Canon

How to Use This Manual
Printing This Manual

Basic Guide

Describes the summary of this product.

Advanced Guide

Describes the detailed function of this product.

Troubleshooting

Canon

How to Use This Manual
Printing This Manual

MP-2838-V1.00

Advanced Guide

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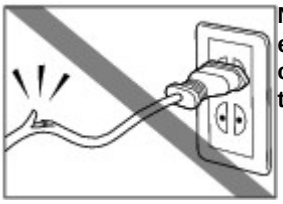
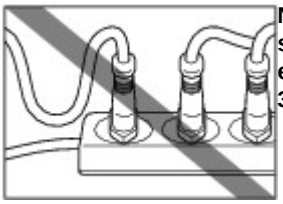
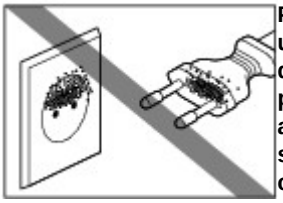
⚠ Safety Precautions

Please read the safety warnings and cautions provided in this manual to ensure that you use the machine safely. Do not attempt to use the machine in any way not described in this manual. It causes unexpected accident, fire, or electric shock.

⚠ Warning

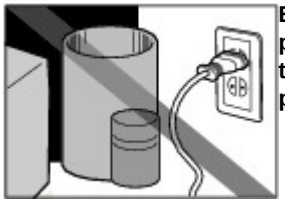
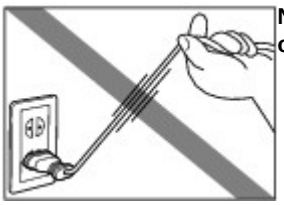
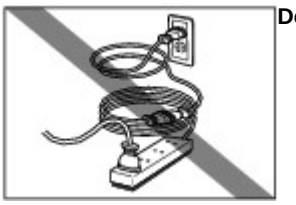
- This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.
- The following are instructions that, if ignored, could result in death or serious personal injury caused by incorrect operation of the equipment. These must be observed for safe operation.

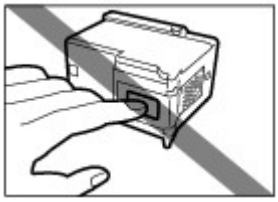
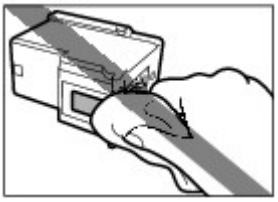
Choosing a location	**Do not place the machine close to flammable solvents such as alcohol or thinners.**
Power supply	**Never attempt to plug in or unplug the machine from the power supply when your hands are wet.**
	Always push the plug all the way into the power outlet.
	 **Never damage, modify, stretch or excessively bend or twist the power cord.Do not place heavy objects on the power cord.**
	 **Never plug the machine into a power socket that is shared with other equipment (extension lead/cord, 2- or 3-way adapter, etc.).**
	Never use the machine if the power cord is bundled or knotted.
	If you detect smoke, unusual smells or strange noises around the machine, immediately unplug the machine at the power supply and call for service.
	 **Periodically, unplug the machine and use a dry cloth to wipe off any dust or dirt collected on the plug and the power outlet.If the machine is placed at a location exposed to a lot of dust, smoke, or high humidity, the dust collected on the plug absorbs moisture and may cause insulation failure and fire.**
	If you hear thunder, disconnect the power supply of the machine and refrain from using it. Leaving the machine plugged in may cause fire, electric shock, or damage to the machine, depending on the thunder storm.
	Use the power cable included with the machine.
Cleaning the machine	**Use a damp cloth to clean the machine.Never use flammable solvents such as alcohol, benzene or thinners.** If flammable solvents come in contact with electrical components inside the machine, it could cause a fire or electric shock.
	Always unplug the machine from the power outlet before

	cleaning the machine. If you accidentally switch the machine on while cleaning it, you could injure yourself or damage the machine.
Maintaining the machine	**Do not attempt to disassemble or modify the machine. There are no user serviceable parts inside the machine.** The machine contains high-voltage components. Never attempt any maintenance procedure not described in this guide.
	Do not connect other than recommended devices to the Direct Print Port or cable connector on the machine. It could cause a fire or electric shock.
Working around the machine	**Do not use highly flammable sprays near the machine.** This could cause a fire or electric shock if the spray comes into contact with electrical components inside the machine.

⚠ Caution

- The following are 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.

Choosing a location	**Do not install the machine in a location that is unstable or subject to excessive vibration.**
	Do not install the machine in locations that are very humid or dusty, in direct sunlight, outdoors, or close to a heating source. **To avoid the risk of fire or electric shocks, install the machine in a location with an ambient temperature range of 5°C to 35°C (41°F to 95°F) and humidity of 10% to 90% (condensation free).**
	Do not place the machine on a thick rug or carpet.
	Do not place the machine with its back attached to the wall.
Power supply	 **Ensure that the area around the power outlet is kept clear at all times so you can easily unplug the power cord if necessary.**
	 **Never remove the plug by pulling on the cord.**
	 **Do not use an extension lead/cord.**
Working around the machine	**Never put your hands or fingers in the machine while it is printing.**
	When moving the machine, carry the machine at both ends. **Do not hold the Operation Panel.**
	Do not place any object on the machine.
	Do not place metal objects (paper clips, staples, etc.) or containers of flammable solvents (alcohol, thinners, etc.) on top of the machine.
	If any foreign object (metal or liquid) fall into the machine,

	unplug the power cord and call for service.
	Do not transport or use the machine on a slant, vertically or upside-down, as the ink may leak and damage the machine.
	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.
FINE Cartridges (Ink Cartridges)	**Keep FINE Cartridges (Ink Cartridges) 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.
	Do not shake FINE Cartridges (Ink Cartridges). Ink may spill out and stain clothing or the surrounding area.
	 **Never touch the electrical contacts or print head nozzles on a FINE Cartridge (Ink Cartridge) after printing.** The metal parts may be very hot and could cause burns.
	Do not throw FINE Cartridges (Ink Cartridges) into fire.
	Do not attempt to disassemble or modify the FINE Cartridges.
	Do not handle the FINE Cartridges roughly such as applying them excessive pressure or dropping them.
	Do not rinse or wipe the FINE Cartridges. 
	Once you have installed the FINE Cartridges, do not remove them unnecessarily.

- **Note when you place the machine near other electrical appliances such as fluorescent lamps**
  Place the machine at least 5.91 inches / 15 cm away from other electrical appliances such as fluorescent lamps. If the machine is placed closer to those, it may not be able to work properly due to fluorescent noises.
- **When you disconnect the power plug**
  When you disconnect the power plug, always press the **ON** button and be sure that the light of the **ON** button (in green) goes out. If you disconnect the power plug from the power outlet when the **ON** button is lit or flashing, the Print Head cannot be protected and you may not be able to print later.

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Overview of the Machine

This section shows the component names of the machine and describes the basic operations you need to know before using it.

Main Components

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

How to Navigate Menus on the LCD

- Basic Operation in Each Mode
- Basic Operation on the Settings Screen

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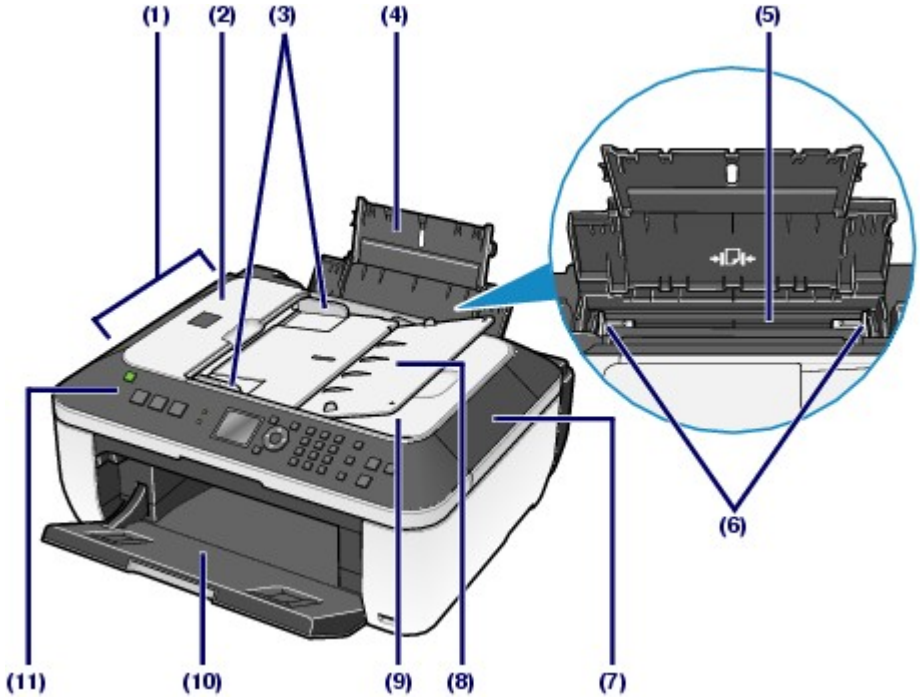
Main Components

Front View
Rear View
Inside View
Operation Panel

■ Front View



(1) ADF (Auto Document Feeder)

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

See Loading a Document in the ADF.

(2) Document Feeder Cover

Open when clearing jammed documents.

(3) Document Guides

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

(4) Paper Support

Supports paper loaded in the Rear Tray. Open it to load paper.

(5) Rear Tray

Load various sizes or types of paper which you can use on the machine. 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.

See Loading Paper.

(6) Paper Guides

Slide to align with both sides of the paper stack.

(7) Document Cover

Open to load an original on the Platen Glass.

(8) 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.

(9) Document Output Slot

Documents scanned from the Document Tray are delivered here.

(10) Paper Output Tray

Opens automatically when printing or copying starts and printed papers are ejected.

(11) Operation Panel

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

See Operation Panel.

(12) Scanning Unit Detection Button

Locks the Scanning Unit (Cover) while the Document Cover is open. This button is pressed down when the Document Cover is closed, so that you can open the Scanning Unit (Cover). (You do not need to touch this button.)

For information on the Scanning Unit (Cover), see Scanning Unit (Cover).

(13) Direct Print Port

Connect a PictBridge compliant device such as a digital camera or the optional Bluetooth Unit BU-30* to print directly.

See Printing Photos Directly from Your Digital Camera or Mobile Phone.

You can also insert a USB flash drive to this port to save scanned data on it.

Refer to the on-screen manual: Advanced Guide

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

Warning

- Do not connect any equipment other than PictBridge compliant devices, the optional Bluetooth Unit BU-30, and USB flash drives to the Direct Print Port of the machine. This may cause fire, electric shock, or damage to the machine.

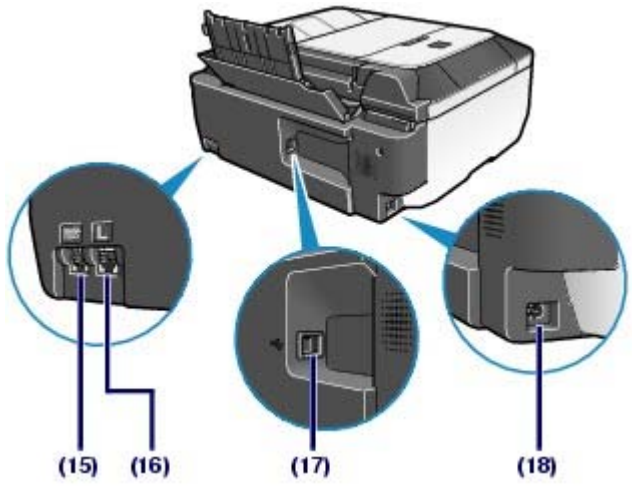
Important

- Do not touch the metal casing.

(14) Platen Glass

Load an original to copy, scan, or fax.

■ Rear View



(15) External Device Jack

Connects an external device such as telephone, answering machine, or modem.

Important

- Do not touch the metal casing.

Note

- Remove the Telephone connector cap to connect the external device.

(16) Telephone Line Jack

Connects with the telephone line.

Caution

- To avoid an electric shock, do not touch the metal casing.

(17) USB Port

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

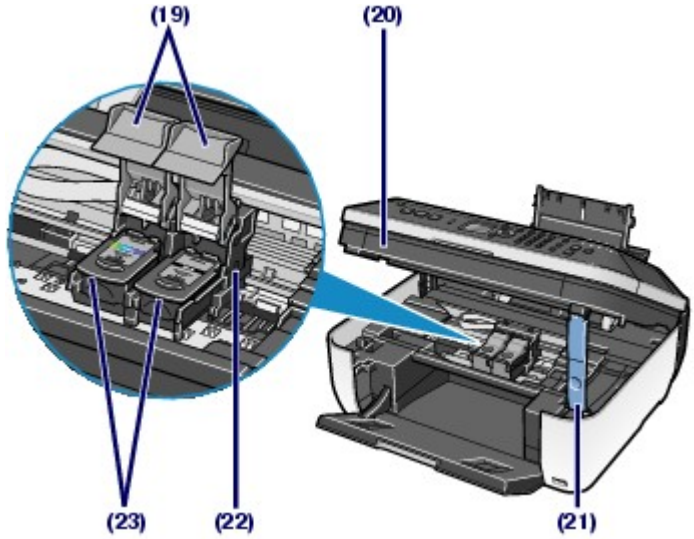
Important

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

(18) Power Cord Connector

Plug in the supplied power cord.

■ Inside View



(19) Ink Cartridge Locking Covers

Locks the FINE Cartridges into place.

(20) Scanning Unit (Cover)

Scans the original. Open it to replace FINE Cartridges or to remove jammed paper inside the machine. To open the Scanning Unit (Cover), lift it with the Document Cover closed.

(21) Scanning Unit Support

Holds the Scanning Unit (Cover) being opened.

(22) FINE Cartridge Holder

Install the FINE Cartridges.

The Color FINE Cartridge should be installed into the left slot and the Black FINE Cartridge should be installed into the right slot.

(23) FINE Cartridges (Ink Cartridges)

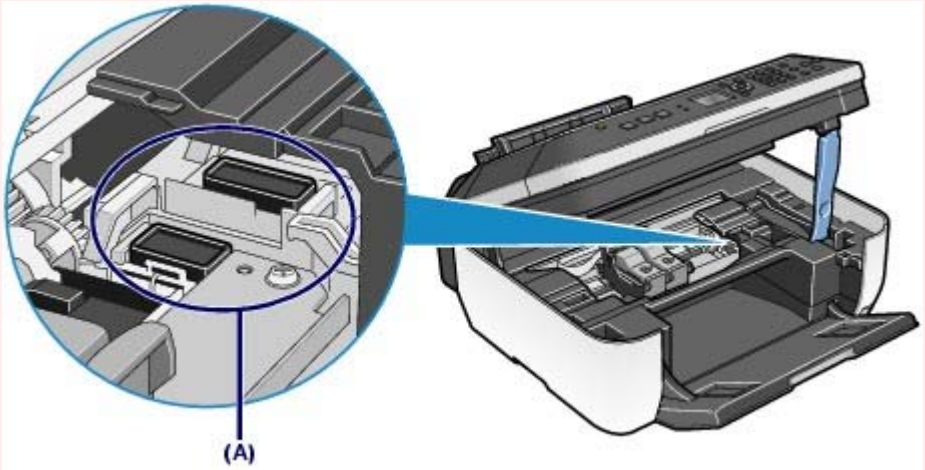
A replaceable cartridge that is integrated with Print Head and ink tank.

Note

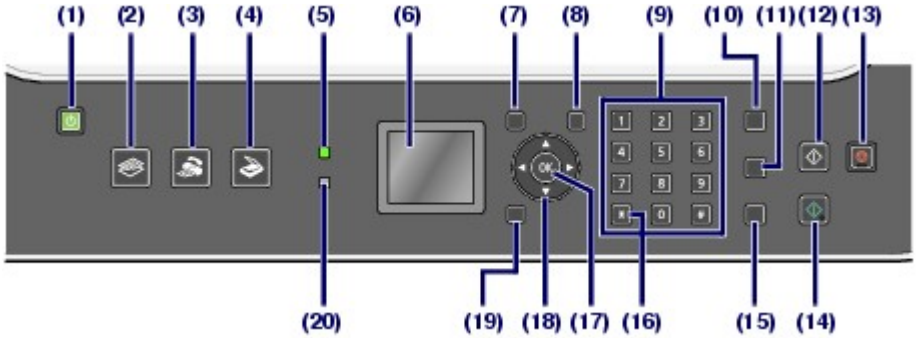
- For details on installing the FINE Cartridges, refer to the printed manual: *Getting Started*.

Important

- The area (A) indicated in the figure below may be splattered with ink. It does not affect the performance of the machine.
- Do not touch the area (A). The machine may not print properly if you touch it.



■ Operation Panel



(1) ON button (Power lamp)

Turns the power on or off. Lights or flashes green to indicate the power status. Before turning on the power, make sure that the Document Cover is closed.

Important

Disconnecting the power plug

- When disconnecting the power plug after turning off the power, be sure to confirm that the **ON** button is not lit. If the power plug is disconnected from the wall outlet while the **ON** button is lit or flashing, the machine may become unable to print properly since the Print Head is not protected.
- If the power plug is disconnected, the date/time settings as well as all documents stored in memory will be lost. Send an unsent fax or print a necessary document before the power plug is disconnected.

Note

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

(2) COPY button

Switches the machine to copy mode.

(3) FAX button

Switches the machine to fax mode.

(4) SCAN button

Switches the machine to scan mode.

(5) In Use/Memory lamp

Flashes when sending or receiving faxes, and lights when there are documents saved in the machine's memory.

(6) LCD (Liquid Crystal Display)

Displays messages, menu selections, and the operational status.

Note

- The LCD will turn off if the machine is not operated for about 5 minutes. To restore the display, press any button except the **ON** button or perform the print operation. The display will be also restored when receiving faxes.

(7) Menu button

Displays the menu screen.

(8) Settings button

Changes the page size, media type, and print quality settings in each mode.

(9) Numeric buttons

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

(10) Redial/Pause button

Displays the list of numbers dialed with the Numeric buttons to redial the selected number.

Also, used to enter pause time between or after numbers when dialing or registering numbers for example International calls.

(11) Coded Dial button

The list of registered names appears in the Search TEL number screen, and use the # button to display the coded speed dial codes in the list. You can specify the destination's number from the list of registered names or the list of coded speed dial codes.

In the list of registered names, enter the first letter of a pre-registered name to search a pre-registered fax/telephone number or group. You can also use the ▲ (Up) or ▼ (Down) button to select a desired destination.

In the list of coded speed dial codes, enter a two-digit code to select a desired destination.

(12) Black button

Starts to make black & white print, copy, scan, fax, etc.

(13) Stop button

Cancels operation when print, transmission, or scan job is in progress.

(14) Color button

Starts to make color print, copy, scan, fax, etc.

(15) FAX Quality button

Selects the scan contrast and resolution of the fax you are sending.

(16) Tone button

In the fax mode, switches to tone dialing temporarily or used to dial with the Numeric buttons, and also changes the input mode when entering characters.

(17) OK button

Selects a menu or setting item. See How to Navigate Menus on the LCD .

Resolves an error when printing is in progress or resumes the machine's normal operation after removing jammed paper or to eject documents remaining in the ADF.

(18) ▲ (Up) ▼ (Down) ◄ (Left) ► (Right) buttons

Scrolls through menu selections and increases/decreases setting values, such as the number of copies. You can use these buttons when ▲ (Up), ▼ (Down), ► (Right), and ◄ (Left) are displayed on the LCD. Also, the ◄ (Left) button cancels the entered character, and the ► (Right) button enters a space between characters when entering characters.

(19) Back button

Cancels operations and returns the LCD to the previous screen.

(20) Alarm lamp

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

Note

- The machine makes the beep sound when pressing buttons on the Operation Panel.
  To change the beep volume, see Machine Settings.

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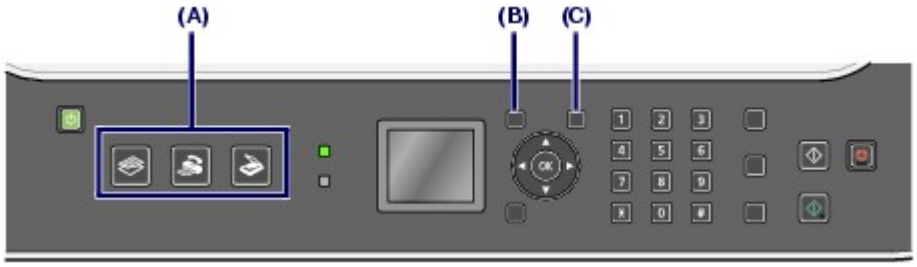
How to Navigate Menus on the LCD

You can use the machine to make copies, send/receive faxes, or scan originals without a computer. You can also make good use of the various functions of the machine with the menu screen and the settings screen on the LCD.
This section describes the basic operation to use the menu screen and the settings screen in each mode.

Basic Operation in Each Mode
Basic Operation on the Settings Screen

■ Basic Operation in Each Mode

Press the mode button (A) to switch the screen to the desired mode first.
Then, use the **Menu** button (B) to select available functions in each mode.
To change the page size, media type, or print quality, press the **Settings** button (C).



Note

- Use the ▲ (Up), ▼ (Down), ◄ (Left), or ► (Right) button to select the item, and press the **OK** button to set it.
- You can return the LCD to the previous screen by pressing the **Back** button.
- Press the **SCAN** button to display the Scanned data processing screen, then select whether to save scanned data in a computer or on a USB flash drive inserted in the machine.
- For details on each item, see Menu Screens.
- To select Maintenance or Device settings, press the **Menu** button to display the Settings menu in any mode.

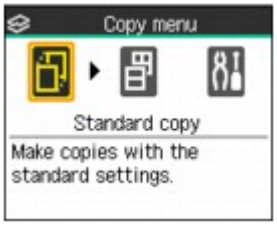
● Menu Screens

Note

- For details on maintenance, see Routine Maintenance.

Copy mode

- Copy menu screen



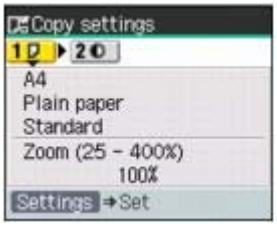
Standard copy: See Copying.

Special copy: See Using Various Copy Functions.
2-on-1 copy
4-on-1 copy
Borderless copy
Image repeat
Collated copy

Frame erase
Sticker copy
Binding margin copy
Punch hole removal copy

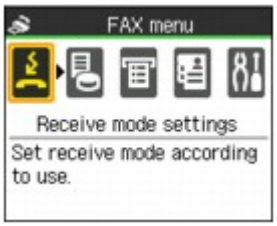
Settings: See Settings.

- Copy settings screen (See Changing the Settings)



Fax mode

- Fax menu screen



Receive mode settings: See Setting the Receive Mode.
Fax priority mode
Fax only mode
DRPD*1
Network switch*2
TEL priority mode

Memory reference: See Receiving a Fax in the Memory of the Machine (Memory Receiving) .
Print memory list
Print specified document
Delete specified doc.
Print all received docs
Delete all docs in memory

Print reports/lists: See Using Useful Fax Functions.
Activity report
Telephone number list
User's data list
Memory list
Rejected number list
Caller history list*2

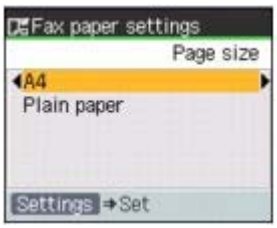
TEL number registration: Refer to the on-screen manual: Advanced Guide.
Coded speed dial
Group dial
Rejected numbers

Settings: See Settings.

*1 This setting is only available in US and Canada.

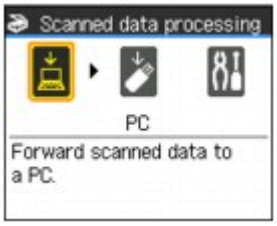
*2 This setting may not be available depending on the country or region of purchase.

- Fax paper settings screen (See Preparing for Receiving a Fax)



Scan mode

- Scanned data processing screen



PC: See Using Various Scan Functions.

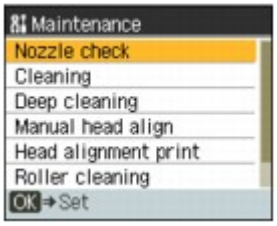
USB flash drive: Refer to the on-screen manual: Advanced Guide.

Settings: See Settings.

- Scan & save settings screen
  When USB flash drive is selected in the Scanned data processing screen, the following screen will appear.
  Refer to the on-screen manual: Advanced Guide.

Settings

- Maintenance screen (See Routine Maintenance)



Nozzle check:

Cleaning:

Deep cleaning:

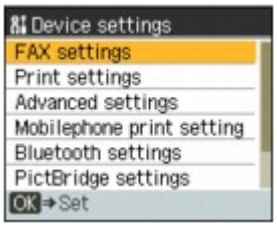
Manual head align:

Head alignment print:

Roller cleaning:

Bottom plate cleaning: Refer to the on-screen manual: Advanced Guide.

- Device settings screen



FAX settings: See FAX settings.
- User settings
- Transmission settings
- Reception settings

Print settings: See Print settings.
- Prevent paper abrasion
- Extended copy amount

Advanced settings: See Advanced settings.
- Volume control
- Country select *1
- Quiet mode
- Key repeat

Mobilephone print settings *2: See Mobilephone print setting.
- Paper size
- Media type

Image optimizer
Layout

Bluetooth settings*2: See Bluetooth settings.
Device name
Access refusal
Security
Passkey

PictBridge settings: See PictBridge settings.

Language selection: See Language selection.

Reset setting: See Reset setting.
Telephone no. only
Setting only
Reset both

*1 May not appear depending on the country or region of purchase.

*2 Appears only when the optional Bluetooth unit is attached to the machine.

- Select template screen (See Printing the Notebook or Graph Paper)

■ Basic Operation on the Settings Screen

You can change the settings in each mode by pressing the **Settings** button, when printing in the copy mode or fax mode or when saving scanned data on a USB flash drive in the scan mode.
You can change the print settings such as page size, media type, etc.
This section describes the procedure to change the settings, taking the procedure to specify 4"x6"(10x15cm) for the page size in the copy mode as an example.
When printing from a computer, see Printing from Your Computer.

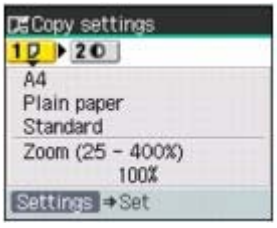
Note

- To change the settings when printing from a PictBridge compliant device or wireless communication device, refer to the on-screen manual: Advanced Guide.

1. Display the settings screen.

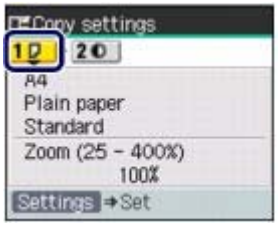
(1) Press the **COPY** button to switch to the copy mode.

(2) Press the **Settings** button.
The Copy settings screen will appear.



2. Select the settings tab.

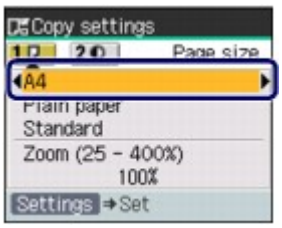
(1) Use the ◄ (Left) or ► (Right) button to select the settings tab.
Example: Select Settings Tab 1 here.



3. Select the setting item.

(1) Use the ▲ (Up) or ▼ (Down) button to select the setting item.

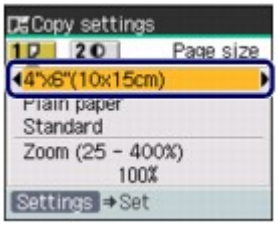
Example: Select A4 here.



4. Change the setting.

(1) Use the ◄ (Left) or ► (Right) button to change the setting.

Example: Change to 4"x6"(10x15cm) here.



5. Complete setting.

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

Note

For details on the setting Items

- For the settings in the copy mode, see Changing the Settings.
- For the settings in the fax mode, see Preparing for Receiving a Fax.
  You can also change the image quality or density of sending faxes with the **FAX Quality** button. For details, see Sending a Fax with the Numeric Buttons.
- For the settings when saving scanned data on a USB flash drive or when printing from a wireless communication device or PictBridge compliant device.
  Refer to the on-screen manual: Advanced Guide.

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Setting Up the Machine

This section describes typical examples of connecting and setting up the machine before using the faxing functions.

Confirming the Telephone Line Connection

- Connecting Various Lines
- Setting the Telephone Line Type

Specifying the Basic Settings for the Machine

- Registering Sender Information
- Guidelines for Entering Numbers, Letters, and Symbols
- Entering the Date and Time
- Setting Daylight Saving Time (Summer Time)
- Registering Your Name and Fax/Telephone Number
- Other Basic Setting Items

Setting the Receive Mode

- Selecting a Receive Mode

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Confirming the Telephone Line Connection

For the basic connection of the machine, refer to the printed manual: *Getting Started*. This guide describes other typical connections.
The machine cannot send/receive faxes if the connection is incorrect. Connect the machine correctly.

➡Connecting Various Lines
➡Setting the Telephone Line Type

Important

If the Power Disconnects Unexpectedly
If there is a power failure or if you accidentally disconnect the power plug, the date/time settings as well as all documents stored in memory will be lost. The settings for user data such as coded speed dial, group dial, and rejected numbers will be retained.
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 or answering machine, whether or not you can use it depends upon your telephone line, telephone, or answering machine.

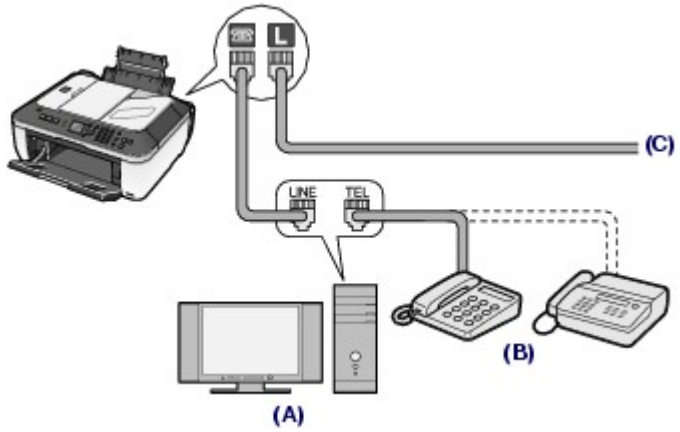
■ Connecting Various Lines

These are examples and could not be guaranteed to suit every connecting condition. For details, refer to the instruction manual supplied with the network device (control devices such as an xDSL (Digital Subscriber Line) modem or terminal adapter) you are connecting to this machine.

Note

- xDSL is the generic term for the high speed digital communication technology with telephone line such as ADSL/HDSL/SDSL/VDSL.

● Connecting a Telephone or Answering Machine via a Computer



(A) Computer
(B) Telephone or answering machine
(C) Analog line

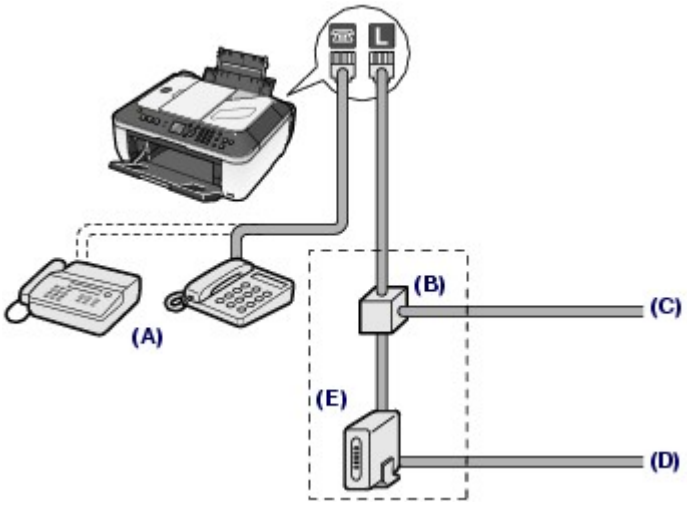
Note

- Before connecting a telephone or answering machine, remove the Telephone connector cap.

For users in the UK

If the connector of the external device cannot be connected to the jack on the machine, you will need to purchase a B.T. adapter to connect as follows:
Attach the B.T. adapter to the modular cable connecting the external device, then connect the B.T. adapter to the EXT (External device) jack.

● Connecting to an xDSL



(A)Telephone or answering machine

Note

- Before connecting a telephone or answering machine, remove the Telephone connector cap.

(B) Splitter
(C) Digital Subscriber Line
(D) Computer
(E) xDSL modem (splitter may be built-in to the modem)

Important

- Do not branch the telephone line before the splitter (wall side). And also, do not connect splitters in parallel. The machine may not be able to operate properly.

Note

- When connecting to the xDSL line, select the same line type as you are subscribing in Telephone line type.

● Connecting to an ISDN Line

For details on ISDN (Integrated Service Digital Network) connection and settings, refer to the manuals supplied with your terminal adapter or dial-up router.

■ Setting the Telephone Line Type

Before using your machine, make sure you set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company. For xDSL or ISDN connections, contact the telephone company or service provider to confirm your line type.

Note

- Rotary pulse is not supported depending on the selected country in Country select displayed when you start the machine for the first time after purchase. The Telephone line type menu will not appear in such country.
- You can print the User's data list to check the current setting.
  For details, refer to the on-screen manual: Advanced Guide.

1. Display the Telephone line type screen.

(1) Press the **FAX** button, and press the **Menu** button.

(2) Use the ◄ (Left) or ► (Right) button to select Settings , and press the **OK** button.

(3) Use the ◄ (Left) or ► (Right) button to select Device settings , and press the

OK button.

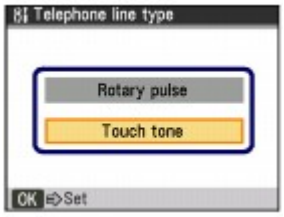
(4) Use the ▲ (Up) or ▼ (Down) button to select FAX settings, and press the **OK** button.

(5) Use the ▲ (Up) or ▼ (Down) button to select User settings, and press the **OK** button.

(6) Use the ▲ (Up) or ▼ (Down) button to select Telephone line type, and press the **OK** button.

2. Select the telephone line type.

(1) Use the ▲ (Up) or ▼ (Down) button to select the telephone line type.



Rotary pulse: Suitable for pulse dialing.

Touch tone: Suitable for tone dialing.

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

3. Return to the fax standby screen.

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

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Specifying the Basic Settings for the Machine

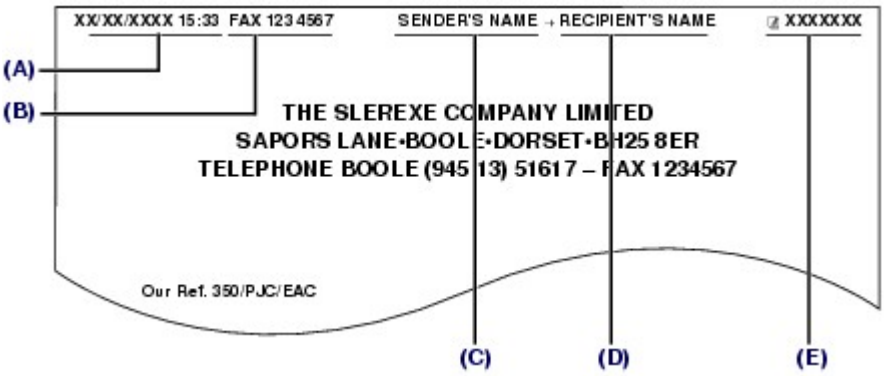
This section describes the basic settings for the machine such as how to register the sender information, to enter numbers and letters, to set daylight saving time, etc.

Registering Sender Information
Guidelines for Entering Numbers, Letters, and Symbols
Entering the Date and Time
Setting Daylight Saving Time (Summer Time)
Registering Your Name and Fax/Telephone Number
Other Basic Setting Items

Page top

■ Registering Sender Information

A fax you receive may have information, such as the sender's name or the company name, the sender's phone or fax number, and the date and time of the transmission, printed in small type at the top of each page. Such sender information is called Transmit Terminal Identification, or TTI.
You can register the TTI in this machine, so that the recipient of the fax will know who sent it, and when it was sent.
Below is an example of how your sender information would print on a fax sent from your machine:



(A) Date and time of transmission
(B) Sender's fax/telephone number
(C) Sender's name
(D) Displays the recipient's name when sending from coded speed dial.
(E) Page number

Note

For the sender information

- For the sender information, the settings other than the descriptions in this guide are listed below.
  For details, refer to the on-screen manual: Advanced Guide.
  - When sending a fax in black & white, you can set the sender information to print inside or outside the image area.
  - For color sending, the sender information is printed inside the print area and the recipient's name is not printed.
  - You can select FAX or TEL to be displayed in front of the number.
  - Three date display formats are available.
  - You can print the User's data list to confirm the sender information you have registered.

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■ Guidelines for Entering Numbers, Letters, and Symbols

The following characters are assigned to the Numeric buttons.

Button	Uppercase letter mode	Lowercase letter mode	Number mode
1			1
2	ABCÅÄÁÀÃÂÆÇ	abcåäáàãâæç	2
3	DEFËÉÈÊ	defëéèê	3
4	GHIÏÍÌÎ	ghiïíìî	4
5	JKL	jkl	5
6	MNOÑØÖÓÒÕÔ	mnoñøöóòõô	6
7	PQRSÞ	pqrsþ	7
8	TUVÜÚÙÛ	tuvüúùû	8
9	WXYZÝ	wxyzý	9
0			0
#	-.SP*★#!",;:^`_=/|'?$@%&+()[]{}<>		
*	Press the **Tone** button to switch to uppercase letter mode (:A), lowercase letter mode (:a), or number mode (:1).		

* SP indicates a space.

