to "4999" indicates a document being sent. A transaction number from "5001" to "9999" indicates a document being received.
- Each mark before the transaction number indicates the following:

No mark: Indicates a black and white document.

*****: Indicates a color document.

#: Indicates the document during transmission.

 ${f k}$: Indicates the document sent with sequential broadcasting.

• By pressing the **t** button or the **Tone** button, the transaction number displayed on the LCD is switched to transaction time or fax/telephone number.

Specify the document and print it following the procedure below.

- 1. Use the **I** button to select the transaction number (TX/RX no.) of the document you want to print, then press the **OK** button.
- 2. Use the **◄** button to select whether to print only the first page of the document, then press the **OK** button.
 - If you select Yes:

Only the first page of the document will be printed.

The document is still stored in the machine's memory.

• If you select No:

All pages of the document will be printed.

The screen to confirm whether to delete the printed document in the machine's memory is displayed.

If you select **Yes** using the **I** button and press the **OK** button, the printed document in the machine's memory is deleted.

>>>> Note

- If there is not the specified document in the machine's memory, **No document** is displayed, and the machine returns to the previous screen.
- To return to the Fax standby screen, press the Stop button.

Print all RX docs

You can print all the received documents in the machine's memory.

If you select this menu, the confirmation screen is displayed.

If you select **Yes** using the **I** button and press the **OK** button, all the documents in the machine's memory will be printed.

Each time a document is printed, the screen to confirm whether to delete the printed document in the machine's memory is displayed.

If you select **Yes** using the **I** button and press the **OK** button, the printed document in the machine's memory is deleted.

Deleting a Document in Machine's Memory

You can delete a specified document in the machine's memory or delete all the documents in its memory at a time.

>>>> Note

• When deleting a specified document, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

Printing a Document in Machine's Memory

- 1. Make sure that the machine is turned on.
- 2. Press the **FAX** button.

The Fax standby screen is displayed.

3. Press the Menu button.

The FAX menu screen is displayed.

4. Use the **I** button to select **Memory reference**, then press the **OK** button.

>>>> Note

- If no document is stored in the machine's memory, **No documents in memory** is displayed on the LCD.
- 5. Use the **I** button to select a delete menu, then press the **OK** button.

You can select the following delete menus.

Del. specified doc.

You can specify the document and delete it.

If you select this menu, the document selection screen is displayed.

Del. specified doc. TX/RX no. *000

>>>> Note

- A transaction number from "0001" to "4999" indicates a document being sent. A transaction number from "5001" to "9999" indicates a document being received.
- Each mark before the transaction number indicates the following:

No mark: Indicates a black and white document.

*****: Indicates a color document.

#: Indicates the document during transmission.

 $m{\&}$: Indicates the document sent with sequential broadcasting.

• By pressing the *t* button or the **Tone** button, the transaction number displayed on the LCD is switched to transaction time or fax/telephone number.

Specify the document and delete it following the procedure below.

1. Use the ◀► button to select the transaction number (TX/RX no.) of the document you want to delete, then press the **OK** button.

The confirmation screen is displayed.

2. Use the **I** button to select the transaction number of the document you want to delete, then press the **OK** button.

The specified document will be deleted from machine's memory.

Note

- If there is not the specified document in the machine's memory, **No document** is displayed, and the machine returns to the previous screen.
- To return to the Fax standby screen, press the **Stop** button.

Delete all docs

You can delete all the documents in the machine's memory.

If you select this menu, the confirmation screen is displayed.

If you select **Yes** using the **I** button and press the **OK** button, all the documents in the machine's memory will be deleted.

Summary of Reports and Lists

The machine prints the report of sending or receiving a fax automatically. You can print the list of the fax/ telephone number or the current settings.

Type of Reports and Lists

Printing Report or List

Type of Reports and Lists

Report or List Description	
ACTIVITY REPORT	Shows recent fax transactions at sight.
	You can print ACTIVITY REPORT manually.
	For details on the procedure to print, see Printing Report or List.
	 The * (asterisk) is appended to the history already printed on ACTIVITY REPORT.
	 If you select Print for Activity report in Auto print settings under Fax settings, the machine prints ACTIVITY REPORT for the 20 histories of sent and received faxes automatically.
	Auto print settings
Telephone number list	Lists the numbers and names registered.
MEMORY DIAL	You can print the list for coded memory dial and group dial.
TELEPHONE NO. LIST	For details on the procedure to print, see Printing Report or List.
 GROUP DIAL TELEPHONE NO. LIST 	
USER'S DATA LIST	Lists the current settings of the machine and the registered sender information.
	For details on the procedure to print, see Printing Report or List.
MEMORY LIST	Lists the documents currently stored in the machine's memory.
	For details on the procedure to print, see Printing Report or List.
	Note
	 You can print MEMORY LIST by selecting Print memory list in Memory reference under FAX menu.
	Printing a Document in Machine's Memory
REJECTED NUMBER	Lists the rejected numbers.
LIST	For details on the procedure to print, see Printing Report or List.
CALLER HISTORY	Lists the caller history.
	This list is available when Caller ID service is subscribed.
	For details on the procedure to print, see Printing Report or List.
	This list may not be supported depending on the country or region of purchase.
TX REPORT/ERROR TX REPORT	Either of these reports is printed after each fax transmission.

	 At the time of purchase, ERROR TX REPORT is set to be printed only when a transmission error occurred.
	You can set the machine to print TX REPORT each time it sends a document, or disable printing of the report by selecting TX report in Auto print settings under Fax settings .
	You can also specify the print setting so that the first page of the fax is printed along with the report.
	Auto print settings
	>>>> Note
	The first page of the fax is not printed in color transmission.
	 MULTI TRANSMISSION REPORT is printed after sequential broadcasting of a document.
	 If an error occurs when you send a fax, the error number is printed on ERROR TX REPORT (there are some errors for which the cause is also printed).
	For details on the error number, see Errors When You Send a Fax.
MULTI	This report is printed after sequential broadcasting of a document.
TRANSMISSION REPORT	Confirms whether the transmission to all the recipients has been completed successfully.
	The procedure to print and the error number is same as TX REPORT.
RX REPORT	This report is printed after each fax reception.
	• At the time of purchase, the machine is set so that RX REPORT is not printed at all.
	You can set the machine to print RX REPORT each time it receives a document, or only when an error occurs by selecting RX report in Auto print settings under Fax settings .
	Auto print settings
	• If an error occurs when you receive a fax, the error number is printed on RX REPORT (there are some errors for which the cause is also printed).
	For details on the error number, see Errors When You Receive a Fax.
MEMORY CLEAR REPORT	Lists the deleted faxes in the machine's memory if the faxes stored in the machine's memory are deleted by a power failure or unplugging the power cord.
	When the machine is turned on, Data error and Press [OK] are displayed on the LCD. MEMORY CLEAR REPORT is printed by pressing the OK button.

Printing Report or List

This section describes the procedure to print the report or the list manually.

Print the following report or list manually.

- ACTIVITY REPORT
- Telephone number list (MEMORY DIAL TELEPHONE NO. LIST/GROUP DIAL TELEPHONE NO. LIST)
- USER'S DATA LIST
- MEMORY LIST
- REJECTED NUMBER LIST

CALLER HISTORY

Note

• CALLER HISTORY may not be supported depending on the country or region of purchase.

- 1. Make sure that the machine is turned on.
- 2. Load paper.
- 3. Press the **FAX** button.

The Fax standby screen is displayed.

4. Press the **Menu** button.

The FAX menu screen is displayed.

- 5. Use the **I** button to select **Print reports/lists**, then press the **OK** button.
- 6. Use the **I** button to select the report or list you want to print, then press the **OK** button.
 - When you select TEL number list:

Use the **I** button to select **Memory dial** or **Group dial**, then press the **OK** button.

If you select **Memory dial**, select whether to print MEMORY DIAL TELEPHONE NO. LIST in alphabetical order of the registered names, then press the **OK** button. If you select **Yes**, the machine prints MEMORY DIAL TELEPHONE NO. LIST with the destination names in alphabetical order. If you select **No**, the machine prints MEMORY DIAL TELEPHONE NO. LIST with the registered entries in numerical order.

If you select **Group dial**, the machine prints GROUP DIAL TELEPHONE NO. LIST.

• When you select an item other than TEL number list:

Press the **OK** button.

The machine prints the selected report or list.

>>>> Note

• When **Change the paper A4/LTR/LGL Plain paper** is displayed on the LCD, the paper settings are incorrect.

In FAX paper settings, set Page size to A4, Letter, LTR, or Legal. Set Media type to Plain paper.

* Some of page sizes are not available depending on the country or region of purchase.

Errors When You Send a Fax

If an error occurs when you send a fax, the error number is printed on ERROR TX REPORT (there are some errors for which the cause is also printed).

The causes corresponding to the error numbers are as follows.

No.	Cause	Action

#412	The fax could not be sent from the computer.	The fax could not be sent from the computer (Windows only). Ensure that the machine is connected with the computer correctly and redo operation.	
#099	The Stop button was pressed during transmission.	The Stop button was pressed to cancel transmission of the document. Resend it if necessary.	
#085	Try again in black & white transmission.	The recipient's fax machine is not color-compatible.Resend the document in black & white.	
		For details, see <u>Sending Faxes after Checking Information (Checking the</u> <u>Recipient's Information)</u> .	
#059	Transmission has been canceled due to a fax information mismatch.	Transmission has been canceled because the machine could not detect the recipient's fax machine information or the information did not match the dialed number. This message is displayed when Check RX FAX info in Security control under Fax settings is set to ON .	
#037	Memory is full.	The machine could not send a fax because its memory is full. Delete contents in memory, then send a fax again. Document Stored in Machine's Memory	
<u> 4007</u>	Mamonis 6.1	Changing Registered Information	
#022	Number is deleted.	The fax/telephone number registered to the memory dial is incorrect. Check the recipient's fax/telephone number, correct the fax/telephone number registered to the memory dial code, then send the document again.	
	,	Try dialing again after waiting for a moment.	
#018	Line was busy.	The fax/telephone number you dialed is busy.	
		Dial tone detect in Adv. FAX settings under Fax settings is set to ON. Set to OFF.	
#017	No tone is detected.	The machine could not detect the dial tone.	
		Contact the recipient and have the recipient load paper.	
#012	Try again.	There is no paper in the recipient's fax machine.	
		Contact the recipient and have the recipient check that the telephone line is connected correctly.	
#005	No answer.	the image quality (Fax resolution) to a lower setting, then resend it. The recipient's fax machine does not respond.	
		"#003" is also printed if it takes time to send a page. Divide the document or set	
¥003	Document is too long.	You attempted to send a document longer than 15.75 inches / 400 mm. You cannot send a document longer than 15.75 inches / 400 mm from the ADF.	
	the ADF.	When the error is cleared, redo the operation.	
	Document is jammed in	The document is jammed in the ADF.	

Errors When You Receive a Fax

If an error occurs when you receive a fax, the error number is printed on RX REPORT (there are some errors for which the cause is also printed).

No.	Cause	Action
#003	It takes too long to receive a page.	Contact the sender and have the sender divide the fax or set the image quality (Fax resolution) to a lower setting and resend it.
#005	No answer.	When receiving a fax manually, the machine could not detect the signals from the sender's fax machine. Contact the sender and have the sender resend it, or set the machine to receive the fax automatically.
#037	Memory is full.	The machine could not receive a fax because its memory is full. Delete contents in memory, then ask the sender to resend the fax. See <u>Document</u> <u>Stored in Machine's Memory</u> .
#046	Reception has been rejected due to the specified fax rejection condition.	Reception has been rejected because the fax matches the fax rejection condition specified by FAX RX reject in Security control under Fax settings . For details, see <u>Rejecting Fax Reception</u> .
#099	The Stop button was pressed during reception.	The Stop button was pressed to cancel reception of the fax. Contact the sender and have the sender resend it if necessary.

The causes corresponding to the error numbers are as follows.

Troubleshooting

- > The Machine Cannot Be Powered On
- Printing Does Not Start
- > Paper Does Not Feed Properly/"No Paper" Error Occurs
- Print Results Not Satisfactory
- Ink Is Not Ejected
- Paper Jams
- If an Error Occurs
- Problems Sending Faxes
- Problems Receiving Faxes

Search Each Function

- Problems with Network Communication
- Problems with Printing
- Problems with Printing Quality
- Problems with Faxing
- Problems with Scanning
- Problems with the Machine
- Problems with Installation/Downloading
- About Errors/Messages Displayed
- If You Cannot Resolve the Problem

Problems with Network Communication

- > Problems with the Machine While Using with Network
- > Cannot Detect a Machine on a Network
- > Other Problems with Network

Problems with the Machine While Using with Network

- > The Machine Stopped Working Suddenly
- Printing Speed Is Slow
- > Cannot Use the Machine on Replacing an Access Point or Changing Its settings

The Machine Stopped Working Suddenly

Cannot Communicate with the Machine over the Wireless LAN

Cannot Print or Scan from a Computer Connected to the Network

Cannot Communicate with the Machine over the Wireless LAN

Check1 Make sure that the machine is turned on.

