Canon

G4000 series

Online Manual

Overview
Printing
Copying
Scanning
Faxing
Frequently Asked Questions

English

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Using This Online Manual

- Symbols Used in This Document
- Touch-enabled Device Users (Windows)

Symbols Used in This Document

Warning

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

Caution

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

Important

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

Note

Instructions including notes for operation and additional explanations.

Basics

Instructions explaining basic operations of your product.

Note

- Icons may vary depending on your product.

Touch-enabled Device Users (Windows)

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

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Basic Operation

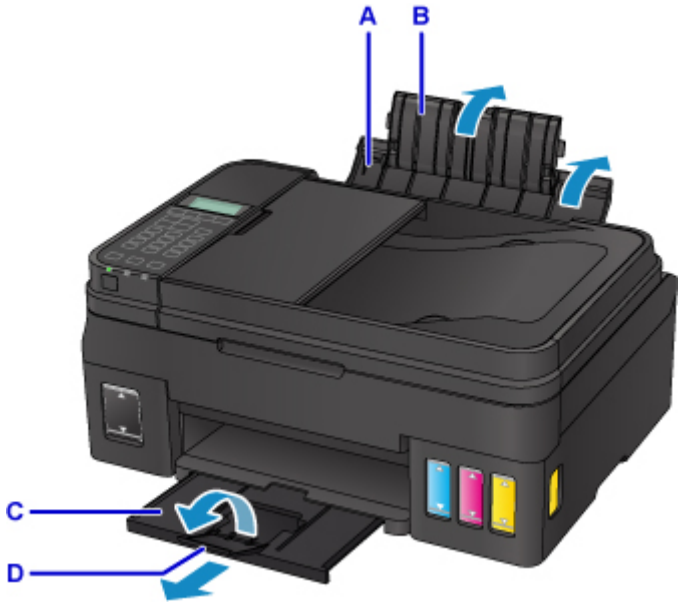
- Printing Photos from a Computer
- Copying
- Faxing

Printing Photos from a Computer

This section describes how to print photos with My Image Garden.

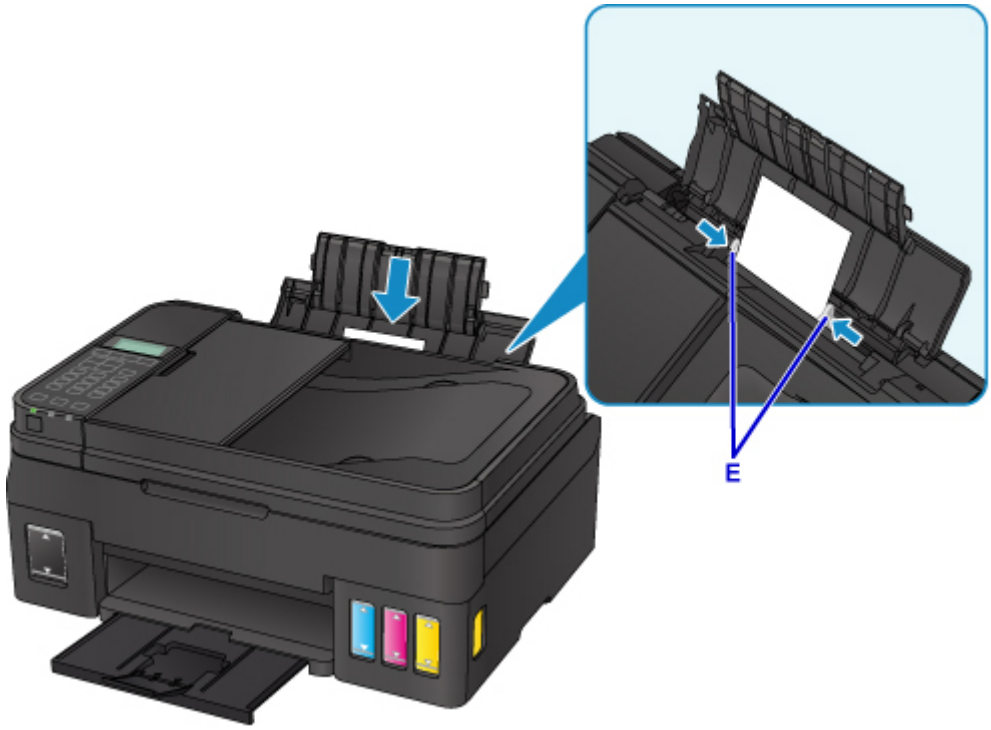
1. Open the paper support (A) and paper support extension (B).

2. Pull out the paper output tray (C) and open the output tray extension (D).



3. Load paper vertically WITH THE PRINT SIDE FACING UP.

4. Align the paper guides (E) with the paper width.



After loading paper on the rear tray, the paper information registration screen for the rear tray is displayed on the LCD.

5. Press the **OK** button.

```
Register the rear tray pa
[OK]Next
```

6. Use the ◄ ► button to select the size of the loaded paper on the rear tray, then press the **OK** button.

```
Size:   ◄     *A4     ►
Type:     *Plain paper
```

Note

- The asterisk "*" will appear with the current page size and media type settings.

7. Use the ◄ ► button to select the type of the loaded paper on the rear tray, then press the **OK** button.

```
Size:         *A4
Type:     *Plain paper  ►
```

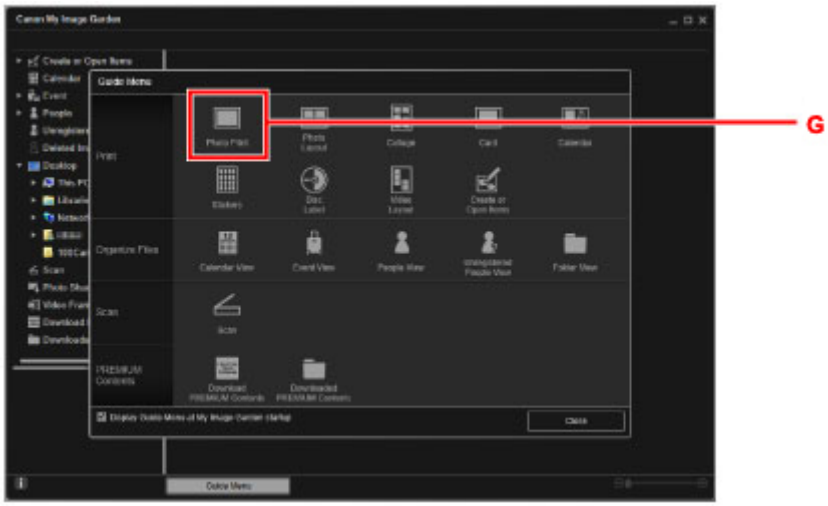
8. Click the My Image Garden icon (F) in Quick Menu.

The **Guide Menu** screen is displayed.

Note

- The number and types of icons displayed vary depending on your region, the registered printer/scanner and the installed applications.

9. Click the **Photo Print** icon (G).



10. Click the folder (H) with photos you want to print.

11. Click the photos (I) you want to print.

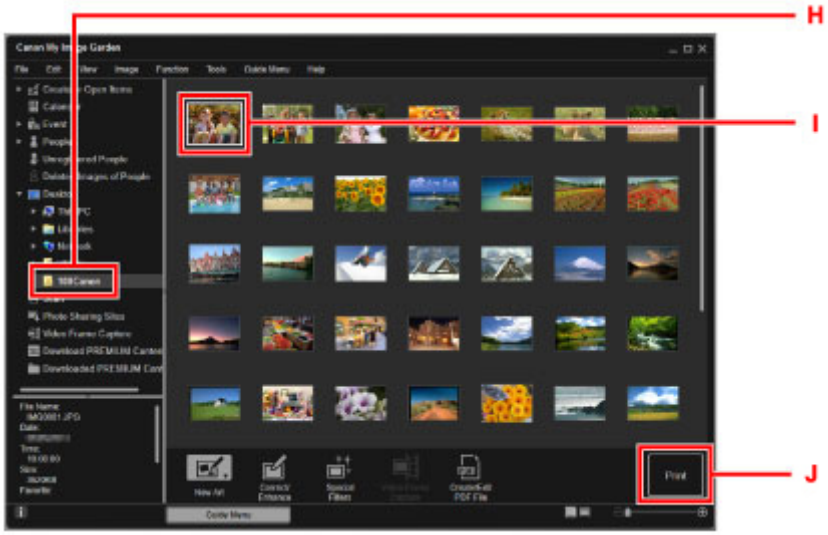
    For Windows:

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

    For Mac OS:

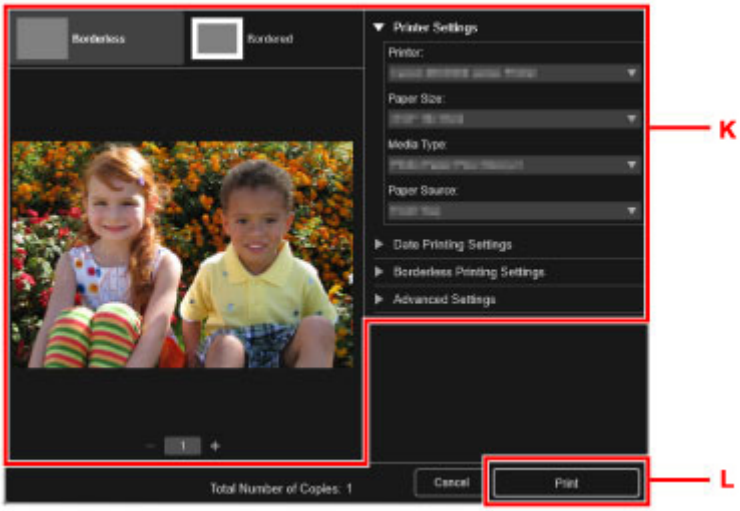
    To select two or more photos at a time, click photos while pressing the command key.

12. Click **Print** (J).



13. Specify the number of copies, your printer name, media type, etc. (K).

14. Click **Print** (L).



For Mac OS:

Click **OK** when the confirmation message appears, then click **Print**.

Note

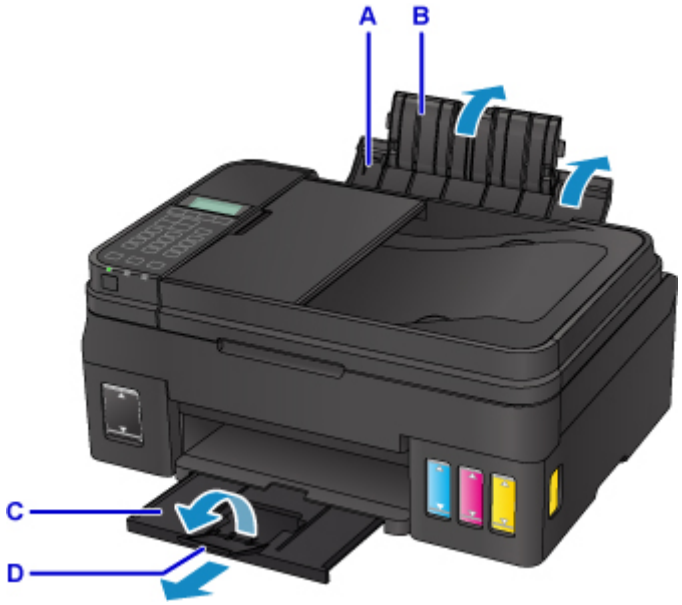
- My Image Garden lets you use images on your computer, such as photos taken with a digital camera, in a number of ways.
  - For Windows:
    - My Image Garden Guide
  - For Mac OS:
    - My Image Garden Guide

Copying

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

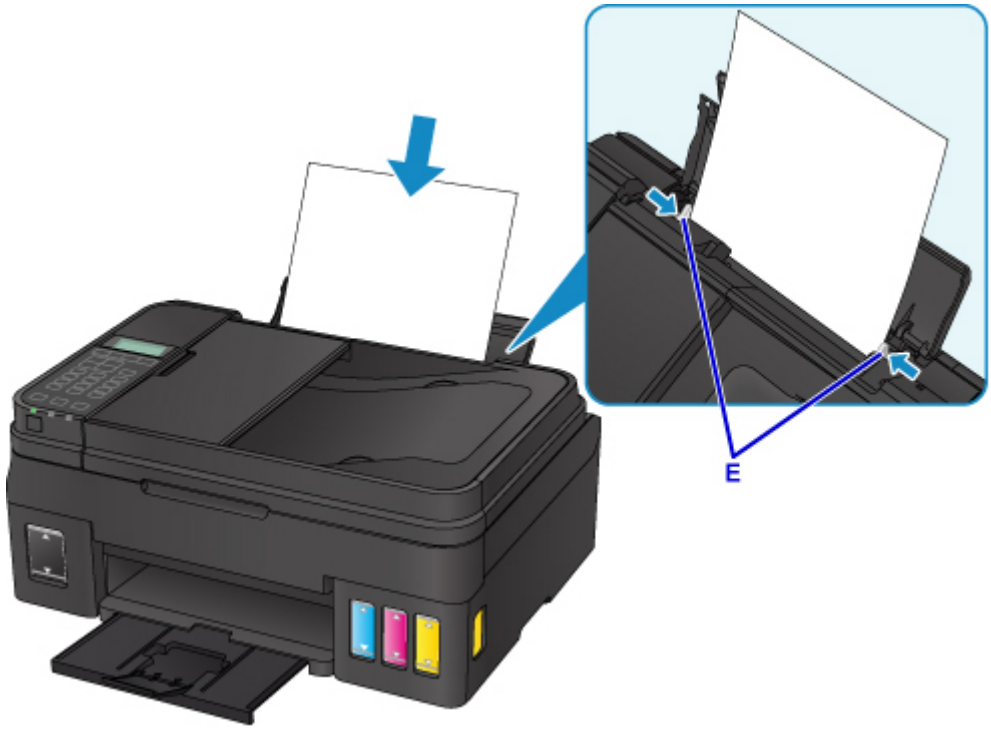
1. Open the paper support (A) and paper support extension (B).

2. Pull out the paper output tray (C) and open the output tray extension (D).



3. Load paper vertically WITH THE PRINT SIDE FACING UP.

4. Align the paper guides (E) with the paper width.



After loading paper on the rear tray, the paper information registration screen for the rear tray is displayed on the LCD.

5. Press the **OK** button.

```
Register the rear tray pa
[OK]Next
```

6. Use the ◄ ► button to select the size of the loaded paper on the rear tray, then press the **OK** button.

```
Size:   ◄     *A4     ►
Type:     *Plain paper
```

Note

- The asterisk "*" will appear with the current page size and media type settings.

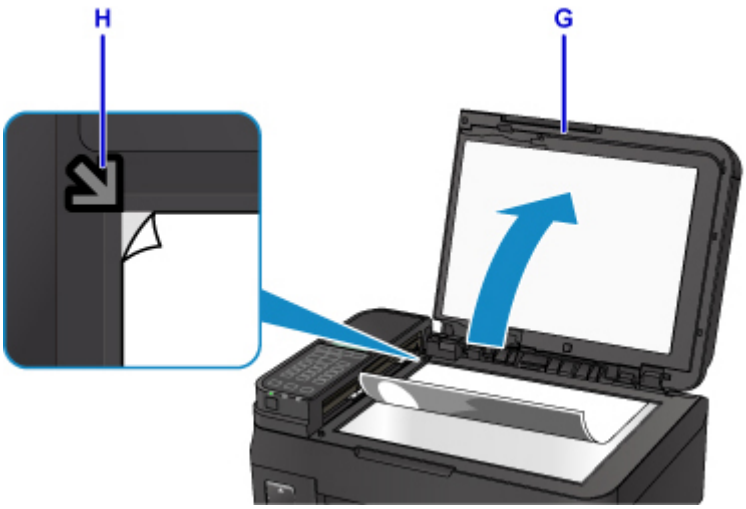
7. Use the ◄ ► button to select the type of the loaded paper on the rear tray, then press the **OK** button.

```
Size:         *A4
Type:     *Plain paper  ►
```

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

9. Open the document cover (G).

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



Note

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

Loading Documents in the ADF (Auto Document Feeder)

11. Close the document cover gently.

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

Important

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

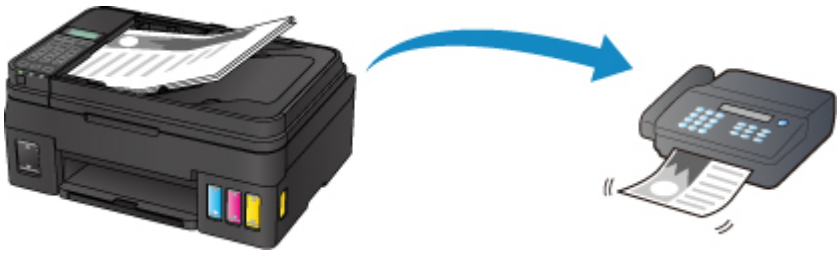
Note

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

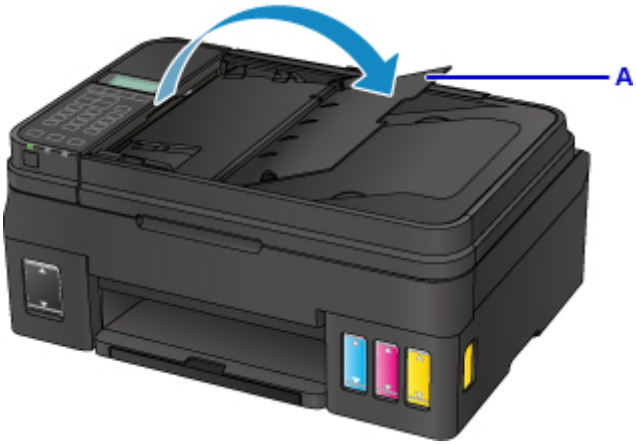
  Copying

Faxing

Fax multiple documents in black and white as follows.



1. Open the document tray (A).



2. Insert the document WITH THE SIDE TO SCAN FACING UP.

3. Adjust the document guide (B).

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

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

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

Note

- Many other convenient faxing features are available.

  Faxing

Handling Paper, Originals, Ink Tanks, etc.

- Loading Paper
- Loading Originals
- Refilling Ink Tanks

Loading Paper

- Loading Plain Paper / Photo Paper
- Loading Envelopes

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), 5" x 7" (13 x 18 cm), Square 5" x 5" (13 x 13 cm), or Card 2.17" x 3.58" (55 x 91 mm) to perform trial print, it can cause paper jams.

Note

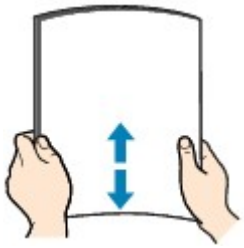
- We recommend Canon genuine photo paper for printing photos.

  For details on the Canon genuine paper, see Supported Media Types.
- You can use general copy paper or Canon Red Label Superior WOP111/Canon Océ Office Colour Paper SAT213.

  For the page size and paper weight you can use for this printer, see Supported Media Types.

1. Prepare paper.

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

   ### Note

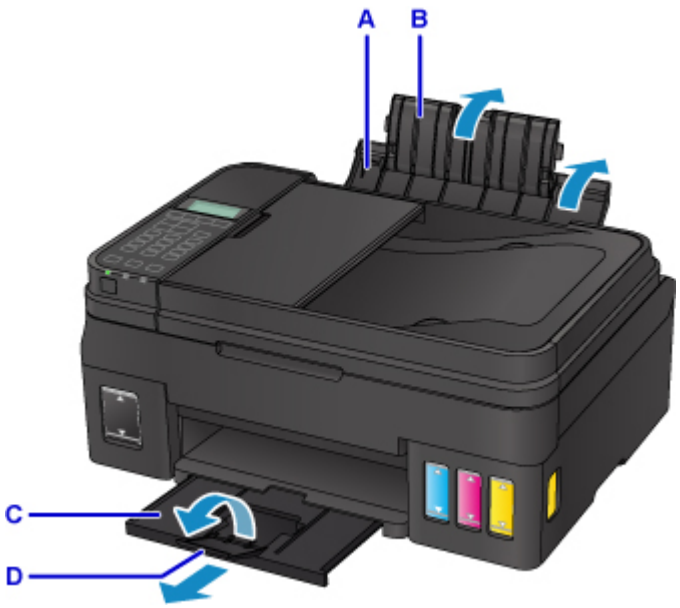
   - Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams.
   - If paper is curled, hold the curled corners and gently bend them in the opposite direction until the paper becomes completely flat.

     For details on how to flatten curled paper, see Is the paper curled?.

2. Loading Paper

   1. Open the paper support (A) and paper support extension (B).

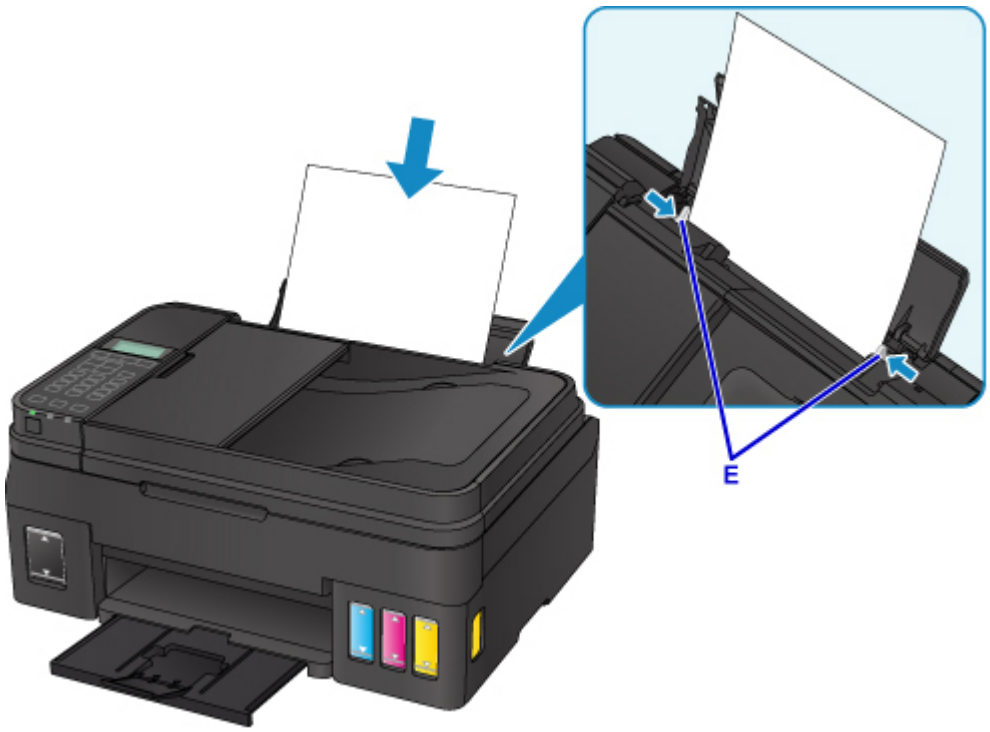
   2. Pull out the paper output tray (C) and open the output tray extension (D).



3. Slide the paper guides (E) to open them, and load the paper in the center of the rear tray WITH THE PRINT SIDE FACING UP.

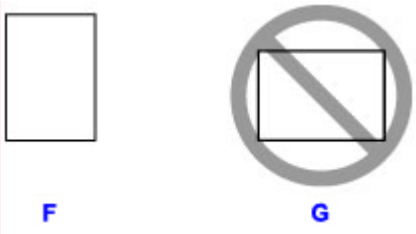
4. Slide the paper guides (E) to align them with both sides of the paper stack.

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



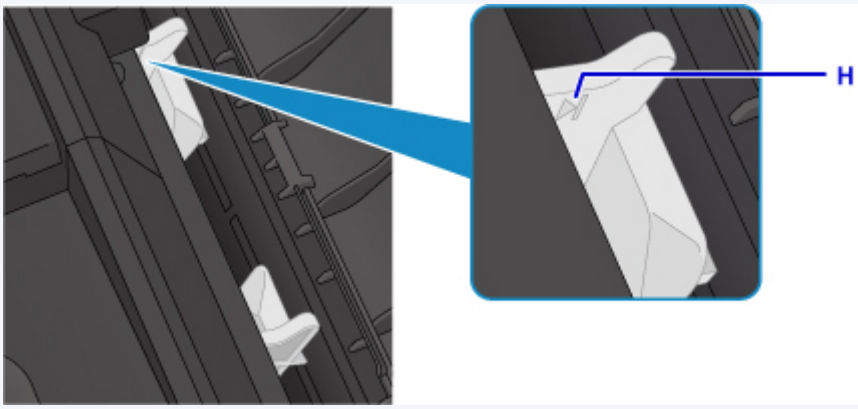
Important

- Always load paper in the portrait orientation (F). Loading paper in the landscape orientation (G) can cause paper jams.



Note

- Do not load sheets of paper higher than the load limit mark (H).



After loading paper on the rear tray, the paper information registration screen for the rear tray is displayed on the LCD.

5. Press the **OK** button.

```
Register the rear tray pa
[OK]Next
```

6. Use the ◄ ► button to select the size of the loaded paper on the rear tray, then press the **OK** button.

```
Size:   ◄     *A4     ►
Type:     *Plain paper
```

Note

- The asterisk "*" will appear with the current page size and media type settings.

7. Use the ◄ ► button to select the type of the loaded paper on the rear tray, then press the **OK** button.

```
Size:         *A4
Type:     *Plain paper  ►
```

Note

- When printing, 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.

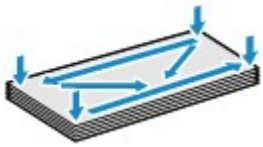
The address is automatically rotated and printed according to the envelope's direction by specifying with the printer driver properly.

Important

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

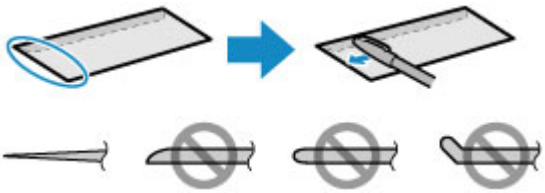
1. Prepare envelopes.

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

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

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

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

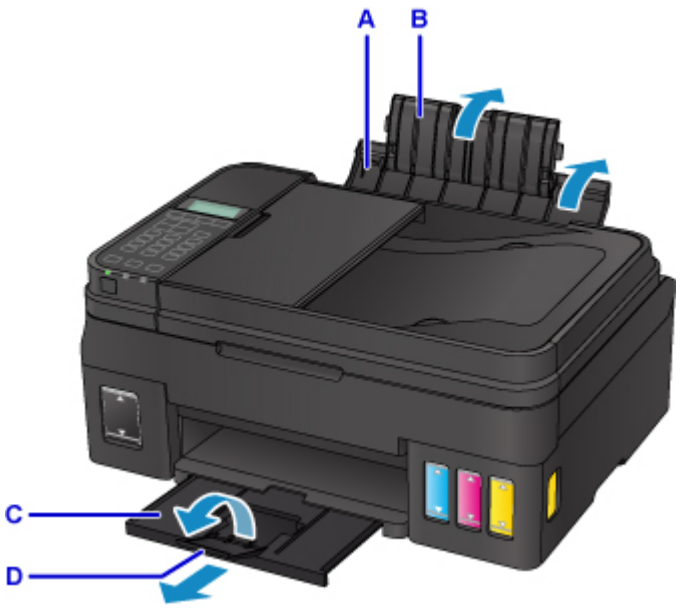
   Important

   - The envelopes may jam in the printer if they are not flat or the edges are not aligned. Make sure that no curl or puff exceeds 0.1 inch (3 mm).

2. Loading Envelopes

   1. Open the paper support (A) and paper support extension (B).

   2. Pull out the paper output tray (C) and open the output tray extension (D).



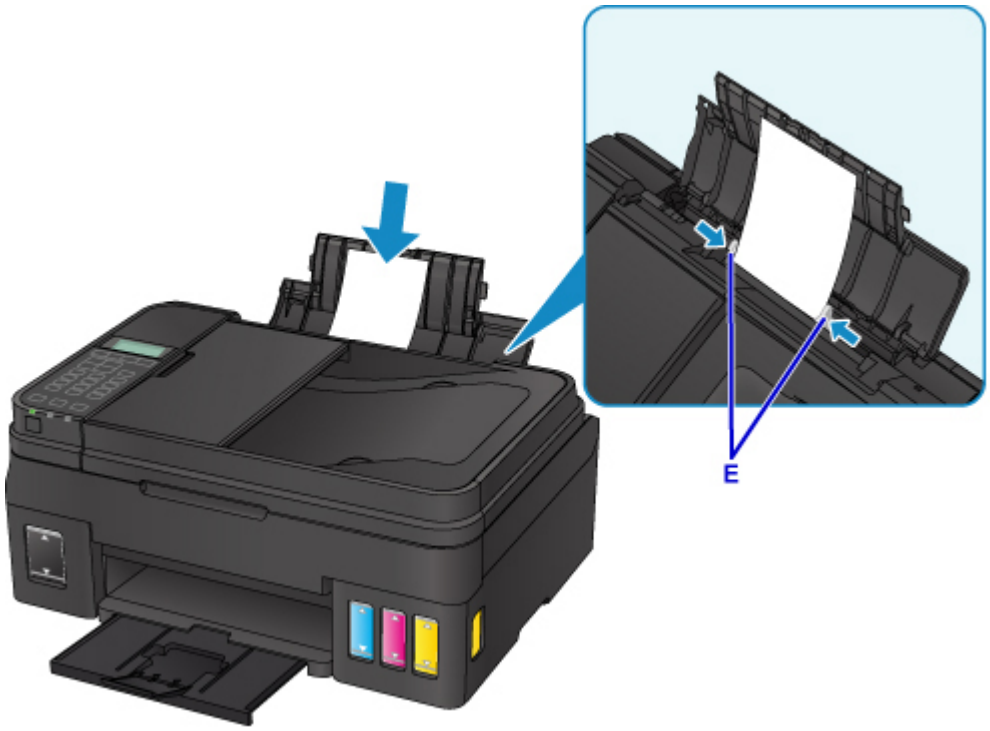
3. Slide the paper guides (E) to open them, and load the envelopes in the center of the rear tray WITH THE ADDRESS SIDE FACING UP.

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

   Up to 10 envelopes can be loaded at a time.

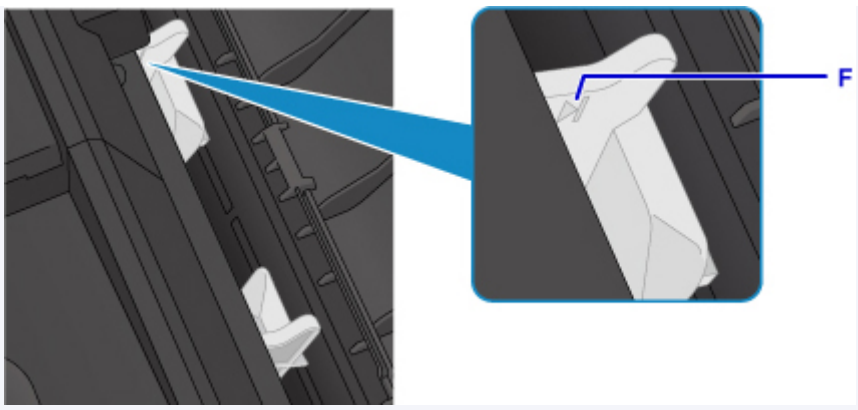
4. Slide the paper guides (E) to align them with both sides of envelopes.

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



Note

- Do not load envelopes higher than the load limit mark (F).



After loading paper on the rear tray, the paper information registration screen for the rear tray is displayed on the LCD.

5. Press the **OK** button.

```
Register the rear tray pa
[OK]Next
```

6. Use the ◄ ► button to select the size of the loaded envelopes on the rear tray, then press the **OK** button.

```
Size:   ◄ Envelope DL ►
Type:     *Plain paper
```

Note

- The asterisk "*" will appear with the current page size and media type settings.

7. Use the ◄ ► button to select **Envelope**, then press the **OK** button.

```
Size:     Envelope DL
Type:   ◄   Envelope   ►
```

Note

- When printing, select the size and type of the loaded envelopes on the print settings screen of the printer driver.

Loading Originals

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

Where to Load Originals

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

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

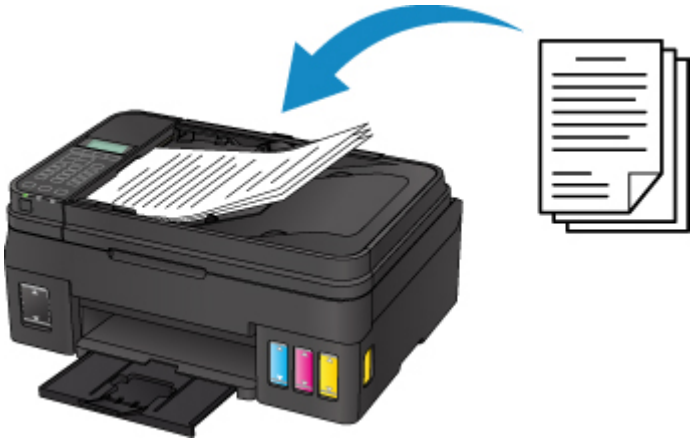
Note

- For details on the supported originals, see below.
  - Supported Originals

Loading Documents, Photos, or Book on 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. Open the document cover.

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.

3. 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. Open the document tray.

3. 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.

   Note

   - For details on the supported originals, see below.

     Supported Originals

   - 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.

     Sound control

4. Adjust the document guide (A) at the front of the printer to match the width of the document.

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

Loading Based on Use

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

Originals	Function	How to Load
Magazines, Newspapers, and Documents	**Copy or fax**	Loading the Original to Be Aligned with the Alignment Mark
	Scanning by detecting the type and size of the original automatically If you scan using the operation panel, select **Auto scan** for **Document type** in the scan mode.	
	Scanning by specifying a standard size (A4, Letter, etc.) If you scan using the operation panel, select **Document** or **Photo** for **Document type** in the scan mode and specify a standard size (A4, Letter, etc.) for **Scan size**.	
Photos, Postcards, Business Cards, and Disc (BD/DVD/CD)	**Scanning only one original** If you scan using the operation panel, follow the operation below. • Select **Auto scan** for **Document type** in the scan mode. • Select **Photo** for **Document type** in the scan mode and specify **Auto scan(A) -Singl** for **Scan size**.	Loading in the Center of the Platen Glass
	Scanning two or more originals If you scan using the operation panel, follow the operation below. • Select **Auto scan** for **Document type** in the scan mode. • Select **Photo** for **Document type** in the scan mode and specify **Auto scan(A) -Multi** for **Scan size**.	Loading Two or More Originals

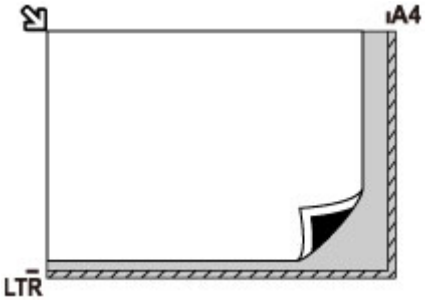
Note

- For details on how to scan from the computer and how to load originals, see below.
  - For Windows:
    - Scanning from Computer (Windows)
  - For Mac OS:

Scanning from Computer (Mac OS)

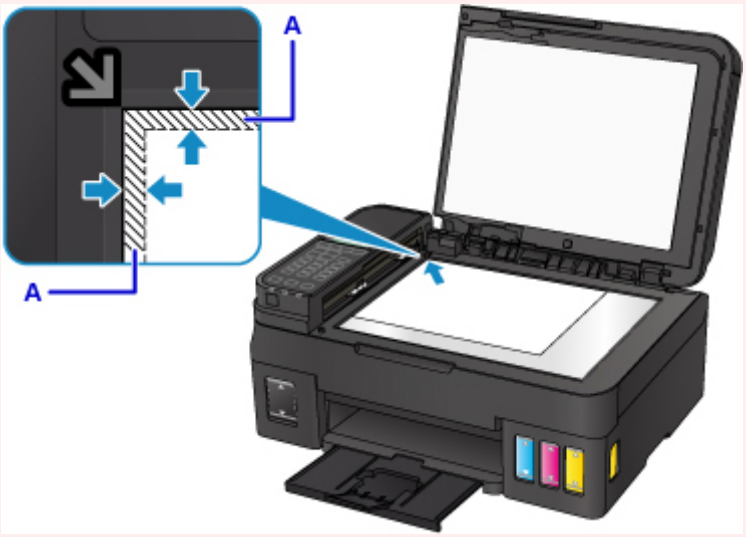
Loading the Original to Be Aligned with the Alignment Mark ( )

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



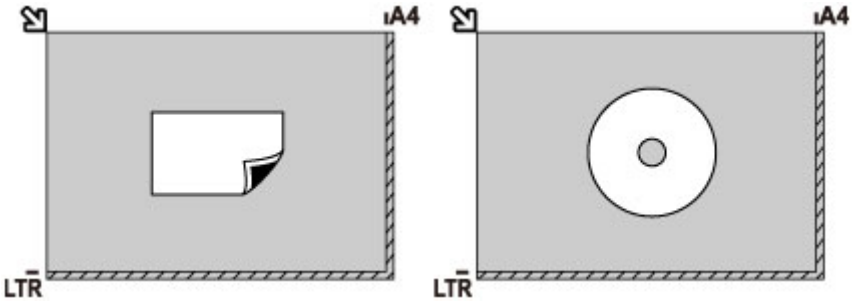
Important

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



Loading in the Center of the Platen Glass

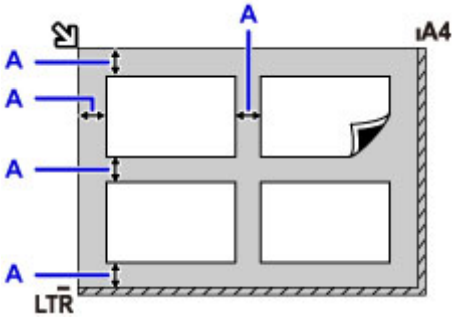
Place the original WITH THE SIDE TO SCAN FACING DOWN, with 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen glass. Portions placed on the diagonally striped area cannot be scanned.



Loading Two or More Originals

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.

You can place up to 12 items.



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.

Supported Originals

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. 0.20 inch (5 mm)

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

Loading Based on Use

ADF (Auto Document Feeder)

Item	Details
Types of originals	Multipage plain-paper documents of the same size, thickness, and weight
Size	A4/Letter/Legal Only A4 or Letter-sized documents for 2-on-1 copy and 4-on-1 copy
Quantity	- A4 or Letter size: Max. 20 sheets (20 lb (75 g /m^2) paper), up to 0.08 inch (2 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
Thickness	0.003 to 0.005 inch (0.07 to 0.13 mm)
Weight	16.0 to 25.3 lb (60 to 95 g /m^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

Refilling Ink Tanks

- Refilling Ink Tanks
- Checking Ink Status

Refilling Ink Tanks

Check the remaining ink level with the ink tank indicator on the front of the printer. If the ink level is near the lower limit line (A), refill the ink tank.

Note

- If the function for notifying the remaining ink level (remaining ink level notification function) is enabled, resetting the remaining ink level count is required before refilling ink tank.

  There are two ways to reset the remaining ink level count.

  - Resetting the remaining ink level count when a remaining ink error occurs
  - Resetting the remaining ink level count when a remaining ink error has not occurred

  The error message appears on the LCD when a remaining ink error occurs.

  If remaining ink level notification function is enabled

- If print results become faint or white streaks appear despite sufficient ink levels, see Maintenance Procedure.
- For precautionary notes on handling ink bottles, see Notes on ink bottles.

Refilling Procedure

When you need to refill an ink tank, follow the steps below.

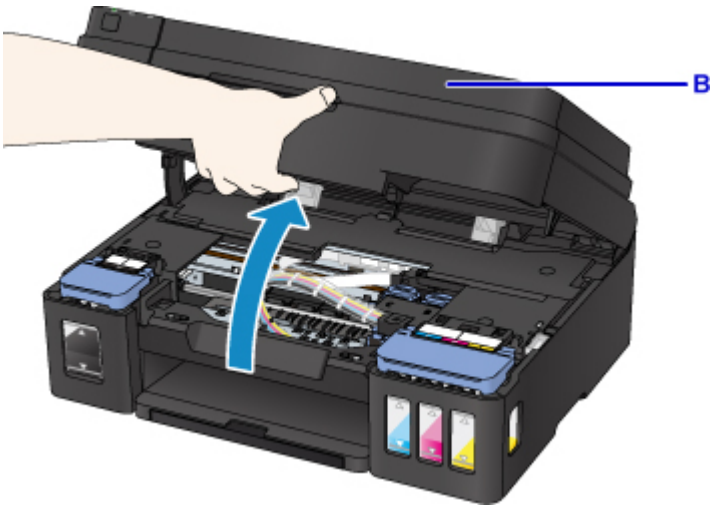
Important

- Please ensure the printer remains flat after initial setup and is NOT turned upside down or on its side, as ink in the printer may leak.
- If the remaining ink level notification function is enabled, refill the ink tank until full when refilling. If the remaining ink level count is reset when the ink tank is not full, the printer cannot detect the ink level correctly.

  If remaining ink level notification function is enabled

1. Make sure the printer is on.

2. Open the scanning unit / cover (B).



Important

- Do not touch tubes or other parts inside the printer.

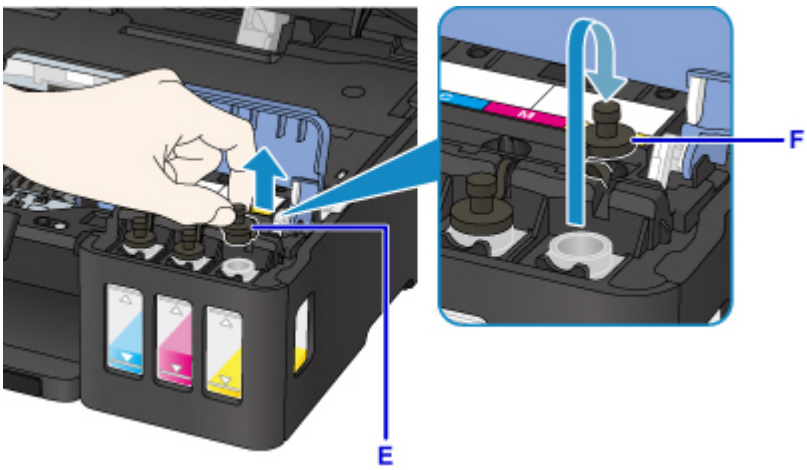
3. Open ink tank cover.

   To refill the black ink tank, open the left ink tank cover (C).

   To refill color ink tanks, open the right ink tank cover (D).

4. Grab and remove the tank cap (E) of the ink tank to be refilled.

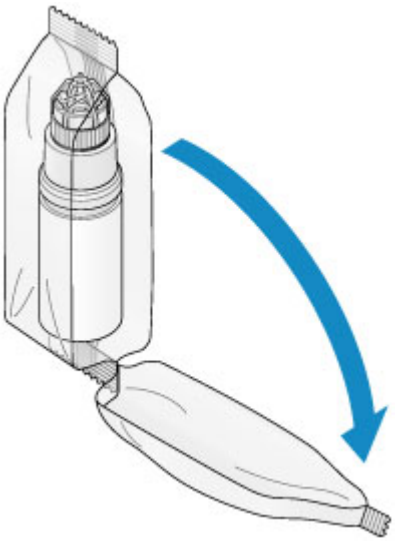
   Place the removed tank cap on the upper tank cap holder (F).



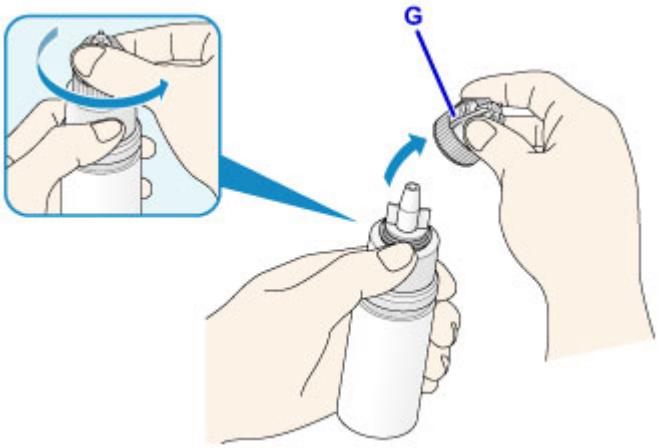
Important

- Carefully remove the tank cap of the ink tank. Ink on the inside of the tank cap may spatter when removing it.

5. Take a new ink bottle out of its package.



6. Hold the ink bottle upright and twist the bottle cap (G) to remove.



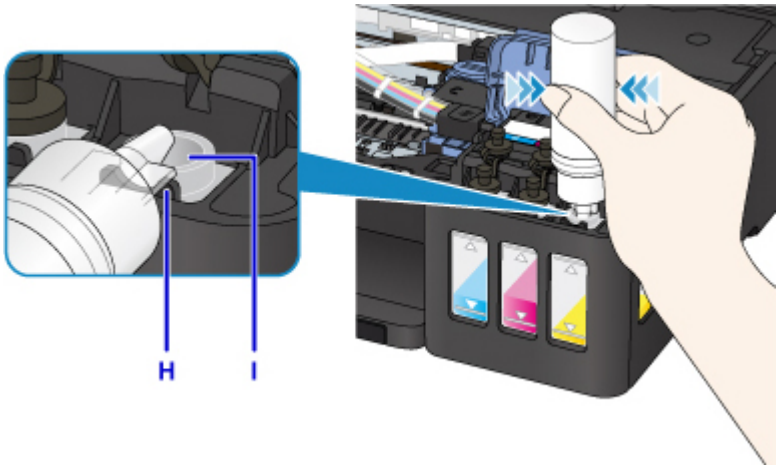
Important

- When removing the bottle cap, avoid squeezing the sides of the ink bottle. Hold the ink bottle as shown in the figure above. If you push the sides of the ink bottle, ink will spatter.
- Do not shake the ink bottle. Ink may spatter when opening the cap.
- Even if the ink bottle is dented, the ink contained in the bottle can still be used without problem.

7. Refill the ink tank.

Aligning the nozzle of the ink bottle with the bottle guide (H) on the printer, insert the nozzle into the inlet (I).

Next stand the ink bottle upside down and squeeze the sides of the ink bottle to refill the ink tank.



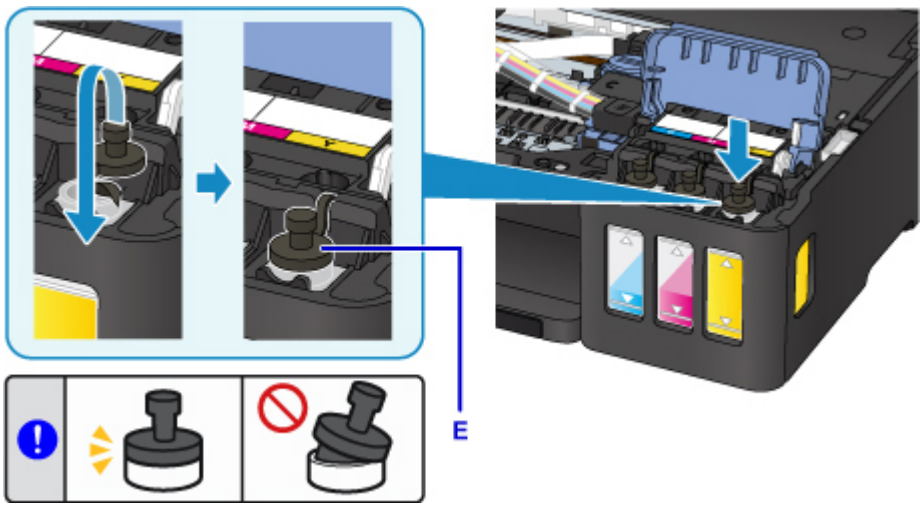
Important

- Make sure that each color of ink tanks is filled with corresponding color of ink bottles.
- When refilling ink tanks, do not squeeze the bottle sides too hard. Ink may spatter.
- Do not fill the ink tank above the ink tank's upper limit line (J). Ink above this line may spill over, causing malfunction or damage to the printer, and preventing the printing operation.

- After refilling ink tanks, close the bottle cap of the ink bottle securely.
- Discard empty ink bottles in compliance with local laws and regulations regarding disposal of consumables.

8. Recap the inlet with the tank cap (E) of the ink tank.

Make sure the tank cap is completely inserted.



Note

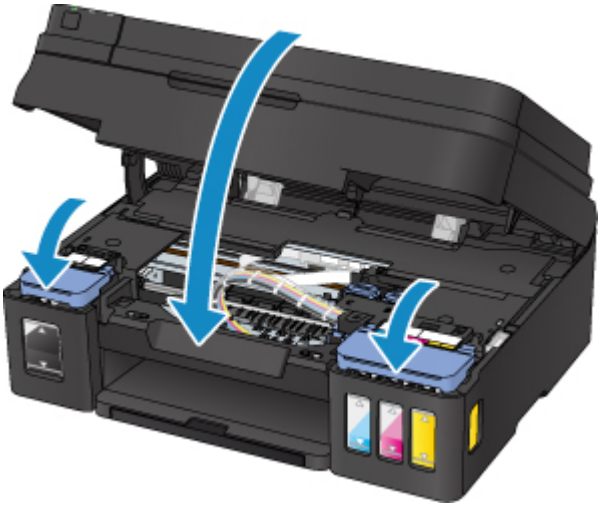
- When inserting the tank cap, be careful not to twist the tank cap rubber.

9. Close the ink tank cover.

Important

- If you cannot properly close the ink tank cover, check if you forgot to insert any tank caps of the ink tanks. If the tank cap is left on the tank cap holder, the ink tank cover cannot be closed.

10. Close the scanning unit / cover gently.



Note

- If the error message appears on the LCD, take appropriate action.

  An Error Occurs

- The printer may make noise during operation.

If remaining ink level notification function is enabled

Resetting the remaining ink level count when a remaining ink error occurs

If the remaining ink level notification function is enabled, **Check the ink tanks** and the color indicator (BK/C/M/Y) of ink that runs out appear on the LCD when ink runs out. This setting is enabled by default.

```
Check the ink tanks
BK C M Y     [OK]Next
```

Important

- The color of ink that is seen as fewest remaining amount when you visually inspect the remaining ink may not match with the color indicator appears on the LCD.

After pressing the **OK** button, **Do you want to refill the ink tanks?** appears.

```
Do you want to refill the
 <  Yes  >      No
```

- To continue enabling the remaining ink level notification function
  - If you refill the ink tanks of all colors:
    1. Use the ◄► button to select **Yes** and then press the **OK** button.
    2. Refill the ink tanks of all colors to the upper limit line and then press the **OK** button.

       Are all the ink tanks refilled to the upper limit line? appears.

       ```
       Are all the ink tanks refi
        <  Yes  >      No
       ```

    3. Use the ◄► button to select **Yes** and then press the **OK** button.

       The remaining ink level count of all colors are reset.
  - If you refill some ink tanks:

    Important

    - To continue enabling the remaining ink level notification function, refill the ink tank which ink runs out.

    Note

    - The ink tank of color other than the color of ink that runs out can be refilled at the same time.

    1. Use the ◄► button to select **Yes** and then press the **OK** button.
    2. Refill the ink tank that you want to refill to the upper limit line and then press the **OK** button.

       Are all the ink tanks refilled to the upper limit line? appears.

       ```
       Are all the ink tanks refi
        <  Yes  >      No
       ```

    3. Use the ◄► button to select **No** and then press the **OK** button.

       Is the BK ink refilled to the upper limit line? appears.

```
Is the BK ink refilled to
< Yes >      No
```

4. Use the ◄► button to select **Yes** or **No** and then press the **OK** button.
5. For C ink, M ink, and Y ink, perform the same operation as BK ink.

   The remaining ink level count of color that you selected **Yes** is reset.

   If you selected **No** for any colors, **If you continue, the remaining ink level notification function will be disabled** appears. Go to step 2 in [To disable the remaining ink level notification function](#).

- To disable the remaining ink level notification function

1. Use the ◄► button to select **No** and then press the **OK** button.

   If you continue, the remaining ink level notification function will be disabled appears.

   ```
   If you continue, the rema
   [OK]Next
   ```

   This message appears if you select **No** when **Are all the ink tanks refilled to the upper limit line?** appears.

2. Press the **OK** button.

   To check the remaining ink level, visually inspect the remaining ink in the ink tank appears.

   ```
   To check the remaining ir
   [OK]Next
   ```

3. Press the **OK** button.

   Do you want to disable the remaining ink level notification function? appears.

   ```
   Do you want to disable tl
   < Yes >      No
   ```

4. Use the ◄► button to select **Yes** and then press the **OK** button.

   The remaining ink level notification function is disabled.

   If you select **No** and press the **OK** button, **For correct operation of the function, you must refill all ink tanks to the upper limit line** appears. After pressing the **OK** button once more, **Do you want to refill the ink tanks?** appears again.

Important

- If the remaining ink level notification function is disabled, visually inspect the remaining ink and refill the ink tanks as necessary. Continuing printing with ink below the lower limit line of an ink tank may prevent satisfactory print quality or may cause malfunction or damage to the printer.

Resetting the remaining ink level count when a remaining ink error has not occurred

If you refill the ink tank when remaining ink level notification function is enabled and when the remaining ink error has not occurred, resets the remaining ink level count after refilling the ink tank to the upper limit line.

- If you reset the remaining ink level count for all colors:
  1. Make sure that printer is turned on.
  2. Press the **Setup** button.
  3. Select **Ink notification set.** and then press the **OK** button.
  4. Select **Reset ink lev. count** and then press the **OK** button.

     The remaining ink level count will be reset for all colors; OK? appears.

     Do you want to reset the
     Yes < No >

  5. Use the ◄► button to select **Yes** and then press the **OK** button.

     Are all the ink tanks refilled to the upper limit line? appears.

  6. Refill the ink tanks of all colors to the upper limit line, use the ◄► button to select **Yes**, and press the **OK** button.

     The remaining ink level count of all colors are reset.

- If you reset the remaining ink level count for some colors:
  1. Make sure that printer is turned on.
  2. Press the **Setup** button.
  3. Select **Ink notification set.** and then press the **OK** button.
  4. Select **Reset ink lev. count** and then press the **OK** button.

     The remaining ink level count will be reset for all colors; OK? appears.

     Do you want to reset the
     Yes < No >

  5. Use the ◄► button to select **No** and then press the **OK** button.

     Do you want to reset the BK ink's remaining ink level count? appears.

     Is the BK ink refilled to
     < Yes > No

  6. If you reset the remaining ink level count of BK ink, refill the BK ink tank to the upper limit line, use the ◄► button to select **Yes**, and press the **OK** button.

     If you do not reset the remaining ink level count of BK ink, select **No**, and press the **OK** button.

  7. For C ink, M ink, and Y ink, perform the same operation as BK ink.

     The remaining ink level count of color that you selected **Yes** is reset.

Important

- If you reset the remaining ink level count without refilling the ink tanks to the upper limit line, the remaining ink level cannot be detected correctly.

Note

- You can also set the remaining ink level notification function or reset the remaining ink level count from your computer.