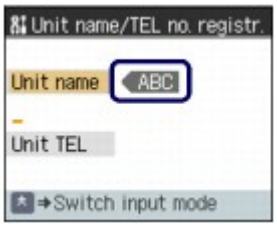
Follow the procedure below to enter letters and numbers when you register names and fax/phone numbers for the sender information or a speed dial.

1. Switch the input mode.

(1) Press the **Tone** button to switch to uppercase letter mode (:A), lowercase letter mode (:a), or number mode (:1).

You can see what mode you are in by the character displayed to the right of Unit name, Name, or Group name.

Example: uppercase letter mode



Note

- Here describes the unit name/telephone number registration. To display the Unit name/TEL no. registr. screen, see Registering Your Name and Fax/Telephone Number.

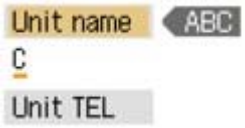
2. Use the Numeric buttons to enter a character.

Press the button repeatedly until the character you want to enter appears.

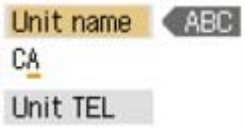
- **To enter a character that is assigned to the same button as the previous entry (ex., to enter "A" after "C"):**

  Press the ► (Right) button, and press the same Numeric button.

  (1) Press the 2 button three times.

  (2) Press the ► (Right) button, and press the 2 button again.

- **To enter a space:**

  Press the ► (Right) button twice. In number mode, press the ► (Right) button once.

- **To delete a character:**

  Press the ◄ (Left) button.

- **To delete an entire entry:**

  Press and hold the ◄ (Left) button.

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■ Entering the Date and Time

Note

- Three date display formats are available: YYYY/MM/DD, MM/DD/YYYY, and DD/MM/YYYY. For details, refer to the on-screen manual: Advanced Guide.
- When the machine is connected to a computer with the MP Drivers installed, the date and time setting will be copied from the computer to the machine. As long as the date and time is set accurately on your computer, you do not need to set it on the machine.
- If you disconnect the power plug or when there is a power failure, the date and time setting on the machine will be reset. When you connect the machine to a computer with the MP Drivers installed, the setting will be copied to the machine once again.

1. Display the Date/time setting screen.

(1) Press the **FAX** button, and press the **Menu** button.

(2) Use the ◄ (Left) or ► (Right) button to select Settings , and press the **OK** button.

(3) Use the ◄ (Left) or ► (Right) button to select Device settings , and press the **OK** button.

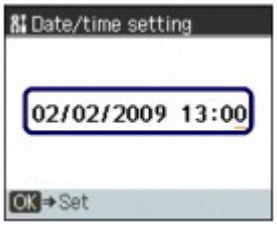
(4) Use the ▲ (Up) or ▼ (Down) button to select FAX settings, and press the **OK** button.

(5) Use the ▲ (Up) or ▼ (Down) button to select User settings, and press the **OK** button.

(6) Use the ▲ (Up) or ▼ (Down) button to select Date/time setting, and press the **OK** button.

2. Enter the date and time.

(1) Use the Numeric buttons to enter the date and time (in 24-hour format).
Enter only the last two digits of the year.



Note

- You can also use the ▲ (Up) or ▼ (Down) button to change the number.
- If you misentered the date and time, press the ◄ (Left) or ► (Right) button to move the cursor under the number to enter the correct number.

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

3. Return to the fax standby screen.

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

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■ Setting Daylight Saving Time (Summer Time)

Some countries adopt the daylight saving time (summer time) system that shifts the clock time forward at certain periods of the year.
You can set your machine to automatically change the time by registering the day and time that daylight saving (summer time) begins and ends.

Important

- Not all the latest information of all countries or regions are applied for Summer time 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. Display the Summer time setting screen.

(1) Press the **FAX** button, and press the **Menu** button.

(2) Use the ◄ (Left) or ► (Right) button to select Settings , and press the **OK** button.

(3) Use the ◄ (Left) or ► (Right) button to select Device settings , and press the **OK** button.

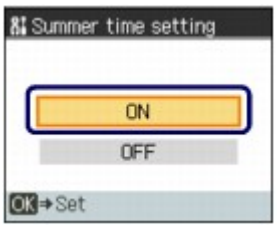
(4) Use the ▲ (Up) or ▼ (Down) button to select FAX settings, and press the **OK** button.

(5) Use the ▲ (Up) or ▼ (Down) button to select User settings, and press the **OK** button.

(6) Use the ▲ (Up) or ▼ (Down) button to select Summer time setting, and press the **OK** button.

2. Enable summer time.

(1) Use the ▲ (Up) or ▼ (Down) button to select ON to enable summer time.



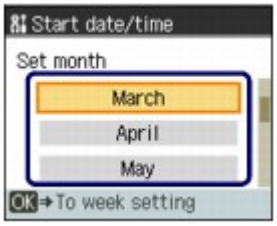
To disable summer time, select OFF.

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

3. Set the date and time that summer time starts.

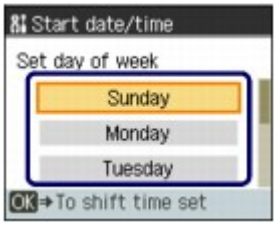
(1) Use the ▲ (Up) or ▼ (Down) button to select Start date/time, and press the **OK** button.

(2) Use the ▲ (Up) or ▼ (Down) button to select the month when summer time starts, and press the **OK** button.



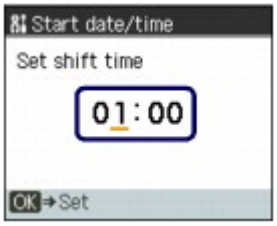
(3) Use the ▲ (Up) or ▼ (Down) button to select the week when summer time starts, and press the **OK** button.

(4) Use the ▲ (Up) or ▼ (Down) button to select the day of the week when summer time starts, and press the **OK** button.



(5) Use the Numeric buttons to enter the time (in 24-hour format) when summer time starts.

Precede single digits with a zero.



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

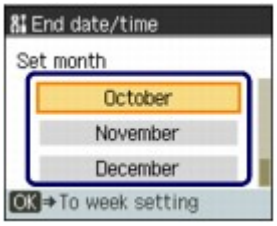
The summer time start date/time will be set.

4. Set the date and time that summer time ends.

(1) Use the ▲ (Up) or ▼ (Down) button to select End date/time, and press the **OK** button.

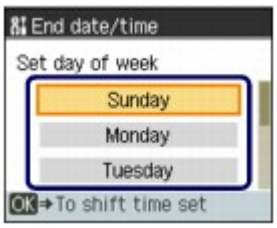
(2) Use the ▲ (Up) or ▼ (Down) button to select the month when summer time

ends, and press the **OK** button.



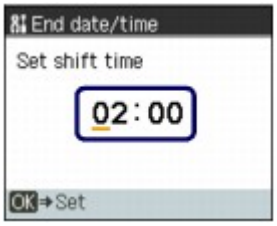
(3) Use the ▲ (Up) or ▼ (Down) button to select the week when summer time ends, and press the **OK** button.

(4) Use the ▲ (Up) or ▼ (Down) button to select the day of the week when summer time ends, and press the **OK** button.



(5) Use the Numeric buttons to enter the time (in 24-hour format) when summer time ends.

Precede single digits with a zero.



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

The summer time end date/time will be set.

5. Return to the fax standby screen.

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

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■ Registering Your Name and Fax/Telephone Number

Important

- Before sending a fax, be sure to enter your fax/telephone number in Unit TEL in the Unit name/TEL no. registr. screen. (for US only)

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

(1) Press the **FAX** button, and press the **Menu** button.

(2) Use the ◄ (Left) or ► (Right) button to select Settings , and press the **OK** button.

(3) Use the ◄ (Left) or ► (Right) button to select Device settings , and press the **OK** button.

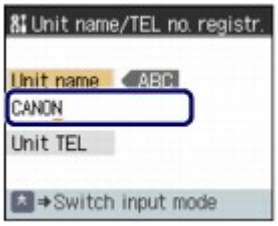
(4) Use the ▲ (Up) or ▼ (Down) button to select FAX settings, and press the **OK** button.

(5) Use the ▲ (Up) or ▼ (Down) button to select User settings, and press the **OK** button.

(6) Use the ▲ (Up) or ▼ (Down) button to select Unit name/TEL no. registr., and press the **OK** button.

2. Enter your name.

(1) Use the Numeric buttons to enter your name (max. 24 characters, including spaces).



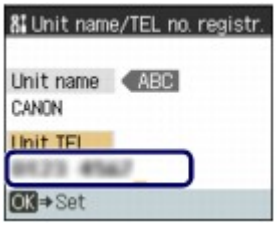
Note

- For details on how to enter or delete characters, see Guidelines for Entering Numbers, Letters, and Symbols.

(2) Press the **OK** or ▼ (Down) button.

3. Enter your fax/telephone number.

(1) Use the Numeric buttons to enter your fax/telephone number (max. 20 digits, including spaces).
To enter a plus sign (+) before the number, press the # button.



Note

- For details on how to enter or delete numbers, see Guidelines for Entering Numbers, Letters, and Symbols.

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

4. Return to the fax standby screen.

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

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■ Other Basic Setting Items

You can select the following items in User settings of FAX settings.
For details, refer to the on-screen manual: Advanced Guide.

● Auto print

Prints received faxes automatically when the machine received it. When OFF is selected, received faxes will be stored in the memory and also TX/RX reports, MULTI TX (Transmission) report, and Activity report are not printed automatically.

● Date display format

Sets the format of dates displayed on the LCD and printed on sent faxes.
Three date formats are available; YYYY/MM/DD, MM/DD/YYYY, and DD/MM/YYYY.

● TTI position

Selects the position to print the sender information (outside or inside the image area).
After selecting the print position, select FAX to print "FAX" or TEL to print "TEL" before your fax/telephone number.

● Offhook alarm

Sets whether to set off an alarm when the handset is off hook.

● Volume control

Adjusts the ringing volume or line monitor volume during the transmission.

● RX ring level

Selects the level of the ringing sound the machine makes when it receives a fax.

● Activity report

Prints the history of sent and received faxes. The machine is set to print an Activity report after every 20 transactions by default. You can also print it manually.

Setting the Receive Mode

■ Selecting a Receive Mode

There are four receive modes as follows. Select a receive mode according to your needs.

- You receive mainly faxes and sometimes voice calls:

  Select Fax priority mode.

- You have a dedicated telephone line for fax use only:

  Select Fax only mode.

- You receive mainly voice calls and sometimes faxes:

  Select TEL priority mode.

- You have subscribed to a ring pattern detection service provided by your telephone company:

  Select DRPD*1 or Network switch*2.

*1 This setting is only available in US and Canada.

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

Note

- The receiving operation procedure varies depending on the selected receive mode. For the receiving method depending on each receive mode, see Receiving Faxes.
- If you want to use a single telephone line for faxes and voice calls, you need to connect a telephone or an answering machine to the External Device Jack of this machine.

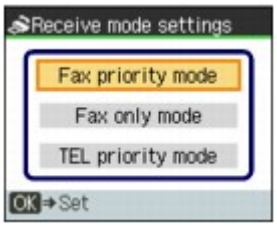
1. Display the Receive mode settings screen.

(1) Press the **FAX** button, and press the **Menu** button.

(2) Use the ◄ (Left) or ► (Right) button to select Receive mode settings, and press the **OK** button.

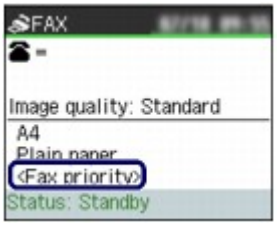
2. Select a receive mode.

(1) Use the ▲ (Up) or ▼ (Down) button to select a receive mode, and press the **OK** button.



3. Return to the fax standby screen.

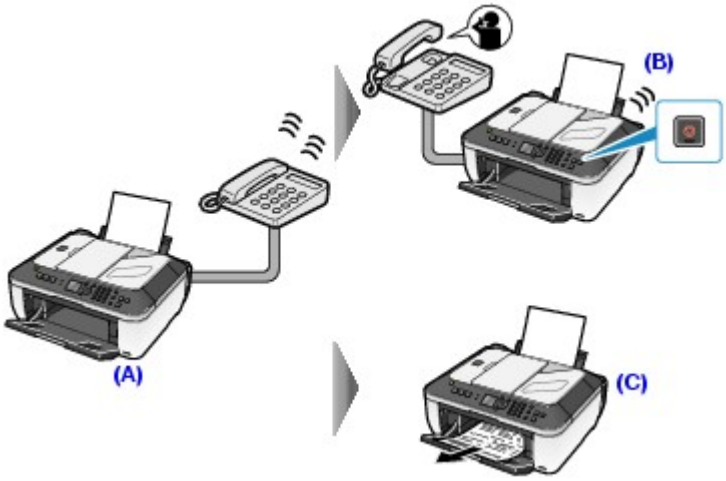
(1) Press the **FAX** button.



The selected receive mode will appear on the LCD.

You Receive Mainly Faxes and Sometimes Voice Calls:

You want to receive faxes automatically (Fax priority mode).



(A) Incoming call
(B) Voice call:
The machine will ring. Pick up the handset, and press the **Stop** button to answer the call.
(C) Fax:
The machine receives faxes automatically.

Note

- If a telephone is connected to the machine, the telephone will ring when the call incomes regardless of the receive mode.

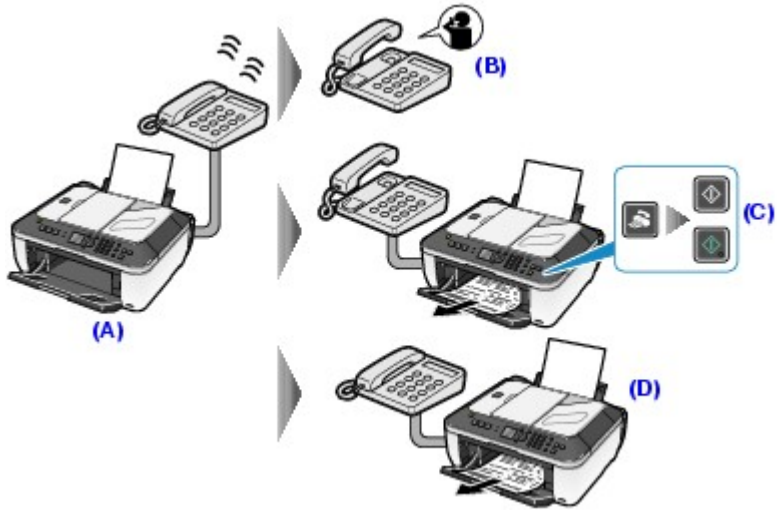
You Have a Dedicated Telephone Line for Fax Use Only:

You want to receive only faxes automatically (Fax only mode).

(A) Incoming call
(B) Receives faxes automatically.

You Receive Mainly Voice Calls and Sometimes Faxes:

You want to receive faxes manually (TEL priority mode).



(A) Incoming call
(B) Voice call:
The telephone will ring. Pick up the handset to answer the call.
(C) Fax :
The telephone will ring. If you pick up the handset and hear the fax tone, the machine will switch to the fax automatically and receive the fax.

Note

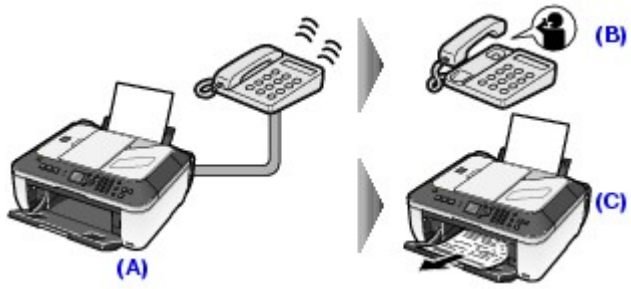
- If the machine will not switch to the fax, press the **Color** or **Black** button to receive the fax.

(D) When the answering machine responds:
Voice call: The answering machine responds to the call.
Fax: The machine receives the fax automatically.

If You Have Subscribed to a Ring Pattern Detection Service Provided by Your Telephone Company:

The machine automatically receives a fax and voice call respectively with a different ring pattern.

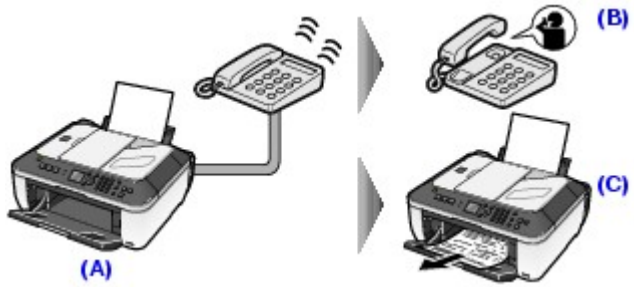
- You have subscribed to the Distinctive Ring Pattern Detection (DRPD) service (US and Canada only) (DRPD).



(A) Incoming call:
The machine judges whether call is voice or fax by the ringing pattern. In the meanwhile the telephone rings.
(B) Voice call:
The telephone continues to ring. Pick up the handset to answer the call.
(C) Fax :
The fax is received automatically when the machine detects the registered fax ring pattern.

- You want the machine to automatically switch between fax and voice calls by the call ring patterns (Network Switch). (Select Network switch)

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



(A) Incoming call:
The machine judges whether call is voice or fax by the ringing pattern. In the meanwhile the telephone rings.
(B) Voice call:
The telephone continues to ring. Pick up the handset to answer the call.
(C) Fax :
The fax is received automatically when the machine detects the fax ring pattern.

Setting the DRPD Ring Pattern (US and Canada only)

If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service provided by your telephone company, your telephone company will assign two or more telephone numbers with distinctive ring patterns to your single telephone line, allowing you to have different numbers for fax calls and voice calls using only one telephone line. Your machine will automatically monitor the ring pattern, and will automatically receive the fax if the ring pattern is a fax call.
To use DRPD, follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company.

Note

- Contact your local telephone company for detailed information on this service.

1. Display the DRPD: FAX ring pattern screen.

(1) Press the **FAX** button, and press the **Menu** button.

(2) Use the ◄ (Left) or ► (Right) button to select Settings, and press the **OK** button.

(3) Use the ◄ (Left) or ► (Right) button to select Device settings, and press the **OK** button.

(4) Use the ▲ (Up) or ▼ (Down) button to select FAX settings, and press the **OK** button.

(5) Use the ▲ (Up) or ▼ (Down) button to select Reception settings, and press the **OK** button.

(6) Use the ▲ (Up) or ▼ (Down) button to select DRPD: FAX ring pattern, and press the **OK** button.

2. Select the ring pattern.

(1) Use the ▲ (Up) or ▼ (Down) button to select the ring pattern that your telephone company assigned to your fax number.
Select from Normal ring, Double ring, Short-short-long, Short-long-short, or Other ring type.

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

3. Return to the fax standby screen.

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

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Copying

You can copy in the various methods such as enlarging/reducing or copying two original pages onto a single sheet of paper.

Making Copies

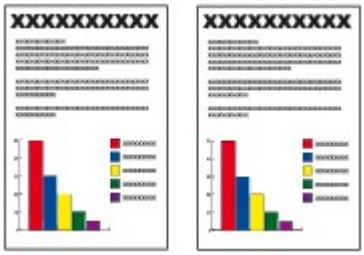
Changing the Settings

Using Various Copy Functions

Page top

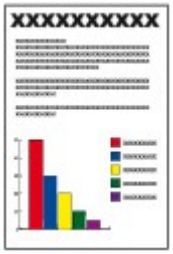
Making Copies

This section describes the basic operation, using the settings to copy an original of A4 size on plain paper as an example.
For the operation, see the notes and operation procedure described in the reference page.

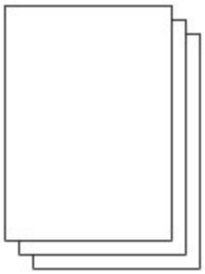


You need to prepare:

Originals to copy. See Originals You Can Load.



Paper for printing. See Media Types You Can Use.



1. Prepare for copying.

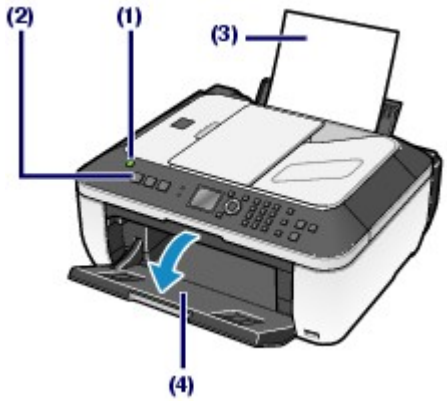
(1) Make sure that the power is turned on.
See Operation Panel.

(2) Press the **Copy** button to select the copy mode, if another copy mode has been selected.
The copy standby screen will appear.

(3) Load paper.
See Loading Plain Paper/Photo Paper.

Here we make sure that A4 plain papers are loaded in the Rear Tray.

(4) Open the Paper Output Tray gently.



(5) Load an original on the Platen Glass or in the ADF.

Load the original with the copying side FACING DOWN and align it with the alignment mark as shown below.

Note

- For details on the type and condition of an original which you can copy and how to load the original in the ADF, see Loading a Document in the ADF.

2. Start copying.

(1) Use the ▲ (Up) or ▼ (Down) button or the Numeric buttons to specify the number of copies.

(2) Use the ◄ (Left) or ► (Right) button to adjust the intensity (brightness).

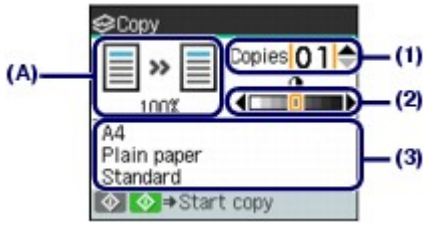
Press the ◄ (Left) button to decrease the intensity and the ► (Right) button to increase it.

(3) Confirm the page size, media type, and other settings.

Here we confirm that A4 for Page size, Plain paper for Media type, and Standard for Print quality are specified.

Note

- To change or confirm the page size, media type, magnification (A), and other settings, press the **Settings** button.
  See Changing the Settings.
- To make copies in various layout, press the ◄ (Left) or ► (Right) button to select the functions.
  See Using Various Copy Functions.



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

The machine starts copying.

Remove the original on the Platen Glass after copying is completed.

Important

- Do not open the Document Cover or move the loaded original until copying is completed.

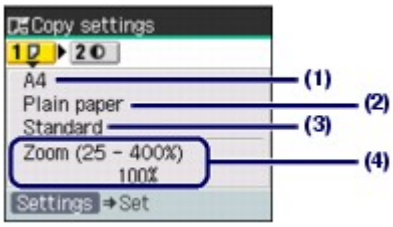
Note

- Press the **Stop** button to cancel copying.
- The machine can receive faxes even in the copy mode (after pressing the **COPY** button).

■ Changing the Settings

You can use the **Settings** button to change the print settings such as page size, media type, or print quality to print.
For the operation, Basic Operation on the Settings Screen.

● Settings Tab 1



(1) Page size

Select the page size of the paper to print: A4, B5, etc.

(2) Media type

Select the media type of the paper to print: Plain paper, Plus Glossy II, etc.

Note

- If you do not select the media type correctly, the machine may not print with the proper print quality.

(3) Print quality

Adjust the print quality according to the original to copy: High, Standard, etc. The available print quality settings depend on the paper selected in Media type.

(4) Magnification

Specify the enlargement/reduction manner. You can specify the copy scale by selecting the optional number or the page size: A4 to 8.5"x11", A4 to B5, etc. If you do not want to enlarge/reduce the page size, select Same magnification. For details, refer to the on-screen manual: Advanced Guide.

Note

- The settings of the page size, media type, print quality, automatic intensity, etc. are retained, and these settings will appear next time when the Copy menu is selected even if the power is turned off and on.
- Combination of some items cannot be specified depending on the function.
- If you select Fast with the media type set to Plain paper and the quality is not as good as expected, select Standard or High and then try copying again.
- For details on automatic intensity adjustment and date/page number print setting in Settings Tab 2, refer to the on-screen manual: Advanced Guide.

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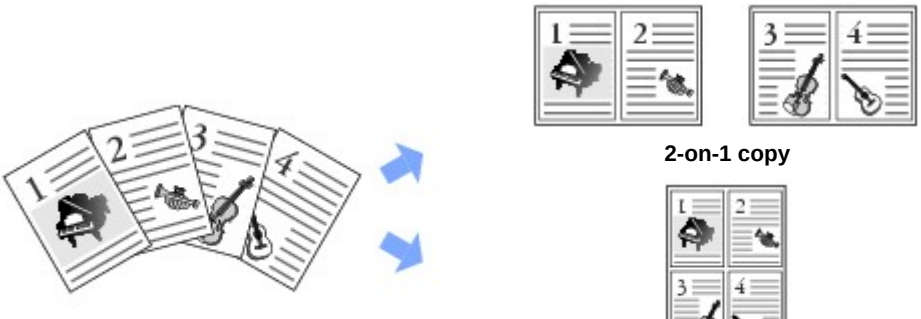
Using Various Copy Functions

You can make a copy in various ways when you select Special copy in the Copy menu screen.
For details, refer to the on-screen manual: Advanced Guide.

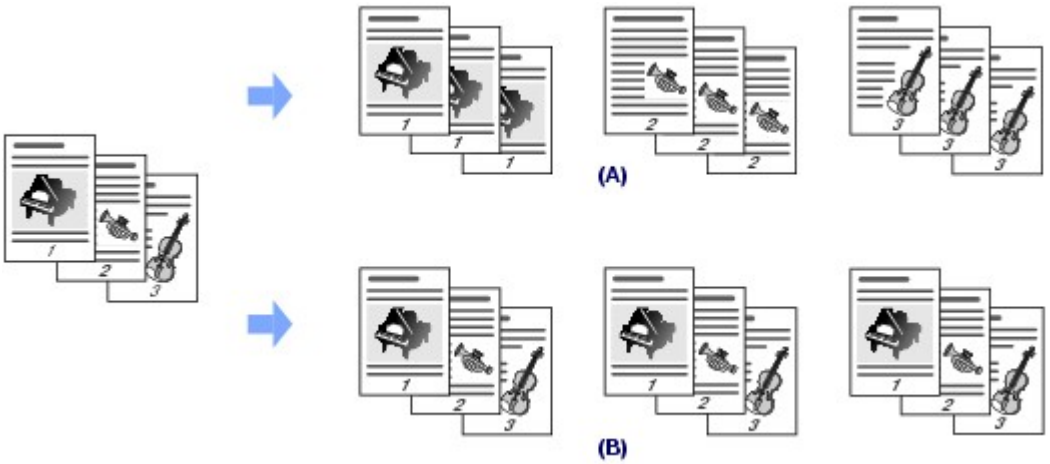


2-on-1 copy

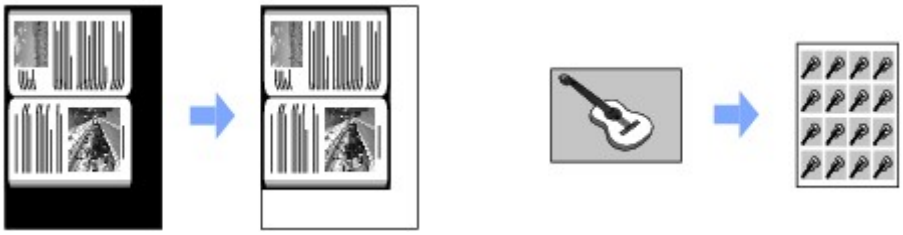
4-on-1 copy

Borderless copy

Image repeat

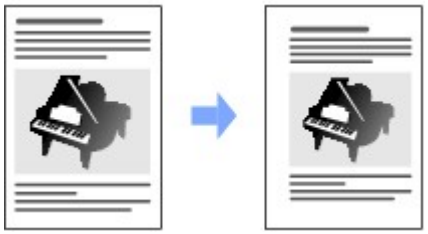


(A) Collated copy is not selected
(B) Collated copy is selected



Frame erase

Sticker copy



Binding margin copy

Punch hole removal copy

Note

Printing the date & page Number:

- In Settings Tab 2 of the Copy settings screen displayed by pressing the **Settings** button, you can specify whether to print date/page number. You can use this setting with the Special copy function. For details, refer to the on-screen manual: Advanced Guide.

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Scanning

You can send scanned data to your computer, edit or process them with the supplied software application, then save them. You can also save scanned data on a USB flash drive inserted into the machine.

Saving Scanned Data

- Preparing for scanning with the Operation Panel
- Saving Scanned Data on the Computer

Using Various Scan Functions

Page top

Saving Scanned Data

This section describes the operation to detect the type of original on the Platen Glass or in the ADF automatically with Auto detect, and save it on a computer.
For other operations to save scanned data on the USB flash drive or to scan originals with a computer, refer to the on-screen manual: Advanced Guide.

Important

- Please note that Canon shall not be liable for any damage or loss of the data for any reason whatsoever, even within the warranty period of the machine.

Note

- The machine can detect the types of original with Auto detect: photo, Hagaki, business card, magazine, newspaper, text document, and DVD/CD. For other originals, select the type of originals to scan them.

■ Preparing for scanning with the Operation Panel

Before scanning images, confirm the following:

- **Are the necessary software (MP Drivers and MP Navigator EX) installed?**

  If the software is not yet installed, refer to the printed manual: *Getting Started*.

- **Does the original to be scanned meet the requirements for an original to be set on the Platen Glass or in the ADF?**

  For details, see Originals You Can Load.

- **Is the machine connected to a computer correctly?**

  Confirm that the connection between the machine and the computer is physically secure.

Important

- Do not insert or remove USB cable when scanning images with the machine, or when the computer is in sleep or standby mode.

● If you are using Mac OS X v.10.3.9

You need to set MP Navigator EX as the starting application software in Image Capture under Applications of Mac OS X.

(1) Select Applications on the Go menu, then double-click the Image Capture icon.

(2) Click Options at lower left of the scanner window, select MP Navigator EX 2 in Application to launch when scanner button is pressed, then click OK.
To quit Image Capture, select Quit Image Capture on the Image Capture menu.

Important

If Options is not displayed, do the following:

- Select Preferences on the Image Capture menu, click Scanner, and click Use TWAIN software whenever possible to clear the option. Then quit Image Capture and restart it.

■ Saving Scanned Data on the Computer

1. Prepare for scanning.

(1) Make sure that the power is turned on.

(2) Load an original on the Platen Glass or in the ADF.
For details, see Loading Originals.

2. Select the scan operation.

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

(2) Make sure that PC is selected, and press the **OK** button.
The document type selection screen will appear.

(3) Use the ▲ (Up) or ▼ (Down)button to select the type of original and position to load it, and press the **OK** button.
Here we select Auto detect.

Note

- The type of original other than Auto detect includes Document (platen), Photo (platen), and Document (ADF). If you select other than Auto detect, you can save all scanned data in a PDF file, attach it to a mail, open it with a software application.
  Refer to the on-screen manual: Advanced Guide.
- When selecting Auto detect to scan an original, it will be scanned according to the settings of MP Navigator EX. For details, refer to the on-screen manual: Advanced Guide.

3. Start scanning.

(1) Make sure that the original is loaded on the Platen Glass or in the ADF.

(2) Press the **Color** or **Black** button.
The settings configured with MP Navigator EX apply when scanning.

Important

- If the position or size of an image is not scanned in correctly depending on the type of original, refer to the on-screen manual: Advanced Guide and change the Document Type and Document Size settings in MP Navigator EX to match the original being scanned.

Note

- The operation after scanning the original depends on the scan operation setting you have selected in (3) of step 2. For details on how to modify the operation settings, refer to the on-screen manual: Advanced Guide.

When using Windows Vista:

- The program selection screen may be displayed after performing step 3. In this case, select MP Navigator EX Ver2.1 and click OK.
  You can set MP Navigator EX to launch whenever performing step 3. For details, refer to the on-screen manual: Advanced Guide.

When using Windows XP:

- The program selection screen may be displayed after performing step 3 for the first time. In this case, specify MP Navigator EX Ver2.1 as the application software to use, select Always use this program for this action, then click OK. From the next time, MP Navigator EX is automatically started.

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Using Various Scan Functions

In the scan menu, you can save scanned data on a USB flash drive or a computer.
For details, refer to the on-screen manual: Advanced Guide.

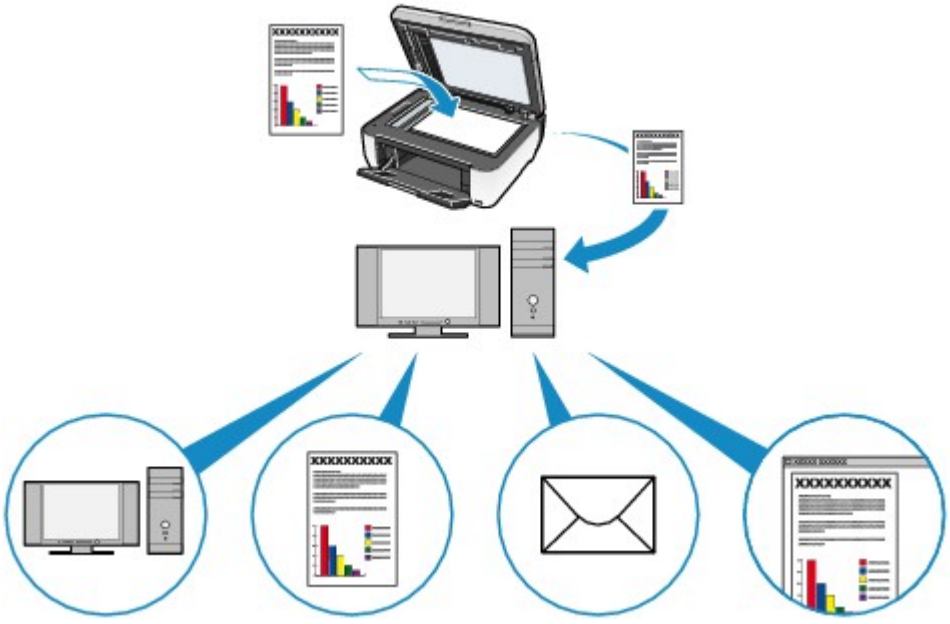
Selecting a Place to Save the Scanned Data

You can save the scanned data on a USB flash drive other than a computer.

USB flash drive

Selecting Various Data Processings

To save the scanned data on the computer, you can select the data processing for scanned data if other than Auto detect in Document type is selected.



Save to PC. **Save as PDF file.** **Attach to E-mail.** **Open with application.**

Note

- Options for scan operation can be specified with MP Navigator EX. For details, refer to the on-screen manual: Advanced Guide.

Printing from Your Computer

This section describes how to print documents or photos with a computer.
You can easily print photos taken with your digital camera by using Easy-PhotoPrint EX supplied with your machine.

Printing Photos (Easy-PhotoPrint EX)

Using Various Functions of Easy-PhotoPrint EX

Printing Documents (Windows)

Printing Documents (Macintosh)

For Mac OS X v.10.5.x
For Mac OS X v.10.4.x or Mac OS X v.10.3.9

Page top

Printing Photos (Easy-PhotoPrint EX)

Print image data saved on your computer with Easy-PhotoPrint EX supplied with your machine.
This section describes the procedure, using print setting for borderless photo print on 4" x 6" / 10 x 15 cm paper as a sample.
For details on Easy-PhotoPrint EX, refer to the on-screen manual: Advanced Guide.

Note

- The screens used in this section are for printing with Windows. The operations are also the same for printing with Macintosh.
- Install Easy-PhotoPrint EX from the *Setup CD-ROM* when it has not been installed or has been uninstalled. To install Easy-PhotoPrint EX, select Easy-PhotoPrint EX in Custom Install.

1. Prepare for printing.

(1) Make sure that the machine is turned on.

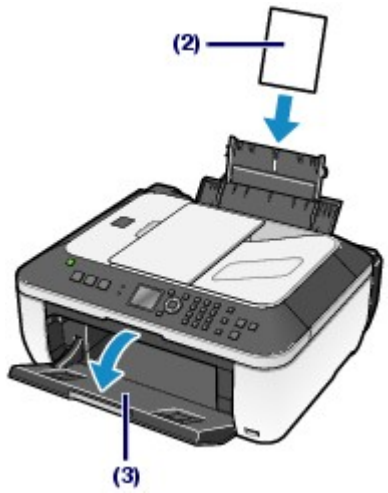
See Operation Panel.

(2) Load paper.

See Loading Plain Paper/Photo Paper.

Here we load 4" x 6" / 10 x 15 cm photo paper in the Rear Tray.

(3) Open the Paper Output Tray gently.



2. Start Easy-PhotoPrint EX, and select Photo Print.

(1) Start Easy-PhotoPrint EX.

Windows

Double-click (Easy-PhotoPrint EX) on the desktop.

Click Here: Easy-PhotoPrint EX

Macintosh

Select the Go menu, Applications, Canon Utilities, Easy-PhotoPrint EX, then double-click Easy-PhotoPrint EX.

Note

Windows

- To start Easy-PhotoPrint EX from Solution Menu, double-click (Solution Menu) on the desktop and click (Print photos or albums, etc.).
  See To Start Solution Menu.

- To start Easy-PhotoPrint EX from the Start menu, select All Programs (Programs in Windows 2000), Canon Utilities, Easy-PhotoPrint EX, then Easy-PhotoPrint EX.

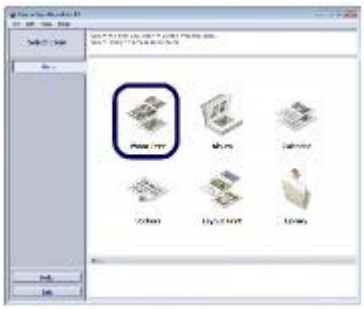
Macintosh

- To start Easy-PhotoPrint EX from Solution Menu, click (Solution Menu) in the Dock and click (Print photos or albums, etc.).
  See To Start Solution Menu.

(2) Click Photo Print.