Check2 Make sure that the network settings in the machine are identical with those of the access point.

Refer to the instruction manual provided with the access point or contact its manufacturer to check the access point settings, and then modify the machine settings.

How to Set a WEP/WPA/WPA2 Key

Check3 Make sure that the machine is not place as far away from the access point.

The access point is located indoors within the effective range for wireless communication. Locate the machine within 164 ft. / 50 m from the access point.

Check4 Make sure that there is no obstruction.

Wireless communication between different rooms or floors is generally poor. Adjust the location of the devices.

Check5 Make sure that there is no source of radio wave interference in your vicinity.

If a device (e.g. microwave oven) using the same frequency bandwidth as the wireless station is placed nearby, the device may cause interference. Place the wireless station as far away from the interference source as possible.

Check6 Make sure that the network settings of the computer are correct.

For the procedures to connect a network device to the computer and set them up, refer to the instruction manual of your network device or contact its manufacturer.

Check7 Make sure that the radio status is good and adjust the installation positions while monitoring the radio status with IJ Network Tool.

Monitoring Wireless Network Status

Check8 Make sure that the valid wireless channel is used.

The wireless channel to be used may be limited depending on wireless network devices installed in the computer. Refer to the instruction manual provided with your computer or your wireless network device to specify the valid wireless channel.

Check9 Make sure that the channel set to the access point is valid to communicate with the computer, confirmed in Check 8.

If not, change the channel set to the access point.

Check10 Make sure that the firewall of the security software is disabled.

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.

If using any programs that switch the network environment, check their settings. Some programs will enable a firewall by default.

Check11 When using a router, connect the machine and computer to the LAN side (same network segment).

Check12 When the machine is connected to an AirPort Base Station via a LAN, use alphanumeric characters for the name of the network (SSID).

If the problem is not resolved, perform setup according to the instructions on our website.

• For placement:

Make sure that there is no barrier or obstacle between the access point and the machine.

Cannot Print or Scan from a Computer Connected to the Network

Check1 Make sure that the network settings of the computer are correct.

For the procedures to set up the computer, refer to the instruction manual of your computer or contact its manufacturer.

Check2 If the MP Drivers are not installed, install them.

Install the MP Drivers from our website.

Check3 Make sure that access control is not set to the access point.

For the procedures to connect an access point and set it up, refer to the instruction manual of your access point or contact its manufacturer.

Note

• To check the MAC address or the IP address of the computer, see <u>Checking the IP Address or the MAC</u> <u>Address of the Computer</u>.

Printing Speed Is Slow

Check1 The machine may be printing out a large job issued from another computer.

Check2 Make sure that the radio status is good and adjust the installation positions while monitoring the radio status with IJ Network Tool.

Monitoring Wireless Network Status

Make sure that there is no barrier or obstacle between the access point and the machine. Wireless communication between different rooms or floors is generally poor. The metal, concrete, or timber including the metallic material, mud wall, or insulator may interrupt a wireless communication. If the machine cannot communicate with the computer over a wireless LAN for the wall material, place the machine and the computer in the same room or floor.

Check3 Make sure that there is no source of interference in your vicinity.

If a device (e.g. microwave oven) using the same frequency bandwidth as the wireless station is placed nearby, the device may cause interference. Place the wireless station as far away from the interference source as possible.

Cannot Use the Machine on Replacing an Access Point or Changing Its settings

When you replace an access point, perform network setup of the machine again.

Perform network setup again according to the instructions on our website.

If the problem is not resolved, see below.

Cannot Communicate with the Machine After Applying MAC/IP Address Filtering or Entering a WEP/WPA/ WPA2 Key to the Access Point

When Encryption Is Enabled, Cannot Communicate With the Machine After the Encryption Type Was Switched on the Access Point

Cannot Communicate with the Machine After Applying MAC/IP Address Filtering or Entering a WEP/WPA/WPA2 Key to the Access Point

Check1 Confirm the access point setting.

Refer to the instruction manual provided with the access point or contact its manufacturer to confirm the access point setting. Make sure that the computer and the access point can communicate with each other under this setting.

Check2 If you are performing MAC address filtering or IP address filtering at the access point, confirm that the MAC address or IP address for both the computer or the network device and the machine are registered.

Check3 If you are using a WEP/WPA/WPA2 key, make sure that the key for the computer or the network device and the machine matches that set to the access point.

Besides the WEP key itself, the key length, key format, the key ID to use, and the authentication method must match among the machine, the access point, and the computer.

Normally, select **Auto** for the authentication method. If you want to specify the method manually, select **Open System** or **Shared Key** according to the setting of the access point.

How to Set a WEP/WPA/WPA2 Key

When Encryption Is Enabled, Cannot Communicate With the Machine After the Encryption Type Was Switched on the Access Point

If the machine cannot communicate with the computer after the encryption type of the machine was switched, make sure that encryption types for the computer and the access point matches that set to the machine.

Cannot Communicate with the Machine After Applying MAC/IP Address Filtering or Entering a WEP/WPA2 Key to the Access Point

Cannot Detect a Machine on a Network

- > Cannot Detect the Machine When Setting up Network Communication
- > The Machine Cannot Be Detected in the Wireless LAN

Cannot Detect the Machine When Setting up Network Communication

If the machine could not be detected on the network when setting up the network communication, confirm the network settings before redetecting the machine.

Cannot Detect the Machine during Wireless LAN Setup: Check 1

Cannot Detect the Machine during Wireless LAN Setup: Check 1

Are the computer and network device (router, access point, etc.) configured and can the computer connect to the network?

Make sure that you can view web pages on your computer.

If you cannot view any web pages:

Configure the computer and network device.

For the procedures, refer to the instruction manuals supplied with the computer and network device, or contact their manufacturers.

If you can view web pages after configuring the computer and network device, try to set up the network communication from the beginning.

If you can view web pages:

Go to check 2.

Cannot Detect the Machine during Wireless LAN Setup: Check 2

Cannot Detect the Machine during Wireless LAN Setup: Check 2

Does the firewall function of your security software or operation system for computer interfere with setting up the network communication?

The firewall function of your security software or operation system for computer may limit communications between the machine and your computer. Confirm the setting of firewall function of your security software or operation system or the message appearing on your computer.

If the firewall function interferes with setting up:

• When the message appears on your computer:

If the message warning that Canon software is attempting to access the network appears on the computer, set the security software to allow access.

• When the message does not appear on your computer:

Cancel to set up, then set the security software to allow Canon software* to access the network.

* Set the security software to allow Setup.app, Canon IJ Network Tool.app, canonijnetwork.bundle, CIJScannerRegister.app, Canon IJ Scan Utility2.app, and CIJSUAgent.app to access the network.

After setting the security software, try to set up the network communication from the beginning.

>>>> 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.

If there is no problem with the firewall settings:

Go to check 3.

Cannot Detect the Machine during Wireless LAN Setup: Check 3

Cannot Detect the Machine during Wireless LAN Setup: Check 3

Check the settings of the access point.

Check the settings of the access point for the network connection such as IP address filtering, MAC address filtering, or DHCP function.

For details on how to check the settings of the access point, refer to the instruction manual supplied with the access point or contact its manufacturer.

The Machine Cannot Be Detected in the Wireless LAN

Check1 Make sure that the machine is turned on.

Check2 Is WLAN activ./inactiv. in LAN settings under Device settings set to WLAN inactive?

Check3 When the machine is connected to the computer temporarily using a USB cable, make sure that the USB cable is connected properly.

When you set up the wireless LAN connection using a USB cable or change the wireless LAN settings using IJ Network Tool, connect the machine and the computer securely.

Connecting the Machine to the Computer Using a USB Cable

Check4 Make sure that the machine setup is completed.

If not, perform setup according to the instructions on our website.

Check5 When using IJ Network Tool, click **Update** to search for the machine again.

Canon IJ Network Tool Screen

Check6 Make sure that the network settings in the machine are identical with those of the access point.

Refer to the instruction manual provided with the access point or contact its manufacturer to check the access point settings, and then modify the machine settings.

How to Set a WEP/WPA/WPA2 Key

Check7 Make sure that there is no obstruction.

Wireless communication between different rooms or floors is generally poor. Adjust the location of the devices.

Check8 Make sure that the machine is not place as far away from the access point.

The access point is located indoors within the effective range for wireless communication. Locate the machine within 164 ft. / 50 m from the access point.

Check9 Make sure that there is no source of radio wave interference in your vicinity.

If a device (e.g. microwave oven) using the same frequency bandwidth as the wireless station is placed nearby, the device may cause interference. Place the wireless station as far away from the interference source as possible.

Check10 Make sure that the network settings of the computer are correct.

Make sure that the computer can communicate with the machine and the access point over the wireless LAN.

Check11 Make sure that the firewall of the security software is disabled.

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.

If using any programs that switch the network environment, check their settings. Some programs will enable a firewall by default.

Check12 When using a router, connect the machine and computer to the LAN side (same network segment).

Check13 When the machine is connected to an AirPort Base Station via a LAN, use alphanumeric characters for the name of the network (SSID).

If the problem is not resolved, perform setup according to the instructions on our website.

Other Problems with Network

- > Forgot an Access Point Name, SSID, or a Network Key
- > The Message Is Displayed on the Computer Screen During Setup
- > The Admin Password Set to the Machine Was Forgotten
- Checking Information about the Network
- **>** How to Restore the Machine's Network Settings to Factory Default

Forgot an Access Point Name, SSID, or a Network Key

Cannot Connect with an Access Point to Which a WEP/WPA/WPA2 Key Is Set (You Forgot the WEP/WPA/WPA2 Key)

How to Set a WEP/WPA/WPA2 Key

Cannot Connect with an Access Point to Which a WEP/WPA/WPA2 Key Is Set (You Forgot the WEP/WPA/WPA2 Key)

For information on how to set up the access point, refer to the instruction manual provided with the access point or contact its manufacturer. Make sure that the computer and the access point can communicate with each other.

After that, set up the machine to match the settings of the access point using IJ Network Tool.

How to Set a WEP/WPA/WPA2 Key

For information on how to set up the access point, refer to the instruction manual provided with the access point or contact its manufacturer. Make sure that the computer and the access point can communicate with each other.

After that, set up the machine to match the settings of the access point using IJ Network Tool.

When using WEP

The key length, key format, the key to use (one of 1 to 4), and the authentication method must match among the access point, the machine, and the computer.

In order to communicate with an access point that uses automatically generated WEP keys, you must configure the machine to use the key generated by the access point by entering it in hexadecimal format.

Normally, select **Auto** for the authentication method. Otherwise, select **Open System** or **Shared Key** according to the setting of the access point.

When the **WEP Details** screen appears after clicking **Set** on the **Access Points** screen, follow the on-screen instructions and set the key length, the key format, the key number, and the authentication to enter a WEP key.

For details, see Changing the WEP Detailed Settings.

Note Note

• When the machine is connected to an AirPort Base Station via a LAN:

When the machine is connected to an AirPort Base Station via a LAN, confirm the settings in **Wireless Security** of **AirPort Utility**.

- Select 64 bit if WEP 40 bit is selected for the key length in the AirPort Base Station.
- Select **1** for **Key ID**:. Otherwise your computer will not be able to communicate with the machine via the access point.

When using WPA or WPA2

The authentication method, passphrase, and dynamic encryption type must match on the access point, the machine, and the computer.

Enter the passphrase configured on the access point (a sequence of between 8 and 63 alphanumeric characters, or a 64-character hexadecimal number).

Select either **TKIP (Basic Encryption)** or **AES (Secure Encryption)** for the dynamic encryption method.

For details, see Changing the WPA or WPA2 Detailed Settings.

>>>> Note

• This machine supports WPA-PSK (WPA-Personal) and WPA2-PSK (WPA2-Personal).

The Message Is Displayed on the Computer Screen During Setup

The Enter Password Screen Is Displayed During Setup

The Screen for Setting the Encryption Is Displayed After Selecting the Access Point in the Access Points Screen

You are connecting the machine to the non encrypted wireless network" Is Displayed

The Enter Password Screen Is Displayed During Setup

The following screen is displayed if an administrator password is set to the machine which has already been set up.

E	nter Password
A password has been set to this p Enter the admin password, and cli	
Admin Password:	
(?)	Cancel

Enter the administrator password you have set.

Changing the Settings in the Admin Password Sheet

The Screen for Setting the Encryption Is Displayed After Selecting the Access Point in the Access Points Screen

This screen is displayed automatically if the selected access point is encrypted. In this case, configure the details to use the same encryption settings set to the access point.

For information on the encryption settings, see Changing the Settings in the Wireless LAN Sheet.

"You are connecting the machine to the non encrypted wireless network" Is Displayed

Security is not configured on the access point. The machine can still be used, so continue the setup procedure to complete it.

>>>> 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.

The Admin Password Set to the Machine Was Forgotten

Initialize the LAN settings.

Mentor How to Restore the Machine's Network Settings to Factory Default

After initializing the LAN settings, perform setup according to the instructions on our website.