- For Windows:
  - Changing the remaining ink level notification setting
- For Mac OS:
  - Changing the remaining ink level notification setting

Notes on ink bottles

Important

- Keep out of reach of children.
- Do not drink ink.
- Be careful not to get any ink in your eyes or in your mouth. (In case of eye contact or swallowing, rinse with water and contact a doctor immediately).
- When you store ink bottles, close bottle caps completely and place bottles in standing position. If the ink bottles are laid down, ink may leak.
- When refilling ink tanks, take sufficient care to prevent ink from spattering onto surroundings.
- Ink may stain clothes or other belongings permanently. Washing may not remove ink stains.
- Do not use ink bottles and ink contained therein except to refill tanks of printers specified by Canon.
- Do not leave ink bottles in areas exposed to high temperature, such as near fire or a heater or in a car. Bottles may warp and cause ink leakage or ink may become poor quality.
- Do not subject ink bottles to impacts. Ink bottles may be damaged or bottle caps may come off by such impact, and ink may leak.
- Do not transfer ink to other containers. This may result in accidental ingestion, inappropriate use, or poor ink quality.
- Do not mix ink with water or other ink. This may damage the printer.
- Refill ink tanks quickly. Do not leave ink tanks with cap off.
- Once an ink bottle has been opened, do not leave it with bottle cap off. Ink will dry out, possibly preventing proper operation of the machine when an ink tank is refilled using this bottle.

Note

- Color ink may be consumed even when printing a black-and-white document or when black-and-white printing is specified. Every ink is also consumed in the standard cleaning and deep cleaning of the print head, which may be necessary to maintain the performance of the printer.

  When an ink tank is out of ink, promptly refill it.

  - Ink Tips

Checking Ink Status

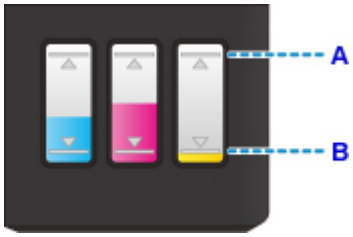
Check ink status with the ink tank indicator on the front of the printer.

When ink reaches the upper limit line (A), ink is full.

When ink is near the lower limit line (B), ink is running low. Refill the ink tank.

Note

- To check the remaining ink level, visually inspect the remaining ink in the ink tank.



Important

- If printing is continued when the remaining ink level is below the lower limit line, the printer may consume a certain amount of ink to return to printable status and may also become damaged.

Note

- This printer has a function for notifying the remaining ink level, called the remaining ink level notification function. If you refill the ink tank when the remaining ink level notification function is enabled or when a remaining ink error occurs, refill the ink tank until ink reaches the upper limit line (A). If ink does not reach the upper limit line, the remaining ink level is not detected correctly.

  For details on the remaining ink level notification function, see below.

  Ink notification set.

- If a remaining ink error occurs, the error message appears on the LCD.

  An Error Occurs

- The remaining ink level notification function works from initial printing to the time when one of the inks reaches the lower limit line shown on the ink tank. For the remaining ink level notification function to work appropriately, each ink tank must be filled with entire contents of the corresponding color ink bottle bundled with the printer before printing. After the initial filling, if either of the ink tanks is refilled before the remaining ink level reaches the lower limit line, a significant error may occur in the accuracy of the remaining ink level notification function. If you want to refill an ink tank before the remaining ink level reaches the lower limit line, be sure to follow the procedure in the manual.
- To ensure you receive premium print quality and to help protect your print head, a certain amount of ink remains in the ink tank when the printer indicates to refill the ink tank. The estimated page yields of the ink bottle do not include this amount.
- Ink flows from the ink tanks to the inside of the printer. Ink may seem to run out fast due to this procedure when you start using the printer or after transporting it.

Maintenance

- If Printing Is Faint or Uneven
- Performing Maintenance Functions from Your Computer (Windows)
- Performing Maintenance Functions from Your Computer (Mac OS)
- Cleaning

If Printing Is Faint or Uneven

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

Maintenance Procedure

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

Important

- Do not rinse or wipe the print head. This can cause cartridge problems.

Note

- Check the remaining ink level.

  If the ink level is low, take appropriate action.

  Checking Ink Status

- If an error message is displayed on the LCD, see An Error Occurs.
- Increasing the print quality setting in the printer driver may improve the print result.
  - For Windows:

    Changing the Print Quality and Correcting Image Data
  - For Mac OS:

    Changing the Print Quality and Correcting Image Data

When the Print Results Are Blurred or Uneven:

Step1 Print the nozzle check pattern.

From the printer

Printing the Nozzle Check Pattern

From the computer

- For Windows:

  Printing a Nozzle Check Pattern
- For Mac OS:

  Printing a Nozzle Check Pattern

Step2 Examine the nozzle check pattern.

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

Step3 Clean the print head.

From the printer

Cleaning the Print Head

From the computer

- For Windows:

- Cleaning the Print Heads

- For Mac OS:
  - Cleaning the Print Heads

After cleaning the print head, print and examine the nozzle check pattern: ➡ Step1

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

Step4 Clean the print head deeply.

From the printer

- Deep Print Head Cleaning

From the computer

- For Windows:
  - Cleaning the Print Heads
- For Mac OS:
  - Cleaning the Print Heads

Note

- If problem is not resolved after performing print head deep cleaning, perform system cleaning.

  From the printer

  - Performing System Cleaning

  From computer

  - For Windows:
    - Cleaning the Print Heads
  - For Mac OS:
    - Cleaning the Print Heads

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

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

Step Align the print head.

From the printer

- Aligning the Print Head

From the computer

- For Windows:
  - Adjusting Print Head Position
- For Mac OS:

Adjusting Print Head Position

Printing the Nozzle Check Pattern

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

Note

- If the remaining ink level is low, the nozzle check pattern will not be printed correctly. Refill any ink tanks that are low.

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

1. Make sure that the power is turned on.

2. Load a single sheet of A4 or Letter-sized plain paper in the rear tray.

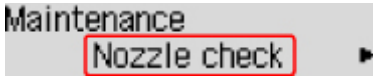
   After loading paper on the rear tray, the paper information registration screen appears on the LCD. Select **A4** or **Letter** for **Size:** and **Plain paper** for **Type:** and then press the **OK** button.

3. Pull out the paper output tray, then open the output tray extension.

4. Press the **Setup** button, use the ◄ ► button to select **Maintenance**, and press the **OK** button.

   LCD and Operation Panel

5. Use the ◄ ► button to select **Nozzle check** and then press the **OK** button.

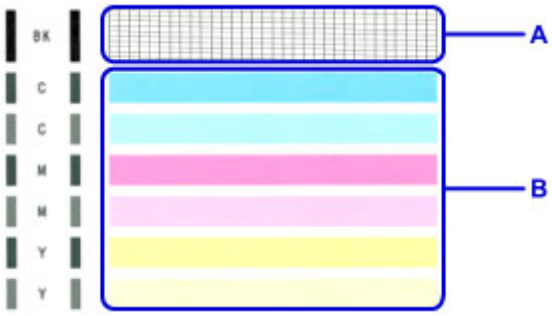
   The nozzle check pattern will be printed.

6. Examine the nozzle check pattern.

Examining the Nozzle Check Pattern

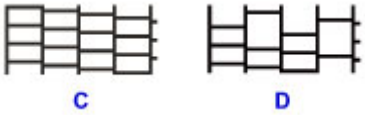
Examine the nozzle check pattern, and clean the print head if necessary.

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



If there are missing lines in pattern A:

Cleaning the print head is required.



C: Good

D: Bad (lines are missing)

If there are horizontal white streaks in pattern B:

Cleaning the print head is required.

E: Good

F: Bad (horizontal white streaks are present)

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

Cleaning the print head is required.

(Example: Magenta pattern is not printed)

Cleaning the Print Head

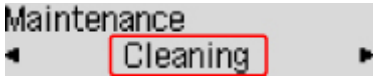
Clean the print head if lines are missing or if horizontal white streaks are present in the printed nozzle check pattern. Cleaning unclogs the nozzles and restores the print head condition. Cleaning the print head consumes ink, so clean the print head only when necessary.

1. Make sure that the power is turned on.

2. Press the **Setup** button, use the ◄ ► button to select **Maintenance**, and press the **OK** button.

   LCD and Operation Panel

3. Use the ◄ ► button to select **Cleaning** and then press the **OK** button.

   The printer starts cleaning the print head.

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

4. 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.

Deep Print Head Cleaning

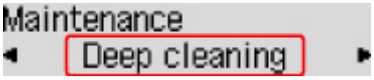
If print quality does not improve by the standard cleaning of the print head, clean the print head deeply. Cleaning the print head deeply consumes more ink than the standard cleaning of the print head, so clean the print head deeply only when necessary.

1. Make sure that the power is turned on.

2. Press the **Setup** button, use the ◄ ► button to select **Maintenance**, and press the **OK** button.

   LCD and Operation Panel

3. Use the ◄ ► button to select **Deep cleaning** and then press the **OK** button.

   The printer starts cleaning the print head deeply.

   Do not perform any other operations until the printer completes the deep cleaning of the print head. This takes about 3 minutes.

4. Check the print head condition.

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

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.

  Refill any ink tanks that are low.

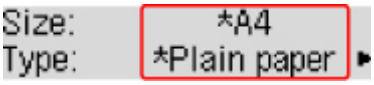
You need to prepare: a single sheet of A4 or Letter-sized plain paper (including recycled paper)*

* 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 single sheet of A4 or Letter-sized plain paper in the rear tray.

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

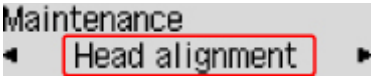
   

3. Pull out the paper output tray, then open the output tray extension.

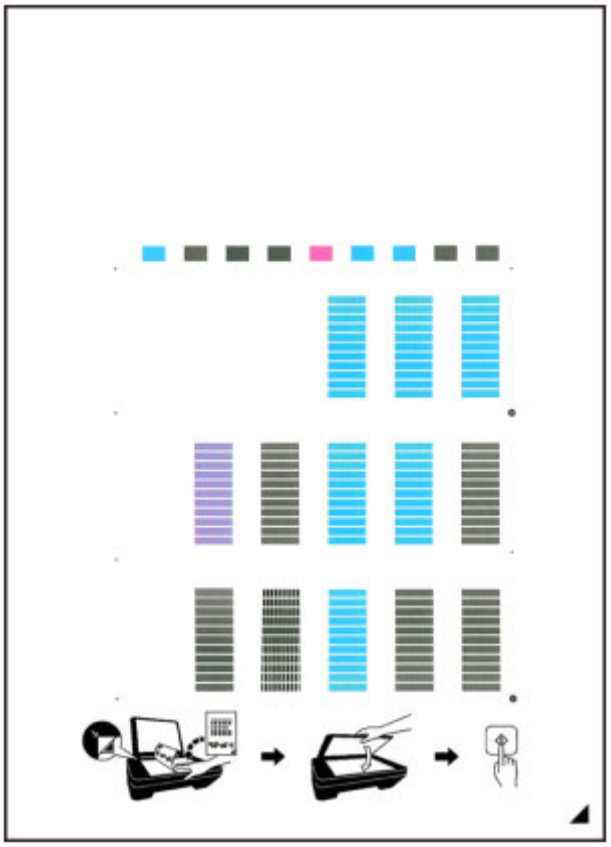
4. Press the **Setup** button, use the ◄ ► button to select **Maintenance**, and press the **OK** button.

   LCD and Operation Panel

5. Use the ◄ ► button to select **Head alignment** and then press the **OK** button.

   The print head alignment sheet will be printed.



Important

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

6. 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 ◢ on the bottom right corner of the sheet with the alignment mark ⬊.

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

   The printer 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.

     An Error Occurs

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.
  - For Windows:

    Adjusting Print Head Position
  - For Mac OS:

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

Cleaning

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

Cleaning Paper Feed Rollers

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

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

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

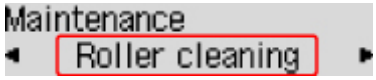
1. Make sure that the power is turned on.

2. Remove any paper from the rear tray.

3. Press the **Setup** button, use the ◄ ► button to select **Maintenance**, and press the **OK** button.

   LCD and Operation Panel

4. Use the ◄ ► button to select **Roller cleaning** and then press the **OK** button.

   The paper feed roller will rotate as it is cleaned.

5. Make sure that the paper feed roller has stopped rotating, then load three sheets of A4 or Letter-sized plain paper in the rear tray.

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

6. Pull out the paper output tray, then open the output tray extension.

7. Make sure that **Roller cleaning** is selected and press the **OK** button.

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

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

Cleaning Inside the Printer (Bottom Plate Cleaning)

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

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

* Be sure to use a new piece of paper.

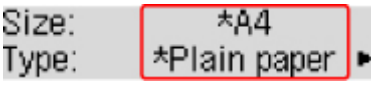
1. Make sure that the power is turned on.

2. Remove any paper from the rear tray.

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

4. Load only this sheet of paper in the rear tray with the open side facing you.

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

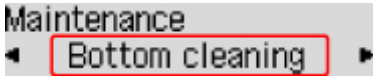


5. Pull out the paper output tray, then open the output tray extension.

6. Press the **Setup** button, use the ◄ ► button to select **Maintenance**, and press the **OK** button.

   LCD and Operation Panel

7. Use the ◄ ► button to select **Bottom cleaning** and then press the **OK** button.



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

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

Note

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

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

Important

- Be sure to turn off the power and unplug the power cord before cleaning the printer.

Overview

- **Safety**
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  - Regulatory Information
  - WEEE (EU & EEA)
- **Main Components and Their Use**
  - Main Components
  - Power Supply
  - LCD and Operation Panel
  - Entering Numbers, Letters, and Symbols
- **Changing Settings**
  - Changing Printer Settings from Your Computer (Windows)
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- **Network Connection**
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- **Network Settings (IJ Network Device Setup Utility) (Windows)**
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- **Ensuring Optimal Printing Results**
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  - Printing Tips
  - Check Paper Settings Before Printing
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- Transporting Your Printer

Legal Restrictions on Scanning/Copying

Specifications

Safety

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

Safety Precautions

Choosing a location

- Do not install the printer in a location that is unstable or subject to excessive vibration.
- Do not install the printer 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 printer under the operating environment specified in the Specifications.
- Do not place the printer on a thick rug or carpet.
- Do not place the printer 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 Printer

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

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: K10454 (Contains FCC Approved WLAN Module K30365)

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:AZDK30365

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.

A label on this equipment 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 product meets the applicable Innovation, Science and Economic Development 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 produit est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique 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 Spark has accepted that the item complies with the minimum conditions for connection to its network. It indicates no endorsement of the product by Spark, 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 Spark's network services.
This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Spark will accept no responsibility should difficulties arise in such circumstances.
This condition typically applies 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.
Telepermitted equipment only may be connected to the telephone port. The telephone port is not specifically designed for 3-wire-connected equipment. 3-wire-connected equipment might not respond to incoming ringing when attached to this port.
The automatic calling functions of this equipment must not be used to cause a nuisance to other Spark customers.

Environmental Information

Reducing your environmental impact

Power Consumption and Operational Modes

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 the power consumption. 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 Sleep Mode. The devices consume less power (Watt) in these modes.

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/m^2, lighter paper means less resources used and a lower environmental footprint for your printing needs.

WEEE (EU&EEA)

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

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

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

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

Union Européenne, Norvège, Islande et Liechtenstein uniquement.

Ce symbole indique que ce produit ne doit pas être jeté avec les ordures ménagères, conformément à la directive DEEE (2012/19/UE) et à la réglementation de votre pays. Ce produit doit être confié au distributeur à chaque fois que vous achetez un produit neuf similaire, ou à un point de collecte mis en

place par les collectivités locales pour le recyclage des Déchets des Équipements Électriques et Électroniques (DEEE). Le traitement inapproprié de ce type de déchet risque d'avoir des répercussions sur l'environnement et la santé humaine, du fait de la présence de substances potentiellement dangereuses généralement associées aux équipements électriques et électroniques. Parallèlement, votre entière coopération dans le cadre de la mise au rebut correcte de ce produit favorisera une meilleure utilisation des ressources naturelles. Pour plus d'informations sur les points de collecte des équipements à recycler, contactez vos services municipaux, les autorités locales compétentes, le plan DEEE approuvé ou le service d'enlèvement des ordures ménagères. Pour plus d'informations sur le retour et le recyclage des produits DEEE, consultez le site: www.canon-europe.com/weee.

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

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

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

Este símbolo indica que este producto no debe desecharse con los desperdicios domésticos, de acuerdo con la directiva RAEE (2012/19/UE) y con la legislación nacional. Este producto debe entregarse en uno de los puntos de recogida designados, como por ejemplo, entregándolo en el lugar de venta al comprar un producto similar o depositándolo en un lugar de recogida autorizado para el reciclado de residuos de aparatos eléctricos y electrónicos (RAEE). La manipulación inapropiada de este tipo de desechos podría tener un impacto negativo en el entorno y la salud humana, debido a las sustancias potencialmente peligrosas que normalmente están asociadas con los RAEE. Al mismo tiempo, su cooperación a la hora de desechar correctamente este producto contribuirá a la utilización eficazde los recursos naturales. Para más información sobre cómo puede eliminar el equipo para su reciclado, póngase en contacto con las autoridades locales, con las autoridades encargadas de los desechos, con un sistema de gestión RAEE

autorizado o con el servicio de recogida de basuras doméstico. Si desea más información acerca de la devolución y reciclado de RAEE, visite la web www.canon-europe.com/weee.

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

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

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

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

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

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

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

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

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

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

ανακύκλωση, επικοινωνήστε με το τοπικό γραφείο της πόλης σας, την υπηρεσία απορριμμάτων, το εγκεκριμένο σχήμα ΑΗΗΕ ή την υπηρεσία απόρριψης οικιακών αποβλήτων. Για περισσότερες πληροφορίες σχετικά με την επιστροφή και την ανακύκλωση των προϊόντων ΑΗΗΕ, επισκεφθείτε την τοποθεσία www.canon-europe.com/weee.

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

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

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

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

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

Den här symbolen visar att produkten enligt WEEE-direktivet (2012/19/EU) och nationell lagstiftning inte får sorteras och slängas som hushållsavfall. Den här produkten ska lämnas in på en därför avsedd insamlingsplats, t.ex. på en återvinningsstation auktoriserad att hantera elektrisk och elektronisk utrustning (EE-utrustning) eller hos handlare som är auktoriserade att byta in varor då nya, motsvarande

köps (en mot en). Olämplig hantering av avfall av den här typen kan ha en negativ inverkan på miljön och människors hälsa på grund av de potentiellt farliga ämnen som kan återfinnas i elektrisk och elektronisk utrustning. Din medverkan till en korrekt avfallshantering av den här produkten bidrar dessutom till en effektiv användning av naturresurserna. Kontakta ditt lokala kommunkontor, berörd myndighet, företag för avfallshantering eller ta del av en godkänd WEEE-organisation om du vill ha mer information om var du kan lämna den kasserade produkten för återvinning. För mer information om inlämning och återvinning av WEEE-produkter, se www.canon-europe.com/weee.

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

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

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

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

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

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

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

Tento symbol znamená, že podľa Smernice 2012/19/EÚ o odpade z elektrických a elektronických zariadení (OEEZ) a podľa platnej legislatívy Slovenskej republiky sa tento produkt nesmie likvidovať spolu s komunálnym odpadom. Produkt je potrebné odovzdať do určenej zberne, napr. prostredníctvom výmeny za kúpu nového podobného produktu, alebo na autorizované zberné miesto, ktoré spracúva odpad z elektrických a elektronických zariadení (EEZ). Nesprávna manipulácia s takýmto typom odpadu môže mať negatívny vplyv na životné prostredie a ľudské zdravie, pretože elektrické a elektronické zariadenia obsahujú potenciálne nebezpečné látky. Spoluprácou na správnej likvidácii produktu prispejete k účinnému využívaniu prírodných zdrojov. Ďalšie informácie o mieste recyklácie opotrebovaných zariadení získate od miestneho úradu, úradu životného prostredia, zo schváleného plánu OEEZ alebo od spoločnosti, ktorá zaisťuje likvidáciu komunálneho odpadu. Viac informácií nájdete aj na webovej stránke: www.canon-europe.com/weee.

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

See sümbol näitab, et antud toodet ei tohi vastavalt elektri- ja elektroonikaseadmete jäätmeid käsitlevale direktiivile (2012/19/EL) ning teie riigis kehtivatele õigusaktidele utiliseerida koos olmejäätmetega. Antud toode tuleb anda selleks määratud kogumispunkti, nt müügipunkt, mis on volitatud üks ühe vastu vahetama, kui ostate uue sarnase toote, või elektri- ja elektroonikaseadmete jäätmete ümbertöötlemiseks

mõeldud kogumispunkti. Täiendava teabe saamiseks elektri- ja elektroonikaseadmetest tekkinud jäätmete tagastamise ja ümbertöötlemise kohta võtke ühendust kohaliku omavalitsusega, asjakohase valitsusasutusega, asjakohase tootjavastutusorganisatsiooniga või olmejäätmete käitlejaga. Lisateavet leitate ka Interneti-leheküljelt www.canon-europe.com/weee.

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

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

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

Šis ženklas reiškia, kad gaminio negalima išmesti su buitinėmis atliekomis, kaip yra nustatyta Direktyvoje (2012/19/ES) ir nacionaliniuose teisė aktuose dėl EĮ atliekų tvarkymo. Šį gaminį reikia atiduoti į tam skirtą surinkimo punktą, pvz., pagal patvirtintą keitimo sistemą, kai perkamas panašus gaminys, arba į elektros ir elektroninės įrangos (EĮ) atliekų perdirbimo punktą. Netinkamas tokios rūšies atliekų tvarkymas dėl elektros ir elektroninėje įrangoje esančių pavojingų medžiagų gali pakenkti aplinkai ir žmonių sveikatai. Padėdami užtikrinti tinkamą šio gaminio šalinimo tvarką, kartu prisidėsite prie veiksmingo gamtos išteklių naudojimo. Jei reikia daugiau informacijos, kaip šalinti tokias atliekas, kad jos būtų toliau perdirbamos, kreipkitės į savo miesto valdžios institucijas, atliekų tvarkymo organizacijas, patvirtintų EĮ atliekų sistemų arba jūsų buitinių atliekų tvarkymo įstaigų atstovus. Išsamesnės informacijos apie EĮ atliekų grąžinimo ir perdirbimo tvarką galite rasti apsilankę tinklalapyje www.canon-europe.com/weee.

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

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

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

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

Doar pentru Uniunea Europeană şi EEA (Norvegia, Islanda şi Liechtenstein)

Acest simbol indică faptul că acest produs nu trebuie aruncat o dată cu reziduurile menajere, în conformitate cu Directiva DEEE (Directiva privind deşeurile de echipamente electrice şi electronice) (2012/19/UE) şi legile naţionale. Acest produs trebuie transportat la un punct de colectare special, de exemplu un centru care preia produsele vechi atunci când achiziţionaţi un produs nou similar, sau la un punct de colectare autorizat pentru reciclarea deşeurilor provenite de la echipamentele electrice şi electronice (EEE). Mânuirea necorespunzătoare a acestor tipuri de deşeuri poate avea un impact negativ asupra mediului înconjurător şi sănătăţii indivizilor, din cauza substanţelor potenţial nocive care sunt în general asociate cu EEE. În acelaşi timp, cooperarea dvs. la reciclarea corectă a acestui produs va contribui la utilizarea efectivă a resurselor naturale. Pentru mai multe informaţii privind locurile de reciclare a deşeurilor provenite de la echipamente, contactaţi biroul primăriei locale, autoritatea responsabilă cu colectarea deşeurilor, schema DEEE aprobată sau serviciul de colectare a deşeurilor menajere. Pentru

mai multe informaţii privind returnarea şi reciclarea produselor DEEE, vizitaţi www.canon-europe.com/weee.

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

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

Korisnici u Srbiji

Ovaj simbol označava da ovaj proizvod ne sme da se odlaže sa ostalim kućnim otpadom, u skladu sa WEEE Direktivom (2012/19/EU) i nacionalnim zakonima. Ovaj proizvod treba predati određenom centru za prikupljanje, npr. na osnovi "jedan-za-jedan" kada kupujete sličan novi proizvod, ili ovlašćenom centru za prikupljanje za reciklažu istrošene električne i elektronske opreme (EEE). Nepravilno rukovanje ovom vrstom otpada može da ima moguće negativne posledice po životnu sredinu i ljudsko zdravlje usled potencijalno opasnih materijala koji se uglavnom vezuju za EEE. U isto vreme, vaša saradnja na ispravnom odlaganju ovog proizvoda će doprineti efikasnom korišćenju prirodnih resursa. Za više informacija o tome gde možete da predate vašu staru opremu radi recikliranje, vas molimo, da kontaktirate lokalne gradske vlasti, komunalne službe, odobreni plan reciklaže ili Gradsku čistoću. Za više informacija o vraćanju i recikliranju WEEE proizvoda, posetite stranicu www.canon-europe.com/weee.

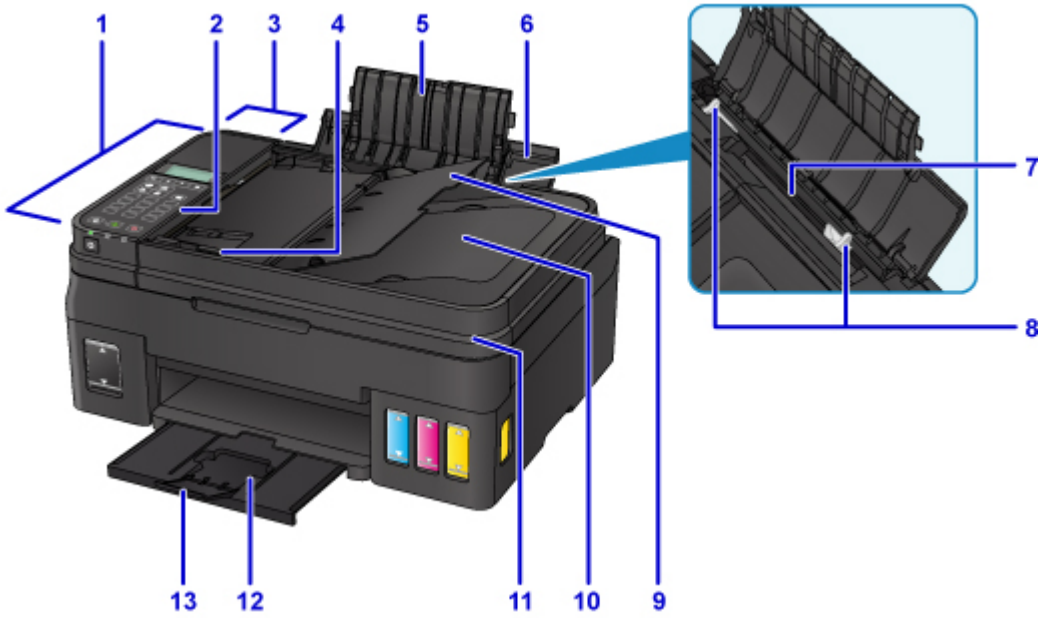
Main Components and Their Use

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

Main Components

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

Front View



(1) 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)

(2) operation panel

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

- Operation Panel

(3) document feeder cover

Open when clearing jammed documents.

(4) document guide

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

(5) paper support extension

Open to load paper in the rear tray.

(6) paper support

Open to load paper in the rear tray.

(7) rear 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

(8) paper guides

Align with both sides of the paper stack.

(9) 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.

(10) document output slot

Documents scanned from the ADF are delivered here.

(11) document cover

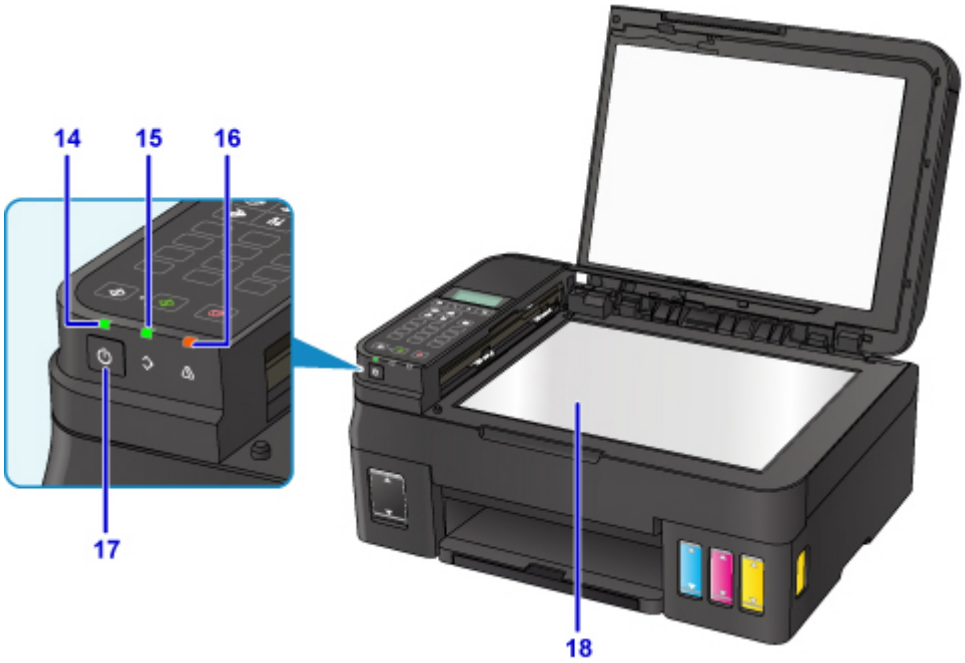
Open to load an original on the platen glass.

(12) paper output tray

Printed paper is ejected. Open before printing.

(13) output tray extension

Open to support ejected paper.



(14) POWER lamp

Lights after flashing when the power is turned on.

(15) FAX Memory lamp

Lights or flashes depending on the document stored in the printer's memory.

Lights:

Printed received document or unsent document is stored in the printer's memory.

Flashes

Unprinted received document is stored in the printer's memory.

(16) Alarm lamp

Lights or flashes when an error occurs.

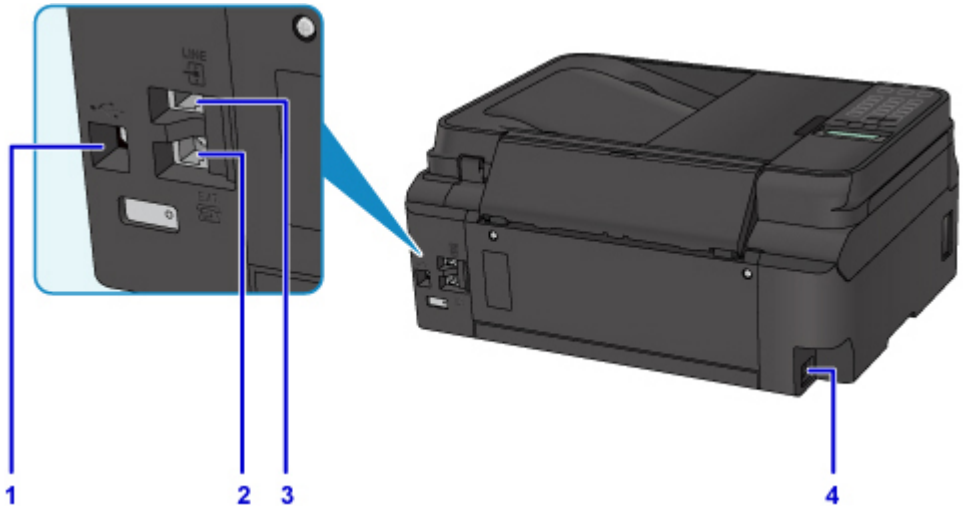
(17) ON button

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

(18) platen glass

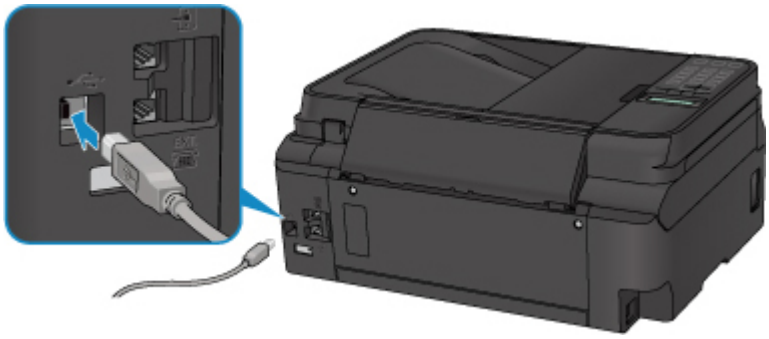
Load an original here.

Rear View



(1) USB port

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



(2) external device jack

Connect an external device such as telephone or answering machine.

(3) telephone line jack

Connect the telephone line.

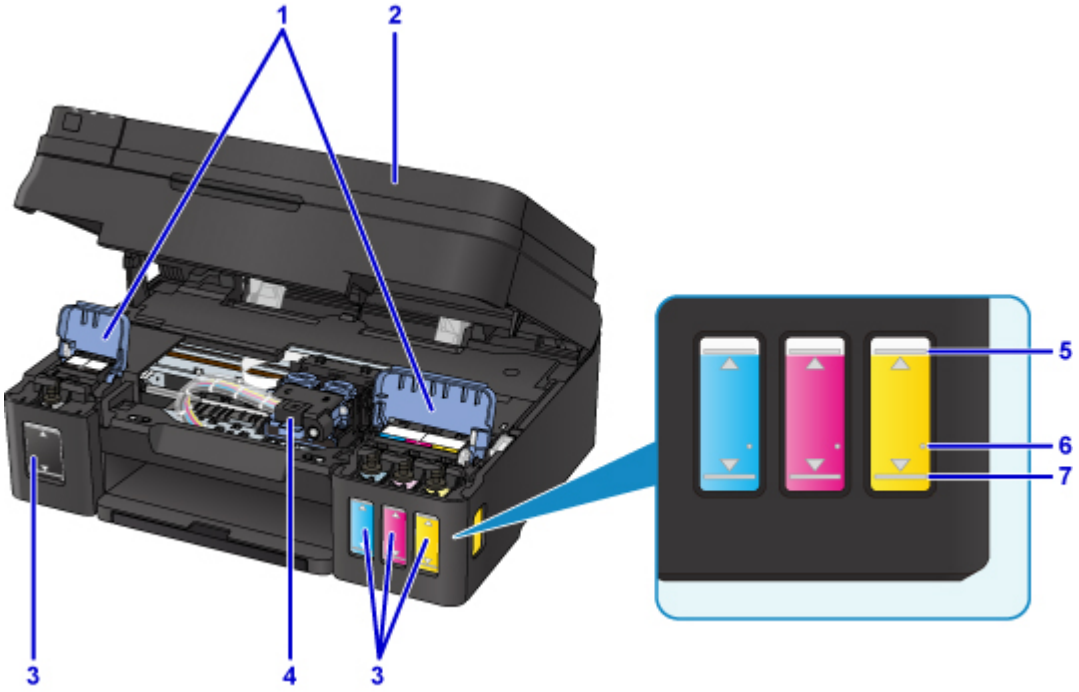
(4) power cord connector

Plug in the supplied power cord.

Important

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

Inside View



(1) ink tank covers

Open to refill ink tanks.

(2) scanning unit / cover

Scans originals. Open to refill ink tanks or to remove jammed paper.

(3) ink tanks

The black ink tank is on the right, and the color ink tanks (cyan, magenta, and yellow) are on the left.

If any ink levels are low, refill the low tanks.

(4) cartridge holder

Install the cartridge here.

Note

- For details on refilling ink tanks, see Refilling Ink Tanks.

(5) Upper limit line

Indicates the maximum capacity of the ink.

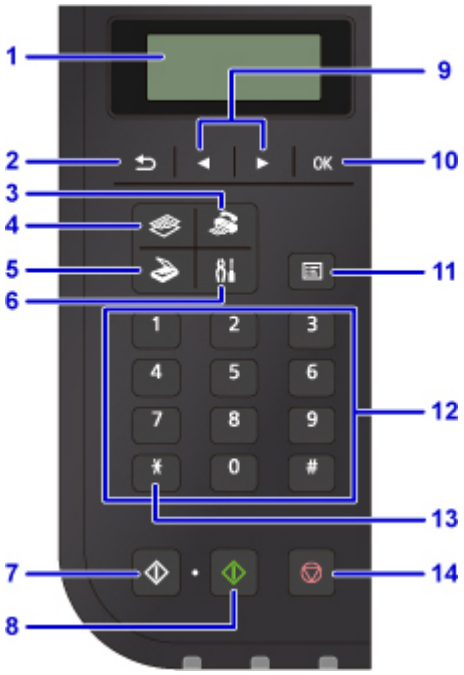
(6) Single dot

Indicates the amount of ink required when performing system cleaning.

(7) Lower limit line

Indicates the lower limit of the sufficient amount of ink to print. Refill the ink tank before the amount of ink is below the this line.

Operation Panel



(1) LCD (Liquid Crystal Display)

Displays messages, menu items, and the operational status.

(2) Back button

Returns the LCD to the previous screen.

(3) FAX button

Switches the printer to the fax mode.

(4) COPY button

Switches the printer to the copy mode.

(5) SCAN button

Switches the printer to the scan mode.

(6) Setup button

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

(7) Black button

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

(8) Color button

Starts color copying, scanning, faxing, etc.

(9) ◄ and ► buttons

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

LCD and Operation Panel

(10) 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).

(11) Menu button

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

(12) Numeric buttons

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

(13) Tone button

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

(14) Stop button

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

Note

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

  Sound control

Power Supply

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

Confirming that the Power Is On

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

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

Note

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

Turning the Printer On and Off

Turning on the printer

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

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

   Confirming that the Power Is On

Note

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

  From the printer

  ECO settings

  From the computer

  - For Windows:

    Managing the Printer Power

  - For Mac OS:

    Managing the Printer Power

Turning off the printer

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

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

Important

- When you unplug the power cord after turning off the printer, be sure to confirm that the **POWER** lamp is off.

Note

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

  From the printer

  ■ ECO settings

  From the computer

  - For Windows:

    ■ Managing the Printer Power

  - For Mac OS:

    ■ Managing the Printer Power

Checking the Power Plug/Power Cord

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

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

⚠ Caution

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

Unplugging the Printer

To unplug the power cord, follow the procedure below.

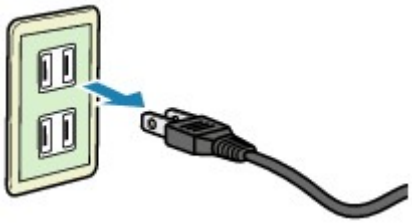
Important

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

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

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

3. Unplug the power cord.

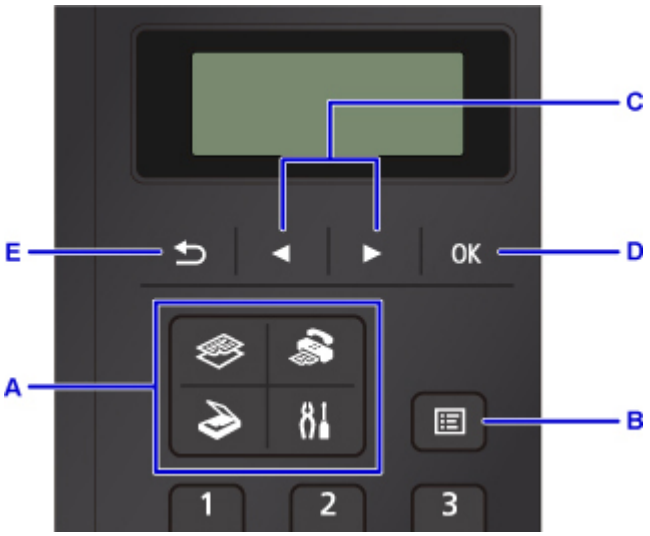


The specification of the power cord differs depending on the country or region of use.

LCD and Operation Panel

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

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

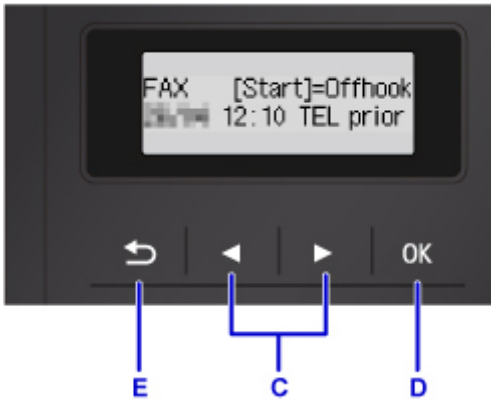


Selecting a Menu or Setting Item

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

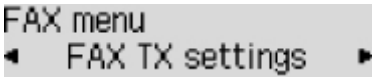
To return to the previous screen, press the **Back** button (E).

Example: Changing the scan contrast for faxing.

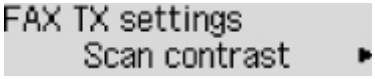


Press the **Menu** button in the Fax standby screen.

Press the ◄ ► button (C) to select **FAX TX settings**.



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



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

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

Network Status Indication

Wireless LAN setting and the network status indicate by the icon.

Wi-Fi icon is displayed on the LCD after pressing each mode button, Wireless LAN is enabled and the printer is connected to the wireless router.

Depending on the signal state, the icon will change.

You can use the printer over a wireless LAN without any problems.

(Signal strength: 81 % or more)

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

(Signal strength: 51 % or more)

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

(Signal strength: 50 % or less)

Wireless LAN is enabled but the printer is not connected to the wireless router.

Note

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

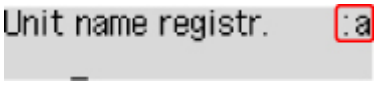
Entering Numbers, Letters, and Symbols

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

Switching the Input Mode

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

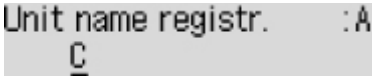
The current input mode appears at the upper right corner of the LCD.



Note

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

Entering Numbers, Letters, and Symbols



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

Use the Numeric buttons to enter the desired characters.

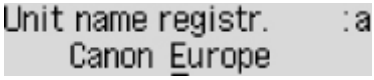
- To insert a space

  Press the # button five times.

- To delete the last entered character

  Press the **Back** button.

Editing Entered Numbers, Letters, and Symbols



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

- To insert a space

  Press the # button five times.

- To insert a character

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

- To delete a character

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

List of Characters Assigned to Each Numeric Button

For Fax/Telephone Number, Name, Number of Copies

Button	Lowercase mode (:a)	Uppercase mode (:A)	Numeric mode (:1)	Fax/Tele-phone no.
1			1	1
2	abcåäáàãâæç	ABCÅÄÁÀÃÂÆÇ	2	2
3	defëéèê	DEFËÉÈÊ	3	3
4	gh i ï í ì î	GH I Ï Í Ì Î	4	4
5	jkl	JKL	5	5
6	mnoñøöóòõô	MNOÑØÖÓÒÕÔ	6	6
7	pqrsþ	PQRSÞ	7	7
8	tuvüúùû	TUVÜÚÙÛ	8	8
9	wxyzý	WXYZÝ	9	9
0			0	0
#	. @ - _ SP*1 ★# ! " , ; : ^ ` = / | ' ? $ % & + ( ) [ ] { } < >			#
✱	Switch the input mode.			★

*1 "SP" indicates a space.

For LAN Settings

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

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

*2 "SP" indicates a space.

Changing Settings

- Changing Printer Settings from Your Computer (Windows)
- Changing Printer Settings from Your Computer (Mac OS)
- Changing Settings from Operation Panel
- Changing Printer's Setting Using Web Browser

Changing Printer Settings from Your Computer (Mac OS)

- Registering a Changed Printing Profile
- Managing the Printer Power
- Changing the Printer Operation Mode

Registering a Changed Printing Profile

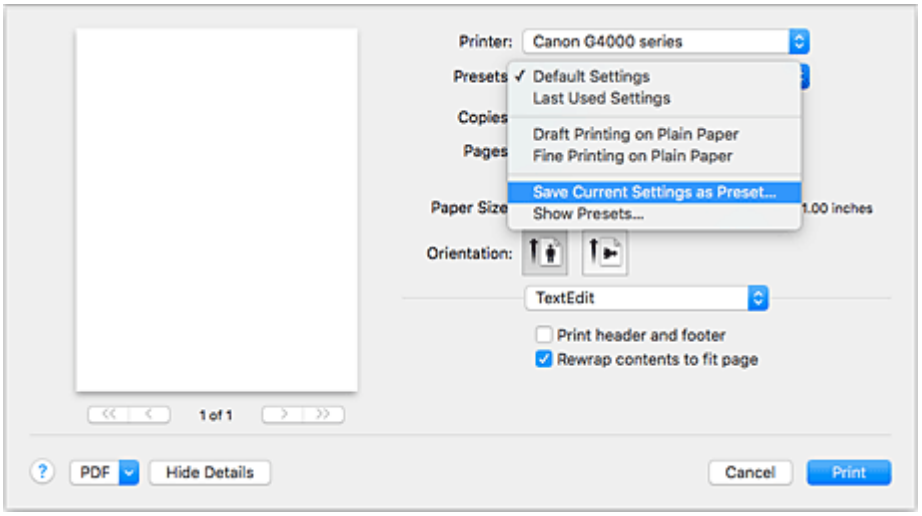
You can name and register the printing profile you made in the Print Dialog. The registered printing profile can be called up from **Presets** to be used. You can also delete the unnecessary printing profile.

The procedure for registering a printing profile is as follows:

Registering a Printing Profile

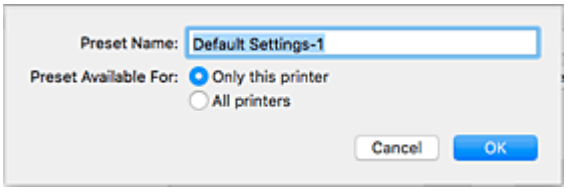
1. In the Print dialog, set the necessary items

2. Select **Save Current Settings as Preset...** from the **Presets**



3. Save the settings

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



Important

- There are also print settings that cannot be saved to preset.

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

   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.

2. Delete the printing profile

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

Managing the Printer Power

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

The procedure for managing the printer power is as follows:

Power Off

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

1. Select **Power Settings** from the pop-up menu on the Canon IJ Printer Utility2

2. Execute power off

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

   Important

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

Auto Power

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

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

1. Select **Power Settings** from the pop-up menu on the Canon IJ Printer Utility2

2. Check that the printer is on, and then click **Auto Power**

   A dialog appears.

   Note

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

3. If necessary, complete the following settings:

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

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

4. Apply the settings

   Click **OK**. When the confirmation message appears, click **OK**.
   The setting is enabled after this. When you want to disable this function, select **Disable** from the list according to the same procedure.

Important

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

Changing the Printer Operation Mode

If necessary, switch between various modes of printer operation.

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

1. Make sure that the printer is on, and then select **Custom Settings** from the pop-up menu on the Canon IJ Printer Utility2

   Note

   - If the computer is unable to communicate with the printer, a message may be displayed because the computer cannot access the function information that was set on the printer.
     If this happens, click **OK** 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 printer rest time until printing of the next page begins. Moving the slider to the right increases the pause time, and moving the slider to the left decreases the time.
   If the paper gets stained because the next page is ejected before the ink on the printed page dries, increase the ink drying wait time.
   Reducing the ink drying wait time speeds up printing.

   Prevent paper abrasion

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

   Align heads manually

   Usually, the **Print Head Alignment** function of **Test Print** on the pop-up menu in the Canon IJ Printer Utility2 is set to automatic head alignment, but you can change it to manual head alignment.
   If the printing results of automatic print head alignment are not satisfactory, perform manual head alignment.
   Check this check box to perform the manual head alignment. Uncheck this check box to perform the automatic head alignment.

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

   When you print documents from your computer and the paper settings in the print dialog and the paper information registered on the printer do not match, this setting disables the message display and allows you to continue printing.
   To disable detection of paper setting mismatches, select this check box.

3. Apply the settings

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

   The printer operates with the modified settings hereafter.

Changing Settings from Operation Panel

- Changing Settings from Operation Panel
- Setting Items on Operation Panel
- Fax settings
- Print settings
- LAN settings
- Dev. user settings
- Firmware update
- Feed settings
- Reset setting
- Ink notification set.
- Web service setup
- System information
- ECO settings
- Quiet mode

Changing Settings from Operation Panel

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

Note

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

1. Make sure that printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

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

   The **Device settings** screen is displayed.

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

   Device settings
   Print settings ▸

   The setting screen for the selected item is displayed.

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

   Print settings
   ◂ Extended copy amt.

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

   Extended copy amt.
   *Amount: Small ▸

For more on setting items on the operation panel:

Setting Items on Operation Panel

Setting Items on Operation Panel

Items for Printer

- Fax settings
- Dev. user settings
- Web service setup
- ECO settings
- Quiet mode

Items for Paper/Printing

- Print settings
- Feed settings
- Ink notification set.

Items for Maintenance/Management

- System information
- Firmware update
- LAN settings
- Reset setting

Fax settings

Select this menu from **Setup menu**.

- Easy setup
- TEL no. registration
- FAX user settings
- Adv. FAX settings
- Auto print settings
- Security control

Note

- Before changing the settings, you can confirm the current settings by printing USER'S DATA LIST.

  - Summary of Reports and Lists

Easy setup

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

Note

- You can specify the setup setting individually or the advanced setting.

  For details on how to specify the setting:

  - Preparing for Faxing

TEL no. registration

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

- Registering Recipients Using Operation Panel of Printer

FAX user settings

- **Unit TEL no. registr.**

  Registers your fax/telephone number printed on sent faxes.

  - Registering User Information

- **Unit name registr.**

  Registers your name printed on sent faxes.

  - Registering User Information

- **Telephone line type (Country or region of purchase other than China)**

  Selects the telephone line type setting for the printer.

  - Setting Telephone Line Type

Note

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

- **TEL line auto select (China only)**

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

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

  Setting Telephone Line Type

Adv. FAX settings

- **Auto redial**

  Enables/disables automatic redialing.

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

- **Dial tone detect**

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

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

  Note

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

- **Pause time settings**

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

- **TTI position**

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

- **Remote RX**

  Enables/disables remote reception.

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

  Remote Reception

- **Color transmission**

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

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

- **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).

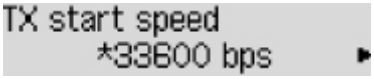
    Transmission/Reception of Faxes Using ECM
  - **ECM RX**

    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:

    The following settings are available.

    33600 bps/14400 bps/9600 bps/4800 bps

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

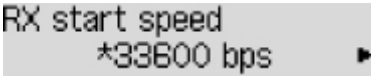
    The fax transmission start speed will be faster as the value is bigger.

    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:

    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 printer's memory.

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

- Document Stored in Printer's Memory

- **Activity report**

  Selects whether to print ACTIVITY REPORT automatically.

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

  For details on the procedure to print ACTIVITY REPORT manually:

  - Summary of Reports and Lists

- **TX report**

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

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

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

- **RX report**

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

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

Security control

- **FAX no. re-entry**

  If you select **ON**, you can set the printer to send faxes after using the Numeric buttons to enter the number twice. By using this setting, you can avoid the mistransmission of faxes.

  - Preventing Mistransmission of Faxes

- **Check RX FAX info**

  If you select **ON**, the printer checks whether the recipient's fax device information matches the dialed number. If it matches the number, the printer starts to send faxes.

  - Preventing Mistransmission of Faxes

- **Hook setting**

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

- **FAX RX reject**

  If you select **ON**, the printer rejects the reception of faxes with no sender information or faxes from specific senders.

  - Rejecting Fax Reception

- **Caller rejection**

  If you subscribe to the Caller ID service, the printer detects the sender's Caller ID. If the sender's ID matches the condition specified in this setting, the printer rejects the phone call or fax reception from the sender.

  If you select **Subscribed**, you can specify the settings of rejection.

  Using Caller ID Service to Reject Calls

Note

- This setting may not be supported depending on the country or region of purchase. Contact your telephone company to confirm whether it provides this service.

Print settings

Select this menu from **Device settings** in **Setup menu**.

- **Prevent abrasion**

  Use this setting only if the print surface becomes smudged.

  Important

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

- **Extended copy amt.**

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

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

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

  Note

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

LAN settings

Select this menu from **Device settings** in **Setup menu**.

- Wireless LAN
- Wireless Direct
- Print LAN details
- Common settings

Wireless LAN

- **Wireless LAN setup**

  Selects the setup method for wireless LAN connection.

  Note

  - You can also enter this setting menu by selecting **Wireless LAN setup** from the **Setup menu** screen.

  - **Easy WL connect**

    Select if you specify the settings of the access point information to the printer directly from a device (such as a smartphone) without operating the wireless router. Follow the on-screen instructions of the connecting device for the setup procedure.

  - **Manual connect**

    Select when you perform settings for wireless LAN manually using the operation panel of the printer.

  - **WPS (Push button)**

    Select when you perform settings for wireless LAN using a wireless router supporting a Wi-Fi Protected Setup (WPS) push button method. Follow the on-screen instructions during setup.

  - **Other setup**

    - **Manual setup**

      Select when you perform settings for wireless LAN manually. You can specify multiple WEP keys.

    - **WPS (PIN code)**

      Select when you perform settings for wireless LAN using a wireless router supporting a Wi-Fi Protected Setup (WPS) PIN code method. Follow the on-screen instructions during setup.

- **WLAN activ./inactiv.**

  Enables/disables wireless LAN.

Wireless Direct

- **Switch WL Direct**

  Enables/disables Wireless Direct.

- **Update SSID/PW**

  Updates the identifier (SSID) and password for Wireless Direct.

- **Change device name**

  Changes the printer's name displayed on a Wi-Fi Direct compatible device.

- **Confirm request**

  Set whether the printer displays the confirmation screen when a Wi-Fi Direct compatible device is connecting the printer.

Print LAN details

You can print out the network settings of the printer such as its IP address and SSID.

For more information on the printer's network setting is printed out:

Printing Network Settings

Important

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

Common settings

- **Set printer name**

  Specifies the printer name. You can use up to 15 characters for the name.

  ### Note

  - You cannot use the same printer name as that already used for other LAN connected devices.
  - You cannot use a hyphen for the initial or last character of the printer name.

- **TCP/IP settings**

  Performs IPv4 or IPv6 setting.

- **WSD setting**

  Setting items when you use WSD (one of the network protocols supported in Windows).

  Enable/disable WSD

  Selects whether WSD is enabled or disabled.

  ### Note

  - When this setting is enabled, the printer icon is displayed on the Network Explorer in Windows.

  Optimize WSD-In

  Selecting **Active** allows you to receive the WSD printing data faster.

  WSD scan from dev.

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

  Timeout setting

  Specifies the timeout length.

- **Bonjour settings**

  Setting items for LAN using Bonjour for 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**

  Enables/disables the LPR setting.

- **RAW protocol**

  Enables/disables RAW printing.

- **LLMNR**

  Enables/disables LLMNR (Link-Local Multicast Name Resolution). Selecting **Active** allows the printer to detect printer's IP address from the printer name without a DNS server.

- **IPsec settings**

  Selecting **Active** allows you to specify the IPsec settings.

Dev. user settings

Select this menu from **Device settings** in **Setup menu**.

- **Date/time setting**

  Sets the current date and time.

  Setting Sender Information

  Important

  - If a power failure occurs or you unplug the power cord, the date/time settings will be reset.

- **Date display format**

  Sets the format of dates displayed on the LCD and printed on sent faxes.