Note

- You can select Album, Calendar, Stickers, etc., besides Photo Print.
  See Using Various Functions of Easy-PhotoPrint EX .



3. Select a photo to print.

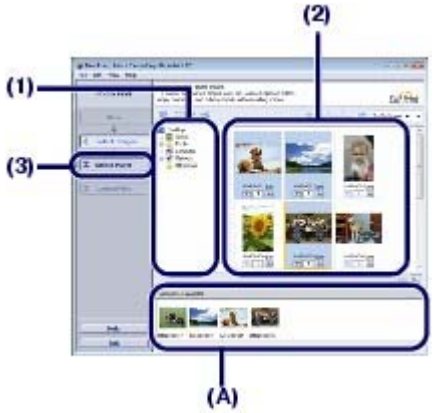
(1) Select the folder in which images are saved.

(2) Click the image to print.
The number of copies appears as "1", and the image you selected appears in the selected image area (A).
You can select two or more images at the same time.

Note

- To print two or more copies, click (Up arrow) to change the number of copies.
- To cancel the selection, click the image to cancel in the selected image area and click (Delete Imported Image). You can also use (Down arrow) to change the number of copies to zero.
- You can also correct or enhance the selected image.
  See Using Various Functions of Easy-PhotoPrint EX .

(3) Click Select Paper.



4. Select the loaded paper.

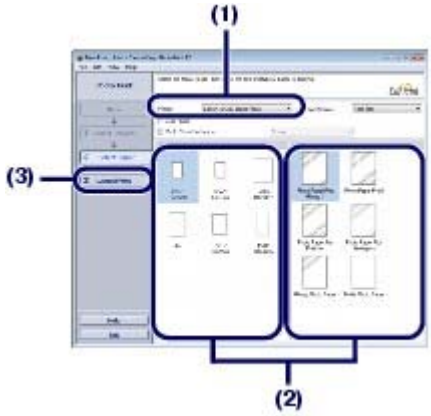
(1) Make sure that your machine's name is selected in Printer.

(2) Select the size and type of the paper to print in Paper Size and Media Type.
Here we select 4"x6" 10x15cm in Paper Size and the type of loaded photo paper in Media Type.

Note

- If you select the wrong media type, the machine may not print with the proper print quality.

(3) Click Layout/Print.



5. Select a layout and start printing.

(1) Select the layout of photo.

Here we select Borderless [full].

The preview will appear in the selected layout for confirmation of the required print result.

Note

- You can change the direction of photo or crop a part of photo (trimming) to print.
  For details on the operation, refer to the on-screen manual: Advanced Guide.

(2) Click Print.

Note

Windows

- To cancel a print job in progress, press the **Stop** button on the machine or click Cancel Printing on the printer status monitor.
  To display the printer status monitor, click Canon XXX Printer (where " **XXX**" is your machine's name) on the taskbar.

Macintosh

- Click the printer icon in the Dock to display the list of print jobs in progress.
- To cancel a print job in progress, select the desired job in the Name list and click Delete.
  To temporarily stop a job in progress, click Hold. To temporarily stop all the jobs in the list, click Pause Printer.

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■ Using Various Functions of Easy-PhotoPrint EX

This section describes a few of the useful functions of Easy-PhotoPrint EX.
For details on the operation, refer to the on-screen manual: Advanced Guide.

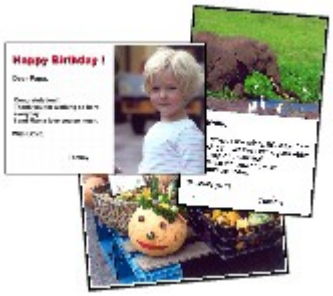
● Creating Your Own Prints

You can create an album or calendar using your photos.

Album

Calendar

Stickers



Layout Print

● Correcting Images

You can use Red-Eye Correction, Face Sharpener, Digital Face Smoothing, Brightness, Contrast, etc. to adjust, correct, or enhance images automatically or manually.

Brightness

Page top

Printing Documents (Windows)

This section describes the procedure to print A4 document on plain papers.
For details, refer to the on-screen manual: Advanced Guide.

Note

- Operations may vary depending on your software application. For details on the operation, refer to the instruction manual of your application.
- If your machine is connected to a computer, you can send faxes using the fax driver from any software application that has a printing function. For details, refer to the on-screen manual: Advanced Guide.
- The screens used in this section are for printing with Windows Vista operating system Ultimate Edition (hereafter referred to as "Windows Vista").

1. Make sure that the machine is turned on.

See Operation Panel.

2. Load paper.

See Loading Paper.

Here we make sure that A4 plain paper is loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Create (or open) a document to print using an appropriate software application.

5. Open the printer driver setup window.

(1) Select Print on the File menu or the command bar in your software application.
The Print dialog box will appear.

(2) Make sure that your machine's name is selected.

Note

- If another printer's name is selected, click and select your machine's name.

(3) Click Preferences (or Properties).

6. Specify the required print settings.

(1) Select Business Document in Commonly Used Settings.

Note

- When the print object such as Business Document or Photo Printing is selected in Commonly Used Settings, the items in Additional Features will be selected automatically. The settings suitable for the print object such as media type or print quality will also appear.
- When you specify two or more copies in Copies, the Collate check box will be selected.

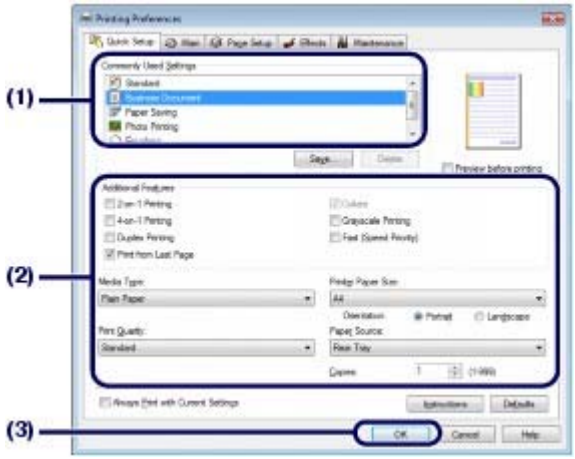
(2) Make sure of the displayed settings.

Here we make sure that Plain Paper in Media Type, Standard in Print Quality, and A4 in Printer Paper Size are selected.

Note

- The settings can be changed.
  However, after changing Printer Paper Size, confirm that the setting for Page Size in the Page Setup sheet matches the setting set in the software application.
  For details, refer to the on-screen manual: Advanced Guide.

(3) Click OK.

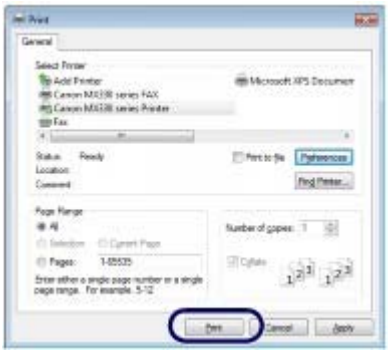


Note

- For details on the printer driver functions, click Help or Instructions to view the online help or the on-screen manual: *Advanced Guide*. The Instructions button appears on the Quick Setup, Main and Maintenance sheets if the on-screen manual is installed on your computer.
- You can name the changed setting and add to Commonly Used Settings. For details refer to the on-screen manual: Advanced Guide.
- To display the current settings next time when you open the printer driver setup window, select the Always Print with Current Settings check box.
  Some software applications may not have this function.
- To display the preview to confirm the print result, select the Preview before printing check box. Some software applications may not have a preview function.
- You can specify the detailed print settings with Main sheet or Page Setup sheet.
  For details, refer to the on-screen manual: Advanced Guide.

7. Start printing.

Click Print (or OK) to start printing.



Note

- The message on how to load envelopes will appear when printing on them.
  This message will not appear next time if you select the Do not show this message again. check box.
- To cancel a print job in progress, press the **Stop** button on the machine or click Cancel Printing on the printer status monitor.
  To display the printer status monitor, click Canon XXX Printer (where " **XXX**" is your machine's name) on the taskbar.
- If printed ruled lines are misaligned or print results are unsatisfactory, adjust the print head position.
  See Aligning the Print Head.

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Printing Documents (Macintosh)

This section describes the procedure to print A4 document on plain papers.
For details, refer to the on-screen manual: Advanced Guide.

Note

- Operations may vary depending on your software application. For details on the operation, refer to the instruction manual of your application.

■ For Mac OS X v.10.5.x

1. Make sure that the machine is turned on.

See Operation Panel.

2. Load paper.

See Loading Paper.

Here we make sure that A4 plain paper is loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Create (or open) a document to print using an appropriate software application.

5. Open the Print dialog box.

Select Print on the File menu in your software application.

The Print dialog box will appear.

Note

- If the dialog box below appears, click (Down arrow).

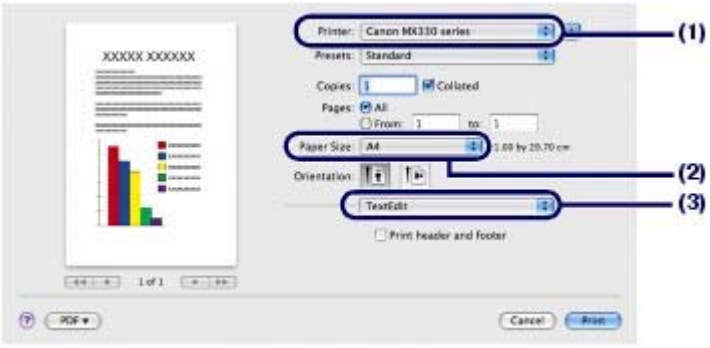
6. Specify the required print settings.

(1) Make sure that your machine's name is selected in Printer.

(2) Select the page size of the loaded paper in Paper Size.

Here we select A4.

(3) Select Quality & Media in the pop-up menu.



(4) Select the media type of the loaded paper in Media Type.
Here we select Plain Paper.

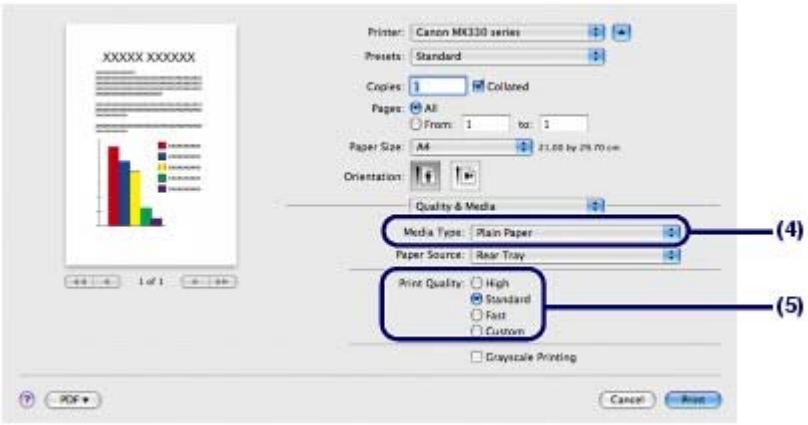
Note

- If you select the wrong media type, the machine may not print with the proper print quality.

(5) Select the print quality in Print Quality.
Here we select Standard.

Note

- For details on the print quality, refer to the on-screen manual: Advanced Guide.



Note

- For details on the printer driver functions, click (Question) on the Quality & Media, Color Options, Borderless Printing, or Margin screen to view the on-screen manual: *Advanced Guide*. If the on-screen manual is not installed, it will not appear even if (Question) is clicked.
- The preview appears on the left of the dialog box to confirm the print result. Some software applications may not have a preview function.

7. Start printing.
Click Print to start printing.

Note

- Click the printer icon in the Dock to display the list of print jobs in progress.
- To cancel a print job in progress, select the desired job in the Name list and click Delete. To temporarily stop a job in progress, click Hold. To temporarily stop all the jobs in the list, click Pause Printer.
- If printed ruled lines are misaligned or print results are unsatisfactory, adjust the print head position.
  See Aligning the Print Head.

■ For Mac OS X v.10.4.x or Mac OS X v.10.3.9

Note

- The screens used in this section are for printing with Mac OS X v.10.4.x.

1. Make sure that the machine is turned on.

See Operation Panel.

2. Load paper.

See Loading Plain Paper/Photo Paper.

Here we make sure that A4 plain paper is loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Create (or open) a document to print using an appropriate software application.

5. Specify the page size.

(1) Select Page Setup on the File menu in your software application.
The Page Setup dialog box will appear.

(2) Make sure that your machine's name is selected in Format for.

(3) Select the page size of the loaded paper to print in Paper Size.
Here we select A4.

(4) Click OK.

6. Specify the required print settings.

(1) Select Print on the File menu in your software application.
The Print dialog box will appear.

(2) Make sure that your machine's name is selected in Printer.

(3) Select Quality & Media in the pop-up menu.

(4) Select the media type of the loaded paper to print in Media Type.
Here we select Plain Paper.

Note

- If you select the wrong media type, the machine may not print with the proper print quality.

(5) Select the print quality in Print Quality.
Here we select Standard.

Note

- For details on the print quality, refer to the on-screen manual: Advanced Guide.

Note

- For details on the printer driver functions, click (Question) on the Quality & Media, Color Options, Special Effects, Borderless Printing, or Margin screen to view the on-screen manual: *Advanced Guide*. If the on-screen manual is not installed, it will not appear even if (Question) is clicked.
- To display the preview to confirm the print result, click Preview. Some software applications may not have a preview function.

7. Start printing.

Click Print to start printing.

Note

- Click the printer icon in the Dock to display the list of print jobs in progress.
- To cancel a print job in progress, select the desired job in the Name list and click Delete. To temporarily stop a job in progress, click Hold. To temporarily stop all the jobs in the list, click Stop Jobs.
- If printed ruled lines are misaligned or print results are unsatisfactory, adjust the print head position. See Aligning the Print Head.

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Faxing

This section describes the basic operation to send or receive faxes with the fax functions of the machine.

Sending Faxes

- Sending a Fax with the Numeric Buttons
- Redialing the Number Dialed with the Numeric Buttons
- Adjusting the Sending Quality

Using Various Sending Functions

- Settings for Sending Faxes

Receiving Faxes

- Preparing for Receiving a Fax
- Receiving a Fax in Each Receive Mode
- Receiving a Fax in the Memory of the Machine (Memory Receiving)

Using Various Receiving Functions

- Settings for Receiving Faxes

Using Useful Fax Functions

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Sending Faxes

This section describes dialing and sending faxes directly with the Numeric buttons.
For details on other ways to send faxes, see Using Various Sending Functions.

➡Sending a Fax with the Numeric Buttons
➡Redialing the Number Dialed with the Numeric Buttons
➡Adjusting the Sending Quality

Note

- A PBX (Private Branch Exchange) is an on-site telephone switchboard. If your machine is connected through a PBX or other telephone switching systems, you have to dial the outside line access number first, and then the number of the party you are calling.

■ Sending a Fax with the Numeric Buttons

1. Preparing for sending a fax.

(1) Make sure that the power is turned on.
See Operation Panel.

(2) Load a document on the Platen Glass or in the ADF.
See Loading Originals.

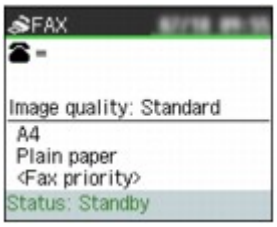
Important

- When sending a double-sided document, set the document on the Platen Glass. You cannot scan double-sided documents from the ADF.

Note

- For details on the types and conditions of document which you can fax, see Originals You Can Load.

(3) Press the **FAX** button.
The fax standby screen will appear.



(4) Adjust the image quality (fax resolution) or density (scan contrast) as necessary.
See Adjusting the Sending Quality.

2. Sending the fax.

- **When the document was loaded on the Platen Glass:**

(1) Use the Numeric buttons to dial the recipient's number.

(2) Press the **Color** button for color sending, or the **Black** button for black & white sending.

Important

- Color sending requires that the recipient's fax machine supports color faxing.

(3) Press the **OK** button.
The machine starts sending the fax.

Note

When sending two or more pages of document:

- Load the next page, and press the same button as you pressed in (2) of step 2. Repeat the same procedure to scan all pages of the document, and press the **OK** button.
- When you have sent the first page with the **Black** button, the following pages will be sent in black and white.

- **When the document was loaded in the ADF:**

(1) Use the Numeric buttons to dial the recipient's number.

(2) Press the **Color** button for color sending, or the **Black** button for black & white sending.
The machine scans the document automatically and starts sending the fax.

Important

- Color sending requires that the recipient's fax machine supports color faxing.

Note

- To cancel sending a fax, press the **Stop** button, and follow the instructions on the LCD.
- If documents remain in the ADF after pressing the **Stop** button during scanning, "Document in ADF. Close the feeder cover and press OK to eject document." will appear on the LCD. Press the **OK** button so that the remaining document is automatically fed out.

Automatic redialing

- When sending a fax and the recipient's line is busy, the machine will redial the number after a specified interval. Auto redial is enabled by default.
  Auto redial can be enabled or disabled by selecting ON or OFF.
  Select ON to specify the number of redialing in Redial time and redialing interval in Redial interval.

■ Redialing the Number Dialed with the Numeric Buttons

1. Prepare for sending a fax.

(1) Make sure that the power is turned on.
See Operation Panel.

(2) Load a document on the Platen Glass or in the ADF.
See Loading Originals.

(3) Press the **FAX** button.
The fax standby screen will appear.

(4) Adjust the image quality (fax resolution) or density (scan contrast) as necessary.
See Adjusting the Sending Quality.

2. Select the telephone number in the redial list.

(1) Press the **Redial/Pause** button.
The fax numbers dialed with the Numeric buttons will be listed.

(2) Use the ▲ (Up) or ▼ (Down) button to select the number to redial.

(3) Press the **OK** button.
The selected number will appear in the fax standby screen.

3. Send the fax.

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

Important

- Color sending requires that the recipient's fax machine supports color faxing.

■ Adjusting the Sending Quality

You can adjust the image quality (fax resolution) or density (scan contrast) of the document you send. The higher you set the image quality setting, the better the output quality will be at the other end, but the longer it will take for the transmission. Contrast is the degree of difference between light and dark. Increasing the scan contrast thickens the whole fax image, or light penciled texts and such can be thickened. Adjust the image quality and density according to the type of document you are sending.

1. Press the **FAX** button, and press the **FAX Quality** button.

2. Select the image quality (fax resolution).

(1) Use the ▲ (Up) or ▼ (Down) button to select FAX resolution.

(2) Use the ◄ (Left) or ► (Right) button to select the image quality.

Standard: Suitable for text-only documents.

Fine: Suitable for fine-print documents.

Extra fine: Suitable for detailed illustration or fine-print quality documents.
If the recipient's fax machine is not compatible with Extra fine (300x300dpi), the fax will be sent in the Standard or Fine resolution.

Photo: Suitable for photographs.

Note

- The color fax is sent with the resolution for Photo.

3. Select the density (scan contrast).

(1) Use the ▲ (Up) or ▼ (Down) button to select Scan contrast.

(2) Use the ◄ (Left) or ► (Right) button to select the density.

Pressing the ◄ (Left) button decreases the contrast, and pressing the ► (Right) button increases the contrast.

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

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Using Various Sending Functions

You can send a fax in various ways as follows.
For details, refer to the on-screen manual: Advanced Guide.

Sending a Fax after Speaking on Telephone

You can send a fax manually after speaking on telephone if you want to talk to the recipient before sending a fax, or if the recipient has a fax machine that can not receive fax automatically.
You can dial with the telephone connected to the machine.

Sending a Fax with Easy Operation by Registering Numbers

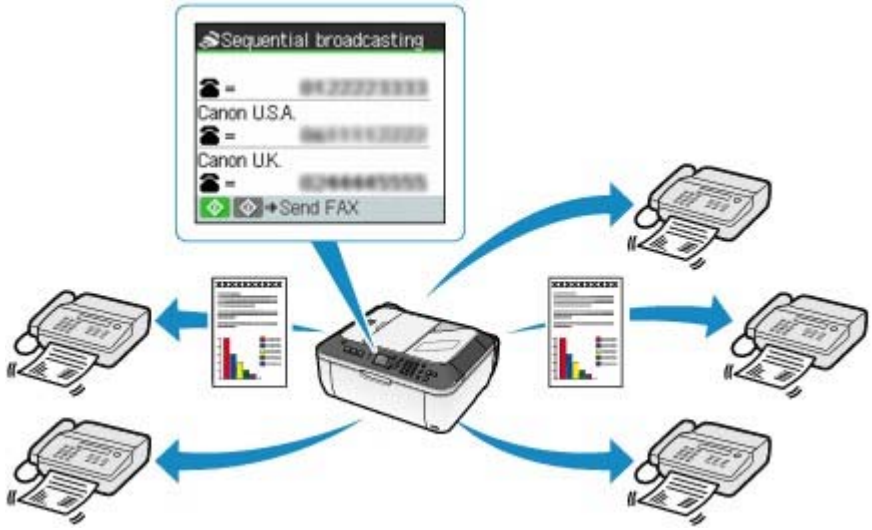
Registering fax or telephone numbers for coded speed dial or group dial enables you to send faxes easily.

- **Coded speed dial**

- **Group dial**

Sending Same Documents to Several Recipients (Sequential Broadcasting)

You can select the recipient's numbers registered in coded speed dial or group dial and send the same document to several recipients (max. 21 destinations) in one operation.



Fax Number Re-entry (Prevent Dialing Wrong Number)

To prevent dialing a wrong number, the machine allows you to enter the recipient's number with the Numerical buttons, press the **Color** or **Black** button or the **OK** button, and reenter the recipient's number again for confirmation.

Sending from Your Computer (Windows Only)

If the machine is connected to a computer, you can send faxes using the fax driver from any application software that has a printing function.

Dial Search

Searches names registered for coded speed dial to display them in a list, and dials them.

Note

- You can use many information services such as banks, airline reservations, or hotel reservations. These services require tone dialing for their services, so that you need to temporarily switch to tone dialing if your machine is connected to a rotary pulse line.

■ Settings for Sending Faxes

The machine has various settings for receiving faxes as follows. Change the settings as necessary.
For details, refer to the on-screen manual: Advanced Guide.

ECM TX

Sends faxes in ECM (Error Correction Mode). When the recipient's fax machine is compatible with

ECM, the machine resends the fax after correcting errors automatically.

Pause time settings

Sets the length of time paused for each press of the **Redial/Pause** button when entering fax/telephone number.

TX start speed

Selects the fax sending speed.

Color transmission

When faxing color documents using the ADF, scan documents in black & white and send them if the recipient's fax machine does not support color faxing.

TX report

Prints a sending report automatically after the machine sends faxes. You can select Do not print, Print error only, or Print for each TX.

Dial tone detect

The machine sends faxes after confirming the dial tone.

Check RX fax info

Checks whether the dialed fax/telephone number and the recipient's fax/telephone number are the same. If not, stop sending faxes.

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Receiving Faxes

This section describes the operation to receive a fax with the machine depending on the receive mode. This section also describes the operation to print documents stored in the memory of the machine such as when an error occurred.

Preparing for Receiving a Fax
Receiving a Fax in Each Receive Mode
Receiving a Fax in the Memory of the Machine (Memory Receiving)

■ Preparing for Receiving a Fax

Prepare for receiving a fax according to the following procedure.

1. Make sure that the power is turned on.

See Operation Panel.

2. Make sure of the receive mode setting.

See Setting the Receive Mode.

3. Load the paper for printing.

See Loading Plain Paper/Photo Paper.

4. Specify the paper for printing.

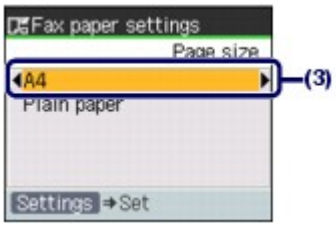
(1) Press the **FAX** button.

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

The Fax paper settings screen will appear.

(3) Specify the page size.

You can specify A4, 8.5"x11"(LTR), or 8.5"x14"(Legal).



(4) Press the **Settings** button.

The specified settings will be selected.

■ Receiving a Fax in Each Receive Mode

Note

- If you want to use a single telephone line for faxes and voice calls, you need to connect a telephone or an answering machine to the External Device Jack of this machine.
- The operation for receiving a fax varies depending on the receive mode. For the receive mode, see Setting the Receive Mode.

● When Fax priority mode is selected:

When the receive mode is in Fax priority mode, receive a call as follows.

1. A fax or voice call incomes.

2. Receive the fax or voice call.

Fax: The machine will receive it automatically.

Voice call: The machine will ring when a voice call incomes.

Pick up the handset, and press the **Stop** button to answer the call.

Important

- When the machine rings, pick up the handset before pressing the **Stop** button. If the **Stop** button is pressed before picking up the handset, the telephone call will be disconnected.

Note

- It takes a little time until the machine rings when the call is a voice call.
- If a telephone is connected to the machine, the telephone will ring when the call incomes regardless of the receive mode.

For Fax priority mode

- When the receive mode is in Fax priority mode, select Fax priority mode in Reception settings under FAX settings in Device settings and change the following settings.
  Ring start time: The time the machine takes to determine whether a call is a fax or a voice call
  Telephone ring time: The time the machine rings when the call was a voice call
  Default action: Whether or not the machine receives the fax after the specified ring time has elapsed

When Fax only mode is selected:

When the receive mode is in Fax only mode, the machine will receive a fax automatically if a fax incomes thorough a dedicated telephone line for fax.

Note

- The machine will not ring when it receives faxes.
- If you want to use the machine with a telephone or answering machine, connect it to the

machine and change to Fax priority mode or TEL priority mode.

When TEL priority mode is selected:

When the receive mode is in TEL priority mode, receive a call as follows.

1. A fax or voice call incomes.

When the telephone rings, pick up the handset.

2. Receive the fax or voice call.

Fax: The telephone will ring. If you pick up the handset and hear the fax tone, the machine will switch to the fax automatically and receive the fax.

Note

- If the machine will not switch to the fax, press the **Color** or **Black** button to receive the fax.

Voice call: Pick up the handset to answer the call.

When connecting the answering machine:

Voice call: The answering machine responds to the call.

Fax: The machine receives the fax automatically.

Note

- The machine can be set to receive faxes automatically after the telephone rings for a specified length of time. Set Manual/auto switch in Reception settings under FAX settings to ON, and then specify the automatic reception start time.
  Refer to the on-screen manual: Advanced Guide.
- If the telephone connecting to the machine is located away from the machine, pick up the handset of the telephone connecting to the machine and dial 25 (the remote reception ID) to receive faxes (remote reception). The remote reception is only available for the touch tone

dial. The remote reception can be disabled.
Refer to the on-screen manual: Advanced Guide.

- 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.
- If you have subscribed to Duplex Ringing service in Hong Kong, the machine will receive faxes automatically even if you set the receiving mode of the machine to TEL priority mode.

When DRPD is selected:

For Distinctive Ring Pattern Detection (DRPD):
When the receive mode is DRPD, receive a call as follows.

1. A fax or voice call incomes.

The machine judges whether call is voice or fax by the ringing pattern. In the meanwhile the telephone rings.

2. Receive the fax or voice call.

Fax: The machine will receive it automatically when the machine detects the registered fax ring pattern.

Voice call: The telephone continues to ring. Pick up the handset to answer the call.

Note

- If you selected DRPD, you need to select the appropriate ring pattern on the machine. For details, see Setting the DRPD Ring Pattern (US and Canada only).

When Network switch is selected:

When the receive mode is Network switch, receive a call as follows.

1. A fax or voice call incomes.

The machine judges whether call is voice or fax by the ringing pattern. In the meanwhile the telephone rings.

2. Receive the fax or voice call.

Fax: The machine will receive it automatically when the machine detects the registered fax ring pattern.

Voice call: The telephone continues to ring. Pick up the handset to answer the call.

Note

- 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.
- To use this feature, you need to subscribe to a compatible service provided by your telephone company. Contact your telephone company for details.

■ Receiving a Fax in the Memory of the Machine (Memory Receiving)

If the machine was not able to send a fax, or if the machine was not able to print a received fax, the machine stores the unsent or unprinted fax in its memory (memory receiving). If an error occurred when sending a fax, they are not stored. You can print a list of stored documents (the memory list) or print a specified document.

Important

- If you disconnect the power plug, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power plug.

If the machine receives a fax under one of the following conditions, the machine will automatically store the received fax in its memory.

- Ink has run out while receiving a fax.

  Replace the empty FINE cartridge. The fax in memory will be automatically printed.

Note

- You can set to print received faxes forcibly even if an ink has run out.
  However, a part of contents or all contents of the fax may not be printed since the ink has run out. And also, the contents of fax will not be stored in memory.
  In addition, if ink has already run out, it is recommended that OFF be selected for Auto print in User settings to store the received fax in memory once and print the fax manually after replacing the FINE Cartridge.
  For details, refer to the on-screen manual: Advanced Guide.

- Paper has run out while receiving a fax.

  Load the paper and press the **OK** button. The fax in memory will be automatically printed.

- Paper other than A4, Letter, or Legal-sized paper are loaded.

  Load A4, Letter, or Legal-size paper, and confirm the paper setting. See Preparing for Receiving a Fax.

- You pressed the **Stop** button to cancel printing of a fax.

  Press the **FAX** button.

Note

- The machine can store up to approximately 50 pages (approximately 20 documents)* of faxes in memory.
- When OFF is selected for Auto print in User settings, print the faxes stored in memory from the

Memory reference screen.
For details, see Other Basic Setting Items.

- If the memory becomes full, the machine cannot receive any more faxes. Print or delete the documents stored in memory, and make the sender resend the faxes. See Printing Faxes in the Memory.

* When using ITU-T No.1 chart (Standard mode)

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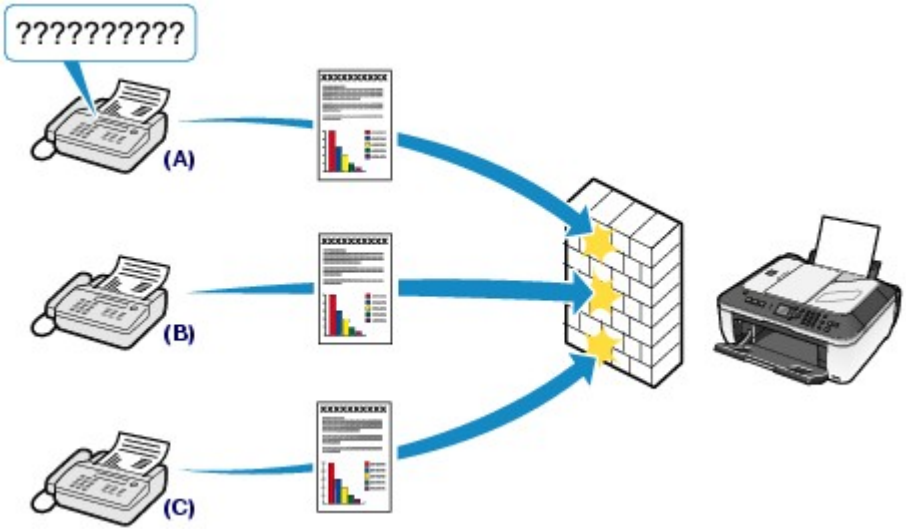
Using Various Receiving Functions

The machine has various receiving functions as follows.
For details, refer to the on-screen manual: Advanced Guide.

● Fax Reception Rejection

Select ON in Fax reception reject to reject faxes from the uninformed numbers, the numbers which are not registered to the coded speed dial, or the numbers registered as reject number.



(A) Recipient's fax/telephone number is not registered to the coded speed dial.
(B) Recipient's fax/telephone number is registered to the rejected number.
(C) Recipient's fax/telephone number is not informed.

● Remote Reception

If the machine is located away from the telephone, pick up the handset of the telephone connected to the machine and dial 25 (the remote reception ID) to receive faxes (remote reception).
The remote reception can be enabled or disabled with Remote RX.
Select ON to change Remote RX ID (remote reception ID).

■ Settings for Receiving Faxes

The various settings of the machine for receiving faxes are listed below. Change the settings as necessary.
For details, refer to the on-screen manual: Advanced Guide.

● ECM RX

Receives faxes in ECM (Error Correction Mode). When the sender's fax machine is compatible with ECM, it resends the fax after correcting errors automatically.

● Fax priority mode

Selects the detailed settings when the receive mode is set to Fax priority mode.

Incoming ring

Makes the external device ring with an incoming call when the receive mode is set to Fax only mode or Fax priority mode.

Manual/auto switch

Receives faxes automatically after the external device rang a specified length of time when the receive mode is set to TEL priority mode.

RX image reduction

Reduces to print received faxes automatically so that they fit in the selected page size.

RX start speed

Selects the fax receiving speed.

RX report

Prints a reception report automatically after the machine receives faxes. You can select Do not print, Print error only, or Print for each TX.

Caller rejection

Rejects the calls from the specific destinations if you have subscribed to the Caller ID service.

Note

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

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Using Useful Fax Functions

The machine has various fax functions as follows.
For details, refer to the on-screen manual: Advanced Guide.

Memory reference

Print memory list: Prints a list of documents in the memory.
Print specified document: Prints a specified document in the memory.
Delete specified doc.: Deletes a specified document in the memory.
Print all received docs: Prints all received documents in the memory at the same time.
Delete all docs in memory: Delete all documents in the memory at the same time.

Print reports/lists

- Activity report

Prints the history of sent and received faxes. The machine prints an Activity report after every 20 transactions.

02/02 2009 12:14 FAX [redacted] CANON 001

*** ACTIVITY REPORT ***

ST. TIME	DESTINATION NUMBER	DESTINATION ID	NO.	MODE	PGS.	RESULT
02/02 10:14	[redacted]	Canon France	0001	TRANSMIT COL	1	OK 00'31
02/02 10:22	[redacted]	Canon Italy	0002	TRANSMIT ECM	1	OK 00'22
02/02 10:31	[redacted]	Canon U.K.	5001	AUTO RX ECM	2	OK 00'44
02/02 10:33	[redacted]	Canon U.S.A.	0003	TRANSMIT ECM	1	OK 00'10

- Telephone number list

02/02 2009 12:14 FAX [redacted] CANON 001

*** CODED SPEED DIAL TELEPHONE NO. LIST ***

NO.	DESTINATION NUMBER	DESTINATION ID
[* 03]	[redacted]	Canon France
[* 02]	[redacted]	Canon Italy

02/02 2009 12:14 FAX [redacted] CANON 001

*** GROUP DIAL TELEPHONE NO. LIST ***

[* 04] Europe
[* 02] [redacted] Canon Italy
[* 03] [redacted] Canon France
[* 01] [redacted] Canon U.K.

TEL number registration

Coded speed dial: Registers a frequently used fax/telephone number for a coded speed dial code.
Group dial: Registers two or more fax/telephone numbers for a group dial.
Rejected numbers: Registers a fax/telephone number to reject a call for a reject number.

Printing Faxes in the Memory

Conditions of the memory receiving

If the machine receives a fax under one of the following conditions, the machine will not be able to print the received fax and will automatically store it in its memory.

- **Ink has run out while receiving a fax.**
- **Paper has run out while receiving a fax.**
- **Paper other than A4, Letter, or Legal-sized paper are loaded.**
- OFF **is selected for** Auto Print **in** User Settings**.**

- **You pressed the Stop button to cancel printing of a fax.**

1. Make sure that the plain paper is loaded in the Rear Tray.

See Loading Plain Paper/Photo Paper.

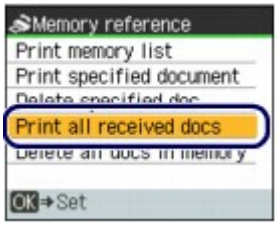
2. Display the Memory reference screen.

(1) Press the **FAX** button, and press the **Menu** button.

(2) Use the ◄ (Left) or ► (Right) button to select Memory reference , and press the **OK** button.

3. Print all the received documents in the memory.

(1) Use the ▲ (Up) or ▼ (Down) button to select Print all received docs, and press the **OK** button.



Note

- To print the list of documents in the memory, select Print memory list.
- To print a specified document, select Print specified document.
- To delete a specified document, select Delete specified doc..
- To delete all documents in the memory at the same time, select Delete all docs in memory.

(2) Use the ▲ (Up) or ▼ (Down) button to select Yes, and press the **OK** button.

The machine starts printing documents in the memory one by one.

(3) Use the ▲ (Up) or ▼ (Down) button to select Yes.

To keep the document in the memory, select No.

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

Note

- The deletion confirmation screen will appear each time after one document is printed. Repeat the same procedure until all documents are printed.

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Other Usages

This section describes the operation to print the notebook or graph paper, the setting items of the machine, and the function to print directly from a digital camera or mobile phone.
This section also introduces other useful functions; Solution Menu and My Printer.

Printing the Notebook or Graph Paper

Printing the Various Template Forms

Printing Photos Directly from Your Digital Camera or Mobile Phone

Printing Photos from a PictBridge Compliant Device
Printing Photos from a Wireless Communication Device

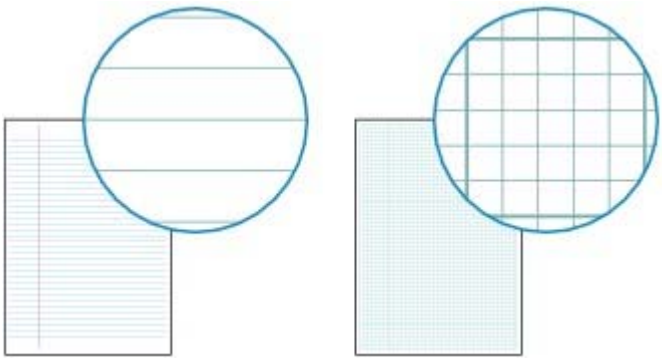
Machine Settings

Solution Menu and My Printer

Page top

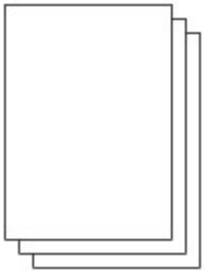
Printing the Notebook or Graph Paper

This section describes the operation to select and print the template forms.