Checking Information about the Network

Checking the IP Address or the MAC Address of the Machine

Checking the IP Address or the MAC Address of the Computer

MChecking If the Computer and the Machine, or Computer and the Access Point Can Communicate

Checking the Network Setting Information

Checking the IP Address or the MAC Address of the Machine

To check the IP address or the MAC address of the machine, print out the network setting information using the operation panel of the machine.

Printing Out Network Setting Information

To display the network setting information using IJ Network Tool, select **Network Information** on the **View** menu.

Canon IJ Network Tool Menus

Checking the IP Address or the MAC Address of the Computer

To check the IP address or MAC address assigned to the computer, follow the procedure below.

- 1. Select System Preferences from the Apple menu, then click Network.
- 2. Make sure that the network interface you are using on your computer is selected, then click **Advanced**.
 - In Mac OS X v10.8 or Mac OS X v10.7:

Make sure that Wi-Fi is selected as the network interface.

• In Mac OS X v10.6.8:

Make sure that **AirMac** is selected as the network interface.

- 3. Confirm the IP address or MAC address.
 - In Mac OS X v10.8 or Mac OS X v10.7:
 - Click **TCP/IP** to confirm the IP address.

Click Hardware to confirm the MAC address.

• In Mac OS X v10.6.8:

Click **TCP/IP** to confirm the IP address.

Click Ethernet, then see Ethernet ID to confirm the MAC address.

Checking If the Computer and the Machine, or Computer and the Access Point Can Communicate

To check that communication is available, perform the ping test.

1. Open the **Utilities** folder in the **Applications** folder.

- 2. Start Network Utility.
- 3. Click the **Ping** button.
- 4. Make sure that **Send only XX pings** (XX are numbers) is selected.
- 5. Enter the IP address of the target machine or the target access point in **Enter the network address to ping.**
- 6. Click Ping.

"XXX.XXX.XXX.XXX" is the IP address of the target device.

A message such as the following is displayed.

64 bytes from XXX.XXX.XXX.XXX: icmp_seq=0 ttl=64 time=3.394 ms

64 bytes from XXX.XXX.XXX.XXX: icmp_seq=1 ttl=64 time=1.786 ms

64 bytes from XXX.XXX.XXX.XXX: icmp_seq=2 ttl=64 time=1.739 ms

--- XXX.XXX.XXX.XXX ping statistics ---

3 packets transmitted, 3 packets received, 0% packet loss

If the packet loss is 100%, the communication is not available. Otherwise, the computer is communicating with the target device.

Checking the Network Setting Information

To check the IP address or the MAC address of the machine, print out the network setting information using the operation panel of the machine.

Printing Out Network Setting Information

How to Restore the Machine's Network Settings to Factory Default

>>>> Important

• Note that initialization erases all network settings on the machine, and printing operation from a computer over network may become impossible. To use the machine over network, perform setup according to the instructions on our website.

Initialize the network setting using the operation panel of the machine.

Reset setting

Problems with Printing

- Printing Does Not Start
- Paper Jams
- > Paper Does Not Feed Properly/"No Paper" Error Occurs
- Copying/Printing Stops Before It Is Completed

Printing Does Not Start

Check1 Make sure that the power plug is securely plugged in, then press the **ON** button to turn the machine on.

While the **POWER** lamp is flashing, the machine is initializing. Wait until the **POWER** lamp stops flashing and remains lit.

Note Note

• When printing large data such as a photo or graphics, it may take longer to start printing. While the **POWER** lamp is flashing green, the computer is processing data and sending it to the machine. Wait until printing starts.

Check2 Make sure that the machine is connected to your computer properly.

When the machine is connected to your computer with a USB cable, make sure that the USB cable is securely plugged in to the machine and the computer, then check the followings:

- If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device. Consult the reseller of the relay device for details.
- There could also be a problem with the USB cable. Replace the USB cable and try printing again.

When you use the machine over LAN, make sure that the machine is set up to be used over network correctly.

Check3 Make sure that the front tray is open.

Check4 If you are printing from the computer and there are any unnecessary print jobs, delete them.

Deleting the Undesired Print Job

Check5 Make sure that your machine's name is selected in the Print dialog.

The machine will not print properly if you are using a printer driver for a different printer.

Make sure that your machine's name is selected in Printer in the Print dialog.

>>>> Note

• To make the machine the one selected by default, select the machine for Default printer.

Check6 Restart your computer if you are printing from the computer.

Paper Jams

When paper is jammed, a troubleshooting message is displayed automatically. Take the appropriate action described in the message.

Watch the movie

• When a Support Code and a message are displayed on the computer screen:



- * The screen differs depending on the OS you are using.
- When a Support Code and a message are displayed on the LCD:

Paper jammed Remove the paper f 1300

For details on how to remove the jammed paper, refer to Support Code List (When Paper Is Jammed).

>>>> Note

• You can confirm the actions against errors with Support Codes on your computer or on the LCD by searching a Support Code.

Click Here to Search

Paper Does Not Feed Properly/"No Paper" Error Occurs

Check1 Make sure that paper is loaded.

Loading Paper

Check2 Make sure of the following when you load paper.

• When loading two or more sheets of paper, flip through the paper before loading.



- When loading two or more sheets of paper, align the edges of the sheets before loading.
- When loading two or more sheets of paper, make sure that the paper stack does not exceed the paper load limit.

However, proper feeding of paper may not be possible at this maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature and humidity). In such cases, reduce the sheets of paper you load at a time to less than half of the paper load limit.

- Always load the paper in portrait orientation, regardless of the printing orientation.
- When you load the paper, load the paper with the print side facing DOWN and slide the paper guides to align with the both sides of the paper.

Loading Paper

• When you load the paper, insert the paper stack until the leading edge touches the far end of the front tray.

Check3 Check to see if the paper you are printing on is not too thick or curled.

Media Types You Cannot Use

Check4 Make sure of the following when you load Hagakis or envelopes.

- If a Hagaki is curled, it may not feed properly even though the paper stack does not exceed the paper load limit.
- When printing on envelopes, refer to Loading Paper, and prepare the envelopes before printing.

Once you have prepared the envelopes, load them in portrait orientation. If the envelopes are placed in landscape orientation, they will not feed properly.

Check5 Confirm that the media type and the paper size settings correspond with the loaded paper.

Check6 If multiple sheets of plain paper is fed from the machine, select the setting for preventing double-feed of plain paper.

If multiple sheets of plain paper is fed from the machine, select the setting for preventing double-feed of plain paper using the operation panel or your computer.

* After printing is finished, disable the setting for preventing double-feed of plain paper; otherwise, the setting is applied from the next time.

• To set by using the operation panel

Press the Setup button, select Device settings and Output settings in this order, and then set Prevent double-feed to ON.

Changing the Machine Settings on the LCD

To set by using your computer

In the Canon IJ Printer Utility, select **Custom Settings** in the pop-up menu, select the **Prevent paper double-feed** check box, and then click **Apply**.

To open the Canon IJ Printer Utility, see Opening the Canon IJ Printer Utility.

>>>> Note

• Printing speed will be reduced if Prevent paper double-feed function is enabled.

Check7 Clean the paper feed roller.

Cleaning the Paper Feed Roller

Note

• Cleaning the paper feed roller will wear the roller, so perform this procedure only when necessary.

Copying/Printing Stops Before It Is Completed

Check1 Is the paper loaded?

Make sure that paper is loaded.

If the machine has run out of paper, load paper.

Check2 Do the printing documents have lots of photographs or illustrations?

As printing large data such as photos or graphics takes time for the machine and the computer to process, the machine may appear to have stopped operating.

In addition, when printing data that uses a large amount of ink continuously on plain paper, the machine may pause temporarily. In either case, wait until the process is complete.

Note

• If you are printing a document with a large printing area or printing multiple copies of a document, printing may pause to allow the ink to dry.

Check3 Has the machine been printing continuously for a long period?

If the machine has been printing continuously for a long time, the print head or other parts around it may overheat. The machine may stop printing at a line break for a period of time and then resume printing.

In this case, wait for a while without operation. If the printing still does not resume, interrupt your print session at a convenient time and turn the machine off for at least 15 minutes.

1 Caution

• The print head and the surrounding area can become extremely hot inside the machine. Never touch the print head or nearby components.

Problems with Printing Quality

- Print Results Not Satisfactory
- Ink Is Not Ejected

Print Results Not Satisfactory

If the print result is not satisfactory due to white streaks, misaligned lines, or uneven colors, confirm the paper and print quality settings first.

Check1 Do the page size and media type settings match the size and type of the loaded paper?

When these settings are incorrect, you cannot obtain a proper print result.

If you are printing a photograph or an illustration, incorrect paper type settings may reduce the quality of the printout color.

Also, if you print with an incorrect paper type setting, the printed surface may be scratched.

In borderless printing, uneven coloring may occur depending on the combination of the paper type setting and the loaded paper.

The method of confirming the paper and print quality settings differs depending on what you do with your machine.

To copy by operating the machine	Confirm by using the operation panel on the machine.
	Setting Items for Copying
To print from a computer	Confirm by using the printer driver.
	Printing with Easy Setup

Check2 Make sure that the appropriate print quality is selected referring to the table in Check 1.

Select a print quality option suitable for the paper and image for printing. If you notice blurs or uneven colors, increase the print quality setting and try printing again.

Check3 If the problem is not resolved, there may be other causes.

See also the sections below:

Cannot Print to End of Job

No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks

Colors Are Unclear

Lines Are Misaligned

Printed Paper Curls or Has Ink Blots

Paper Is Smudged/Printed Surface Is Scratched

Back of the Paper Is Smudged

Vertical Lines Are Printed on the Sides of the Printout

Colors Are Uneven or Streaked

Cannot Print to End of Job

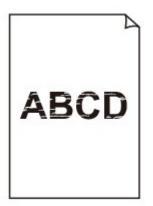
Check Is the space of your computer's hard disk sufficient?

Delete unnecessary files to free disk space.

No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks

🛃 No Printing Results

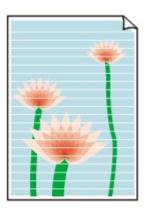
Printing Is Blurred



Colors Are Wrong



🔁 White Streaks



Watch the movie

Check1 Did you confirm the paper and print quality settings?

Print Results Not Satisfactory

Check2 Print the Nozzle Check Pattern and perform any necessary maintenance operations such as Print Head Cleaning.

Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

Refer to <u>When Printing Becomes Faint or Colors Are Incorrect</u> for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

• If the Nozzle Check Pattern is not printed correctly:

After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.

• If the problem is not resolved after performing the Print Head Cleaning twice:

Perform the Print Head Deep Cleaning.

If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.

• If the problem is not resolved after performing the Print Head Deep Cleaning twice: Ink may have run out. Replace the FINE cartridge.

Check3 When a FINE cartridge runs out of ink, replace it with a new one.

Check4 When using paper with one printable surface, make sure that the paper is loaded with the printable side facing down.

Printing on the wrong side of such paper may cause unclear prints or prints with reduced quality.

Load paper with the printable side facing down.

Refer to the instruction manual supplied with the paper for detailed information on the printable side.

Check5 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly.

Open the paper output cover, then the head cover opens.

Push up the ink cartridge lock lever to confirm that the FINE cartridge is installed properly.



After confirming that the FINE cartridge is installed properly, close the paper output cover. If the problem is not resolved, remove the FINE cartridges, then install them again. Refer to <u>Replacing a FINE Cartridge</u> for how to install the FINE cartridges. • When copying, see also the sections below:

Check6 Is the platen glass or the glass of ADF dirty?

Clean the platen glass or the glass of ADF.

Cleaning the Platen Glass and Document Cover

>>>> Note

• If the glass of ADF is dirty, black streaks appear on the paper as shown below.



Check7 Check that the original is loaded correctly on the platen glass or in the ADF.

Loading Originals

Check8 Is the original document is loaded with the proper side facing up/down?

When loading the original on the platen glass, the side to be copied should be face down. When loading the original in the ADF, the side to be copied should be face up.

Check9 Did you copy a printout done by this machine?

If you use a printout done by this machine as the original, print quality may be reduced depending on the condition of the original.

Print from the machine directly, or reprint from the computer if you can reprint from it.

Colors Are Unclear

Watch the movie

Check1 Is the Nozzle Check Pattern printed properly?

Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

Refer to <u>When Printing Becomes Faint or Colors Are Incorrect</u> for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

• If the Nozzle Check Pattern is not printed correctly:

After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.

• If the problem is not resolved after performing the Print Head Cleaning twice:

Perform the Print Head Deep Cleaning.

If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.

• If the problem is not resolved after performing the Print Head Deep Cleaning twice:

Ink may have run out. Replace the FINE cartridge.

Check2 When a FINE cartridge runs out of ink, replace it with a new one.

Check3 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly.

Open the paper output cover, then the head cover opens.

Push up the ink cartridge lock lever to confirm that the FINE cartridge is installed properly.



After confirming that the FINE cartridge is installed properly, close the paper output cover.

If the problem is not resolved, remove the FINE cartridges, then install them again.

Refer to <u>Replacing a FINE Cartridge</u> for how to install the FINE cartridges.