- **DST setting**

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

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

  Setting Sender Information

  Note

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

- **Sound control**

  Selects whether the beep sound in operations is enabled or not.

  - **Keypad sound**

    Selects whether the beep sound is enabled or not when pressing the buttons on the operation panel.

  - **Alarm sound**

    Selects whether the alarm is enabled or not.

  - **Line monitor sound**

    Selects whether the line monitor sound is enabled or not.

  - **Offhook alarm**

    Selects whether the alarm is enabled or not when the phone receiver is not put on the hook properly.

- **Country or region**

  Selects the country or region where you are using the printer.

  Note

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

- **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 / Vietnamese

- **Key repeat**

  Enables/Disables continuous input by pressing and holding down the ◄► 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.

- **Doc. remov. reminder**

  Selects whether the printer will display the reminder screen in case you forget to remove the original from the platen glass after scanning.

  Important

  - Depending on the type of original or the state of the document cover, forgetting to remove the original may not be detected.

Firmware update

Select this menu from **Device settings** in **Setup menu**.

You can update the firmware of the printer, check the firmware version, or perform settings of a notification screen.

Note

- Only **Current version** is available when **Inactive** is selected for **WLAN activ./inactiv.**.

- **Install update**

  Performs the firmware update of the printer. Follow the on-screen instructions to perform update.

  ### Important

  - When you use this function, make sure the printer is connected to the Internet.

  ### Note

  - If the firmware update is not complete, check the following and take an appropriate action.
    - Check the network settings such as a wireless router.
    - If **Cannot connect to the server; try again** is displayed on the LCD, press the **OK** button and try again after a while.

- **Current version**

  You can check the current firmware version.

- **Update notification**

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

- **DNS server setup**

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

- **Proxy server setup**

  Performs settings for a proxy server. Select **Use** or **Do not use**. If you select **Use**, follow the display on the LCD to perform settings.

Feed settings

Select this menu from **Device settings** in **Setup menu**.

By registering the paper size and the media type loaded on the rear tray, you can prevent the printer from misprinting by displaying the message before printing starts when the paper size or the media type of the loaded paper differs from the print settings.

For details:

- Paper Settings

- **Register paper info**

  Registers the paper size and the media type you load on the rear tray.

  Note

  - For more on the combination of paper settings you can specify by the printer driver or on the LCD:
    - For Windows:
      - Paper Settings on the Printer Driver and the Printer (Media Type)
      - Paper Settings on the Printer Driver and the Printer (Paper Size)
    - For Mac OS:
      - Paper Settings on the Printer Driver and the Printer (Media Type)
      - Paper Settings on the Printer Driver and the Printer (Paper Size)

- **Det. paper mismatch**

  If you select **ON**, the printer detects whether the paper size and the media type are identical with those registered in **Register paper info**. If printing starts with the settings that do not match, an error message is displayed on the LCD.

  Note

  - When **OFF** is selected, **Register paper info** is disabled.

- **Detect reinsertion**

  If you select **ON**, the printer detects the cassette is reinserted. When the **Register paper info** screen is displayed, register the paper size and the media type.

Reset setting

Select this menu from **Device settings** in **Setup menu**.

Returns all settings you made to the printer back to the default. However, some data may not be changed, depending on the current usage state of your printer.

Important

- Depending on the setting item, it is necessary to perform connection or setup again after you have returned the setting back to the default.

- **Web service setup**

  Returns the Web service settings back to the default.

- **LAN settings**

  Returns the LAN settings back to the default.

- **Telephone no. data**

  Returns the telephone/fax number settings to default.

- **Setting data**

  Returns the settings such as the paper size, media type, or other setting items other than the LAN settings or the fax settings back to the default.

- **Device info sending**

  Returns only the device information sending settings back to the default.

- **FAX settings**

  Returns the fax settings back to the default. Disconnect the telephone line from the printer before you return this setting item back to the default.

  After resetting, perform setup again as necessary.

- **All data**

  Sets all settings you made to the printer back to the default. The administrator password specified by Remote UI or IJ Network Device Setup Utility reverts to the default setting.

  After resetting, perform setup again as necessary.

Note

- You cannot set the following setting items back to the default:
  - The language displayed on the LCD
  - The current position of the print head
  - CSR (Certificate Signing Request) for encryption method (SSL/TLS) setting
  - The country or region selected for **Country or region**

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

  1. Displays **Unit TEL no. registr.** or Displays **Unit name registr.**.

     Setting Sender Information

2. Delete all the numbers and the letters by pressing the **Back** button.
3. Press the **OK** button after deleting all the numbers and the letters.

- **ON** is selected for **Device info sending** on **Dev. user settings** after you have reset the setting to send device information. However, the printer does not send device information. Select **OFF** to disable the function to send device information.

Ink notification set.

Select this menu from **Setup menu**.

- **Ink notification**

  If **ON** is selected, the message appears on the LCD when ink runs out.

  Refilling Ink Tanks

  Note

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

  If this menu is changed **OFF** to **ON**, **For correct operation of the function, you must refill all ink tanks to the upper limit line** appears.

  ```
  For correct operation of
  [OK]Next
  ```

  Refill the ink tanks of all colors to the upper limit line and then press the **OK** button. If all the ink tanks are not refilled to the upper limit line, the remaining ink level is not detected correctly.

  Are all the ink tanks refilled to the upper limit line? appears.

  ```
  Are all the ink tanks refi
   <  Yes  >      No
  ```

  If **No** is selected, **Ink notification set.** can not be set to **ON**.

  Important

  - If the remaining ink level notification function is disabled, visually inspect the remaining ink and refill the ink tanks as necessary. Continuing printing with ink below the lower limit line of an ink tank may prevent satisfactory print quality or may cause malfunction or damage to the printer.

- **Reset ink lev. count**

  If you refill the ink tank when remaining ink level notification function is enabled and when the remaining ink error has not occurred, resets the remaining ink level count after refilling the ink tank to the upper limit line.

  Reset of the ink remaining amount count in one of the following ways.

  - Resetting the remaining ink level count for all colors
  - Resetting the remaining ink level count for some colors

  If you select **Yes**, the following screen appears.

  ```
  Do you want to reset the
     Yes      <  No  >
  ```

  To reset the remaining ink level count for all colors, select **Yes**.

  To reset the remaining ink level count for some colors, select **No**.

  Important

  - When you reset the remaining ink level count, you must refill the ink tanks of all colors to the upper limit line. If you reset the remaining ink level count without refilling the ink tanks to the upper limit line, the remaining ink level count cannot be reset correctly.

- Refilling Ink Tanks

System information

Select this menu from **Setup menu**.

- **Current version**

  Displays the current firmware version.

- **Printer name**

  Displays the printer name currently specified.

- **Serial number**

  Displays the printer serial number.

ECO settings

This setting allows you to turn on/off the printer automatically to save electricity.

- Turning on Printer Automatically
- Turning off Printer Automatically

Turning on Printer Automatically

You can enable the printer to turn on automatically when printing data is sent to the printer or the printer is operated for scanning from the computer.

1. Make sure that printer is turned on.
2. Press the **Setup** button.

   The **Setup menu** screen is displayed.
3. Select **ECO settings** and then press the **OK** button.
4. Select **Auto power on** and then press the **OK** button.
5. Select **ON** and then press the **OK** button.

Turning off Printer Automatically

You can enable the printer to turn off automatically when no operation is made or no printing data is sent to the printer for a specified period of time.

1. Make sure that printer is turned on.
2. Press the **Setup** button.

   The **Setup menu** screen is displayed.
3. Select **ECO settings** and then press the **OK** button.
4. Select **Auto power off** and then press the **OK** button.
5. Select a time to turn off the printer and then press the **OK** button.

Network Connection

- Network Connection Tips

Network Connection Tips

- Default Network Settings
- Another Printer Found with Same Name
- Connecting to Another Computer via LAN/Changing from USB to LAN Connection
- Printing Network Settings
- Changing Wireless LAN Connection Method

Default Network Settings

LAN Connection Defaults

Item	Default
Enable/Disable LAN	Disable LAN
SSID	BJNPSETUP
Wireless LAN security	Disable
IP address (**IPv4**)	**Auto setup**
IP address (**IPv6**)	Auto setup
Set printer name*	XXXXXXXXXXXX
Enable/disable IPv6	**Enable**
Enable/disable WSD	**Enable**
Timeout setting	**15 minutes**
Enab./disab. Bonjour	**Enable**
Service name	Canon G4000 series
LPR setting	**Enable**
RAW protocol	**Enable**
LLMNR	**Active**

("XX" represents alphanumeric characters.)

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

LAN settings

Wireless Direct Defaults

Item	Default
SSID (Identifier for wireless direct)	DIRECT-abXX-G4000series *1
Password	YYYYYYYYYY *2
Security method	**WPA2-PSK (AES)**
WL Direct dev. name	ZZZZZZ-G4000series *3
Confirm request	Displayed

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

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

*3 "ZZZZZZ" represents last six digits of printer's MAC address.

Another Printer Found with Same Name

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

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

- For Windows:

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

- For Mac OS:

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

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

Note

- Serial number may not appear on result screen.

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

Printing Network Settings

Note

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

  System information

Connecting to Another Computer via LAN/Changing from USB to LAN Connection

- For Windows:
- For Mac OS:

For Windows:

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

For Mac OS:

To connect an additional computer to the printer via LAN, or to change from USB to LAN connection, follow the instructions on the Canon website.

Printing Network Settings

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

Important

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

1. Make sure printer is turned on.

2. Load two sheets of A4 or Letter-sized plain paper.

3. Press **Setup** button.

   The **Setup menu** screen appears.

4. Select **Device settings** and press **OK** button.

5. Select **LAN settings** and press **OK** button.

6. Select **Print LAN details** and press **OK** button.

   The printer starts printing network settings information.

   The printed network settings information is as follows: (Some setting values are not displayed depending on the printer settings.)

Item	Description	Setting
Product Information	Product information	–
Product Name	Product name	XXXXXXXX
ROM Version	ROM version	XXXXXXXX
Serial Number	Serial number	XXXXXXXX
Wireless LAN	Wireless LAN	Enable/Disable
Infrastructure	Infrastructure	Enable/Disable
MAC Address	MAC address	XX:XX:XX:XX:XX:XX
Connection	Connection status	Active/Inactive
SSID	SSID	Wireless LAN SSID
Channel	Channel	XX (1 to 11)
Encryption	Encryption method	None/WEP/TKIP/AES
WEP Key Length	WEP key length (bits)	Inactive/128/64
Authentication	Authentication method	None/auto/open/shared/WPA-PSK/WPA2-PSK

Signal Strength	Signal strength	0 to 100 [%]
TCP/IPv4	TCP/IPv4	Enable
IP Address	IP address	XXX.XXX.XXX.XXX
Subnet Mask	Subnet mask	XXX.XXX.XXX.XXX
Default Gateway	Default gateway	XXX.XXX.XXX.XXX
TCP/IPv6	TCP/IPv6	Enable/Disable
Link Local Address	Link local address	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Link Local Prefix Length	Link local prefix length	XXX
Stateless Address1	Stateless address 1	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Stateless Prefix Length1	Stateless prefix length 1	XXX
Stateless Address2	Stateless address	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Stateless Prefix Length2	Stateless prefix length 2	XXX
Stateless Address3	Stateless address 3	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Stateless Prefix Length3	Stateless prefix length 3	XXX
Stateless Address4	Stateless address 4	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Stateless Prefix Length4	Stateless prefix length 4	XXX
Default Gateway1	Default gateway 1	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Default Gateway2	Default gateway 2	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Default Gateway3	Default gateway 3	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Default Gateway4	Default gateway 4	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
IPsec	IPsec setting	Active
Security Protocol	Security method	ESP/ESP & AH/AH
Wireless Direct	Wireless direct	Enable/Disable
MAC Address	MAC address	XX:XX:XX:XX:XX:XX

Connection	Connection status	Active/Inactive
SSID	SSID	Wireless Direct SSID
Password	Password	Wireless Direct password (10 alphanumeric characters)
Channel	Channel	3
Encryption	Encryption method	AES
Authentication	Authentication method	WPA2-PSK
TCP/IPv4	TCP/IPv4	Enable
IP Address	IP address	XXX.XXX.XXX.XXX
Subnet Mask	Subnet mask	XXX.XXX.XXX.XXX
Default Gateway	Default gateway	XXX.XXX.XXX.XXX
TCP/IPv6	TCP/IPv6	Enable/Disable
Link Local Address	Link local address	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
Link Local Prefix Length	Link local prefix length	XXX
IPsec	IPsec setting	Active
Security Protocol	Security method	–
Other Settings	Other settings	–
Printer Name	Printer name	Printer name (Up to 15 alphanumeric characters)
Wireless Direct DevName	Device name for wireless direct (Up to 32 characters)	Device name for wireless direct
WSD Printing	WSD printing setting	Enable/Disable
WSD Timeout	Timeout	1/5/10/15/20 [min]
LPD Printing	LPD printing setting	Enable/Disable
RAW Printing	RAW printing setting	Enable/Disable
Bonjour	Bonjour setting	Enable/Disable
Bonjour Service Name	Bonjour service name	Bonjour service name (Up to 52 alphanumeric characters)
LLMNR	LLMNR setting	Enable/Disable
SNMP	SNMP setting	Enable/Disable

DNS Server	Obtain DNS server address 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 Address	Proxy address	XXXXXXXXXXXXXXXXXXXX
Proxy Port	Proxy port specification	1 to 65535
Cert. Fingerprt(SHA-1)	Certificate fingerprint (SHA-1)	XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
Cert. Fingerprt(SHA-256)	Certificate fingerprint (SHA-256)	XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX

("XX" represents alphanumeric characters.)

Changing Wireless LAN Connection Method

Follow either procedure below to change wireless LAN connection method (infrastructure or wireless direct).

- **For Windows:**
  - Use the Setup CD-ROM or follow the instructions on the Canon website to redo setup.
  - Perform settings on the **Network Settings** screen on IJ Network Device Setup Utility.

Important

- Before you perform settings using IJ Network Device Setup Utility, turn on Easy wireless connect mode on the printer following the procedure below.
  1. Make sure printer is turned on.
  2. Press **Setup** button.

     The **Setup menu** screen appears.
  3. Select **Wireless LAN setup** and press **OK** button.
  4. Select **Easy WL connect** and press **OK** button.

     Follow instructions on your smartphone or tablet.
  5. If message saying setup is completed appears, press **OK** button.

- **For Mac OS:**

  Follow the instructions on the Canon website to redo setup.

Ensuring Optimal Printing Results

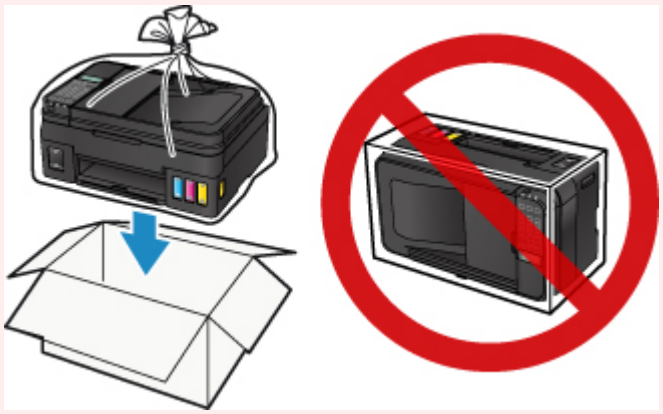
- Ink Tips
- Printing Tips
- Check Paper Settings Before Printing
- Canceling Print Jobs
- Set Rear Tray Paper Information After Loading Paper
- Keeping Print Quality High
- Transporting Your Printer

Transporting Your Printer

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

Important

- You cannot take ink out of ink tanks.
- Check if the tank cap is completely inserted. If the ink tank cover is not completely closed, insert the tank cap properly.
- Do not tilt the printer. Ink may leak.
- Please handle with care and ensure the box remains flat and NOT turned upside down or on its side, as the printer may be damaged and ink in the printer may leak.
- Pack the printer in a sturdy box so that it is placed with its bottom facing down, using sufficient protective material to ensure safe transport.
- With the cartridge left installed in the printer, press the **ON** button to turn off the power. This allows the printer to automatically cap the print head, thus preventing it from drying.
- Do not remove the cartridge. Ink may leak.
- When transporting the printer, pack the printer in a plastic bag so that ink does not leak.
- When a shipping agent is handling transport of the printer, have its box marked "THIS SIDE UP" to keep the printer with its bottom facing down. Mark also with "FRAGILE" or "HANDLE WITH CARE".

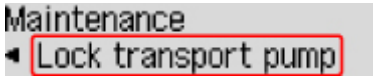


1. Make sure that the power is turned on.

2. Press the **Setup** button, use the ◄ ► button to select **Maintenance**, and press the **OK** button.

   LCD and Operation Panel

3. Use the ◄ ► button to select **Lock transport pump** and then press the **OK** button.

4. Use the ◄ ► button to select **ON** and then press the **OK** button.

5. Confirm that the **ON** lamp is off and unplug the power cord.

Important

- Do not unplug the printer while the **ON** lamp is lit or flashing, as it may cause malfunction or damage to the printer, making the printer unable to print.
- If the power cord is unplugged, the date/time settings will be reset and all documents stored in the printer's memory will be lost. Send or print a necessary document before unplugging the power cord.

6. Retract the paper output tray and the output tray extension, then close the paper support and the document tray.

7. Unplug the printer cable from the computer and from the printer, then unplug the power cord from the printer.

8. Use adhesive tape to secure all the covers on the printer to keep them from opening during transportation. Then pack the printer in the plastic bag.

9. Attach the protective material to the printer when packing the printer in the box.

Legal Restrictions on Scanning/Copying

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

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

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

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 *2: IEEE802.11n *3 / IEEE802.11g / IEEE802.11b *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 Easy wireless connect. *3 The 2.4 GHz frequency band is utilized. USB and LAN can be used at the same time.
Print width	8 inches/203.2 mm (for Borderless Printing: 8.5 inches/216 mm)
Printable area	**Borderless printing:** Top/Bottom/Left/Right margin: 0.00 inch (0.0 mm) **Standard printing:** -Top margin: 0.12 inch (3.0 mm) -Bottom margin: 0.20 inch (5.0 mm) -Left margin: • Letter/Legal: 0.26 inch (6.4 mm) • Other sizes: 0.14 inch (3.4 mm) -Right margin: • Letter/Legal: 0.25 inch (6.3 mm) • Other sizes: 0.14 inch (3.4 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. 13 W **Standby (minimum):** Approx. 1.1 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. 17.6 (W) x 13 (D) x 7.8 (H) inches Approx. 445 (W) x 330 (D) x 197 (H) mm * With the Paper Output Tray retracted.
Weight	Approx. 15.8 lb (Approx. 7.2 kg) * With the Print Head and ink tanks installed.
Print Head/Ink	Total 1472 nozzles (BK 320 nozzles, C/M/Y each 384 nozzles)
ADF capacity	**A4 or Letter size:** max. 20 sheets (20 lb/75 g /m^2 paper), up to 0.08 inch/2 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

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:** 600 x 1200 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 **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 - Recipient (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:** WPS (Push button configuration/PIN code method) WCN (WCN-NET) Easy wireless connect **Other Features:** Administration password

Minimum System Requirements

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

Windows

Operating System	Windows 10, Windows 8.1*, Windows 8 Windows 7 SP1 Windows Vista SP2 * Windows 8.1 includes Windows 8.1 Update.
Hard Disk Space	3.1 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	OS X v10.8.5 - OS X v10.11
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 Canon web site for details on operation with iOS, Android, Windows RT, and Windows 10 Mobile.

Mobile Printing Capability

Apple AirPrint
Google Cloud Print
PIXMA Cloud Link

- An internet connection is required to use Easy-WebPrint EX and all the Online Manual.
- Windows: Operation can only be guaranteed on a PC with pre-installed Windows Vista or later.
- Windows: A CD-ROM Drive or internet connection is required during software installation.
- Windows: Internet Explorer 8, 9, 10 or 11 is required to install Easy-WebPrint EX.
- Windows: Some functions may not be available with Windows Media Center.
- Windows: .NET Framework 4.5.2 or 4.6 must be installed to use the Windows software.
- 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: For Mac OS, an internet connection is required during software installation.
- In an in-house network environment, the 5222 port must be opened. Contact the network administrator for details.

Information in this guide is subject to change without notice.

Information about Paper

- **Supported Media Types**
  - Paper Load Limit
- **Unsupported Media Types**
- **Handling Paper**
- **Print Area**

Supported Media Types

For best results, choose paper designed for how you are printing. A variety of paper for documents as well as photos or illustrations is available from Canon. Use genuine Canon paper to print important photos, when possible.

Media Types

Genuine Canon paper

Note

- For warnings on use of the non-printable side, see each product's usage information.
- For details on page sizes and media types, access the Canon website.
- Genuine Canon paper is not available in some countries or regions. Note that in the United States, Canon paper is not sold by model number. Instead, purchase paper by name.

Paper for printing documents:

- Canon Red Label Superior <WOP111>
- Canon Océ Office Colour Paper <SAT213>
- High Resolution Paper <HR-101N>*1

Paper for printing photos:

- Glossy Photo Paper "Everyday Use" <GP-501>
- Photo Paper Glossy <GP-701>
- Photo Paper Plus Glossy II <PP-201>
- Photo Paper Plus Glossy II <PP-301>
- Photo Paper Pro Luster <LU-101>
- Photo Paper Plus Semi-gloss <SG-201>
- Matte Photo Paper <MP-101>

Paper other than genuine Canon paper

- Plain Paper (including recycled paper)
- Envelopes*1

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

- Paper Load Limit
- Paper Settings on the Printer Driver and the Printer (Media Type) (Windows)
- Paper Settings on the Printer Driver and the Printer (Media Type) (Mac OS)

Page Sizes

You can use the following page sizes.

Note

- Page sizes and media types the printer supports differ depending on the OS you are using.

Standard sizes:

- Letter
- Legal
- A4
- B5
- A5
- L(89x127mm)
- KG/4"x6"(10x15)
- 2L/5"x7"(13x18)
- Hagaki
- Hagaki 2
- 8"x10"(20x25cm)
- Square 5"x5" 127x127mm
- Envelope Com 10
- Envelope DL
- Nagagata 3
- Nagagata 4
- Yougata 4
- Yougata 6

Special sizes

Special page sizes must be within the following limits:

- Minimum size: 2.17 x 3.51 inches (55.0 x 89.0 mm)
- Maximum size: 8.50 x 26.61 inches (215.9 x 676.0 mm)

Paper Weight

You can use paper in the following weight range.

- 17 to 28 lb (64 to 105 g /m^2) (plain paper other than genuine Canon paper)

Paper Load Limit

Genuine Canon Paper

Paper for printing documents:

Media Name <Model No.>	Rear Tray	Paper Output Tray
Canon Red Label Superior <WOP111>	Approx. 100 sheets	Approx. 50 sheets
Canon Océ Office Colour Paper <SAT213>	Approx. 80 sheets	Approx. 50 sheets
High Resolution Paper <HR-101N>*1	Approx. 80 sheets	Approx. 50 sheets

Paper for printing photos:

Media Name <Model No.>	Rear Tray	Paper Output Tray
Glossy Photo Paper "Everyday Use" <GP-501>*2	A4, Letter: 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	*3
Photo Paper Glossy <GP-701>*2	A4, Letter: 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	*3
Photo Paper Plus Glossy II <PP-201>*2	A4, Letter, 5" x 7" (13 x 18 cm), 8" x 10" (20 x 25 cm): 10 sheets 4" x 6" (10 x 15 cm), Square 5" x 5" (127 x 127 mm): 20 sheets	*3
Photo Paper Plus Glossy II <PP-301>*2	A4, Letter, 5" x 7" (13 x 18 cm), 8" x 10" (20 x 25 cm): 10 sheets 4" x 6" (10 x 15 cm), Square 5" x 5" (127 x 127 mm): 20 sheets	*3
Photo Paper Pro Luster <LU-101>*2	A4, Letter: 10 sheets	*3
Photo Paper Plus Semi-gloss <SG-201>*2	A4, Letter, 5" x 7" (13 x 18 cm), 8" x 10" (20 x 25 cm): 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	*3
Matte Photo Paper <MP-101>	A4, Letter: 10 sheets 4" x 6" (10 x 15 cm): 20 sheets	*3

Paper other than Genuine Canon Paper

Common Name	Rear Tray	Paper Output Tray

Plain Paper (including recycled paper)*1	Approx. 100 sheets (10 sheets: Legal)	Approx. 50 sheets (10 sheets: Legal)
Envelopes	10 envelopes	*3

*1 Normal feeding at maximum capacity may not be possible with some types of paper, or under very high or low temperature or humidity. In this case, load half the amount of paper or less.
*2 Feeding from a loaded stack of paper may leave marks on the printed side or prevent efficient feeding. In this case, load one sheet at a time.
*3 For best results in continuous printing, remove printed paper or envelopes from the paper output tray to avoid smearing or discoloration.

Unsupported Media Types

Do not use the following types of paper. Using such paper will cause not only unsatisfactory results, but also the printer to jam or malfunction.

- Folded, curled, or wrinkled paper
- Damp paper
- Paper that is too thin (weighing less than 17 lb (64 g /m^2))
- Paper that is too thick (plain paper weighing more than 28 lb (105 g /m^2), except for Canon genuine paper)
- Paper thinner than a postcard, including plain paper or notepad paper cut to a small size (when printing on paper smaller than A5)
- Picture postcards
- Postcards
- Envelopes with a double flap
- Envelopes with an embossed or treated surface
- Envelopes whose gummed flaps are already moistened and adhesive
- Any type of paper with holes
- Paper that is not rectangular
- Paper bound with staples or glue
- Paper with an adhesive surface on the back such as label seal
- Paper decorated with glitter, etc.

Handling Paper

- Be careful not to rub or scratch the surfaces of any types of paper when handling.
- Hold the paper as closely as possible to its edges and try not to touch the printing surface. The print quality may be degraded if the printing surface is smudged with sweat or oil that comes from your hands.
- Do not touch the printed surface until the ink is dried. Even when the ink is dried, be careful not to touch the printed surface as much as possible when handling. Due to the nature of the pigment ink, the ink on the printed surface may be removed when being rubbed or scratched.
- Take out only the necessary number of paper from the package, just before printing.
- To avoid curling, when you do not print, put unused paper back into the package and keep it on a level surface. And also, store it avoiding heat, humidity, and direct sunlight.

Printing from Computer

- Printing from Application Software (Windows Printer Driver)
- Printing from Application Software (Mac OS Printer Driver)
- Printing Using Canon Application Software
- Printing Using a Web Service
- Printing from an AirPrint-enabled Printer with Mac

Printing from Application Software (Mac OS Printer Driver)

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

Basic Printing Setup

This section describes the simple setup procedure so that the printer prints properly.

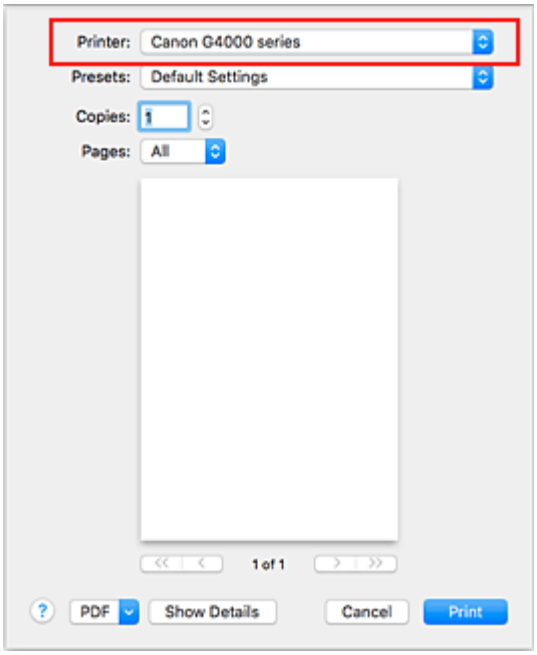
Basic Printing Setup

1. Check that printer power is on

2. Load paper in printer

3. Select printer

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

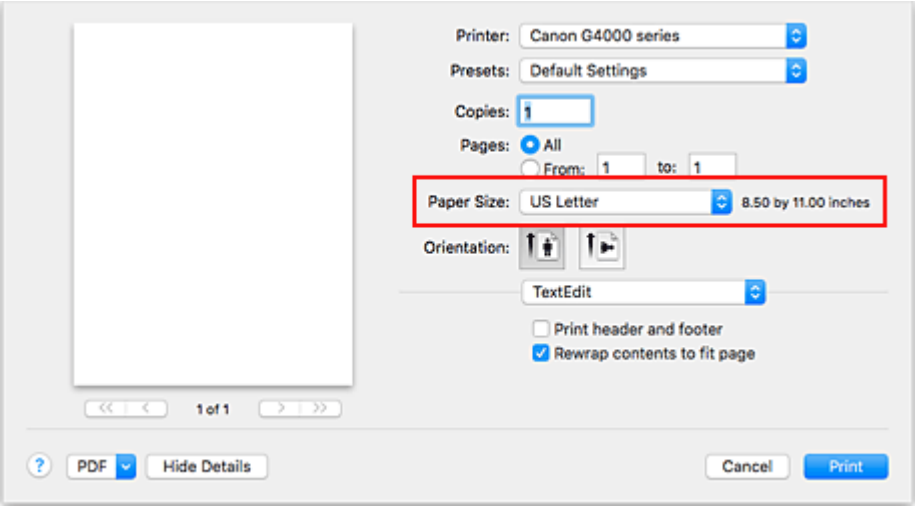


Note

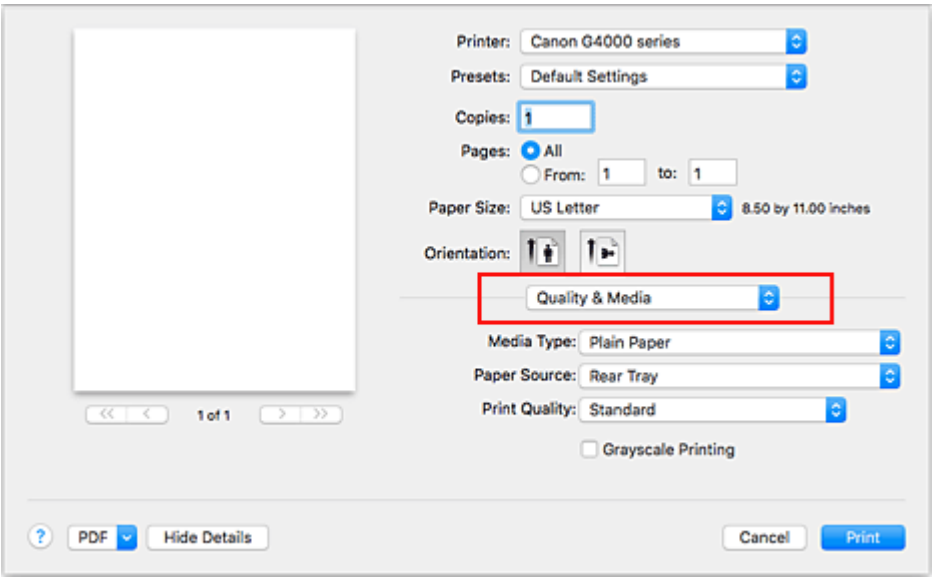
- Click **Show Details** to switch the Setup window to the detailed display.

4. Select the paper size

   For **Paper Size**, select the paper size to be used.
   You can also set the number of copies, the printing range, and the printing direction.

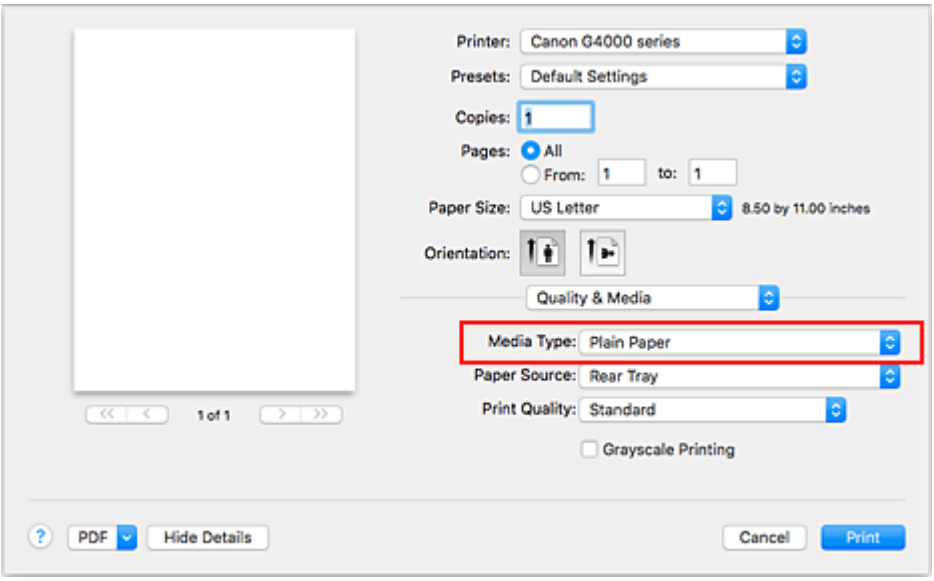


5. From the pop-up menu, select **Quality & Media**



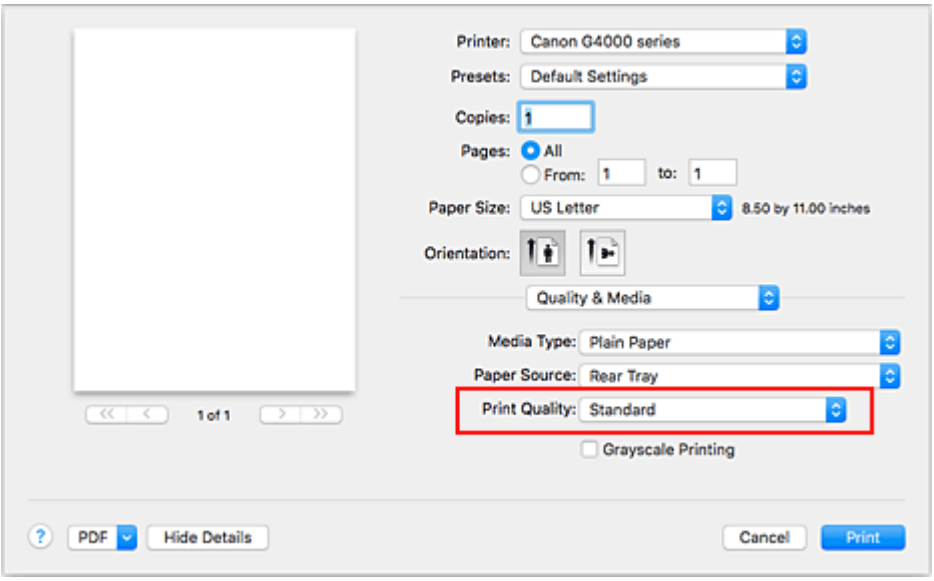
6. Select media type

   Select the media type that is loaded in the printer.



7. Select print quality

For **Print Quality**, select **High**, **Standard**, or **Draft**, whichever matches the purpose.

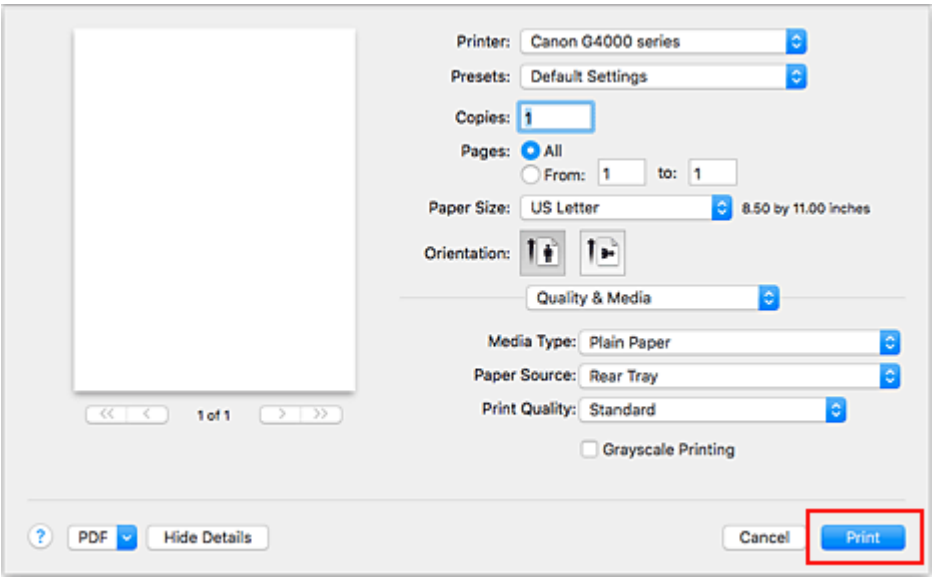


Important

- The print quality selections will differ depending on which print setting you select.

8. Click **Print**

When you execute printing, the printer prints the document to match the media type and paper size.



Important

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

Note

- If the paper settings in the print dialog differ from the paper information registered on the printer, an error may occur. For instructions on what to do if an error occurs, see "Paper Settings."
  To check the current printer settings, select **Quality & Media** and click **Printer Media Information**.
  For details about the paper information to be registered on the printer, see the following:
  - Paper Settings on the Printer Driver and the Printer (Media Type)
  - Paper Settings on the Printer Driver and the Printer (Paper Size)

Checking Printer Settings and Applying Settings to Printer Driver

1. On Print Dialog screen, open pop-up menu, and select **Quality & Media**

2. Click **Printer Media Information**

   On the **Printer Media Information** screen, click ▶ (open/close button) or (update button). The information display area displays the media information and paper size that are currently set on the printer.

   ### Note

   - If communication with the printer is disabled, the **Printer Media Information** will not appear or the printer driver will not be able to obtain printer media information from the printer.

Paper Settings on the Printer Driver and the Printer (Media Type)

When you use this printer, selecting a media type and paper size that matches the print purpose will help you achieve the best print results.
You can use the following media types on this printer.

Canon genuine papers (Document Printing)

Media name <Model No.>	Media Type in the printer driver	Paper information registered on the printer
Canon Red Label Superior <WOP111>	**Plain Paper**	Plain paper
Canon Océ Office Colour Paper <SAT213>	**Plain Paper**	Plain paper

Canon genuine papers (Photo Printing)

Media name <Model No.>	Media Type in the printer driver	Paper information registered on the printer
Photo Paper Plus Glossy II <PP-201/PP-301>	**Photo Paper Plus Glossy II**	PlusGlossyII
Photo Paper Pro Luster <LU-101>	**Photo Paper Pro Luster**	Pro Luster
Photo Paper Plus Semi-gloss <SG-201>	**Photo Paper Plus Semi-gloss**	Semi-gloss
Glossy Photo Paper "Everyday Use" <GP-501>	**Glossy Photo Paper**	Glossy
Photo Paper Glossy <GP-701>	**Glossy Photo Paper**	Glossy
Matte Photo Paper <MP-101>	**Matte Photo Paper**	Matte

Canon genuine papers (Business Letter Printing)

Media name <Model No.>	Media Type in the printer driver	Paper information registered on the printer
High Resolution Paper <HR-101/ HR-101N>	**High Resolution Paper**	High Res

Commercially available papers

Media name	Media Type in the printer driver	Paper information registered on the printer
Plain Paper (including recycled paper)	**Plain Paper**	Plain paper
Envelopes	**Envelope**	Envelope
Other Photo Paper	**Other Photo Paper**	Other Photo

Paper Settings on the Printer Driver and the Printer (Paper Size)

When you use this printer, selecting a paper size that matches the print purpose will help you achieve the best print results.
You can use the following paper sizes on this printer.

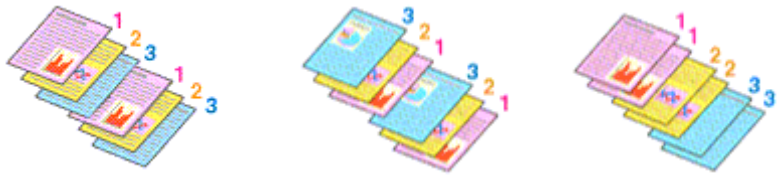
Paper Size in the printer driver	Paper information registered on the printer
US Letter	Letter
US Legal	Legal
A5	A5
A4	A4
JIS B5	B5
4 x 6	KG/4"x6"
5 x 7	2L/5"x7"
8 x 10	8"x10"
L	L
Square 5"x5" 13x13cm	Square 5"
Postcard	Hagaki
Postcard Double	Hagaki 2
Envelope #10	Env. Com 10
Envelope DL	Envelope DL
Envelope Choukei 3	Nagagata 3
Envelope Choukei 4	Nagagata 4
Envelope You4	Yougata 4
Envelope You6	Yougata 6
Custom Size	Others

Various Printing Methods

- Setting the Number of Copies and Printing Order
- Execute Borderless Printing
- Scaled Printing
- Page Layout Printing
- Setting Up Envelope Printing
- Printing on Postcards
- Setting Paper Dimensions (Custom Size)

Setting the Number of Copies and Printing Order

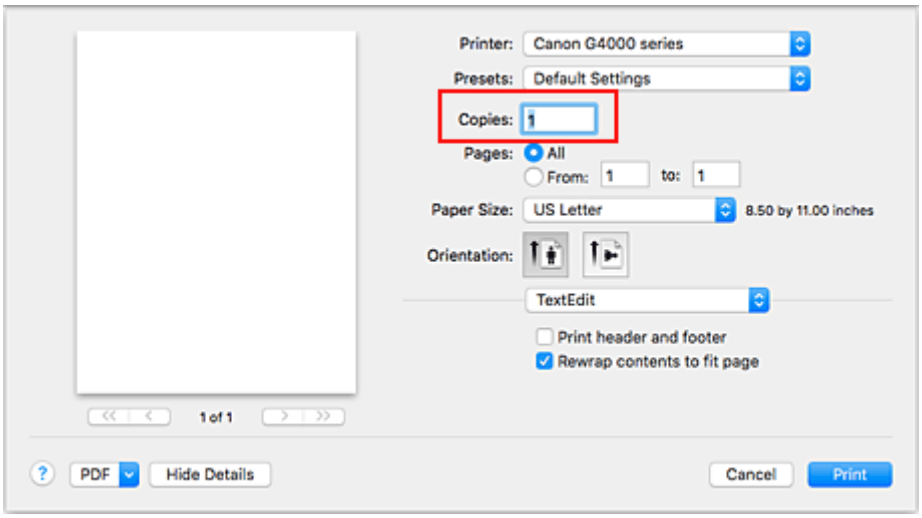
Collate pages + Reverse **Collate pages + Normal** **Reverse**



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

1. Specify the number of copies to be printed

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



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

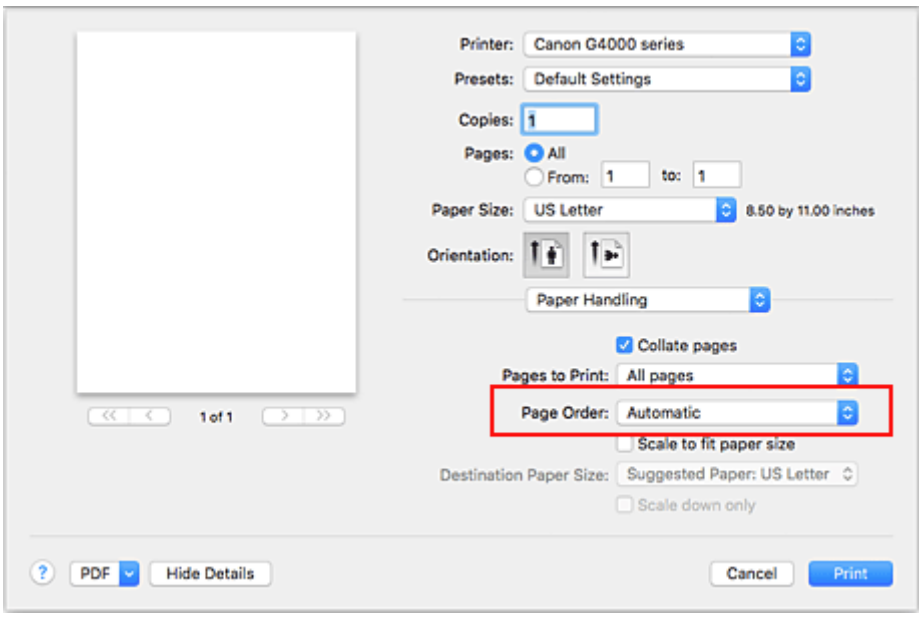
3. Check the **Collate pages** check box when you are specifying multiple copies in the **Copies** box

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

4. Specify the print order

   Check **Page Order**.

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



5. Click **Print**

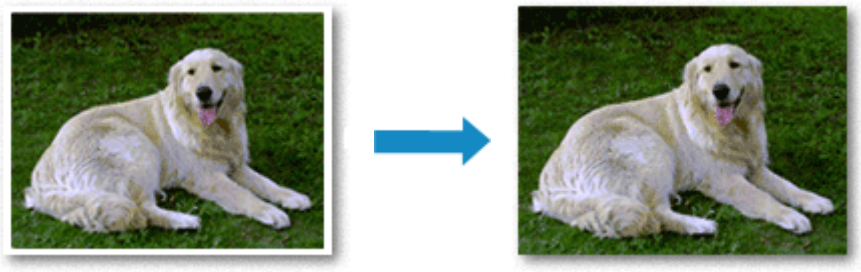
When you execute print, the specified number of copies will be printed with the specified printing order.

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.

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.

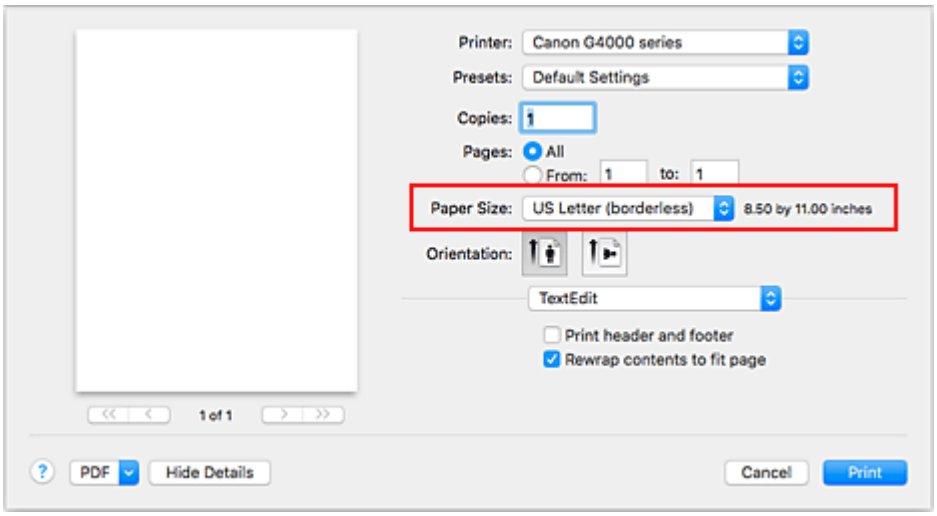


The procedure for performing borderless printing is as follows:

Setting Borderless Printing

1. Select the size of the paper for borderless printing

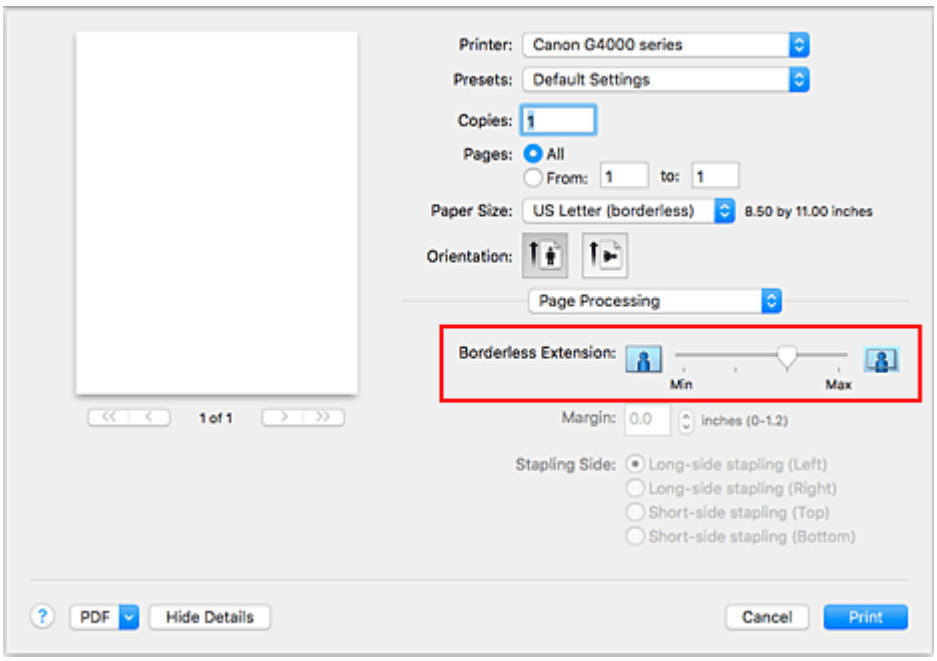
   Select "XXX (borderless)" from the **Paper Size** in the Print Dialog.



2. Select **Page Processing** from the pop-up menu

3. Adjust the amount of extension from the paper

   If necessary, adjust the amount of extension using the **Borderless Extension** slider.
   Moving the slider to the right increases the amount extending off the paper, and moving the slider to the left decreases the amount.
   It is recommended to set the slider at the second position from the right for most cases.



Important

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

4. 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** and **High Resolution Paper** 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 **Borderless 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

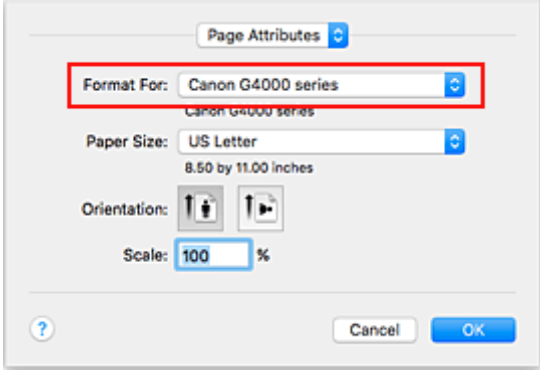
- When the **Borderless Extension** slider is set to the leftmost position, image data will be printed in the full size. If you set this when printing the address side of a postcard, the postal code of the sender is printed in the correct position.

Scaled Printing

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

1. Select the printer

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



2. Set scaled printing

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

   Note

   - Depending on the **Scale** value that you set, an error message may be displayed.

3. Complete the setup

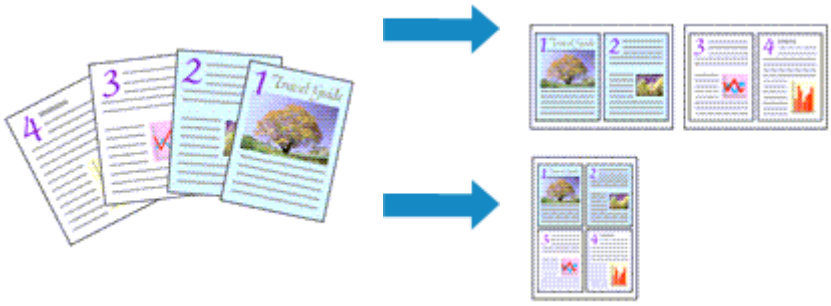
   On the Print Dialog, click **Print**.
   When you execute print, the document will be printed with the specified scale.

Important

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

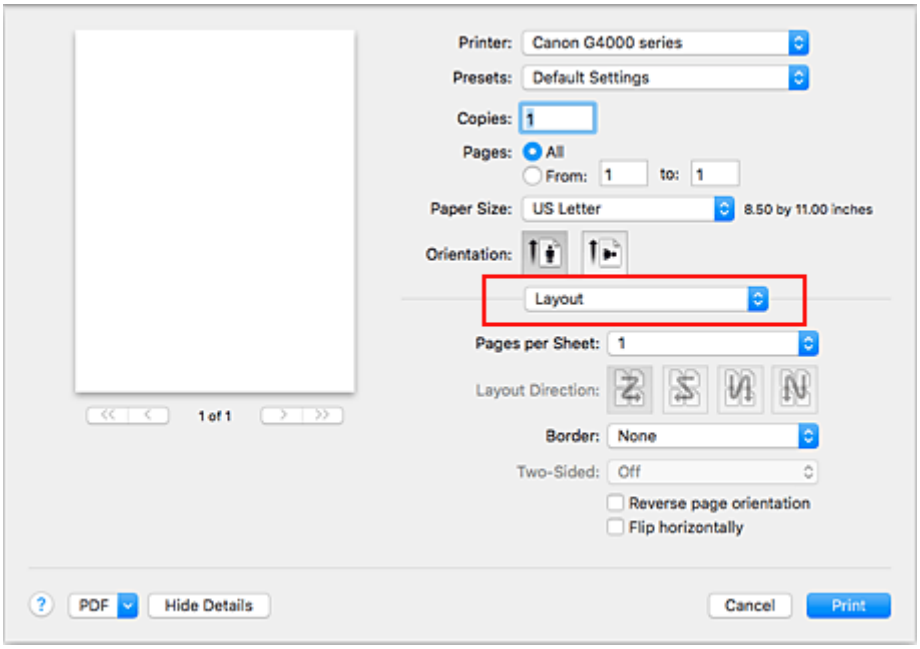
Page Layout Printing

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



The procedure for performing page layout printing is as follows:

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



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

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

3. If necessary, set the following items

   Layout Direction

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

   Border

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

   Reverse page orientation

   Select this check box to change the paper orientation.

Flip horizontally

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

4. Click **Print**

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

Setting Up Envelope Printing

The procedure for performing envelope printing is as follows:

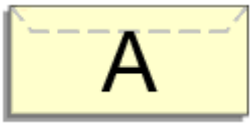
1. Load envelope into printer

2. Select paper size in print dialog

   For Paper Size, select **Envelope #10**, **Envelope DL**, **Envelope You4**, or **Envelope You6**.

3. Set printing orientation

   To print the addressee information horizontally, select Horizontal for **Orientation**. Then check the **Reverse page orientation** from the **Layout** pop-up menu in the Print dialogue.

4. From pop-up menu, select **Quality & Media**

5. Select media type

   For **Media Type**, select **Envelope**.

6. Select print quality

   For **Print Quality**, select **High** or **Standard**, whichever matches your purpose.

7. Complete settings

   Click **Print**.
   When you execute printing, the information is printed on the envelope.

Important

- When printing on an envelope, always select the print settings from the print dialog.

Note

- If the paper settings in the print dialog differ from the paper information registered on the printer, an error may occur.
  For instructions on what to do if an error occurs, see "Paper Settings."
  To check the current printer settings, select **Quality & Media** and click **Printer Media Information**.
  For details about the paper information to be registered on the printer, see the following:
  - Paper Settings on the Printer Driver and the Printer (Media Type)
  - Paper Settings on the Printer Driver and the Printer (Paper Size)

Printing on Postcards

This section describes the procedure for postcard printing.

1. Load postcard on the printer

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 printer will not be able to feed the postcard properly, and this condition will cause line shifts or a paper jam.
   - With return postcards, borderless printing cannot be used.