You need to prepare:

A4, B5 or Letter-sized plain paper. See Media Types You Can Use.



1. Prepare for printing.

(1) Make sure that the power is turned on.
See Operation Panel.

(2) Make sure that the A4, B5, or Letter-sized plain papers are loaded in the Rear Tray.
See Loading Plain Paper/Photo Paper.

(3) Open the Paper Output Tray gently.

2. Select a template form.

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

(2) Use the ◄ (Left) or ► (Right) button to select Settings, and press the **OK** button.

(3) Use the ◄ (Left) or ► (Right) button to select Template print, and press the **OK** button.

(4) Use the ◄ (Left) or ► (Right) button to select a template form to print, and press the **OK** button.

Note

- For details on the available template forms, see Printing the Various Template Forms.

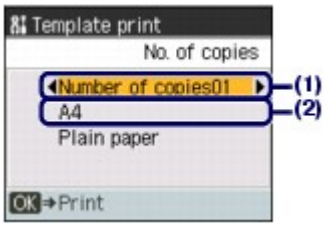
3. Start printing.

(1) Use the ▲ (Up) or ▼ (Down) button to select No. of copies, and use the ◄ (Left) or ► (Right) button to specify the number of copies.

(2) Use the ▲ (Up) or ▼ (Down) button to select Page size, and use the ◄ (Left) or ► (Right) button to specify the page size.

Note

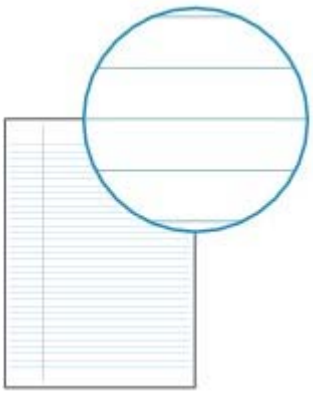
- You can only select A4, B5, or 8.5"x11"(LTR) for Page size. B5 may not be available depending on the selected template. The media type is limited to Plain paper and cannot be changed.



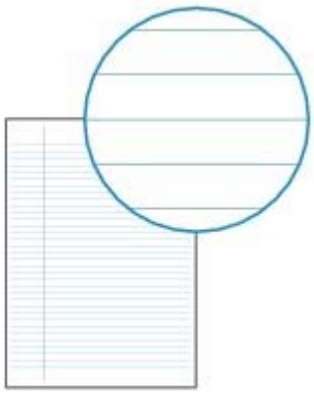
(3) Press the **OK** button.
The machine starts printing.

■ Printing the Various Template Forms

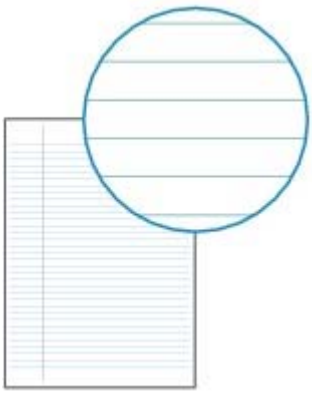
This section describes the template forms you can select in Template print.



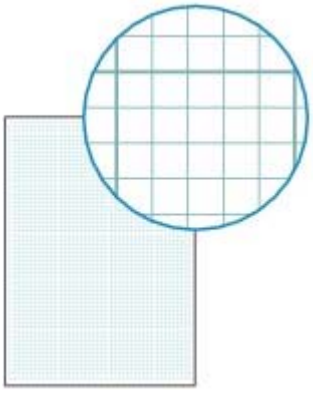
Notebook paper 1
8 mm spacing



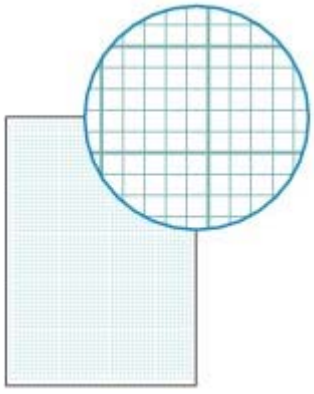
Notebook paper 2
7 mm spacing



Notebook paper 3
6 mm spacing



Graph paper 1
Graph 5 mm



Graph paper 2
Graph 3 mm

Checklist
List with checkboxes

Staff paper 1
Staff paper 10 staves

Staff paper 2
Staff paper 12 staves

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Printing Photos Directly from Your Digital Camera or Mobile Phone

■ Printing Photos from a PictBridge Compliant Device

Connecting the PictBridge compliant device to this machine with a USB cable that is recommended by the device's manufacturer, you can print saved images directly.
For details on how to print saved images connecting with the PictBridge compliant device, refer to the on-screen manual: Advanced Guide.
For details on the print settings on the PictBridge compliant device, refer to the instruction manual supplied with the device.

Connectable devices:

Any PictBridge compliant device can be connected to this machine regardless of the manufacturer or model as long as it is compliant with the PictBridge Standard.

Note

- PictBridge is the standard to print your photos directly without using a computer, connecting a device such as a digital still camera, digital camcorder, or camera-equipped mobile phone.

  (PictBridge) A device with this mark is PictBridge compliant.

Printable image data format:

This machine accepts images* taken with a camera compliant with the Design rule for Camera File system and PNG files.
*Exif 2.2/2.21 compliant

Note

- When printing from the PictBridge compliant device, set the print quality using the Operation Panel on the machine. You cannot set the print quality on the PictBridge compliant device.

■ Printing Photos from a Wireless Communication Device

If the optional Bluetooth Unit BU-30 is connected to the machine, you can print image data with wireless communication from Bluetooth compatible mobile phones or computers.
For details, refer to the on-screen manual: Advanced Guide.

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Machine Settings

This section describes the items you can set or change with each setting menu. For details on setting or changing, refer to the on-screen manual: Advanced Guide.

FAX settings

User settings

Configure the basic settings for faxing, such as auto print, date/time setting, unit name/telephone number registration, volume control, telephone line selection, etc.

Transmission settings

Configure the basic settings for sending faxes, such as ECM transmission, pause time settings, auto redial, fax number re-entry, etc.

Reception settings

Configure the basic settings for receiving faxes, such as ECM reception, fax priority mode, incoming ring, fax reception reject, etc.

Print settings

Prevent paper abrasion

Use this setting only if the print surface becomes smudged.

Extended copy amount

Selects the amount of image that extends off the paper when making borderless copies.

Advanced settings

Volume control

Adjusts the beep volume when pressing the buttons on the Operation Panel, or the alarm volume.

Country select

Selects the country where you are using the machine.

Note

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

Quiet mode

Enables this function if you want to reduce the operating noise of the machine, such as when using the machine at night (when copying, printing from the PictBridge compliant device, printing with wireless communication, etc.).

Key repeat

Enables to increase or decrease numbers rapidly by pressing and holding down the button when inputting numbers. When this setting is disabled, holding down the button is the same as pressing it once.

Mobilephone print setting

Specifies paper, layout, etc. when you print from the wireless communication device. This setting appears only when the optional Bluetooth Unit is connected to the machine.

Bluetooth settings

Changes the Bluetooth settings, such as the device name or passkey. This setting appears only when the optional Bluetooth Unit is connected to the machine.

PictBridge settings

Specifies paper, print quality, etc. when you print from the PictBridge compliant device.

Language selection

Changes the language for LCD messages and menus.

Reset setting

Sets the machine settings back to the default by selecting Telephone no. only, Setting only, or Reset both. However, the values set for the print head alignment and the language set in the Language selection are not reset.

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Solution Menu and My Printer

Using Solution Menu or My Printer, you can easily get the information on the machine or change the print settings by only clicking buttons on a screen.
With Solution Menu, you can start the software applications supplied with the machine or display the operating instructions. It also provides you with the information on troubleshooting.
With My Printer, you can display the printer driver setup window of the printer driver. It also provides you with the information on how to take an action when you have trouble with the operation. My Printer is not available in Macintosh.

To Start Solution Menu

Windows

Double-click (Solution Menu) on the desktop.

Click Here: Solution Menu

Macintosh

Click (Solution Menu) in the Dock.

* The screens below are for Windows Vista.

Click the button of a function to use.

After starting Solution Menu, click the button on the title bar to reduce the window size.

Note

- Install Solution Menu from the *Setup CD-ROM* when it has not been installed or has been uninstalled. To install Solution Menu, select Solution Menu in Custom Install.
- The buttons displayed on the screen may vary depending on the country or region of purchase.

Windows

- To start Solution Menu from the Start menu, select All Programs (Programs in Windows 2000), Canon Utilities, Solution Menu, then Solution Menu.

Macintosh

- To start Solution Menu from the menu bar, select the Go menu, Applications, Canon Utilities, Solution Menu, then double-click Solution Menu.

To Start My Printer

Windows

Double-click (My Printer) on the desktop.

Note

- You can also start My Printer from Solution Menu.
- Install My Printer from the *Setup CD-ROM* when it has not been installed or has been uninstalled. To install My Printer, select My Printer in Custom Install.
- To start My Printer from the Start menu, select All Programs (Programs in Windows 2000), Canon Utilities, My Printer, then My Printer.

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Loading Paper / Originals

This section describes types of paper or originals you can load, how to load printing paper in the Rear Tray, and how to load originals to copy or scan, or documents for faxing.

Loading Paper

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

Loading Originals

Position to Load an Original
Loading an Original on the Platen Glass
Loading a Document in the ADF
Originals You Can Load

Page top

Loading Paper

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

■ Loading Plain Paper/Photo Paper

Important

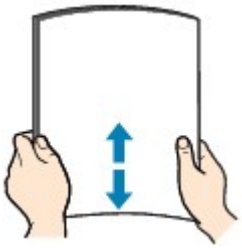
- If you cut plain paper into small size such as 4" x 6" / 10 x 15 cm, 4" x 8" / 101.6 x 203.2 mm, 5" x 7" / 13 x 18 cm, or 2.16" x 3.58" / 55.0 x 91.0 mm (Card size) to perform trial print, it can cause paper jams.

Note

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

1. Prepare paper for printing.

Align the loading paper. Flatten the four corners of paper before loading it.



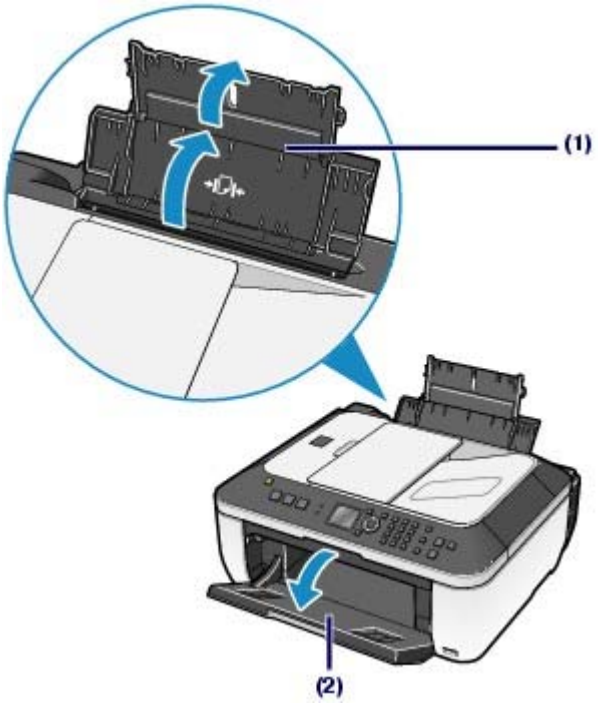
Note

- 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, refer to " Troubleshooting" in the on-screen manual: *Advanced Guide*.

2. Load paper.

(1) Open the Paper Support, and open the support as an extension.

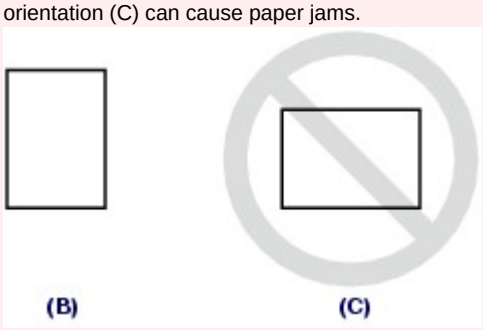
(2) Open the Paper Output Tray gently.



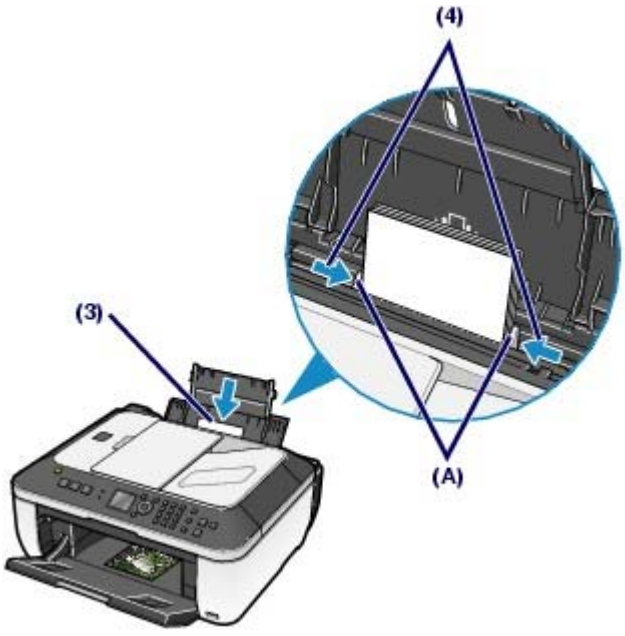
(3) Slide the Paper Guides (A) to open them, and load the paper in the center of the Rear Tray WITH THE PRINT SIDE FACING YOU.

Important

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

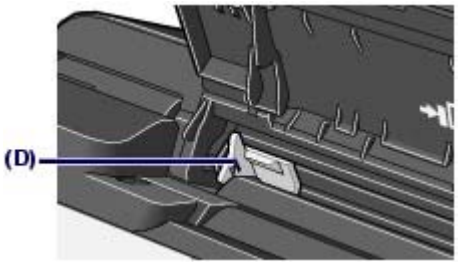


(4) Slide the Paper Guides (A) to align them with both sides of the paper stack.
Do not slide the Paper Guides too hard. The paper may not be fed properly.



Note

- Do not load sheets of paper higher than the Load Limit Mark (D).



- The machine may make an operation noise when feeding paper.

After loading paper

- When using the machine to copy, select the size and type of the loaded paper in Page size and Media type of the settings screen.
  See Changing the Settings in "Making Copies".
- When printing with a computer, select the size and type of the loaded paper in Printer Paper Size (or Paper Size) and Media Type in the printer driver.
  See Printing Documents (Windows) or Printing Documents (Macintosh) .

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■ Loading Envelopes

You can print on European DL and US Comm. Env. #10-sized envelopes.
The address is automatically rotated and printed according to the envelope's direction by specifying with the printer driver properly.

Important

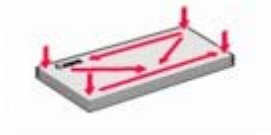
- You can only print on envelopes with the computer.
- You cannot use the following envelopes.
  - Envelopes with an embossed or treated surface
  - Envelopes with a double flap (or sticker flaps)
  - Envelopes whose gummed flaps are already moistened and adhesive

Note

- In Windows, the message on how to load envelopes will appear when printing on them.
  This message will not appear next time if you select the Do not show this message again. check box.

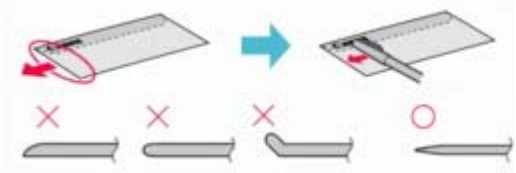
1. Prepare envelopes.

- 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.



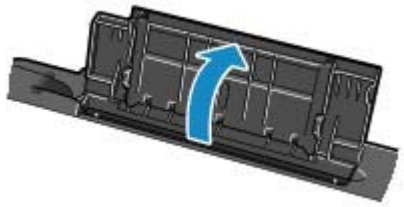
The figure above show a side view of the leading edge of the envelope.

Important

- The envelopes may jam in the machine if they are not flat or the edges are not aligned. Make sure that no curl or puff exceeds 0.1 inches / 3 mm.

2. Load envelopes.

(1) Open the Paper Support.
Do not open the support as an extension.



(2) Open the Paper Output Tray gently.

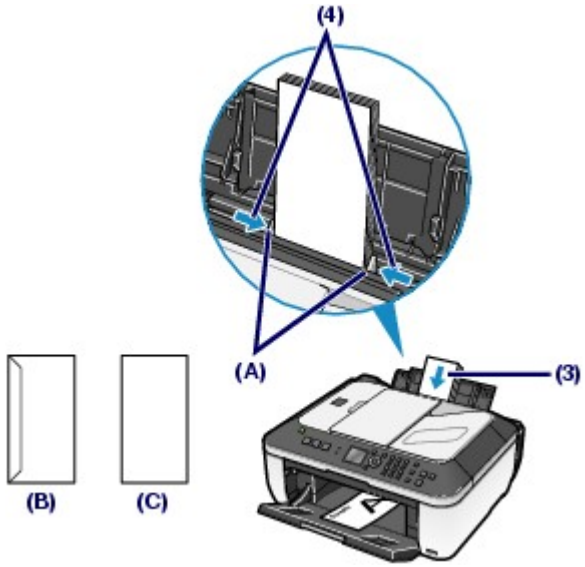
(3) Slide the Paper Guides (A) to open them, and load the envelopes in the center of the Rear Tray WITH THE ADDRESS SIDE FACING YOU.

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

Up to 10 envelopes can be loaded at once.

(4) Slide the Paper Guides (A) to align them with both sides of the envelopes.

Do not slide the Paper Guides too hard. The envelopes may not be fed properly.



(B) Rear side

(C) Address side

3. Specify the settings in the printer driver.

(1) Select Envelope in Commonly Used Settings (or Media Type).

(2) Select the size for envelopes.

Windows

Select DL Env. or Comm. Env. #10 in the Envelope Size Setting window.

Macintosh

Select DL Envelope or #10 Envelope in Paper Size.

(3) Select Landscape in Orientation.

Important

- If you do not specify Envelope Size Setting (or Printer Paper Size/Paper Size) or Orientation properly, the address will be printed upside down or will be turned to 90 degrees.

Note

- The machine may make an operation noise when feeding paper.
- In Windows, if the print result is upside down, select Rotate 180 degrees in Additional Features with the printer driver.
- For details on the printer driver settings, see Printing Documents (Windows) or Printing Documents (Macintosh).

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■ Media Types You Can Use

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

● Media Types

Commercially available papers

Name of Paper <Model No.> *1	Paper Load Limit	Paper Output Tray Load Limit	Settings in Media Type	
			Operation Panel	Printer Driver
Plain Paper (Recycled paper)*2	Approx. 100 sheets	Approx. 50 sheets	Plain paper	Plain Paper
Envelopes*3	10 envelopes	*4	-	Envelope

Canon genuine papers

Name of Paper < Model No.> *1	Paper Load Limit	Paper Output Tray Load Limit	Settings in Media Type	
			Operation Panel	Printer Driver
For printing photos:				
Photo Paper Pro Platinum <PT-101>*5	A4, Letter / 8.5" x 11", 5" x 7" / 13 x 18 cm, and 8" x 10" / 20 x 25 cm: 10 sheets 4" x 6" / 10 x 15 cm: 20 sheets	*4	Pro Platinum	Photo Paper Pro Platinum
Photo Paper Pro II<PR-201>*5			Pro II	Photo Paper Pro II
Glossy Photo Paper "Everyday Use" <GP-501>*5			Glossy	Glossy Photo Paper
Photo Paper Glossy<GP-502>*5			Glossy	Glossy Photo Paper
Photo Paper Plus Glossy II<PP- 201>*5			Plus Glossy II	Photo Paper Plus Glossy II
Photo Paper Plus Semi-gloss<SG-201>*5			Plus Semi-gloss	Photo Paper Plus Semi-gloss
Matte Photo Paper<MP-101>			Matte	Matte Photo Paper
For printing business documents:				
High Resolution Paper< HR-101N>*3	80 sheets	50 sheets	-	High Resolution Paper
For creating your own prints:				

T-Shirt Transfers<TR-301>*3	1 sheet	*4	-	T-Shirt Transfers
Photo Stickers<PS-101>*6	1 sheet		-*7	Glossy Photo Paper

*1 Paper with a Model Number is Canon genuine paper. Refer to the instruction manual supplied with the paper for detailed information on the printable side and notes on handling paper. For information on the page sizes available for each Canon genuine paper, visit our website. You may not be able to purchase some Canon genuine papers depending on the country or region of purchase. Paper is not sold in the US by Model Number. Purchase paper by name.

*2 Proper feeding of paper may not be possible at the maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature or humidity). In such cases, reduce the number of paper you load at a time to less than half (100% recycled paper can be used).

*3 Available only when printing from your computer.

*4 We recommend that you remove the previously printed sheet from the Paper Output Tray before continuously printing to avoid blurs and discoloration.

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

*6 When printing photos onto stickers from your computer, you can specify the print setting easily by using the Easy-Photo Print EX provided with the Setup CD-ROM.

*7 When copying onto sticker paper, be sure to select Sticker copy on the Special copy menu. To copy onto sticker paper, the type of paper does not need to be specified.
See Using Various Copy Functions .

Note

- To specify the page size and media type when printing photos saved on mobile phones, refer to the on-screen manual: Advanced Guide.

Page Sizes

You can use the following page sizes.

Note

- In Macintosh, Choukei 3 and Choukei 4 are not available.

Standard sizes:

- Letter (8.50 x 11.00 inches / 215.9 x 279.4 mm)
- Legal (8.50 x 14.00 inches / 215.9 x 355.6 mm)
- A5 (5.83 x 8.27 inches / 148.0 x 210.0 mm)
- A4 (8.27 x 11.69 inches / 210.0 x 297.0 mm)
- B5 (7.17 x 10.12 inches / 182.0 x 257.0 mm)
- 4" x 6" (4.00 x 6.00 inches / 10 x 15 cm)
- 4" x 8" (4.00 x 8.00 inches / 101.6 x 203.2 mm)
- 5" x 7" (5.00 x 7.00 inches / 13 x 18 cm)
- 8" x 10" (8.00 x 10.00 inches / 20 x 25 cm)
- L (3.50 x 5.00 inches / 89.0 x 127.0 mm)
- 2L (5.00 x 7.01 inches / 127.0 x 178.0 mm)
- Hagaki (3.94 x 5.83 inches / 100.0 x 148.0 mm)
- Hagaki 2 (7.87 x 5.83 inches / 200.0 x 148.0 mm)
- Comm. Env. #10 (4.12 x 9.50 inches / 104.6 x 241.3 mm)
- DL Env. (4.33 x 8.66 inches / 110.0 x 220.0 mm)
- Choukei 3 (4.72 x 9.25 inches / 120.0 x 235.0 mm)
- Choukei 4 (3.54 x 8.07 inches / 90.0 x 205.0 mm)
- Youkei 4 (4.13 x 9.25 inches / 105.0 x 235.0 mm)
- Youkei 6 (3.86 x 7.48 inches / 98.0 x 190.0 mm)
- Card (2.16 x 3.58 inches / 55.0 x 91.0 mm)
- Wide (4.00 x 7.10 inches / 101.6 x 180.6 mm)

Non-standard sizes:

You can also specify a custom size within the following range.

- Minimum size: 2.17 x 3.58 inches / 55.0 x 91.0 mm
- Maximum size: 8.50 x 26.61 inches / 215.9 x 676.0 mm

Paper Weight

17 to 28 lb / 64 to 105 gsm (plain paper except for Canon genuine paper)
Do not use heavier or lighter paper (except for Canon genuine paper), as it could jam in the machine.

Notes on Storing Paper

- Take out only the necessary number of paper from the package, just before printing.
- To avoid curling, when you do not print, put unused paper back into the package and keep it on a level surface. And also, store it avoiding heat, humidity, and direct sunlight.

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■ Media Types You Cannot Use

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

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

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Loading Originals

This section describes how to load originals on the Platen Glass or in the ADF.

Position to Load an Original
Loading an Original on the Platen Glass
Loading a Document in the ADF
Originals You Can Load

■ Position to Load an Original

The machine has two positions to load an original: Platen Glass and ADF.
Select the position to load the original according to the size or type or usage.
See Originals You Can Load.

● Loading Documents, Photos, Book on the Platen Glass

When copying, faxing, or scanning documents, photos, or book sheet by sheet, load it on the Platen Glass.
To scan original at optimum quality, also load it on the Platen Glass.

● Loading two or more sheets of document of the same size and thickness in the ADF

When copying, faxing, or scanning two or more sheets of document of the same size, thickness, and weight at one time, load it in the ADF. You can also load a sheet of document in the ADF.

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■ Loading an Original on the Platen Glass

Load originals to copy, fax, or scan an original on the Platen Glass.

Important

- After loading the original, be sure to close the Document Cover before starting to copy, fax, or scan.
- When scanning from a computer using a software application or saving the scanned data by selecting PC on the Scanned data processing screen in the scan mode using the Operation Panel on the machine, you need to load originals in a different way.
  For details, refer to the on-screen manual: Advanced Guide.

1. Load an original on the Platen Glass.

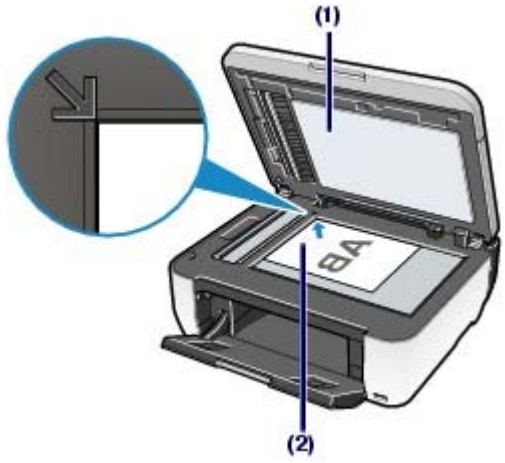
(1) Open the Document Cover.

Important

- Do not place any object on the Document Cover. It will fall into the Rear Tray when the Document Cover is opened and cause the machine to malfunction.

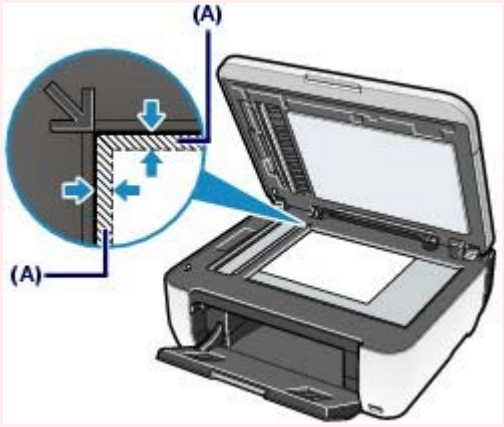
(2) Load the original with the side to copy, fax, or scan FACING DOWN on the Platen Glass.

Align the corner of the original with the alignment mark .



Important

- Do not place any object weighing more than 4.4 lb / 2.0 kg on the Platen Glass.
- Do not press or put weight on the original with pressure exceeding 4.4 lb / 2.0 kg. Doing so may cause the scanner to malfunction or the Platen Glass to break.
- The machine cannot scan the shaded area (A) (0.04 inches / 1 mm from the edges of the Platen Glass).



- When you press the **SCAN** button to select USB flash drive, and specify Scan size, Scan

size is the one measured from the alignment mark .

2. Close the Document Cover gently.

Do not hold the LCD or the Operation Panel.

Caution

- Be sure to hold the Document Cover firmly when closing it, and be careful not to get your fingers caught.

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■ Loading a Document in the ADF

Load a document to copy, fax, or scan in the ADF.

Note

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

1. Make sure that any original has been removed on the Platen Glass.

2. Load a document in the ADF.

(1) Open the Document Tray.

(2) Insert the document in the Document Tray until it beeps.

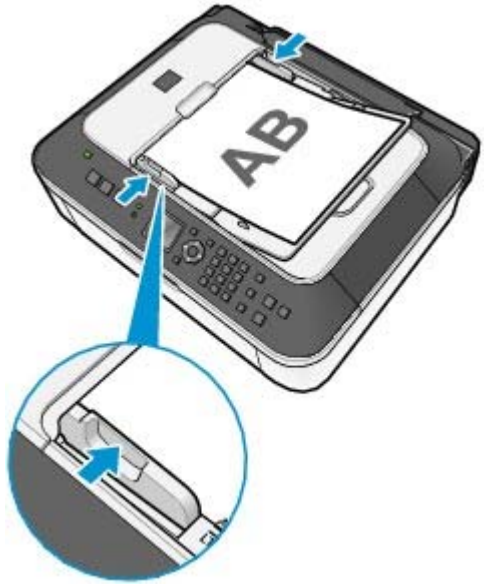
Load the document with the side to copy, fax, or scan FACING UP in the Document Tray.

Note

- When Alarm volume is set to OFF, the alarm will not beep even if the document is inserted in the Document Tray.

(3) Adjust the Document Guides to match the width of the document.

Do not slide the Document Guides too hard. The document may not be fed properly.



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■ Originals You Can Load

The originals you can load on the Platen Glass or in the ADF for copying, scanning, or faxing are as follows:

	Platen Glass	ADF
Types of originals	● Photos ● Texts (documents, books, magazines, etc.) ● Documents that are not suitable for the ADF	Multipage plain documents of the same size, thickness, and weight
Size (W x L)	Max. 8.5 x 11.7 inches / 216 x 297 mm	● Max. 8.5 x 14.0 inches / 216 x 356 mm ● Min. 5.8 x 5.8 inches / 148 x 148 mm Only A4 or Letter-sized documents for 2-on-1 copy and 4-on-1 copy
Quantity	1 sheet	● A4 or Letter size: Max. 30 sheets (20 lb / 75 gsm paper), up to 0.16 inches / 4 mm in height ● Legal size: Max. 5 sheets (20 lb / 75 gsm paper), up to 0.04 inches / 1 mm in height ● Other sizes: 1 sheet
Thickness	Max. 0.39 inches / 10 mm	0.002 to 0.005 inches / 0.06 to 0.13 mm
Weight	-	13 to 24 lb / 50 to 90 gsm

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
  - Carbon paper or carbon-backed paper
  - Surface treated paper
  - Onion skin or thin paper
  - Photo or thick paper

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Routine Maintenance

This section describes how to replace FINE Cartridges when they run out of ink, to clean the machine when the print result is faint, or to take an action when paper does not feed properly.

When Printing Becomes Faint or Colors Are Incorrect

- Printing the Nozzle Check Pattern
- Examining the Nozzle Check Pattern
- Cleaning the Print Head
- Cleaning the Print Head Deeply
- Aligning the Print Head

Replacing a FINE Cartridge

- Replacing Procedure
- Checking the Ink Status

Cleaning the Paper Feed Roller

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When Printing Becomes Faint or Colors Are Incorrect

If print results are blurred or colors are not printed correctly, the pint head nozzles (FINE Cartridges) are probably clogged. Follow the procedure below to print the nozzle check pattern, check the print head nozzle condition, then clean the Print Head.
If printed ruled lines are misaligned or print results are otherwise unsatisfactory, aligning the Print Head may improve print quality.

Important

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

Note

Before performing maintenance

- Check if ink remains in the FINE Cartridge.
  See Checking the Ink Status.
- Check if the FINE Cartridges are installed correctly.
  See Replacing Procedure.
- Check if the orange protective tape on the bottom of the FINE Cartridge is removed.
  See Replacing Procedure.
- When an error message appears on the LCD, refer to the " Troubleshooting" in the on-screen manual: *Advanced Guide*.
- Increasing the print quality in the printer driver settings may improve the print result.
  For details, refer to the on-screen manual: Advanced Guide.

When the Print Results Are Blurred or Uneven:

Step 1
See Printing the Nozzle Check Pattern.
See Examining the Nozzle Check Pattern.

If the pattern is missing:

Step 2
See Cleaning the Print Head.

If the problem is not resolved after cleaning the Print Head twice:

Step 3
See Cleaning the Print Head Deeply.

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

Step 4
See Replacing a FINE Cartridge.

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

After cleaning the Print Head, print and examine the nozzle check pattern.

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

See Aligning the Print Head.

Note

- You can also perform the maintenance operations from your computer.
  For details, refer to the on-screen manual: Advanced Guide.

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■ Printing the Nozzle Check Pattern

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

Note

- If the remaining ink level is low, the nozzle check pattern will not be printed correctly. Replace the FINE Cartridge whose ink is low.
  See Replacing a FINE Cartridge.

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

1. Make sure that the power is turned on.
See Operation Panel.

2. Make sure that one or more sheets of A4 or Letter-sized plain paper are loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Print the nozzle check pattern.

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

(2) Use the ◄ (Left) or ► (Right) button to select Settings , and press the **OK** button.
The Settings screen will appear.

(3) Use the ◄ (Left) or ► (Right) button to select Maintenance , and press the **OK** button.
The Maintenance screen will appear.

(4) Use the ▲ (Up) or ▼ (Down) button to select Nozzle check, and press the **OK** button.

The pattern print confirmation screen will appear.

(5) Use the ▲ (Up) or ▼ (Down) button to select Yes, and press the **OK** button.
The nozzle check pattern will be printed and two pattern confirmation screens will appear alternately.

5. Examine the nozzle check pattern.
See Examining the Nozzle Check Pattern.

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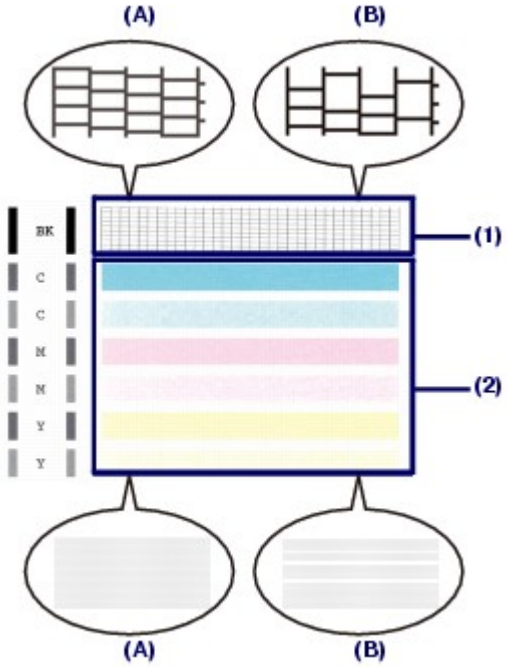
■ Examining the Nozzle Check Pattern

Examine the nozzle check pattern, and clean the Print Head if necessary.

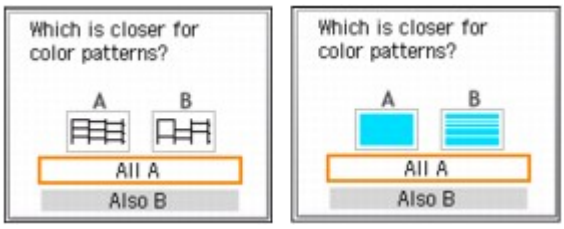
1. Check if there are no missing lines in the pattern (1) or no horizontal white streaks in the pattern (2).



(A) No missing lines/No horizontal white streaks

(B) Lines are missing/Horizontal white streaks are present

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



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

(1) Use the ▲ (Up) or ▼ (Down) button to select All A and press the **OK** button.

The cleaning is not required. The screen returns to the Maintenance screen.

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

(1) Use the ▲ (Up) or ▼ (Down) button to select Also B and press the **OK** button.

Clean the Print Head. The cleaning confirmation screen will appear.

(2) Use the ▲ (Up) or ▼ (Down) button to select Yes and press the **OK** button.

The machine starts cleaning the Print Head.

See Cleaning the Print Head.

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■ Cleaning the Print Head

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

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

1. Make sure that the power is turned on.

See Operation Panel.

2. Make sure that one or more sheets of A4 or Letter-sized plain paper are loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Clean the Print Head.

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

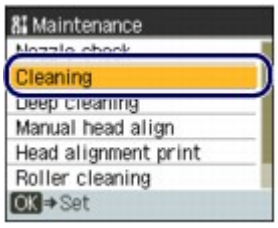
(2) Use the ◄ (Left) or ► (Right) button to select Settings, and press the **OK** button.

The Settings screen will appear.

(3) Use the ◄ (Left) or ► (Right) button to select Maintenance, and press the **OK** button.

The Maintenance screen will appear.

(4) Use the ▲ (Up) or ▼ (Down) button to select Cleaning, and press the **OK** button.



The confirmation screen will appear.

(5) Use the ▲ (Up) or ▼ (Down) button to select Yes, and press the **OK** button.

The machine starts cleaning the Print Head.

Do not perform any other operations until the machine completes the cleaning of the Print Head. This takes about 1 minute 30 seconds.

The pattern print confirmation screen appears.

(6) Use the ▲ (Up) or ▼ (Down) button to select Yes, and press the **OK** button.

The nozzle check pattern will be printed.

5. Check the nozzle check pattern.

See Examining the Nozzle Check Pattern.

Note

- If the problem is not resolved after cleaning the Print Head twice, clean the Print Head deeply.
  See Cleaning the Print Head Deeply.

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■ Cleaning the Print Head Deeply

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

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

1. Make sure that the power is turned on.

See Operation Panel.

2. Make sure that one or more sheets of A4 or Letter-sized plain paper are loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Clean the Print Head deeply.

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

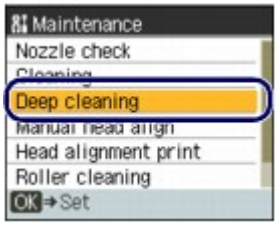
(2) Use the ◄ (Left) or ► (Right) button to select Settings , and press the **OK** button.