>>>> Note

• Printed colors may not match screen colors due to basic differences in the methods used to produce colors. Color control settings and environmental differences can also affect how colors appear on the screen. Therefore, colors of printing results may be different from those on the screen.

Lines Are Misaligned



Check1 Did you confirm the paper and print quality settings?

Print Results Not Satisfactory

Check2 Perform Print Head Alignment.

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

Aligning the Print Head

>>>> Note

• If the problem is not resolved after performing the Print Head Alignment, perform Print Head Alignment manually referring to <u>Aligning the Print Head Position from Your Computer</u>.

Check3 Increase the print quality and try printing again.

Increasing the print quality on the operation panel of the machine or in the printer driver may improve the print result.

Printed Paper Curls or Has Ink Blots

Printed Paper Has Ink Blots

Printed Paper Curls



Check1 Did you confirm the paper and print quality settings?

Print Results Not Satisfactory

Check2 If the intensity is set high, reduce the intensity setting and try printing again.

If you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion.

• When printing from your computer

You can confirm the intensity using the printer driver.

Adjusting Intensity

· When copying

Setting Items for Copying

Check3 Is Photo Paper used for printing photographs?

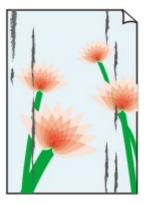
When printing data with high color saturation such as photographs or images in deep color, we recommend using Photo Paper Plus Glossy II or other Canon speciality paper.

Media Types You Can Use

Paper Is Smudged/Printed Surface Is Scratched

Paper Is Smudged





The Edges of Paper Are Smudged Printed Surface Is Smudged

Printed Surface Is Scratched

Check1 Did you confirm the paper and print quality settings?

Print Results Not Satisfactory

Check2 Is the appropriate type of paper used? Check the followings:

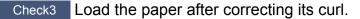
• Check to see if the paper you are printing on is suitable for your printing purpose.

Media Types You Can Use

• When performing Borderless Printing, make sure that the paper you are using is suitable for Borderless Printing.

If the paper you are using is not suitable for Borderless Printing, the print quality may be reduced at the top and bottom edges of the paper.

Printing Area



When using Photo Paper Plus Semi-gloss, 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.

We recommend putting unused paper back into the package and keeping it on a level surface.

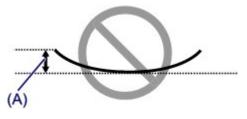
For Plain Paper

Turn the paper over and reload it to print on the other side.

Leaving the paper loaded on the front tray for a long time may cause the paper to curl. In this case, load the paper with the other side facing up. It may resolve the problem.

For Other Paper

If the curl on the four corners of the paper is more than 0.1 inch / 3 mm (A) in height, the paper may be smudged or may not be fed properly. In such cases, follow the procedure described below to correct the paper curl.



1. Roll up the paper in the opposite direction to the paper curl as shown below.

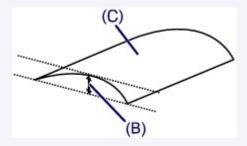


2. Check that the paper is now flat.

We recommend printing curl-corrected paper one sheet at a time.

>>>> Note

 Depending on the media type, the paper may be smudged or may not be fed properly even if it is not curled inward. In such cases, follow the procedure described below to curl the paper outward within 0.1 inch / 3 mm (B) in height before printing. This may improve the print result.



(C) Printing side

We recommend printing paper that has been curled outward one sheet at a time.

Check4 Adjust the setting to prevent paper abrasion.

Adjusting the setting to prevent paper abrasion will widen the clearance between the print head and the loaded paper. If you notice abrasion even with the media type set correctly to match the loaded paper, set the machine to prevent paper abrasion by using the operation panel or the computer.

Print speed may be reduced if you apply the setting to prevent paper abrasion setting.

* Readjust the setting not to prevent paper abrasion once printing is complete. If not, this setting remains enabled for all subsequent print jobs.

To set by using the operation panel

Press the **Setup** button, then select **Device settings** and **Output settings** in this order, then set **Prevent abrasion** to **ON**.

Changing the Machine Settings on the LCD

· To set by using your computer

In the Canon IJ Printer Utility, select **Custom Settings** in the pop-up menu, select the **Prevent paper abrasion** check box, and then click **Apply**.

To open the Canon IJ Printer Utility, see Opening the Canon IJ Printer Utility.

Check5 If the intensity is set high, reduce the intensity setting and try printing again.

If you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion.

· When printing from your computer

Reduce the intensity setting in the printer driver and try printing again.

1. Open the Print dialog.

How to Open the Printer Driver Setup Window

- 2. Select Color Options in the pop-up menu.
- 3. Drag the Intensity slide bar to set the intensity.
- · When copying
 - Setting Items for Copying

Check6 Is printing performed beyond the recommended printing area?

If you are printing beyond the recommended printing area of your printing paper, the lower edge of the paper may become stained with ink.

Resize your original document in your application software.

Printing Area

Check7 Is the platen glass or the glass of ADF dirty?

Clean the platen glass or the glass of ADF.

Cleaning the Platen Glass and Document Cover

Note

• If the glass of ADF is dirty, black streaks appear on the paper as shown below.



Check8 Is the paper feed roller dirty?

Clean the paper feed roller.

Cleaning the Paper Feed Roller

Note Note

• Cleaning the paper feed roller will wear the roller, so perform this procedure only when necessary.

Check9 Is the inside of the machine dirty?

When performing duplex printing, the inside of the machine may become stained with ink, causing the printout to become smudged.

Perform the Bottom Plate Cleaning to clean the inside of the machine.

Cleaning the Inside of the Machine (Bottom Plate Cleaning)

>>>> Note

• To prevent the inside of the machine from stains, set the paper size correctly.

Check10 Set the time to dry the printed surface longer.

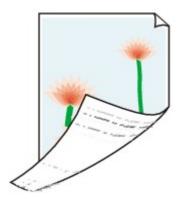
Doing so gives the printed surface enough time to dry so that paper smudged and scratched are prevented.

- 1. Make sure that the machine is turned on.
- 2. Open the Canon IJ Printer Utility.

Opening the Canon IJ Printer Utility

- 3. Select **Custom Settings** in the pop-up menu.
- 4. Drag the Ink Drying Wait Time: slide bar to set the wait time, and then click Apply.
- 5. Confirm the message and click **OK**.

Back of the Paper Is Smudged



Check1 Did you confirm the paper and print quality settings?

Print Results Not Satisfactory

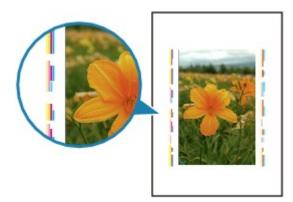
Check2 Perform the Bottom Plate Cleaning to clean the inside of the machine.

Cleaning the Inside of the Machine (Bottom Plate Cleaning)

>>>> Note

• When performing borderless printing, duplex printing, or too much printing, the inside may become stained with ink.

Vertical Lines Are Printed on the Sides of the Printout



Check Is the size of the loaded paper correct?

The vertical lines may be printed in the margin if the size of the loaded paper is larger than that you have specified.

Set the paper size correctly according to the paper you loaded.

Print Results Not Satisfactory

>>>> Note

- The direction of the vertical line pattern may vary depending on the image data or the print setting.
- This machine performs automatic cleaning when necessary to keep printouts clean. A small amount of ink is ejected for cleaning.

Although ink is usually ejected on the ink absorber, it may be ejected on the paper if you load paper larger than that you have specified.

Colors Are Uneven or Streaked

Rolors Are Uneven



Colors Are Streaked



Watch the movie

Check1 Did you confirm the paper and print quality settings?

Print Results Not Satisfactory

Check2 Print the Nozzle Check Pattern and perform any necessary maintenance operations such as Print Head Cleaning.

Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

Refer to <u>When Printing Becomes Faint or Colors Are Incorrect</u> for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

• If the Nozzle Check Pattern is not printed correctly:

After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.

• If the problem is not resolved after performing the Print Head Cleaning twice:

Perform the Print Head Deep Cleaning.

If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.

• If the problem is not resolved after performing the Print Head Deep Cleaning twice:

Ink may have run out. Replace the FINE cartridge.

Check3 Perform Print Head Alignment.

Aligning the Print Head

>>>> Note

• If the problem is not resolved after performing the Print Head Alignment, perform Print Head Alignment manually referring to <u>Aligning the Print Head Position from Your Computer</u>.

Ink Is Not Ejected

Check1 When a FINE cartridge runs out of ink, replace it with a new one.

Check2 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly.

Open the paper output cover, then the head cover opens.

Push up the ink cartridge lock lever to confirm that the FINE cartridge is installed properly.



After confirming that the FINE cartridge is installed properly, close the paper output cover. If the problem is not resolved, remove the FINE cartridges, then install them again.

Refer to Replacing a FINE Cartridge for how to install the FINE cartridges.

Check3 Are the print head nozzles clogged?

Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

Refer to <u>When Printing Becomes Faint or Colors Are Incorrect</u> for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

• If the Nozzle Check Pattern is not printed correctly:

After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.

• If the problem is not resolved after performing the Print Head Cleaning twice:

Perform the Print Head Deep Cleaning.

If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.

• If the problem is not resolved after performing the Print Head Deep Cleaning twice:

Ink may have run out. Replace the FINE cartridge.

Problems with Faxing

- Problems Sending Faxes
- Problems Receiving Faxes
- Cannot Send a Fax Clearly
- Telephone Problems

Problems Sending Faxes

Cannot Send a Fax

Cannot Perform Sequential Broadcasting by Redialing, or Cannot Dial Using the Numeric Buttons MErrors Often Occur When You Send a Fax

Cannot Send a Fax

Check1 Is the power turned on?

- You cannot send faxes if the power is turned off. Press the ON button to turn the power on.
- If you unplugged the power cord without turning off the power (the **POWER** lamp is lit), reconnecting it turns on the power automatically.
- If you unplugged the power cord after pressing the **ON** button to turn off the power (the **POWER** lamp is off), reconnect it, then press the **ON** button to turn on the power.
- If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

Important

• Confirm that the **POWER** lamp is off before unplugging the power cord, then unplug the power cord.

If a power failure occurs or you unplug the power cord, all faxes stored in the machine's memory are deleted.

For details on how to unplug the power cord, refer to Notice for Unplugging the Power Cord.

Note

• If the faxes stored in the machine's memory are deleted by a power failure or unplugging the power cord, the list of the faxes deleted from the machine's memory (MEMORY CLEAR REPORT) will be printed after turning the machine on.

For details, see Summary of Reports and Lists.

Check2 Is the document being sent from memory or the fax being received into memory?

When the message for the transmission/reception is displayed on the LCD, a fax is being sent from/received into machine's memory. Wait until the transmission/reception is complete.

Check3 Is the machine's memory full?

Delete contents in memory, then send a fax again.

Document Stored in Machine's Memory

Check4 Is the telephone line type set correctly?

Check the telephone line type setting and change it as necessary.

Setting the Telephone Line Type

Check5 Is On-hook setting set to Disable?

When you send a fax manually, dial the number with **Enable** selected for **On-hook setting** in **Security control** under **Fax settings**, or dial the number using the telephone connected to the machine.

Security control

Check6 Is Dial tone detect set to ON?

Resend the fax after a while.

If you still cannot send the fax, select OFF for Dial tone detect in Adv. FAX settings under Fax settings.

Adv. FAX settings

Check7 Is the fax number registered correctly for memory dialing?

Check the recipient's fax/telephone number, correct the fax/telephone number registered to the memory dial code, then send the document again.

Changing Registered Information

>>>> Note

You can check the information for memory dialing by printing MEMORY DIAL TELEPHONE NO. LIST.
 Summary of Reports and Lists

Check8 Does an error occur during transmission?

• Ensure that a message is displayed on the LCD. When a message is displayed on the LCD, check the cause.

A Message for Faxing Is Displayed on the LCD

• Print ACTIVITY REPORT and check for an error.

Summary of Reports and Lists

Check9 Is the document loaded properly?

Remove the document, then reload it on the platen glass or in the ADF.

Loading Originals

Check10 Does a printer error occur?

Ensure that an error message is displayed on the LCD. When an error message is displayed on the LCD, check the cause.

When the error message with the support code is displayed, refer to Support Code List.

When the error message without the support code is displayed, refer to A Message Is Displayed.

If you are in a hurry, press the **Stop** button to close the message, then send the fax.

Check11 Is the telephone line connected correctly?

Reconnect the telephone line cable to the telephone line jack.

Basic Connection

If the telephone line is connected correctly, there is a problem with your telephone line. Contact your telephone company and the manufacturer of your terminal adapter or telephone adapter.

Cannot Perform Sequential Broadcasting by Redialing, or Cannot Dial Using the Numeric Buttons

Check Have you already selected the recipient from the redial history, or already dialed a number by using the Numeric buttons?

You can dial one recipient by selecting from the redial history or by using the Numeric buttons as the recipient of sequential broadcasting.

If you already have dialed by selecting from the redial history or by using the Numeric button, select the recipient from the coded memory dial.

Errors Often Occur When You Send a Fax

Check Check the telephone line condition or the connection.

If the telephone line or connection is poor, reducing the transmission start speed may correct the error.