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 printer.

   Important

   - This printer cannot print on postcards that have photos or stickers attached.
   - When printing on each side of a postcard separately, you will get cleaner printing if you print the message side first and then print the address side.
   - The paper settings in the print dialog are different, depending on whether you are printing on the address side or the message side.
     To check the current printer settings, select **Quality & Media** and click **Printer Media Information**.
     For details about the paper information to be registered in the print dialog and on the printer, see the following:
     - Paper Settings on the Printer Driver and the Printer (Media Type)
     - Paper Settings on the Printer Driver and the Printer (Paper Size)

5. Click **Print**

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

Important

- 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.

Setting the Print Quality Level (Custom)

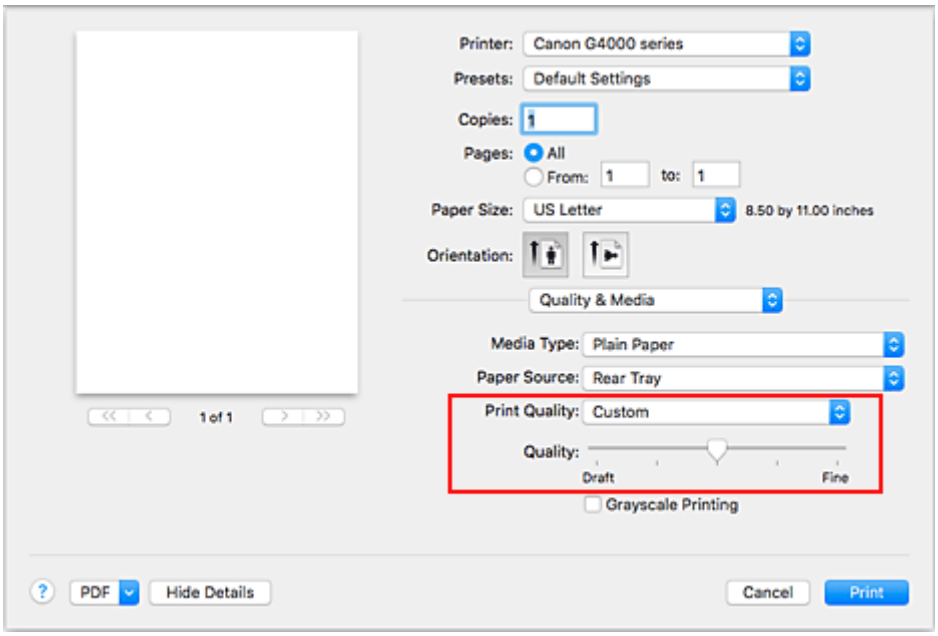
The print quality level can be set in the **Custom**.

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

1. Select **Quality & Media** from the pop-up menu on the Print Dialog

2. Select the print quality

   Select **Custom** for **Print Quality**.



3. Setting the print quality level

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

4. 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

Overview of the Printer Driver

- Canon IJ Printer Driver
- How to Open the Printer Driver Setup Window
- Page Setup Dialog
- Print Dialog
- Canon IJ Printer Utility2
- 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 printer.

The printer driver converts the print data created by your application software into data that your printer can understand, and sends the converted data to the printer.

Because different 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**
- **Page Processing**

How to Open the Printer Driver Setup Window

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

Opening the Page Setup Dialog

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

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

   The Page Setup Dialog opens.

Opening the Print Dialog

Use this procedure to set the print settings before printing.

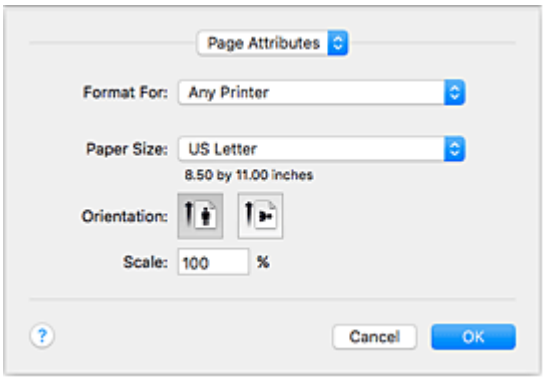
1. Select **Print...** from the **File** menu of the application software

   The Print Dialog opens.

Page Setup Dialog

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

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



Settings

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

Page Attributes

Set the paper size or scaled printing.

Save as Default

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

Important

- If you are using OS X El Capitan v10.11, you cannot use **Save as Default**.

Format For

Select the model to be used for printing.

Paper Size

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

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

Orientation

Select the print orientation.

Scale

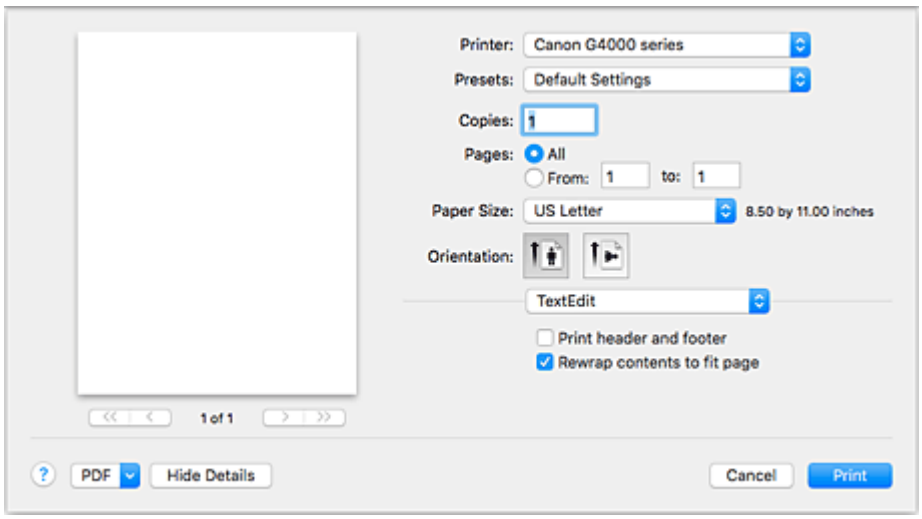
Set the scaling percentage.

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

Print Dialog

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

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



Printer

Select the model to be used for printing.

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

Presets

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

Note

- 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

- 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.

Quality & Media

You can set basic print settings that match the printer.

Color Options

You can adjust the print colors as you desire.

Page Processing

Adjusts how much of the document extends outside the paper when full-page borderless printing is used, and specifies the stapling side and stapling margin when multiple sheets of paper are being stapled together.

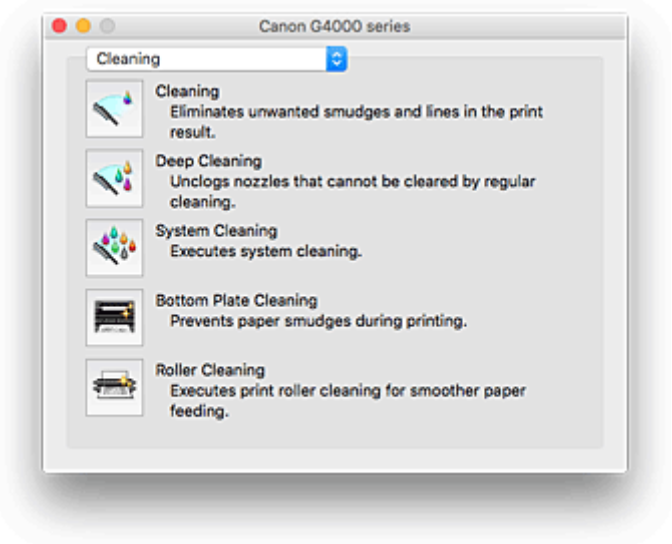
PDF

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

Canon IJ Printer Utility2

The Canon IJ Printer Utility2 allows you to perform printer maintenance or change the settings of the printer.

What You Can Do with the Canon IJ Printer Utility2



You can switch between pages in Canon IJ Printer Utility2 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.

- Cleaning the Print Heads
- Cleaning Inside the Printer
- Cleaning the Paper Feed Rollers

Test Print

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

- Adjusting Print Head Position
- Printing a Nozzle Check Pattern

Power Settings

Operate the power of this printer from the printer driver.

Remaining ink level setting

The function allows you to switch the remaining ink level notification setting and to reset the remaining ink level count.

Quiet Settings

You can reduce the operating noise of the printer.

Custom Settings

Change the settings of this printer.

Note

- To operate the Canon IJ Printer Utility2, you must first turn on the printer.

- Depending on the items selected, the computer communicates with the printer to obtain information. If the computer is unable to communicate with the printer, an error message may be displayed. If this happens, click **OK** to display the most recent settings specified on your computer.

Display the Printing Status Screen

Check the print progress according to the following procedure:

1. Launch the printing status screen

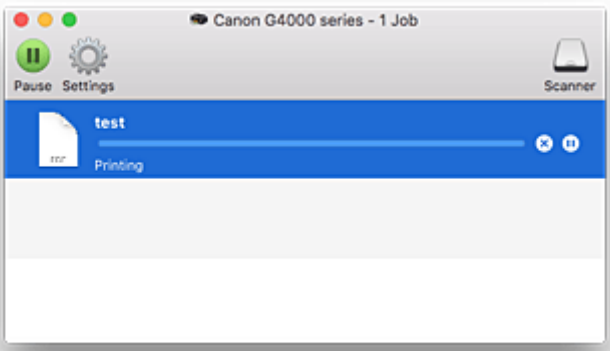
   - If the print data has been sent to the printer

     The printing status screen opens automatically. To display the printing status screen, click the (the printer icon) displayed on the Dock.
   - If the print data has not been sent to the printer

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



Deletes the specified print job.

Stops printing the specified document.

Resumes printing the specified document.

Stops printing all documents.

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

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.
- The following functions cannot be used in Mac OS, though they can be used in Windows computers.
  - Duplex Printing
  - Booklet Printing
  - Tiling/Poster Printing
- Depending on the application software that you are using, a preview may not be displayed on the left side of the Print dialog.
- If you connect this printer and AirPort with a USB cable and print, you must install the latest AirPort firmware.
- If you are using OS X Mavericks v10.9, close the print status check window when you perform printer maintenance from the Canon IJ Printer Utility2.

Notes on Adding a Printer

- If you will be installing the Canon printer driver on a Mac OS and using the printer through a network connection, select the printer name that contains Bonjour in the **Add** dialog.
  If several options are displayed under **Use** in the **Add** dialog, choose Canon XXX series (where "XXX" is your model name) in order to maximize your ability to control settings during printing.
- If you install a Canon printer driver to OS X El Capitan v10.11, OS X Yosemite v10.10 or OS X Mavericks v10.9 and use a USB connection, the **Add** dialog may display several selections for **Use**. We recommend that you use Canon XXX series (XXX is the model) so that you can specify detailed print settings.

Installing Printer Driver

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

This section explains the procedure for installing the downloaded printer driver.

1. Mount disk

   Double-click the disk image file that you downloaded.
   The file unzips, and the disk is mounted.

2. Start Installer

   In the unzipped disk, double-click "PrinterDriver_XXX_YYY.pkg" ("XXX" is the model and "YYY" is the version).

3. Open Installer

   Install the printer driver by following the screen messages.

   When the usage agreement screen appears, read the contents, and then click **Continue**. Unless you agree to the conditions of the usage agreement, you will not be able to install this software.

4. Select installation destination

   If necessary, change the installation destination, and click **Continue**.

5. Continue installation

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

6. Finish installation

   Follow the installation completion message, and click **Close**.

This completes the installation of the printer driver.

Important

- If the Installer does not operate normally, from the **Installer** menu of Finder, select **Quit Installer**. After the Installer ends, repeat the installation procedure.
- The printer driver is available free of charge. Internet connection fees apply.

Related Topics

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

Printing Directly from Smartphone/Tablet

- Android Print
- Printing from an AirPrint-enabled Printer with iOS Device
- Printing from a Device Equipped with Windows 10 Mobile
- Using Printer with Wireless Direct

Using Printer with Wireless Direct

You can connect devices (e.g. smartphone, or tablet) to the printer by two methods below.

- Wireless connection (connecting devices via a wireless router)
- Direct wireless connection (connecting devices using Wireless Direct)

This section describes Wireless Direct, which allows you to print or scan by connecting the devices to the printer directly.

Follow the procedure below to use Wireless Direct.

1. Changing Printer's Settings
2. Changing Settings of a Device and Connecting It to the Printer
3. Printing/Scanning with Wireless Direct

This section also describes changing Wireless Direct to wireless LAN.

- Changing Printer Setting to Use Wireless LAN

Important

- You can connect up to 5 devices to the printer at the same time.
- Check the usage restrictions and switch the printer to the Wireless Direct.

  Restrictions

Preparing for Wireless Direct

Change settings below to prepare for Wireless Direct.

- Printer's LAN settings

  Changing Printer's Settings

- Settings of a device to connect

  Changing Settings of a Device and Connecting It to the Printer

Changing Printer's Settings

1. Make sure printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

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

   The **Device settings** screen is displayed.

4. Select **LAN settings** and then press the **OK** button.

5. Select **Wireless Direct** and then press the **OK** button.

6. Select **Switch WL Direct** and then press the **OK** button.

7. Select **ON** and then press the **OK** button.

8. Select **Done** and then press the **OK** button.

   The Wireless Direct is enabled and a device can be connected to the printer wirelessly.

   Note

   - You can check the following on the **Wireless router info** screen. Use the ◄► button to select an item you want to check and then press the **OK** button.
     - **SSID**: Identifier
     - **Security protocol**: Security setting and password
     - **WL Direct dev. name**: Printer's name which appears on a Wi-Fi Direct compatible device

     The password is required when connecting a device to the printer. Depending on the device you are using, no password is required.

     When you connect a Wi-Fi Direct compatible device to the printer, select the device name displayed on the LCD from your device.
   - The identifier (SSID) and the security setting are specified automatically. To update them, see below.

     Changing Wireless Direct Setting

Changing Settings of a Device and Connecting It to the Printer

1. Turn on wireless communication on your device.

   Enable "Wi-Fi" on your device's "Setting" menu.

   For more on turning on wireless communication, see your device's instruction manual.

2. Select "DIRECT-XXXX-G4000series" ("X" represents alphanumeric characters) from list displayed on device.

   Note

   - If "DIRECT-XXXX-G4000series" does not appear on the list, Wireless Direct is not enabled.

     See Changing Printer's Settings to enable Wireless Direct.

3. Enter password.

   Your device is connected to the printer.

   Note

   - You can check the password by printing the network settings from the printer.

     Printing Network Settings

- Depending on the device you are using, entering the password is required to connect a device to the printer via wireless LAN. Enter the password specified for the printer.
- If your Wi-Fi Direct compatible device is set to prioritize using Wi-Fi Direct and it is connecting to the printer, the printer displays a confirmation screen asking if you allow the device to connect to the printer.

  Make sure the name on the LCD is the same as that of your wireless communication device and select **Yes**.

Printing/Scanning with Wireless Direct

Connect a device and the printer and start printing/scanning.

Note

- For more on printing or scanning from a device via wireless LAN, refer to the device's or application's instruction manual.
- You can print/scan from your smartphone or tablet by installing Canon PRINT Inkjet/SELPHY. Download it from App Store and Google Play.

  - For iOS
  - For Android

Changing Printer Setting to Use Wireless LAN

Follow the procedure below to change the printer setting to use wireless LAN.

1. Press the **Setup** button.

   The **Setup menu** screen is displayed.

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

   The **Device settings** screen is displayed.

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

4. Select **Wireless LAN** and then press the **OK** button.

5. Select **WLAN activ./inactiv.** and then press the **OK** button.

6. Select **Active** and then press the **OK** button.

   If you do not use the printer over wireless LAN, select **Inactive**.

Changing Wireless Direct Setting

Change the settings for the Wireless Direct following the procedure below.

1. Make sure printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

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

   The **Device settings** screen is displayed.

4. Select **LAN settings** and then press the **OK** button.

5. Select **Wireless Direct** and then press the **OK** button.

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

   Wireless Direct set.
   ◄ Update SSID/PW ►

   Update SSID/PW

   Updates the identifier (SSID) and the password for Wireless Direct.

   Select **Yes** and then press the **OK** button on the confirmation screen.

   You can check the updated identifier (SSID) in **SSID** on the **Wireless router info** screen.

   Change device name

   Changes the printer's name displayed on the Wi-Fi Direct compatible device.

   Follow the procedure below to change the name.

   1. Delete the current device name by pressing the **Back** button repeatedly.
   2. Enter device name (up to 32 characters).
   3. Press the **OK** button.

   Confirm request

   Changes the confirmation screen setting when a Wi-Fi Direct compatible device is connecting to the printer.

   After pressing the **OK** button the confirmation screen is displayed. If you want the printer to display the screen to inform you a Wi-Fi direct compatible device is connecting to the printer, select **ON**.

   Important

   - To prevent an unauthorized access, we recommend you should not change the setting from the default.

Note

- If you change the Wireless Direct setting of the printer, also change the wireless router setting of the device.

Paper Settings

By registering the paper size and the media type loaded on the rear tray, you can prevent the printer from misprinting by displaying the message before printing starts when the paper size or the media type of the loaded paper differs from the print settings.

Note

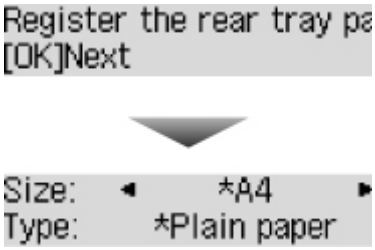
- The default display setting is different between when you print or copy from the operation panel of the printer and when you print using the printer driver.

  Default Setting for Displaying the Message which Prevents Misprinting

After loading paper:

When you load paper on the rear tray:

The screen to register the rear tray paper information is displayed.



Register the paper size and the media type according to the loaded paper.

Important

- For more on the proper combination of paper settings you can specify by the printer driver or on the LCD:
  - For Windows:

    Paper Settings on the Printer Driver and the Printer (Media Type)
    Paper Settings on the Printer Driver and the Printer (Paper Size)

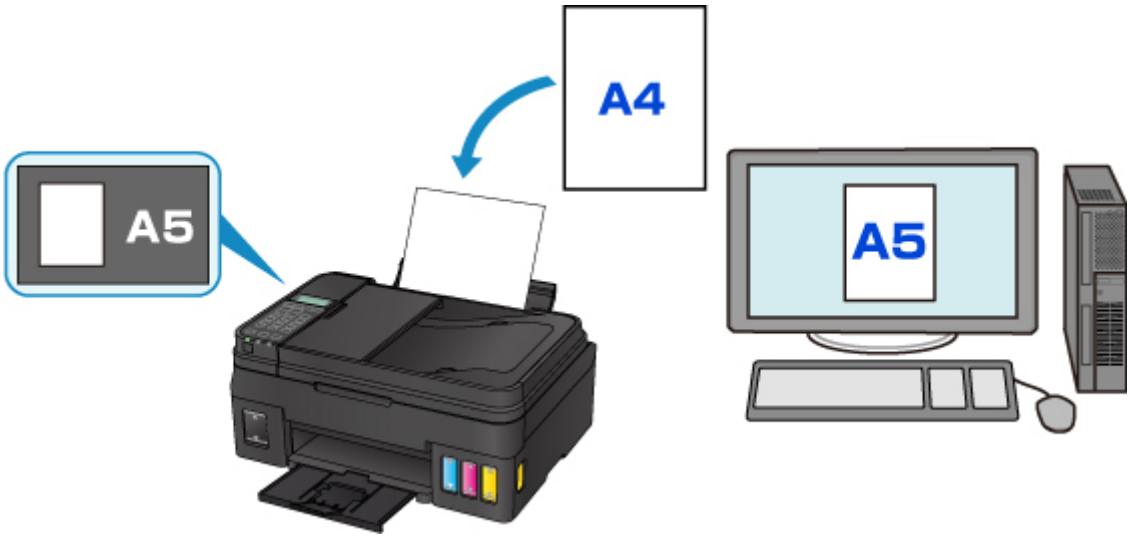
  - For Mac OS:

    Paper Settings on the Printer Driver and the Printer (Media Type)
    Paper Settings on the Printer Driver and the Printer (Paper Size)

When the paper settings for printing or copying are different from the paper information registered to the printer:

Ex:

- Paper setting for printing or copying: A5
- Paper information registered to the printer: A4



When you start printing or copying, a message is displayed.

```
The size/type of lo 2114
[OK]Select option
```

Pressing the **OK** button displays the paper setting specified for printing or copying under the message.

Note

- Depending on the setting, the choices below may not be displayed.

Use rear tray set.

Select if you want to print on the paper loaded without changing the paper settings.

For example, when the paper setting for printing or copying is A5 and the paper information registered to the printer is A4, the printer starts printing or copying with A5 on the paper loaded.

Replace the paper

Select if you want to print after replacing the paper of the rear tray.

For example, when the paper setting for printing or copying is A5 and the paper information registered to the printer is A4, you load A5 sized paper before you start printing or copying.

The paper information registration screen is displayed after replacing the paper and closing the feed slot cover. Register the paper information according to the paper that you loaded.

Note

- For more on the proper combination of paper settings you can specify by the printer driver or on the LCD:
  - For Windows:
    - Paper Settings on the Printer Driver and the Printer (Media Type)
    - Paper Settings on the Printer Driver and the Printer (Paper Size)

- For Mac OS:
  - Paper Settings on the Printer Driver and the Printer (Media Type)
  - Paper Settings on the Printer Driver and the Printer (Paper Size)

Cancel

Cancels printing.

Select when you change the paper settings specified for printing or copying. Change the paper settings and try printing again.

Default Setting for Displaying the Message which Prevents Misprinting

- **When you print using the operation panel of the printer:**

  The message which prevents misprinting is enabled by default.

  To change the display setting when you copy or print using the operation panel of the printer:

  - Feed settings

- **When you print using the printer driver:**

  The message which prevents misprinting is disabled by default.

  To change the display setting when you print using the printer driver:

  - For Windows:
    - Changing the Printer Operation Mode
  - For Mac OS:
    - Changing the Printer Operation Mode

Important

- When the message which prevents misprinting is disabled:

  The printer starts printing or copying even though the paper settings for printing or copying and the paper information registered to the printer are different.

Making Copies

This section describes the basic procedure to perform standard copying.

1. Make sure that printer 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 ◄► button or the Numeric buttons to specify the number of copies.

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

   The printer starts copying.

   Remove the original on the platen glass or from the document output slot after copying is complete.

Important

- If you load the original on the platen glass, do not open the document cover or remove the original while **Scanning...** is displayed on the screen.
- If you load the original in the ADF, do not move the original until copying is complete.

Note

- To cancel copying, press the **Stop** button.

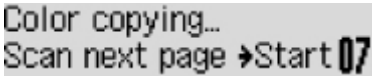
- If you load the original on the platen glass, you can add the copying job while printing.

  Adding the Copying Job (Reserve copy)

Adding the Copying Job (Reserve copy)

If you load the original on the platen glass, you can add the copying job while printing (Reserve copy).

The screen below is displayed when you can reserve copy.



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 **Print quality** is set **High**, or you load the original in the ADF, you cannot add the copying job.
- When you add the copying job, the number of copies or the settings such as the page size or media type cannot be changed.
- If you press the **Stop** button while reserve copying is in progress, the screen to select the method to cancel copying is displayed. If you select **Cancel all reserv.** then press the **OK** button, you can cancel copying all scanned data. If you select **Cancel last reserv.**, then press the **OK** button, you can cancel the last copying job.
- If you set a document of too many pages to reserve copy, **Memory is full** may 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 ◄► button to select a setting item, then press the **OK** button.

Use the ◄► button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

The LCD returns to the Copy standby screen when all the settings are complete.

Note

- The * (asterisk) on the LCD indicates the current setting.
- Some settings cannot be specified in combination with the setting of other setting items or the copy menu.
- The settings of the page size, media type, etc. are retained even if the printer is turned off.

- **Enlarge/Reduce**

  Select the reduction/enlargement method.

  ■ Reducing/Enlarging Copies

  Ex:

  Enlarge/Reduce
  Preset ratio ►

  Note

  - This setting item is displayed under the following conditions.
    - When standard copying is selected
    - When **Borderless copy** is selected for **Special copy**

- **Copy intensity**

  Change the intensity.

  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        ▶
```

Note

- Some of setting items are not available depending on the country or region of purchase.

- **Media type**

  Select the media type of the loaded paper.

  Ex:

```
Media type
     *Plain paper     ▶
```

- **Print quality**

  Select the print quality according to the original.

  Ex:

```
Print 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:

```
4-on-1 layout
     *Layout 1     ▶
```

Note

- This setting item is displayed only when **4-on-1 copy** is selected for **Special copy**.

  ■ Copying Four Pages onto Single Page

- **Collate**

  Select whether to obtain sorted printouts when making multiple copies of a multi-paged original.

  ■ Collated Copying

  Ex:

```
Collate
◀        *OFF
```

Note

- This setting item is displayed when standard copying is selected.

Scanning from Computer (Mac OS)

- **Scanning Using Scanner Driver (ICA Driver)**
  - Using IJ Scan Utility
  - Using Scanner Driver (ICA Driver)
- **Scanning Using AirPrint**
  - Using IJ Scan Utility Lite
- **Scanning Tips**
  - Positioning Originals (Scanning from Computer)
  - Network Scan Settings

Scanning Using Scanner Driver (ICA Driver)

- Using IJ Scan Utility
- Using Scanner Driver (ICA Driver)

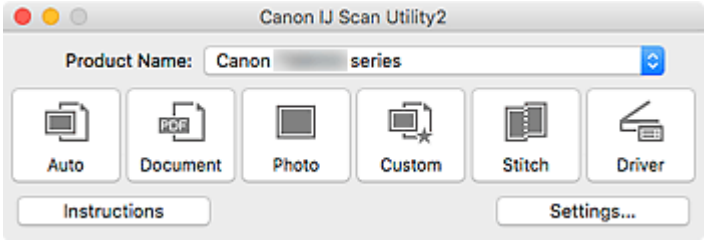
Using IJ Scan Utility

- What Is IJ Scan Utility (Scanner Software)?
- Starting IJ Scan Utility
- Using Auto Scan Function Basics
- IJ Scan Utility Screens

What Is IJ Scan Utility (Scanner Software)?

IJ Scan Utility is an application for scanning documents, photos, and other items.

Access all scanning functions to scan and save directly, from the icons in the IJ Scan Utility main screen.



IJ Scan Utility Features

Multiple Scanning Modes

Auto allows for one click scanning with default settings for various items. **Document** will sharpen text in a document or magazine for better readability, and **Photo** is best suited for scanning photos.

Note

- For details on the IJ Scan Utility main screen, see IJ Scan Utility Main Screen.

Save Scanned Images Automatically

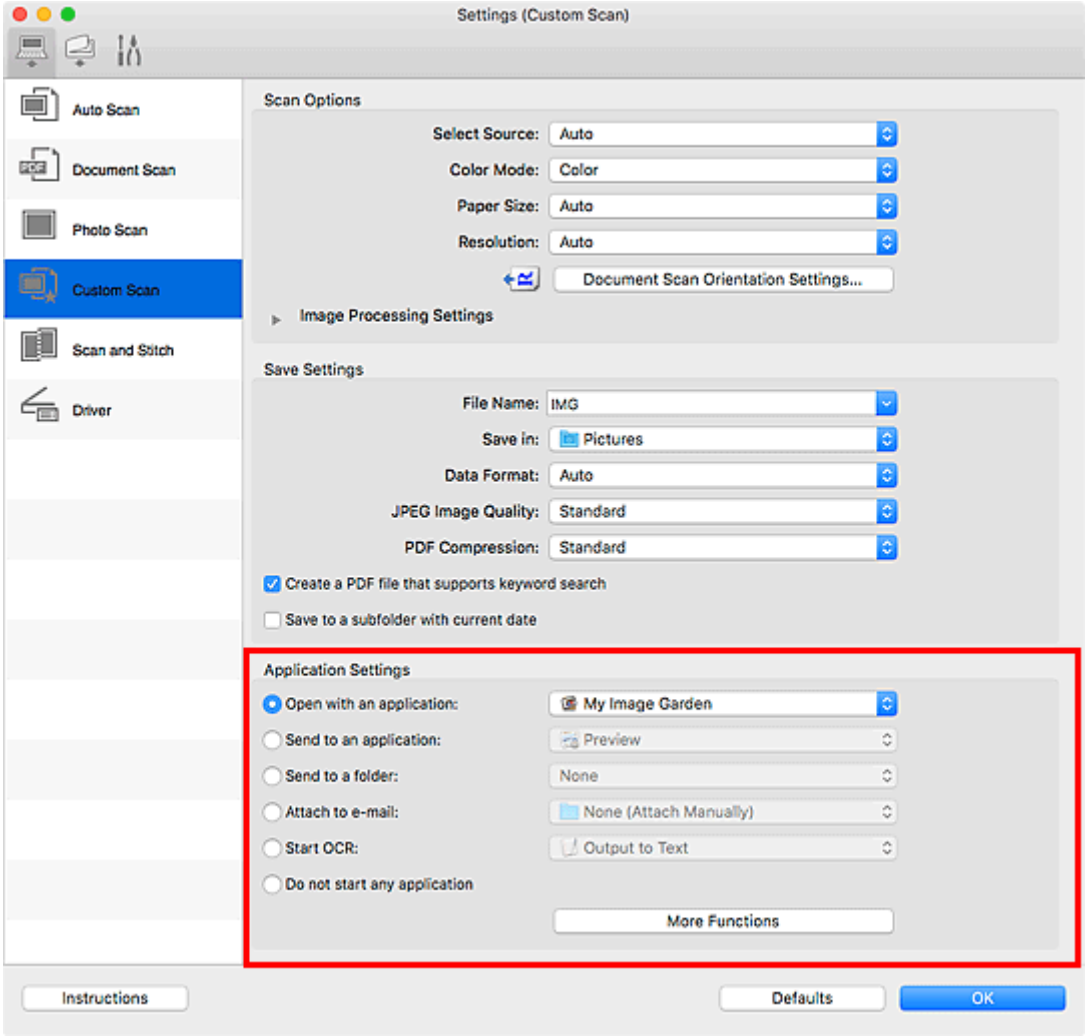
Scanned images are automatically saved to a preset folder. The folder can be changed as needed.

Note

- The default save folder is the **Pictures** folder.
- To change folder, see Settings Dialog.

Application Integration

Scanned images can be sent to other applications. For example, display scanned images in your favorite graphics application, attach them to e-mails, or extract text from images.



Important

- Some functions are available only when My Image Garden is installed.

Note

- To set the applications to integrate with, see Settings Dialog.

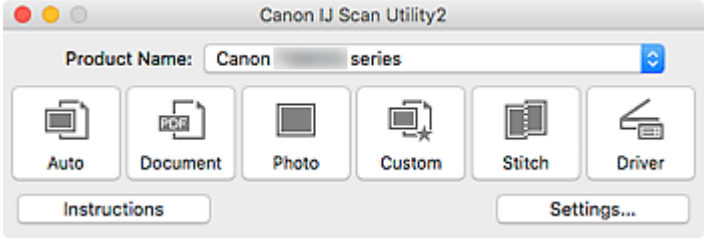
Starting IJ Scan Utility

Note

- If you have more than one scanner or have changed from USB to network connection, set up the network environment from IJ Scan Utility.

  Network Scan Settings

Select **Applications** from **Go** menu of Finder, and then double-click **Canon Utilities** > **IJ Scan Utility** > **Canon IJ Scan Utility2** icon to start IJ Scan Utility.



Using Auto Scan Function

Auto Scan allows for automatic detection of 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 then scan again.
  - Photos with a whitish background
  - Items printed on white paper, hand-written text, business cards, and other unclear items
  - Thin items
  - Thick items
- When scanning two or more documents from the ADF (Auto Document Feeder), place documents of the same size.

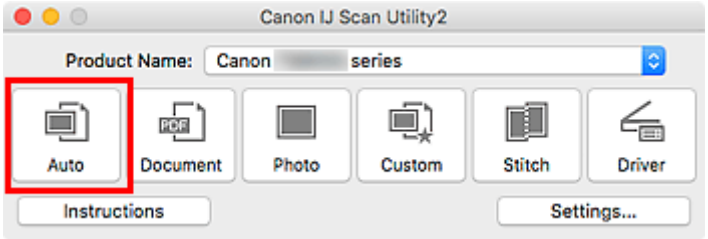
1. Make sure scanner or printer is turned on.

2. Place items on platen or ADF.

   Positioning Originals (Scanning from Computer)

3. Start IJ Scan Utility.

4. Click **Auto**.



   Scanning starts.

Note

- To cancel the scan, click **Cancel**.
- To apply suitable corrections based on the item type, click **Settings...**, and 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 **Settings (Auto Scan)** dialog displayed by clicking **Settings...**. In the **Settings (Auto Scan)** dialog, advanced scan settings can also be made.
- To scan a specific item type, see the following pages.

  Scanning Photos
  Scanning Documents
  Scanning with Favorite Settings
  Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

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 "Using Scanner Driver (ICA Driver)" for how to scan using the scanner driver.

Using Auto Scan:

The item type is detected automatically. Click **Auto** in the IJ Scan Utility main screen and scan.

Using Auto Scan Function

Not Using Auto Scan:

In the Settings dialog, set **Select Source** to ADF or **Auto**, and scan.

Note

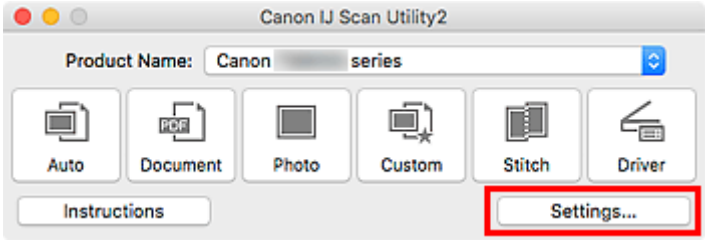
- The screens for scanning documents are used as examples in the following descriptions.

1. Place the documents on the ADF.

   Placing Documents (ADF (Auto Document Feeder))

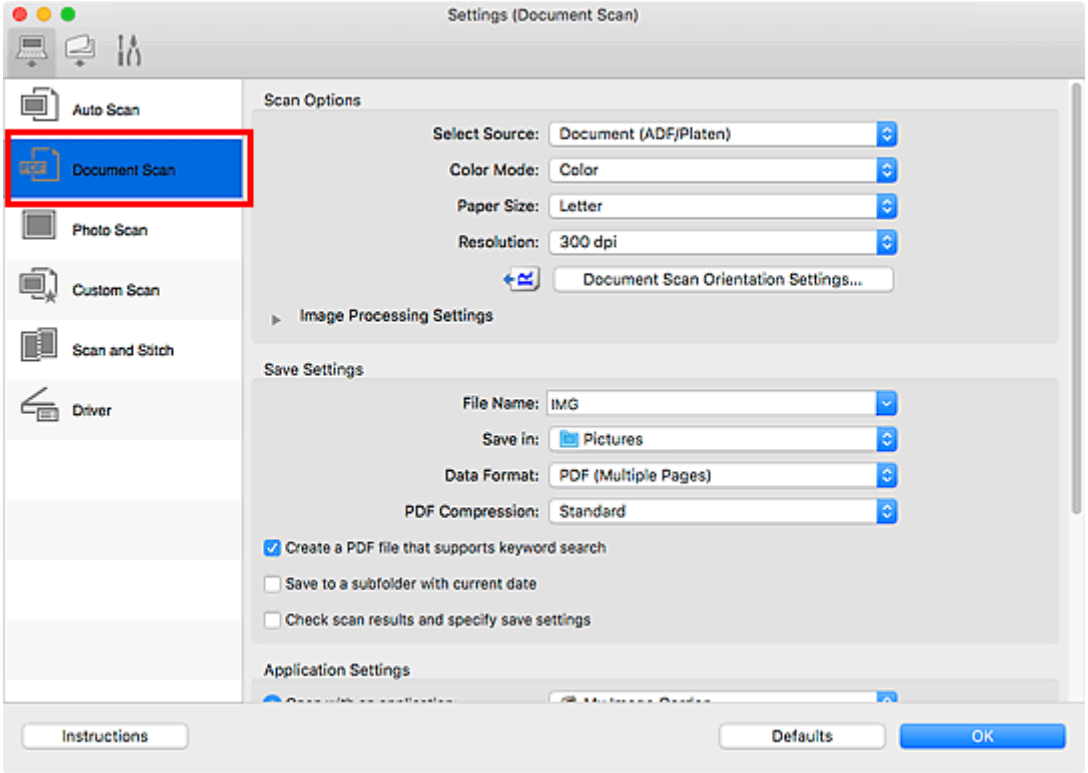
2. Start IJ Scan Utility.

3. Click **Settings...**.



   The Settings dialog appears.

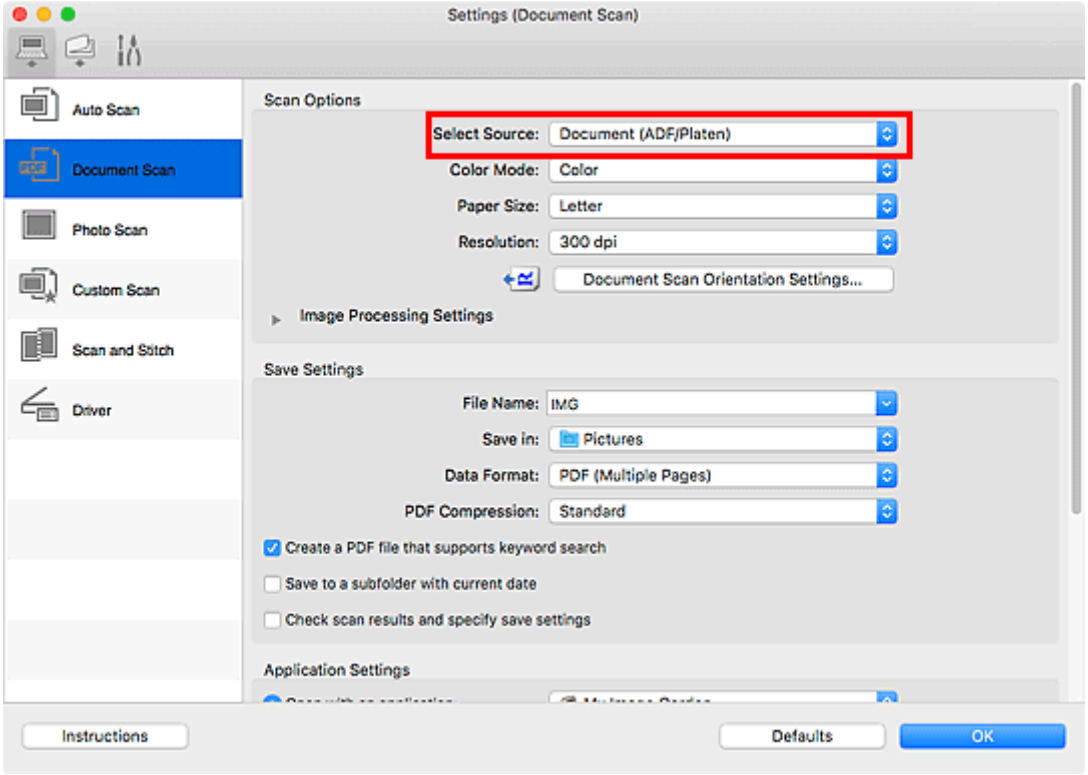
4. Click **Document Scan**.



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)**.

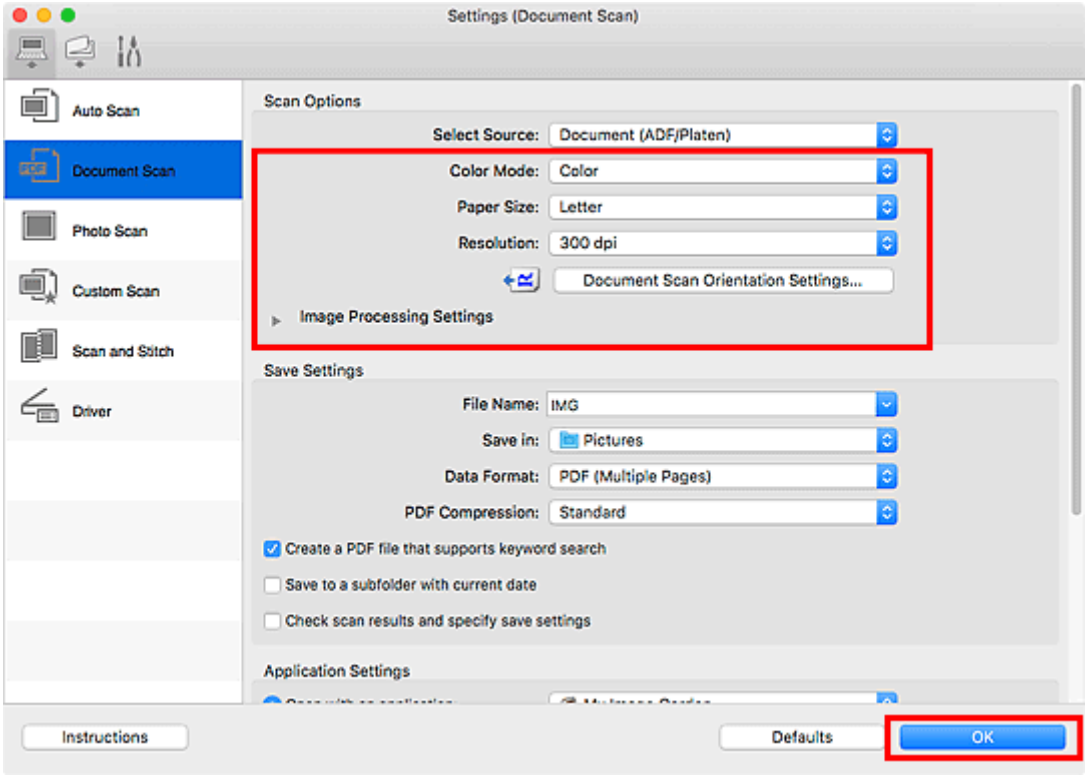
   To scan the front side then the back side of each document, select **Document (ADF Manual Duplex)**.



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**.

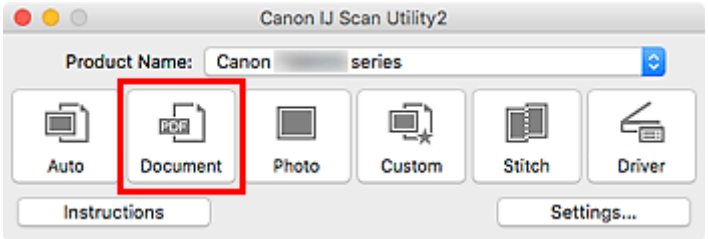


   The IJ Scan Utility main screen appears.

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**.



   Scanning starts.

Note

- To cancel the scan, click **Cancel**.

When **Document (ADF Manual Duplex)** is selected for **Select Source**, proceed to Step 8.

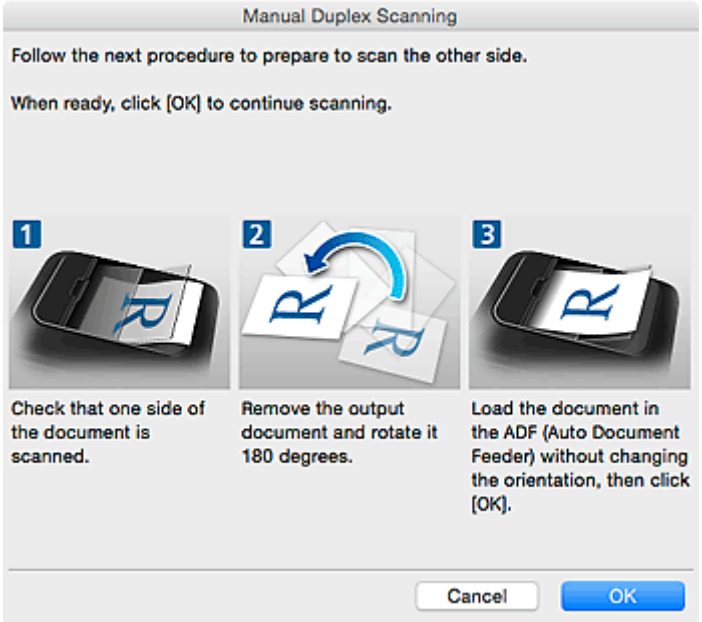
8. Follow the on-screen instructions to place the documents.

Note

- The screens for scanning with **Orientation** set to **Portrait** are used as examples in the following descriptions.

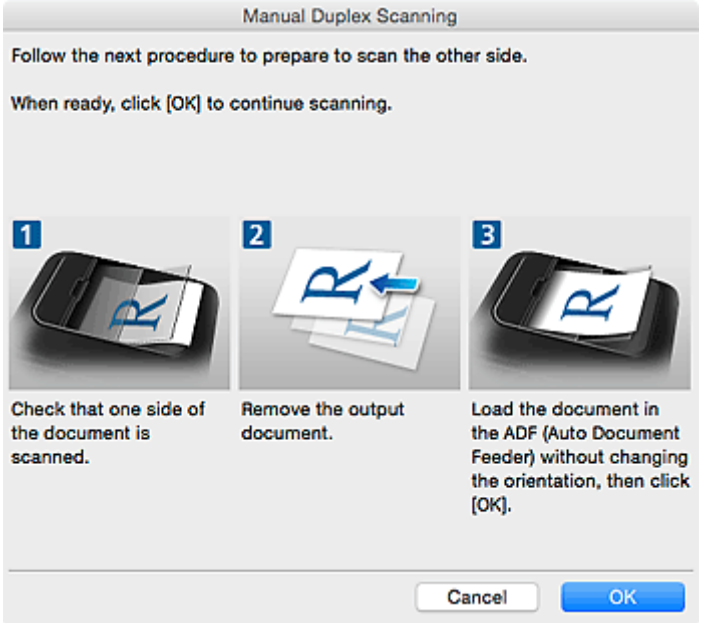
When Long edge is Selected for Binding Side in Document Scan Orientation Settings...:

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

- To cancel the scan, click **Cancel**.
- 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.

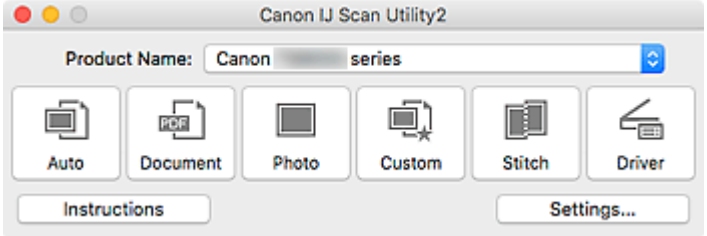
IJ Scan Utility Screens

- **IJ Scan Utility Main Screen**
- **Settings Dialog**
  - **Settings (Auto Scan)** Dialog
  - **Settings (Document Scan)** Dialog
  - Settings (Photo Scan) Dialog
  - **Settings (Save to PC (Auto))** Dialog
  - **Settings (General Settings)** Dialog

IJ Scan Utility Main Screen

Select **Applications** from **Go** menu of Finder, and then double-click **Canon Utilities** > **IJ Scan Utility** > **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 "Network Scan Settings" 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.

Document

Scans items as documents and saves them to a computer.

Scan/save settings and the response after scanning can be specified in the **Settings (Document 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 Settings (Photo Scan) 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 Settings (Custom Scan) 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 Settings (Scan and Stitch) dialog.

Driver

Allows you to make image corrections and color adjustments when scanning.

Save settings and the response after scanning can be specified in the Settings (Driver) dialog.

Instructions

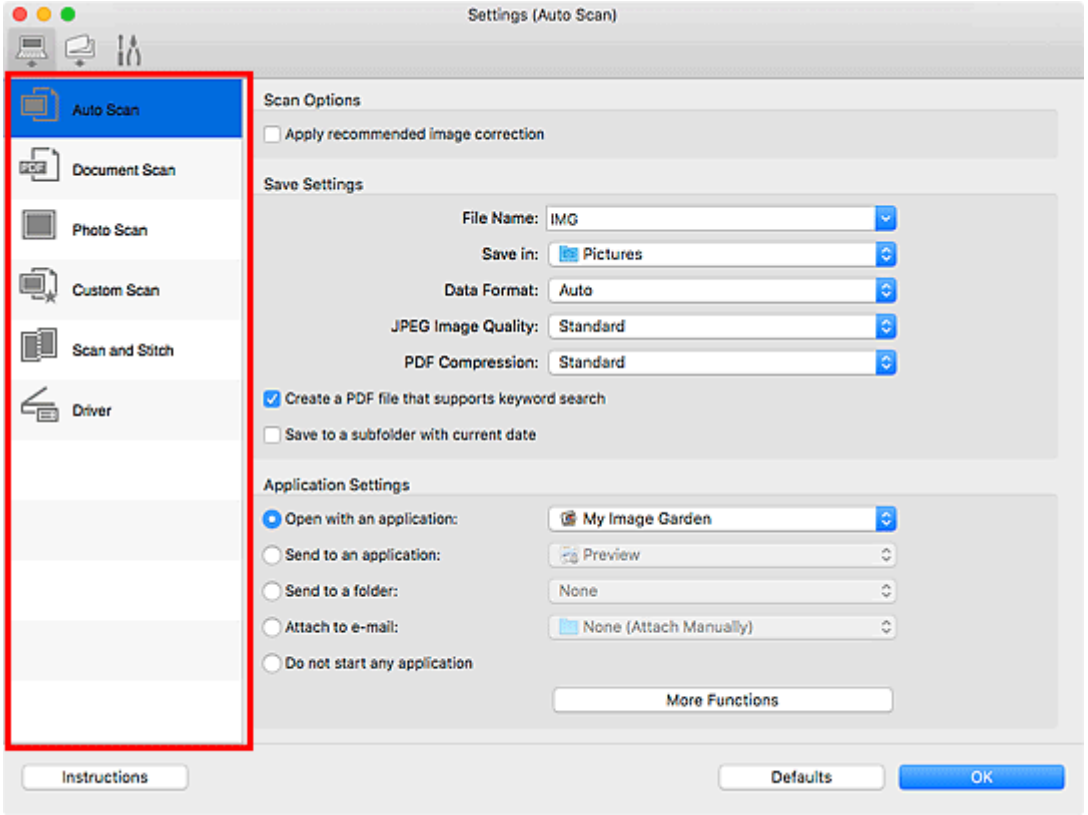
Opens this guide.

Settings...

Displays the Settings dialog in which you can specify the scan/save settings and the response after scanning.

Settings Dialog

The Settings dialog has three tabs: (Scanning from a Computer), (Scanning from the Operation Panel), and (General Settings). When you click a tab, the options available in the red frame switches; set the details of each function on each tab as needed.



(Scanning from a Computer) Tab

Set the default actions when scanning from IJ Scan Utility or My Image Garden.

- **Settings (Auto Scan)** Dialog
- **Settings (Document Scan)** Dialog
- Settings (Photo Scan) Dialog
- Settings (Custom Scan) Dialog
- Settings (Scan and Stitch) Dialog
- Settings (Driver) Dialog

(Scanning from the Operation Panel) Tab

Set the default actions when scanning from the operation panel.

- **Settings (Save to PC (Auto))** Dialog
- Settings (Save to PC (Document)) Dialog
- Settings (Save to PC (Photo)) Dialog

Important

- When the Settings dialog is displayed from My Image Garden, the (Scanning from the Operation Panel) tab does not appear.

(General Settings) Tab

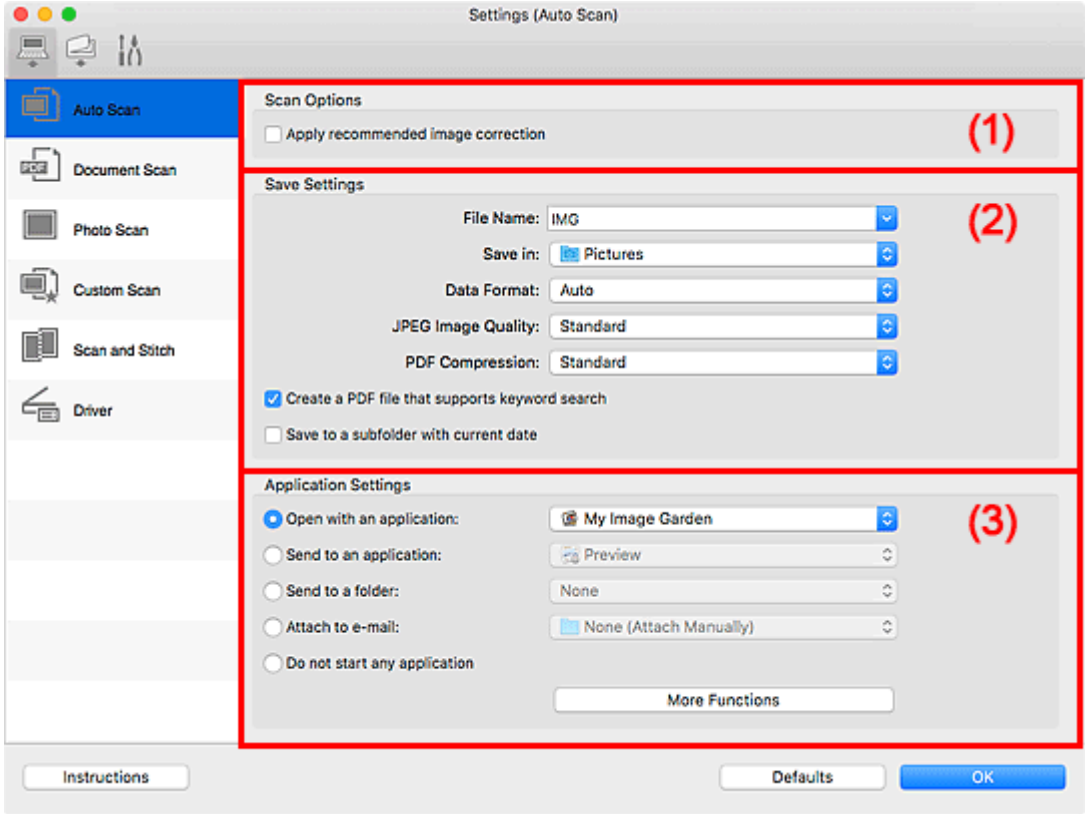
Set the model to use, file size restriction on e-mail attachment, language for detecting text in images, and the folder in which to save images temporarily.

- **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.



- (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 (Document Scan)** dialog, **Settings (Photo 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 "Positioning Originals (Scanning from Computer)" for how to place items.

- When scanning two or more documents from the ADF (Auto Document Feeder), place documents of the same size.

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.

Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

Save in

Displays the folder in which to save the scanned images. To add a folder, select **Add...** from the pop-up menu, then click + (Plus) in the displayed dialog and specify the destination folder.

The default save folder is the **Pictures** folder.

Important

- When the Settings dialog is displayed from My Image Garden, this option does not appear.

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.

  Positioning Originals (Scanning from Computer)

JPEG Image Quality

You can specify the image quality of JPEG files.

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.

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 (General Settings) tab of the Settings dialog are created.

Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX_01_01" (Year_Month_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

(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

- To add an application or folder to the pop-up menu, select **Add...** from the pop-up menu, then click + (Plus) in the displayed dialog and specify the application or folder.