The Settings screen will appear.

(3) Use the ◄ (Left) or ► (Right) button to select Maintenance , and press the **OK** button.

The Maintenance screen will appear.

(4) Use the ▲ (Up) or ▼ (Down) button to select Deep cleaning, and press the **OK** button.



The confirmation screen will appear.

(5) Use the ▲ (Up) or ▼ (Down) button to select Yes, and press the **OK** button.

The machine starts cleaning the Print Head deeply.

Do not perform any other operations until the machine completes the deep cleaning of the Print Head. This takes about 1 minutes 30 seconds.

The print pattern confirmation screen will appear.

(6) Use the ▲ (Up) or ▼ (Down) button to select Yes, and press the **OK** button.

The nozzle check pattern will be printed.

5. Examine the nozzle check pattern.

See Examining the Nozzle Check Pattern.

If the problem is not resolved, turn off the power and clean the Print Head deeply again after 24 hours. Do not disconnect the power plug when turning off the power.
If the problem is still not resolved, replace the FINE Cartridge with a new one. See Replacing a FINE Cartridge.
If the problem is still not resolved, contact your service center.

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■ Aligning the Print Head

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

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

1. Make sure that the power is turned on.

See Operation Panel.

2. Make sure that two or more sheets of A4 or Letter-sized plain paper are loaded in the Rear Tray.

3. Open the Paper Output Tray gently.

4. Print the print head alignment pattern.

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

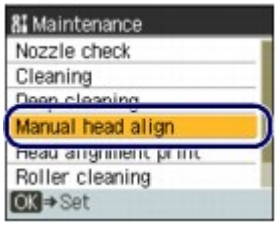
(2) Use the ◄ (Left) or ► (Right) button to select Settings , and press the **OK** button.

The Settings screen will appear.

(3) Use the ◄ (Left) or ► (Right) button to select Maintenance , and press the **OK** button.

The Maintenance screen will appear.

(4) Use the ▲ (Up) or ▼ (Down) button to select Manual head align, and press the **OK** button.



The confirmation screen will appear.

Note

- Use the ▲ (Up) or ▼ (Down) button to select Head alignment print to print the current head position adjustment values.

(5) Use the ▲ (Up) or ▼ (Down) button to select Yes, and press the **OK** button.

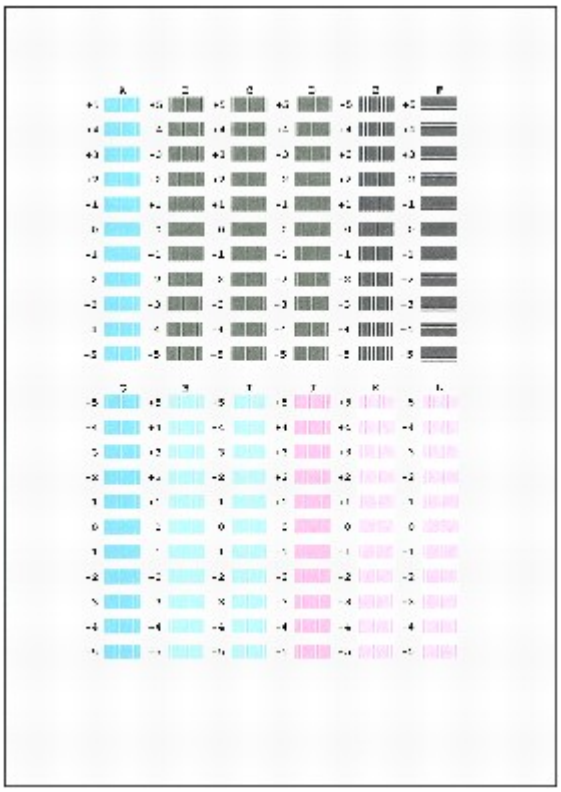
The print head alignment pattern will be printed.

(6) Check the pattern is printed correctly and use the ▲ (Up) or ▼ (Down) button to select Yes, then press the **OK** button.

The Manual head align screen will appear.

5. Adjust the print head position.

(1) Check the printed patterns, and use the ◄ (Left) or ► (Right) button to select the pattern number that has the least noticeable streaks for column A.



Note

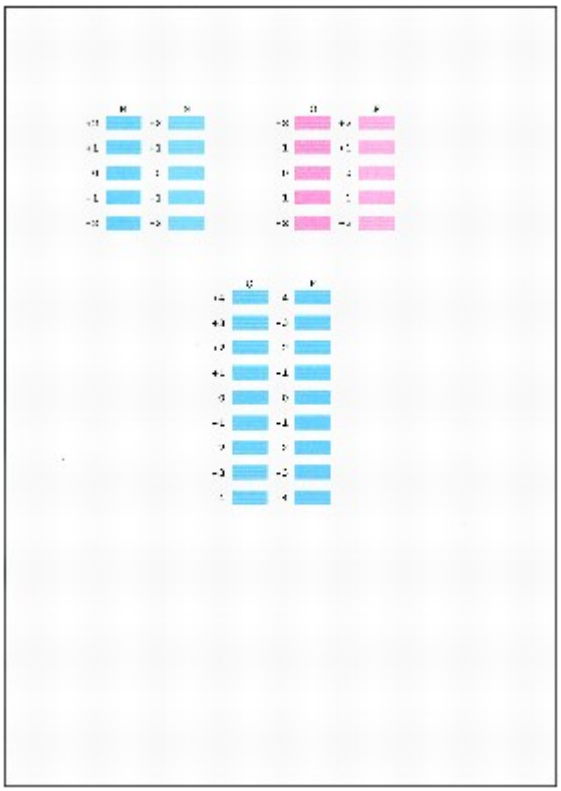
- Refer to the samples below to select the pattern that has the least noticeable white streaks.

(A) Less noticeable vertical white streaks
(B) Noticeable vertical white streaks
(C) Less noticeable horizontal white streaks
(D) Noticeable horizontal white streaks

(2) Repeat the same procedure to input the pattern number for each column from B to L, then press the **OK** button.

(3) Confirm the message for print head alignment, and press the **OK** button.
The second page of print head alignment sheets will be printed.

(4) Check the printed patterns and use the ◄ (Left) or ► (Right) button to input the number of the pattern that has the least noticeable horizontal streaks for each column from M to R, then press the **OK** button.



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Replacing a FINE Cartridge

When ink runs out while printing is in progress, an error message appears on the LCD or your computer screen. Make sure which FINE Cartridge has run out of ink and replace it with a new one.

Note

- If the error message appears, confirm the displayed message and take an appropriate action.
  For details, refer to the "An Error Message Is Displayed on the LCD" in the " Troubleshooting" of the on-screen manual: *Advanced Guide*.
- For information on the compatible FINE Cartridges, refer to the printed manual: *Getting Started*.

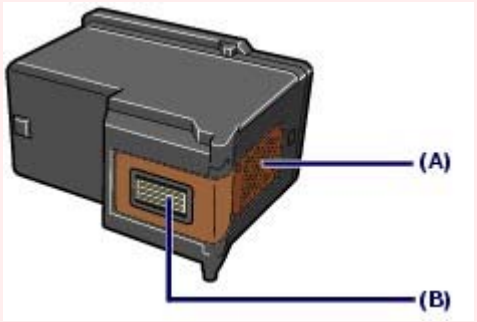
■ Replacing Procedure

When FINE Cartridges run out of ink, follow the procedure below to replace them.

Important

Handling FINE Cartridges

- Do not touch the electrical contacts (A) or print head nozzles (B) on a FINE Cartridge. The machine may not print properly if you touch it.



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

Note

- If a FINE Cartridge runs out of ink, you can print with either Color or Black FINE Cartridge, in whichever ink remains, only for a while. However the print quality may be reduced compared to when printing with both cartridges. We recommend to use new FINE Cartridges in order to obtain optimum qualities.
  Even when printing with one ink only, print with leaving the empty FINE Cartridge installed. If either of the Color FINE Cartridge or Black FINE Cartridge is not installed, an error occurs and the machine cannot print.
  For information on how to configure this setting, refer to the on-screen manual: Advanced Guide.
- 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 machine's performance. When ink has run out, replace the FINE Cartridge immediately with a new one.

1. Make sure that the power is turned on, and open the Paper Output Tray.

2. Lift the Scanning Unit (Cover), then hold it open with the Scanning Unit Support (C).

The FINE Cartridge Holder moves to the replacement position.

Caution

- Do not hold the FINE Cartridge Holder to stop or move it forcibly. Do not touch the Print Head Holder until it stops completely.

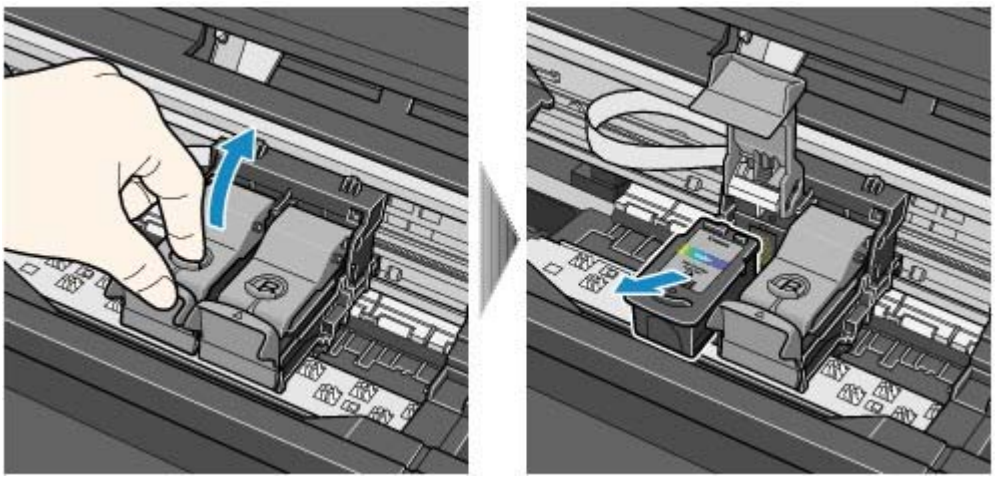
Important

- Do not touch the metallic parts or other parts inside the machine.
- Do not place any object on the Document Cover. It will fall into the Rear Tray when the Document Cover is opened and cause the machine to malfunction.
- Do not hold the LCD or the Operation Panel.
- If the Document Cover is open, you cannot open the Scanning Unit (Cover). Be sure to lift the Scanning Unit (Cover) with the Document Cover closed.
- The inside of the machine may be stained with ink. Be careful not to stain your hands or clothing when replacing FINE Cartridges. You can easily wipe off the ink from the inside of the machine with a dry cloth or the like. For details on the cleaning, refer to the on-screen manual: Advanced Guide.
- If the Scanning Unit (Cover) is left open, the FINE Cartridge Holder moves to the right. In this case, close and reopen the Scanning Unit (Cover).

3. Remove the empty FINE Cartridge.

(1) Pinch the tabs and open the Ink Cartridge Locking Cover.

(2) Remove the FINE Cartridge.

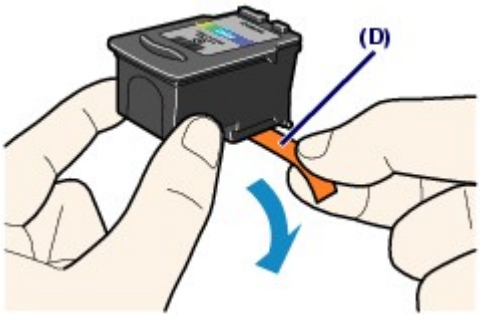


Important

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

4. Prepare the new FINE Cartridge.

(1) Take a new FINE Cartridge out of its package and remove the orange protective tape (D) gently.



Important

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

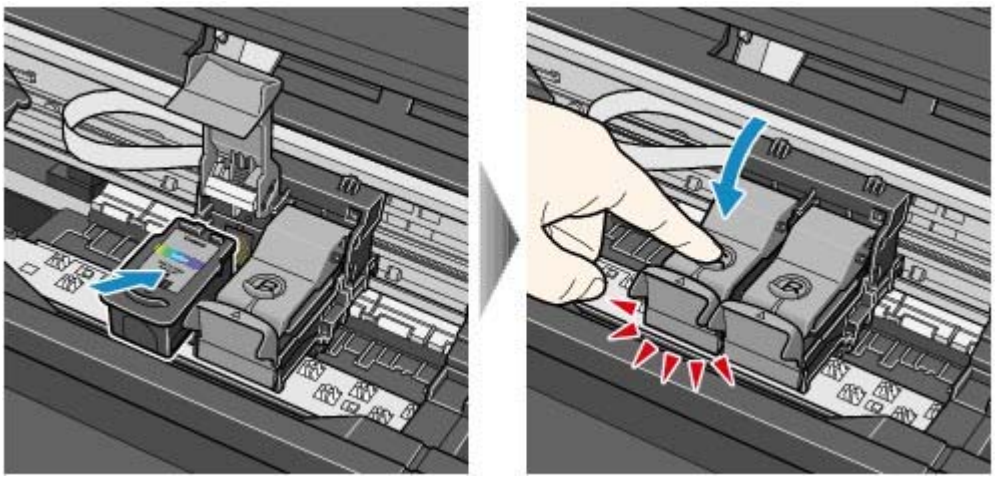
5. Install the FINE Cartridge.

(1) Put a new FINE Cartridge in the FINE Cartridge Holder.

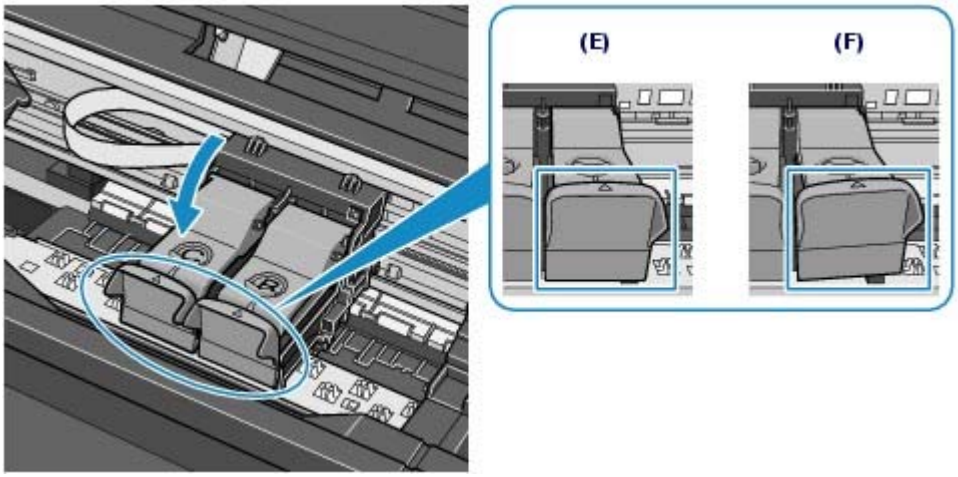
The Color FINE Cartridge should be installed into the left slot and the Black FINE Cartridge should be into the right slot.

(2) Close the Ink Cartridge Locking Cover to lock the FINE Cartridge into place.

Push down the Ink Cartridge Locking Cover until it clicks.



(3) Confirm that the Ink Cartridge Locking Cover is closed correctly.



(E) Closed correctly

(F) Not closed correctly (the cover is tilted)

Note

- If the Ink Cartridge Locking Cover is not closed correctly, push down the Ink Cartridge Locking Cover until it clicks.

Important

- The machine cannot print unless both the Color and Black FINE Cartridges are installed. Be sure to install both the FINE Cartridges.

6. Lift the Scanning Unit (Cover) slightly to set the Scanning Unit Support back to its original position, and gently close the Scanning Unit (Cover).

Caution

- When setting the Scanning Unit Support back to its original position, be sure to hold the Scanning Unit (Cover) firmly, and be careful not to get your fingers caught.

Important

- Do not hold the LCD or the Operation Panel.

Note

- If the error message appears on the LCD after the Scanning Unit (Cover) is closed, refer to the "Troubleshooting" in the on-screen manual: *Advanced Guide*.
- When you start printing after replacing the FINE Cartridge, the machine starts cleaning the Print Head automatically. Do not perform any other operations until the machine completes the cleaning of the Print Head. While cleaning is in progress, the **ON** button is flashing green.
- If printed ruled lines are misaligned or the print head position is misaligned, adjust the print head position.
  See Aligning the Print Head.

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■ Checking the Ink Status

You can check the ink status on the LCD.
Make sure that the machine is turned on, then press the **COPY**, **FAX**, or **SCAN** button. The current ink level will appear on the LCD for a few seconds.

Note

- The ink level detector is mounted on the machine to detect the remaining ink level. The machine considers as ink is full when a new FINE Cartridge is installed, and then starts to detect a remaining ink level. If you install a used FINE Cartridge, the indicated ink level of it may not be correct. In such case, refer to the ink level information only as a guide.

The ink with (Ink low) is running low. You can continue printing for a while, but we recommend you to have a new FINE Cartridge available.

Note

- You can also check the ink status on a screen of the LCD displayed while printing.

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Cleaning the Paper Feed Roller

If the Paper Feed Roller is dirty or paper powder is attached to it, paper may not be fed properly.
In this case, clean the Paper Feed Roller. Cleaning will wear out the Paper Feed Roller, so perform this only when necessary.

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

1. Make sure that the power is turned on, and remove any paper in the Rear Tray.

2. Open the Paper Output Tray gently.

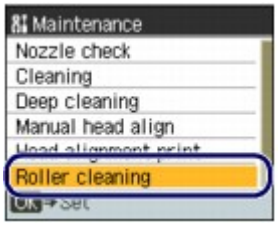
3. Clean the Paper Feed Roller.

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

(2) Use the ◄ (Left) or ► (Right) button to select Settings, and press the **OK** button.
The Settings screen will appear.

(3) Use the ◄ (Left) or ► (Right) button to select Maintenance, and press the **OK** button.
The Maintenance screen will appear.

(4) Use the ▲ (Up) or ▼ (Down) button to select Roller cleaning, and press the **OK** button.



The confirmation screen will appear.

(5) Use the ▲ (Up) or ▼ (Down) button to select Yes, and press the **OK** button.
The Paper Feed Roller will rotate as it is cleaned.

4. Make sure that the Paper Feed Roller stops rotating, and load three sheets of A4 or Letter-sized plain paper in the Rear Tray.

5. Repeat the procedures of (4) to (5) in step 3, and clean the Paper Feed Roller with the loaded papers in the Rear Tray.
The paper will be ejected after cleaning.

If this does not solve the problem, contact your service center.

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Appendix

Legal Limitations on Use of Your Product and Use of Images

Tips on How to Use Your Machine

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Legal Limitations on Use of Your Product and Use of Images

It may be unlawful to make copies of, scan, print, or use reproductions of the following documents.
The list provided is non-exhaustive. When in doubt, check with a legal representative in your jurisdiction.

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

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Tips on How to Use Your Machine

This section introduces the tips on how to use your machine and for printing with optimal quality.

■ Ink is used for various purposes.

● How is ink used for various purposes other than printing?

Ink may be used for purposes other than printing. Ink is not only used for printing, but also for cleaning the Print Head to maintain the optimal printing quality.
The machine has the function to automatically clean the ink jet nozzles to prevent clogging. In the cleaning procedure, ink is pumped out from the nozzles. Used ink for nozzle cleaning is limited to a small amount.

● Does black-and-white printing use color ink?

The use of each ink varies depending on the color of image to be printed or the contents of document. Black-and-white printing may also use ink other than black ink. So, color ink is consumed even when printing in black-and-white.

■ Printing on special paper: How to print with optimal quality!?

● Tip!: Check the machine status before printing!

- **Is the Print Head OK?**

  If print head nozzles are clogged, print will be faint and papers will be wasted. Print the nozzle check pattern to check the Print Head.
  See When Printing Becomes Faint or Colors Are Incorrect .

- **Is the inside of the machine smeared with ink?**

  After printing large quantities of paper or performing borderless printing, the area where papers go through may get smeared with ink. Clean the inside of your machine with the Bottom Plate Cleaning.
  Refer to the on-screen manual: Advanced Guide.

● Tip!: Check how to load the paper correctly!

- **Is the paper loaded in the correct orientation?**

  To load paper in the Rear Tray, load paper with the printing side facing you.

- **Is the paper curled?**

  The curled paper causes paper jam. Flatten the curled paper, then reload it.
  Refer to "Troubleshooting" in the on-screen manual: *Advanced Guide*.

● Tip!: After loading paper, be sure to specify the paper settings!

After loading paper, be sure to select the loaded paper in Media type of the Operation Panel or Media Type of the printer driver. If the type of paper is not selected, you may not be able to get the satisfactory print result.

See Loading Paper.
There are various types of paper: paper with special coating on the surface for printing photos with optimal quality and paper suitable for documents. Media type of the Operation Panel or Media Type of the printer driver has different settings for each type of paper in advance (such as using ink, ejecting ink, or distance from nozzles) so that you can print on each paper with the optimal image quality. You can print with different settings in Media type (or Media Type) suitable for each type of loaded paper.

■ Use the Stop button to cancel printing!

● Tip!: Never press the ON button!

If you press the **ON** button while printing is in progress, the print data sent from the computer queues in the machine and you may not be able to continue to print.
Press the **Stop** button to cancel printing.

Note

- If you cannot cancel printing by pressing the **Stop** button while printing from a computer, open the printer driver setup window to delete the unnecessary print jobs from the printer status monitor (Windows).

■ How to maintain the optimal printing quality?

The key to printing with the optimal printing quality is to prevent the Print Head from drying or clogging. Always follow the following steps for optimal printing quality.

● Follow the procedure below to disconnect the power plug.

1 Press the **ON** button on the machine to turn it off.
2 Make sure that the **ON** button is not lit.
3 Disconnect the power plug from the wall outlet, or turn off the extender cable connector.

If you press the **ON** button to turn off the power, the machine caps the Print Head (nozzles) automatically to prevent from drying. If you disconnect the power plug from the wall outlet or turn off the extender cable connector before the light of the **ON** button is turned off, the Print Head will not be capped properly and this will cause drying or clogging.
To disconnect the power plug, be sure to follow this procedure.

● Print periodically!

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

Note

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

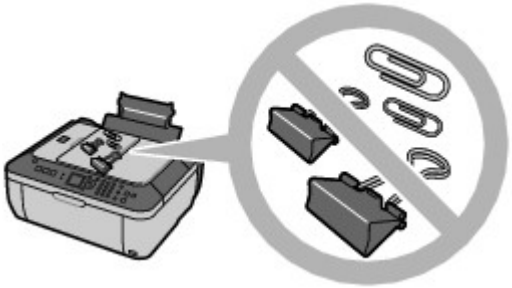
■ Does the machine need to be handled with care when using or transporting?

● Tip!: Do not use or transport the machine vertically or slanted!

If the machine is used or transported vertically or slanted, the machine may become damaged or ink may leak from the machine.
Be sure not to use or transport the machine vertically or slanted.

- Tip!: Do not place any object on the Document Cover!

Do not place any object on the Document Cover. It will fall into the Rear Tray when the Document Cover is opened and cause the machine to malfunction.
Also, place the machine where objects will not fall on it.



■ Colors are uneven, and print results are blurred.

- Tip!: Print the nozzle check pattern to check if the nozzles are clogged.

If the print head nozzles are clogged, colors may become uneven or the print results may be blurred.

In this case

Print the nozzle check pattern

Check the printed check pattern to see if the nozzles are clogged.
See When Printing Becomes Faint or Colors Are Incorrect .

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When you display this On-screen Manual in a language environment other than English, some English descriptions may be displayed.

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Selecting the Paper
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Creating an Album
Starting Easy-PhotoPrint EX
Selecting the Paper and Layout
Selecting a Photo
Editing
Printing
Printing Calendars
Starting Easy-PhotoPrint EX
Selecting the Paper and Layout
Selecting a Photo
Editing
Printing
Printing Stickers
Starting Easy-PhotoPrint EX
Selecting the Paper and Layout
Selecting a Photo
Editing
Printing
Printing Layout
Starting Easy-PhotoPrint EX
Selecting the Paper and Layout
Selecting a Photo
Editing
Printing
Correcting and Enhancing Photos
Using the Auto Photo Fix Function
Using the Red-Eye Correction Function
Using the Face Brightener Function
Using the Face Sharpener Function
Using the Digital Face Smoothing Function
Using the Blemish Remover Function

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Which Side of the Displayed Image Does the Printing Start from?
How Do I Print with Even Margins?
What Is "C1" or "C4"?
Photo Print Settings
Printing Vivid Photos
Reducing Photo Noise
Cropping Photos (Photo Print)
Printing Dates on Photos (Photo Print)
Printing Multiple Photos on One Page
Printing an Index
Printing ID Photos (ID Photo Print)
Printing Photo Information
Saving Photos
Opening Saved Files
Other Settings
Changing Layout
Changing Background
Adding Photos
Swapping Positions of Photos
Replacing Photos
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Saving
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Setting Calendar Display
Opening Saved Files
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Setting the Number of Copies and Printing Order
Setting the Stapling Margin
Borderless Printing
Fit-to-Page Printing
Scaled Printing
Page Layout Printing
Poster Printing
Booklet Printing
Duplex Printing
Stamp/Background Printing
Saving a Stamp Setting

Saving Image Data to be Used as a Background
Printing an Envelope
Displaying the Print Results before Printing
Setting Paper Dimensions (Custom Size)
Changing the Print Quality and Correcting Image Data
Selecting a Combination of the Print Quality Level and a Halftoning Method
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Specifying Color Correction
Optimal Photo Printing of Image Data
Adjusting Colors with the Printer Driver
Printing with ICC Profiles
Adjusting Color Balance
Adjusting Brightness
Adjusting Intensity
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Simulating an Illustration
Representing Image Data with a Single Color
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Printing Template Forms Such As Lined Paper or Graph Paper

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Scanning

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Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine
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Scanning Multiple Documents at One Time
Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)
Scanning Images Larger than the Platen (Stitch Assist)
Easy Scanning with One-click
Useful MP Navigator EX Functions
Correcting/Enhancing Images Automatically
Correcting/Enhancing Images Manually
Adjusting Images
Searching Images
Classifying Images into Categories
Utilizing Images in MP Navigator EX
Saving
Saving as PDF Files
Creating/Editing PDF Files
Printing Documents
Printing Photos
Sending via E-mail
Editing Files
Setting Passwords for PDF Files
Opening/Editing Password-protected PDF Files
MP Navigator EX Screens
Navigation Mode Screen
Scan/Import Documents or Images Tab
View & Use Images on your Computer Tab
Custom Scan with One-click Tab
Photos/Documents (Platen) Screen (Scan/Import Window)
Scan Settings Dialog Box (Photos/Documents)
Stack of Documents (ADF) Screen (Scan/Import

Window)
Scan Settings Dialog Box (Stack of Documents (ADF))
Save Dialog Box
Save as PDF file Dialog Box
PDF Settings Dialog Box
View & Use Window
Create/Edit PDF file Window
Print Document Dialog Box
Print Photo Dialog Box
Send via E-mail Dialog Box
Correct/Enhance Images Window
One-click Mode Screen
Save Dialog Box (One-click Mode Screen)
Scan Settings Dialog Box
Save Dialog Box
Exif Settings Dialog Box
PDF Dialog Box
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Copying Four Pages to Fit onto a Single Page (4-on-1 Copy)
Repeating an Image on a Page (Image Repeat)
Making Multiple Copies of an Entire Document (Collated Copy)
Copying Thick Originals Such as Books (Frame Erase)
Copying on Stickers (Sticker Copy)
Copying with Binding Margin (Binding Margin Copy)
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Faxing

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Registering Coded Speed Dial Numbers

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Search for a Recipient in an Address Book

Troubleshooting

Troubleshooting

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The Machine Cannot Be Powered On

An Error Message Is Displayed on the LCD

A Message for Faxing Is Displayed on the LCD

LCD Cannot Be Seen At All

An Unintended Language Is Displayed on the LCD

Cannot Install the MP Drivers

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- Printing or Scanning Speed Is Slow / Hi-Speed USB Connection Does Not Work/"This device can perform faster" Message Is Displayed

Print Results Not Satisfactory

- Cannot Print to End of Job
- No Printing Results/Printing Is Blurred/Colors Are Wrong/ White Streaks
- Colors Are Unclear
- Lines Are Misaligned
- Printed Paper Curls or Has Ink Blots
- Paper Is Smudged/Printed Surface Is Scratched
- Back of the Paper Is Smudged
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FINE Cartridge Holder Does Not Move to the Position for Replacing

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Paper Jams

Document Jams in the ADF

- If the Stop button is pressed while the machine is scanning the document:
- Removing the jammed document from the Document Tray:
- Removing the jammed document from the Document Output Slot:

Message Appears on the Computer Screen

- B200 Printer error has occurred. Unplug the power cord and contact the service center. Is Displayed
- **** Printer error has occurred. Turn off power then back on again. If problem persists, see the manual. Is Displayed
- Writing Error/Output Error/Communication Error
- Error Number: 300 Is Displayed
- Error Number: 1700 Is Displayed
- Ink Info Number: 1688 Is Displayed
- Ink Info Number: 1686 Is Displayed
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- Other Error Messages
- The Inkjet Printer/Scanner/Fax Extended Survey Program Screen Is Displayed
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Problems Receiving Faxes
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Quality of Received Fax is Poor
Errors Often Occur When You Receive a Fax
Problems Sending Faxes
Cannot Send a Fax
Cannot Perform Sequential Broadcasting by Redialing, or Cannot Dial Using the Numeric Buttons
Cannot Send a Fax Clearly
Errors Often Occur When You Send a Fax
Telephone Problems
Cannot Dial
Telephone Disconnects During a Call
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General Notes (Fax Driver)

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Using MP Navigator EX

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- Operating the Explanation Window
- Printing This Manual
- Using Keywords to Find a Topic
- Registering Topics to My Manual
- Symbols Used in this Document
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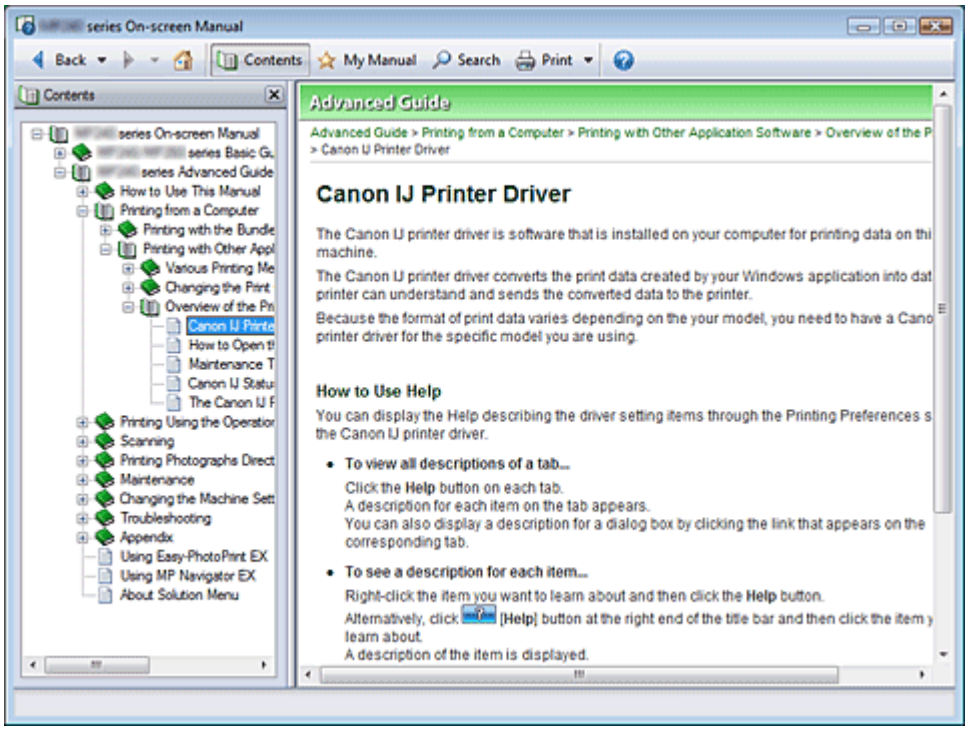
Operating the Contents Pane



When you click a title displayed in the Contents pane found to the left of the On-screen Manual, the pages of that title are displayed in the description window on the right side.

When you click ⊞ found to the left of , the titles found in the lower hierarchies are displayed.

Note

- Click Contents to close or display the Contents pane.

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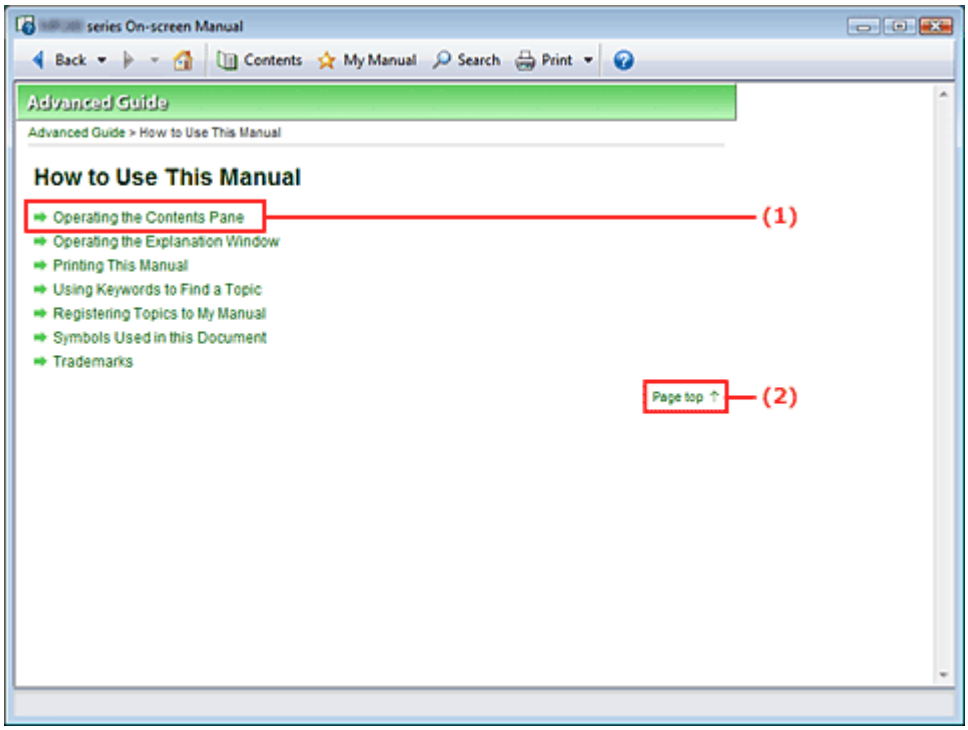
Operating the Explanation Window

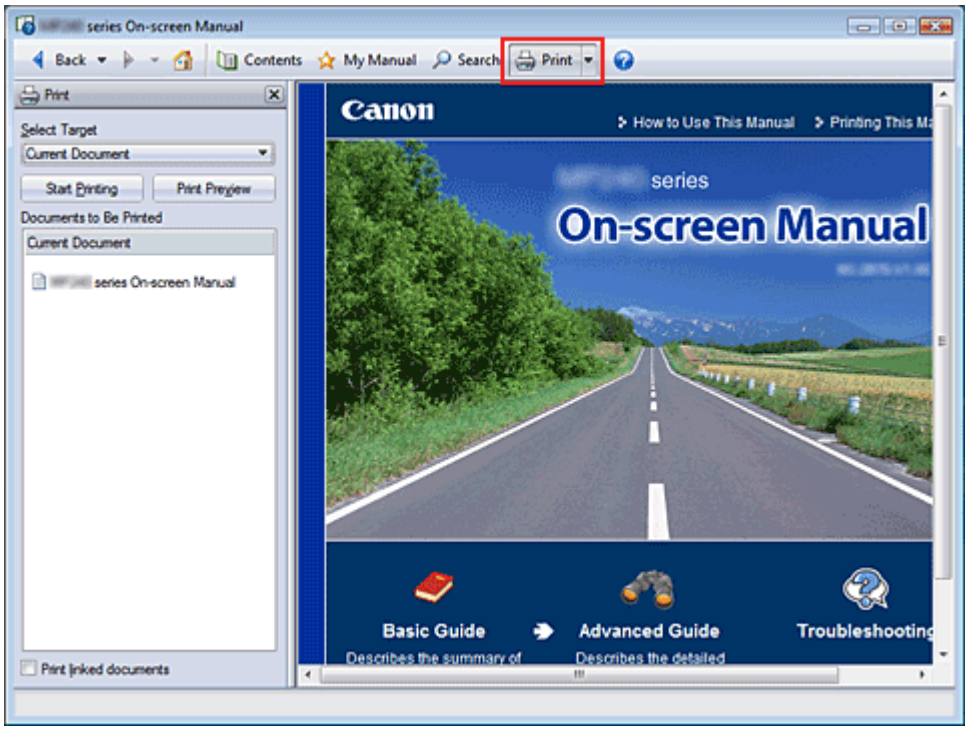


(1) Click the green characters to jump to the corresponding page.

(2) The cursor jumps to the top of this page.

Page top

Printing This Manual



Click Print to display the Print pane to the left of the On-screen Manual.

Note

- Click Print to close or display the Print pane.
- Click , and then click Option Settings to display the Option Settings dialog box. You can then set up the printing operation.
  - Print document title and page number
    When this check box is checked, the manual name and the page number are printed in the header (top of the document).
  - Print background color and images
    When this check box is checked, the background color and the image are printed. Some images are printed regardless of whether this check box is checked or not.
  - Check number of pages to be printed before printing
    When this check box is checked, the Print Page Count Confirmation dialog box is displayed before printing starts. This dialog box allows you to check how many pages will be printed.
- To display the Print dialog box, click and then click Print Settings. When the dialog box is displayed, select the printer to be used for printing.
  After selecting the printer to be used, click Properties... to specify the print settings.