Reduce the transmission start speed on **TX start speed** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

Adv. FAX settings

Problems Receiving Faxes

- Cannot Receive a Fax, Cannot Print a Fax
- Machine Does Not Switch Automatically between Voice and Fax Calls
- Quality of Received Fax is Poor
- Cannot Receive a Color Fax

Errors Often Occur When You Receive a Fax

Cannot Receive a Fax, Cannot Print a Fax

Check1 Is the power turned on?

- You cannot receive faxes if the power is turned off. Press the **ON** button to turn the power on.
- If you unplugged the power cord without turning off the power (the **POWER** lamp is lit), reconnecting it turns on the power automatically.
- If you unplugged the power cord after pressing the ON button to turn off the power (the POWER lamp is off), reconnect it, then press the **ON** button to turn on the power.
- If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

Important

• Confirm that the **POWER** lamp is off before unplugging the power cord, then unplug the power cord.

If a power failure occurs or you unplug the power cord, all faxes stored in the machine's memory are deleted.

For details on how to unplug the power cord, refer to Notice for Unplugging the Power Cord.

>>>> Note

• If the faxes stored in the machine's memory are deleted by a power failure or unplugging the power cord, the list of the faxes deleted from the machine's memory (MEMORY CLEAR REPORT) will be printed after turning the machine on.

For details, see Summary of Reports and Lists.

Check2 Is the machine's memory full?

Print the received faxes stored in the machine's memory, delete them from the machine's memory, and have the sender resend the faxes.

Document Stored in Machine's Memory

Check3 Does an error occur during reception?

• Ensure that a message is displayed on the LCD. When a message is displayed on the LCD, check the cause.

A Message for Faxing Is Displayed on the LCD

Print ACTIVITY REPORT and check for an error.

Summary of Reports and Lists

Check4 Is the telephone line cable connected to the external device jack?

Reconnect it to the telephone line jack.

Basic Connection

Check5 Is a different size of paper from that specified by Page size loaded?

If a different size of paper from that specified by **Page size** is loaded for printing faxes, the received faxes will not be printed and will be stored in the machine's memory (Memory Reception). Load the same size of paper as that specified by **Page size**, then press the **OK** button on the machine.

Check6 Is Page size set to other than A4, Letter, LTR, or Legal?

If **Page size** is set to other than **A4**, **Letter**, **LTR**, or **Legal**, the received fax will not be printed and will be stored in the machine's memory (Memory Reception). Set **Page size** to **A4**, **Letter**, **LTR**, or **Legal**.

Changing the Paper Settings

Note Note

• Some of page sizes are not available depending on the country or region of purchase.

Check7 Is Media type set to other than Plain paper?

If **Media type** is set to other than **Plain paper**, the received fax will not be printed and will be stored in the machine's memory (Memory Reception). Set **Media type** to **Plain paper**.

Changing the Paper Settings

Check8 Is paper loaded?

If paper is not loaded, received faxes will be stored in the machine's memory without being printed (Memory Reception). Load paper, then press the **OK** button.

Check9 Is the amount of remaining ink sufficient to print a fax?

If the amount of remaining ink is insufficient to print, received faxes will be stored in the machine's memory without being printed (Memory Reception). Replace the FINE cartridge, then print the faxes in the machine's memory.

Document Stored in Machine's Memory

Note

 If the machine was receiving faxes in the fax mode, printing will start automatically after the FINE cartridge is replaced.

Replacing a FINE Cartridge

· You can set the machine to forcibly print a received fax even if the ink has run out.

Set Print when no ink in Auto print settings under Fax settings to Print.

However, part or all of the fax may not be printed since the ink has run out.

Also, the contents of the fax will not be stored in the machine's memory.

If the ink has already run out, we recommend that **Do not print** be selected for **Received documents** in **Auto print settings** under **Fax settings** to store the received fax in the machine's memory. After you replace the FINE cartridge and select **Print** for **Received documents** in **Auto print settings**, the fax stored in the machine's memory will be printed automatically.

Auto print settings

Check10 Is the machine set to the appropriate receive mode?

Check the receive mode setting and change it to a mode suited to your connection if necessary.

Setting the Receive Mode

Check11 Is FAX RX reject set to ON?

Select OFF for FAX RX reject in Security control under Fax settings.

For details on how to set, see <u>Rejecting Fax Reception</u>.

Check12 Are there setting items set **Reject** in **Caller rejection**?

If you select **Reject** for any setting items in **Caller rejection** in **Security control** under **Fax settings**, the machine rejects calls for setting item selected **Reject**.

For details on how to set, see Using the Caller ID Service to Reject Calls.

Machine Does Not Switch Automatically between Voice and Fax Calls

Check Is the receive mode set to Fax only mode?

If **Fax only mode** is selected for **Receive mode set.** under **FAX menu**, there will be no automatic switching between voice and fax calls.

Set the receive mode to TEL priority mode, DRPD*1, or Network switch*2.

If the receive mode is **TEL priority mode** and an answering machine is connected to the machine, check whether a proper message is played back when the answering machine answers.

Setting the Receive Mode

*1 This setting is available only in the US and Canada.

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

Quality of Received Fax is Poor

Check1 Check the scan settings of the sender's fax machine.

Ask the sender to adjust the scan settings of the fax machine.

Check2 Is ECM RX set to OFF?

Select ON for ECM RX in Adv. communication in Adv. FAX settings under Fax settings.

If ECM RX is enabled, the sender's fax machine resends the fax after correcting errors automatically.

Adv. FAX settings

Check3 Is the sender's original document or scanning area of the sender's fax machine dirty?

The image quality of the fax is mainly determined by the sender's fax machine. Contact the sender and ask the sender to check whether the scanning area of the fax machine is dirty.

Check4 Is ECM transmission/reception enabled although the line/connection is poor, or is the sender's fax machine compatible with ECM?

• Select ON for ECM RX in Adv. communication in Adv. FAX settings under Fax settings.

Adv. FAX settings

· Contact the sender and ask the sender to check whether the machine is set to enable ECM transmission.

If the sender's or recipient's fax machine is not compatible with ECM, the fax will be sent/received without automatic error correction.

• Reduce the reception start speed on **RX start speed** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

Adv. FAX settings

Check5 Did you confirm the paper and print quality settings?

Print Results Not Satisfactory

Cannot Receive a Color Fax

Check Is ECM RX set to OFF?

If **OFF** is select for **ECM RX** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**, the machine cannot receive color faxes. The machine will disconnect the telephone line or receive color faxes in black & white according to the setting of the sender's fax machine.

Set ECM RX to ON.

Adv. FAX settings

Errors Often Occur When You Receive a Fax

Check1 Check the telephone line condition or the connection.

If the telephone line or connection is poor, reducing the reception start speed may correct the error.

Reduce the reception start speed on **RX start speed** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

Adv. FAX settings

Check2 Is the sender's fax machine operating normally?

Contact the sender and ask the sender to check whether the fax machine is operating normally.

Cannot Send a Fax Clearly

Check1 Is the document loaded correctly?

Remove the document, then reload it on the platen glass or in the ADF.

Loading Originals

Check2 Is the platen glass and/or the inner side of the document cover and/or the glass of ADF dirty?

Clean the platen glass and/or the inner side of the document cover and/or the glass of ADF, then reload the document.

Cleaning the Platen Glass and Document Cover

>>>> Note

• If the glass of ADF is dirty, black streaks appear on the paper as shown below.



Check3 Is the image quality setting or the scan contrast setting suitable for the document?

On the LCD, select an image quality setting and a scan contrast setting that are suitable for the document.

Sending Faxes with the Numeric Buttons

Check4 Is the original document loaded with the wrong side facing upwards or

downwards?

When loading a document on the platen glass, the side to be scanned should be face down.

When loading a document in the ADF, the side to be scanned should be face up.

Check5 Are you scanning thick or curled documents?

Thick or curled documents may not be sent as good quality faxes, because of a shadow or distortion caused when such documents are scanned.

When loading a document on the platen glass, press on the document cover with your hand when scanning.

Telephone Problems

Cannot Dial

Telephone Disconnects During a Call

Cannot Dial

Check1 Is the telephone line cable connected correctly?

Check that the telephone line cable is connected correctly.

Basic Connection

Check2 Is the telephone line type of the machine or the external device set correctly? Check the telephone line type setting and change it as necessary.

Setting the Telephone Line Type

Telephone Disconnects During a Call

Check Is the telephone line cable or the telephone (or a peripheral device such as an external telephone, an answering machine, or a computer modem) connected correctly?

Check that the telephone line cable and the telephone (or a peripheral device such as an external telephone, an answering machine, or a computer modem) are connected correctly.

Connecting the Telephone Line

Problems with Scanning

- Problems with Scanning
- Scan Results Not Satisfactory

Problems with Scanning

- Scanner Does Not Work
- Scanner Driver Does Not Start
- > Error Message Appears and the Scanner Driver Screen Does Not Appear
- > Cannot Scan Multiple Items at One Time
- > Cannot Scan Properly with Auto Scan
- Slow Scanning Speed
- > "There is not enough memory." Message Is Displayed
- Computer Stops Operating during Scanning
- Scanned Image Does Not Open

Scanner Does Not Work

Check 1 Make sure that your scanner or printer is turned on.

Check 2 Connect the USB cable to a different USB port on the computer.

Check 3 If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

Check 4 Restart the computer.

Scanner Driver Does Not Start

Check 1 Make sure that the scanner driver is installed.

If not installed, install the scanner driver from the web page.

Check 2 Select your scanner or printer on the application's menu.

>>>> Note

• The operation may differ depending on the application.

Check 3 Make sure that the application supports the ICA (Image Capture Architecture) driver.

You cannot start the scanner driver from applications not supporting the ICA driver.

Check 4 Scan and save images with IJ Scan Utility and open the files in your application.

Error Message Appears and the Scanner Driver Screen Does Not Appear

Check 1 Make sure that your scanner or printer is turned on.

Check 2 Turn off your scanner or printer, then reconnect the USB cable and replug the power cord.

Check 3 Connect the USB cable to a different USB port on the computer.

Check 4 If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

Check 5 Make sure that the scanner driver is installed.

If not installed, install the scanner driver from the web page.

Check 6 Select your scanner or printer on the application's menu.

Note Note

• The operation may differ depending on the application.

Check 7 Make sure that the application supports the ICA driver.

You cannot start the scanner driver from applications not supporting the ICA driver.

Check 8 Exit the scanner driver if it is running on another application.

Cannot Scan Multiple Items at One Time

Check 1 Make sure that the items are placed correctly.

Placing Items (When Scanning from a Computer)

Check 2 Check if you can properly scan one item.

Some applications do not support multiple image scanning. In that case, scan each item individually.

Cannot Scan Properly with Auto Scan

Check 1 Make sure that the items are placed correctly.

Placing Items (When Scanning from a Computer)

Check 2 Multiple items scanning may not be supported.

Some applications do not support multiple image scanning. In that case, scan each item individually.

Slow Scanning Speed

Check 1 To view the image on a monitor, set the output resolution to around 150 dpi. To print, set it to around 300 dpi.

Resolution

Check 2 Set Fading Correction, Grain Correction, etc. to None.

Refer to "Image Corrections and Color Adjustments" for details.

Check 3 In IJ Scan Utility, deselect the Correct slanted text document / Detect the orientation of text document and rotate image checkbox and scan again.

Settings (Document Scan) Dialog

Settings (Custom Scan) Dialog

"There is not enough memory." Message Is Displayed

Check 1 Exit other applications and try again.

Check 2 Reduce the resolution or output size and scan again.

Resolution

Computer Stops Operating during Scanning

Check 1 Restart the computer, reduce the output resolution and scan again.

Resolution

Check 2 Delete unnecessary files to obtain sufficient free hard disk space, then scan again.

Error message may appear if there is not enough hard disk space to scan and save, when the image size is too large (such as when scanning a large item at high resolution).

Check 3 In Folder to Save Temporary Files of IJ Scan Utility, specify a folder on a drive with sufficient free space.

Settings (General Settings) Dialog

Check 4 Multiple devices may be connected to USB ports.

Disconnect devices other than your scanner or printer.

Scanned Image Does Not Open

Check If the data format is not supported by the application, scan the image again and select a popular data format such as JPEG when saving it.

Refer to the application's manual for details. If you have any questions, contact the manufacturer of the application.

Scan Results Not Satisfactory

- Scan Quality (Image Displayed on the Monitor) Is Poor
- Scanned Image Is Surrounded by Extra White Areas
- Cannot Scan at the Correct Size
- Position or Size of the Image Cannot be Detected Correctly When Scanning from the Operation Panel
- > Item Is Placed Correctly, but the Scanned Image Is Slanted
- Scanned Image Is Enlarged (Reduced) on the Computer Monitor

Scan Quality (Image Displayed on the Monitor) Is Poor

Check 1 Increase the scanning resolution if the image is jagged.

Resolution

Check 2 Set the display size to 100 %.

Some applications do not display images clearly if the display size is too small.

Check 3 If moire (stripe pattern) appears, take the following measures and scan again.