Instructions

Opens this guide.

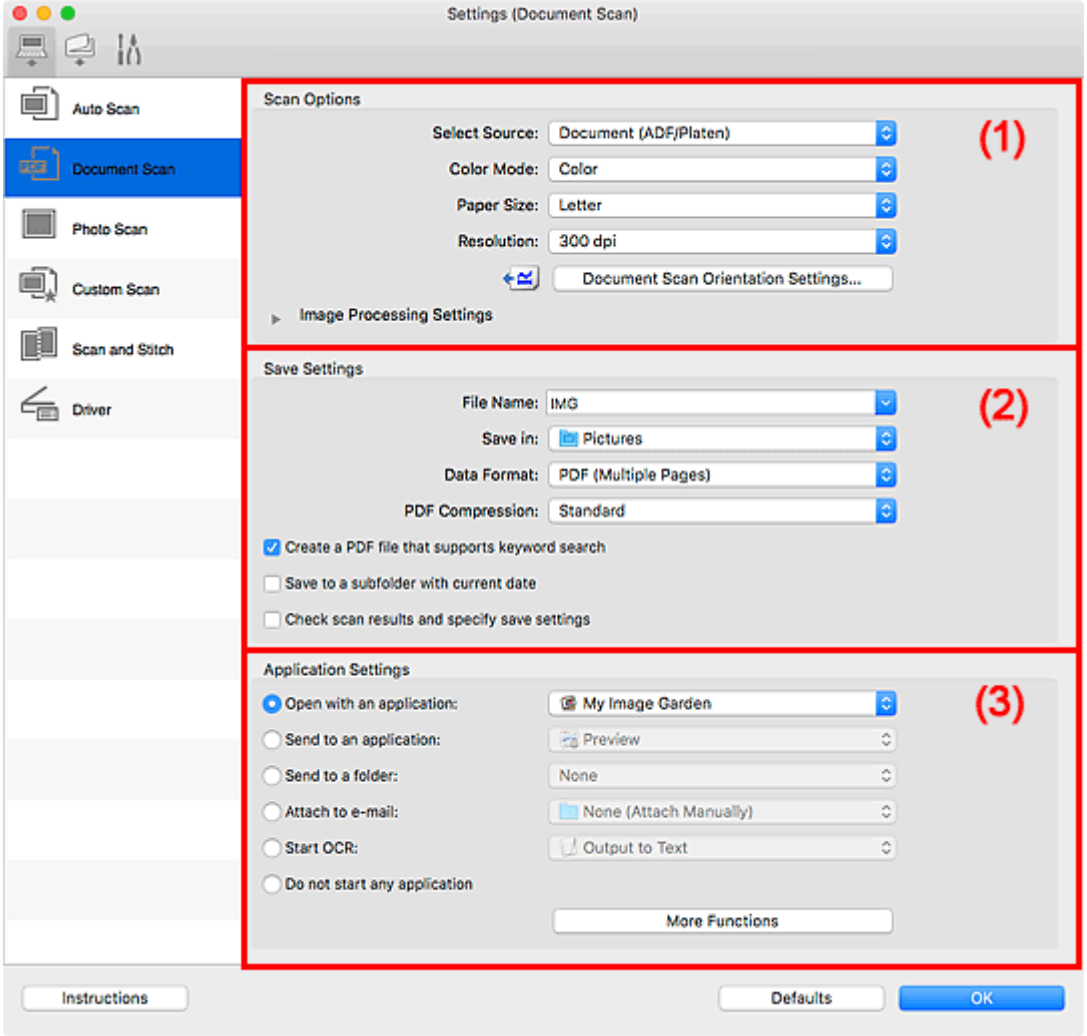
Defaults

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.



- (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.

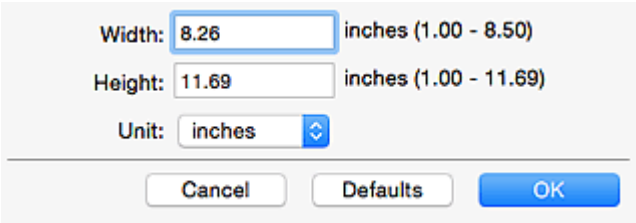
Color Mode

Select the color mode in which to scan the item.

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

- 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

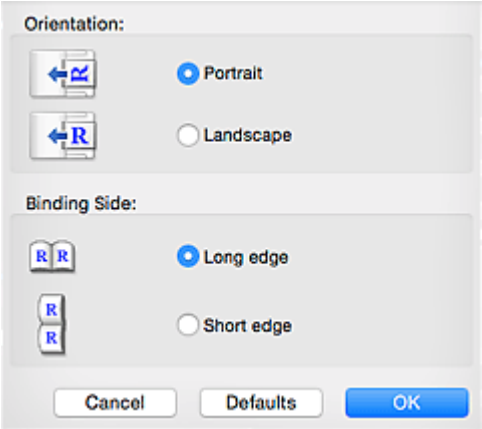
Note

- 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.



Important

- **Binding Side** cannot be specified when scanning only the front side of each document.

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

- 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.

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.
- When you enable this function, scanning may take longer than usual with network connection.

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 the language 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 and specify save settings** checkbox, and then 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.

Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

Save in

Displays the folder in which to save the scanned images. To add a folder, select **Add...** from the pop-up menu, then click + (Plus) in the displayed dialog and specify the destination folder.

The default save folder is the **Pictures** folder.

Important

- When the Settings dialog is displayed from My Image Garden, this option does not appear.

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)**.

Note

- With network connection, scanning may take longer than usual when you set **TIFF** or **PNG** in **Data Format**.

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 appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.
- When **Black and White** is selected in **Color Mode**, this option does not appear.

JPEG Image Quality

You can specify the image quality of JPEG files.

Important

- This appears only when **JPEG/Exif** is selected in **Data Format**.

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.

Important

- This appears only when **PDF** or **PDF (Multiple Pages)** is selected in **Data Format**.

Note

- If text cannot be searched correctly, we recommend that you select 300 dpi or higher for **Resolution**.
- PDF files that are searchable in the language selected in **Document Language** on the (General Settings) tab of the Settings dialog are created.

Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX_01_01" (Year_Month_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

Check scan results and specify save settings

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 scanned image into text data.

You can specify the application from the pop-up menu.

Do not start any application

Saves to the folder specified in **Save in**.

Note

- To add an application or folder to the pop-up menu, select **Add...** from the pop-up menu, then click + (Plus) in the displayed dialog and specify the application or folder.

Instructions

Opens this guide.

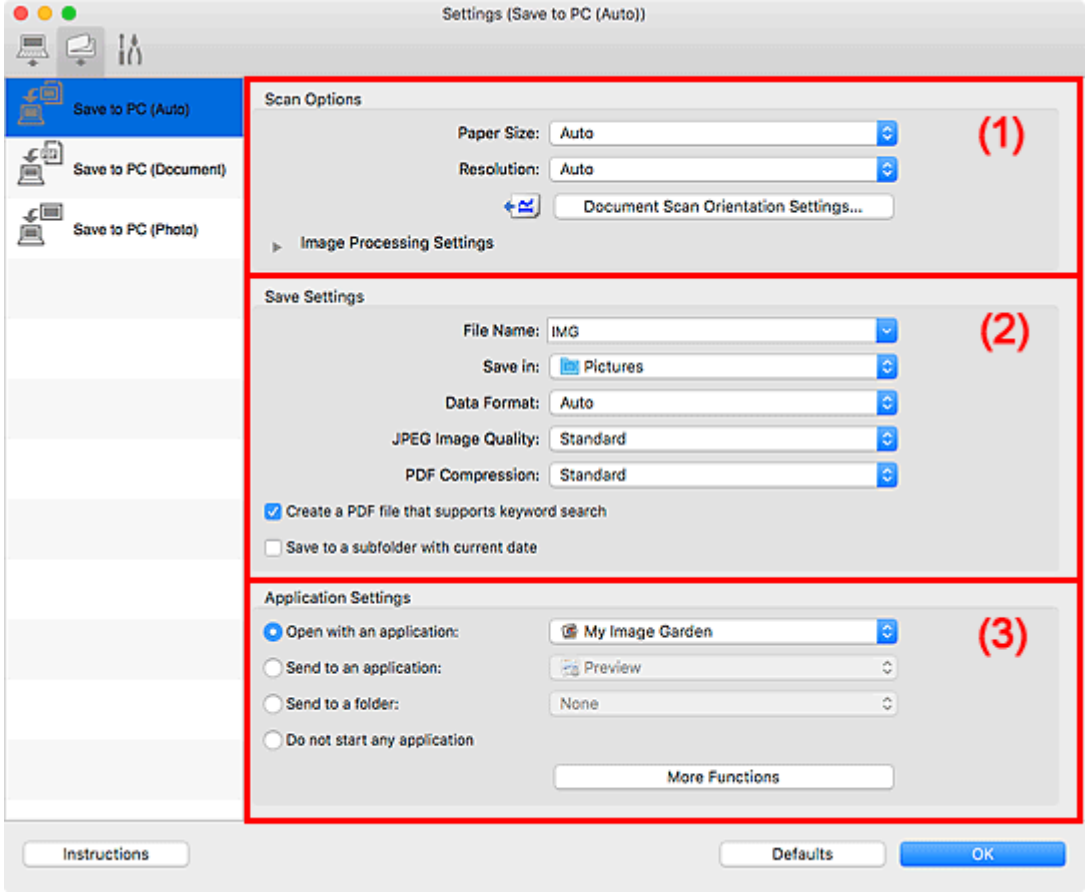
Defaults

You can restore the settings in the displayed screen to the default settings.

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.



- (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.

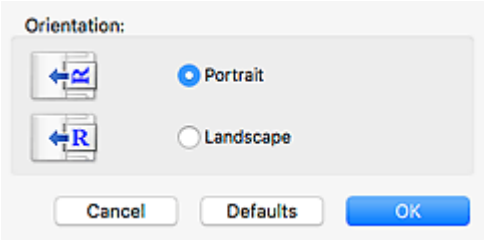


Image Processing Settings

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.

Note

- When you select the **Save to a subfolder with current date** checkbox, the date and four digits are appended to the set file name.

Save in

Displays the folder in which to save the scanned images. To add a folder, select **Add...** from the pop-up menu, then click (Plus) in the displayed dialog and specify the destination folder.

The default save folder is the **Pictures** folder.

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 "Positioning Originals (Scanning from Computer)" for how to place items.

JPEG Image Quality

You can specify the image quality of JPEG files.

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.

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 (General Settings) tab of the Settings dialog are created.

Save to a subfolder with current date

Select this checkbox to create a current date folder in the folder specified in **Save in** and save scanned images in it. The folder will be created with a name such as "20XX_01_01" (Year_Month_Date).

If this checkbox is not selected, files are saved directly in the folder specified in **Save in**.

(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

- To add an application or folder to the pop-up menu, select **Add...** from the pop-up menu, then click (Plus) in the displayed dialog and specify the application or folder.

Instructions

Opens this guide.

Defaults

You can restore the settings in the displayed screen to the default settings.

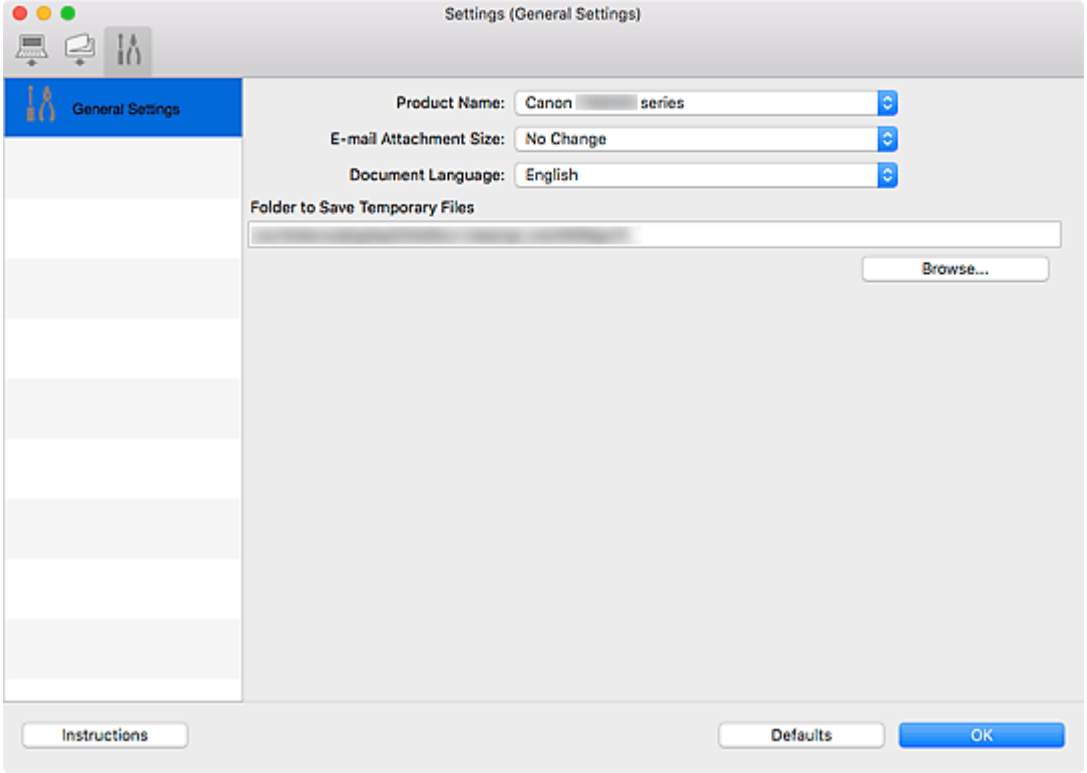
Settings (General Settings) Dialog

Click the (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.

Important

- When the Settings dialog is displayed from My Image Garden, some options may not appear.



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 "Network Scan Settings" 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**.

Document Language

You can select the language for detecting text in images and for use with search when a PDF file that supports keyword search is created.

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

You can restore the settings in the displayed screen to the default settings.

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 (ICA (Image Capture Architecture) 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 the problem is still not solved, see Network Communication Problems.

Using Scanner Driver (ICA Driver)

You can scan by starting the scanner driver from various applications.

Refer to Help of Mac OS for how to scan.

Note

- Refer to "Image Corrections and Color Adjustments" 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 Settings (Driver) dialog of IJ Scan Utility, you can also make advanced settings for scanning with the scanner driver.

Image Corrections and Color Adjustments

Correct images and adjust colors using the scanner driver (ICA (Image Capture Architecture) 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.

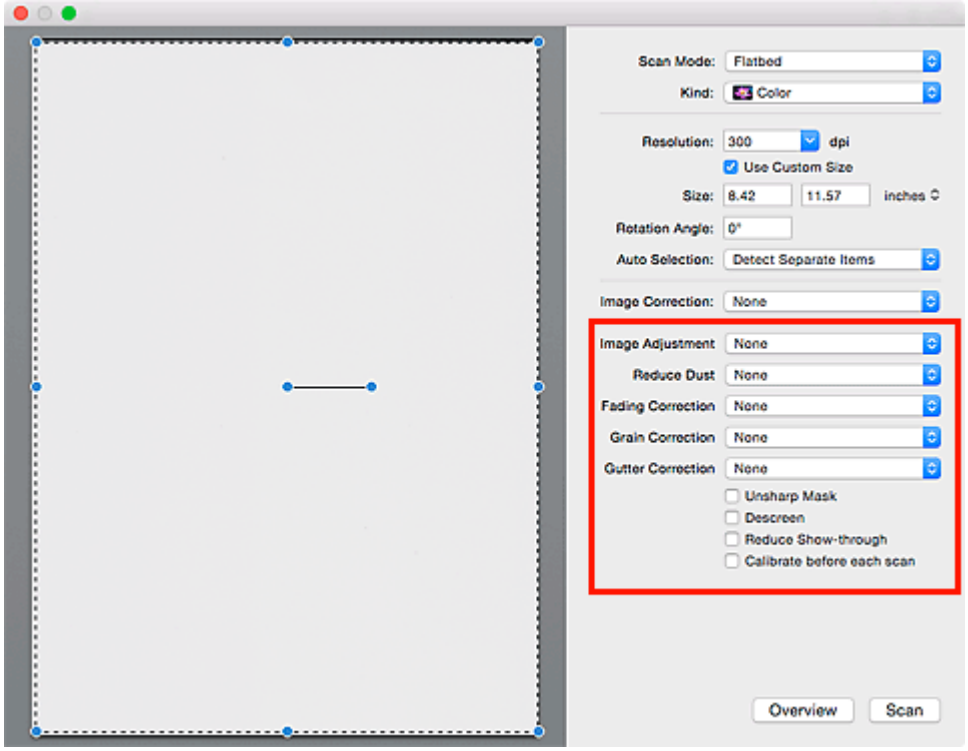


Image Adjustment

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

- 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.

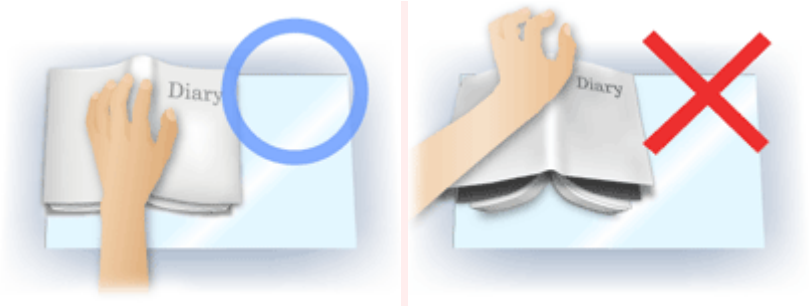
High

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.

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 (ICA (Image Capture Architecture) 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 (ICA (Image Capture Architecture) 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 (ICA (Image Capture Architecture) 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

- 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 (ICA (Image Capture Architecture) 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 "Network Scan Settings" 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

Scanning Using AirPrint

- Using IJ Scan Utility Lite

Using IJ Scan Utility Lite

- What Is IJ Scan Utility Lite (Scanner Software)?
- Starting IJ Scan Utility Lite
- Scanning Documents and Photos Basics
- Scanning Originals Larger than the Platen (Image Stitch)
  - Adjusting Cropping Frames in the Image Stitch Window
- Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)
- Saving after Checking Scan Results
- IJ Scan Utility Lite Screens

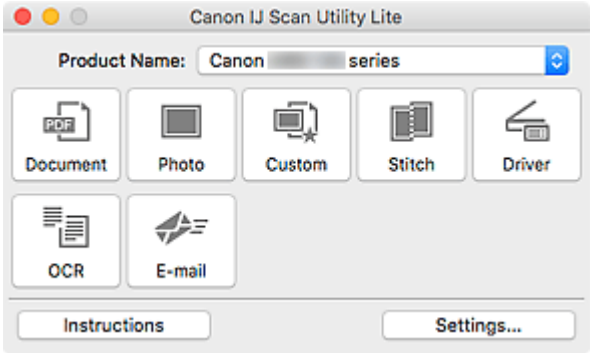
Important

- Available functions and settings vary depending on your scanner or printer.

What Is IJ Scan Utility Lite (Scanner Software)?

IJ Scan Utility Lite is an application for scanning documents, photos, and other items.

Access all scanning functions to scan and save directly, from the icons in the IJ Scan Utility Lite main screen.



Note

- To use more functions, install the scanner driver and IJ Scan Utility from our website and use them.

IJ Scan Utility Lite Features

Multiple Scanning Modes

Scan by simply clicking an icon such as **Document** to sharpen text in a document for better readability, or **Photo** to scan with settings suitable for photos, according to the item type or your purpose.

Note

- For details on the IJ Scan Utility Lite main screen, see IJ Scan Utility Lite Main Screen.

Save Scanned Images Automatically

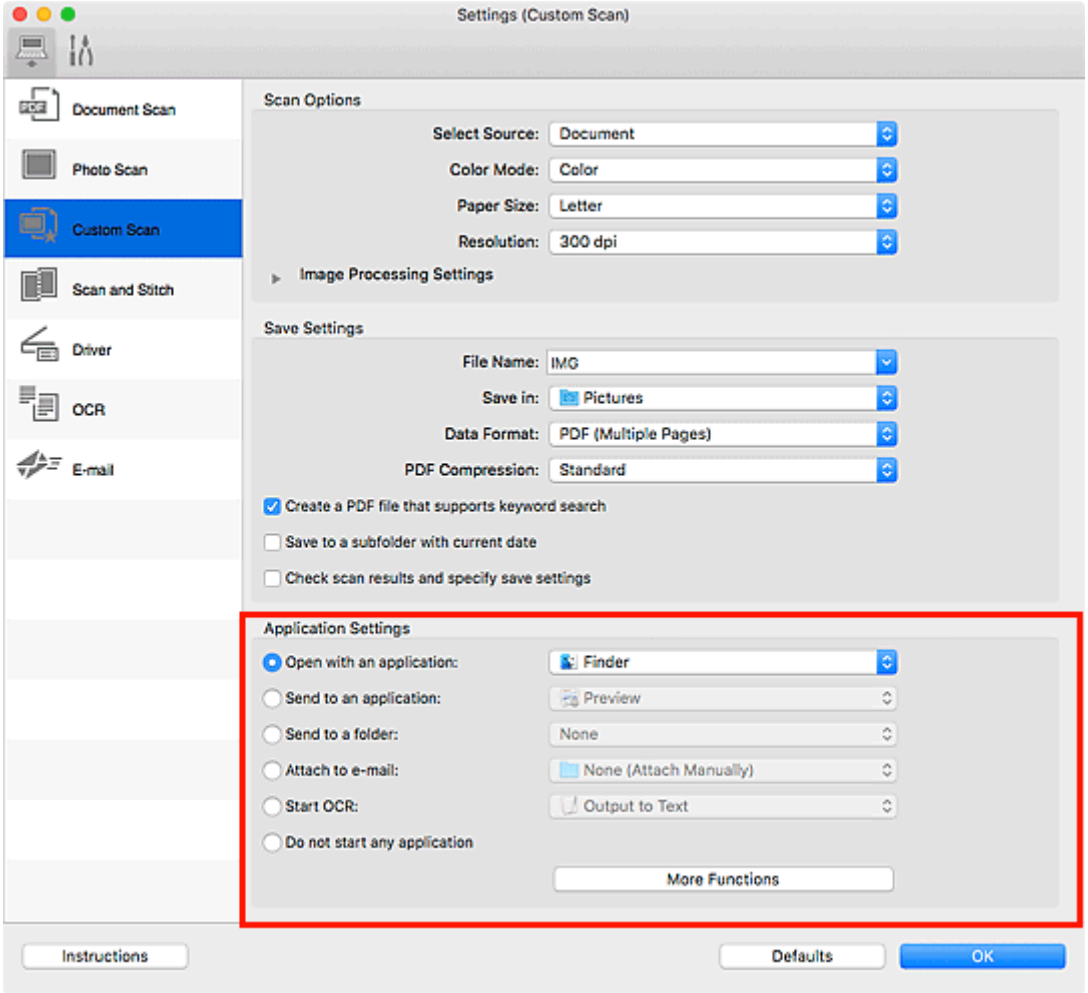
Scanned images are automatically saved to a preset folder. The folder can be changed as needed.

Note

- The default save folder is the **Pictures** folder.
- For how to specify a folder, see Settings Dialog.

Application Integration

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.



Important

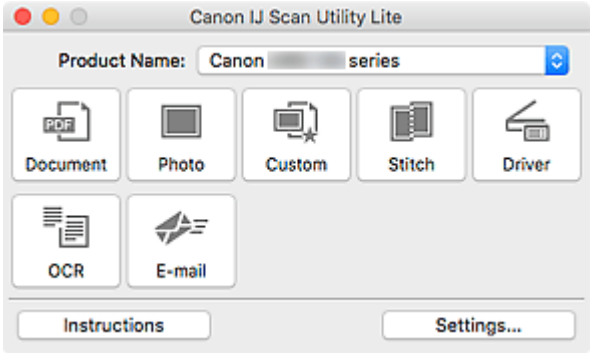
- Some functions are available only when My Image Garden is installed.

Note

- To set the applications to integrate with, see Settings Dialog.

Starting IJ Scan Utility Lite

Select **Applications** from **Go** menu of Finder, and then double-click **Canon Utilities** > **IJ Scan Utility** > **Canon IJ Scan Utility Lite** icon to start IJ Scan Utility Lite.



Important

- If an available scanner or printer is not detected, an error message appears a few moments after double-clicking the **Canon IJ Scan Utility Lite** icon.

Scanning Documents and Photos

Scan items placed on the platen with settings suitable for documents or photos. In addition, scan with your favorite settings saved beforehand.

1. Place the item on the platen.

   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.

2. Start IJ Scan Utility Lite.

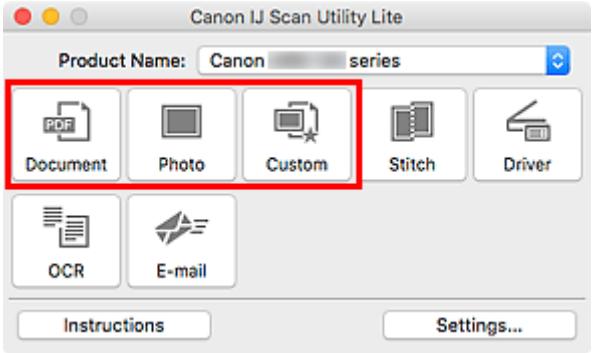
3. Click **Settings...**, then set the item type, resolution, etc. in the Settings dialog as required.

   Note

   - Refer to the following pages for details on the setting items in the Settings dialog.
     - Settings (Document Scan) Dialog
     - Settings (Photo Scan) Dialog
     - Settings (Custom Scan) Dialog
   - Once settings are made in the Settings dialog, the same settings can be used for scanning from the next time.

   When setting is completed, click **OK**.

4. Click **Document**, **Photo**, or **Custom**.



   Scanning starts.

Note

- To cancel the scan, click **Cancel**.
- 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.

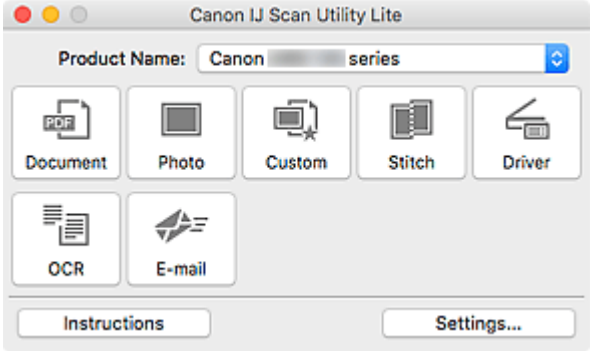
IJ Scan Utility Lite Screens

- **IJ Scan Utility Lite Main Screen**
- **Settings Dialog**
  - Settings (Document Scan) Dialog
  - Settings (Photo Scan) Dialog
  - Settings (General Settings) Dialog

IJ Scan Utility Lite Main Screen

Select **Applications** from **Go** menu of Finder, and then double-click **Canon Utilities** > **IJ Scan Utility** > **Canon IJ Scan Utility Lite** icon to start IJ Scan Utility Lite.

You can complete from scanning to saving at one time by simply clicking the corresponding icon.



Product Name

Displays the name of the Bonjour service that IJ Scan Utility Lite is currently set to use.

If the name of a Bonjour service that is different from the one you want to use is displayed, select the name of the Bonjour service you want to use.

Important

- You cannot use over the network if Bonjour is disabled. Enable Bonjour on your scanner or printer.
- If the Bonjour service name does not appear or if you have changed the Bonjour service name, start IJ Scan Utility Lite, restart it after a while, and then select the Bonjour service name from **Product Name**.
- If you have installed the ICA (Image Capture Architecture) driver for your scanner or printer and are using it with USB connection, "USB" appears after the product name.

Document

Scans items as documents and saves them to a computer.

Scan/save settings and the response after scanning can be specified in the Settings (Document 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 Settings (Photo Scan) 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 Settings (Custom Scan) 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 Settings (Scan and Stitch) dialog.

Driver

Allows you to make image corrections and color adjustments when scanning.

Save settings and the response after scanning can be specified in the Settings (Driver) dialog.

OCR

Scan text in scanned magazines and newspapers and display it in a specified application.

E-mail

You can send scanned images via e-mail.

Scan/save settings and applications can be specified in the Settings (E-mail) dialog.

Instructions

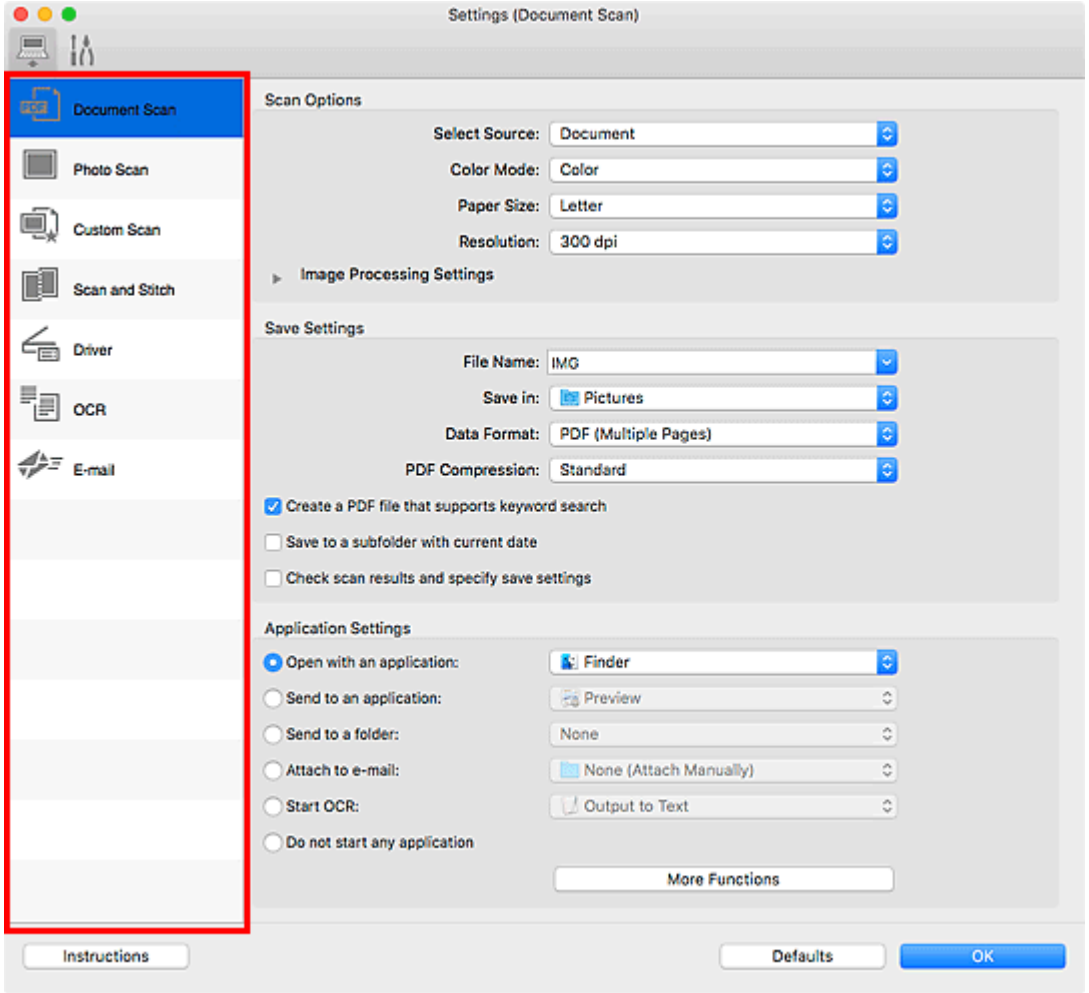
Opens this guide.

Settings...

Displays the Settings dialog in which you can specify the scan/save settings and the response after scanning.

Settings Dialog

The Settings dialog has two tabs: (Scanning from a Computer) and (General Settings). When you click a tab, the options available in the red frame switches; set the details of each function on each tab as needed.



(Scanning from a Computer) Tab

Set the default actions when scanning from IJ Scan Utility Lite or My Image Garden.

- Settings (Document Scan) Dialog
- Settings (Photo Scan) Dialog
- Settings (Custom Scan) Dialog
- Settings (Scan and Stitch) Dialog
- Settings (Driver) Dialog
- Settings (OCR) Dialog
- Settings (E-mail) Dialog

Important

- When the Settings dialog is displayed from the Scan screen of My Image Garden, the **Settings (OCR)** dialog and **Settings (E-mail)** dialog do not appear.

(General Settings) Tab

Set the model to use, file size restriction on e-mail attachment, and language for detecting text in images.

- Settings (General Settings) Dialog

Scanning Tips

- Positioning Originals (Scanning from Computer)
- Network Scan Settings

Positioning Originals (Scanning from Computer)

This section describes how to load originals on the platen or ADF (Auto Document Feeder) for scanning. If items are not placed correctly they may not be scanned correctly.

Important

- 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) when opening/closing the document cover. May result in unintended operation.

- Placing Items (Platen)
- Placing Documents (ADF (Auto Document Feeder))

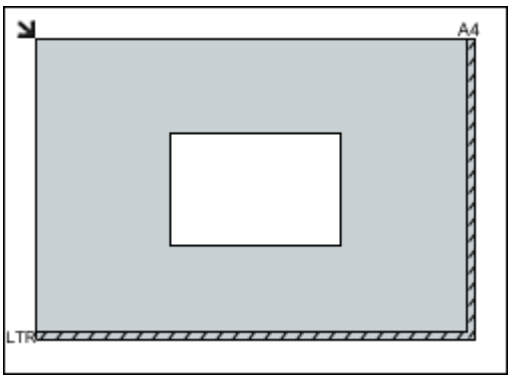
Placing Items (Platen)

Place items as described below to scan by detecting the item type and size automatically.

Important

- When scanning by specifying the paper size in IJ Scan Utility or the scanner driver (ICA (Image Capture Architecture) driver), align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to irregular shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.
- If scanned using the scanner driver, the response may differ. In that case, adjust the cropping frame (selection box) manually.

Photos, Postcards, Business Cards, and BD/DVD/CD	Magazines, Newspapers, and Documents
Single item: 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.

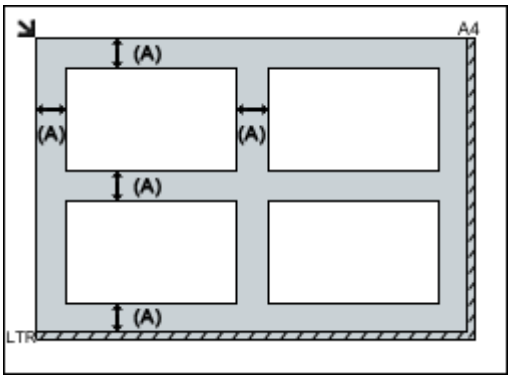


Important

- Large items (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format.

Multiple items:

Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.



(A) 0.4 inch (1 cm) or more

Note

- In IJ Scan Utility, place up to 12 items.
- Positions of slanted items (10 degrees or less) are corrected automatically.

Important

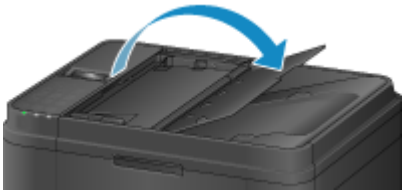
- For the portions in which items cannot be scanned, see Loading Originals.

Placing Documents (ADF (Auto Document Feeder))

Important

- Do not leave thick items on the platen when scanning from the ADF. May result in paper jam.
- Place and align documents of the same size when scanning two or more documents.
- For supported document sizes when scanning from the ADF, see Supported Originals.

1. Open document tray.



2. Place documents on ADF, and then adjust document guides to width of documents.

   Insert the documents face-up until a beep sounds.

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 our website.
- 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

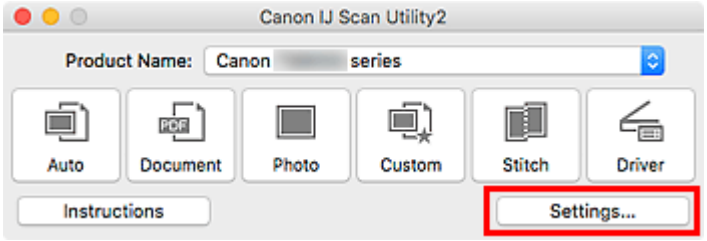
   - If you cannot scan, check that your scanner or printer is selected in the network selection screen.

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 (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 network selection screen 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 (ICA (Image Capture Architecture) 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 the problem is still not solved, see Network Communication Problems.

Scanning from Operation Panel

- Forwarding Scanned Data to Computer Using Operation Panel Basics
- Setting Items for Scanning Using Operation Panel
- Setting Up Operation Panel with IJ Scan Utility (Windows)
- Setting Up Operation Panel with IJ Scan Utility (Mac OS)

Forwarding Scanned Data to Computer Using Operation Panel

Before forwarding scanned data to the computer, check the following:

- **MP Drivers are installed. (Windows)**

  If MP Drivers are not yet installed, install MP Drivers with the Setup CD-ROM or install them from the Canon website.

- **The scanner driver is installed. (Mac OS)**

  If the scanner driver is not yet installed, install the scanner driver from the Canon website.

- **The printer is connected to a computer correctly.**

  Make sure the printer is connected to the computer correctly.

  Do not plug in or unplug the USB cable while the printer is in operation, or when the computer is in the sleep or standby mode.

  If you perform scanning via a network connection, make sure all the required settings have been specified.

  - For Windows:

    Network Scan Settings

  - For Mac OS:

    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 more on settings of Canon IJ Scan Utility:

  - For Windows:

    Settings Dialog Box

  - For Mac OS:

    Settings Dialog

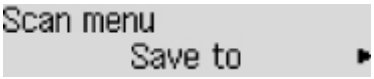
    For Mac OS X 10.11, starting Canon IJ Scan Utility is required to forward the scanned data to your computer.

Follow the procedure below to forward scanned data to the computer.

1. Make sure that printer is turned on.

2. Press the **SCAN** button.

   If you forward the scanned data to a computer for the first time, the **Scan menu** screen is displayed. Go to step 3.

   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. Select **Save to** and then press the **OK** button.

4. Select the computer to forward the scanned data and 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.

Note

- If you select **Search again** and press the **OK** button, the printer 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), select **Active** for **WSD scan from dev.** on **WSD setting** on **Common settings** in **LAN settings** under **Device settings**.

  WSD setting

5. Make sure that **Document type** is selected and then press the **OK** button.

6. Select a document type and 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

The printer detects the type of the originals automatically and the image is forwarded in the optimized size, resolution and data format.

Important

- 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.

Use the ◄► button to select a setting item, then press the **OK** button.

Use the ◄► button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

Note

- For details on each setting item:

  Setting Items for Scanning Using Operation Panel

- Go to step 8 when **Auto scan** is selected for **Document type**.

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 printer 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 printer 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.

Important

- 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 program selection screen appears (Windows):

The program selection screen may be displayed after pressing the **Start** button. In this case, select **Canon IJ Scan Utility** and click **OK**.

If you want to scan originals with advanced settings, or if you want to edit or print 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.

- For Windows:

  Scanning Photos and Documents
- For Mac OS:

  Scanning Photos and Documents

Note

- For Windows:
  - You can use a WIA-compliant application software to scan originals with this printer.

    For details:

    Other Scanning Methods
  - If you want to convert a scanned document to text:

    Extracting Text from Scanned Images (OCR)

Setting Items for Scanning Using Operation Panel

You can change the scan settings such as the scan size, resolution, or data format.

Use the ◄► button to select a setting item, then press the **OK** button.

Use the ◄► button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

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)
- 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 printer is turned off.
- When you forward the scanned data to the computer or attach the data to an e-mail, you can specify the destination and file name using Canon IJ Scan Utility.
  - For Windows:
    - Settings Dialog Box
  - For Mac OS:
    - Settings Dialog
- If you scan originals from the computer, you can scan with advanced settings. For more on scanning from the computer:
  - For Windows:
    - Scanning Photos and Documents
  - For Mac OS:
    - Scanning Photos and Documents

- **Scan size**

  Select the size of the original.

  Ex:

  Scan size
  ◄ *A4 ►

  If you select **Auto scan(A) -Singl**, the printer 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:

  Scan resolution
  ◄ *300dpi ►

Preparing for Faxing

Connect the printer to the telephone line and set up the printer before using the faxing functions. Then specify the basic setting such as sender information, date/time, and daylight saving time.

Important

- If the Power Disconnects:

  If there is a power failure or if you accidentally unplug the power cord, the date/time settings will be reset.

  - The settings for user information and directory will be retained.
  - All faxes stored in the printer's memory, such as unsent and received faxes, will be lost.

  If the power disconnects, the following will apply:

  - You will not be able to send or receive faxes, make copies, or scan originals.
  - When you are connecting the telephone, whether or not you can use it depends upon your telephone line or telephone.

Setting Up Printer

The printer must be set up depending on your telephone line and use of the faxing function.

All Setup

Setting Up the FAX

Individual Setup

1. Connecting Telephone Line
2. Setting Telephone Line Type
3. Setting Receive Mode
4. Setting Sender Information

Note

- You can set the fax setting according to the instruction on the LCD.

  Easy setup

Connecting Telephone Line

The connection method differs depending on your telephone line.

- If you connect the printer to wall telephone line directly/If you connect the printer with the xDSL splitter:

  Basic Connection (Connecting with General Telephone line)

- If you connect the printer to another line such as an xDSL:

  Connecting Various Lines

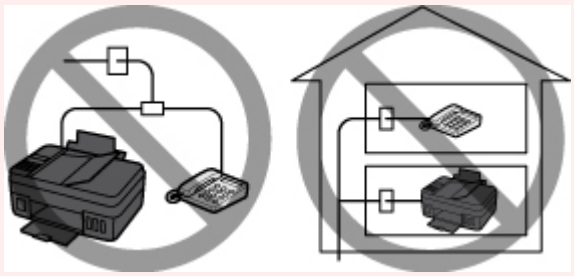
If the connection is incorrect, the printer cannot send/receive faxes. Connect the printer correctly.

Important

- Do not connect fax devices and/or telephones in parallel (US and Canada only).

  If two or more fax devices and/or telephones are connected in parallel, the following problems may occur and the printer may not operate properly.

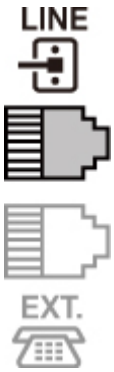
  - If you pick up the handset of the telephone that is connected in parallel during fax transmission or reception, the fax image may be corrupted or a communication error may occur.
  - Such services as Caller ID, etc. may not operate properly on the telephone.



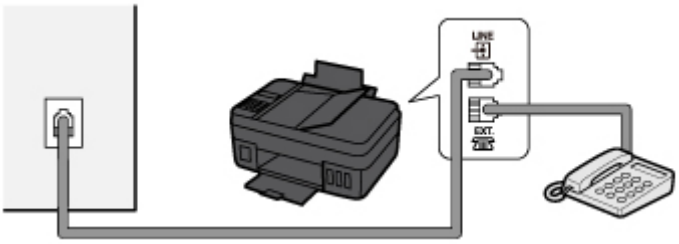
  If you cannot avoid parallel connections, set the receive mode to **TEL priority mode**, understanding that the above problems may occur. You will only be able to receive faxes manually.

Basic Connection (Connecting with General Telephone line)

Make sure that the printer is turned off, connect one end of supplied telephone line cable to the telephone line jack near the "LINE" mark of the printer, then connect the other end to the telephone line jack on the wall or to the telephone line jack of the xDSL splitter.



When you connect the telephone to the printer, make sure that the printer is turned off, connect one end of the modular cable to the external device jack near the "EXT." mark of the printer, then connect the other end to the telephone line jack of the telephone.



Important

- Be sure to connect the telephone line before the printer is turned on.

  If you connect the telephone line when the printer is turned on, turn the printer off and unplug the power cord. Wait for 1 minute then connect the telephone line and power plug.

Note

- Refer to Rear View for the position of the telephone line jack and the external device jack.
- Before connecting a telephone or answering machine, remove the Telephone connector cap.
- **For users in the UK:**

  If the connector of the external device cannot be connected to the jack on the printer, you will need to purchase a B.T. adapter to connect as follows:

  Attach the B.T. adapter to the modular cable connecting the external device, then connect the B.T. adapter to the external device jack.

Connecting Various Lines

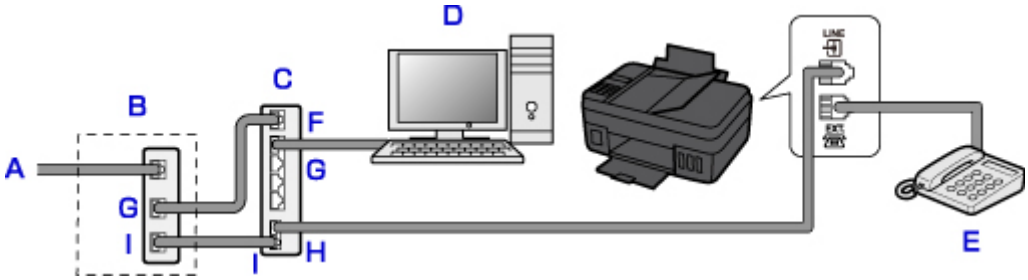
This section introduces how to connect various lines.

These are examples and could not be guaranteed to suit every connecting condition. For details, refer to the instruction manual supplied with the network device (control devices such as an xDSL (Digital Subscriber Line) modem or terminal adapter) you are connecting to this printer.

Note

- xDSL is the generic term for the high speed digital communication technology with telephone line such as ADSL/HDSL/SDSL/VDSL.

- **Connecting to an Internet Telephone**



A. Digital Subscriber Line

B. xDSL modem (splitter may not be built-in to the modem)

C. Broadband router compatible with Internet Telephone

D. Computer

E. Telephone or answering machine

F. WAN (Wide Area Network) port

G. LAN (Local Area Network) port

H. TEL port

I. LINE port

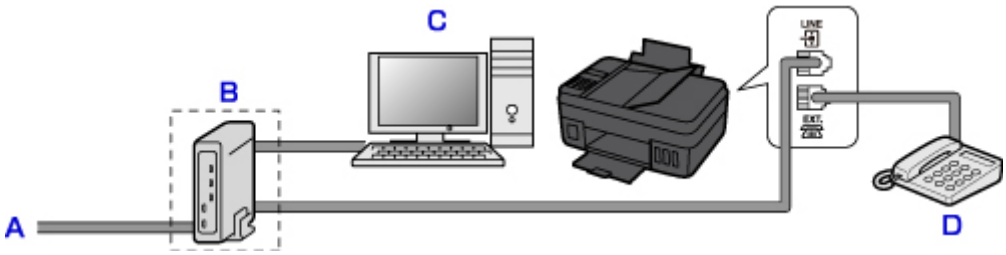
* Port configurations and names may vary depending on the product.

Note

- When connecting to the xDSL line, select the same line type as you are subscribing to in **Telephone line type**.

  Setting Telephone Line Type

- **Connecting to an xDSL**



A. Analog Subscriber Line

B. xDSL modem (splitter may not be built-in to the modem)

C. Computer

D. Telephone or answering machine

Important

- When the splitter is not built-in to the modem, do not branch the telephone line before the splitter (wall side). And also, do not connect splitters in parallel. The printer may not be able to operate properly.

Note

- When connecting to the xDSL line, select the same line type as you are subscribing to in **Telephone line type**.

  Setting Telephone Line Type

- **Connecting to an ISDN Line**

  For details on ISDN (Integrated Service Digital Network) connection and settings, refer to the manuals supplied with your terminal adapter or dial-up router.

Setting Telephone Line Type

Before using your printer, make sure you set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company. For xDSL or ISDN connections, contact the telephone company or service provider to confirm your line type.

Important

- **For users in China**

  After plugging the power cord and turning on the printer, the telephone line type is selected automatically. However, if the printer is connected to the control device such as an xDSL modem or terminal adapter, the telephone line type may not be selected correctly.

  In this case, set the line type manually.

  For details on how to set the Telephone line type manually in China:

  Setting the Telephone Line Type Manually in China

Note

- **Telephone line type** will not appear in countries or regions where **Rotary pulse** is not supported.
- You can print USER'S DATA LIST to check the current setting.

  Summary of Reports and Lists

1. Make sure that printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

3. Select **Fax settings**, then press the **OK** button.

4. Select **FAX user settings**, then press the **OK** button.

5. Select **Telephone line type**, then press the **OK** button.

6. Select a telephone line type, then press the **OK** button.

   Rotary pulse
   Select when your telephone line type is pulse dialing.

   Touch tone
   Select when your telephone line type is tone dialing.

   ### Note

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

7. Press the **FAX** button to return to the Fax standby screen.

Setting the Telephone Line Type Manually in China

This section describes the procedure to set the telephone line type manually in China.

1. Make sure that printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

3. Select **Fax settings**, then press the **OK** button.

4. Select **FAX user settings**, then press the **OK** button.

5. Select **TEL line auto select**, then press the **OK** button.

   The current telephone line type is displayed.

   Note

   - If you do not need to change the telephone line type, press the **FAX** button to return to the Fax standby screen.

6. Select **OFF**, then press the **OK** button.

7. Select a telephone line type, then press the **OK** button.

   Rotary pulse
   Select when your telephone line type is pulse dialing.

   Touch tone
   Select when your telephone line type is tone dialing.

   Note

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

8. Press the **FAX** button to return to the Fax standby screen.

Setting Receive Mode

Set the receiving operation (receiving mode).

For details on how to set the receive mode:

Setting Receive Mode

You can select the appropriate mode.

For details on the selectable receive mode:

About Receive Mode

For details on the advanced settings of the receive mode:

Advanced Settings of Receive Mode

Note

- The receiving operation procedure varies depending on the selected receive mode.

  For details on receiving method depending on each receive mode:

  Receiving Faxes

- If you want to use a single telephone line for faxes and voice calls, you need to connect a telephone or an answering machine to the external device jack of this printer.

  For details on how to connect the telephone or the answering machine to the printer:

  Basic Connection (Connecting with General Telephone line)

Setting Receive Mode

This section describes the procedure to select the receive mode.

1. Make sure that printer 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. Select **Receive mode set.**, then press the **OK** button.

5. Select the receive mode, then press the **OK** button.

   Note

   - The * (asterisk) on the LCD indicates the current setting.
   - For details on the receive mode:

     About Receive Mode

   - **DRPD** is available only in the US and Canada.

- **Network switch** may not be available depending on the country or region of purchase.
- Refer to Receiving Faxes for information on receiving faxes or the procedure for each receive mode.

About 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 printer):	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 printer starts receiving the fax. **Note** • The telephone may not ring when a call incomes even if it is connected to the printer, depending on the type or settings of the telephone.
DRPD or **Network switch**	When receiving voice calls (with a telephone or answering machine connected to the printer) and subscribing to a ring pattern detection service provided by your telephone company:	When a call incomes, the telephone will ring. The printer detects a fax call by the fax ring pattern. If the call is a fax, the printer will receive the fax automatically. If the printer does not detect the fax ring pattern, the telephone will continue ringing. **Note** • The telephone may not ring when a call incomes even if it is connected to the printer, depending on the type or settings of the telephone.
Fax only mode	When not receiving voice calls:	When a fax incomes, the printer will receive the fax automatically.

Advanced Settings of Receive Mode

You can specify the advanced settings of each receive mode.

Note

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

- **Advanced setting in TEL priority mode**

  You can specify the following setting items.

  - **Manual/auto switch**

If you select **ON**, the printer automatically receives faxes after the external device rang a specified length of time.

You can specify the length of time until automatic reception is started.

- **User-friendly RX**

  If you select **ON**, the printer automatically switches from telephone calling to fax reception by detecting the fax signal (CNG signal) when you lift the handset of the telephone or the answering machine answers. When you have an answering machine connected to the printer, select **ON** to switch to fax reception automatically after the answering machine answers.

  If you select **OFF**, the printer does not switch from telephone calling to fax reception automatically even if the printer detects the fax signal (CNG signal). Select **OFF** if you want the printer not to switch automatically during a call.

Note

- If you subscribe to Duplex Ringing service in Hong Kong, the number of times the external device rings specified with **Incoming ring** in **Fax only mode** is available in **TEL priority mode**.

  If you want to specify the number of times the external device rings in **TEL priority mode**, select **Fax only mode** for **Receive mode set.** under **FAX menu**, specify the number of times the external device rings with **Incoming ring**, then switch to **TEL priority mode** for **Receive mode set.**.

- If you subscribe to Duplex Ringing service in Hong Kong, we recommend that **Manual/auto switch** be set to **OFF**.

- **Advanced setting in Fax only mode**

  You can specify the following setting item.

  - **Incoming ring**

    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 printer assumes is a fax call.

    If you subscribe to a DRPD service, set the ring pattern to match the pattern assigned by your telephone company.

    Setting the DRPD Ring Pattern (US and Canada only)

  - **Incoming ring**

    You can specify the number of times the external device rings when incoming.

- **Advanced setting in Network switch**

  You can specify the following setting item.

  - **Incoming ring**

    You can specify the number of times the external device rings when incoming.

Setting the DRPD Ring Pattern (US and Canada only)

If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, your telephone company will assign two or more telephone numbers with distinctive ring patterns to your single telephone line, allowing you to have different numbers for fax calls and voice calls using only one telephone line. Your printer will automatically monitor the ring pattern, and will automatically receive the fax if the ring pattern is a fax call.

To use DRPD, follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company.

Note

- Contact your local telephone company for detailed information on this service.

1. Make sure that printer 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. Select **Receive mode set.**, then press the **OK** button.

5. Select **DRPD**, then press the **OK** button.

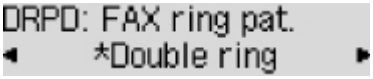
   The confirmation screen asking whether to make advanced settings is displayed.

6. Select **Yes**, then press the **OK** button.

7. Select **DRPD: FAX ring pat.**, then press the **OK** button.

   The **DRPD: FAX ring pat.** screen is displayed.

8. Select the ring pattern that your telephone company assigned to your fax number, then press the **OK** button.

   Select from **Normal ring**, **Double ring**, **Short-short-long**, or **Short-long-short**.

   Note

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

9. Press the **FAX** button to return to the Fax standby screen.

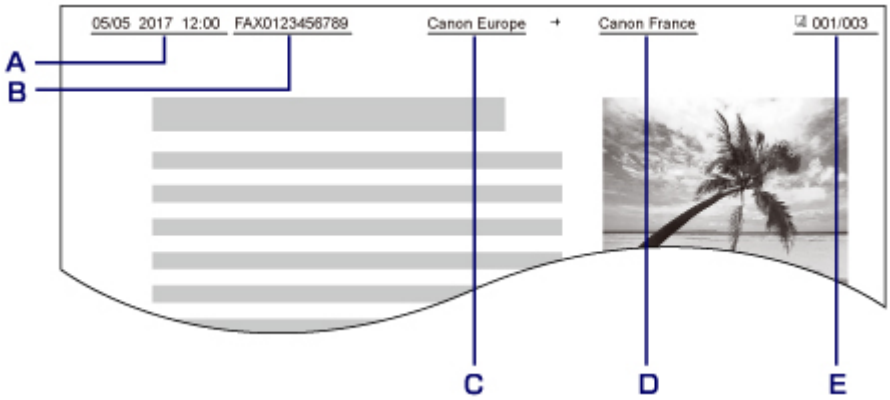
Setting Sender Information

You can set the sender information such as date/time, unit name, and unit fax/telephone number.