The following four methods of printing are available:

- Current Document
- Selected Documents
- My Manual
- All Documents

Current Document

You can print the currently displayed topic.

1. From Select Target, select Current Document

   The title of the currently displayed topic is displayed in the Documents to Be Printed list.

Note

- By selecting Print linked documents, you can also print documents that are linked to the current document. The linked documents are added to the Documents to Be Printed list.
- Click Print Preview to display and check what the print results will look like before you actually print the document.

2. Click Start Printing

The Print Page Count Confirmation dialog box is displayed.

3. Execute print

Confirm the number of pages to be printed, and then click Yes.

The topics that are currently displayed are printed.

Selected Documents

You can select and print the topics that you want printed.

1. From Select Target, select Selected Documents

The titles of all topics are displayed in the Documents to Be Printed list.

2. Select the topics to be printed

From the Documents to Be Printed list, select the title check boxes of the topics to be printed.

Note

- When you select the Automatically select documents in lower hierarchies check box, the check boxes of all titles found in the lower hierarchies are selected.
- Click Select All to select the check boxes of all titles.
  Click Clear All to clear the check boxes of all titles.
- Click Print Preview to display and check what the print results will look like before you actually print the document.

3. Click Start Printing

The Print Page Count Confirmation dialog box is displayed.

4. Execute print

Confirm the number of pages to be printed, and then click Yes.

All topics with selected check boxes are printed.

My Manual

You can select and print topics registered in My Manual.

For details about My Manual, see "Registering Topics to My Manual."

1. From Select Target, select My Manual

The titles of the topics that have been registered to My Manual are displayed in the Documents to Be Printed list.

2. Select the topics to be printed

From the Documents to Be Printed list, select the title check boxes of the topics to be printed.

Note

- Click Select All to select the check boxes of all titles.
  Click Clear All to clear the check boxes of all titles.
- Click Print Preview to display and check what the print results will look like before you actually print the document.

3. Click Start Printing

The Print Page Count Confirmation dialog box is displayed.

4. Execute print

Confirm the number of pages to be printed, and then click Yes.

All topics with selected check boxes are printed.

All Documents

You can print all topics of the On-screen Manual.

1. From Select Target, select All Documents

The titles of all topics are displayed in the Documents to Be Printed list, and the check boxes are automatically selected.

Note

- If you clear the check box of a topic, that topic is not printed.
- Click Select All to select the check boxes of all titles.
  Click Clear All to clear the check boxes of all titles.
- Click Print Preview to display and check what the print results will look like before you actually print the document.

2. Click Start Printing

The Print Page Count Confirmation dialog box is displayed.

3. Execute print

Confirm the number of pages to be printed, and then click Yes.

All topics are printed.

Important

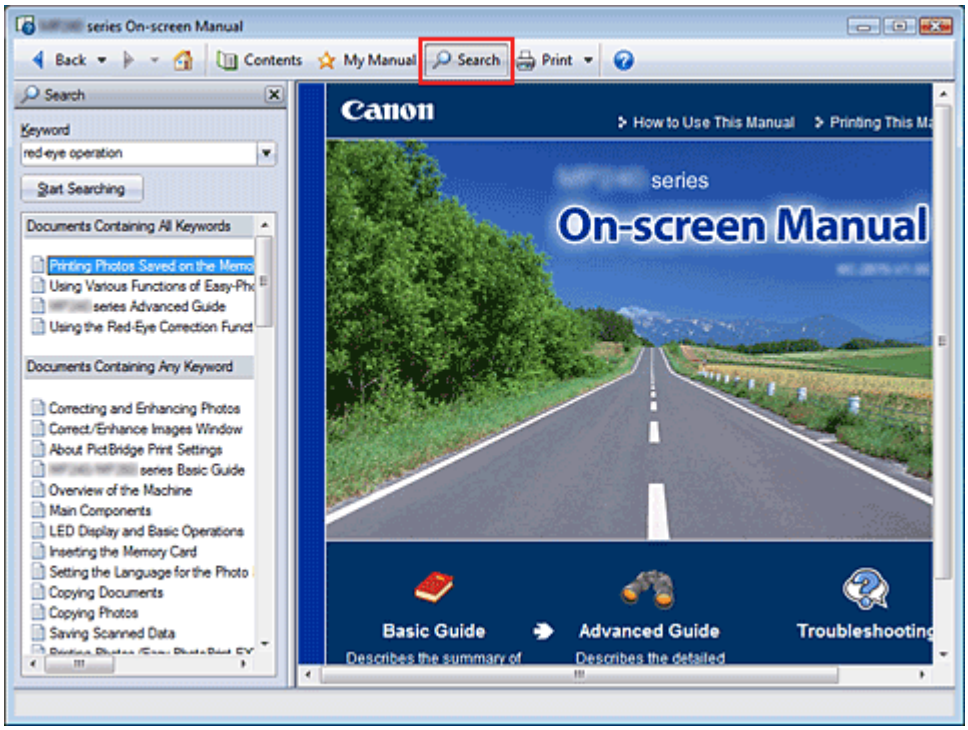
- A large amount of paper is necessary to print all topics. Before printing, be sure to check the number of print pages displayed in the Print Page Count Confirmation dialog box.
- The Print Preview dialog box allows you to scale the printing to the paper width or to set the zoom rate. However, if the print data extends outside the paper because of the new zoom rate, that portion of the document will not be printed on the paper.

Page top

Using Keywords to Find a Topic

You can enter a keyword to search for a target page.

All installed On-screen Manuals (user's guides) are searched.



1. Click Search

The Search pane is displayed to the left of the On-screen Manual.

Note

- Click Search to close or display the Search pane.

2. Enter a keyword

In Keyword, enter a keyword for the item to be checked.

If you want to enter multiple keywords, insert a space between the keywords.

Note

- You can enter up to 10 keywords or up to 255 characters.
- Uppercase and lowercase are not discriminated.
- The program can also search for keywords that contain spaces.

3. Click Start Searching

The search is started, and the titles of topics containing the keyword are displayed in the search results list.

When you execute a search by entering multiple keywords, the search results are displayed as shown below.

[Documents Containing Perfect Match]
Topics containing the entire search character string (including spaces) exactly as entered (perfect match)

[Documents Containing All Keywords]
Topics containing all keywords that were entered

[Documents Containing Any Keyword]
Topics containing at least one of the keywords that were entered

4. Display the topic that you want to read

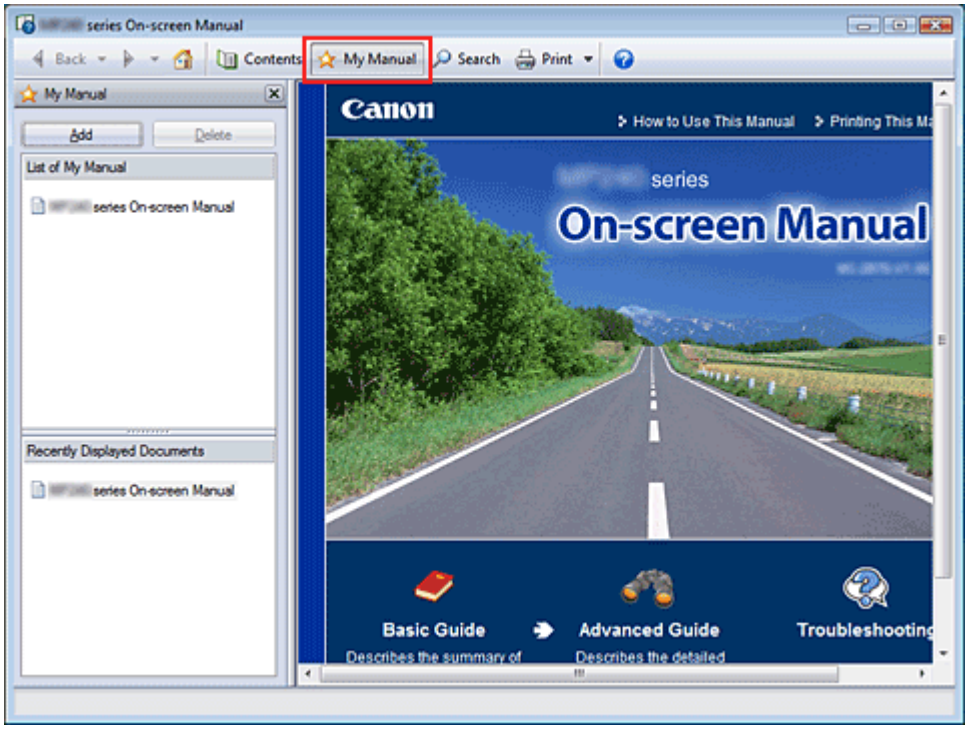
From the search results list, double-click (or select and press Enter) the title of the topic you want to read.

When the pages of that title are displayed, the keywords found on those pages are highlighted.

Page top

Registering Topics to My Manual

Register frequently read pages as My Manual topics so that you can refer to those pages easily at any time.



1. Display the topic

Display the topic to be added to My Manual.

2. Click My Manual

The My Manual pane is displayed to the left of the On-screen Manual.

Note

- Click My Manual to close or display the My Manual pane.

3. Register the topic to My Manual

Click Add.

The currently displayed topic is added to List of My Manual.

Note

- Alternatively, from the Recently Displayed Documents list, double-click (or select and press Enter) the topic to be added to My Manual to display that topic, and then click Add.

4. Display My Manual

When you double-click (or select and press Enter) a topic displayed in List of My Manual, that topic is displayed in the Description window.

Note

- To delete a topic from List of My Manual, select that topic from the list, and then click Delete (or press Delete).

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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 that must be observed for safe operation.

Note
Instructions as notes for operation or additional explanations.

Windows

Indicates operations in Windows.

Macintosh

Indicates operations in Macintosh.

Page top

Trademarks

- Microsoft is a registered trademark of Microsoft Corporation.
- Windows is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
- Windows Vista is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
- Macintosh and Mac are trademarks of Apple Inc., registered in the U.S. and other countries.
- Adobe, Adobe Photoshop, Adobe RGB and Adobe RGB (1998) are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and or other countries.
- Bluetooth is a trademark of Bluetooth SIG, Inc.,U.S.A. and licensed to Canon Inc.

Exif Print

This machine supports Exif Print.
Exif Print is a standard for enhancing the communication between digital cameras and printers. By connecting to an Exif Print-compliant digital camera, the camera's image data at the time of shooting is used and optimized, yielding extremely high quality prints.

Page top

Printing from a Computer

Printing with the Bundled Application Software
Printing with Other Application Software

Page top

Printing with the Bundled Application Software

- What Is Easy-PhotoPrint EX?
- Printing Photos
- Creating an Album
- Printing Calendars
- Printing Stickers
- Printing Layout
- Correcting and Enhancing Photos
- Questions and Answers
- Photo Print Settings
- Other Settings

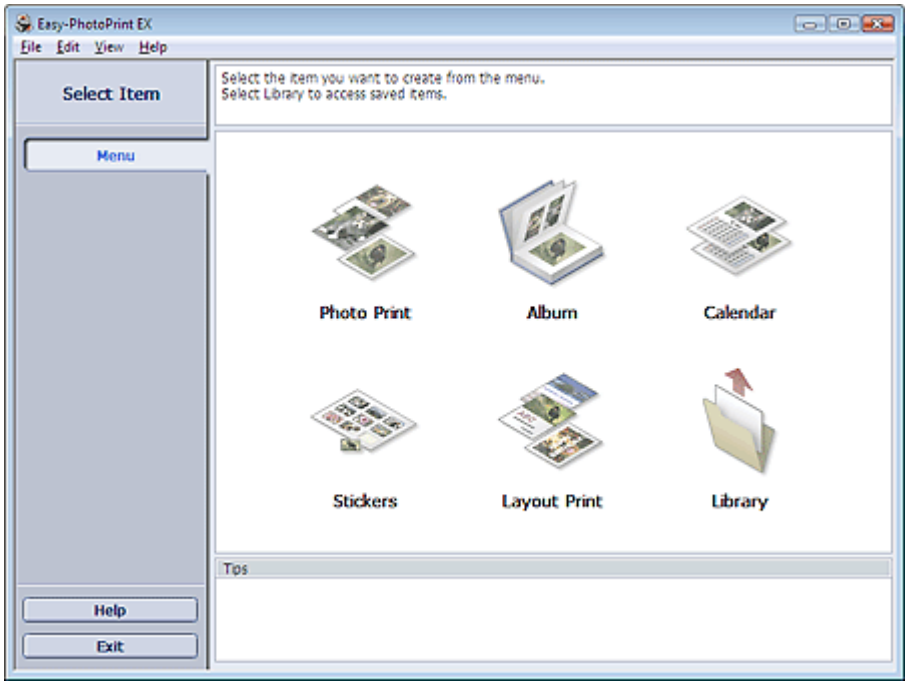
Page top

Easy-PhotoPrint EX

What Is Easy-PhotoPrint EX?

Easy-PhotoPrint EX allows you to create albums, calendars and stickers easily using photos taken with digital cameras.

You can also print borderless photos easily.



Important

- Easy-PhotoPrint EX does not support Windows 95, Windows 98, Windows Me, or Windows NT4.
- Easy-PhotoPrint EX can only be used with Canon inkjet printers. It does not support some printers, including Canon compact printers (SELPHY CP series).
- If a printer that supports Easy-PhotoPrint EX is not installed, you cannot print items you create.
- If Easy-PhotoPrint EX is installed on a computer that already has Easy-LayoutPrint installed, Easy-LayoutPrint will be replaced by Easy-PhotoPrint EX.

Note

- Printing on paper larger than A4 is available with supported printers only. See your printer manual for details.
- See Help of Easy-PhotoPrint EX for descriptions of Easy-PhotoPrint EX screens.
  Click Help in a screen or dialog box, or select Easy-PhotoPrint EX Help from the Help menu. Help appears.

About Exif Print

Easy-PhotoPrint EX supports "Exif Print." Exif Print is a standard for enhancing the communication between digital cameras and printers.

By connecting to an Exif Print-compliant digital camera, the image data at the time of shooting is used and optimized, yielding extremely high quality prints.

Starting Easy-PhotoPrint EX from Other Applications

Easy-PhotoPrint EX can be started from other applications.

See the application's manual for details on the procedure for starting.

The Photo Print function is available with the following applications:

- MP Navigator EX Ver.1.00 or later
- ZoomBrowser EX Ver.6.0 or later
- Digital Photo Professional Ver.3.2 or later

Important

- Easy-PhotoPrint EX is subject to the following restrictions when started from Digital Photo Professional:
  - Menu does not appear in the step button area on the left side of the screen.
  - Images cannot be corrected/enhanced.
  - Image display order cannot be changed.
  - Edited images cannot be saved.
  - Options other than Enable ICC Profile cannot be selected for Color correction for printing on the Advanced tab of the Preferences dialog box. Therefore, you cannot use the Vivid Photo and Photo Noise Reduction functions.

The Album function is available with the following applications:

- MP Navigator EX Ver.1.00 or later
- ZoomBrowser EX Ver.5.8 or later

Supported Image File Formats (Extensions)

- BMP (.bmp)
- JPEG (.jpg, .jpeg)
- TIFF (.tif, .tiff)
- PICT (.pict, .pct)
- Easy-PhotoPrint image files (.epp)

Important

- When selecting an image, if there is a TIFF file in the selected folder, the image may not be displayed correctly or Easy-PhotoPrint EX may shut down depending on the TIFF format. In such cases, move the TIFF file to another folder or recreate the file in a different file format, and then select the folder again.

Note

- The thumbnails of files in unsupported formats are displayed as (Question Mark).
- When Easy-PhotoPrint EX is started from Digital Photo Professional, all image files supported by Digital Photo Professional will be displayed.

File Formats (Extensions) Supported by Easy-PhotoPrint EX

- Easy-PhotoPrint EX Photo Print file (.el6)
- Easy-PhotoPrint EX Album file (.el1)
- Easy-PhotoPrint EX Stickers file (.el2)
- Easy-PhotoPrint EX Calendar file (.el4)
- Easy-PhotoPrint EX Layout file (.el5)

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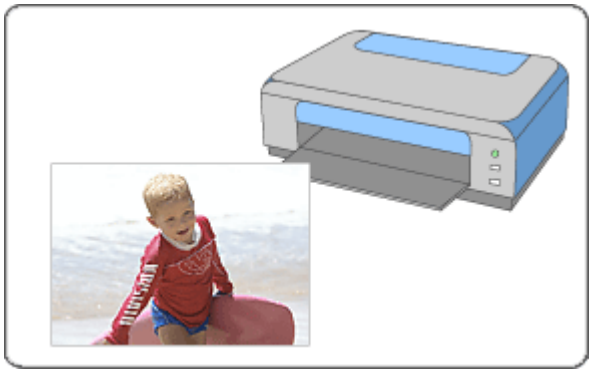
Easy-PhotoPrint EX

Printing Photos

Easy-PhotoPrint EX allows you to print your favorite photos in a variety of layouts.
You can also create borderless photos easily.
Corrections suitable for photos will be applied automatically when printing.



Steps

1. Starting Easy-PhotoPrint EX
2. Selecting a Photo
3. Selecting the Paper
4. Printing

Try This

- Correcting and Enhancing Photos
- Printing Vivid Photos
- Reducing Photo Noise
- Cropping Photos (Photo Print)
- Printing Dates on Photos (Photo Print)
- Printing Multiple Photos on One Page
- Printing an Index
- Printing ID Photos (ID Photo Print)
- Printing Photo Information
- Saving Photos
- Opening Saved Files

Questions and Answers

- How Can I Move (or Copy) the Saved File?
- Which Side of the Displayed Image Does the Printing Start from?
- How Do I Print with Even Margins?

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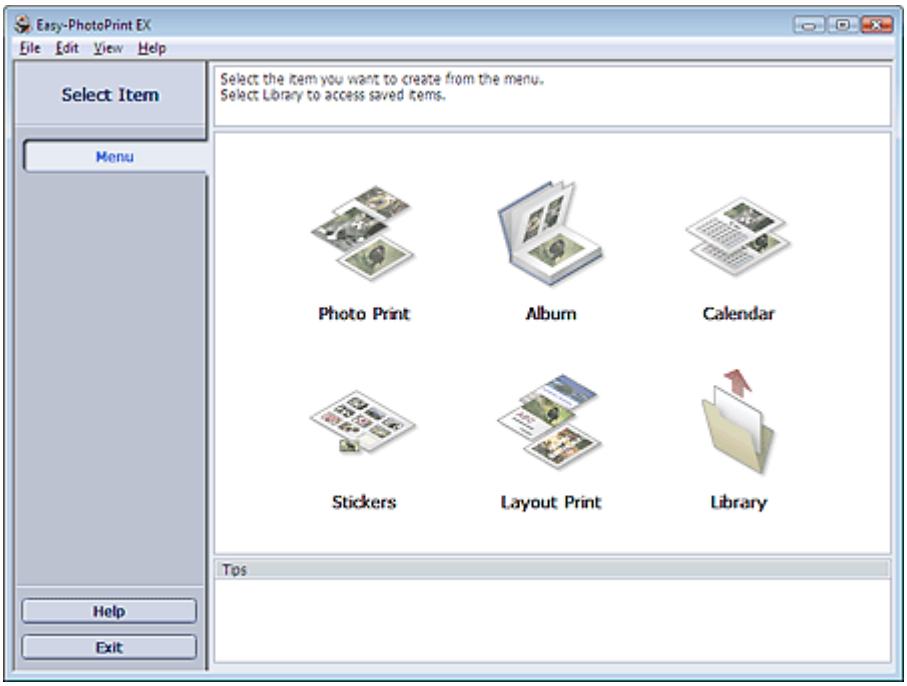
Easy-PhotoPrint EX

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.



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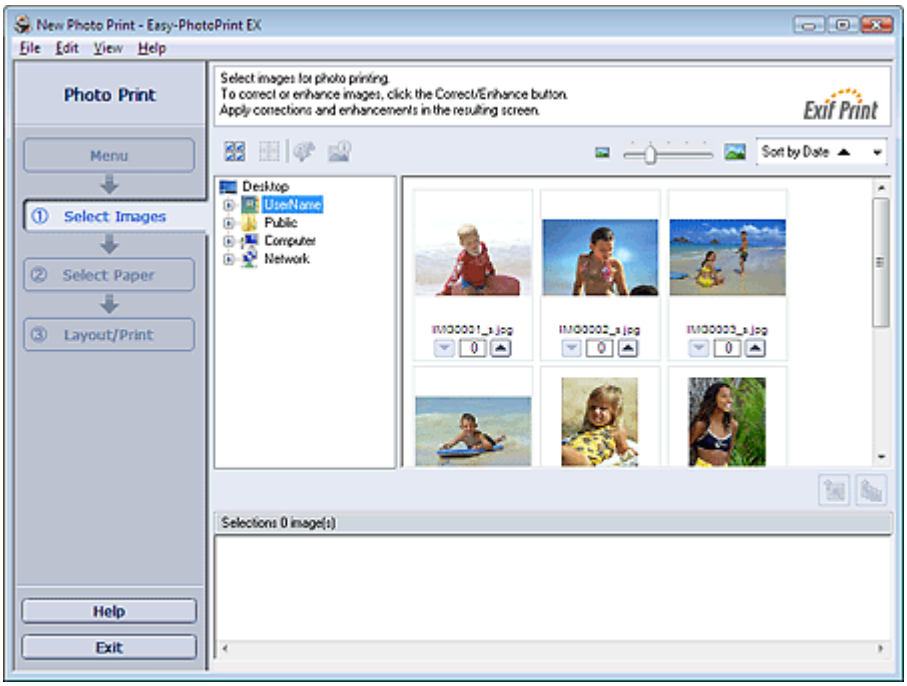
Easy-PhotoPrint EX

Selecting a Photo

1. Click Photo Print from Menu.

The Select Images screen appears.



Important

- The thumbnails (reduced images) displayed in the screen may appear as follows:
  - A black line appears along an edge of the image.
  - An edge of the image appears cropped.

  However, such images will be displayed normally when enlarged or previewed, and print results will not be affected.

2. Select the folder that contains the image you want to print from the folder tree area.

The images in the folder will be displayed as thumbnails (miniatures).

Important

- If Easy-PhotoPrint EX is started from another application (MP Navigator EX, ZoomBrowser EX or Digital Photo Professional), the folder tree area will not be displayed.
  The images opened in the application will be displayed as thumbnails.

3. Click the image you want to print.

The number of copies appears as "1" below the clicked image, while the selected image itself will appear in the selected image area.

Note

- To delete an image in the selected image area, select the image you want to delete and click (Delete Imported Image).

  To delete all images from the selected image area, click (Delete All Imported Images).
- To print two or more copies of an image, click (Up arrow) until the number of copies you

want is reached. To reduce the number of copies shown in the box, click (Down arrow).

- You can change the order of photos using the list located at the top right corner of the screen. You can select the printing order from Sort by Date and Sort by Name.

Note

- You can correct or enhance the selected image before printing.
  Correcting and Enhancing Photos
- See Help for details on the Select Images screen.

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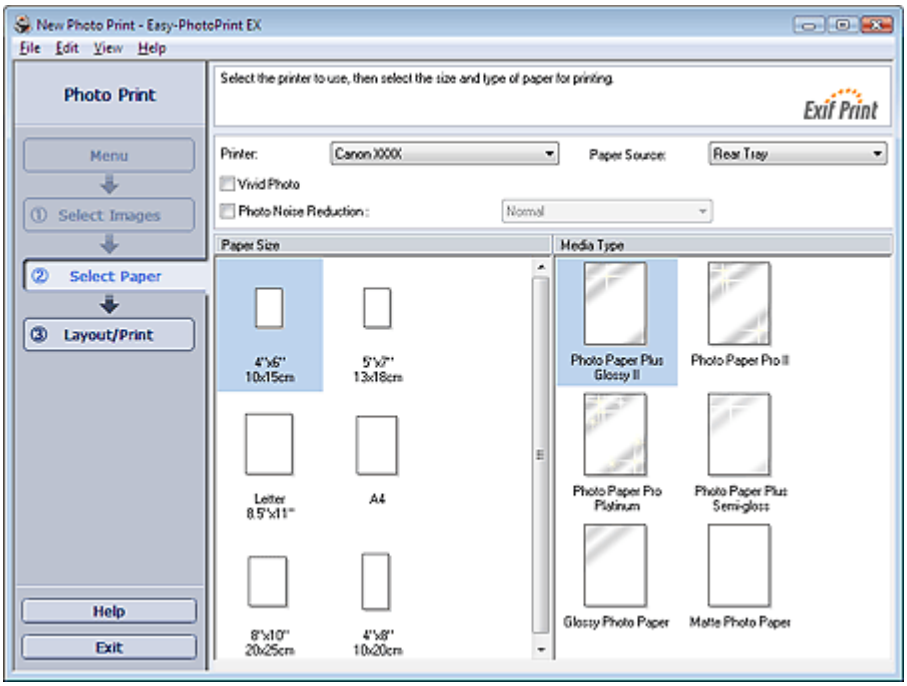
Easy-PhotoPrint EX

Selecting the Paper

1. Click Select Paper.

The Select Paper screen appears.



2. Set the following items according to the printer and paper to be used:

Printer

Paper Source

Paper Size

Media Type

Note

- The paper sizes and media types may vary depending on the printer. See Help for details.
- The paper sources may vary depending on the printer and the media type.

Important

- When Fine Art is selected for Paper Size, a 1.38 inch (35 mm) margin is automatically left at the top and bottom of the paper.
  It is recommended that you check the print range with the image shown in Preview before printing.

Note

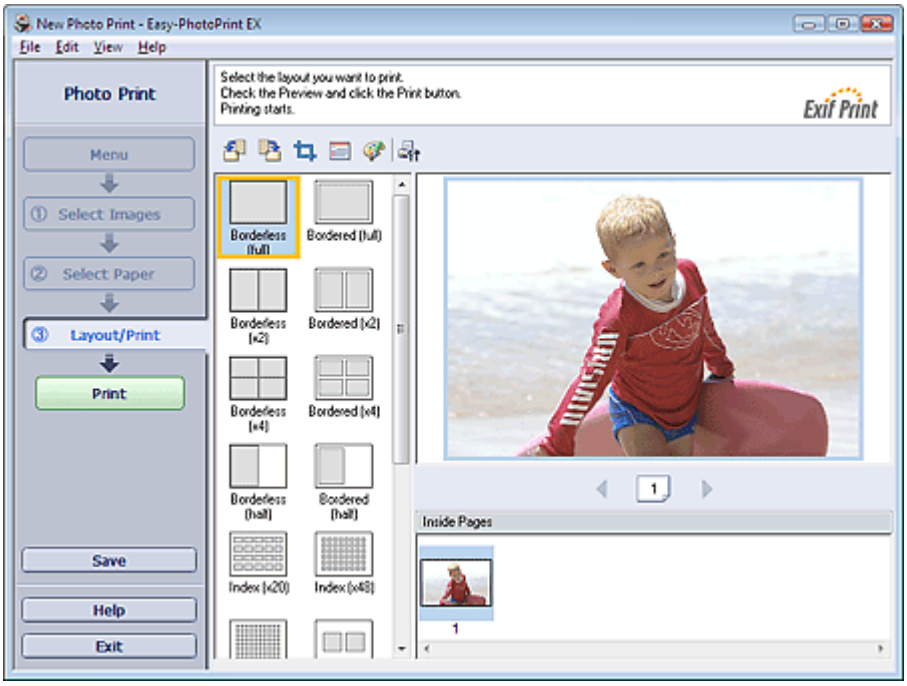
- You can print photos with more vivid colors or you can reduce the photo noise.
  - Printing Vivid Photos
  - Reducing Photo Noise
- See Help for details on the Select Paper screen.

Easy-PhotoPrint EX

Printing

1. Click Layout/Print.

The Layout/Print screen appears.



Important

- The thumbnails (reduced images) displayed in the screen may appear as follows:
  - A black line appears along an edge of the image.
  - An edge of the image appears cropped.

  However, such images will be displayed normally when enlarged or previewed, and print results will not be affected.

2. Select a layout you want to use.

Click a borderless layout to print borderless photos.

Note

- The layouts that can be selected may vary depending on the printer, paper size, and media type.

3. Click Print.

Important

- When you print on large size paper such as A3/A3+, some computers cannot print properly if you print more than one page or copy at a time. It is recommended that you print page by page when you print on such paper.
- While printing on paper larger than A4 or printing high-resolution images, data may be printed only to the middle if many images are printed at one time. In such cases, select the Spool print job page by page checkbox in the Preferences dialog box, and then print again.

  To display the Preferences dialog box, click (Settings) or select Preferences... from the File menu.
- When Fine Art is selected for Paper Size, a 1.38 inch (35 mm) margin is automatically left at the top and bottom of the paper.

  It is recommended that you check the print range with the image shown in Preview before printing.

- The photo print settings will be discarded if you exit Easy-PhotoPrint EX without saving the settings. It is recommended that you save the printed image if you want to print it again.
  Saving Photos
- When you print on a bordered layout, the margins on the left and right or the top and bottom may become wider than the other.
  How Do I Print with Even Margins?

Note

- You can crop images or print dates on photos.
  Cropping Photos (Photo Print)
  Printing Dates on Photos (Photo Print)
- You can correct or enhance the selected image before printing.
  Correcting and Enhancing Photos
- You can specify advanced Photo Print settings (number of copies, print quality, etc.) in the Preferences dialog box.

  To display the Preferences dialog box, click (Settings) or select Preferences... from the File menu.
- See Help for details on the Layout/Print screen.

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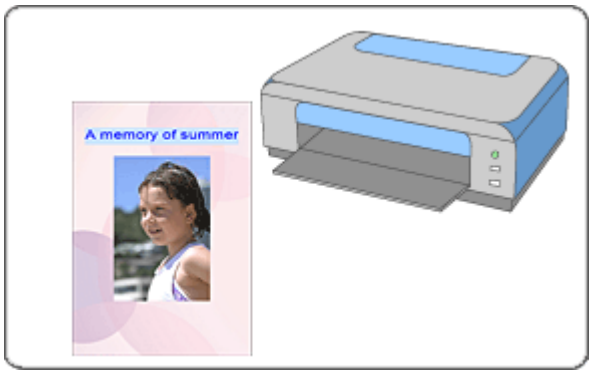
Easy-PhotoPrint EX

Creating an Album

Easy-PhotoPrint EX allows you to create your own personalized photo album.



Steps

1. Starting Easy-PhotoPrint EX
2. Selecting the Paper and Layout
3. Selecting a Photo
4. Editing
5. Printing

Try This

- Correcting and Enhancing Photos
- Changing Layout
- Changing Background
- Adding Photos
- Swapping Positions of Photos
- Replacing Photos
- Changing Position, Angle and Size of Photos
- Cropping Photos
- Framing Photos
- Printing Dates on Photos
- Attaching Comments to Photos
- Adding Text to Photos
- Saving
- Opening Saved Files

Questions and Answers

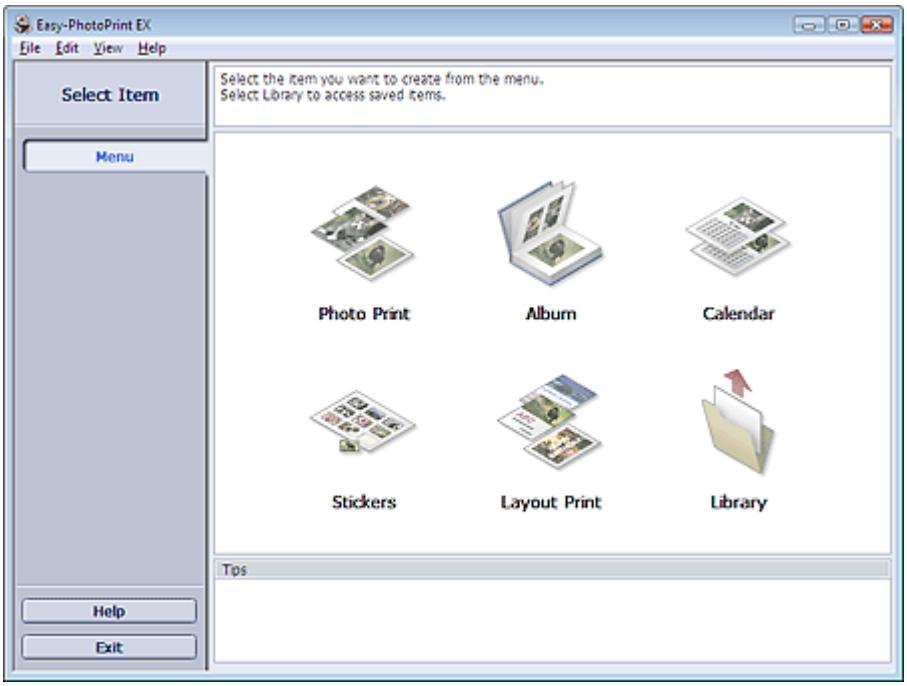
- How Can I Move (or Copy) the Saved File?
- What Is "C1" or "C4"?

Easy-PhotoPrint EX

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.



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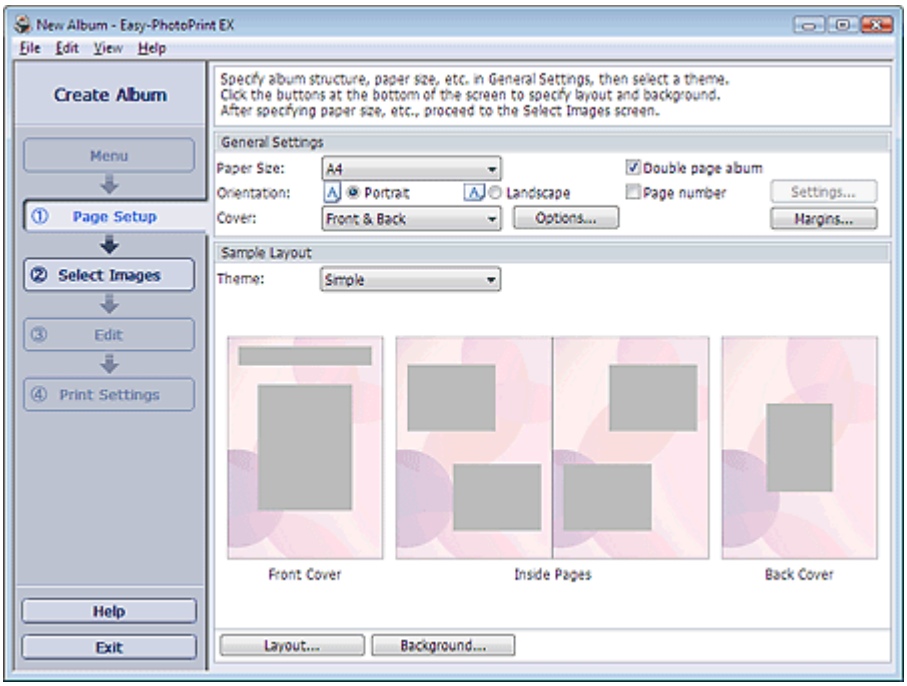
Easy-PhotoPrint EX

Selecting the Paper and Layout

1. Click Album from Menu.

The Page Setup screen appears.



2. Set the following items in the General Settings section:

Paper Size

Orientation

Cover

Double page album

Page number

Note

- See Help on the paper size that can be selected.
- You can select whether to display images on the inside of the front and back covers in the Cover Options dialog box. To display the Cover Options dialog box, select Front or Front & Back for Cover and click Options....
- Select the Double page album checkbox to enable the spread page layout (consisting of two-page master). In a double-page album, you can arrange an image across the left and right pages.
- You can customize the page numbers (position, font size, etc.) in the Page Number Settings dialog box. To display the Page Number Settings dialog box, select the Page number checkbox and click Settings....
- You can customize the margins of the front cover, inside pages and back cover in the Margin Settings dialog box. To display the Margin Settings dialog box, click Margins....

3. Select the theme you want to use from Theme in Sample Layout.

4. If you want to change the layout, click Layout....

The Change Layout dialog box appears.

In the Change Layout dialog box, you can change the layout or select whether to print the date (on

which the picture was taken) on the photo.

Note

- The layouts that can be selected may vary depending on the Paper Size, Orientation, Double page album, or the type of page selected (front cover, inside pages or back cover).
- You can customize the date (position, size, color, etc.) in the Date Settings dialog box. To display the Date Settings dialog box, select the Print date checkbox in the Change Layout dialog box and click Date Settings....

5. If you want to change the background, click Background....

The Change Background dialog box appears.

In the Change Background dialog box, you can paint the background in a single color or paste an image file to it.

Note

- See Help for details on the Page Setup screen.

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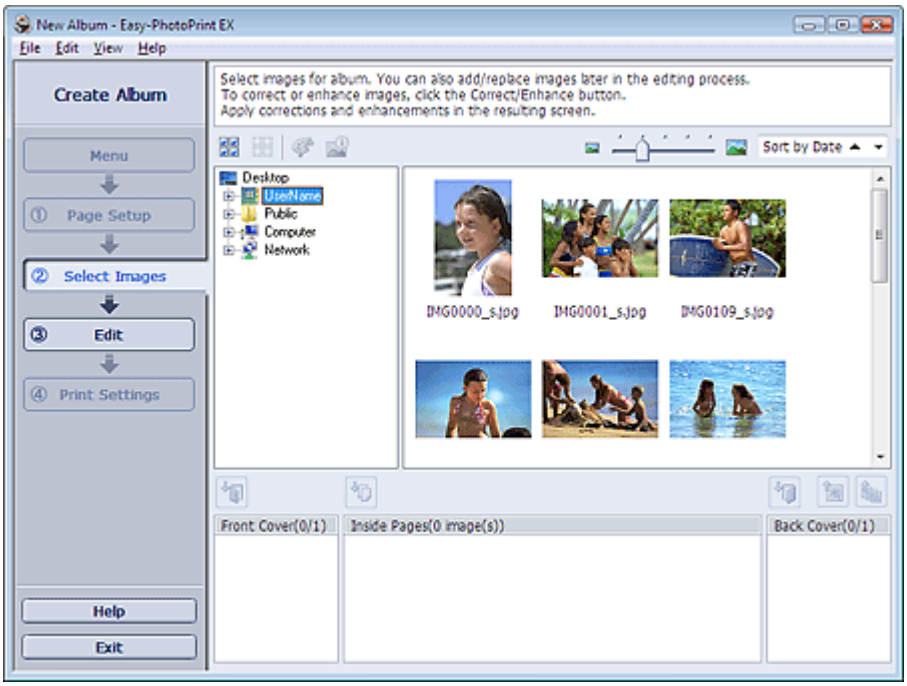
Easy-PhotoPrint EX

Selecting a Photo

1. Click Select Images.

The Select Images screen appears.