- Set one of the following settings in the **Settings (Document Scan)** dialog, **Settings (Custom Scan)** dialog, or **Settings (Scan and Stitch)** dialog of IJ Scan Utility, then scan from the IJ Scan Utility main screen.
 - $\circ~$ Set Select Source to Magazine and set Color Mode to Color
 - $\circ~$ Select the Reduce moire checkbox in Image Processing Settings
 - Settings (Document Scan) Dialog
 - Settings (Custom Scan) Dialog
 - Settings (Scan and Stitch) Dialog
- Click Driver in the IJ Scan Utility main screen, then set one of the following settings.
 - Select Magazine for Image Adjustment
 - Select the **Descreen** checkbox

Refer to "Image Corrections and Color Adjustments" for details.

>>>> Note

• If moire appears when you scan a digital print photo, take the above measures and scan again.

Check 4 Clean the platen and document cover.

Check 5 If the item is in poor condition (dirty, faded, etc.), click **Driver** in the IJ Scan Utility main screen, then set **Reduce Dust**, **Fading Correction**, **Grain Correction**, etc.

Refer to "Image Corrections and Color Adjustments" for details.

Check 6 If the color tone of images is different from the original document, take the following measures and scan again.

Click Driver in the IJ Scan Utility main screen, then set Image Adjustment to None.

Refer to "Image Corrections and Color Adjustments" for details.

Scanned Image Is Surrounded by Extra White Areas

Check Specify the scan area.

Manually specify the scan area when there are white margins or unwanted areas along the edges of the scanned images in the **Image Stitch** window.

Adjusting Cropping Frames in the Image Stitch Window

Cannot Scan at the Correct Size

Check Make sure that the items are placed correctly.

Placing Items (When Scanning from a Computer)

Position or Size of the Image Cannot be Detected Correctly When Scanning from the Operation Panel

Check 1 Make sure that the items are placed correctly.

Placing Items (When Scanning from a Computer)

Check 2 Check that the settings match the item to be scanned.

If you cannot scan properly by automatically detecting the item type, specify the item type and size.

When Scanning from the Operation Panel:

Refer to "Setting Items for Scanning Using the Operation Panel of the Machine" for your model from Home of the *Online Manual* for details on the setting items when scanning from the operation panel.

When Scanning with IJ Scan Utility:

Scanning Photos

- Scanning Documents
- Scanning with Favorite Settings

Item Is Placed Correctly, but the Scanned Image Is Slanted

Check When Document or **Magazine** is selected for **Select Source**, deselect the **Correct slanted text document** checkbox and scan the item again.

Settings (Document Scan) Dialog

Settings (Custom Scan) Dialog

Scanned Image Is Enlarged (Reduced) on the Computer Monitor

Check 1 Change the display setting in the application.

Refer to the application's manual for details. If you have any questions, contact the manufacturer of the application.

Check 2 Click **Driver** in the IJ Scan Utility main screen, then change the resolution setting and scan again.

The higher the resolution, the larger the resulting image will be.

Resolution

Problems with the Machine

- > The Machine Cannot Be Powered On
- Cannot Connect to Computer with a USB Cable Properly
- > Cannot Communicate with the Machine with USB Connection
- LCD Cannot Be Seen At All
- > An Unintended Language Is Displayed on the LCD

The Machine Cannot Be Powered On

Check1 Press the **ON** button.

Check2 Make sure that the power plug is securely plugged into the power cord connector of the machine, then turn it back on.

Check3 Unplug the machine from the power supply, then plug the machine back in and turn the machine back on after leaving it for at least 3 minutes.

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

Cannot Connect to Computer with a USB Cable Properly

Printing or Scanning Speed Is Slow/Hi-Speed USB Connection Does Not Work

If your system environment is not fully compatible with Hi-Speed USB, the machine will operate at a lower speed provided under USB 1.1. In this case, the machine operates properly but printing or scanning speed may slow down due to communication speed.

Check Check the following to make sure that your system environment supports Hi-Speed USB connection.

- · Does the USB port on your computer support Hi-Speed USB connection?
- Does the USB cable or the USB hub support Hi-Speed USB connection?

Be sure to use a certified Hi-Speed USB cable. We recommend that the cable is no longer than around 10 feet / 3 meters.

· Does the operating system of your computer support Hi-Speed USB connection?

Obtain and install the latest update for your computer.

· Does the Hi-Speed USB driver operate properly?

Obtain the latest version of the Hi-Speed USB driver compatible with your hardware and reinstall it on your computer.

Important

• For details on Hi-Speed USB of your system environment, contact the manufacturer of your computer, USB cable, or USB hub.

Cannot Communicate with the Machine with USB Connection

Check1 Make sure that the machine is turned on.

Check2 Make sure that the USB cable is connected properly.

See <u>Connecting the Machine to the Computer Using a USB Cable</u> to connect the USB cable properly.

Check3 Do not start up IJ Network Tool while printing.

Check4 Do not print while IJ Network Tool is running.

LCD Cannot Be Seen At All

• If the POWER lamp is off:

The machine is not powered on. Connect the power cord and press the **ON** button.

• If the POWER lamp is lit:

The LCD may be in the screen-saver mode. Press a button other than the **ON** button on the operation panel.

An Unintended Language Is Displayed on the LCD

Select the language you want to be displayed according to the following procedure.

- 1. Press the **Setup** button, then wait for about 5 seconds.
- 2. Press the **b** button twice, then press the **OK** button.
- 3. Press the ► button twice, then press the **OK** button.
- 4. Press the ► button repeatedly to select the rightmost menu.
- 5. Press the **d** button twice, then press the **OK** button.
- Use the Inclusion to select the language for the LCD, then press the OK button.
 The desired language is displayed on the LCD.
- 7. Press the **Stop** button.

Problems with Installation/Downloading

- Cannot Install the MP Drivers
- Uninstalling IJ Network Tool

Cannot Install the MP Drivers

Download the MP Drivers again with the Setup CD-ROM, or download the necessary applications (e.g. printer driver or scanner driver) from our website, then reinstall.

Uninstalling IJ Network Tool

Follow the procedure below to uninstall IJ Network Tool from your computer.

>>>> Important

- Even if IJ Network Tool is uninstalled, you can print over network or scan from the computer. However, you cannot change the network settings over network.
- Select Applications from the Go menu of Finder, double-click Canon Utilities > IJ Network Tool, drag the Canon IJ Network Tool icon into the Trash.
- 2. Restart the computer.

Empty the Trash and restart your computer.



• To reinstall IJ Network Tool, uninstall IJ Network Tool, then install it again from our website.

About Errors/Messages Displayed

- ► If an Error Occurs
- A Message for Faxing Is Displayed on the LCD
- A Message Is Displayed

If an Error Occurs

When an error occurs in printing such as the machine is out of paper or paper is jammed, a troubleshooting message is displayed automatically. Take the appropriate action described in the message.

When an error occurs, a Support Code (error number) is displayed on the computer screen or the LCD.

• When a Support Code and a message are displayed on the computer screen:



- * The screen differs depending on the OS you are using.
- When a Support Code and a message are displayed on the LCD:

Load paper Load paper and pres 1003

>>>> Note

• You can confirm the actions against errors with Support Codes on your computer by searching a Support Code.

Click Here to Search

For details on how to resolve errors without Support Codes, see <u>A Message Is Displayed</u>.

A Message for Faxing Is Displayed on the LCD

If a message is displayed on the Fax standby screen, take the corresponding action described below.

Message	Action
Auto redial	The machine is waiting to redial the recipient's number because the line was busy or the recipient did not answer when you tried to send a document. Wait for the machine to automatically redial the number. If you want to cancel automatic redialing, wait until the machine starts dialing the number, then press the Stop button. You can also delete the document from machine's memory to cancel automatic redialing. Resending Faxes (Redialing a Busy Number)
Hang up phone	The handset is not placed in the handset cradle correctly. Replace the handset correctly.
Try again in	The recipient's fax machine is not color-compatible.
B&W	Press the Black button to resend the fax.
	Alternatively, you select If incompat., B&W for Color transmission in Adv. FAX settings under Fax settings . The machine converts color documents into black & white data if the recipient's fax machine does not support color faxing.
No tone	The telephone line cable with a modular plug may not be plugged in properly.
detected	Make sure that the cable is plugged in properly, and resend the fax after a while. If you still cannot send the fax, select OFF for Dial tone detect in Adv. FAX settings under Fax settings . Adv. FAX settings
Received in memory	If the machine receives a fax under one of the following conditions, the machine will not be able to print the received fax and will store it in the machine's memory. When the problem is resolved as described, the fax stored in the machine's memory is printed automatically.
	The amount of remaining ink is insufficient to print a fax:
	Replace the FINE cartridge.
	Replacing a FINE Cartridge
	>>> Note
	• You can set the machine to forcibly print a received fax even if the ink has run out.
	Set Print when no ink in Auto print settings under Fax settings to Print.
	However, part or all of the fax may not be printed since the ink has run out.
	Also, the contents of the fax will not be stored in the machine's memory.
	If the ink has already run out, we recommend that Do not print be selected for Received documents in Auto print settings under Fax settings to store the received fax in the machine's memory. After you replace the FINE cartridge and select Print for Received documents in Auto print settings , the fax stored in the machine's memory will be printed automatically.
	Auto print settings
	Paper has run out:
	Load the paper and press the OK button.

• A different size of paper from that specified by **Page size** is loaded:

	Load the same size of paper as that specified by Page size , then press the OK button.
	Page size is set to other than A4, Letter, LTR, or Legal:
	Set Page size to A4, Letter, LTR, or Legal.
	Changing the Paper Settings
	Note
	Some of page sizes are not available depending on the country or region of purchase.
	Media type is set to other than Plain paper:
	Set Media type to Plain paper.
	Changing the Paper Settings
	• You pressed the Stop button to cancel printing of a fax:
	Press the FAX button to resume printing of the fax.
	• Do not print is selected for Received documents in Auto print settings under Fax settings:
	You can print the faxes stored in the machine's memory from the Memory reference screen under FAX menu .
	Printing a Document in Machine's Memory
	Note
	• To print the received faxes automatically, select Print for Received documents in Auto print
	settings under Fax settings.
	Auto print settings
	• If you did not print the fax stored in the machine's memory (e.g., if you did not resolve the problem by pressing the Stop button), you can delete or print the fax stored in the machine's memory later.
	Document Stored in Machine's Memory
Busy/no	The recipient's number you dialed is busy.
signal	Try dialing again after waiting for a moment.
	Resending Faxes (Redialing a Busy Number)
	The fax/telephone number dialed is incorrect.
	Check the fax/telephone number and dial again.
	The recipient's fax machine did not respond (after all automatic redialing attempts).
	Contact the recipient and have the recipient check the fax machine. For an overseas call, add pauses to the registered number.
	The recipient is not using a G3 machine.
	The machine cannot send or receive documents to/from a fax machine that is incompatible with the G3 standard. Contact the recipient and ask the recipient to check whether the fax machine is G3 compatible.
	The touch tone/rotary pulse setting on the machine is incorrect.
	Set the machine to match the telephone line you are using.
	Setting the Telephone Line Type
Memory is	The machine's memory is full because it has sent/received too many documents, or a detailed document.
full	
full	Print the faxes stored in the machine's memory and delete them from the machine's memory.

	When sending a fax, resend it. If this message still appears, delete the faxes stored in the machine's memory, divide the faxes for sending, and send them again.	
	When receiving a fax, have the sender resend the faxes.	
Change the paper	The paper settings are incorrect. Set Page size to A4 , Letter , LTR , or Legal and Media type to Plain paper to print received faxes.	
A4/LTR/LGL	Changing the Paper Settings	
Plain paper	>>> Note	
	Some of page sizes are not available depending on the country or region of purchase.	
FAX info does not match	Transmission has been canceled because the machine could not detect the recipient's fax machine information or the information did not match the dialed number. This message is displayed when Check RX FAX info in Security control under Fax settings is set to ON .	
	For details, see Sending Faxes after Checking Information (Checking the Recipient's Information).	
Reception rejected	Reception has been rejected because the fax matches the fax rejection condition specified by FAX RX reject in Security control under Fax settings.	
	For details, see <u>Rejecting Fax Reception</u> .	
Waiting for report	If the machine receives a fax under one of the following conditions, the machine will not be able to print the reports. When the problem is resolved as described, the reports are printed automatically.	
	The amount of remaining ink is insufficient to print a report:	
	Replace the FINE cartridge.	
	Replacing a FINE Cartridge	
	Paper has run out:	
	Load the paper and press the OK button.	
	A different size of paper from that specified by Page size is loaded:	
	Load the same size of paper as that specified by Page size , then press the OK button.	
	Page size is set to other than A4, Letter, LTR, or Legal:	
	Set Page size to A4, Letter, LTR, or Legal.	
	Changing the Paper Settings	
	>>> Note	
	Some of page sizes are not available depending on the country or region of purchase.	
	Media type is set to other than Plain paper:	
	Set Media type to Plain paper.	
	Changing the Paper Settings	
	You pressed the Stop button to cancel printing of a report:	
	Press the FAX button to resume printing of the report.	

A Message Is Displayed

This section describes some of the errors or messages.