- About Sender Information
- Setting Date and Time
- Setting Daylight Saving Time (Summer Time)
- Registering User Information

About Sender Information

If the unit name and unit fax/telephone number are registered, they are printed with date and time as sender information on the recipient's fax.



A. Date and time of transmission

B. Unit fax/telephone number

C. Unit name

D. The registered recipient's name is printed when sending faxes.

E. Page number

Note

- You can print USER'S DATA LIST to confirm the sender information you have registered.

  - Summary of Reports and Lists

- When sending faxes in black & white, you can select whether to print the sender information inside or outside the image area.

  Specify the setting on **TTI position** in **Adv. FAX settings** under **Fax settings**.

  - Adv. FAX settings

- You can select the date print format from three formats: **YYYY/MM/DD**, **MM/DD/YYYY**, and **DD/MM/YYYY**.

  Select the date print format on **Date display format** under **Dev. user settings**.

  - Dev. user settings

Setting Date and Time

This section describes the procedure to set the date and time.

1. Make sure that printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

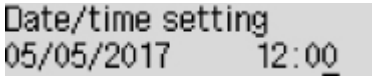
3. Select **Device settings**, then press the **OK** button.

4. Select **Dev. user settings**, then press the **OK** button.

5. Select **Date/time setting**, then press the **OK** button.

6. Set the date and time.

   Use the ◄► button to move the cursor under the desired position, then use the Numeric buttons to enter the date and time.

   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 printer to automatically change the time by registering the date and time that daylight saving time (summer time) begins and ends.

Important

- Not all the latest information of all countries or regions is applied for **DST setting** by default. You need to change the default setting according to the latest information of your country or region.

Note

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

1. Make sure that printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

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

4. Select **Dev. user settings**, then press the **OK** button.

5. Select **DST setting**, then press the **OK** button.

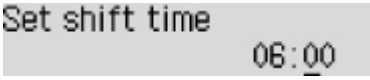
6. Select **ON**, then press the **OK** button.

   To disable summer time, select **OFF**.

7. Set the date and time when summer time starts.

   1. Select **Start date/time**, then press the **OK** button.
   2. Make sure that **Set month** is selected, then press the **OK** button.
   3. Select the month when summer time starts, then press the **OK** button.
   4. Make sure that **Set week** is selected, then press the **OK** button.
   5. Select the week when summer time starts, then press the **OK** button.
   6. Make sure that **Set day of week** is selected, then press the **OK** button.
   7. Select the day of the week when summer time starts, then press the **OK** button.
   8. Make sure that **Set shift time** is selected, then press the **OK** button.
   9. Use the ◄► button to move the cursor under the desired position, use the Numeric buttons to enter the time (in 24-hour format) when summer time starts, then press the **OK** button.

      Precede single digits with a zero.

8. Set the date and time when summer time ends.

   1. Use the ◄► button to select **End date/time**, then press the **OK** button.
   2. Make sure that **Set month** is selected, then press the **OK** button.
   3. Use the ◄► button to select the month when summer time ends, then press the **OK** button.
   4. Make sure that **Set week** is selected, then press the **OK** button.
   5. Use the ◄► button to select the week when summer time ends, then press the **OK** button.
   6. Make sure that **Set day of week** is selected, then press the **OK** button.
   7. Use the ◄► button to select the day of the week when summer time ends, then press the **OK** button.
   8. Make sure that **Set shift time** is selected, then press the **OK** button.

9. Use the ◄► button to move the cursor under the desired position, use the Numeric buttons to enter the time (in 24-hour format) when summer time ends, then press the **OK** button.

   Precede single digits with a zero.

   Set shift time
   07:00

9. Press the **FAX** button to return to the Fax standby screen.

Registering User Information

This section describes the procedure to register the user information.

Note

- Before sending a fax, be sure to enter your name and fax/telephone number in **Unit TEL no. registr.** and **Unit name registr.** on the **FAX user settings** screen (for US only).

1. Make sure that printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

3. Select **Fax settings**, then press the **OK** button.

4. Select **FAX user settings**, then press the **OK** button.

5. Enter the unit fax/telephone number.

   1. Make sure that **Unit TEL no. registr.** is selected, then press the **OK** button.
   2. Use the Numeric buttons to enter the unit fax/telephone number.

      Unit TEL no. registr.
      = 0123456789_

   3. Press the **OK** button.

   Note

   - You can enter the fax/telephone number up to 20 digits, including spaces.
   - For details on how to enter or delete characters:

     Entering Numbers, Letters, and Symbols

6. Enter the unit name.

   1. Make sure that **Unit name registr.** is selected, then press the **OK** button.
   2. Use the Numeric buttons to enter the unit name.

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

3. Press the **OK** button.

Note

- You can enter the name up to 24 characters, including spaces.
- For details on how to enter or delete characters:

  Entering Numbers, Letters, and Symbols

7. Press the **FAX** button to return to the Fax standby screen.

Sending Faxes Using Operation Panel of Printer

- Sending Faxes by Entering Fax/Telephone Number
- Resending Faxes (Redialing Busy Number)
- Setting Items for Sending Faxes
- Sending Faxes Using Useful Functions

Sending Faxes by Entering Fax/Telephone Number

This section describes dialing and sending faxes directly by entering the fax/telephone numbers.

Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, we recommend that you send them after speaking on the telephone.

  Sending Fax after Speaking on Telephone

1. Make sure that printer is turned on.

2. Press the **FAX** button.

   The Fax standby screen is displayed.

   ```
   FAX    [Start]=Offhook
   05/05 12:19 TEL prior
   ```

3. Load documents on 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.

   Setting Items for Sending Faxes

5. Use the Numeric buttons to dial the recipient's fax/telephone number.

   ```
   FAX          ##→Pause
   📞=           0987654321
   ```

   Use the following buttons to dial the recipient's fax/telephone number.

   Numeric buttons:

   Enters the number.

   ► button:

   Enters a space.

   ◄ button:

   Deletes the last character you entered.

 # button:

By pressing this button once, "#" is entered. By pressing this button one more time, "P" is entered.

6. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

   The printer starts scanning the document.

   Important

   - Color transmission is available only when the recipient's fax device supports color faxing.
   - Do not open the document cover until scanning is completed.

7. Start sending.

   - **If you load the document in the ADF:**

     The printer scans the document automatically and starts sending the fax.

     Note

     - To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
     - If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, **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.

     To send two or more pages, follow the message to load the next page, and press the **Color** or **Black** button. After scanning all pages, press the **OK** button to start sending.

     Note

     - To cancel sending the fax, press the **Stop** button.

Note

- When your printer is connected to a PBX (Private Branch Exchange) system, refer to the operating instructions of the system for details on dialing the recipient's fax/telephone number.
- In case the printer was not able to send a fax, such as when the recipient's line was busy, it has the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default.

  Automatic Redialing

- Unsent documents, such as those pending redial, are stored in the printer's memory. They are not stored in the case of a sending error.

  Document Stored in Printer's Memory

- Do not unplug the power cord until all documents are sent. If you unplug the power cord, all unsent documents stored in the printer's memory are lost.

Resending Faxes (Redialing Busy Number)

There are two methods of redialing: Automatic redialing and Manual redialing.

- Automatic Redialing

  If you send a document and the recipient's line is busy, the printer will redial the number after a specified interval.

  Automatic Redialing

- Manual Redialing

  You can redial to the recipients dialed using the Numeric buttons.

  Manual Redialing

Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, we recommend that you send them after speaking on the telephone.

  Sending Fax after Speaking on Telephone

Note

- Automatic redialing is enabled by default.
- For details on the basic sending operations:

  Sending Faxes by Entering Fax/Telephone Number

Automatic Redialing

You can enable or disable automatic redialing. If you enable automatic redialing, you can specify the maximum number of redial attempts and the length of time the printer waits between redial attempts.

Enable and specify the automatic redialing setting on **Auto redial** in **Adv. FAX settings** under **Fax settings**.

Adv. FAX settings

Important

- While automatic redialing, the unsent fax is stored in the printer's memory temporarily until the sending fax is complete. If a power failure occurs or you unplug the power cord before automatic redialing is complete, all faxes stored in the printer's memory are deleted and not sent.

Note

- To cancel automatic redialing, wait until the printer starts redialing, then press the **Stop** button.
- To cancel automatic redialing, delete the unsent fax from the printer's memory while the printer is on-standby for a redial operation. For details, see Deleting Document in Printer's Memory.

Manual Redialing

Follow the procedure below for manual redialing.

1. Make sure that printer 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.

   Setting Items for Sending Faxes

5. Press the **Menu** button.

   The **FAX menu** screen is displayed.

6. Select **Redial**, then press the **OK** button.

   The **Redial** screen is displayed.

7. Select the recipient's number to redial, then press the **OK** button.

8. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

   Important

   - Color transmission is available only when the recipient's fax device supports color faxing.

Note

- For manual redialing, the printer memorizes up to 10 recent recipients dialed by entering the fax/telephone numbers. Note that the printer does not memorize any recipients dialed using the redial function or selecting from the directory.
- To cancel manual redialing, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, **Close the feeder cover [OK]Eject the document** is displayed on the LCD. By pressing the **OK** button, the remaining documents are automatically ejected.

Setting Items for Sending Faxes

If you select **FAX TX settings** after pressing the **Menu** button on the Fax standby screen, you can specify the settings of the scan contrast and the scan resolution.

Adjust the scan contrast and resolution following the procedure below.

1. Press the **Menu** button on the Fax standby screen.

   The **FAX menu** screen is displayed.

2. Select **FAX TX settings**, then press the **OK** button.

3. Select **Scan contrast**, then press the **OK** button.

   The **Scan contrast** screen is displayed.

4. Select the scan contrast, then press the **OK** button.

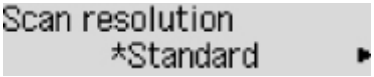
   The ◄ button decreases the scan contrast, and the ► button increases the scan contrast.

   By pressing the **OK** button, the LCD returns to the **FAX TX settings** screen.

5. Select **Scan resolution**, then press the **OK** button.

   The **Scan resolution** screen is displayed.

6. Select the scan resolution.

   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 device is not compatible with **Extra fine** (300 x 300 dpi), the fax will be sent in the **Standard** or **Fine** resolution.

   Photo
   Suitable for photographs.

   Note

   - 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.

7. Press the **OK** button.

   The LCD returns to the Fax standby screen.

Registering Recipients

- Registering Recipients Using Operation Panel of Printer
- Registering Recipients Using Speed Dial Utility2 (Windows)
- Registering Recipients Using Speed Dial Utility2 (Mac OS)

Registering Recipients Using Operation Panel of Printer

Registering recipients in the printer's directory in advance allows you to dial fax/telephone numbers simply.

The following methods to register are available:

- Recipient registration

  Registering the recipient's fax/telephone number and name allows you to send a fax by selecting a registered recipient in the printer directory.

  Registering Fax/Telephone Number of Recipients

- Group dial registration

  You can combine two or more recipients registered in advance into a group. You can send the same document to all the registered recipients in the group.

  Registering Recipients in Group Dial

You can register up to 20 recipients in total of individual recipients and group dials.

Note

- To change the registered information of the recipient or the group dial, see Changing Registered Information.
- To delete the registered information of the recipient or the group dial, see Deleting Registered Information.
- To print a list of the recipient's fax/telephone numbers and names registered, see Printing List of Registered Destinations.
- You can register, change, or delete the registered information of the recipient or the group dial using Speed Dial Utility on the computer.
  - For Windows:

    Registering Recipients Using Speed Dial Utility2 (Windows)

  - For Mac OS:

    Registering Recipients Using Speed Dial Utility2 (Mac OS)

Registering Fax/Telephone Number of Recipients

Before you can use the printer's directory, you need to register the recipients' fax/telephone numbers. Follow the procedure below to register the recipients' fax/telephone numbers.

1. Make sure that printer 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. Select **Directory**, then press the **OK** button.

5. Select **Add directory entry**, then press the **OK** button.

   Note

   - You can select **Add directory entry** from **TEL no. registration** in **Fax settings** after pressing the **Setup** button.

6. Select **Recipient**, then press the **OK** button.

   The screen to select an ID number is displayed.

   Recipient reg. no.
   *

7. Use the ◄► button or the Numeric buttons to select an unregistered ID number, then press the **OK** button.

   Note

   - If you already registered the recipient, the fax/telephone number is displayed next to the ID number. If you already registered the group dial, **(Not available)** is displayed.

8. Select a registration method, then press the **OK** button.

9. Register the recipients' fax/telephone number.

   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 ►
     = 0567891234

1. Select a fax/telephone number, then press the **OK** button.

   The fax/telephone number selected from the outgoing call logs is displayed.

2. Check the fax/telephone number, then press the **OK** button.

   The fax/telephone number is registered to the printer and the screen to enter the recipient's name is displayed. 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. Select a fax/telephone number or a name, then press the **OK** button.

     The fax/telephone number selected from the incoming call logs is displayed.

  2. Check the fax/telephone number, then press the **OK** button.

     The fax/telephone number is registered to the printer and the screen to enter the recipient's name is displayed. 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.

  TEL number
  = _

  1. Use the Numeric buttons to enter the fax/telephone number you want to register.

     TEL number ##→Pause
     = 0987654321_

  2. Press the **OK** button.

     The fax/telephone number is registered to the printer and the screen to enter the recipient's name is displayed. Go to next step.

     Note

     - You can enter the fax/telephone number up to 60 digits (40 digits for the US, Canada, Korea and some regions of Latin America), including spaces.

       Entering Numbers, Letters, and Symbols

     - Press the # button twice to enter a pause.
     - When **Telephone line type** in **FAX user settings** under **Fax settings** is set to **Rotary pulse**, you can enter a tone ("T") by pressing the **Tone** button.

10. Use the Numeric buttons to enter the recipient's name.

```
Name                    :a
    L.George
```

If you select a name on **From call log (IN)** in step 9, the name may be already entered. If you do not change the name, go to step 11.

Note

- You can enter the name up to 16 characters, including spaces.

  Entering Numbers, Letters, and Symbols

11. Press the **OK** button to finalize registration.

Note

- To register another recipient's number and name, select an unregistered ID number and operate in the same procedure.
- To return to the Fax standby screen, press the **FAX** button.
- You can check the recipient's numbers and names you have registered by printing RECIPIENT TELEPHONE NUMBER LIST.

  Printing List of Registered Destinations

Registering Recipients in Group Dial

If you register two or more registered recipients to a group dial, you can send the same document successively to all recipients registered to the group dial.

1. Make sure that printer 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. Select **Directory**, then press the **OK** button.

5. Select **Add directory entry**, then press the **OK** button.

   Note

   - You can select **Add directory entry** from **TEL no. registration** in **Fax settings** after pressing the **Setup** button.

6. Select **Group dial**, then press the **OK** button.

   The screen to select an ID number is displayed.

   ```
   Group reg. number
   *
   ```

7. Use the ◄► button or the Numeric buttons to select an unregistered ID number, then press the **OK** button.

   Note

   - If you already registered the recipient, **(Not available)** is displayed next to the ID number. If you already registered the group dial, the registered group name is displayed.

   The **Group member** screen is displayed.

   ```
   Group reg. number
   *03
   ```

8. Register the registered recipient as a member of the group dial.

   1. Press the **Menu** button.
   2. Choose a recipient to register as a member.

You can choose a recipient with the two methods. The method can be switched by pressing the # button.

- When **Add to group** is displayed on the LCD:

  ```
  Add to group          ▸
  03 *00 L.George
  ```

  Use the ◄► button to select a recipient's ID number to register to the group dial.

- When **Enter first letter** is displayed on the LCD:

  ```
  Enter first letter     :A
  _
  ```

  After you use the Numeric buttons to enter the first letter of the recipient's name you want to search, the registered recipients are displayed in alphabetical order.

  ```
  Add to group          ▸
  03 *02 D.V.Michael
  ```

  Use the ◄► button to select a recipient's ID number to register to the group dial.

3. Press the **OK** button.

   The selected recipient is registered as a member of the group dial.

   ```
   Group member
    03 *02 D.V.Michael
   ```

4. Press the **Menu** button to display the screen to select an ID number, then add another member.

   Repeat this step to register the other recipient to the same group dial.

   Note

   - You can check the recipient's ID number and name registered to the group dial by using the ◄► button.

9. Press the **OK** button after finishing registering the member you want to register to the group dial.

   The screen to enter the group name is displayed.

   ```
   Group name            :a
   _
   ```

10. Use the Numeric buttons to enter the group name.

    ```
    Group name            :1
        Friend 1_
    ```

    Note

    - You can enter the name up to 16 characters, including spaces.

      Entering Numbers, Letters, and Symbols

11. Press the **OK** button to finalize registration.

Note

- To register another group, select an unregistered ID number and operate in the same procedure.
- To return to the Fax standby screen, press the **FAX** button.
- You can check the recipients you have registered to the group dial by printing GROUP DIAL TELEPHONE NO. LIST.

  Printing List of Registered Destinations

Changing Registered Information

To change information registered for recipient and group dial, follow the procedure below.

1. Make sure that printer 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. Select **Directory**, then press the **OK** button.

5. Select **Add directory entry**, then press the **OK** button.

   Note

   - You can select **Add directory entry** from **TEL no. registration** in **Fax settings** after pressing the **Setup** button.

6. Change the registered information.

   - To change the recipient's information:

     1. Select **Recipient**, then press the **OK** button.
     2. Use the ◄► button or the Numeric buttons to select a recipient's ID number, then press the **OK** button.
     3. Select **Edit**, then press the **OK** button.

        The screen to select a registration method is displayed as well as when you register the recipient.
     4. Select a registration method, then press the **OK** button.
     5. Change the recipient's fax/telephone number, 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 ◄► button to select a fax/telephone number and press the **OK** button, the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

        - **From call log (IN)** is selected as the registration method:

          The screen to select the fax/telephone number or the name from the incoming call logs is displayed. After you use the ◄► button to select a fax/telephone number or a name and press the **OK** button, the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

Note

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

◦ **Direct entry** is selected as the registration method:

the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

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.

  Entering Numbers, Letters, and Symbols

- Press the # button twice to enter a pause.
- When **Telephone line type** in **FAX user settings** under **Fax settings** is set to **Rotary pulse**, you can enter a tone ("T") by pressing the **Tone** button.

6. Change the recipient's name, then press the **OK** button.

Note

- You can enter the name up to 16 characters, including spaces.

  Entering Numbers, Letters, and Symbols

- To change a group dial:

1. Select **Group dial**, then press the **OK** button.
2. Use the ◄► button or the Numeric buttons to select an ID number of group dial to change, then press the **OK** button.
3. Select **Edit**, then press the **OK** button.
4. Edit the member of the group dial.

   To add a member, press the **Menu** button to display the screen to select an ID number and then add another member.

   To delete a member, select a member to delete and then press the **Tone** button.

5. Change the group name, then press the **OK** button.

Note

- You can enter the name up to 16 characters, including spaces.

  Entering Numbers, Letters, and Symbols

Note

- To return to the Fax standby screen, press the **FAX** button.

Deleting Registered Information

To delete information registered for recipient and group dial, follow the procedure below.

1. Make sure that printer 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. Select **Directory**, then press the **OK** button.

5. Select **Add directory entry**, then press the **OK** button.

   Note

   - You can select **Add directory entry** from **TEL no. registration** in **Fax settings** after pressing the **Setup** button.

6. Delete the registered information.

   - To delete the recipient's information:
     1. Select **Recipient**, then press the **OK** button.
     2. Use the ◀▶ button or the Numeric buttons to select an ID number of group dial to delete, then press the **OK** button.
     3. Select **Delete**, then press the **OK** button.
     4. Select **Yes**, then press the **OK** button.
   - To delete a group dial:
     1. Select **Group dial**, then press the **OK** button.
     2. Use the ◀▶ button or the Numeric buttons to select an ID number of group dial to delete, then press the **OK** button.
     3. Select **Delete**, then press the **OK** button.
     4. Select **Yes**, then press the **OK** button.

   Note

   - To return to the Fax standby screen, press the **FAX** button.

Printing List of Registered Destinations

You can print a list of the fax/telephone numbers and can keep it near the printer to refer to when dialing.

1. Make sure that printer 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. Select **Print reports/lists**, then press the **OK** button.

6. Select **Directory list**, then press the **OK** button.

7. Select an item to print, then press the **OK** button.

   - If you selected **Recipient**:

     The confirmation screen asking if you print the list in alphabetical order is displayed.

     If you select **Yes**, RECIPIENT TELEPHONE NUMBER LIST is printed in alphabetical order.

     If you select **No**, RECIPIENT TELEPHONE NUMBER LIST is printed in the order of the ID number.

   - If you selected **Group dial**:

     GROUP DIAL TELEPHONE NO. LIST is printed.

Registering Recipients Using Speed Dial Utility2 (Mac OS)

About Speed Dial Utility2

Speed Dial Utility2 is a utility for forwarding the telephone directory registered on the printer to a computer and registering/changing it on the computer. In addition, you can register the telephone directory edited on the computer to the printer. You can also save them on the computer as a backup.

For safety reasons, it is recommended that you backup the registered data on the computer using Speed Dial Utility2.

- Starting Up Speed Dial Utility2
- Speed Dial Utility2 Dialog
- Saving Registered Telephone Directory on Printer to Your Computer
- Registering a Fax/telephone Number Using Speed Dial Utility2
- Changing a Fax/telephone Number Using Speed Dial Utility2
- Deleting a Fax/telephone Number Using Speed Dial Utility2
- Changing Sender Information Using Speed Dial Utility2
- Registering/Changing Rejected Number Using Speed Dial Utility2
- Registering Telephone Directory Has been Saved on Your Computer to Printer

Starting Up Speed Dial Utility2

Important

- Before starting up Speed Dial Utility2, make sure that the printer is connected to the computer correctly.
- Do not plug in or unplug any cables while the printer is in operation, or when the computer is in sleep or standby mode.
- If your printer is compatible with LAN connection, make sure that the printer is connected to the computer with LAN connection to use Speed Dial Utility2 via LAN connection.
- The password entry screen may appear during startup or operation. If it appears, enter the administrator password, and then click **OK**. If you do not know the administrator password, contact the administrator of the printer.

Follow the procedure below to start up Speed Dial Utility2.

1. Select **Applications** on **Go** menu of Finder.

2. Double-click **Canon Utilities** folder.

3. Double-click **Speed Dial Utility2** folder.

4. Double-click **Speed Dial Utility2**.

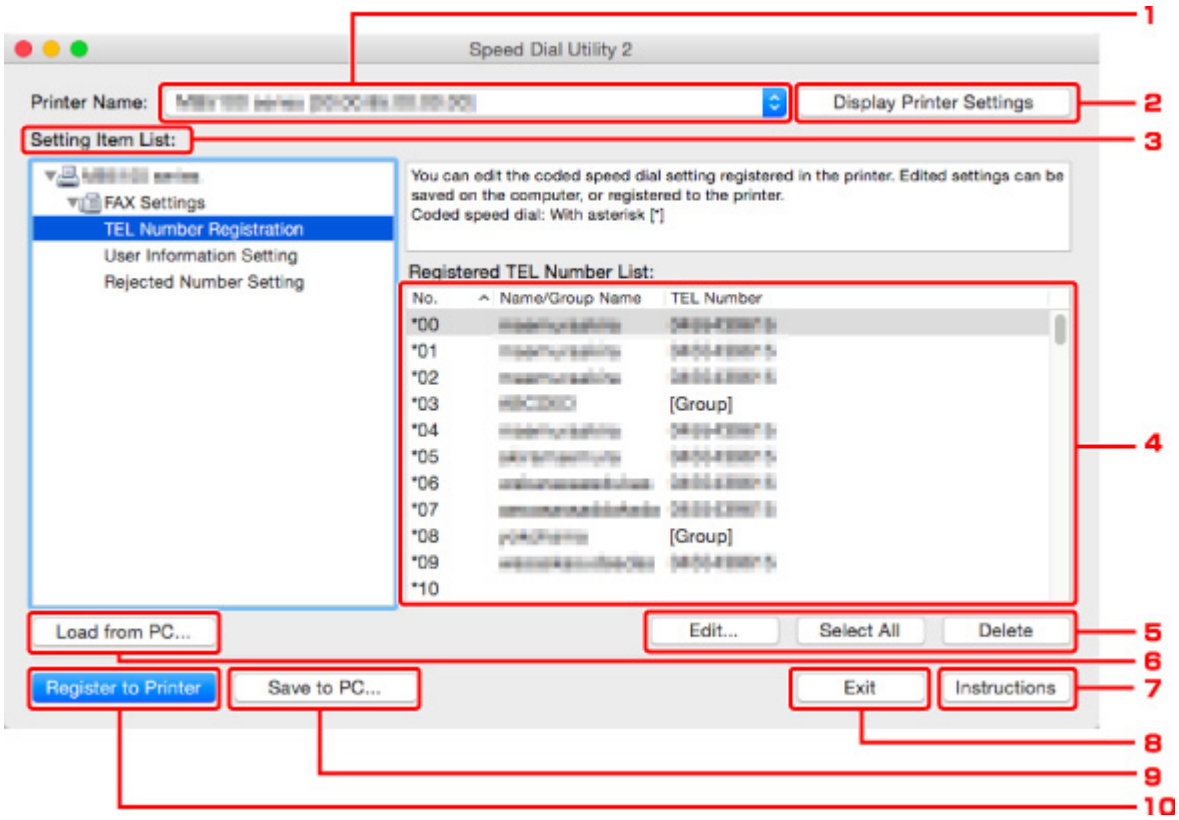
   Speed Dial Utility2 starts up.

Note

- You can also start up Speed Dial Utility2 from Quick Utility Toolbox.

Speed Dial Utility2 Dialog

The following items are on the **Speed Dial Utility2** dialog.



1. **Printer Name:**

   Selects the printer for editing the telephone directory using Speed Dial Utility2.

   Behind printer name, printer's MAC address is displayed.

   Note

   - For checking printer's MAC address, refer to "Checking Network Information" for your model from Home of the Online Manual.
   - For printer that supports both wireless LAN connection and wired LAN connection, MAC address of wired LAN connection is displayed regardless of the connection method.

2. **Display Printer Settings**

   Loads the telephone directory registered on the printer that selected for **Printer Name:** into Speed Dial Utility2.

3. **Setting Item List:**

   Selects a setting item for editing. Choose one item from **TEL Number Registration**, **User Information Setting**, and **Rejected Number Setting**.

4. Registered information list

   Displays the registered information selected for **Setting Item List:**.

Note

- By clicking on the item name, you can sort the display order.

5. **Edit.../Select All/Delete**

   Edits the item that selected for **Setting Item List:**, or deletes the item, or selects all the items.

   When multiple items on the registered information list are selected, you cannot use the **Edit...** button.

6. **Load from PC...**

   Displays the telephone directory saved on the computer.

7. **Instructions**

   Displays this guide.

8. **Exit**

   Quits Speed Dial Utility2. Information registered or edited using Speed Dial Utility2 is neither saved on the computer nor registered on the printer.

9. **Save to PC...**

   Saves the telephone directory edited using Speed Dial Utility2 on the computer.

10. **Register to Printer**

    Registers the telephone directory edited using Speed Dial Utility2 to the printer.

Saving Registered Telephone Directory on Printer to Your Computer

Follow the procedure below to save the telephone directory (includes recipients' name, recipients' fax/telephone number, group dial, user's name, user's fax/telephone number, and rejected numbers) that registered on the printer to the computer.

1. Start up Speed Dial Utility2.

2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.

3. Click **Save to PC...**.

4. Enter file name on displayed screen, and then click **Save**.

Note

- The data of the telephone directory (RSD file, *.rsd) can be imported to other printer.

  Registering Telephone Directory Has been Saved on Your Computer to Printer

Registering a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to register fax/telephone numbers.

Note

Before you register fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility2.

2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.

3. Click **TEL Number Registration** from **Setting Item List:**.

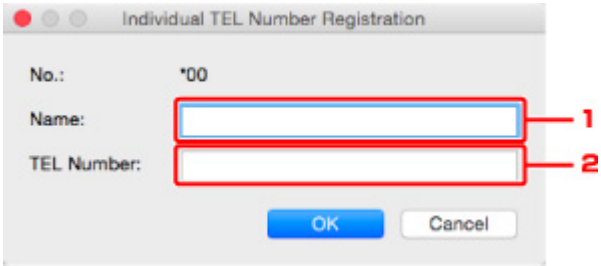
   The list of registered fax/telephone numbers is displayed.

4. Select an unoccupied code from list, and then click **Edit...**.

   The **Individual or Group Selection** dialog is displayed.

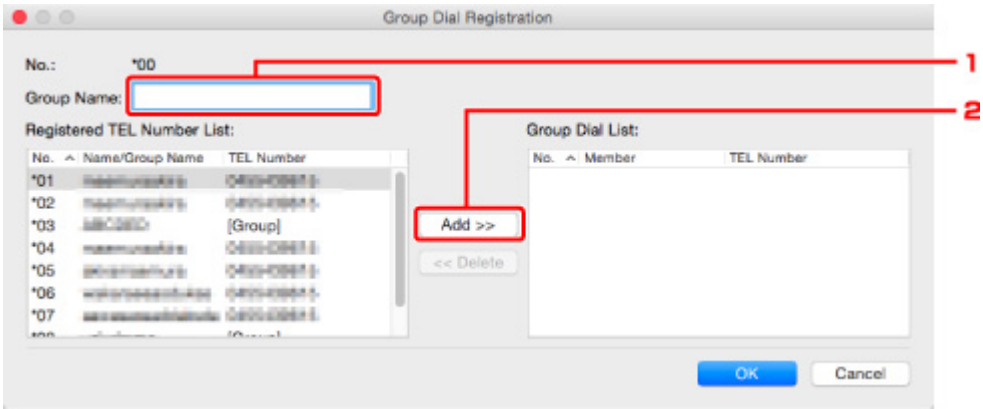
5. Click **Register individual TEL number** or **Register group dial**, and then click **Next...**.

   - If **Register individual TEL number** is selected:



     1. Enter name.
     2. Enter fax/telephone number.

   - If **Register group dial** is selected:



     1. Enter group name.
     2. Select a code you want to add to group dial, and then click **Add >>**.

Note

- You can only add the numbers that have already been registered.

6. Click **OK**.

To continue registering fax/telephone numbers or a group dial, repeat steps 4 to 6.

- To save the registered information on the computer.
  1. Click **Save to PC...**.
  2. Enter file name on displayed screen, and then click **Save**.
- To register the registered information to the printer:
  1. Click **Register to Printer**.
  2. When message appears, check it and click **OK**.

     The information is registered to the printer.

Changing a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to change fax/telephone numbers.

Note

- Before you change fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility2.

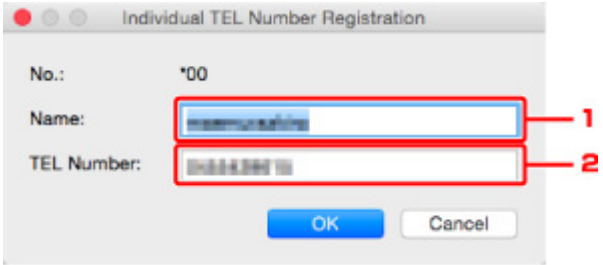
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.

3. Click **TEL Number Registration** from **Setting Item List:**.

   The list of registered fax/telephone numbers is displayed.

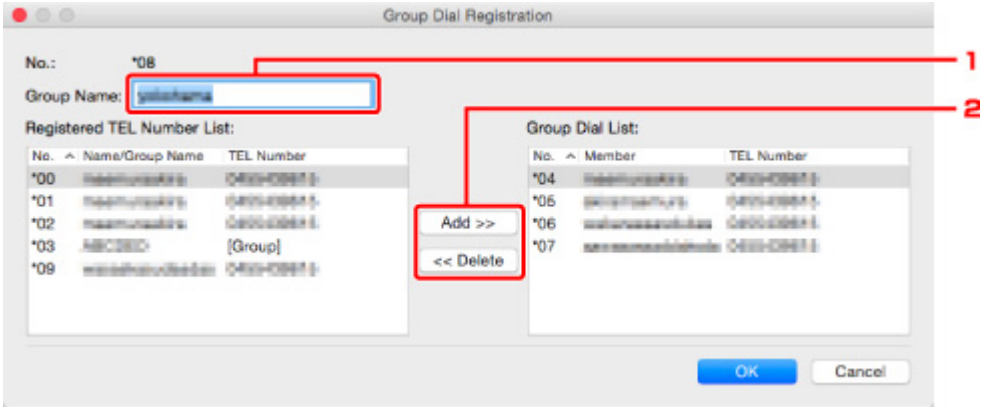
4. Select a code to change from list, and then click **Edit...**.

   - If an individual fax/telephone number is selected:



     1. Enter a new name.
     2. Enter a new fax/telephone number.

   - If a group dial is selected:



     1. Enter a new group name.
     2. Add or delete a member to/from group dial.

        To add a member:

        Select a code to add to group dial, and then click **Add >>**.

To delete a member:

Select a code to delete from group dial, and then click **<< Delete**.

5. Click **OK**.

To continue changing fax/telephone numbers or group dials, repeat steps 4 and 5.

- To save the edited information on the computer.
  1. Click **Save to PC...**.
  2. Enter file name on displayed screen, and then click **Save**.
- To register the edited information to the printer:
  1. Click **Register to Printer**.
  2. When message appears, check it and click **OK**.

     The information is registered to the printer.

Deleting a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to delete fax/telephone numbers.

Note

- Before you delete fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility2.

2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.

3. Click **TEL Number Registration** from **Setting Item List:**.

   The list of registered fax/telephone numbers is displayed.

4. Select a code to delete from list, and then click **Delete**.

   Note

   - To delete all fax/telephone numbers on the list, click **Select All**, and then **Delete**.

5. When confirmation screen appears, click **OK**.

   The selected fax/telephone number is deleted.

   To continue deleting fax/telephone numbers, repeat steps 4 and 5.

   - To save the edited information on the computer.
     1. Click **Save to PC...**.
     2. Enter file name on the displayed screen, and then click **Save**.
   - To register the edited information to the printer:
     1. Click **Register to Printer**.
     2. When message appears, check it and click **OK**.

        The information is registered to the printer.

Changing Sender Information Using Speed Dial Utility2

Follow the procedure below to change the user's name or fax/telephone number.

1. Start up Speed Dial Utility2.

2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.

3. Click **User Information Setting** from **Setting Item List:**.

   The user's information is displayed.

4. Select an item to change, and then click **Edit...**.

   The **User Information** dialog is displayed.

5. Enter new user's name on **User Name** and new fax/telephone number in **TEL Number**, and then click **OK**.

   - To save the edited information on the computer:
     1. Click **Save to PC...**.
     2. Enter file name on displayed screen, and then click **Save**.
   - To register the edited information to the printer:
     1. Click **Register to Printer**.
     2. When message appears, check it and click **OK**.

        The information is registered to the printer.

Registering/Changing Rejected Number Using Speed Dial Utility2

Follow the procedure below to register, change, or delete rejected numbers.

1. Start up Speed Dial Utility2.

2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.

3. Click **Rejected Number Setting** from **Setting Item List:**.

   The list of rejected numbers is displayed.

   - To register a rejected number:
     1. Select an unoccupied code from list, and then click **Edit...**.
     2. Enter fax/telephone number in **Rejected Number** dialog, and then click **OK**.
   - To change a rejected number:
     1. Select a code to change from list, and then click **Edit...**.
     2. Enter fax/telephone number in **Rejected Number** dialog, and then click **OK**.
   - To delete a rejected number:
     1. Select a code to delete from list, and then click **Delete**.

        The selected fax/telephone number is deleted.

        Note

        - To delete all fax/telephone numbers on the list, click **Select All**, and then **Delete**.

Registering Telephone Directory Has been Saved on Your Computer to Printer

You can load the data of the telephone directory (RSD file, *.rsd) and register it to your printer.

The data of the telephone directory (RSD file, *.rsd) that is exported from other printer can be loaded and registered to your printer.

Note

- In Speed Dial Utility2, the data of the telephone directory (RSD file, *.rsd) that is exported using Speed Dial Utility can be loaded.

1. Start up Speed Dial Utility2.

2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.

3. Click **Load from PC...**.

4. Select a data of telephone directory (RSD file, *.rsd) to register to your printer.

5. Click **Open** on dialog.

   The selected telephone directory is displayed.

   Note

   - If you select the data of the telephone directory (RSD file, *.rsd) that is exported from other printer, the confirmation message appears. Click **OK**.

6. Click **Register to Printer**.

   The telephone directory that has been saved on the computer is registered to your printer.

Receiving Faxes

- Receiving Faxes
- Changing Paper Settings
- Substitute Reception in Printer's Memory
- 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.

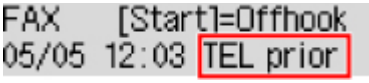
1. Make sure that printer is turned on.

2. Press the **FAX** button.

   The Fax standby screen is displayed.

3. Make sure of the receive mode setting.

   Make sure of the receive mode setting displayed on the Fax standby screen.

   Note

   - For details on how to change the receive mode:

     Setting Receive Mode

4. Load paper.

   Load the sheets of plain paper.

5. Specify the paper settings as necessary.

   Changing Paper Settings

   This completes the preparation for receiving fax.

   When a fax is received, it is printed on the loaded paper automatically.

Receiving a Fax

Depending on the selected receive mode, the receive operation varies.

Note

- For details on the receive mode:

  Setting Receive Mode

- You can specify the advanced settings of each receive mode.

  For details on the advanced settings of the receive mode:

  Advanced Settings of Receive Mode

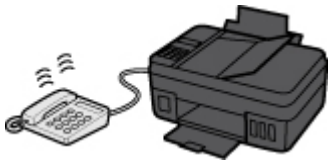
- If the printer was not able to print a received fax, the printer stores the unprinted fax in its memory (Substitute Reception).

Substitute Reception in Printer's Memory

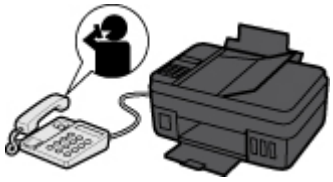
When TEL priority mode is selected:

- **When the call is a fax:**

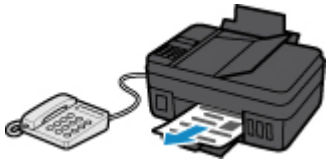
  The telephone will ring when a call incomes.

  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 printer will receive the fax.

Note

- If the printer will not switch to fax reception, press the **FAX** button, then the **Color** or **Black** button to receive the fax.
- To receive a fax without picking up the handset, set **Manual/auto switch** of the advanced setting to **ON**. **RX start time** allows you to specify the number of seconds until the printer switches to fax reception.
- If you have subscribed to Duplex Ringing service in Hong Kong, the telephone will ring a specified number of times when there is an incoming call with a fax distinctive ring pattern. Then, the printer will switch to fax reception automatically without the handset being picked up.

  The number of times to ring the telephone until switching to fax reception can be changed.
- Set the printer to enable you to initiate fax reception from a connected telephone (remote reception).

  Remote Reception
- **When the answering machine is connected to the printer:**
  - If the answering machine is set to the answering mode, set **User-friendly RX** of the advanced setting to **ON**. If the call is a fax, the printer will receive the fax automatically.
  - If the answering mode is turned off on the answering machine, pick up the handset. If you hear the fax tone, wait for at least 5 seconds after it stops, then hang up the handset.

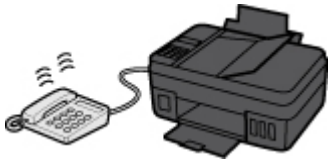
- If **Manual/auto switch** of the advanced setting is set to **ON**, set **RX start time** to longer than the time before the answering machine starts playing the answering message. After making this setting, we recommend that you call the answering machine using a mobile phone, etc. to confirm that messages are recorded successfully in the answering machine.
- Set your answering machine to answering mode and adjust it as follows:

  - The entire message should be no longer than 15 seconds.

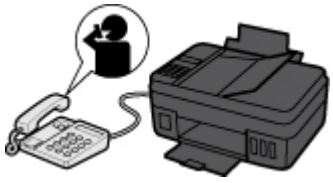
  - In the message, tell your callers how to send a fax.

- **When the call is a voice call:**

  The telephone will ring when a call incomes.



  Pick up the handset, and talk on the telephone.



Note

- If the printer unexpectedly switches to fax reception during telephone calls, set **User-friendly RX** of the advanced setting to **OFF**.
- If **Manual/auto switch** of the advanced setting is set to **ON**, you must answer an incoming call by picking up the handset within the time specified in **RX start time**. Otherwise the printer will switch to fax reception.

When Fax only mode is selected:

- **When the call is a fax:**

  The printer will receive the fax automatically.

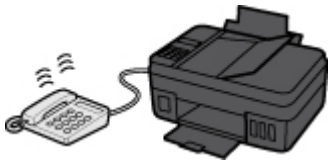
Note

- If a telephone is connected to the printer, the telephone will ring when a call incomes.
- You can change the number of times to ring the telephone with **Incoming ring** of the advanced setting.

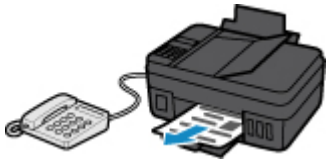
When DRPD or Network switch is selected:

- **When the call is a fax:**

  The telephone will ring when a call incomes.

  The printer will receive the fax automatically when the fax ring pattern is detected.

  Note

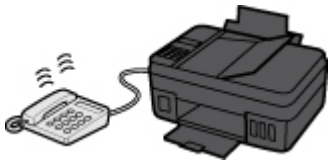
  - You can change the number of times to ring the telephone.

    Advanced Settings of Receive Mode

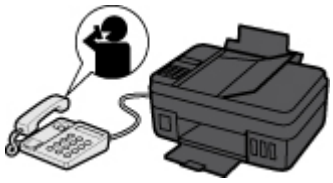
- **When the call is a voice call:**

  The telephone will ring when a call incomes.

  When the printer does not detect the fax ring pattern, the telephone will continue ringing.

  Pick up the handset, and talk on the telephone.

  Note

  - To use this feature, you need to subscribe to a compatible service provided by your telephone company.
  - **For DRPD**

    You need to select the appropriate ring pattern on the printer.

    Setting the DRPD Ring Pattern (US and Canada only)

  - **For Network switch**

    The name of this service varies depending on the country or region of purchase. This setting may not be also available depending on the country or region of purchase.

Changing Paper Settings

This printer prints received faxes to paper loaded in the printer beforehand. You can use the operation panel to change the paper settings for printing faxes. Make sure that the settings are appropriate for the loaded paper.

Important

- If the size of loaded paper is different from that specified in the paper size setting, **Check page size** 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 printer's memory later.

  Printing Document in Printer's Memory

- If no paper is loaded, or paper has run out while printing is in progress, the error message for no paper is displayed on the LCD. In this case, load paper and press the **OK** button.

  You can also press the **Stop** button to close the message and print the stored documents in the printer's memory later.

  Printing Document in Printer's Memory

Note

- If the sender sends a document that is larger than Letter-size or Legal-size, such as 11 x 17 inches, the sender's printer may send the fax automatically reduced in size or divided, or send only a part of the original.

1. Make sure that printer 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. Select **FAX paper settings**, then press the **OK** button.

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

6. Specify the settings.

   Use the ◄► button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

   The LCD returns to the Fax standby screen when all the settings are complete or when pressing the **FAX** button.

Note

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

- **Page size**

  Select the page size from **A4**, **Letter**, **LTR**, or **Legal**.

  Note

  - Some of page sizes are not available depending on the country or region of purchase.

- **Media type**

  The paper type is set to **Plain paper**.

Substitute Reception in Printer's Memory

The printer prints the received fax automatically by default. And furthermore, the printer stores the received fax in its memory. When the faxes are stored in the printer's memory, the **FAX Memory** lamp is lit or flashes.

In the following conditions, the received fax is not printed automatically, only is stored in the printer's memory. (Substitute Reception) Then **Received in memory** is displayed at the Fax standby screen.

- **When Do not print is selected for Received documents in Auto print settings under Fax settings**
- **An error has occurred on the printer:**

  If you select **Print** for **Received documents** in **Auto print settings** under **Fax settings**, a received fax will be printed automatically. However, if any of the following errors occurs, the received fax will not be printed. It will instead be stored in the printer's memory.

  When the error is resolved, the fax stored in the printer's memory is printed automatically.

  - Paper has run out:

    Load paper, then press the **OK** button.
  - A different size of paper from that specified by **Page size** in **FAX paper settings** is loaded:

    Load the same size of paper as that specified by **Page size**, then press the **OK** button.
- **You pressed the Stop button to cancel printing of a fax:**

  Press the **FAX** button to resume printing of the fax.

Important

- When the printer's memory is full, the faxes stored latest overwrite those stored earliest. However, the unprinted faxes are not overwritten.

  Information on Received Faxes
- If the printer's memory is full with the unprinted faxes, the printer cannot receive the faxes. Check the **FAX Memory** lamp regularly, print the faxes, and delete them from the printer's memory.

  Document Stored in Printer's Memory
- If you unplug the power cord, all faxes stored in the printer's memory are deleted. The next time you turn the printer on, press the **OK** button after a confirmation screen is displayed. The list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed.

Information on Received Faxes

By default, received faxes will be printed immediately after they are received.

In addition, faxes will be stored in the printer's memory automatically when they are received.

However, the printer's memory has an upper limit on the number of faxes or subjects it can contain. When the amount of stored fax reaches the upper limit of the printer's memory, faxes stored latest will overwrite those stored earliest.

As long as paper is loaded, the printer will perform printing even when the ink remaining is insufficient. Therefore, in case ink remaining is low, printed faxes may be unclear due to blurring of ink. In such case if the amount of stored faxes has reached its upper limit of the printer's memory, faxes stored in the printer's

memory will be deleted in order from the earliest. As a result, you may not be able to see faxes either using printed material or the printer's memory.

Therefore, if you use the fax capabilities, make sure sufficient ink remains in the ink tank in advance. In addition, we recommend you refill the ink tank early so that ink does not become insufficient while fax printing is in progress. Visually inspect the remaining ink in the printer's ink tank.

Moreover, we recommend you check printed pages immediately after faxes are received. If a fax remains in the printer's memory, you can reprint it after refilling the ink tank.

If [Do not print] is selected for [Received documents] on [Auto print settings] under [FAX settings] on the operation panel of the printer, received faxes will not be printed immediately. Instead, faxes are stored in the printer's memory automatically and you can select and print those stored from the printer's memory. In this setting, the printer does not receive faxes if the printer's memory reaches its upper limit. Thus, stored faxes are not overwritten automatically.

Sending Faxes from Computer (Mac OS)

- Sending a Fax
- General Notes

Sending a Fax

You can send the faxes using the printer from Mac.

To sending the fax from Mac, add the printer as AirPrint printer to your Mac.

Checking Your Environment

First, check your environment.

- **AirPrint Operation Environment**

  Mac running the latest version of Mac OS

- **Requirement**

  Mac and the printer must be connected to the same network over a LAN.

Adding Printer as AirPrint Printer to Your Mac

1. Open **System Preferences**, and select **Printers & Scanners** (**Print & Scan**) on your Mac.

2. Select **+** to display the printer list.

3. Select the printer's name listed as **Bonjour Multifunction**.

4. Select **Secure AirPrint** or **AirPrint** from **Use**.

5. Select **Add**.

Sending a Fax from Mac

Note

- This function supports only monochrome transmission.

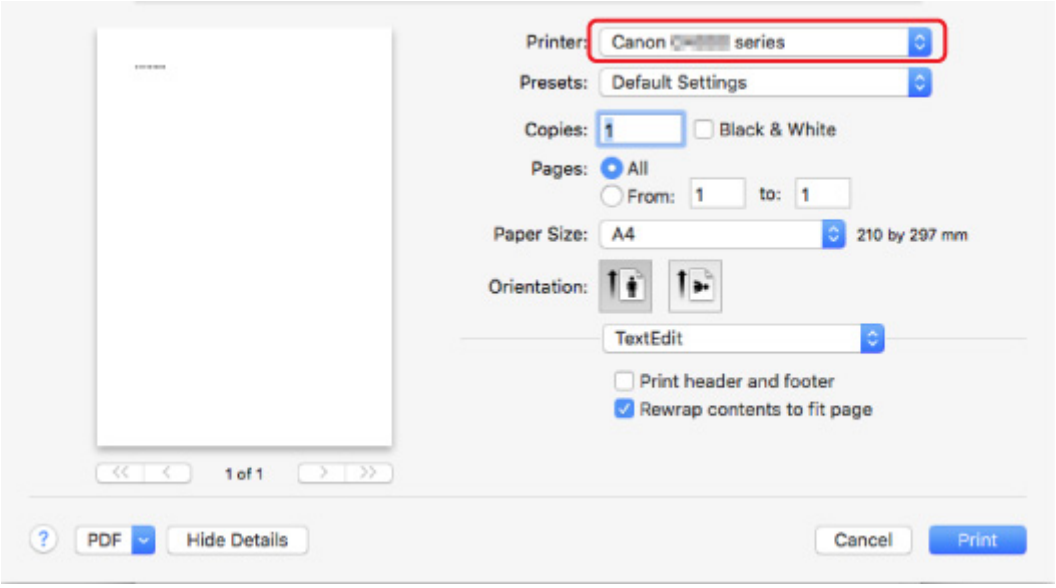
1. Make sure printer is turned on.

2. Open document you want to fax with an application.

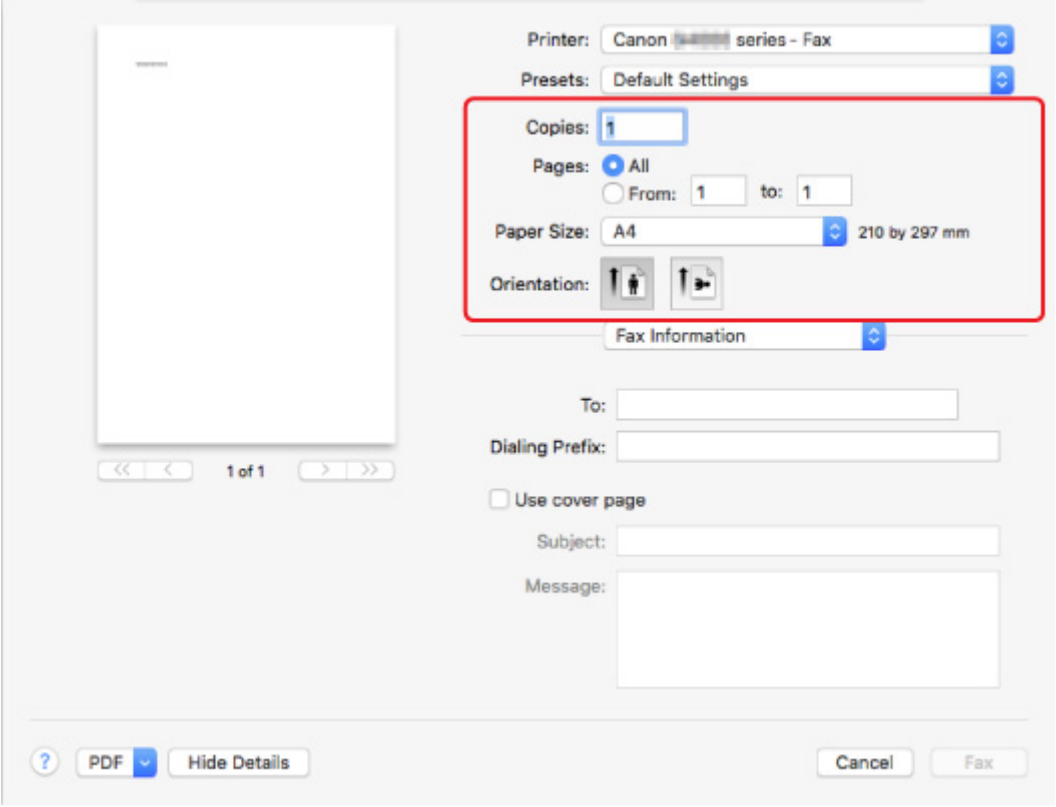
3. Open Print dialog.

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

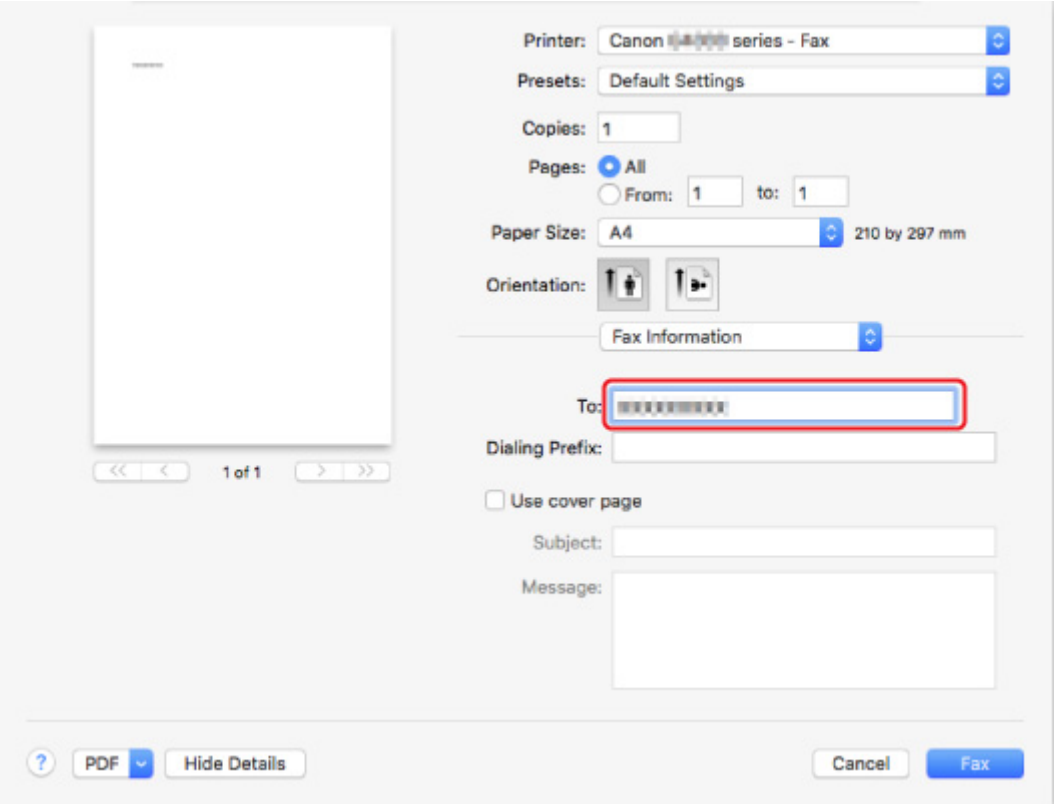
4. Select **Canon XXX series - Fax** (where "XXX" is your printer's name) from **Printer** list.



5. Specify fax paper settings as needed.



6. Enter fax/telephone numbers in **To:**.



If you specify a dialing prefix, enter the code in **Dialing Prefix:** and specify the cover page settings as needed.