2. Select the folder that contains the image you want to print from the folder tree area.

The images in the folder will be displayed as thumbnails (miniatures).

Important

- If Easy-PhotoPrint EX is started from another application (MP Navigator EX or ZoomBrowser EX), the folder tree area will not be displayed.
  The images opened in the application will be displayed as thumbnails.

3. Select the image(s) you want to print, and click one of the buttons below.

To print on the front cover, click (Import to Front Cover).

To print on the inside pages, click (Import to Inside Pages).

To print on the back cover, click (Import to Back Cover).

The selected image(s) are displayed in the selected image area.

You can also select the image(s) you want to print by dragging them into the selected image area.

Note

- To delete an image in the selected image area, select the image you want to delete and click (Delete Imported Image).

  To delete all images from the selected image area, click (Delete All Imported Images).

Note

- See Help for details on the Select Images screen.

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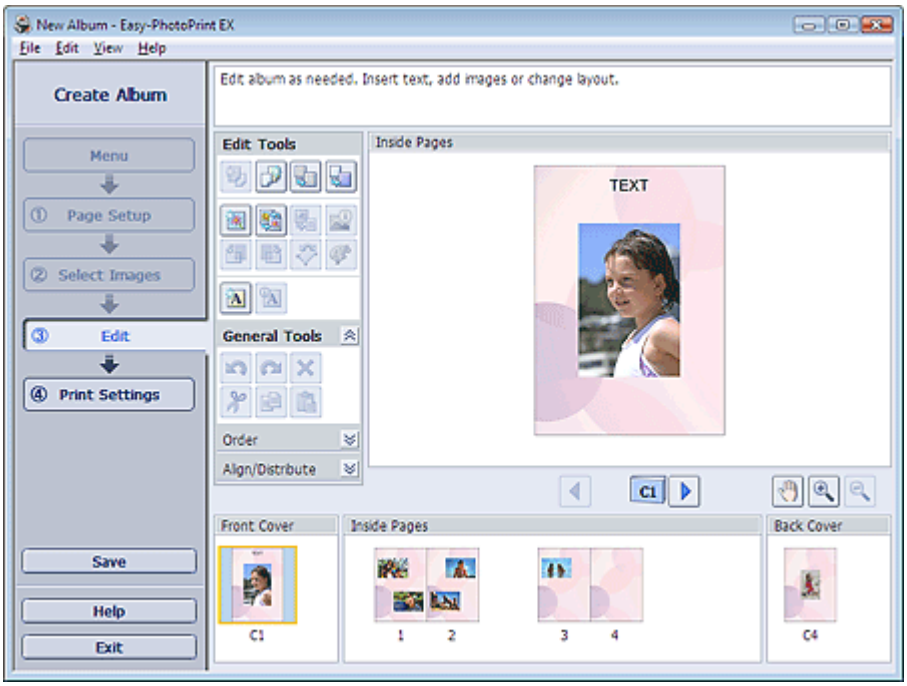
Easy-PhotoPrint EX

Editing

1. Click Edit.

The Edit screen appears.

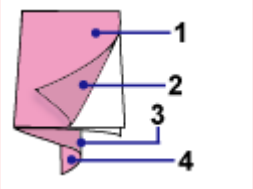


2. Edit your album if necessary.

- Changing Layout
- Changing Background
- Adding Photos
- Swapping Positions of Photos
- Replacing Photos
- Changing Position, Angle and Size of Photos
- Cropping Photos
- Framing Photos
- Printing Dates on Photos
- Attaching Comments to Photos
- Adding Text to Photos

Important

- The edit information will be discarded if you exit Easy-PhotoPrint EX without saving the edited album. It is recommended that you save the item if you want to edit it again.
  The page numbers on the front and back covers of the album are displayed as follows:



C1: Front cover

C2: Inside the front cover

C3: Inside the back cover

C4: Back cover

Saving

Note

- See Help for details on the Edit screen.

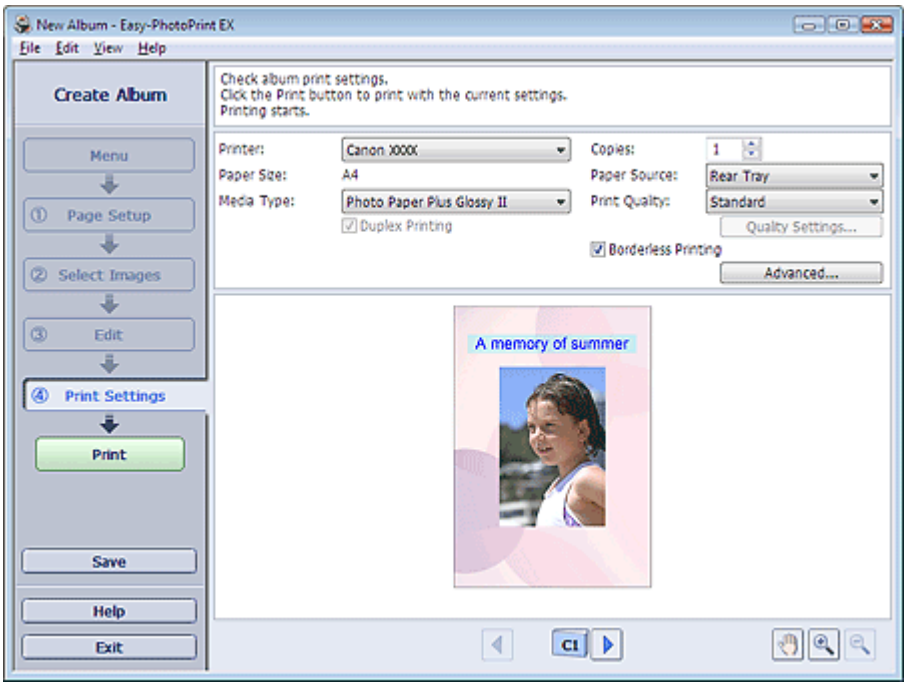
Page top

Easy-PhotoPrint EX

Printing

1. Click Print Settings.

The Print Settings screen appears.



2. Set the following items according to the printer and paper to be used:

Printer

Media Type

Copies

Paper Source

Print Quality

Borderless Printing

Note

- The media types may vary depending on the printer and the paper size.
- Duplex Printing appears if the selected printer and media type support duplex printing. Select this checkbox to print on both sides of the paper.
- Automatic appears if you select the Duplex Printing checkbox after selecting a printer that supports automatic duplex printing and media type that supports duplex printing. Select this checkbox to print on both sides of the paper automatically.
- The paper sources may vary depending on the printer and the media type.
- You can set a custom print quality level in the Print Quality Settings dialog box. To display the Print Quality Settings dialog box, select Custom for Print Quality and click Quality Settings....
- Select the Borderless Printing checkbox to print borderless photos.
- You can specify the print range and the amount of extension for borderless printing in the Print Settings dialog box. To display the Print Settings dialog box, click Advanced....

3. Click Print.

Note

- See Help for details on the Print Settings screen.

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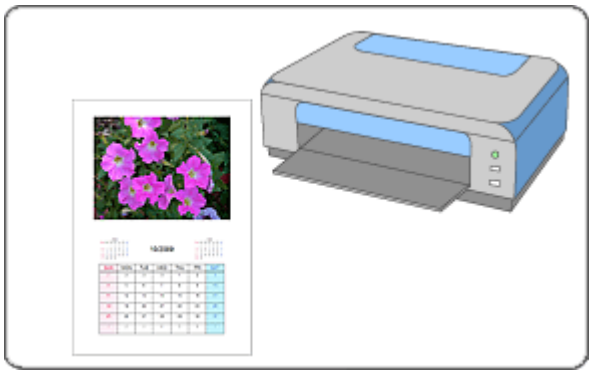
Easy-PhotoPrint EX

Printing Calendars

Easy-PhotoPrint EX allows you to create your own calendar using your favorite photos.



Steps

1. Starting Easy-PhotoPrint EX
2. Selecting the Paper and Layout
3. Selecting a Photo
4. Editing
5. Printing

Try This

- Correcting and Enhancing Photos
- Changing Layout
- Changing Background
- Adding Photos
- Swapping Positions of Photos
- Replacing Photos
- Changing Position, Angle and Size of Photos
- Cropping Photos
- Framing Photos
- Printing Dates on Photos
- Adding Text to Photos
- Setting Calendar Display
- Setting Holidays
- Saving
- Opening Saved Files

Questions and Answers

- How Can I Move (or Copy) the Saved File?

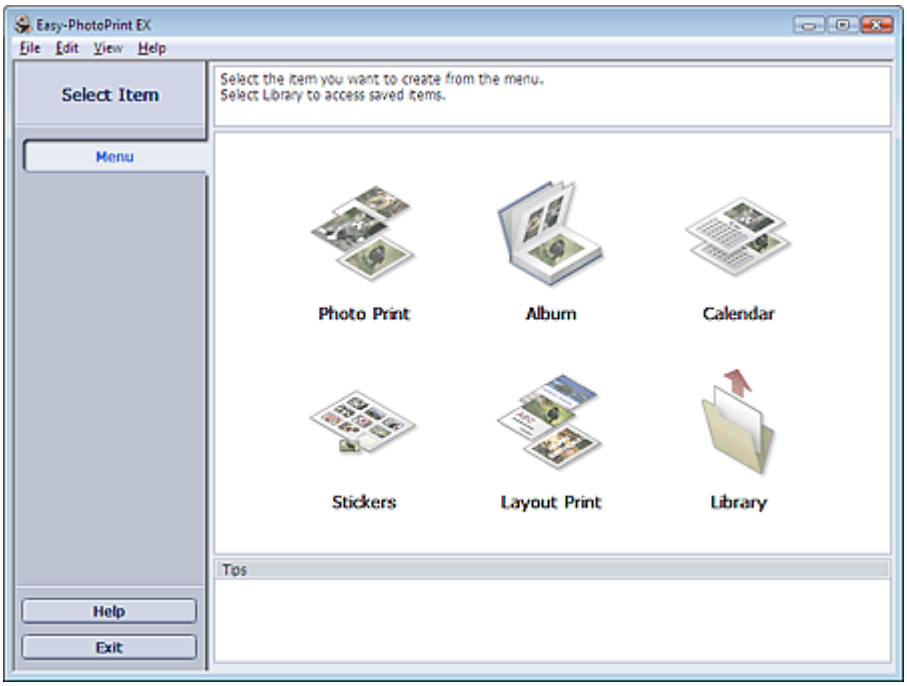
Page top

Easy-PhotoPrint EX

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.



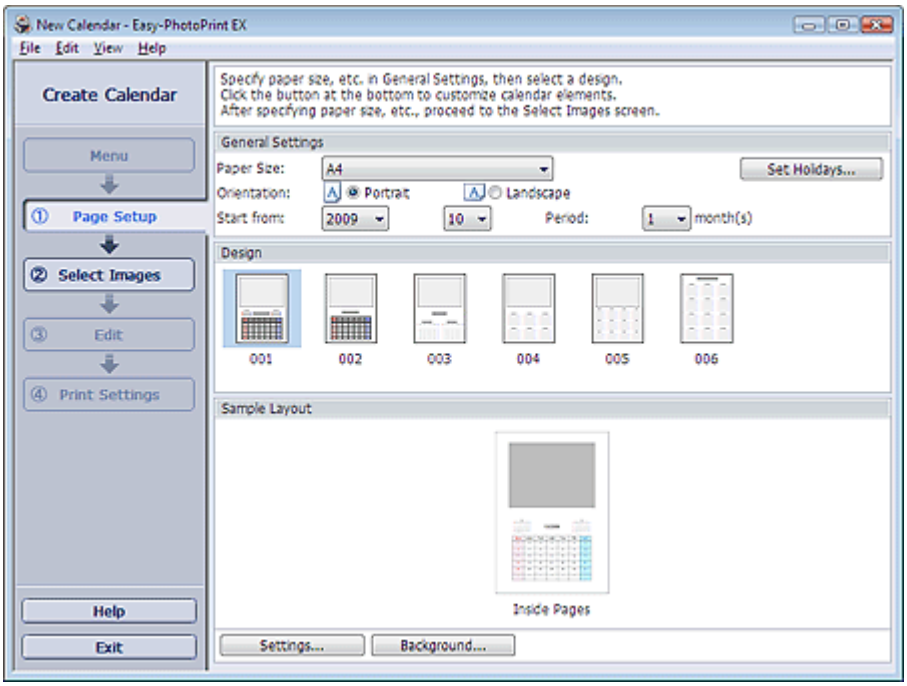
Page top

Easy-PhotoPrint EX

Selecting the Paper and Layout

1. Click Calendar from Menu.

The Page Setup screen appears.



2. Set the following items in the General Settings section:

Paper Size

Orientation

Start from

Period

Note

- See Help on the paper size that can be selected.
- You can add holidays to your calendar.
  ➡ Setting Holidays

3. Select a layout for Design.

If necessary, make advanced settings on the calendar and set the background.

Note

- You can customize the calendar display (font colors of the dates and days of the week, position and size of the calendar, etc.).
  ➡ Setting Calendar Display
- You can paint the background in a single color or paste an image file to it in the Change Background dialog box. To display the Change Background dialog box, click Background....

Note

- See Help for details on the Page Setup screen.

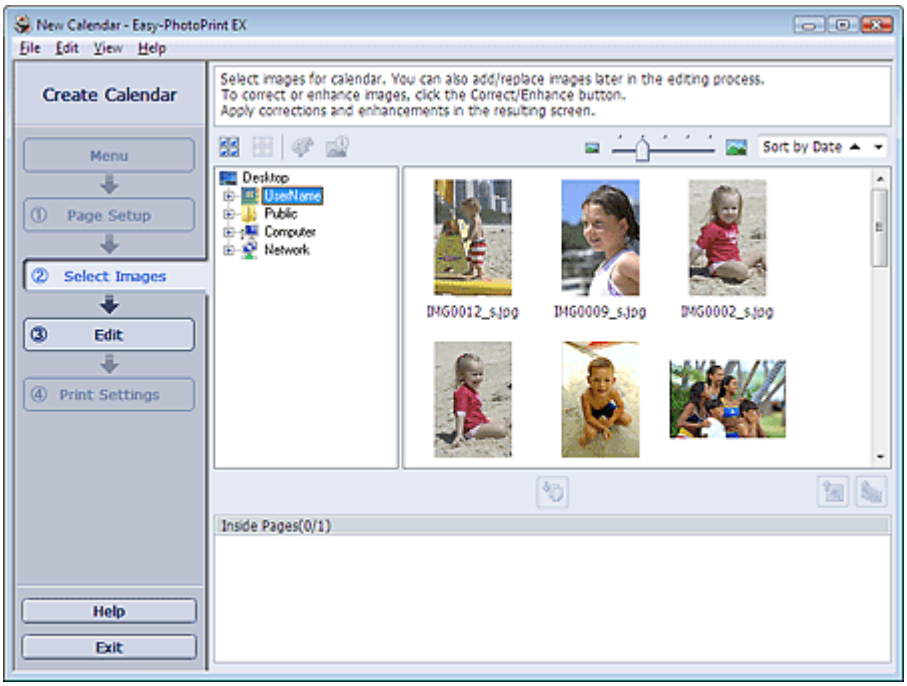
Page top

Easy-PhotoPrint EX

Selecting a Photo

1. Click Select Images.

The Select Images screen appears.



2. Select the folder that contains the image you want to print from the folder tree area.

The images in the folder will be displayed as thumbnails (miniatures).

3. Select the image(s) you want to print and click (Import to Inside Pages).

The selected image(s) are displayed in the selected image area.

You can also select the image(s) you want to print by dragging them into the selected image area.

Note

- To delete an image in the selected image area, select the image you want to delete and click (Delete Imported Image).

  To delete all images from the selected image area, click (Delete All Imported Images).

Note

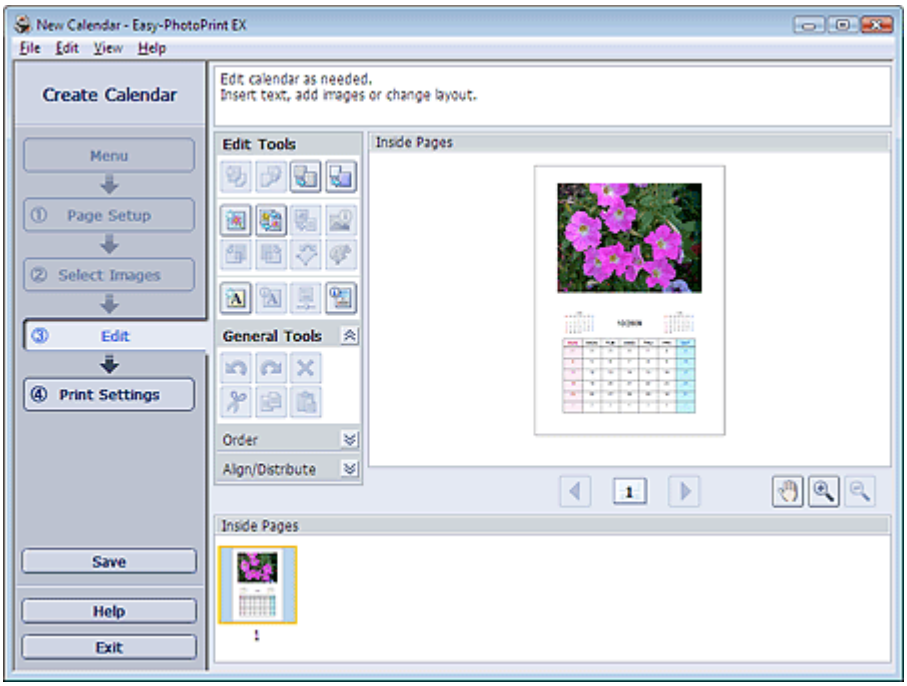
- See Help for details on the Select Images screen.

Easy-PhotoPrint EX

Editing

1. Click Edit.

The Edit screen appears.



2. Edit the calendar if necessary.

- Changing Layout
- Changing Background
- Adding Photos
- Swapping Positions of Photos
- Replacing Photos
- Changing Position, Angle and Size of Photos
- Cropping Photos
- Framing Photos
- Printing Dates on Photos
- Adding Text to Photos
- Setting Calendar Display
- Setting Holidays

Important

- The edit information will be discarded if you exit Easy-PhotoPrint EX without saving the edited calendar. It is recommended that you save the item if you want to edit it again.
  - Saving

Note

- See Help for details on the Edit screen.

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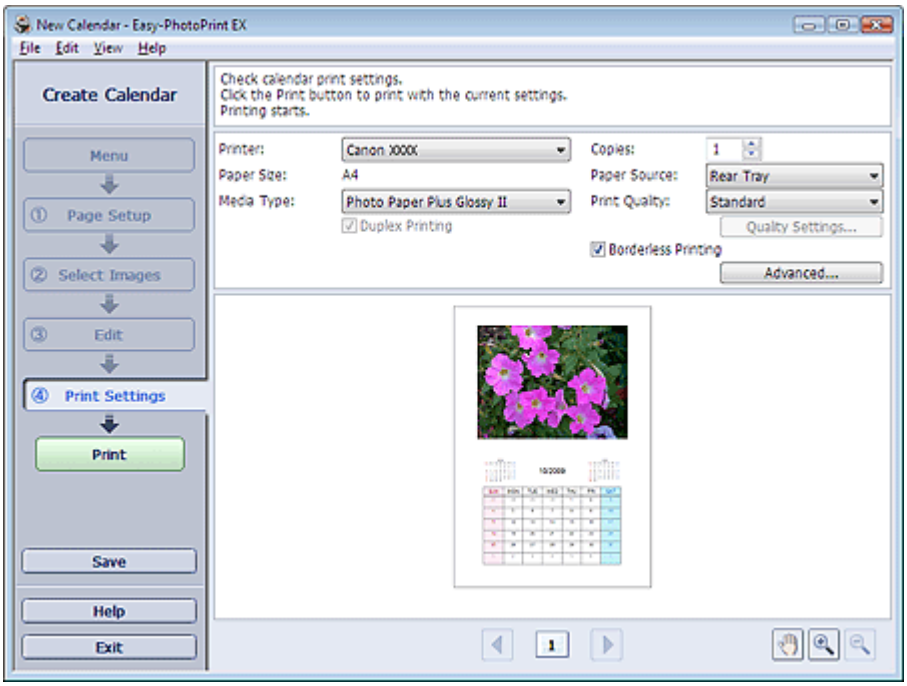
Easy-PhotoPrint EX

Printing

1. Click Print Settings.

The Print Settings screen appears.



2. Set the following items according to the printer and paper to be used:

Printer

Media Type

Copies

Paper Source

Print Quality

Borderless Printing

Note

- The media types may vary depending on the printer and the paper size.
- Duplex Printing appears if the selected printer and media type support duplex printing. Select this checkbox to print on both sides of the paper.
- Automatic appears if you select the Duplex Printing checkbox after selecting a printer that supports automatic duplex printing and media type that supports duplex printing. Select this checkbox to print on both sides of the paper automatically.
- The paper sources may vary depending on the printer and the media type.
- You can set a custom print quality level in the Print Quality Settings dialog box. To display the Print Quality Settings dialog box, select Custom for Print Quality and click Quality Settings....
- You can specify the print range and the amount of extension for borderless printing in the Print Settings dialog box. To display the Print Settings dialog box, click Advanced....

3. Click Print.

Note

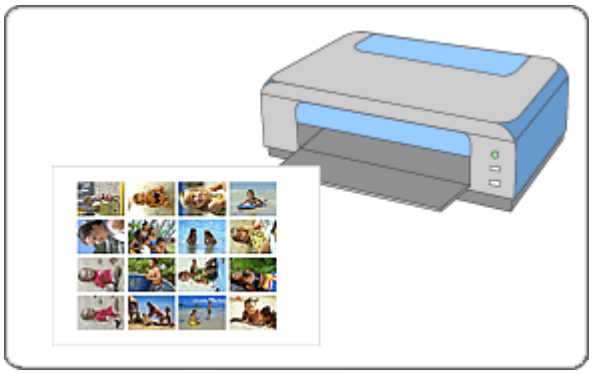
- See Help for details on the Print Settings screen.

Page top

Easy-PhotoPrint EX

Printing Stickers

You can print your favorite photos on compatible sticker sheets.



Steps

1. Starting Easy-PhotoPrint EX
2. Selecting the Paper and Layout
3. Selecting a Photo
4. Editing
5. Printing

Try This

- Correcting and Enhancing Photos
- Adding Photos
- Swapping Positions of Photos
- Replacing Photos
- Changing Position, Angle and Size of Photos
- Cropping Photos
- Framing Photos
- Adding Text to Photos
- Saving
- Opening Saved Files

Questions and Answers

- How Can I Move (or Copy) the Saved File?

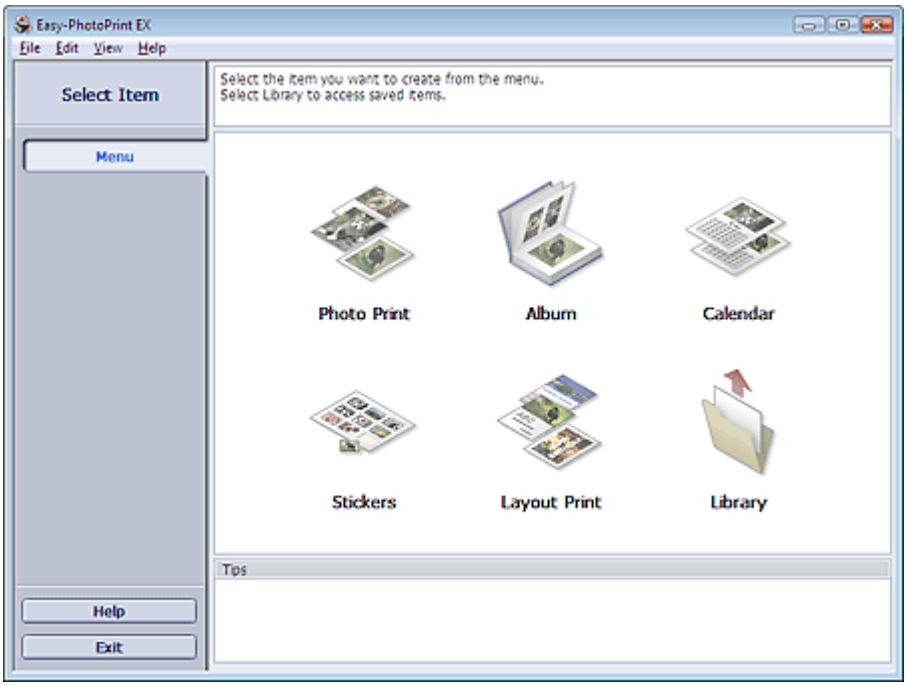
Page top

Easy-PhotoPrint EX

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.



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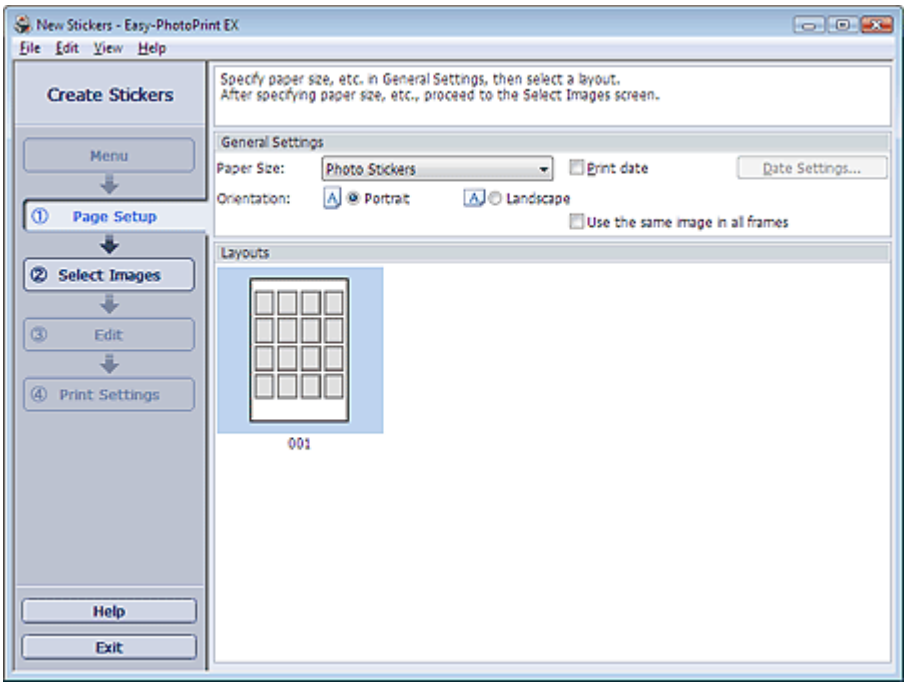
Easy-PhotoPrint EX

Selecting the Paper and Layout

1. Click Stickers from Menu.

The Page Setup screen appears.



2. Set the following items in the General Settings section:

Paper Size

Orientation

Print date

Use the same image in all frames

Note

- Paper sizes other than Photo Stickers cannot be selected.
- Select the Use the same image in all frames checkbox to use the same image in all the frames on the page.
- You can customize the date (position, size, color, etc.) in the Date Settings dialog box. To display the Date Settings dialog box, select the Print date checkbox and click Date Settings....

Note

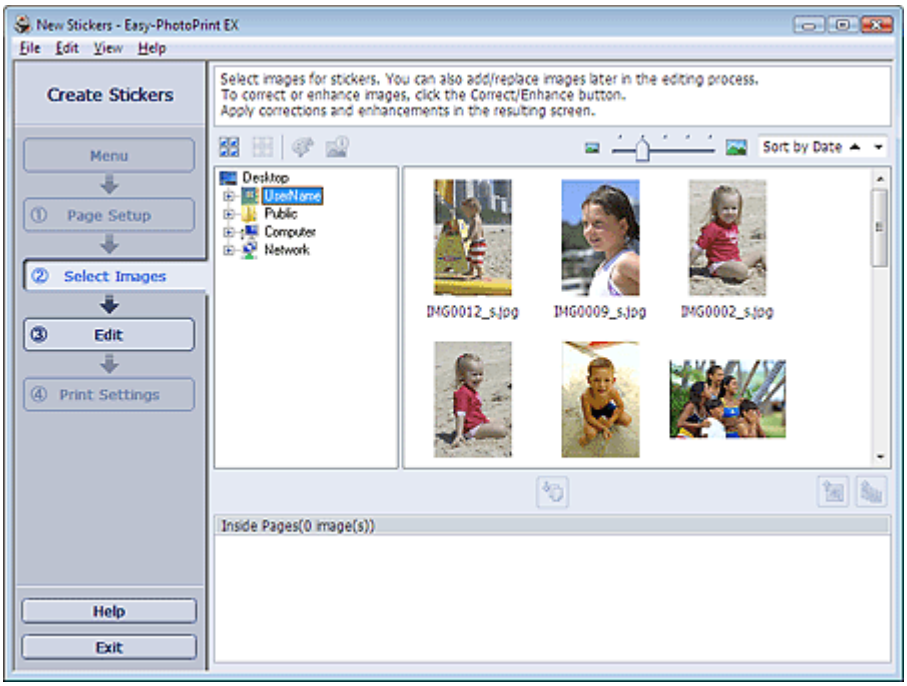
- See Help for details on the Page Setup screen.

Easy-PhotoPrint EX

Selecting a Photo

1. Click Select Images.

The Select Images screen appears.



2. Select the folder that contains the image you want to print from the folder tree area.

The images in the folder will be displayed as thumbnails (miniatures).

3. Select the image(s) you want to print and click (Import to Inside Pages).

The selected image(s) are displayed in the selected image area.

You can also select the image(s) you want to print by dragging them into the selected image area.

Note

- To delete an image in the selected image area, select the image you want to delete and click (Delete Imported Image).

  To delete all images from the selected image area, click (Delete All Imported Images).

Note

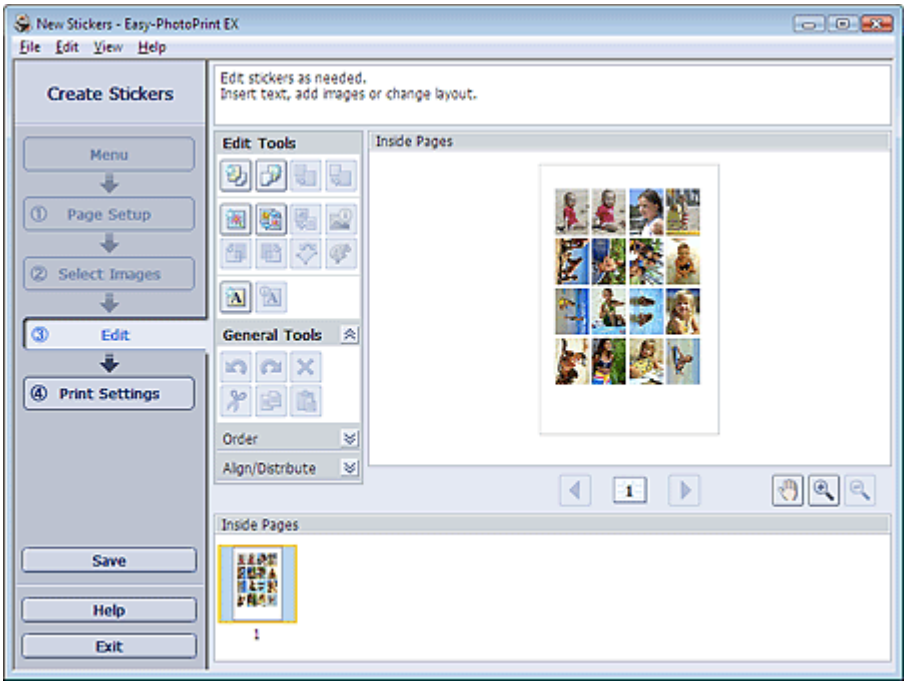
- See Help for details on the Select Images screen.

Easy-PhotoPrint EX

Editing

1. Click Edit.

The Edit screen appears.



2. Edit the stickers if necessary.

- Adding Photos
- Swapping Positions of Photos
- Replacing Photos
- Changing Position, Angle and Size of Photos
- Cropping Photos
- Printing Dates on Photos
- Adding Text to Photos

Important

- The edit information will be discarded if you exit Easy-PhotoPrint EX without saving the edited stickers. It is recommended that you save the item if you want to edit it again.
  - Saving

Note

- See Help for details on the Edit screen.

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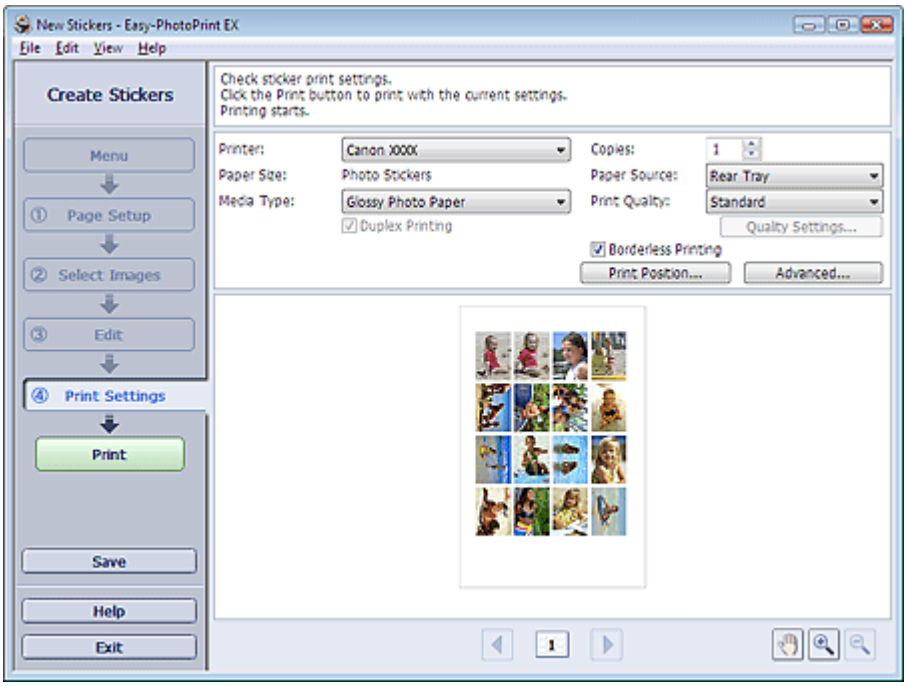
Easy-PhotoPrint EX

Printing

1. Click Print Settings.

The Print Settings screen appears.



2. Set the following items according to the printer and paper to be used:

Printer

Media Type

Copies

Paper Source

Print Quality

Borderless Printing

Note

- The media types may vary depending on the printer and the paper size.
- The paper sources may vary depending on the printer and the media type.
- You can set a custom print quality level in the Print Quality Settings dialog box. To display the Print Quality Settings dialog box, select Custom for Print Quality and click Quality Settings....
- You can adjust the printing position in the Adjust Print Position dialog box. To display the Adjust Print Position dialog box, click Print Position....
- You can specify the print range and the amount of extension for borderless printing in the Print Settings dialog box. To display the Print Settings dialog box, click Advanced....

3. Click Print.

Note

- See Help for details on the Print Settings screen.

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Easy-PhotoPrint EX

Printing Layout

You can add text to your favorite photos and print them in a variety of layouts.

Steps

1. Starting Easy-PhotoPrint EX
2. Selecting the Paper and Layout
3. Selecting a Photo
4. Editing
5. Printing

Try This

- Correcting and Enhancing Photos
- Changing Layout
- Adding Photos
- Swapping Positions of Photos
- Replacing Photos
- Changing Position, Angle and Size of Photos
- Cropping Photos
- Printing Dates on Photos
- Adding Text to Photos
- Saving
- Opening Saved Files

Questions and Answers

- How Can I Move (or Copy) the Saved File?