Note Note

• A Support Code (error number) is displayed on the computer or on the LCD for some error or message. For details on errors with Support Codes, refer to <u>Support Code List</u>.

If a message is displayed on the LCD, see below.

• <u>A Message Is Displayed on the LCD</u>

If a message is displayed on the computer, see below.

<u>The Inkjet Printer/Scanner/Fax Extended Survey Program Icon Appears</u>

A Message Is Displayed on the LCD

Confirm the message and take an appropriate action.

Check page size Press [OK]

The size of the loaded paper is different from that specified in the paper size setting.

Load the same size of paper as that specified in the paper size setting, then press the **OK** button.

Data error Press [OK]

A power failure has occurred or the power cord has been unplugged when the faxes are stored in the machine's memory.

Important

- If a power failure occurs or you unplug the power cord, all faxes stored in the machine's memory are deleted.
- For details on how to unplug the power cord, see Notice for Unplugging the Power Cord.

Press the **OK** button.

After pressing the **OK** button, the list of the faxes deleted from the machine's memory (MEMORY CLEAR REPORT) will be printed.

For details, refer to Summary of Reports and Lists.

Cannot connect to the server; try again

You cannot connect to the server due to some communication error. When you have tried to access a photo sharing site, it is possible that your photos have been deleted.

Press the **OK** button to dismiss the error, then try again after a while.

The Inkjet Printer/Scanner/Fax Extended Survey Program Icon Appears

If the Inkjet Printer/Scanner/Fax Extended Survey Program is installed, the printer and application software usage information is scheduled to be sent every month for about ten years. The **Inkjet Printer/ Scanner/Fax Extended Survey Program** icon appears in the Dock when it is time to send the printer usage information.

Read the instructions on the screen after clicking the icon, then follow the procedure below.

00	Canon Inkjet Printer/Scanner/Fax Extended Survey Program
Contraction of the local division of the loc	Thank you for your cooperation in Inkjet Printer/Scanner/Fax Extended Survey Program.
requests th	pment and marketing of products that better meet customer needs, Canon hat the information below, related to your Canon product, be sent to Canon (in ng your Canon product in China, to the legally approved research company) e Internet.
-Computer's	n related to Canon inkjet printer/scanner/fax OS version, language, and display setting information er and application software usage logs
-Printer's ID	n related to Canon inkjet printerifax number, installation date and time, ink use information, number of sheets printed, and a information
sent. In this survey reason, from	n product is shared for use, collective information recorded in the shared product will be , we will not send any other information, including your personal information. For this the information that is sent to us, we are unable to identify specific customers. there unable to resound to requests to disclose any sent information.
If you agre	e to the above, click [Agree]. Otherwise, click [Do not agree].
	to turn off this program, click [Turn off]. This will disable the program, and no vey will be made.
	Turn off
	Do not agree Agree

• If you agree to participate in the survey program:

Click **Agree**, then follow the on-screen instructions. The printer usage information will be sent via the Internet. If you have followed the on-screen instructions, the information will be sent automatically from the second time onward and the confirmation screen will not be displayed again.

>>>> Note

 If you deselect the Send automatically from the next time check box, the information will not be sent automatically from the second time onward and the Inkjet Printer/Scanner/Fax
 Extended Survey Program icon will appear in the Dock at the time of the next survey.

• If you do not agree to participate in the survey program:

Click **Do not agree**. The confirmation screen will be closed, and the survey at that time is skipped. The confirmation screen will be displayed again one month later.

• To stop sending the information:

Click **Turn off**. The Inkjet Printer/Scanner/Fax Extended Survey Program is stopped, and the information will not be sent. To resume the survey, see <u>Changing the setting</u>.

To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program:

1. Stop the Inkjet Printer/Scanner/Fax Extended Survey Program.

Changing the setting:

2. Select **Applications** from the **Go** menu of Finder, and double-click the **Canon Utilities** folder, then the **Inkjet Extended Survey Program** folder.

- 3. Place the Canon Inkjet Printer/Scanner/Fax Extended Survey Program.app file into the Trash.
- 4. Restart the computer.

Empty the Trash and restart your computer.

Changing the setting:

To display the confirmation screen every time the printer usage information is sent or to resume surveying, follow the procedure below.

- 1. Select **Applications** from the **Go** menu of Finder, and double-click the **Canon Utilities** folder, then the **Inkjet Extended Survey Program** folder.
- 2. Double-click the Canon Inkjet Printer/Scanner/Fax Extended Survey Program icon.

0.0	Extended Survey Program Preferences General
⊡ Do r is se	not display the confirmation screen when information ent
The survey	y program is turned on.
Turn	off If you wish to turn off this program, click [Turn off].

• Do not display the confirmation screen when information is sent:

If the check box is selected, the information will be sent automatically.

If the check box is not selected, the **Inkjet Printer/Scanner/Fax Extended Survey Program** icon will appear in the Dock at the time of the next survey. Click the icon, then follow the on-screen instructions.

• Turn off/Turn on button:

Click the Turn off button to stop the Inkjet Printer/Scanner/Fax Extended Survey Program.

Click the Turn on button to restart the Inkjet Printer/Scanner/Fax Extended Survey Program.

If You Cannot Resolve the Problem

If you cannot resolve the problem with any of the workarounds in this chapter, please contact the seller of the machine or the service center.

Canon support staff are trained to be able to provide technical support to satisfy customers.

1 Caution

- If the machine emits any unusual sound, smoke, or odor, turn it off immediately. Unplug the power cord from the outlet and contact the seller or the service center. Never attempt to repair or disassemble the machine yourself.
- Attempts by customers to repair or take apart the machine will invalidate any warranty regardless of whether the warranty has expired.

Before contacting the service center, confirm the following:

- · Product name:
 - * Your machine's name is located on the front cover of the setup manual.
- · Serial number: please refer to the setup manual
- · Details of the problem
- What you tried to solve the problem, and what happened

Support Code List

The support code appears on the LCD and the computer screen when an error occurs.

"Support Code" means the error number and appears with an error message.

When an error occurs, check the support code displayed on the LCD or the computer screen and take the appropriate action.

Support Code Appears on the LCD and the Computer Screen

```
• 1000 to 1ZZZ
    <u>1003</u> <u>1200</u> <u>1202</u> <u>1250</u> <u>1300</u> <u>1303</u>
    <u>1401</u> <u>1403</u> <u>1485</u> <u>1486</u> <u>1487</u> <u>1682</u>
    <u>1684</u> <u>1686</u> <u>1687</u> <u>1688</u> <u>1702</u> <u>1703</u>
    <u>1704</u> <u>1705</u> <u>1712</u> <u>1713</u> <u>1714</u> <u>1715</u>
    <u>1890</u>
• 2000 to 2ZZZ
    <u>2100 2101 2102 2103 2700 2801</u>
    <u>2802</u> <u>2803</u> <u>2900</u> <u>2901</u>
• 4000 to 4ZZZ
    <u>4100</u> <u>4103</u>
• 5000 to 5ZZZ
    <u>5011</u> <u>5012</u> <u>5040</u> <u>5100</u> <u>5200</u> <u>5400</u>
    5B02 5B03 5B04 5B05 5B12 5B13
    5B14 5B15
• 6000 to 6ZZZ
```

<u>6000</u> <u>6500</u> <u>6800</u> <u>6801</u> <u>6900</u> <u>6901</u>

<u>6902</u> <u>6910</u> <u>6911</u> <u>6930</u> <u>6931</u> <u>6932</u>

6933 6936 6937 6938 6939 693A

<u>6940</u> <u>6941</u> <u>6942</u> <u>6943</u> <u>6944</u> <u>6945</u>

<u>6946</u>

• 9000 to 9ZZZ

<u>9500</u>

• A000 to ZZZZ

<u>B200</u> <u>B201</u>

About the support code for paper jam, you can also refer to Support Code List (When Paper Is Jammed).

Support Code List (When Paper Is Jammed)

If the paper is jammed, remove it following the procedure appropriate for each case.

Watch the movie (Windows)

Watch the movie (Mac)

• If you can see the jammed paper at the paper output slot:

<u>1300</u>

• If you can see the jammed paper at the front tray/If you cannot see the jammed paper either at the paper output slot or at the front tray:

<u>1303</u>

- If the paper tears and you cannot remove it from the paper output slot or from the transport unit:
 Paper Is Jammed inside the Machine
- If the document is jammed in the ADF:

2801

• Cases other than above:

In Other Cases

1300

Cause

Paper is jammed in the paper output slot.

Action

If you can see the jammed paper at the paper output slot, remove the paper following the procedure below.

Watch the movie (Windows)

Watch the movie (Mac)

Important

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

Make sure if the machine completed sending or receiving all the faxes before disconnecting the power cord.

If you unplug the power cord, all the faxes stored in the machine's memory are deleted.

>>>> Note

- If you need to turn off the machine to remove jammed paper during printing, press the **Stop** button to cancel print jobs before turning off the machine.
- 1. Pull the paper out slowly.

Hold the paper with your hands, then pull the paper out slowly not to tear it.



Important

• Do not pull the paper out from the front tray even though you can see the jammed paper at the front tray. Pulling the paper out forcibly from the front tray may damage the machine.

>>>> Note

- If you cannot pull the paper out, turn the machine off and turn it back on. The paper may be ejected automatically.
- If you cannot pull the paper out from the paper output slot, try to pull the paper out from the transport unit.

<u>1303</u>

• If the paper tears and you cannot remove the jammed paper from the paper output slot, remove the paper from inside the machine.

Paper Is Jammed inside the Machine

2. Reload the paper, and press the machine's **OK** button.

If you turned off the machine in step 1, all print jobs in the queue are canceled. Reprint if necessary.

- When reloading the paper, confirm that you are using the paper suited for printing and are loading it correctly.
- We recommend you use paper other than A5 sized one to print documents with photos or graphics; otherwise, the printout may curl and cause paper exit jams.

If you cannot remove the paper or the paper tears inside the machine, or if the paper jam error continues after removing the paper, contact the service center.

1303

Cause

Paper is jammed inside the machine at the transport unit.

Action

If you can see the jammed paper at the front tray, or you cannot see the paper either at the paper output slot or at the front tray, remove the paper from the transport unit.

Remove the paper following the procedure below.

- Watch the movie (Windows)
- Watch the movie (Mac)

>>>> Important

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

Make sure if the machine completed sending or receiving all the faxes before disconnecting the power cord.

If you unplug the power cord, all the faxes stored in the machine's memory are deleted.

Note

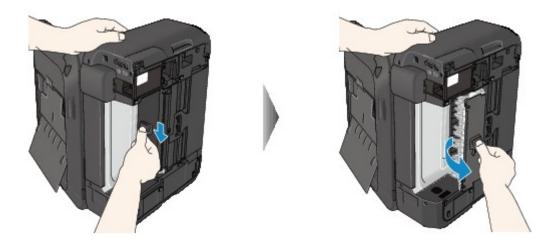
- If you need to turn off the machine to remove jammed paper during printing, press the **Stop** button to cancel print jobs before turning off the machine.
- 1. Turn the machine off, then unplug the power cord.
- 2. Open the document tray, then open the document cover.
- 3. Stand the machine with the right side facing down.

If you can see the jammed paper at the front tray, stand the machine with the front tray open.

Important

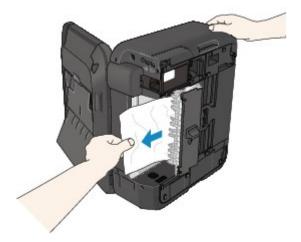
- Stand the machine on a wide and flat surface such as a desk.
- When you stand the machine, hold it securely and be careful not to hit it on a hard object.
- 4. Push the open lever to open the transport unit.

When you open the transport unit, support the machine with your hand so that it does not fall down.



5. Pull out the jammed paper slowly.

When you pull the jammed paper, support the machine with your hand so that it does not fall down.



>>>> Note

- If the paper is rolled up and it is difficult to remove, grasp the edges of the paper, then remove the jammed paper.
- If you cannot remove the jammed paper from the transport unit, close the transport unit, take back the machine in original position, then remove the paper from inside the machine.

Paper Is Jammed inside the Machine

6. Close the transport unit.



>>>> Note

• After you close the transport unit, take back the machine in original position at once.

- 7. Plug the machine back in and turn the machine back on.
- 8. Reload the paper.

All print jobs in the queue are canceled. Reprint if necessary.

If you cannot remove the paper or the paper tears inside the machine, or if the paper jam error continues after removing the paper, contact the service center.

2801

Cause

The document is jammed in the ADF.

Action

Remove the document following the procedure below.

Important

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

Make sure if the machine completed sending or receiving all the faxes before disconnecting the power cord.

If you unplug the power cord, all the faxes stored in the machine's memory are deleted.

• If the original remains in the ADF by pressing the Stop button while the machine is scanning the document:

If you press the **Stop** button during scanning then the document remained in the ADF, the message about the paper remained in the ADF appears on the LCD. Press the **OK** button so that the remaining document is automatically fed out.

• If the original is jammed in the ADF:

Remove the document following the procedure below.