7. Select **Fax**.

   The printer dials automatically and sends the fax.

   Note

   - To cancel sending the fax, press the printer's **Stop** button.

Automatic Redialing

The printer redials automatically according to the automatic redialing setting of the printer.

You can enable or disable automatic redialing. If you enable automatic redialing, you can specify the maximum number of redial attempts and the length of time the printer waits between redial attempts.

FAX settings

Note

- To cancel automatic redialing, wait until the printer starts redialing, and then press the printer's **Stop** button.

General Notes

Sending faxes from Mac is subject to the following restrictions.

- Enter the characters in **To:** and **Dialing Prefix:** so that the total number of characters is within 60 characters. If the total number of characters exceeds 60, the printer dials only the first 60 characters.
- You can use the following characters for **To:**.

Character	Explanation
0 - 9 * #	For use in telephone and fax numbers.
+ space	To make the number easier to read. You cannot insert a space at the front of a number.

- You can use the following characters for **Dialing Prefix:**.

Character	Explanation
0 - 9 * #	For use in telephone and fax numbers.
p	To place a pause between numbers.
T	Numbers after the T will be sent as a tone signal.
+ space	To make the number easier to read. You cannot insert a space at the front of a number.

Frequently Asked Questions

Network

- Cannot Find Printer on Network
- Cannot Find Printer while Using Wireless LAN
- Network Key Unknown

For other questions about network, click here.

Print

- Printing Does Not Start
- Paper Is Blank/Printing Is Blurry/Colors Are Wrong/White Streaks Appear
- Print Results Are Unsatisfactory
- Paper Jams

Installation

- Cannot Install MP Drivers

Fax

- Cannot Send a Fax
- Cannot Receive a Fax, Cannot Print a Fax
- Setting Up the Fax

Error

- An Error Occurs
- Message Appears

Examples of Problems

Printer Does Not Move

- Power Does Not Come On
- Power Shuts Off By Itself
- LCD Is Off
- LCD Shows Wrong Language
- USB Connection Problems
- Cannot Communicate with Printer via USB

- Printing Does Not Start
- Copying/Printing Stops
- Cannot Print Using AirPrint
- Printing Is Slow
- No Ink Comes Out
- Paper Jams

- Paper Does Not Feed Properly/"No Paper" Error
- Print Results Are Unsatisfactory

- Scanning Problems (Windows)
- Scanning Problems (Mac OS)
- Scan Results Are Unsatisfactory (Windows)
- Scan Results Are Unsatisfactory (Mac OS)

- Cannot Print/Scan from Smartphone/Tablet

- Errors Often Occur When You Send a Fax
- Quality of Received Fax is Poor
- Cannot Dial
- Telephone Disconnects During a Call

Cannot Set Correctly (Network)

- Cannot Find Printer on Check Printer Settings Screen During Setup (Windows)
- Cannot Find Printer while Using Wireless LAN

- Printer Suddenly Cannot Be Used
- Network Key Unknown
- Administrator Password Set for Printer Unknown
- Printer Cannot Be Used After Replacing Wireless Router or Changing Its Settings

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- Message Appears on Computer During Setup
- Checking Network Information
- Restoring to Factory Defaults

Cannot Set Correctly (Installation)

- Cannot Install MP Drivers
- Easy-WebPrint EX Does Not Start or Easy-WebPrint EX Menu Does Not Appear (Windows)
- Updating MP Drivers in Network Environment (Windows)

Error or Message Appears

- An Error Occurs
- Message Appears
- A Message for Faxing Is Displayed on Fax Standby Screen

- List of Support Code for Error

- IJ Scan Utility Error Messages (Windows)
- ScanGear (Scanner Driver) Error Messages
- IJ Scan Utility Error Messages (Mac OS)
- Scanner Driver (ICA Driver) Error Messages (Mac OS)

Operation Problems

- Network Communication Problems
- Printing Problems
- Problems while Printing/Scanning from Smartphone/Tablet
- Scanning Problems (Windows)

- Scanning Problems (Mac OS)
- Faxing Problems
- Mechanical Problems
- Installation and Download Problems
- Errors and Messages

- If You Cannot Solve a Problem
- Repairing Your Printer

Network Settings and Common Problems

Here are frequently asked questions on network. Select a connection method you are using, or you want to use.

Wireless LAN

Cannot Find Printer

- Cannot Find Printer while Using Wireless LAN
- Cannot Find Printer on Check Printer Settings Screen
- Cannot Proceed beyond Printer Connection Screen/Connect Cable Screen
- Cannot Find Printer after Searching it on Printer Detection Screen During Setup
- Searching Printer by IP Address or Host Name During Setup
- Error Occurs During Wireless LAN Setup
- Another Printer Found with Same Name
- Changing Wireless LAN Connection Method

Cannot Print or Connect

- Printer Suddenly Cannot Be Used
- Printer Cannot Be Used After Replacing Wireless Router or Changing Its Settings
- Cannot Access to Internet on Wireless LAN from Communication Device
- Connecting Printer and Wireless Router Using Easy wireless connect
- Cannot Connect Smartphone/Tablet to Wireless Router
- Error Occurs During Wireless LAN Setup
- Connecting to Another Computer via LAN/Changing from USB to LAN Connection

LAN Setting Tips/Changing LAN Settings

- Network Key Unknown
- Administrator Password Set for Printer Unknown
- Checking Network Information
- Restoring to Factory Defaults
- Checking Wireless Router SSID/Key
- Checking Wireless Router SSID for Smartphone/Tablet
- Privacy Separator/SSID Separator/Network Separation function
- Default Network Settings
- Connecting to Another Computer via LAN/Changing from USB to LAN Connection
- Printing Network Settings
- Changing Wireless LAN Connection Method

Printing/Scanning from Smartphone/Tablet

- Connecting Printer and Wireless Router Using Easy wireless connect
- Cannot Connect Smartphone/Tablet to Wireless Router

- Checking Wireless Router SSID for Smartphone/Tablet
- Setting Up Using Smartphone/Tablet
- Cannot Print/Scan from Smartphone/Tablet
- Downloading Canon PRINT Inkjet/SELPHY

Problems while Using Printer

- Message Appears on Computer During Setup
- Printing Is Slow
- Packets Are Sent Constantly (Windows)

Wireless Direct

Cannot Print or Connect

- Printer Suddenly Cannot Be Used
- Cannot Access to Internet on Wireless LAN from Communication Device

LAN Setting Tips/Changing LAN Settings

- Network Key Unknown
- Administrator Password Set for Printer Unknown
- Checking Network Information
- Restoring to Factory Defaults
- Printing Network Settings
- Default Network Settings
- Changing Wireless LAN Connection Method

Printing/Scanning from Smartphone/Tablet

- Cannot Print/Scan from Smartphone/Tablet
- Downloading Canon PRINT Inkjet/SELPHY

Problems while Using Printer

- Message Appears on Computer During Setup
- Printing Is Slow

Connecting the Printer to a Network

Available Connection Methods

The following connection methods are available on the printer.

- Wireless Connection
  Connect the printer and computer/smartphone/tablet using a wireless router.

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

- Wireless Direct
  Connect the printer and computer/smartphone/tablet without using a wireless router.

For more on connection method, see Available Connection Methods.

Note

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

Network Connection Settings/Setup

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

For more on setup procedure, click here.

Changing Network Settings

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

- To change network connection method:
  - Changing Wireless LAN Connection Method
  - Changing the Connection Mode
- To add computer/smartphone/tablet to the printer:
  - Connecting to Another Computer via LAN/Changing from USB to LAN Connection
- To use wireless direct temporarily:
  - Using Printer with Wireless Direct

Application Software for Network (Windows)

For Windows, you can use IJ Network Device Setup Utility to perform network settings. It allows a network/printer administrator to manage printers on network.

- Network Settings (IJ Network Device Setup Utility) (Windows)

Troubleshooting

See Network Settings and Common Problems for troubleshooting on network connection.

Notice/Restriction

See below for details.

- Restrictions on network settings:

  Restrictions

- Notices when printing using web service:

  Notice for Web Service Printing

Restrictions

When connecting another device while a device (such as a smartphone) is already connected to the printer, connect it using the same connection method as the connected device.
If you connect using a different connection method, the connection to the device in use will be disabled.

Connect via wireless router

- Make sure your device and the wireless router are connected. For details on checking these settings, see the manual supplied with the wireless router or contact its manufacturer.
  As for a device already connected to the printer without using a wireless router, reconnect it via a wireless router.
- Configuration, router functions, setup procedures and security settings of network devices vary depending on the system environment. For details, see the manual for your network device or contact its manufacturer.
- This printer does not support IEEE802.11ac, IEEE802.11a, or IEEE802.11n (5 GHz). Check if your device supports IEEE802.11n (2.4 GHz), IEEE802.11g or IEEE802.11b.
- If your device is set to the "IEEE802.11n only" mode, WEP or TKIP cannot be used as a security protocol. Change the security protocol for your device to something other than WEP and TKIP or change the setting to something other than "IEEE802.11n only."
  The connection between your device and the wireless router will be temporarily disabled while the setting is changed. Do not proceed to the next screen of this guide until setup is complete.
- For office use, consult your network administrator.
- Note that if you connect to a network with no security protection, your personal information could be disclosed to a third party.

Wireless Direct

Important

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

- If you connect a device and the printer using Wireless Direct, Internet connection may become unavailable depending on your environment. In that case, web services for the printer cannot be used.

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

Network Communication Problems

- Cannot Find Printer on Network
- Network Connection Problems
- Other Network Problems

Cannot Find Printer on Network

While performing printer setup:

- Cannot Find Printer on Check Printer Settings Screen During Setup (Windows)
- Cannot Proceed beyond Printer Connection Screen/Connect Cable Screen

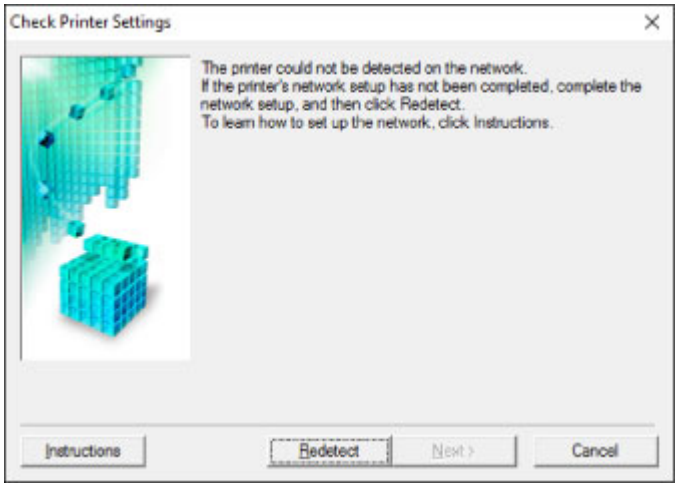
While using printer:

- Cannot Find Printer while Using Wireless LAN

Cannot Find Printer on Check Printer Settings Screen During Setup (Windows)

If the printer cannot be found and the **Check Printer Settings** screen appears after searching the printer by **Automatic search** on the **Search for Printers** screen, click **Redetect** and search for the printer again by the IP address on the **Search for Printers** screen.

If the printer has not been found after searching it by the IP address, check network settings.



- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Power Status
- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking PC Network Connection
- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Printer's Wireless LAN Settings
- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Wireless LAN Environment
- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Printer's IP Address
- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Security Software Settings
- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Wireless Router Settings

Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Power Status

Are printer and network device (router, etc.) turned on?

Make sure the printer is turned on.

- Confirming that the Power Is On

Make sure network device (router, etc.) is turned on.

If printer or network device is off:

Turn on printer or network device.

It may take a while for the printer and network device to become ready for use once they are turned on. Wait a while after turning on the printer or network device, and then click **Redetect** on the **Check Printer Settings** screen to redetect the printer.

If the printer is found, follow the instructions on the screen to continue to set up network communication.

If printer and network device are on:

If the network devices are on, turn them off and on again.

If above does not solve the problem:

- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking PC Network Connection

Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking PC Network Connection

Can you view any web pages on your computer?

Make sure the computer and network device (router, etc.) are configured and the computer is connected to the network.

If you cannot view any web pages:

Click **Cancel** on the **Check Printer Settings** screen to cancel to set up the network communication.

After that, configure the computer and network device.

For the procedures, refer to the instruction manuals supplied with the computer and network device, or contact their manufacturers.

If you can view web pages after configuring the computer and network device, try to set up the network communication from the beginning.

If above does not solve the problem:

- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Wireless LAN Environment

Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Printer's Wireless LAN Settings

Is printer set to allow wireless communication?

Make sure the Wi-Fi or Wi-Fi icon is displayed on the LCD.

If icon is not displayed:

The printer is not set to allow wireless communication. Click **Wireless LAN Setup Information** on the **Check Printer Settings** screen to check the status and turn on wireless communication on the printer.

If icon is displayed:

- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Wireless LAN Environment

Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Wireless LAN Environment

Is printer connected to wireless router?

Use the icon on the LCD to make sure the printer is connected to the wireless router.

If Wi-Fi icon is displayed:

- Checking wireless router location

  After checking the wireless router setting, make sure the printer is not placed far away from the wireless router.

  The printer can be up to 50 m (164 ft) from the wireless router indoors. Make sure the printer is close enough to the wireless router to be used.

  Place the wireless router and printer where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a wireless LAN due to a wall, place the printer and the computer in the same room.

  In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

  Note

  - Though an antenna is attached to most wireless routers, note that some of them have it inside.

- Checking wireless router settings

  The printer and wireless router should be connected using 2.4 GHz bandwidth. Make sure the wireless router for the printer's destination is configured to use 2.4 GHz bandwidth.

  Important

  - Depending on the wireless router, note that different SSID is assigned for a bandwidth (2.4 GHz or 5 GHz) or its usage (for PC or game machine) using alphanumeric characters at the end of SSID.

  Check the SSID of the wireless router for the printer by printing out the network settings information.

  Printing Network Settings

For more on the wireless router, refer to the instruction manual supplied with the wireless router or contact its manufacturer.

After taking measures above, click **Redetect** on the **Check Printer Settings** screen to redetect the printer.

If the printer is found, follow the instructions on the screen to continue to set up network communication.

If the printer cannot be detected, the printer is not connected to the wireless router. Connect the printer to the wireless router.

After connecting the printer to the wireless router, set up the network communication from the beginning.

If Wi-Fi icon is displayed:

- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Printer's IP Address

Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Printer's IP Address

Is printer's IP address specified correctly?

If printer's IP address is not specified correctly, the printer may not be found. Make sure whether printer's IP address is not used for another device.

To check the printer's IP address, print out the network settings information.

- Printing Network Settings

If the IP address is not specified correctly:

See If an error screen appears: and specify the IP address.

If the IP address is specified correctly:

- Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Security Software Settings

Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Security Software Settings

Disable block in firewall function temporarily.

The firewall of your security software or operation system for computer may limit communication between the printer and your computer. Check the firewall setting of your security software or operation system or the message shown on your computer and disable block temporarily.

If firewall interferes with setup:

- **If message appears:**

  If a message appears warning that Canon software is attempting to access the network, set the security software to allow access.

  After allowing the software to access, click **Redetect** on the **Check Printer Settings** screen to redetect the printer.

  If the printer is found, follow the instructions on the screen to continue to set up network communication.

- **If no message appears:**

  Cancel the setup, and then set the security software to allow Canon software to access the network.

  The file **Setup.exe** or **Setup64.exe** in the **win** > **Driver** > **DrvSetup** folder on the Setup CD-ROM

  After setting the security software, redo the network communication setup from the beginning.

  After setup is completed, enable firewall.

Note

- For more on firewall settings of your operating system or security software, see instruction manual or contact its manufacturer.

If above does not solve the problem:

Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Wireless Router Settings

Cannot Find Printer on Check Printer Settings Screen During Wireless LAN Setup (Windows)-Checking Wireless Router Settings

Check wireless router settings.

Check wireless router network connection settings, such as IP address filtering, MAC address filtering, encryption key, and DHCP function.

Make sure the same radio channel is assigned to the wireless router and the printer.

To check the settings of the wireless router, see the instruction manual supplied with the wireless router or contact the manufacturer.

After checking the wireless router settings, click **Redetect** on the **Check Printer Settings** screen to redetect the printer.

If the printer is found, follow the instructions on the screen to continue to set up network communication.

Q

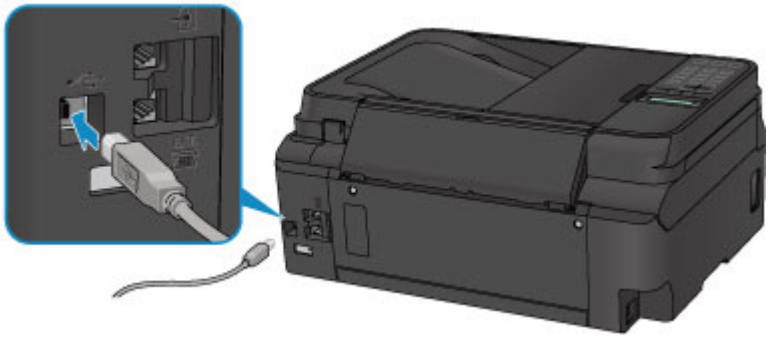
Cannot Proceed beyond Printer Connection Screen/Connect Cable Screen

A

If you cannot proceed beyond the **Printer Connection** screen or the **Connect Cable** screen, check the following.

Check1 Make sure USB cable is securely plugged in to printer and computer.

Connect the printer and the computer using a USB cable as the illustration below. The USB port is located at the back of the printer.



Check the items below only if you cannot proceed beyond the **Printer Connection** screen.

Check2 Follow procedure below to connect printer and computer again.

Important

- For Mac OS, make sure the lock icon is on the lower left of the **Printers & Scanners** screen (**Print & Scan** screen in Mac OS X v10.8).

  If the icon (locked) is displayed, click the icon to unlock. (The administrator name and the password are necessary to unlock.)

1. Turn off printer.
2. Unplug USB cable from printer and computer and connect it again.
3. Turn on printer.

Check3 If you cannot resolve problem, follow procedure below to reinstall MP Drivers.

- For Windows:
  1. Click **Cancel**.
     - If the **Installation Failure** screen appears:
       1. Click **Start Over**.
       2. Click **Exit** on **Start Setup** screen and finish setup.

- If the **Connection failed.** screen appears:
  1. Click **Next**.
  2. Click **Next** on displayed screen.
  3. Click **Back to Top** on **Select Printer** screen.
  4. Click **Exit** on **Start Setup** screen and finish setup.

3. Turn off printer.
4. Restart computer.
5. Make sure you have no application software running.
6. Redo setup according to instructions on Canon website.

Note

- You can use the Setup CD-ROM to redo setup.

- For Mac OS:
  1. Click **Next**.
     - If the **Installation Failure** screen appears, click **Exit** on displayed screen and finish setup.
     - If the **Connection failed.** screen appears:
       1. Click **Next**.
       2. Click **Next** on displayed screen.
       3. Click **Back to Top** on **Select Printer** screen.
       4. Click **Exit** on **Start Setup** screen and finish setup.
  3. Turn off printer.
  4. Restart computer.
  5. Make sure you have no application software running.
  6. Redo setup according to instructions on Canon website.

Q

Cannot Find Printer while Using Wireless LAN

Note

- This section describes the troubleshooting when using the computer.

  For the troubleshooting when using the smartphone or the tablet:

  Cannot Print/Scan from Smartphone/Tablet

A

Check1 Make sure the printer is turned on.

Check2 Is Wi-Fi icon displayed on the LCD?

If the icon is not displayed, select **Active** on **WLAN activ./inactiv.** in **Wireless LAN** under **LAN settings**.

Check3 Make sure printer setup is complete.

If it is not, perform setup.

- For Windows:

  Use the Setup CD-ROM or follow the instructions on the Canon website.

- For Mac OS:

  Follow the instructions on the Canon website.

Check4 If you can use IJ Network Device Setup Utility, look for printer again. (Windows)

IJ Network Device Setup Utility Screen

Check5 Make sure printer and wireless router network settings match.

Make sure the network settings of the printer (e.g. wireless router name, SSID, network key, etc.) are identical with those of the wireless router.

To check the settings of the wireless router, refer to the instruction manual provided with it or contact its manufacturer.

To check the current network settings of the printer, print out the network setting information.

Printing Network Settings

Check6 Make sure the printer is not placed too far away from the wireless router.

Place the wireless router and printer where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a wireless LAN due to a wall, place the printer and the computer in the same room.

In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

Note

- Though an antenna is attached to most wireless routers, note that some of them have it inside.

Check7 Make sure wireless signal is strong. Monitor signal status and move printer and wireless router as necessary.

To check the signal strength:

Checking Wireless Network Status

Check8 Make sure the computer is connected to the wireless router.

For more on how to check the computer settings or connection status, see your computer instruction manual or contact its manufacturer.

Note

- If you use the smartphone/tablet, make sure that its Wi-Fi setting is enabled.

Check9 Make sure **Enable bidirectional support** is selected in the **Ports** sheet of the properties dialog box of the printer driver. (Windows)

Check10 Make sure security software's firewall is off.

If your security software's firewall is on, a message may appear warning you that Canon software is attempting to access the network. If this warning message appears, set security software to always allow access.

If you are using any programs that switch between network environments, check their settings. Some programs use a firewall by default.

Check11 If printer is connected to an AirPort Base Station via LAN, use alphanumeric characters for network identifier (SSID). (Mac OS)

If the problem is not resolved, redo setup.

- For Windows:

  Use the Setup CD-ROM or follow the instructions on the Canon website.

- For Mac OS:

  Follow the instructions on the Canon website.

Network Connection Problems

- Printer Suddenly Cannot Be Used
- Network Key Unknown
- Printer Cannot Be Used After Replacing Wireless Router or Changing Its Settings

Printer Suddenly Cannot Be Used

- Cannot Communicate with Printer Following Network Settings Change
- Cannot Communicate with Printer via Wireless LAN
- Cannot Communicate with Printer Using Wireless Direct
- Cannot Print, Scan, or Fax from a Computer Connected to the Network

Q Cannot Communicate with Printer Following Network Settings Change

A

It may take a while for the computer to obtain an IP address, or you may need to restart your computer.

Make sure the computer has obtained a valid IP address, and try again to find the printer.

Q Cannot Communicate with Printer via Wireless LAN

A

Check1 Check the power status of printer, network devices (e.g. wireless router), and smartphone/tablet.

Turn on the printer or devices.

If the power is already turned on, turn it off and on again.

It may be necessary to resolve wireless router problems (e.g. update interval of a key, problems of DHCP update interval, energy saving mode, etc.) or to update the wireless router firmware.

For details, contact the manufacturer of your wireless router.

Check2 Can you view any web pages on your computer?

Make sure your computer is connected to the wireless router properly.

For more on checking computer settings or connection status, see the instruction manual supplied with the wireless router or contact the manufacturer.

Check3 Is the printer connected to the wireless router?

Check the connection status between the printer and wireless router by the icon on the LCD. If the Wi-Fi is not displayed, wireless LAN is disabled, enable wireless LAN.

Check4 Make sure the printer and wireless router network settings match.

Make sure the network settings of the printer (e.g. wireless router name, SSID, network key, etc.) are identical with those of the wireless router.

To check the settings of the wireless router, refer to the instruction manual provided with it or contact its manufacturer.

To check the current network settings of the printer, print out the network setting information.

- Printing Network Settings

If the printer network settings do not match with those of the wireless router, change the network settings of the printer to match with those of the wireless router.

- Network Settings (IJ Network Device Setup Utility) (Windows)

Check5 Make sure the printer is not placed too far away from the wireless router.

Place the wireless router and printer where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a wireless LAN due to a wall, place the printer and the computer in the same room.

In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

Note

- Though an antenna is attached to most wireless routers, note that some of them have it inside.

Check6 Make sure wireless signal is strong. Monitor signal status and move printer and wireless router as necessary.

Use the operation panel of the printer to check the current signal status.

- LCD and Operation Panel

Check7 Make sure you are using a valid channel.

Usable wireless channels may be limited depending on wireless network device used by your computer. See the instruction manual provided with your computer or wireless network device to check usable wireless channels.

Check8 Make sure channel set on wireless router is a usable channel as confirmed in Check 7.

If it is not, change the channel set on the wireless router.

Check9 Make sure security software's firewall is off.

If your security software's firewall is on, a message may appear warning you that Canon software is attempting to access the network. If this warning message appears, set security software to always allow access.

If you are using any programs that switch between network environments, check their settings. Some programs use a firewall by default.

Check10 If printer is connected to an AirPort Base Station via LAN, use alphanumeric characters for network identifier (SSID). (Mac OS)

If the problem is not resolved, redo setup.

- For Windows:

  Use the Setup CD-ROM or follow the instructions on the Canon website.

- For Mac OS:

  Follow the instructions on the Canon website.

- **Positioning:**

  Make sure there are no obstacles between the wireless router and the printer.

Q Cannot Communicate with Printer Using Wireless Direct

A

Check1 Check the power status of printer and other devices (smartphone or tablet).

Turn on the printer or devices.

If the power is already turned on, turn it off and on again.

Check2 Check the printer setting.

Select **LAN settings** > **Wireless Direct** > **Wireless Direct set.** > **Switch WL Direct** in this order and select **Yes**.

Check3 Check the settings of your device (smartphone/tablet).

Make sure wireless LAN is enabled on your device.

For details, refer to your device's instruction manual.

Check4 Make sure printer is selected as connection for device (e.g. smartphone or tablet).

Select the identifier for wireless direct (SSID) specified for the printer as the connection destination for devices.

Check the destination on your device.

For details, refer to your device's instruction manual or visit the manufacturer's website.

To check the identifier for wireless direct (SSID) specified for the printer, print out the network setting information of the printer.

Printing Network Settings

Check5 Have you entered the proper password specified for the wireless direct?

To check the password specified for the printer, print out the network setting information of the printer.

Printing Network Settings

Check6 Make sure the printer is not placed too far away from the device.

Place the device and printer where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials

containing metal or concrete. If the printer cannot communicate with the computer over a wireless LAN due to a wall, place the printer and the computer in the same room.

In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

Place devices a suitable distance from the printer.

Check7 Make sure 5 devices are already connected.

Wireless Direct does not allow more than 5 devices to be connected.

Q Cannot Print, Scan, or Fax from a Computer Connected to the Network

A

Check1 Make sure the computer is connected to the wireless router.

For more on how to check the computer settings or connection status, see your computer instruction manual or contact its manufacturer.

Check2 If MP Drivers are not installed, install them.

- For Windows:

  Install the MP Drivers using the Setup CD-ROM or install them from the Canon website.

- For Mac OS:

  Install the MP Drivers from the Canon website.

Check3 Make sure wireless router does not restrict which computers can access it.

For more on connecting to and setting up your wireless router, see the wireless router instruction manual or contact its manufacturer.

Note

- To check the MAC address or IP address of your computer, see Checking Computer IP Address or MAC Address.

Network Key Unknown

- WPA/WPA2 or WEP Key Set for Wireless Router Unknown, Cannot Connect
- Setting an Encryption Key

Q WPA/WPA2 or WEP Key Set for Wireless Router Unknown, Cannot Connect

A

For more on setting up a wireless router, see the instruction manual provided with the wireless router or contact its manufacturer. Make sure your computer can communicate with the wireless router.

Note

- For Windows, set up the printer to match the wireless router settings using IJ Network Device Setup Utility.

Q Setting an Encryption Key

A

For more on setting up a wireless router, see the instruction manual provided with the wireless router or contact its manufacturer. Make sure your computer can communicate with the wireless router.

Note

- For Windows, set up the printer to match the wireless router settings using IJ Network Device Setup Utility.

Selecting WPA, WPA2, or WPA/WPA2 is recommended for security reason. If your wireless router is compatible with WPA/WPA2, you can also use WPA2 or WPA.

- **Using WPA/WPA2**

  The authentication method, passphrase, and dynamic encryption type must be the same for the wireless router, the printer, and your computer.

  Enter the passphrase configured on the wireless router (a sequence of between 8 and 63 alphanumeric characters, or a 64-character hexadecimal number).

  Either TKIP (basic encryption) or AES (secure encryption) is selected automatically as the dynamic encryption method.

  For details, see If WPA/WPA2 Details Screen Appears.

  Note

  - This printer supports WPA/WPA2-PSK (WPA/WPA2-Personal) and WPA2-PSK (WPA2-Personal).

- **Using WEP**

  The key length, key format, key to use (one of 1 to 4), and authentication method must be the same for the wireless router, the printer, and your computer.

  To communicate with a wireless router that uses automatically generated WEP keys, you must set the printer to use the key generated by the wireless router, entering it in hexadecimal format.

  - For Windows:

    When the **WEP Details** screen appears after you click **Search...** on the **Network Settings (Wireless LAN)** screen in IJ Network Device Setup Utility, follow the on-screen instructions to set the WEP key length, format, and the number.

    For details, see If WEP Details Screen Appears.

Note

- If the printer is connected to an AirPort Base Station via LAN:

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

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

Q Printer Cannot Be Used After Replacing Wireless Router or Changing Its Settings

A

When you replace a wireless router, redo the network setup for the printer.

- For Windows:

  Use the Setup CD-ROM or follow the instructions on the Canon website.

- For Mac OS:

  Follow the instructions on the Canon website.

If this does not solve the problem, see below.

- Cannot Communicate with Printer After Enabling MAC/IP Address Filtering or Encryption Key on Wireless Router
- With Encryption On, Cannot Communicate with Printer After Changing Encryption Type at Wireless Router

Q Cannot Communicate with Printer After Enabling MAC/IP Address Filtering or Encryption Key on Wireless Router

A

Check1 Check wireless router setting.

To check the wireless router setting, see the instruction manual provided with the wireless router or contact its manufacturer. Make sure the computer and the wireless router can communicate with each other under this setting.

Check2 If filtering MAC addresses or IP addresses at wireless router, check that MAC addresses or IP addresses for computer, network device, and printer are registered.

Check3 If using WPA/WPA2 or WEP key, make sure encryption key for computer, network device, and printer matches key set for wireless router.

In WEP setting, the WEP key, key length, key format, the key to use, and authentication method must be consistent among the wireless router, printer, and computer.

For details, see Setting an Encryption Key.

Q With Encryption On, Cannot Communicate with Printer After Changing Encryption Type at Wireless Router

A

If you change the encryption type for the printer and it subsequently cannot communicate with the computer, make sure the encryption type for the computer and the wireless router matches the type set for the printer.

- Cannot Communicate with Printer After Enabling MAC/IP Address Filtering or Encryption Key on Wireless Router

Other Network Problems

- Checking Network Information
- Restoring to Factory Defaults
- Message Appears on Computer During Setup
- Packets Are Sent Constantly (Windows)

Checking Network Information

- Checking Printer IP Address or MAC Address
- Checking Computer IP Address or MAC Address
- Checking Communication Between the Computer, the Printer, and the Wireless Router
- Checking Network Setting Information

Q Checking Printer IP Address or MAC Address

A

To check the printer's IP Address or MAC address, print out the network settings information or use the operation panel to display it.

- Display on the LCD.
  - LAN settings
- Print the network settings.
  - Printing Network Settings

For Windows, you can check the network setting information on the computer screen.

- IJ Network Device Setup Utility Screen

You can display the printer's MAC address on the LCD.

- System information

Q Checking Computer IP Address or MAC Address

A

To check the IP Address or MAC address of your computer, follow the instructions below.

- For Windows:
  1. Select **Command Prompt** as shown below.

     In Windows 10, right-click **Start** button and select **Command Prompt**.

     In Windows 8.1 or Windows 8, select **Command Prompt** from the **Start** screen. If **Command Prompt** is not displayed on the **Start** screen, select the **Search** charm and search for "**Command Prompt**".

     In Windows 7 or Windows Vista, click **Start** > **All Programs** > **Accessories** > **Command Prompt**.
  2. Enter "ipconfig/all" and press **Enter**.

     The IP address and MAC address of your computer appear. If your computer is not connected to a network, the IP address does not appear.
- For Mac OS:

1. Select **System Preferences** from Apple menu, and then click **Network**.
2. Make sure network interface used by computer is selected, and then click **Advanced**.

   Make sure **Wi-Fi** is selected as network interface.
3. Check the IP address or MAC address.

   Click **TCP/IP** to check the IP address.

   Click **Hardware** to check the MAC address.

Q Checking Communication Between the Computer, the Printer, and the Wireless Router

A

Perform a ping test to check if communication is taking place.

- For Windows:
  1. Select **Command Prompt** as shown below.

     In Windows 10, right-click **Start** button and select **Command Prompt**.

     In Windows 8.1 or Windows 8, select **Command Prompt** from the **Start** screen. If **Command Prompt** is not displayed on the **Start** screen, select the **Search** charm and search for "**Command Prompt**".

     In Windows 7 or Windows Vista, click **Start** > **All Programs** > **Accessories** > **Command Prompt**.
  2. Type the ping command and press **Enter**.

     The ping command is as follows: ping XXX.XXX.XXX.XXX

     "XXX.XXX.XXX.XXX" is the IP address of the target device.

     If communication is taking place, a message like the one shown below appears.

     Reply from XXX.XXX.XXX.XXX: bytes=32 time=10ms TTL=255

     If **Request timed out** appears, communication is not taking place.
- For Mac OS:
  1. Start **Network Utility** as shown below.

     In Mac OS X v10.11, Mac OS X v10.10 or Mac OS X v10.9, select **Computer** from **Go** menu of Finder, double-click **Macintosh HD** > **System** > **Library** > **CoreServices** > **Applications** > **Network Utility**.

     In Mac OS X v10.8, open **Utilities** folder in **Applications** folder, then double-click **Network Utility**.
  2. Click **Ping**.
  3. Make sure **Send only XX pings** (XX are numbers) is selected.
  4. Enter IP address of target printer or target wireless router in **Enter the network address to ping**.
  5. Click **Ping**.

"XXX.XXX.XXX.XXX" is the IP address of the target device.

A message such as the following appears.

64 bytes from XXX.XXX.XXX.XXX: icmp_seq=0 ttl=64 time=3.394 ms

64 bytes from XXX.XXX.XXX.XXX: icmp_seq=1 ttl=64 time=1.786 ms

64 bytes from XXX.XXX.XXX.XXX: icmp_seq=2 ttl=64 time=1.739 ms

--- XXX.XXX.XXX.XXX ping statistics ---

3 packets transmitted, 3 packets received, 0% packet loss

If packet loss is 100%, communication is not taking place. Otherwise, computer is communicating with target device.

Q Checking Network Setting Information

A

To check the printer's network settings information, print out the network settings information or use the operation panel to display it.

- Display on the LCD.

  LAN settings

- Print the network settings.

  Printing Network Settings

Restoring to Factory Defaults

Important

- For Windows:

  Initialization erases all network settings on the printer, making printing or scanning operation from a computer over a network impossible. To use the printer over a network again after restoring it to the factory defaults, use the Setup CD-ROM or follow the instructions on the Canon website to redo setup.

- For Mac OS:

  Initialization erases all network settings on the printer, making printing or scanning operation from a computer over a network impossible. To use the printer over a network again after restoring it to the factory defaults, follow the instructions on the Canon website to redo setup.

Initialize the network setting using the printer's operation panel.

- Reset setting

Printing Problems

- Printing Does Not Start
- No Ink Comes Out
- Ink Runs Out Fast
- Print Results Are Unsatisfactory
- Paper Does Not Feed Properly/"No Paper" Error

Q

Printing Does Not Start

A

Check1 Make sure printer is securely plugged in and press **ON** button to turn it on.

The **POWER** lamp flashes while the printer is initializing. Wait until the **POWER** lamp stops flashing and remains lit.

Note

- If you are printing large data such as photos or other graphics, printing may take longer to start. The **POWER** lamp flashes while the computer is processing data and sending it to the printer. Wait until printing starts.

Check2 Make sure printer is properly connected to computer.

If you are using a USB cable, make sure it is securely connected to both the printer and the computer. When the USB cable is securely plugged in, check the following:

- If you are using a relay device such as a USB hub, disconnect it, connect the printer directly to the computer, and retry the printing. If printing starts normally, there is a problem with the relay device. Contact the vendor of the relay device.
- There could also be a problem with the USB cable. Replace the USB cable and retry the printing.

If you use the printer over a LAN, make sure the printer is correctly set up for network use.

Note

- For Windows: If you can use IJ Network Device Setup Utility, check the network connection status.

Check3 Make sure paper settings match information set for rear tray.

If the paper settings do not match the information set for the rear tray, an error message appears on the LCD. Follow the instructions on the LCD to solve the problem.

Note

- You can select whether the message which prevents misprinting is displayed.
  - To change the message view setting when printing or copying using the printer's operation panel:
    - Device user settings
  - To change the message view setting when printing using the printer driver:
    - Changing the Printer Operation Mode (Windows)
    - Changing the Printer Operation Mode (Mac OS)

Check4 If printing from a computer, delete unnecessary print jobs.

- For Windows:

- Deleting the Undesired Print Job

- For Mac OS:
  - Deleting the Undesired Print Job

Check5 Is your printer's printer driver is selected when printing?

The printer will not print properly if you are using a printer driver for a different printer.

- For Windows:

  Make sure "Canon XXX series" (where "XXX" is your printer's name) is selected in the Print dialog box.

  Note

  - To make the printer the one selected by default, select **Set as Default Printer**.

- For Mac OS:

  Make sure your printer's name is selected in **Printer** in the Print dialog.

  Note

  - To make the printer the one selected by default, select the printer for **Default printer**.

Check6 Is print data extremely large? (Windows)

Click **Print Options** on **Page Setup** sheet of the printer driver. Then set **Prevention of Print Data Loss** to **On** in the dialog that appears.

* This may reduce print quality.

Check7 If printing from your computer, restart computer.

No Ink Comes Out

Check1 Check the remaining ink level.

- Checking Ink Status

Check2 Are the print head nozzles clogged?

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

For details on printing the nozzle check pattern, print head cleaning, and print head deep cleaning, see If Printing Is Faint or Uneven.

- If nozzle check pattern is not printed correctly:

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

- If problem is not resolved after performing print head cleaning twice:

  Perform print head deep cleaning.

- If problem is not resolved after performing print head deep cleaning:

  Perform system cleaning.

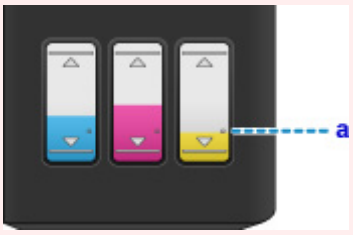
  System cleaning consumes a great amount of ink.

  Frequent system cleaning can rapidly consume ink, so perform system cleaning only when necessary.

Important

- Performing system cleaning when the remaining ink level is not enough may damage the printer.

  Before performing system cleaning, check the remaining ink level of all colors. If the remaining ink level is below the single dot (a), refill the ink tank of corresponding color.



  - From computer:
    - For Windows:

      Cleaning the Print Heads

    - For Mac OS:

      Cleaning the Print Heads

  - From operation panel:

    Performing System Cleaning

If the problem is not resolved yet, the print head may be damaged. Contact your nearest Canon service center to request a repair.

Important

- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

Ink Runs Out Fast

After you refill the ink tanks, the printer takes in ink from the ink tanks and ink flows into the printer.

Ink may seem to run out fast due to this procedure.

Paper Does Not Feed Properly/"No Paper" Error

A

Check1 Make sure paper is loaded.

- Loading Paper

Check2 When loading paper, consider the following.

- When loading two or more sheets of paper, align the edges of the sheets before loading the paper.
- When loading two or more sheets of paper, make sure the paper stack does not exceed the paper load limit.

  However, paper may not feed correctly at the maximum capacity, depending on the type of paper or environmental conditions (very high or low temperature and humidity). In such cases, reduce the amount of paper you load at a time to less than half of the paper load limit.
- Always load the paper in portrait orientation, regardless of the printing orientation.
- When you load the paper on the rear tray, place the print side facing UP and align the right and left paper guides with the paper stack.

  - Loading Paper

Check3 Is paper too thick or curled?

- Unsupported Media Types

Check4 When loading postcards or envelopes, consider the following:

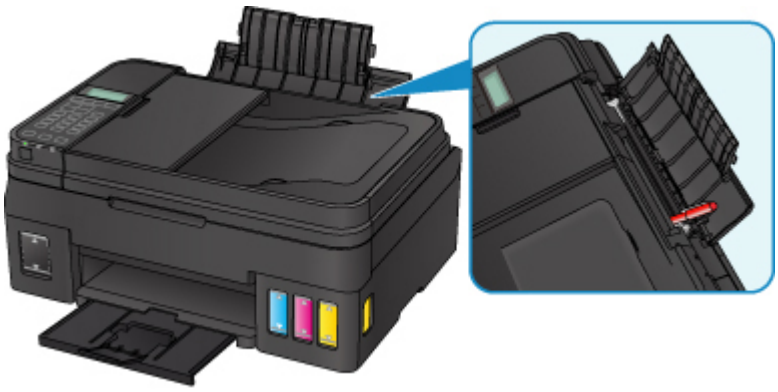
- If a postcard is curled, it may not feed properly even though the paper stack does not exceed the paper load limit.

  Load Japanese postcards with their postcode column downward on the rear tray.
- When printing on envelopes, see Loading Envelopes, and prepare the envelopes before printing.

  Once you have prepared the envelopes, load them in portrait orientation. If the envelopes are placed in landscape orientation, they will not feed properly.

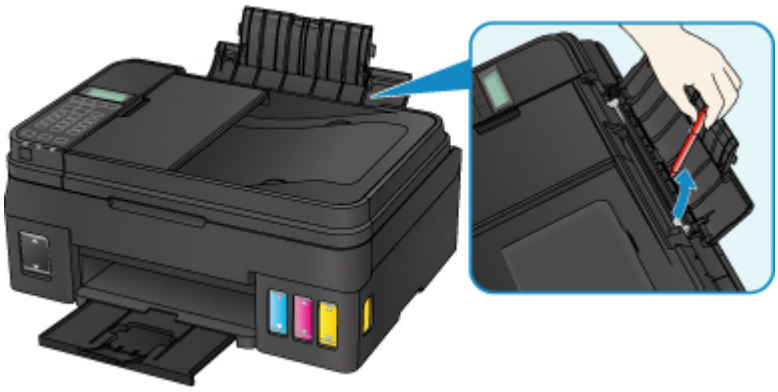
Check5 Make sure media type and paper size settings match with loaded paper.

Check6 Make sure that there are not any foreign objects in the rear tray.



If the paper tears in the rear tray, see List of Support Code for Error (Paper Jams) to remove it.

If there are any foreign objects in the rear tray, be sure to turn off the printer, unplug it from the power supply, then remove the foreign object.



Note

- If the feed slot cover is opened, close it slowly.

Check7 Clean paper feed roller.

Cleaning Paper Feed Rollers

Note

- Cleaning the paper feed roller abrades it, so do this only when necessary.

If the measures above do not solve the problem, contact your nearest Canon service center to request a repair.

Important

- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

Print Results Are Unsatisfactory

If the print results are unsatisfactory due to white streaks, misaligned lines, or uneven colors, check the paper and print quality settings first.

Check1 Do page size and media type settings match size and type of loaded paper?

If these settings do not match, it is not possible to obtain the proper result.

If you are printing a photograph or an illustration, an incorrect paper type setting may reduce the quality of the printout color.

Also, if you print with an incorrect paper type setting, the printed surface may be scratched.

In borderless printing, uneven coloring may occur depending on the combination of the paper type setting and the loaded paper.

The method for checking the paper and print quality settings differs depending on what you are using your printer for.

Copying	Check the settings using the operation panel. Setting Items for Copying
Printing from your computer	Check the settings using the printer driver. • For Windows: Basic Printing Setup • For Mac OS: Basic Printing Setup

Check2 Make sure appropriate print quality is selected (see table above).

Select a print quality suited to the paper and to what you are printing. If you notice blurs or uneven colors, increase the print quality setting and retry the printing.

Check3 If problem is not resolved, check other causes.

See also the sections below:

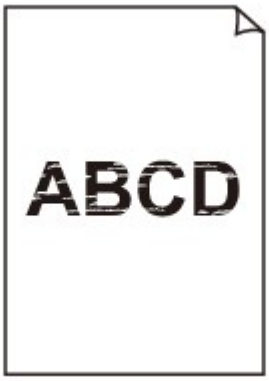
- Paper Is Blank/Printing Is Blurry/Colors Are Wrong/White Streaks Appear
- Colors Are Unclear
- Lines Are Misaligned
- Paper Is Smudged / Printed Surface Is Scratched
- Vertical Line Next to Image
- Cannot Complete Printing
- Lines Incomplete or Missing (Windows)
- Images Incomplete or Missing (Windows)
- Ink Blots / Paper Curl

- Back of Paper Is Smudged
- Uneven or Streaked Colors

Q

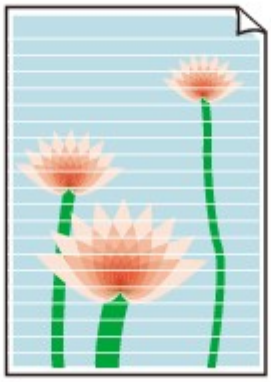
Paper Is Blank/Printing Is Blurry/Colors Are Wrong/White Streaks Appear

Printing Is Blurry



Colors Are Wrong

White Streaks Appear



A

Check1 Check paper and print quality settings.

- Print Results Are Unsatisfactory

Check2 Are the print head nozzles clogged?

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

For details on printing the nozzle check pattern, print head cleaning, and print head deep cleaning, see If Printing Is Faint or Uneven.

- If nozzle check pattern is not printed correctly:

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

- If problem is not resolved after performing print head cleaning twice:

  Perform print head deep cleaning.

- If problem is not resolved after performing print head deep cleaning:

  Perform system cleaning.

  System cleaning consumes a great amount of ink.

  Frequent system cleaning can rapidly consume ink, so perform system cleaning only when necessary.

Important

- Performing system cleaning when the remaining ink level is not enough may damage the printer.

  Before performing system cleaning, check the remaining ink level of all colors. If the remaining ink level is below the single dot (a), refill the ink tank of corresponding color.

  - From computer:

- For Windows:

  Cleaning the Print Heads

- For Mac OS:

  Cleaning the Print Heads

- From operation panel:

  Performing System Cleaning

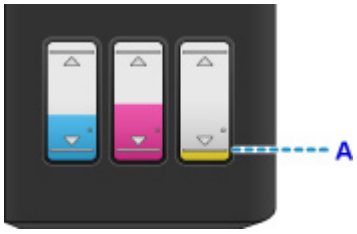
If the problem is not resolved yet, the print head may be damaged. Contact your nearest Canon service center to request a repair.

Important

- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

Check3 When an ink tank runs out of ink, refill the ink tank.

If the remaining ink level is below the lower limit line (A), refill the ink tank with the corresponding color of ink.

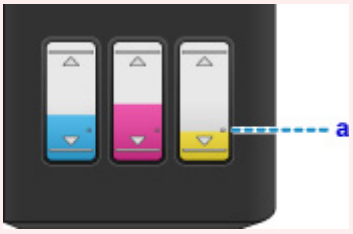


After refilling the ink tank, perform system cleaning.

Important

- Performing system cleaning when the remaining ink level is not enough may damage the printer.

  Before performing system cleaning, check the remaining ink level of all colors. If the remaining ink level is below the single dot (a), refill the ink tank of corresponding color.

- From computer:
  - For Windows:

    Cleaning the Print Heads

  - For Mac OS:

    Cleaning the Print Heads

- From operation panel:

  Performing System Cleaning

Check4 When using paper with one printable surface, make sure paper is loaded with printable side facing up.

Printing on the wrong side of such paper may cause unclear prints or prints with reduced quality.

Load paper with the printable side facing up.

Refer to the instruction manual supplied with the paper for detailed information on the printable side.

- **When copying, see also the sections below:**

Check5 Is platen glass or glass of ADF dirty?

Clean the platen glass or the glass of ADF.

- Cleaning the Platen Glass and Document Cover
- Cleaning the ADF (Auto Document Feeder)

Note

- If the glass of ADF is dirty, black streaks appear on the paper as shown below.

Check6 Make sure original is loaded correctly on platen glass or in ADF.

- Loading Originals

Check7 Is original document is loaded with 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.

Check8 Did you copy a printout done by this printer?

If you use a printout done by this printer as the original, print quality may be reduced depending on the condition of the original.

Print from the printer directly, or reprint from the computer if you can reprint from it.

Q

Colors Are Unclear

A

Check1 Is nozzle check pattern printed properly?

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

For details on printing the nozzle check pattern, print head cleaning, and print head deep cleaning, see If Printing Is Faint or Uneven.

- If nozzle check pattern is not printed correctly:

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

- If problem is not resolved after performing print head cleaning twice:

  Perform print head deep cleaning.

- If problem is not resolved after performing print head deep cleaning:

  Perform system cleaning.

  System cleaning consumes a great amount of ink.

  Frequent system cleaning can rapidly consume ink, so perform system cleaning only when necessary.

Important

- Performing system cleaning when the remaining ink level is not enough may damage the printer.

  Before performing system cleaning, check the remaining ink level of all colors. If the remaining ink level is below the single dot (a), refill the ink tank of corresponding color.

  - From computer:
    - For Windows:

      Cleaning the Print Heads
    - For Mac OS:

      Cleaning the Print Heads
  - From operation panel:

    Performing System Cleaning

If the problem is not resolved yet, the print head may be damaged. Contact your nearest Canon service center to request a repair.

Important

- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

Check2 When an ink tank runs out of ink, refill the ink tank.

If the remaining ink level is below the lower limit line (A), refill the ink tank with the corresponding color of ink.

After refilling the ink tank, perform system cleaning.

Important

- Performing system cleaning when the remaining ink level is not enough may damage the printer.

  Before performing system cleaning, check the remaining ink level of all colors. If the remaining ink level is below the single dot (a), refill the ink tank of corresponding color.

- From computer:
  - For Windows:

    Cleaning the Print Heads
  - For Mac OS:

    Cleaning the Print Heads
- From operation panel:

  Performing System Cleaning

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.

Q

Lines Are Misaligned

A

Check1 Check paper and print quality settings.

- Print Results Are Unsatisfactory

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 from your computer.
  - For Windows:
    - Adjusting Print Head Position
  - For Mac OS:
    - Adjusting Print Head Position

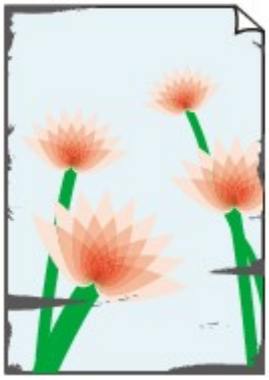
Check3 Increase print quality and try printing again.

Increasing the print quality using the operation panel or the printer driver may improve the print result.

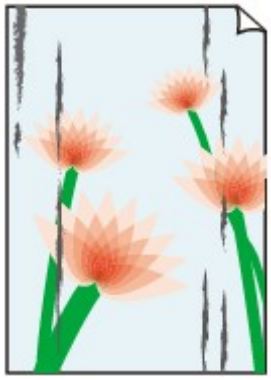
Q

Paper Is Smudged / Printed Surface Is Scratched

Paper Is Smudged



Smudged Edges



Smudged Surface

Printed Surface Is Scratched

A

Check1 Check paper and print quality settings.

- Print Results Are Unsatisfactory

Check2 Check paper type.

Make sure you are using the right paper for what you are printing.

- Supported Media Types

Check3 Correct curl before loading paper.

When using Photo Paper Plus Semi-gloss, even if the sheet is curled, load one sheet at a time as it is. Rolling this paper in the opposite direction to flatten it may crack the paper surface and reduce the print quality.

We recommend putting unused paper back into the package and storing it flat.

- Plain Paper

  Turn the paper over and reload it to print on the other side.

- Other Paper

  If the paper corners curl more than 0.1 inch / 3 mm (A) in height, the paper may smudge or may not feed properly. Follow the instructions below to correct the paper curl.

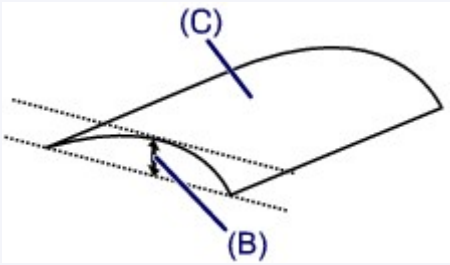
1. Roll up paper in opposite direction to paper curl as shown below.

2. Check that paper is now flat.

   We recommend printing curl-corrected paper one sheet at a time.

Note

- Depending on paper type, the paper may smudge or may not feed properly even if it is not curled inward. Follow the instructions below to curl the paper outward up to 0.1 inch / 3 mm (B) in height before printing. This may improve the print result.



(C) Print side

We recommend feeding paper that has been curled outward one sheet at a time.

Check4 Set printer to prevent paper abrasion.

Adjusting the setting to prevent paper abrasion will widen the clearance between the print head and the paper. If you notice abrasion even with the media type set correctly to match the paper, set the printer to prevent paper abrasion using the operation panel or the computer.

This may reduce the print speed.

* Once you have finished printing, undo this setting. Otherwise, it will apply to subsequent print jobs.

- From operation panel

  Press the **Setup** button and select **Device settings** > **Print settings** in this order, and then set **Prevent abrasion** to **ON**.

  Changing Settings from Operation Panel

- From computer
  - For Windows:

    Open the printer driver setup window, select **Custom Settings** in **Maintenance** sheet, select **Prevent paper abrasion** check box, and then click **OK**.

    To open the printer driver setup window, see Opening Printer Driver's Setup Screen.

- For Mac OS:

  In the Canon IJ Printer Utility2, select **Custom Settings** in the pop-up menu, select **Prevent paper abrasion** check box, and then click **Apply**.

  To open the Canon IJ Printer Utility2, see Opening the Canon IJ Printer Utility2.

Check5 If intensity is set high, reduce intensity setting and try printing again.

If you are printing with a high intensity setting on plain paper, the paper may absorb too much ink and become wavy, causing paper abrasion.

- Printing from your computer

  Check the intensity setting in the printer driver.

  - For Windows:

    Adjusting Intensity

  - For Mac OS:

    Adjusting Intensity

- Copying

  Setting Items for Copying

Check6 Do not print outside recommended printing area.

If you print outside the recommended printing area of your paper, ink may stain the lower edge of the paper.

Resize the document using application software.

Print Area

Check7 Is platen glass or glass of ADF dirty?

Clean the platen glass or the glass of ADF.

Cleaning the Platen Glass and Document Cover

Cleaning the ADF (Auto Document Feeder)

Note

- If the glass of ADF is dirty, black streaks appear on the paper as shown below.

Check8 Is paper feed roller dirty?

Clean the paper feed roller.

Cleaning Paper Feed Rollers

Note

- Cleaning the paper feed roller abrades it, so do this only when necessary.

Check9 Is inside of printer dirty?

During duplex printing, ink may stain the inside of the printer, smudging the printout.

Perform the bottom plate cleaning to clean the inside of the printer.

Cleaning Inside the Printer (Bottom Plate Cleaning)

Note

- To prevent staining inside the printer, be sure to set the correct paper size.

Check10 Set longer ink drying time.

This allows the printed surface to dry, preventing smudges and scratches.

- For Windows:
  1. Make sure printer is turned on.
  2. Open printer driver setup window.

     Opening Printer Driver's Setup Screen
  3. Click **Maintenance** tab and **Custom Settings**.
  4. Drag **Ink Drying Wait Time** slide bar to set wait time and click **OK**.
  5. Check message and click **OK**.
- For Mac OS:
  1. Make sure printer is turned on.
  2. Open Canon IJ Printer Utility2.

     Opening the Canon IJ Printer Utility2
  3. Select **Custom Settings** in pop-up menu.
  4. Drag **Ink Drying Wait Time:** slide bar to set wait time and click **Apply**.
  5. Check message and click **OK**.

Q

Vertical Line Next to Image

A

Check Is loaded paper size correct?

If the loaded paper is larger than the size you specified, a vertical line may appear in the margin.

Set the paper size to match the loaded paper.

Print Results Are Unsatisfactory

Note

- The direction of the vertical line pattern may vary depending on the image data or the print setting.
- This printer performs automatic cleaning when necessary to keep printouts clean. A small amount of ink is ejected for cleaning.

  Although the ink is normally ejected onto the ink absorber at the outer edge of the paper, it may get onto the paper if the loaded paper is larger than the set size.

Scanning Problems (Mac OS)

- Scanning Problems
- IJ Scan Utility Error Messages
- IJ Scan Utility Lite Error Messages
- Scanner Driver (ICA Driver) Error Messages

Scanning Problems

- Scanner Does Not Work
- Scanner Driver Does Not Start

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 With network connection, check the connection status and reconnect as needed.

Check 5 Restart the computer.

Scanner Driver Does Not Start

Check 1 Make sure the scanner driver (ICA (Image Capture Architecture) driver) is installed.

If not installed, install the scanner driver from our website.

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 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.

IJ Scan Utility Lite Error Messages

If an error message for IJ Scan Utility Lite appears, check the error code and follow the corresponding solution.

Error Code	Error Message	Solution
152	There is not enough memory. Exit other applications to increase available memory.	• The memory required to start IJ Scan Utility Lite cannot be obtained; exit other applications.
153	The image you attempted to scan is in a size that cannot be opened in the specified application. Change the settings so that the image size is reduced.	• Reduce the resolution or output size and scan again.
157	Cannot communicate with scanner for these reasons: - Scanner is turned off. - (If using Wired LAN connection) It is disconnected from Wired LAN. - (If using wireless LAN connection) Signal strength is poor due to obstructions. - Network connection is prohibited by security software. - Different scanner on the network is selected. Check the above and try scanning again. If you still cannot communicate, restart the computer.	• With network connection, check the connection status and reconnect as needed. If the same error message still appears, restart the computer.
201	A required file is missing or corrupted, or settings are incorrect. Try the installation again.	• Reinstall the scanner driver from our website. • Reinstall IJ Scan Utility Lite from our website.
202	An internal error has occurred. Take the following measures. - Check the scanner status. - Restart the scanner. - Restart the computer, then try again. - Reinstall the scanner driver.	• An internal error has occurred. Take the following measures. ◦ Check the scanner status. ◦ Restart the scanner. ◦ Restart the computer, then try again. ◦ Reinstall the scanner driver.
231	Cannot complete the scan. The disk space is insufficient.	• Delete unnecessary files on the hard disk and scan again.
232	Cannot complete the scan. The disk space is insufficient.	• Cancel the write protection on the disk.
234	This scan function is not supported by the selected model. Select a different scan function.	• Select a different scan function.

242	Cannot write file.	• Check the access permission on the folder in **Save in** in the corresponding Settings dialog.
243	Cannot read file.	• Check the access permission on the folder in **Save in** in the corresponding Settings dialog.
244	You do not have the required privileges to access the specified folder.	• Grant access permission to the specified folder.
245	Text could not be detected. Make sure that the following conditions do not apply. - The Document Language setting does not match the document language. - There is no text in the document. - Text that is not supported for detection is scanned.	• Make sure the **Document Language** in the **Settings (General Settings)** dialog matches the document language. • Make sure there is text in the document.
-	Cannot communicate with scanner for these reasons: - Scanner is turned off. - (If using Wired LAN connection) It is disconnected from Wired LAN. - (If using wireless LAN connection) Signal strength is poor due to obstructions. - (If using USB connection) USB cable is disconnected. - Other software or another user is using the scanner. Please check and try again.	• Make sure that your scanner or printer is turned on. • With network connection, check the connection status and reconnect as needed. • With USB connection, check the connection of the USB cable and reconnect as required. • Close the other application.

Faxing Problems

- Problems Sending Faxes
- Problems Receiving Faxes
- Telephone Problems

Problems Sending Faxes

- Cannot Send a Fax
- Errors Often Occur When You Send a Fax

Cannot Send a Fax

Check1 Is power turned on?

- You cannot send faxes if the power is turned off. Press the **ON** button to turn the power on.
- If you unplugged the power cord without turning off the power (the **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, and then press the **ON** button to turn on the power.
- If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

Important

- Confirm that the **POWER** lamp is off before unplugging the power cord, and then unplug the power cord.

  If a power failure occurs or you unplug the power cord, all faxes stored in the printer's memory are deleted.

  For details on how to unplug the power cord, see Unplugging the Printer.

Note

- If the faxes stored in the printer's memory are deleted by a power failure or unplugging the power cord, the list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed after turning the printer on.

  Summary of Reports and Lists

Check2 Is document being sent from memory or the fax being received into memory?

When the message for the transmission/reception is displayed on the Fax standby screen, a fax is being sent from/received into printer's memory. Wait until the transmission/reception is complete.

Check3 Is telephone line type set correctly?

Check the telephone line type setting and change it as necessary.

Setting Telephone Line Type

Check4 Is **Hook setting** set to **Disable**?

When you send a fax manually, dial the number with **Enable** selected for **Hook setting** in **Security control** under **Fax settings**, or dial the number using the telephone connected to the printer.

Fax settings

Check5 Is **Dial tone detect** set to **ON**?

Resend the fax after a while.

If you still cannot send the fax, select **OFF** for **Dial tone detect** in **Adv. FAX settings** under **Fax settings**.

- Fax settings

Check6 Is fax number registered correctly in printer's directory?

Check the recipient's fax/telephone number, correct the fax/telephone number registered in the printer's directory, and then send the document again.

- Changing Registered Information

Note

- You can check the registered information in the printer's directory by printing RECIPIENT TELEPHONE NUMBER LIST.
  - Summary of Reports and Lists

Check7 Does an error occur during transmission?

- Ensure that a message is displayed on the Fax standby screen. When a message is displayed on the Fax standby screen, check the cause.
  - A Message for Faxing Is Displayed on Fax Standby Screen
- Print ACTIVITY REPORT and check for an error.
  - Summary of Reports and Lists

Check8 Is document loaded properly?

Remove the document, and then reload it on the platen glass or in the ADF.

- Loading Originals

Check9 Does a printer error occur?

Ensure that an error message is displayed on the LCD. When an error message is displayed on the LCD, check the cause.

When the error message and support code are displayed, refer to List of Support Code for Error.

When only the error message is displayed, refer to Message Appears.

If you are in a hurry, press the **Stop** button to close the message, and then send the fax.

Check10 Is telephone line connected correctly?

Reconnect the telephone line cable to the telephone line jack.

- Connecting Telephone Line

If the telephone line is connected correctly, there is a problem with your telephone line. Contact your telephone company and the manufacturer of your terminal adapter or telephone adapter.

Errors Often Occur When You Send a Fax

Check Check telephone line condition or 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**.

Fax settings

Problems Receiving Faxes

- Cannot Receive a Fax, Cannot Print a Fax
- Quality of Received Fax is Poor

Cannot Receive a Fax, Cannot Print a Fax

Check1 Is power turned on?

- You cannot receive faxes if the power is turned off. Press the **ON** button to turn the power on.
- If you unplugged the power cord without turning off the power (the **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, and then press the **ON** button to turn on the power.
- If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

Important

- Confirm that the **POWER** lamp is off before unplugging the power cord, and then unplug the power cord.

  If a power failure occurs or you unplug the power cord, all faxes stored in the printer's memory are deleted.

  For details on how to unplug the power cord, see Unplugging the Printer.

Note

- If the faxes stored in the printer's memory are deleted by a power failure or unplugging the power cord, the list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed after turning the printer on.

  Summary of Reports and Lists

Check2 Does an error occur during reception?

- Ensure that a message is displayed on the Fax standby screen. When a message is displayed on the Fax standby screen, check the cause.

  A Message for Faxing Is Displayed on Fax Standby Screen

- Print ACTIVITY REPORT and check for an error.

  Summary of Reports and Lists

Check3 Is telephone line cable connected to external device jack?

Reconnect it to the telephone line jack.

Connecting Telephone Line

Check4 Is a different size of paper from that specified by **Page size** in **FAX paper settings** loaded?

If a different size of paper from that specified by **Page size** is loaded for printing faxes, the received faxes will not be printed and will be stored in the printer's memory (Memory Reception). Load the same size of paper as that specified by **Page size**, then press the **OK** button on the printer.

Check5 Is paper loaded?

If paper is not loaded, received faxes will be stored in the printer's memory without being printed (Memory Reception). Load paper, and then press the **OK** button.

Check6 Is printer set to appropriate receive mode?

Check the receive mode setting and change it to a mode suited to your connection if necessary.

- Setting Receive Mode

Check7 Is **FAX RX reject** set to **ON**?

Select **OFF** for **FAX RX reject** in **Security control** under **Fax settings**.

For details, refer to Rejecting Fax Reception.

Check8 Are there setting items set **Reject** in **Caller rejection**?

If you select **Reject** for any setting items in **Caller rejection** in **Security control** under **Fax settings**, the printer rejects calls for setting item selected **Reject**.

For details, refer to Using Caller ID Service to Reject Calls.

Check9 Is the printer's memory full?

If unprinted received faxes stored in the printer's memory, print them and then delete from the printer's memory.

Then contact the sender and have the sender resend the faxes.

- Document Stored in Printer's Memory

Quality of Received Fax is Poor

A

Check1 Check scan settings of sender's fax device.

Ask the sender to adjust the scan settings of the fax device.

Check2 Is **ECM RX** set to **OFF**?

Select **ON** for **ECM RX** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

If **ECM RX** is enabled, the sender's fax device resends the fax after correcting errors automatically.

Fax settings

Check3 Is sender's original document or scanning area of sender's fax device dirty?

The image quality of the fax is mainly determined by the sender's fax device. Contact the sender and ask the sender to check whether the scanning area of the fax device is dirty.

Check4 Is ECM transmission/reception enabled although the line/connection is poor, or is the sender's fax device compatible with ECM?

- Select **ON** for **ECM RX** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

  Fax settings

- Contact the sender and ask the sender to check whether the fax device is set to enable ECM transmission.

  If the sender's or recipient's fax device is not compatible with ECM, the fax will be sent/received without automatic error correction.

- Reduce the reception start speed on **RX start speed** in **Adv. communication** in **Adv. FAX settings** under **Fax settings**.

  Fax settings

Check5 Did you confirm paper and print quality settings?

Print Results Are Unsatisfactory

Telephone Problems

- Cannot Dial
- Telephone Disconnects During a Call

Cannot Dial

Check1 Is telephone line cable connected correctly?

Check that the telephone line cable is connected correctly.

- Connecting Telephone Line

Check2 Is telephone line type of printer or external device set correctly?

Check the telephone line type setting and change it as necessary.

- Setting Telephone Line Type

Telephone Disconnects During a Call

Check Is telephone line cable or 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 Telephone Line

Mechanical Problems

- Power Does Not Come On
- Power Shuts Off By Itself
- USB Connection Problems
- Cannot Communicate with Printer via USB
- LCD Shows Wrong Language

Power Does Not Come On

Check1 Press **ON** button.

Check2 Make sure power plug is securely connected to printer, and then turn it back on.

Check3 Unplug printer, leave it for at least 3 minutes, and then plug it back in and turn it on again.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

Q

Power Shuts Off By Itself

A

Check If printer is set to turn off automatically after a certain time, disable this setting.

If you have set the printer to turn off automatically after a specified time, the power will shut off by itself once that time has elapsed.

- If you are using a Windows and if you do not want the printer to turn off automatically:

  Open the printer driver setup window and in **Auto Power** in **Maintenance** sheet, select **Disable** for **Auto Power Off**.

- If you are using a Mac OS and if you do not want the printer to turn off automatically:

  Open Canon IJ Printer Utility2, select **Power Settings** in the pop-up menu, and then select **Disable** for **Auto Power Off** on **Auto Power**.

Note

- You can also enable the printer to turn on/off automatically from the operation panel.

  ECO settings

- If you are using a Windows, you can also enable the printer to turn on/off automatically from ScanGear (scanner driver).

  Scanner Tab

USB Connection Problems

Q Printing or Scanning Is Slow/Hi-Speed USB Connection Does Not Work/"This device can perform faster" Message Appears (Windows)

A

If your system environment does not support Hi-Speed USB, the printer operates at the slower speed of USB 1.1. In this case, the printer works properly but printing or scanning speed may slow down due to the communication speed.

Check Check following to make sure your system environment supports Hi-Speed USB connection.

- Does the USB port on your computer support Hi-Speed USB connection?
- Does the USB cable or the USB hub support Hi-Speed USB connection?

  Be sure to use a certified Hi-Speed USB cable. We recommend that the USB cable be no longer than 10 feet / 3 meters or so.
- Does the operating system of your computer support Hi-Speed USB connection?

  Install the latest update for your computer.
- Is the Hi-Speed USB driver working properly?

  If necessary, obtain and install the latest version of the Hi-Speed USB driver for your computer.

Important

- For more information, contact the manufacturer of your computer, USB cable, or USB hub.

Q

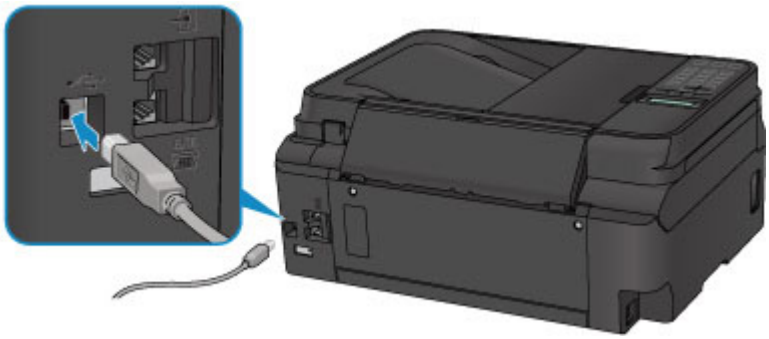
Cannot Communicate with Printer via USB

A

Check1 Make sure printer is turned on.

Check2 Connect USB cable properly.

As the illustration below, the USB port is at the back of the printer.



Check3 Make sure **Enable bidirectional support** is selected in **Ports** sheet of properties dialog box of printer driver. (Windows)

- Opening Printer Driver's Setup Screen

Installation and Download Problems

- Cannot Install MP Drivers
- Updating MP Drivers in Network Environment (Windows)

Cannot Install MP Drivers

- For Windows:
- For Mac OS:

For Windows:

- **If installation does not start when you insert Setup CD-ROM:**

  Follow the instructions below to start the installation.

  1. Make the following settings.
     - In Windows 10, click **Start** button > **File Explorer**, and then click **This PC** from list on left.
     - In Windows 8.1 or Windows 8, select **Explorer** icon in **Taskbar** on **Desktop**, and then select **This PC** (**Computer** for Windows 8) from list on left.
     - In Windows 7 or Windows Vista, click **Start**, and then click **Computer**.
  2. Double-click the CD-ROM icon in the window that appears.

     If the contents of the CD-ROM appear, double-click **MSETUP4.EXE**.

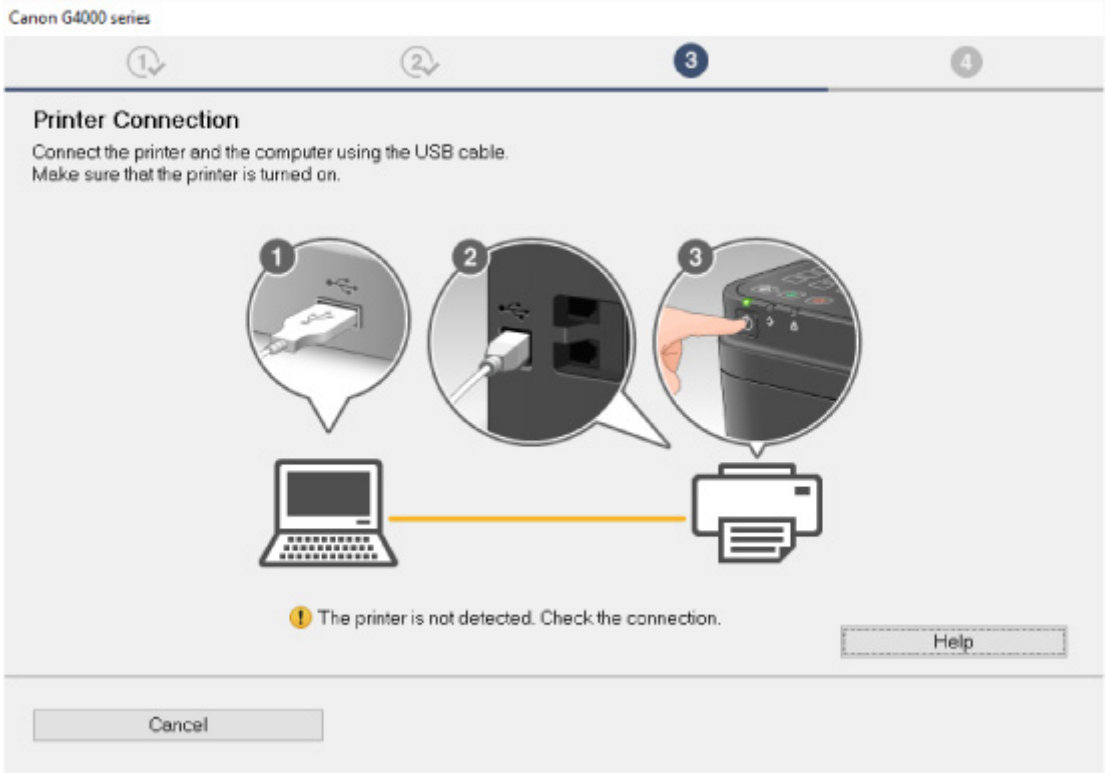
     If you cannot install the MP Drivers with the Setup CD-ROM, install them from the Canon website.

Note

- If the CD-ROM icon does not appear, try the following:
  - Remove the CD-ROM from your computer and reinsert it.
  - Restart your computer.

  If the icon still does not appear, try a different disc and see if it appears. If it does, there is a problem with the Setup CD-ROM. Contact your nearest Canon service center to request a repair.

- **If you cannot get past the Printer Connection screen:**



Cannot Proceed beyond Printer Connection Screen/Connect Cable Screen

- **Other cases:**

  Reinstall the MP Drivers.

  If the MP Drivers were not installed correctly, uninstall the MP Drivers, restart your computer, and then reinstall the MP Drivers.

  Deleting the Unnecessary MP Drivers

  Reinstall the MP Drivers with the Setup CD-ROM or install them from the Canon website.

Note

- If the installer was stopped due to a Windows error, Windows operation may be unstable, and you may not be able to install the drivers. Restart your computer and then reinstall the drivers.

For Mac OS:

Download the driver from the support page of Canon website and reinstall it.

Updating MP Drivers in Network Environment (Windows)

Download the latest MP Drivers.

The latest MP Drivers for your model are available for download on the Canon website.

Uninstall the existing MP Drivers and follow the installation instructions to install the latest MP Drivers that you downloaded. In the connection method selection screen, select **Use the printer with wireless LAN connection**. The printer is detected automatically in the network.

Make sure the printer was found, and install the MP Drivers following the on-screen instructions.

Note

- The network settings on the printer are not affected, so the printer can be used on the network without redoing settings.

Errors and Messages

- An Error Occurs
- Message Appears

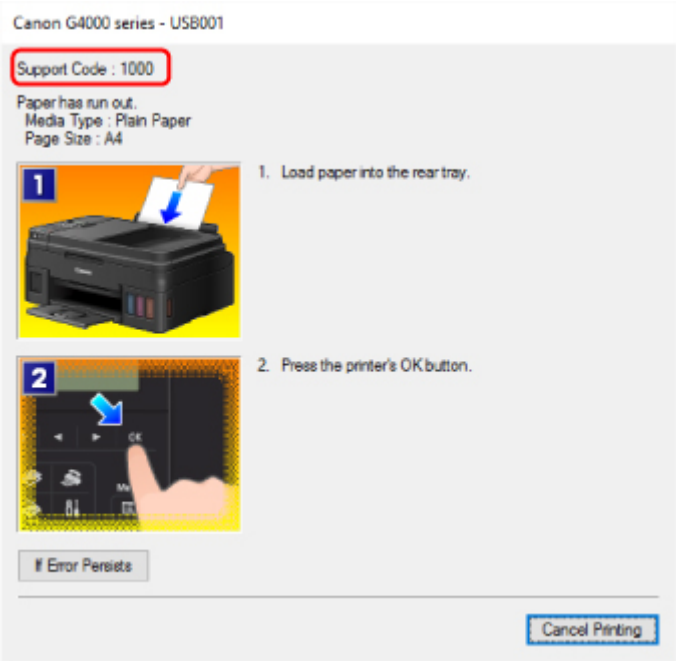
An Error Occurs

If an error occurs in printing, for example if the paper runs out or jams, a troubleshooting message appears automatically. Take the appropriate action described in the message.

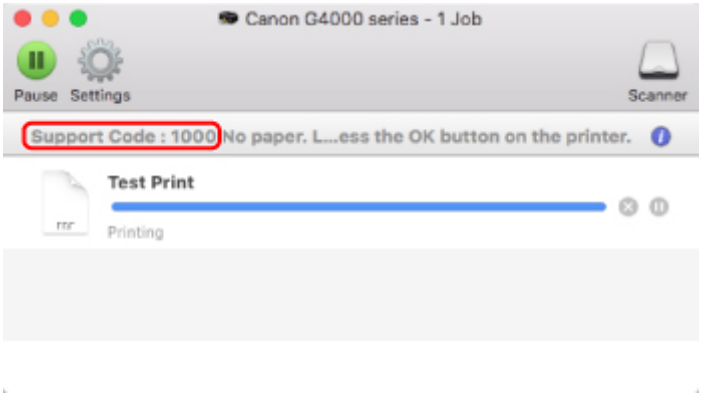
When an error occurs, a message is displayed on the computer screen or the LCD. Depending on the error, a Support Code (error number) is displayed on the computer screen or the LCD.

When a Support Code and a message are displayed on the computer screen:

- For Windows:

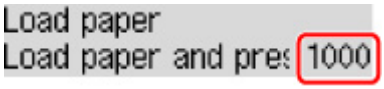


- For Mac OS:



* The screen differs depending on the OS you are using.

When a Support Code and a message are displayed on the LCD:



For details on how to resolve errors, see List of Support Code for Error.

Note

- For details on how to resolve errors without Support Codes, see Message Appears.

Message Appears

This section describes some of the errors and messages that may appear.

Note

- A support code (error number) is displayed on the computer or on the LCD for some errors. For details on errors that have support code, see List of Support Code for Error.

If a message appears on the LCD, see below.

- Message Appears on LCD

If a message appears on the computer, see below.

- Error Regarding Power Cord Being Unplugged Is Displayed (Windows)
- Writing Error/Output Error/Communication Error (Windows)
- Other Error Messages (Windows)
- Inkjet Printer/Scanner/Fax Extended Survey Program Screen Is Displayed (Windows)
- Inkjet Printer/Scanner/Fax Extended Survey Program Icon Appears (Mac OS)

Q Message Appears on LCD

A

Check the message and take an appropriate action.

- **Check page size Press [OK]**

  The size of the loaded paper is different from that specified in the paper size setting.

  Load the same size of paper as that specified in the paper size setting and press the **OK** button.

- **Data error Press [OK]**

  A power failure has occurred or the power cord has been unplugged when the faxes are stored in the printer's memory.

  Important

  - If a power failure occurs or you unplug the power cord, all faxes stored in the printer's memory are deleted.
  - For details on how to unplug the power cord, see Unplugging the Printer.

  Press the **OK** button.

  After pressing the **OK** button, the list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed.

  For details, refer to Summary of Reports and Lists.

- **Cannot connect to the server; try again**

  You cannot connect to the server due to some communication error.

  Press the **OK** button to dismiss the error and try again after a while.

Q Error Regarding Power Cord Being Unplugged Is Displayed (Windows)

A

The printer may have been unplugged while it was on.

Check the error message that appears on the computer and click **OK**.

The printer starts printing.

See Unplugging the Printer for unplugging the power cord.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

Q Writing Error/Output Error/Communication Error (Windows)

A

Check1 If **POWER** lamp is off, make sure printer is plugged in and turn it on.

The **POWER** lamp flashes while the printer is initializing. Wait until the **POWER** lamp stops flashing and remains lit.

Check2 Make sure printer is properly connected to computer.

If you are using a USB cable, make sure it is securely connected to both the printer and the computer. When the USB cable is securely plugged in, check the following:

- If you are using a relay device such as a USB hub, disconnect it, connect the printer directly to the computer, and retry the printing. If printing starts normally, there is a problem with the relay device. Contact the vendor of the relay device.
- There could also be a problem with the USB cable. Replace the USB cable and retry the printing.

If you use the printer over a LAN, make sure the printer is connected to the network with a LAN cable or is correctly set up for network use.

Check3 Make sure MP Drivers are installed correctly.

Uninstall the MP Drivers following the procedure described in Deleting the Unnecessary MP Drivers and reinstall them from the Setup CD-ROM or the Canon website.

Check4 When printer is connected to your computer with a USB cable, check device status from your computer.

Follow the procedure below to check the device status.

1. Open the Device Manager on your computer as shown below.

   If the **User Account Control** screen appears, follow the on-screen instructions.

- In Windows 10, right-click **Start** button and select **Device Manager**.
- In Windows 8.1 or Windows 8, select **Control Panel** from **Settings** charm on **Desktop** > **Hardware and Sound** > **Device Manager**.
- In Windows 7 or Windows Vista, click **Control Panel**, **Hardware and Sound**, and **Device Manager**.

2. Double-click **Universal Serial Bus controllers** and **USB Printing Support**.

   If the **USB Printing Support Properties** screen does not appear, make sure the printer is correctly connected to the computer.

   Check2 Make sure printer is properly connected to computer.

3. Click **General** tab and check for a device problem.

   If a device error is shown, see Windows Help to resolve it.

Q Other Error Messages (Windows)

A

Check If an error message appears outside printer status monitor, check the following:

- **"Could not spool successfully due to insufficient disk space"**

  Delete any unnecessary files to increase the amount of free space on the disk.

- **"Could not spool successfully due to insufficient memory"**

  Close other applications to increase the available memory.

  If you still cannot print, restart your computer and retry the printing.

- **"Printer driver could not be found"**

  Uninstall the MP Drivers following the procedure described in Deleting the Unnecessary MP Drivers and reinstall them from the Setup CD-ROM or the Canon website.

- **"Could not print Application name** - File name"

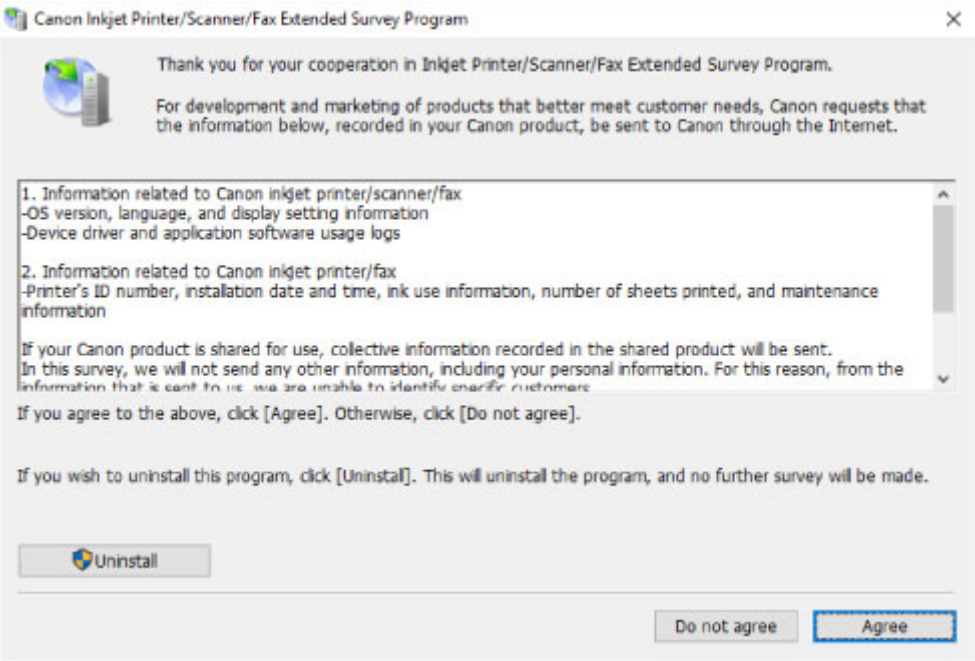
  Try printing again once the current job is complete.

Q Inkjet Printer/Scanner/Fax Extended Survey Program Screen Is Displayed (Windows)

A

If the Inkjet Printer/Scanner/Fax Extended Survey Program is installed, a screen appears asking for permission to send the printer and application usage information every month for about ten years.

Read the information on the screen and follow the instructions below.



- **If you agree to participate in survey program:**

  Click **Agree** and follow the on-screen instructions. The printer usage information is sent via the Internet. Once you have completed the procedure, the information is subsequently sent automatically and the confirmation screen does not reappear.

  Note

  - When the information is being sent, a warning such as an Internet security message may appear. Make sure the program name is "IJPLMUI.exe" and allow it.
  - If you clear **Send automatically from the next time** check box, the information will not be sent automatically from next time and a confirmation screen will appear at the time of the next survey. To send the information automatically, see Changing confirmation screen setting:.

- **If you do not agree to participate in survey program:**

  Click **Do not agree**. The confirmation screen closes and the survey is skipped. The confirmation screen will reappear one month later.

- **To uninstall Inkjet Printer/Scanner/Fax Extended Survey Program:**

  To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program, click **Uninstall** and follow the on-screen instructions.

- **Changing confirmation screen setting:**

  1. Make the following settings.
     - In Windows 10, right-click **Start** button and select **Programs and Features**.
     - In Windows 8.1 or Windows 8, select **Control Panel** from **Settings** charm on **Desktop** > **Programs** > **Programs and Features**.
     - In Windows 7, or Windows Vista, select **Start** menu > **Control Panel** > **Programs** > **Programs and Features**.

Note

- A confirmation/warning dialog box may appear when installing, uninstalling or starting up software.

  This dialog box appears when administrative rights are required to perform a task.

  If you are logged in on an account with administrator privileges, follow the on-screen instructions.

2. Select **Canon Inkjet Printer/Scanner/Fax Extended Survey Program**.
3. Select **Change**.

   If you select **Yes** after you have followed the on-screen instructions, the confirmation screen will appear at the time of the next survey.

   If you select **No**, the information will be sent automatically.

   Note

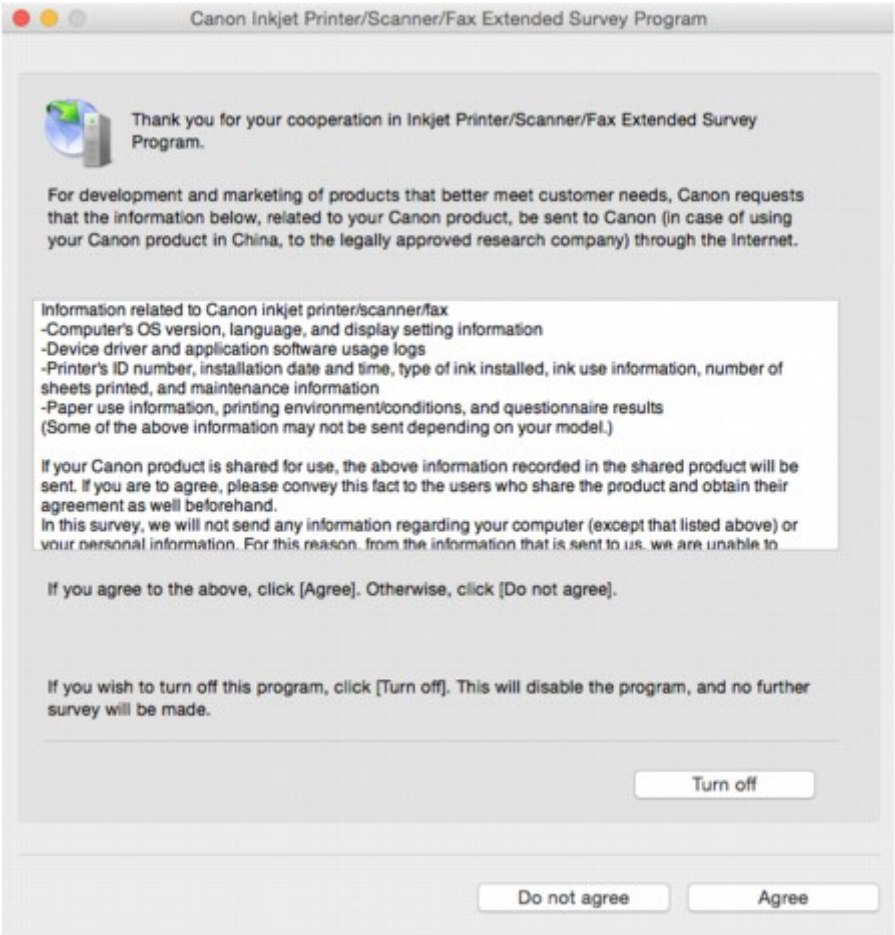
   - If you select **Uninstall**, the Inkjet Printer/Scanner/Fax Extended Survey Program is uninstalled. Follow the on-screen instructions.

Q Inkjet Printer/Scanner/Fax Extended Survey Program Icon Appears (Mac OS)

A

If the Inkjet Printer/Scanner/Fax Extended Survey Program is installed, the printer and application software usage information is 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.

Click the icon, read the information that appears, and then follow the instructions below.



- **If you agree to participate in survey program:**

  Click **Agree** and follow the on-screen instructions. The printer usage information is sent via the Internet. Once you have completed the procedure, the information is subsequently sent automatically and the confirmation screen does not reappear.

  Note

  - If you clear **Send automatically from the next time** check box, the information will not be sent automatically the next time 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 survey program:**

  Click **Do not agree**. The confirmation screen closes and the survey is skipped. The confirmation screen will reappear one month later.

- **To stop sending information:**

  Click **Turn off**. This stops the Inkjet Printer/Scanner/Fax Extended Survey Program, and information is not sent. To resume the survey, see Changing setting:.

- **To uninstall Inkjet Printer/Scanner/Fax Extended Survey Program:**

  1. Stop Inkjet Printer/Scanner/Fax Extended Survey Program.

     Changing setting:

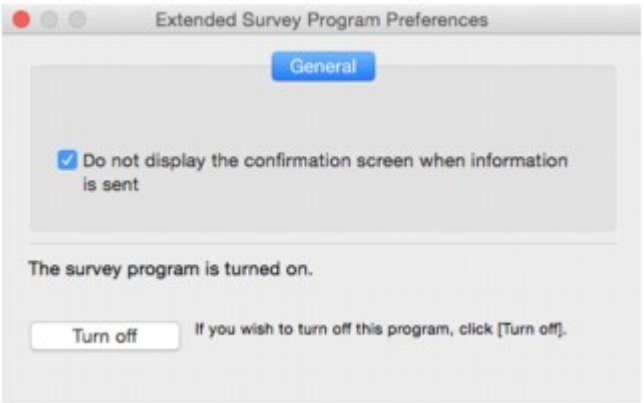
2. Select **Applications** from **Go** menu of Finder, double-click **Canon Utilities** folder and **Inkjet Extended Survey Program** folder.
3. Move **Canon Inkjet Printer/Scanner/Fax Extended Survey Program.app** file to **Trash**.
4. Restart computer.

   Empty **Trash** and restart your computer.

- **Changing 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 **Go** menu of Finder, double-click **Canon Utilities** folder and **Inkjet Extended Survey Program** folder.
  2. Double-click **Canon Inkjet Printer/Scanner/Fax Extended Survey Program** icon.



  - **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, **Inkjet Printer/Scanner/Fax Extended Survey Program** icon will appear in the Dock at the time of the next survey. Click the icon and 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.

List of Support Code for Error

Support code appears on the LCD and on your computer screen when errors occur.

A "support code" is an error number, and appears along with an error message.

When an error occurs, check the support code displayed on the LCD and on the computer screen and take the appropriate action in response.

Support Code Appears on LCD and on Computer Screen

- **1000 to 1ZZZ**

  1000 1200 1300 1403 1470 1471

  1472 1473 1474 1475 1476 1640

  1700 1701 1890

- **2000 to 2ZZZ**

  2114 2123 2700 2801 2802 2803

  2900 2901

- **3000 to 3ZZZ**

  3402 3403 3404 3405 3406 3407

  3410 3411 3412 3413 3438 3439

  3440 3441 3442 3443 3444 3445

  3446 3447

- **4000 to 4ZZZ**

  4103

- **5000 to 5ZZZ**

  5011 5012 5040 5050 5100 5200

  5400 5700 5B00 5B01

- **6000 to 6ZZZ**

  6000 6500 6800 6801 6900 6901

  6902 6910 6911 6930 6931 6932

  6933 6936 6937 6938 6939 693A

6940 6941 6942 6943 6944 6945

6946

- **9000 to 9ZZZ**

  9500

- **A000 to ZZZZ**

  B202 B203 B204 B205

For paper jam support codes, see also List of Support Code for Error (Paper Jams).

List of Support Code for Error (Paper Jams)

If paper jams, remove it following the appropriate procedure as shown below.

- If you can see the jammed paper at the paper output slot or the rear tray:
  - 1300
- If you cannot see the jammed paper at the paper output slot or the rear tray:
  - Paper Is Jammed inside Printer
- If the document is jammed in the ADF:
  - 2801
- Cases other than above:
  - Other Cases

1300

Cause

Paper is jammed in paper output slot or in rear tray.

What to Do

Remove the jammed paper following the instructions below.

Important

- The printer cannot be turned off while it is sending or receiving a fax, or when the received fax or the unsent fax is stored in the printer's memory.

  Turn off the printer after making sure it has completed sending or receiving all the faxes. Do not unplug when turning off the printer.

  If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

1. Slowly pull out paper, either from paper output slot or from rear tray, whichever is easier.

   Hold the paper with both hands, and pull it out slowly so as not to tear it.

Note

- If you cannot pull out the paper, turn the printer back on without pulling forcibly. The paper may be ejected automatically.
- If paper becomes jammed during printing and you need to turn off the printer to remove it, press the **Stop** button to stop the printing before you turn off the printer.
- If the paper tears and you cannot remove the jammed paper from the paper output slot or the rear tray, remove the paper from inside the printer.

  Paper Is Jammed inside Printer

2. Reload paper and press **OK** button.

   The printer resumes printing. Reprint the page you were printing if it was not printed properly due to the paper jam.

If you turned off the printer in step 1, the print data that was sent to the printer is erased. Redo the printing.

Note

- When reloading the paper, make sure you are using suitable paper and loading it correctly.
- We recommend using paper sizes other than A5 to print documents with photos or graphics. A5 paper may curl and jam as it leaves the printer.

If the measures above do not solve the problem, contact your nearest Canon service center to request a repair.

Important

- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

Paper Is Jammed inside Printer

If the jammed paper tears and you cannot remove the paper either from the paper output slot or from the rear tray, or if the jammed paper remains inside the printer, remove the paper following the instructions below.

Important

- The printer cannot be turned off while it is sending or receiving a fax, or when the received fax or the unsent fax is stored in the printer's memory.

  Turn off the printer after making sure it has completed sending or receiving all the faxes. Do not unplug when turning off the printer.

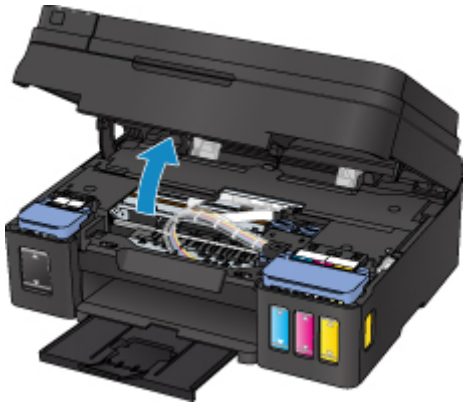
  If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

Note

- If paper becomes jammed during printing and you need to turn off the printer to remove it, press the **Stop** button to stop the printing before you turn off the printer.

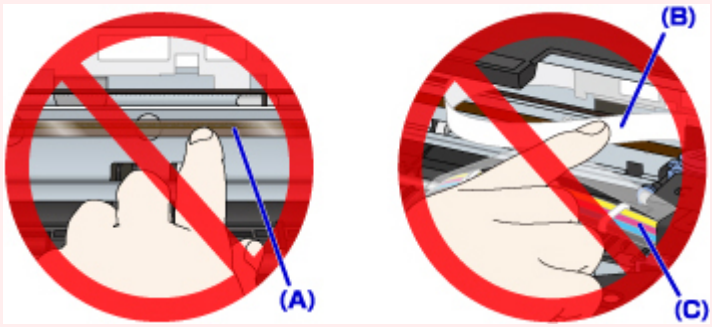
1. Turn off printer and unplug it.

2. Open scanning unit / cover.



Important

- Do not touch clear film (A), white belt (B), or tubes (C).

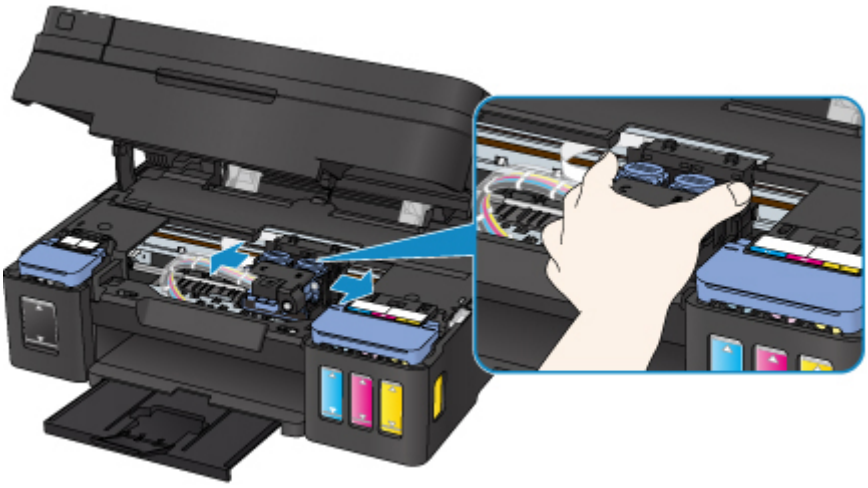


If you soil or scratch these parts by touching them with paper or your hand, it could damage the printer.

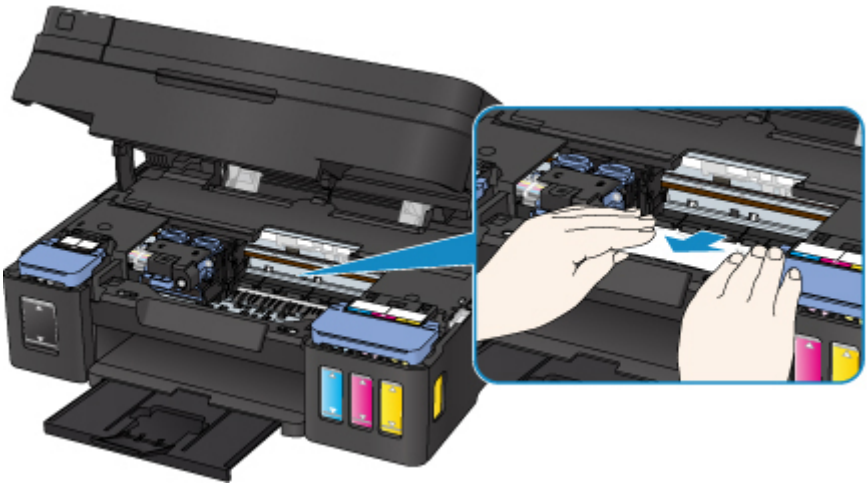
3. Check if jammed paper is under cartridge holder.

   If the jammed paper is under the cartridge holder, move the cartridge holder to the far right or left, whichever makes it easier to remove the paper.

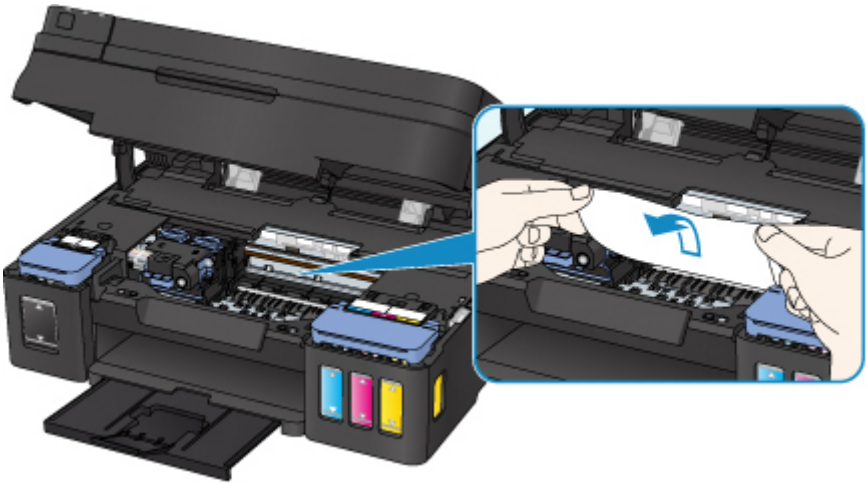
   When moving the cartridge holder, hold the top of the cartridge holder and slide it slowly to the far right or left.



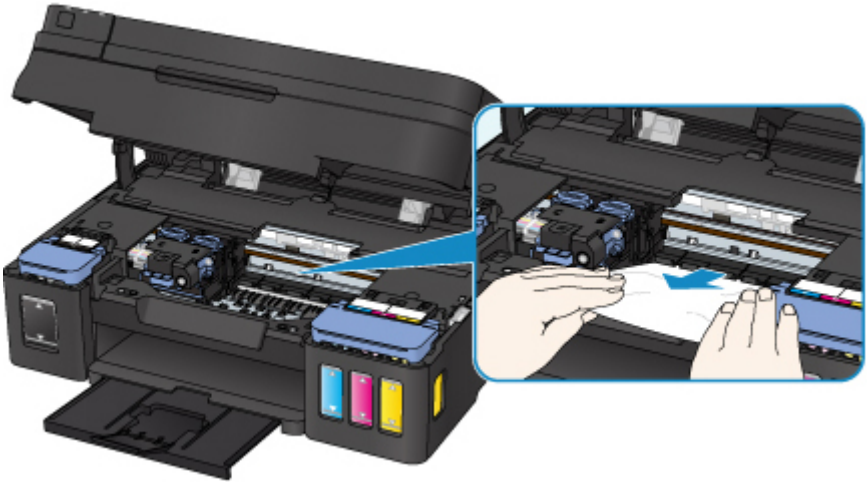
4. Hold jammed paper firmly in both hands.



   If the paper is rolled up, pull out it.



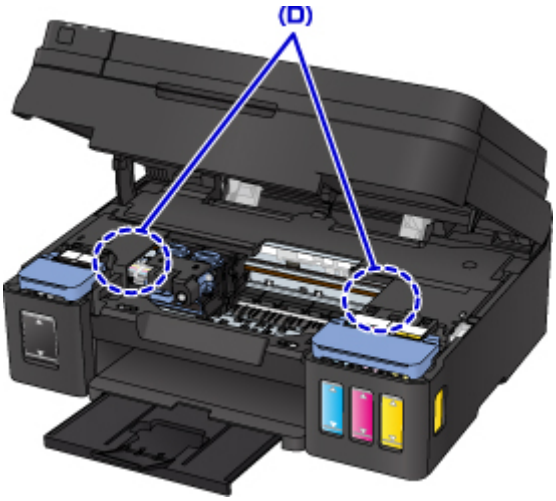
5. Slowly pull out paper, so as not to tear it.



6. Make sure all jammed paper is removed.

   If the paper tears when you pull out it, a bit of paper may remain in the printer. Check the following and remove any remaining paper.

   - Any paper left under the cartridge holder?
   - Any small bits of paper left in the printer?
   - Any paper left in the left and right empty spaces (D) in the printer?



7. Close scanning unit / cover gently.

   All jobs in the print queue are canceled. Redo the printing.

   Note

   - When reloading the paper, make sure you are using suitable paper and loading it correctly. If a paper jam message appears on your computer screen when you resume printing after removing all the jammed paper, there may be some paper still inside the printer. Check the printer again for any remaining bits of paper.

If the measures above do not solve the problem, contact your nearest Canon service center to request a repair.

Important

- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

1000

Cause

Possible causes include the following.

- There is no paper in the rear tray.
- Paper is not loaded in the rear tray properly.

What to Do

Take the corresponding actions below.

- Load paper in the rear tray.
- Align the paper guides with the both edges of the paper when you load paper in the rear tray.
- Set paper information for the paper in the rear tray.

After carrying out the above measures, press the printer's **OK** button.

Note

- After loading paper in the rear tray, the screen for setting rear tray paper information appears. Set paper information for the paper in the rear tray.
- To cancel printing, press the printer's **Stop** button.

1200

Cause

Scanning unit/cover is open.

What to Do

Close the scanning unit / cover and wait for a while.

Do not close it while you are refilling an ink tank.

1640

Cause

The remaining ink level in one of the ink tanks may have reached the lower limit line shown on the ink tank.

What to Do

To check the remaining ink level, visually inspect the remaining ink in the ink tank.

If the remaining ink level is below the lower limit line, refill the ink tank with the corresponding color of ink by following the printer's instructions.

- Refilling Ink Tanks

If printing is continued when the remaining ink level is below the lower limit line, the printer may consume a certain amount of ink to return to printable status and may also become damaged.

1700

Cause

Ink absorber is almost full.

What to Do

Press the printer's **OK** button to continue printing. Contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.
- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

Note

- In the case of warnings or errors caused by remaining ink levels, the printer cannot print or scan.

1890

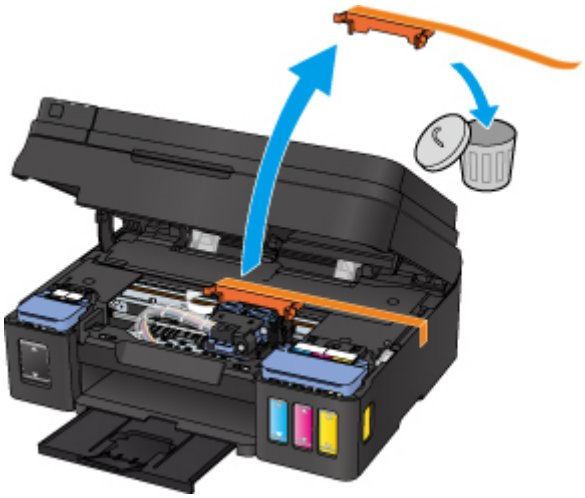
Cause

Protective material or tape may still be attached to cartridge holder.

What to Do

Open the scanning unit / cover and make sure the protective material and tape have been removed from the cartridge holder.

If the protective material or tape is still there, remove it and close the scanning unit / cover.



If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

2900

Cause

Scanning print head alignment sheet failed.

What to Do

Press the printer's **OK** button and follow the instructions below.

- Make sure 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 loaded paper is correct.

  For automatic print head alignment, load A4 or Letter-sized plain paper.

- Make sure the print head nozzle is not clogged.

  Check the print head condition by printing the nozzle check pattern.

After carrying out the above actions, try manual print head alignment.

2901

Cause

Print head alignment pattern has been printed and printer is waiting to scan sheet.

What to Do

Scan the printed alignment pattern.

1. Load print head alignment sheet on platen glass.

   Place the printed side down and align the mark ◤ in the upper left corner of the sheet with the alignment mark ⬊.

2. Slowly close document cover and press printer's **Black** or **Color** button.

   The printer starts scanning the print head alignment sheet, and automatically adjusts the print head position.

4103

Cause

Cannot perform printing with current print settings.

What to Do

Press the printer's **Stop** button to cancel printing.

Then change the print settings and retry printing.

5011

Cause

Printer error has occurred.

What to Do

Turn off the printer and unplug it.

Plug in the printer again and turn it back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.
- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

5012

Cause

Printer error has occurred.

What to Do

Turn off the printer and unplug it.

Plug in the printer again and turn it back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.
- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

5100

Cause

Printer error has occurred.

What to Do

Cancel printing and turn off the printer.

Check the following:

- Make sure cartridge holder motion is not impeded by stabilizer, jammed paper, etc.

  Remove any impediment.

- Make sure the cartridges are properly installed.

  Open the scanning unit / cover, and then push the cartridge locking cover to make sure the cartridges are installed properly.

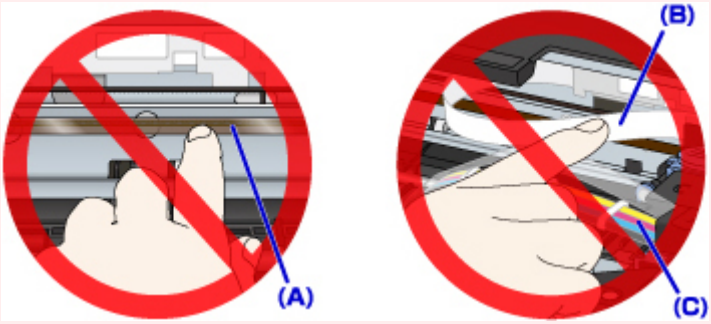
  Alternatively, push the joint buttons until they click into place.

Turn the printer back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- When clearing an impediment to cartridge holder motion, be careful not to touch clear film (A), white belt (B), or tubes (C).



  If you soil or scratch these parts by touching them with paper or your hand, it could damage the printer.

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.
- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

5200

Cause

Printer error has occurred.

What to Do

Check the remaining ink level, and then refill the ink tank if necessary.

Turn off the printer and unplug it.

Wait about 10 minutes.

Plug in the printer again and turn it back on.

If the ink tank is refilled because it runs out of ink, perform system cleaning.

- From computer:
  - For Windows:
    - Cleaning the Print Heads
  - For Mac OS:
    - Cleaning the Print Heads
- From operation panel:
  - Performing System Cleaning

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.
- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

5B00

Cause

Printer error has occurred.

What to Do

Contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.
- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.

Note

- In the case of warnings or errors caused by remaining ink levels, the printer cannot print or scan.

6000

Cause

Printer error has occurred.

What to Do

If the paper is jammed, remove it depending on the jammed location and cause.

- List of Support Code for Error (Paper Jams)

Turn off the printer and unplug it.

Plug in the printer again and turn it back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.
- Do not tilt the printer when moving it since the ink may leak out.
- When transporting the printer for repairing it, see Repairing Your Printer.