- 1. If printing is in progress, press the Stop button.
- 2. Turn off the machine.
- 3. If a multi-page document is loaded, remove any pages other than the jammed page from the ADF, then open the document feeder cover.



4. Pull out the jammed document from the ADF.



5. Close the document feeder cover, then turn on the machine.

When rescanning the document after clearing the error, rescan it from the first page.

If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact the service center.

Note

• The document may not feed properly depending on the media type, or your environment, such as when the temperature and humidity are either too high or too low.

In this case, reduce the number of document pages to approximately half of the loading capacity.

If the document still jams, use the platen glass instead.

• If the original is jammed in the ADF (from the paper feed side):

If the document is jammed in the document output slot, close the document tray as shown in the figure below and pull out the document.



When rescanning the document after clearing the error, rescan it from the first page.

If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact the service center.

Paper Is Jammed inside the Machine

If the jammed paper tears and you cannot remove the paper either from the paper output slot or from the transport unit, or if the jammed paper remains inside the machine, remove the paper following the procedure below.

Watch the movie (Windows)

Watch the movie (Mac)

>>>> Important

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

Make sure if the machine completed sending or receiving all the faxes before disconnecting the power cord.

If you unplug the power cord, all the faxes stored in the machine's memory are deleted.

>>>> Note

- If you need to turn off the machine to remove jammed paper during printing, press the **Stop** button to cancel print jobs before turning off the machine.
- 1. Turn off the machine, and unplug the power cord of the machine from the power supply.
- 2. Open the paper output cover.

Remove the paper on the front tray if any.



>>>> Important

• Do not touch the clear film (A).

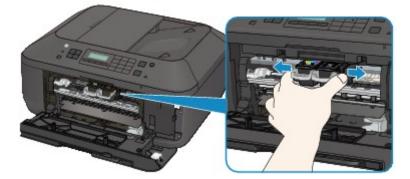


If the paper or your hands touch the clear film and blot or scratch it, the machine can be damaged.

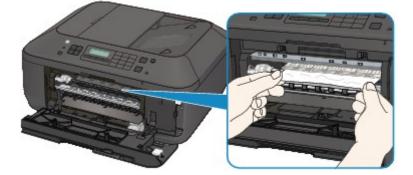
3. Make sure that the jammed paper is not under the FINE cartridge holder.

If the jammed paper is under the FINE cartridge holder, move the FINE cartridge holder to the right edge or the left edge whichever is easier to remove the paper.

When you move the FINE cartridge holder, hold the FINE cartridge holder and slide it slowly to the right edge or the left edge.



4. Hold the jammed paper with your hands.



If the paper is rolled up, pull it out.



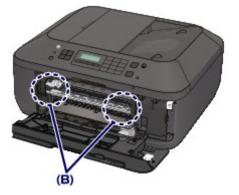
5. Pull the paper slowly not to tear it, then pull the paper out.



6. Make sure that all the jammed paper is removed.

If the paper is torn, a piece of paper may remain inside the machine. Check the following and remove the piece of paper if it remains.

- Does the piece of paper remain under the FINE cartridge holder?
- Does the little piece of paper remain inside the machine?
- Does the piece of paper remain in the right side or the left side space (B) inside the machine?



7. Close the paper output cover, then reload the paper.

All print jobs in the queue are canceled. Reprint if necessary.

>>>> Note

• When reloading the paper, confirm that you are using the paper suited for printing and are loading it correctly. If the message about paper jam is displayed on the LCD of the machine or on the computer screen when you resume printing after removing all the jammed paper, a piece of paper may remain inside the machine. In this case, confirm that no piece of paper remains inside the machine.

If you cannot remove the paper or the paper tears inside the machine, or if the paper jam error continues after removing the paper, contact the service center.

In Other Cases

Make sure of the following:

Check1 Are there any foreign objects around the paper output slot?

Check2 Is the paper curled?

Load the paper after correcting its curl.

Cause

The machine is out of paper, or paper does not feed.

Action

Reload the paper and press the machine's **OK** button.

When you load the paper, insert the paper stack until the leading edge touches the far end of the front tray.

Cause

The paper output cover is open.

Action

Close the paper output cover and wait for a while.

Do not close it while you are replacing a FINE cartridge.

Cause

The paper output cover is open.

Action

Close the paper output cover.

Cause

The paper output tray is closed.

Action

Open the paper output tray to resume printing.

Cause

The FINE cartridge is not installed.

Action

Install the FINE cartridge.

If the error is not resolved, the FINE cartridge may be damaged. Contact the service center.

Cause

The FINE cartridge cannot be recognized.

Action

Replace the FINE cartridge.

If the error is not resolved, the FINE cartridge may be damaged. Contact the service center.

Cause

Appropriate ink cartridge is not installed.

Action

Printing cannot be executed because the ink cartridge is not compatible with this machine.

Install the appropriate ink cartridge.

If you want to cancel printing, press the machine's **Stop** button.

Cause

The FINE cartridge is not installed in the correct position.

Action

Make sure that each FINE cartridge is installed in the correct position.

Cause

The FINE cartridge is not installed in the correct position.

Action

Make sure that each FINE cartridge is installed in the correct position.

Cause

The FINE cartridge cannot be recognized.

Action

Replace the FINE cartridge.

If the error is not resolved, the FINE cartridge may be damaged. Contact the service center.

Cause

The ink cartridge cannot be recognized.

Action

Printing cannot be executed because the ink cartridge may not be installed properly or may not be compatible with this machine.

Install the appropriate ink cartridge.

If you want to cancel printing, press the machine's Stop button.

Cause

The ink may have run out.

Action

The function for detecting the remaining ink level will be disabled since the ink level cannot be correctly detected.

If you want to continue printing without this function, press the machine's **Stop** button for at least 5 seconds.

Canon recommends to use new genuine Canon cartridges in order to obtain optimum qualities.

Please be advised that Canon shall not be liable for any malfunction or trouble caused by continuation of printing under the ink out condition.

>>>> Note

- If the function for detecting the remaining ink level is disabled, □?□ is displayed on the LCD.
- Since the information contained in the fax may be lost if it is printed in this condition, the received fax will not be printed and will be stored in the machine's memory until the ink cartridge is replaced. You must manually print out faxes that were stored in the memory. You can change the setting so that the received fax is forcibly printed out instead of being stored in the memory, but all or part of the fax information may not be printed because of the ink out condition.

Cause

The FINE cartridge is not installed properly.

Action

Open the paper output cover. When the head cover opens, push up the ink cartridge lock lever to confirm that the FINE cartridges are installed properly. After that, close the paper output cover.

If the error is not resolved, remove the FINE cartridges, then install them again.

Cause

The ink has run out.

Action

Replace the ink cartridge and close the paper output cover.

If printing is in progress and you want to continue printing, press the machine's **Stop** button for at least 5 seconds with the ink cartridge installed. Then printing can continue under the ink out condition.

The function for detecting the remaining ink level will be disabled.

Replace the empty ink cartridge immediately after the printing. The resulting print quality is not satisfactory, if printing is continued under the ink out condition.

>>>> Note

- If the function for detecting the remaining ink level is disabled, □?□ is displayed on the LCD.
- Since the information contained in the fax may be lost if it is printed in this condition, the received fax will not be printed and will be stored in the machine's memory until the ink cartridge is replaced. You must manually print out faxes that were stored in the memory. You can change the setting so that the received fax is forcibly printed out instead of being stored in the memory, but all or part of the fax information may not be printed because of the ink out condition.

Cause

The ink absorber is almost full.

Action

Cause

The ink absorber is almost full.

Action

Cause

The ink absorber is almost full.

Action

Cause

The ink absorber is almost full.

Action

Cause

The ink absorber is almost full.

Action

Cause

The ink absorber is almost full.

Action

Cause

The ink absorber is almost full.

Action

Cause

The ink absorber is almost full.

Action

Cause

The protective material for the FINE cartridge holder or the tape may remain attached to the holder.

Action

Open the paper output cover, then confirm that the protective material or the tape does not remain attached to the FINE cartridge holder.

If you find the protective material or the tape remains attached, remove it, then close the paper output cover.



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

Cause

Paper larger than the paper size in the print settings is loaded.

Action

Check the size of the loaded paper, then press the machine's **OK** button.

The screen to select a processing method is displayed on the LCD.

Reload paper as necessary, use the **I** button to select a processing method, then press the **OK** button.

Important

• When **Print with fed paper** is selected, the machine does not detect the paper width for the current print job.

To disable the machine to detect the paper width for all subsequent print jobs, set the machine not to detect the paper width by using the operation panel, the printer driver, or Remote UI.

Cause

Paper smaller than the paper size in the print settings is loaded.

Action

Check the size of the loaded paper, then press the machine's **OK** button.

The screen to select a processing method is displayed on the LCD.

Reload paper as necessary, use the **I** button to select a processing method, then press the **OK** button.

Cause

The machine has detected that the paper has been fed aligned to one side.

Action

Load the paper into the center of the front tray, then slide the paper guides to align with the both edges of the paper stack.

Press the machine's **OK** button to dismiss the error.

Cause

The machine cannot detect the paper size.

Action

Press the machine's **Stop** button to dismiss the error, then try to print again.

If this error still occurs even after printing again, set the machine not to detect the paper width by using the operation panel, the printer driver, or Remote UI.

>>>> Note

• Depending on the type of paper, the machine may not detect the paper width.

Additionally, if the paper output cover is opened while printing is in progress, the machine may not detect the paper width.

Cause

Possible causes include the following.

- Some errors occurred while copying and a certain time passed.
- Document is remained in the ADF.
- · Some errors occurred while scanning and the document is remained in the ADF.

Action

Take the corresponding actions below.

- When you copy, press the **OK** button to dismiss the error, and try to copy again.
- When the document is remained in the ADF, press the **OK** button to feed out the document.
- When you scan, press the Stop button to cancel the scanning, and try to scan again.

Cause

No document in the ADF.

Action

Press the **OK** button to resolve the error, then operate again after loading documents.

Cause

The document is too long or is jammed in the ADF.

Action

Press the **OK** button to dismiss the error. Then make sure that the document you are loading meets the machine's requirements before redoing the operation.

If the document is jammed, remove the jammed document following the procedure below.

• If the original is jammed in the ADF:

Remove the document following the procedure below.

- 1. If printing is in progress, press the **Stop** button.
- 2. Turn off the machine.
- 3. If a multi-page document is loaded, remove any pages other than the jammed page from the ADF, then open the document feeder cover.



4. Pull out the jammed document from the ADF.



5. Close the document feeder cover, then turn on the machine.

When rescanning the document after clearing the error, rescan it from the first page.

If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact the service center.



• The document may not feed properly depending on the media type, or your environment, such as when the temperature and humidity are either too high or too low.

In this case, reduce the number of document pages to approximately half of the loading capacity.

If the document still jams, use the platen glass instead.

• If the original is jammed in the ADF (from the paper feed side):

If the document is jammed in the document output slot, close the document tray as shown in the figure below and pull out the document.



When rescanning the document after clearing the error, rescan it from the first page.

If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact the service center.

Cause

Scanning the print head alignment sheet has failed.

Action

Press the **OK** button to dismiss the error, then take the actions described below.

- Make sure that the print head alignment sheet is set in the correct position and orientation on the platen glass.
- Make sure the platen glass and the print head alignment sheet are not dirty.
- Make sure the type and size of loaded paper is suitable for Automatic Print Head Alignment. For Automatic Print Head Alignment, always load one sheet of A4 or Letter-sized plain paper.
- Make sure if print head nozzles are clogged.

Print the nozzle check pattern to check the status of the print head.

If the error is not resolved, perform Manual Print Head Alignment.

Cause

Printing of the print head alignment pattern is complete and the machine is in waiting for scanning the sheet.

Action

Proceed to scan the printed alignment pattern.

1. Load the print head alignment sheet on the platen glass.

Load the print head alignment sheet with the printed side facing down and align the mark \checkmark on the upper left corner of the sheet with the alignment mark \bowtie .



2. Close the document cover gently, then press the machine's **Black** or **Color** button.

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

Cause

The specified data cannot be printed.

Action

When you print the contents on CREATIVE PARK PREMIUM, confirm the message on the computer screen, make sure that genuine Canon FINE cartridges are all installed properly, then start printing again.

Cause

Cannot perform printing with the current print settings.

Action

Press the machine's **Stop** button, to cancel printing.

Then, change the print settings and print again.

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Cancel printing, turn off the machine. Then clear the jammed paper or protective material that is preventing the FINE cartridge holder from moving, and turn on the machine again.

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

Important

- When you clear the jammed paper or protective material that is preventing the FINE cartridge holder from moving, be careful not to touch the components inside the machine. The machine may not print out properly if you touch it.
- If you disconnect the power plug, all the faxes stored in the machine's memory are deleted.

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Cause

Printer error has occurred.

Action

Cause

Printer error has occurred.

Action

Cause

Printer error has occurred.

Action

Cause

Printer error has occurred.

Action

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

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Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

Important

Cause

An error requiring you to contact the service center has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Contact the service center.

>>>> Important

Cause

An error requiring you to contact the service center has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Contact the service center.

>>>> Important