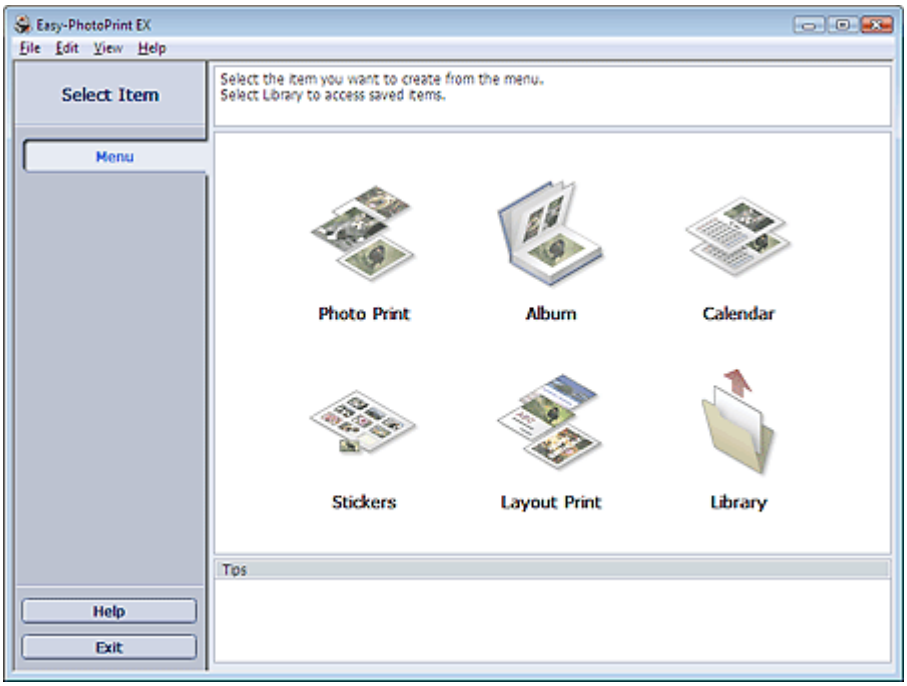
Page top

Easy-PhotoPrint EX

Starting Easy-PhotoPrint EX

1. From the Start menu, select (All) Programs > Canon Utilities > Easy-PhotoPrint EX > Easy-PhotoPrint EX.

   Easy-PhotoPrint EX starts and Menu appears.



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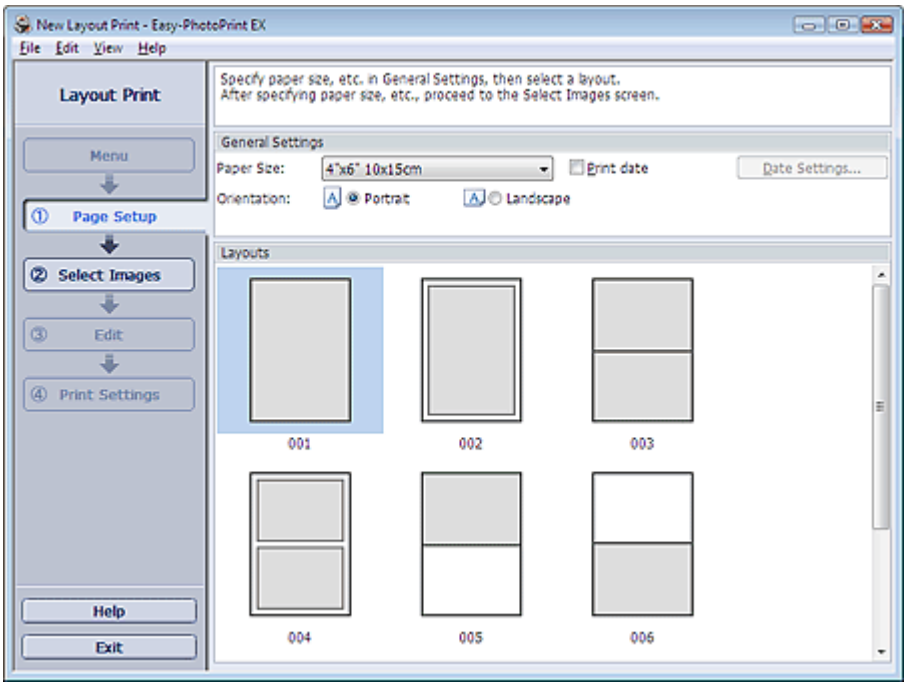
Easy-PhotoPrint EX

Selecting the Paper and Layout

1. Click Layout Print from Menu.

The Page Setup screen appears.



2. Set the following items in the General Settings section:

Paper Size

Orientation

Print date

Note

- See Help on the paper size that can be selected.
- You can customize the date (position, size, color, etc.) in the Date Settings dialog box. To display the Date Settings dialog box, select the Print date checkbox and click Date Settings....

3. Select a layout from Layouts.

Note

- The layouts may vary depending on the Orientation.

Note

- See Help for details on the Page Setup screen.

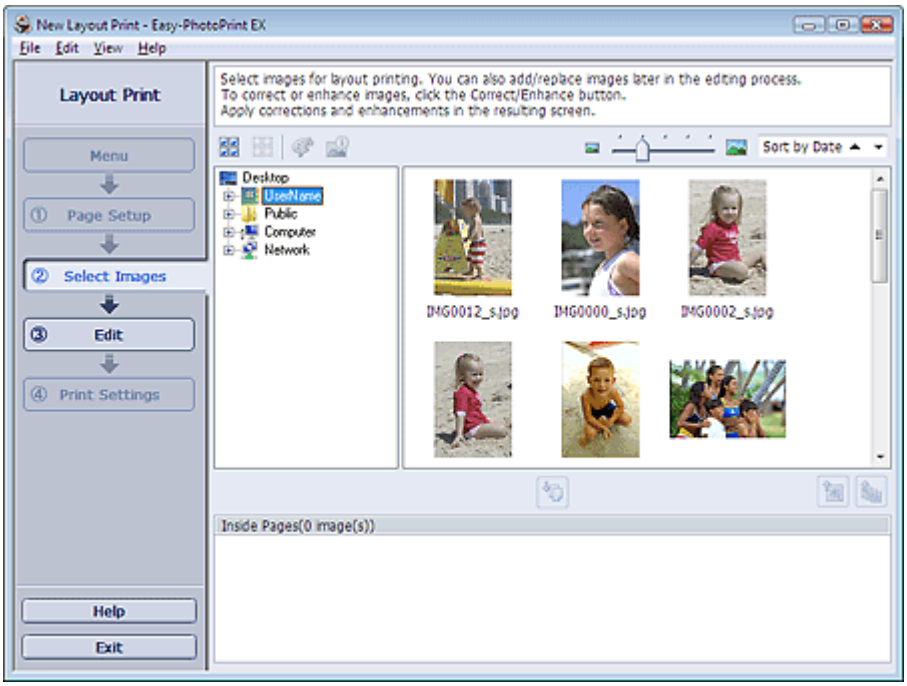
Page top

Easy-PhotoPrint EX

Selecting a Photo

1. Click Select Images.

The Select Images screen appears.



2. Select the folder that contains the image you want to print from the folder tree area.

The images in the folder will be displayed as thumbnails (miniatures).

3. Select the image(s) you want to print and click (Import to Inside Pages).

The selected image(s) are displayed in the selected image area.

You can also select the image(s) you want to print by dragging them into the selected image area.

Note

- To delete an image in the selected image area, select the image you want to delete and click (Delete Imported Image).

  To delete all images from the selected image area, click (Delete All Imported Images).

Note

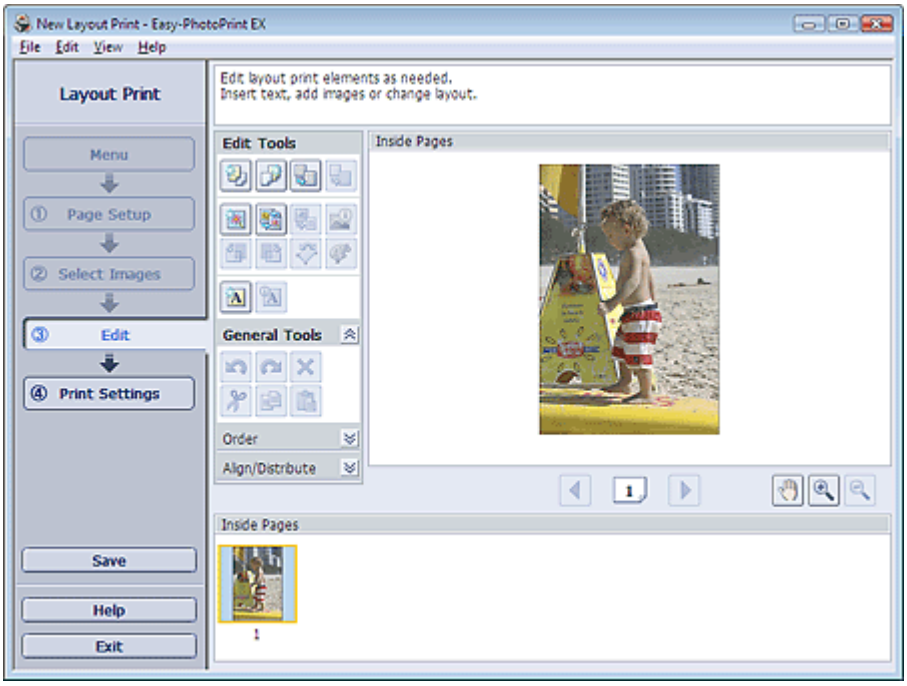
- See Help for details on the Select Images screen.

Easy-PhotoPrint EX

Editing

1. Click Edit.

The Edit screen appears.



2. Edit the layout if necessary.

- Changing Layout
- Adding Photos
- Swapping Positions of Photos
- Replacing Photos
- Changing Position, Angle and Size of Photos
- Cropping Photos
- Printing Dates on Photos
- Adding Text to Photos

Important

- The edit information will be discarded if you exit Easy-PhotoPrint EX without saving the edited layout. It is recommended that you save the item if you want to edit it again.
  - Saving

Note

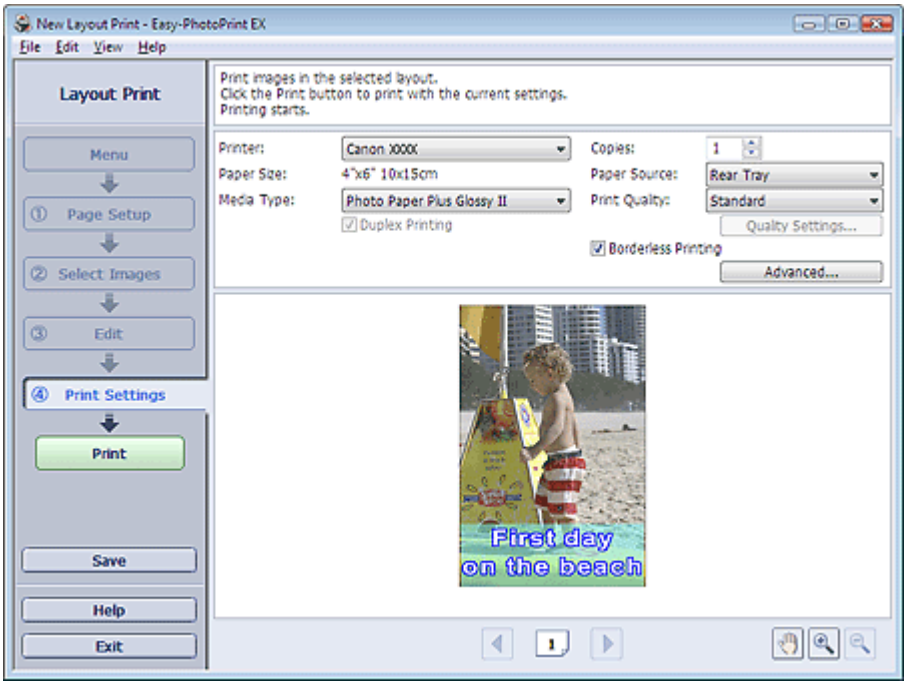
- See Help for details on the Edit screen.

Easy-PhotoPrint EX

Printing

1. Click Print Settings.

The Print Settings screen appears.



2. Set the following items according to the printer and paper to be used:

Printer

Media Type

Copies

Paper Source

Print Quality

Borderless Printing

Note

- The media types may vary depending on the printer and the paper size.
- Duplex Printing appears if the selected printer and media type support duplex printing. Select this checkbox to print on both sides of the paper.
- Automatic appears if you select the Duplex Printing checkbox after selecting a printer that supports automatic duplex printing and media type that supports duplex printing. Select this checkbox to print on both sides of the paper automatically.
- The paper sources may vary depending on the printer and the media type.
- You can set a custom print quality level in the Print Quality Settings dialog box. To display the Print Quality Settings dialog box, select Custom for Print Quality and click Quality Settings....
- Select the Borderless Printing checkbox to print borderless photos.
- You can specify the print range and the amount of extension for borderless printing in the Print Settings dialog box. To display the Print Settings dialog box, click Advanced....

3. Click Print.

Note

- See Help for details on the Print Settings screen.

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Easy-PhotoPrint EX

Correcting and Enhancing Photos

You can correct and enhance images.

Click (Correct/Enhance Images) in the Select Images or Edit screen, or in the Layout/Print screen of Photo Print. You can make the following corrections and enhancements in the Correct/Enhance Images window.

Important

- For Photo Print, if you select Enable ICC Profile in the Advanced tab of the Preferences dialog box, you cannot correct/enhance images.

Note

- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.

Auto Photo Fix

This function will automatically analyze the captured scene and apply suitable corrections.

➡ Using the Auto Photo Fix Function

Red-Eye Correction Function

You can correct red eyes caused by a camera flash.

➡ Using the Red-Eye Correction Function

Face Brightener Function

You can brighten dark faces caused by bright background.

➡ Using the Face Brightener Function

Face Sharpener Function

You can sharpen out-of-focus faces in a photo.

➡ Using the Face Sharpener Function

Digital Face Smoothing Function

You can enhance skin beautifully by removing blemishes and wrinkles.

➡ Using the Digital Face Smoothing Function

Blemish Remover Function

You can remove moles.

➡ Using the Blemish Remover Function

Image Adjustment

You can adjust brightness and contrast or sharpen the entire image.

You can also blur the outline of the subjects or remove the base color.

➡ Adjusting Images

Easy-PhotoPrint EX

Using the Auto Photo Fix Function

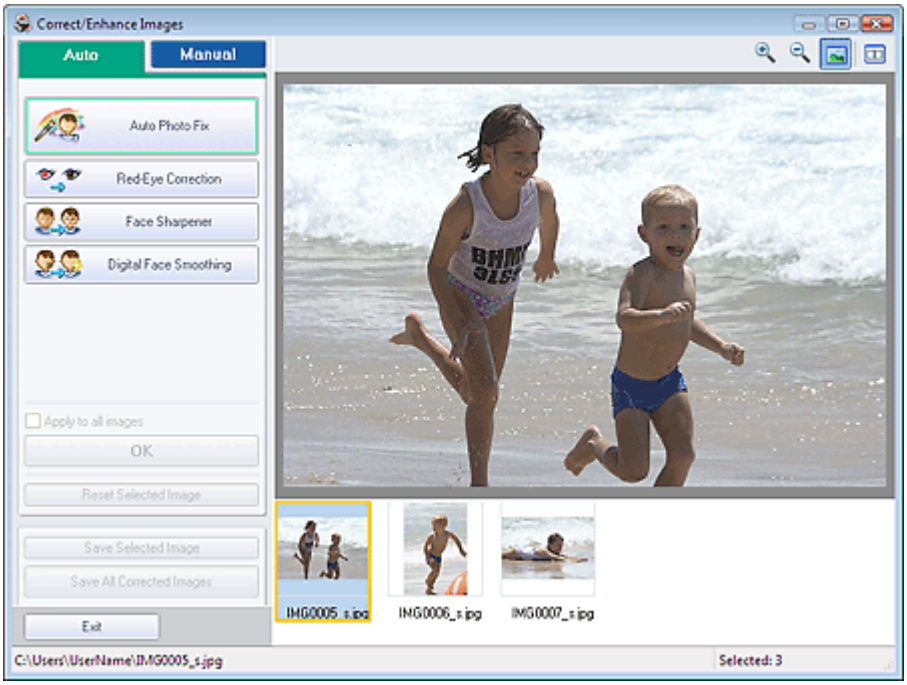
Apply optimum corrections automatically to the photos used for an album, calendar, etc.

Important

- The Auto Photo Fix function is not available for Photo Print. Photo Print allows you to automatically apply suitable corrections to all photos when printing, by selecting Auto Photo Fix in Color correction for printing on the Advanced tab of the Preferences dialog box. To display the Preferences dialog box, click (Settings) in the Layout/Print screen or select Preferences... from the File menu.
- Once image is corrected with Auto Photo Fix and saved, it cannot be corrected again with Auto Photo Fix.
  Also, Auto Photo Fix may not be available for images edited using an application, digital camera, etc. manufactured by other companies.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

   The Correct/Enhance Images window appears.



Note

- You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.

2. Select the image you want to correct from the list displayed in the lower part of the Correct/Enhance Images window.

   The image appears in Preview.

Note

- If only one image is selected, the thumbnail does not appear below Preview.

3. Make sure that Auto is selected.

4. Click Auto Photo Fix, then click OK.

The entire photo is corrected automatically and the (Correction/Enhancement) mark appears on the upper left of the image.

Note

- Click (Compare) to display the images before and after the correction side by side so that you can compare and check the result.
- Click Reset Selected Image to undo the correction operation.
- If you want to apply the correction to all the selected images at once, select the Apply to all images checkbox.

5. Click Save Selected Image or Save All Corrected Images.

You can save corrected images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for corrected images.

6. Click Exit.

Important

- The corrections will be lost if you exit before saving corrected images.

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Easy-PhotoPrint EX

Using the Red-Eye Correction Function

You can correct red eyes caused by a camera flash.

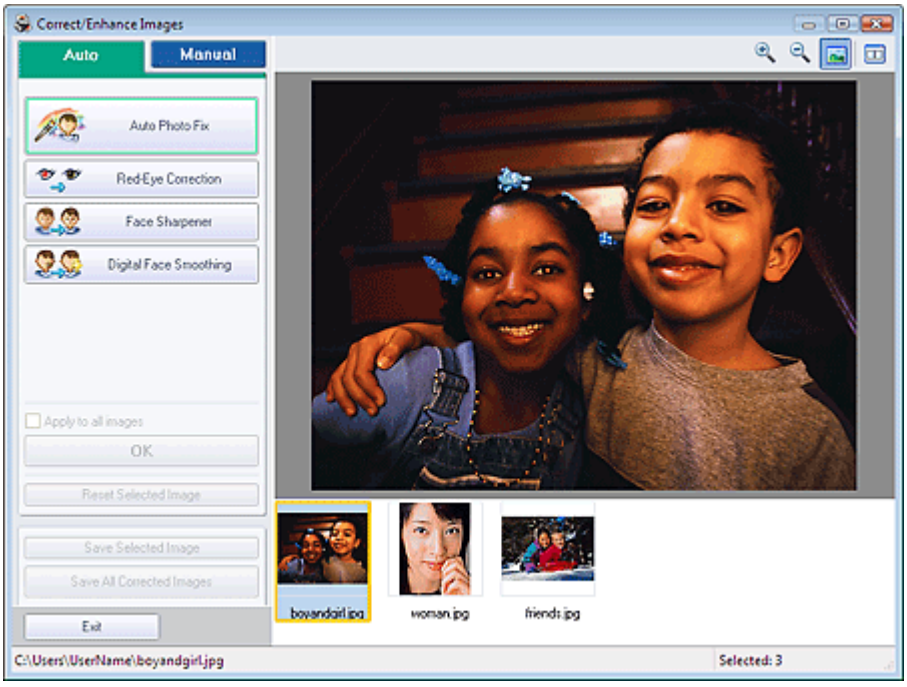
You can perform the Red-Eye Correction function either automatically or manually.

Note

- Photo Print allows you to automatically correct red eyes when printing. To correct automatically, select Enable Auto Photo Fix in Color correction for printing on the Advanced tab of the Preferences dialog box and select the Enable Red-Eye Correction checkbox.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

The Correct/Enhance Images window appears.



Note

- You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.

2. Select the image you want to correct from the list displayed in the lower part of the Correct/Enhance Images window.

The image appears in Preview.

Note

- If only one image is selected, the thumbnail does not appear below Preview.

Auto Correction

3. Make sure that Auto is selected.

4. Click Red-Eye Correction.

5. Click OK.

Red eyes are corrected and the (Correction/Enhancement) mark appears on the upper left of the image.

Important

- Areas other than the eyes may be corrected depending on the image.

Note

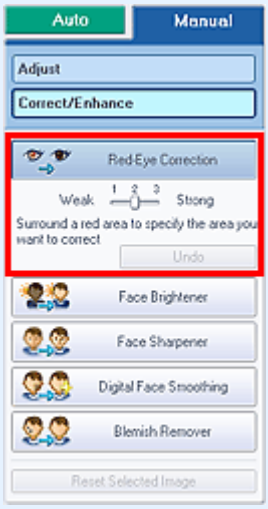
- Click (Compare) to display the images before and after the correction side by side so that you can compare and check the result.
- Click Reset Selected Image to undo the correction operation.
- If you want to apply the correction to all the selected images at once, select the Apply to all images checkbox.

Manual Correction

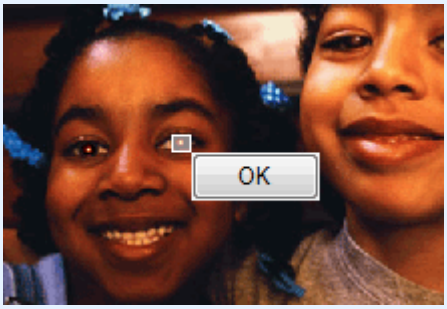
3. Click Manual, then click Correct/Enhance.

4. Click Red-Eye Correction.

Move the cursor over the image. The shape of the cursor changes to (Paintbrush).



5. Drag to select the red area you want to correct, then click OK that appears over the image.



Red eye is corrected and the (Correction/Enhancement) mark appears on the upper left of the image.

Note

- Effect levels can be changed using the slider below Red-Eye Correction.
- Click Undo to undo the preceding correction operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save corrected images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for corrected images.

7. Click Exit.

Important

- The corrections will be lost if you exit before saving corrected images.

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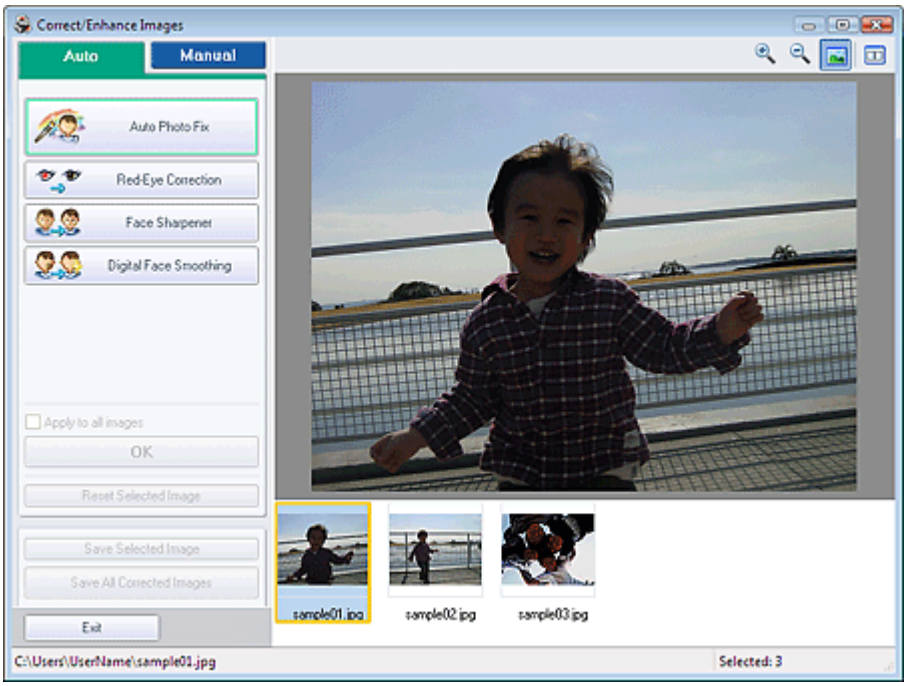
Easy-PhotoPrint EX

Using the Face Brightener Function

You can brighten dark faces caused by bright background.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

   The Correct/Enhance Images window appears.



Note

- You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.

2. Select the image you want to correct from the list displayed in the lower part of the Correct/Enhance Images window.

   The image appears in Preview.

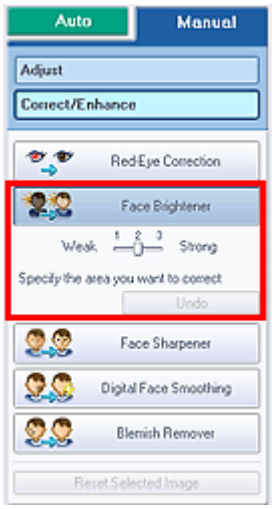
Note

- If only one image is selected, the thumbnail does not appear below Preview.

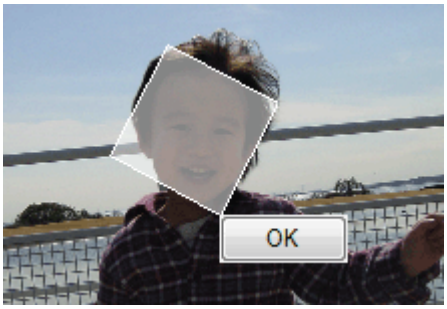
3. Click Manual, then click Correct/Enhance.

4. Click Face Brightener.

   Move the cursor over the image. The shape of the cursor changes to (Cross).



5. Drag to select the area you want to correct, then click OK that appears over the image.



The entire image is corrected so that the selected area containing the face becomes brighter, and the (Correction/Enhancement) mark appears on the upper left of the image.

Note

- You can also drag to rotate the selected area.
- Effect levels can be changed using the slider below Face Brightener.
- Click Undo to undo the preceding correction operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save corrected images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for corrected images.

7. Click Exit.

Important

- The corrections will be lost if you exit before saving corrected images.

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Easy-PhotoPrint EX

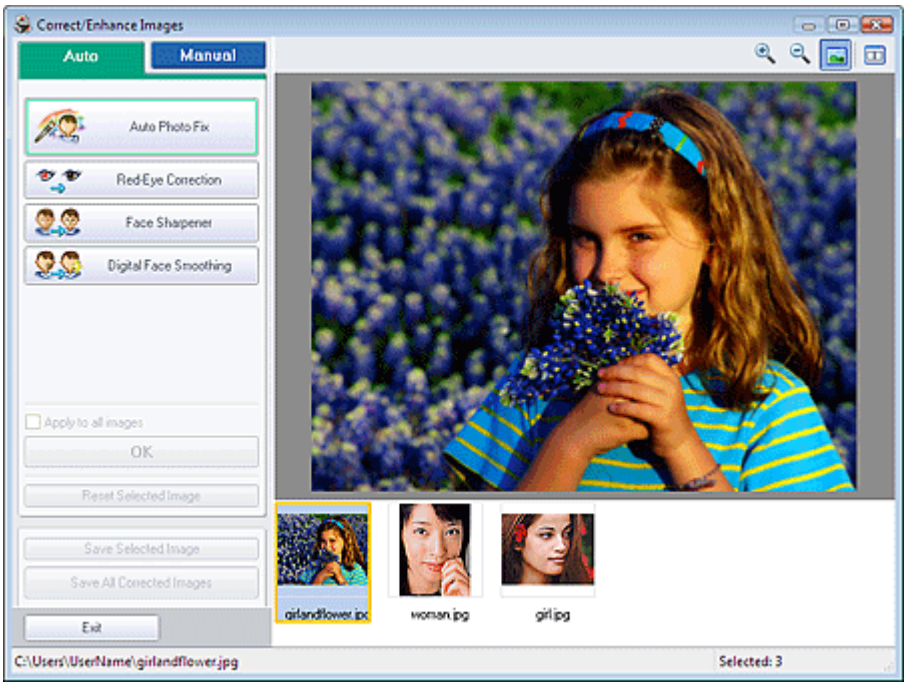
Using the Face Sharpener Function

You can sharpen out-of-focus faces in a photo.

You can perform the Face Sharpener function either automatically or manually.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

   The Correct/Enhance Images window appears.



Note

- You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.

2. Select the image you want to correct from the list displayed in the lower part of the Correct/Enhance Images window.

   The image appears in Preview.

Note

- If only one image is selected, the thumbnail does not appear below Preview.

Auto Correction

3. Make sure that Auto is selected.
4. Click Face Sharpener.
5. Click OK.

The face is sharpened and the (Correction/Enhancement) mark appears on the upper left of the image.

Note

- Effect levels can be changed using the slider below Face Sharpener.
- Click (Compare) to display the images before and after the correction side by side so that you can compare and check the result.
- Click Reset Selected Image to undo the correction operation.
- If you want to apply the correction to all the selected images at once, select the Apply to all images checkbox.

Manual Correction

3. Click Manual, then click Correct/Enhance.

4. Click Face Sharpener.

Move the cursor over the image. The shape of the cursor changes to (Cross).

5. Drag to select the area you want to correct, then click OK that appears over the image.

The facial area in and around the selected area is sharpened and the (Correction/Enhancement) mark appears on the upper left of the image.

Note

- You can also drag to rotate the selected area.
- Effect levels can be changed using the slider below Face Sharpener.
- Click Undo to undo the preceding correction operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save corrected images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for corrected images.

7. Click Exit.

Important

- The corrections will be lost if you exit before saving corrected images.

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Easy-PhotoPrint EX

Using the Digital Face Smoothing Function

You can enhance skin beautifully by removing blemishes and wrinkles.

You can perform the Digital Face Smoothing function either automatically or manually.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

   The Correct/Enhance Images window appears.

Note

- You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.

2. Select the image you want to enhance from the list displayed in the lower part of the Correct/Enhance Images window.

   The image appears in Preview.

Note

- If only one image is selected, the thumbnail does not appear below Preview.

Auto Enhancement

3. Make sure that Auto is selected.
4. Click Digital Face Smoothing.
5. Click OK.

Skin is enhanced beautifully and the (Correction/Enhancement) mark appears on the upper left of the image.

Note

- Effect levels can be changed using the slider below Digital Face Smoothing.
- Click (Compare) to display the images before and after the enhancement side by side so that you can compare and check the result.
- Click Reset Selected Image to undo the enhancement operation.
- If you want to apply the enhancement to all the selected images at once, select the Apply to all images checkbox.

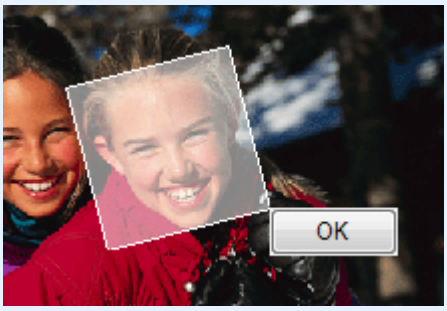
Manual Enhancement

3. Click Manual, then click Correct/Enhance.

4. Click Digital Face Smoothing.

Move the cursor over the image. The shape of the cursor changes to (Cross).

5. Drag to select the area you want to enhance, then click OK that appears over the image.



Skin in and around the selected area is enhanced beautifully and the (Correction/Enhancement) mark appears on the upper left of the image.

Note

- You can also drag to rotate the selected area.
- Effect levels can be changed using the slider below Digital Face Smoothing.
- Click Undo to undo the preceding enhancement operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save enhanced images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for enhanced images.

7. Click Exit.

Important

- The enhancements will be lost if you exit before saving enhanced images.

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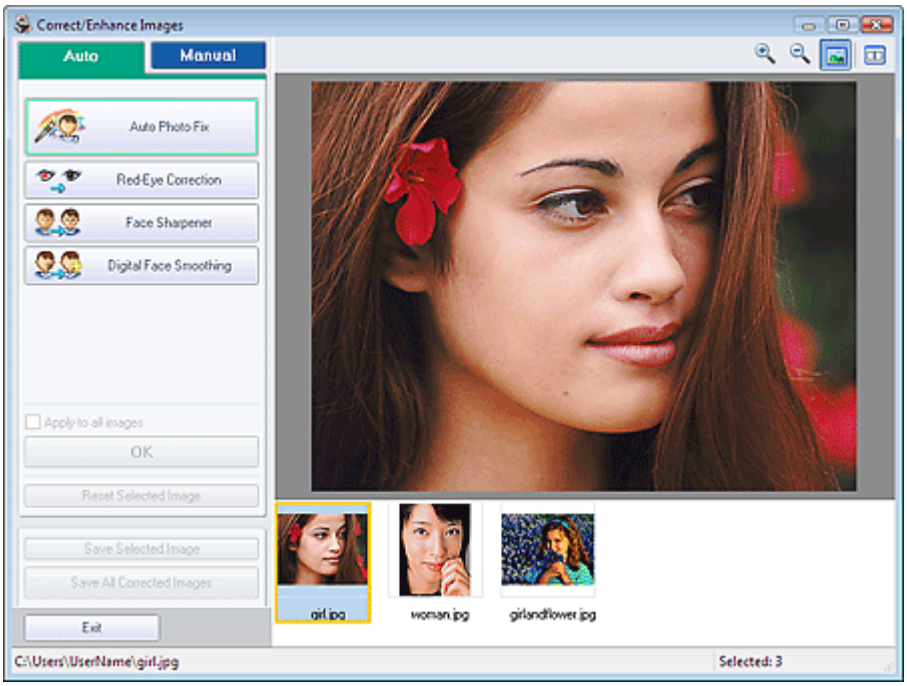
Easy-PhotoPrint EX

Using the Blemish Remover Function

You can remove moles.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

The Correct/Enhance Images window appears.



Note

- You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.

2. Select the image you want to enhance from the list displayed in the lower part of the Correct/Enhance Images window.

The image appears in Preview.

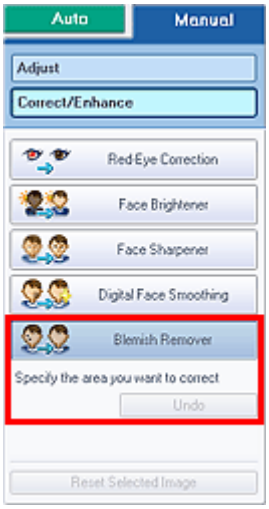
Note

- If only one image is selected, the thumbnail does not appear below Preview.

3. Click Manual, then click Correct/Enhance.

4. Click Blemish Remover.

Move the cursor over the image. The shape of the cursor changes to (Cross).



5. Drag to select the area you want to enhance, then click OK that appears over the image.

Moles in and around the selected area are removed and the (Correction/Enhancement) mark appears on the upper left of the image.

Note

- Click Undo to undo the preceding enhancement operation.

6. Click Save Selected Image or Save All Corrected Images.

You can save enhanced images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for enhanced images.

7. Click Exit.

Important

- The enhancements will be lost if you exit before saving enhanced images.

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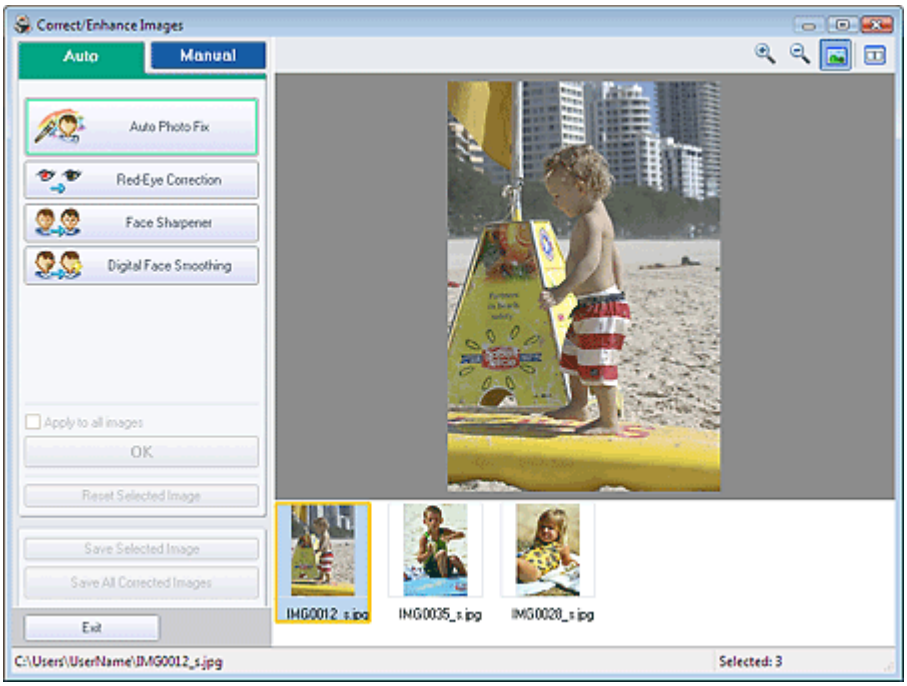
Easy-PhotoPrint EX

Adjusting Images

You can make fine adjustments to the overall brightness, contrast, etc. of images.

1. Select photos in the Select Images screen, then click (Correct/Enhance Images).

The Correct/Enhance Images window appears.



Note

- You can also display the Correct/Enhance Images window by clicking (Correct/Enhance Images) in the Layout/Print or Edit screen. In that case, only the image displayed in Preview can be corrected/enhanced.
- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.

2. Select the image you want to adjust from the list displayed in the lower part of the Correct/Enhance Images window.

The image appears in Preview.

Note

- If only one image is selected, the thumbnail does not appear below Preview.

3. Click Manual, then click Adjust.

4. Move the slider of the item you want to adjust and set the effect level.

The following adjustments are available:

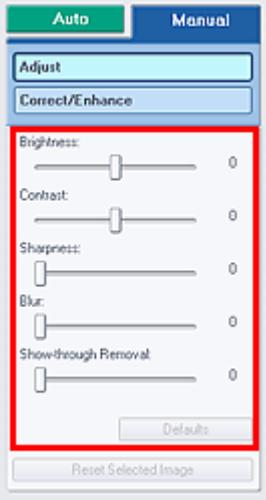
Brightness

Contrast

Sharpness

Blur

Show-through Removal



Note

- Click Defaults to reset all adjustments.

5. Click Save Selected Image or Save All Corrected Images.

You can save adjusted images as new files.

Note

- To save only the image you like, click Save Selected Image. To save all images, click Save All Corrected Images.
- Only JPEG/Exif file format is available for adjusted images.

6. Click Exit.

Important

- The adjustments will be lost if you exit before saving adjusted images.

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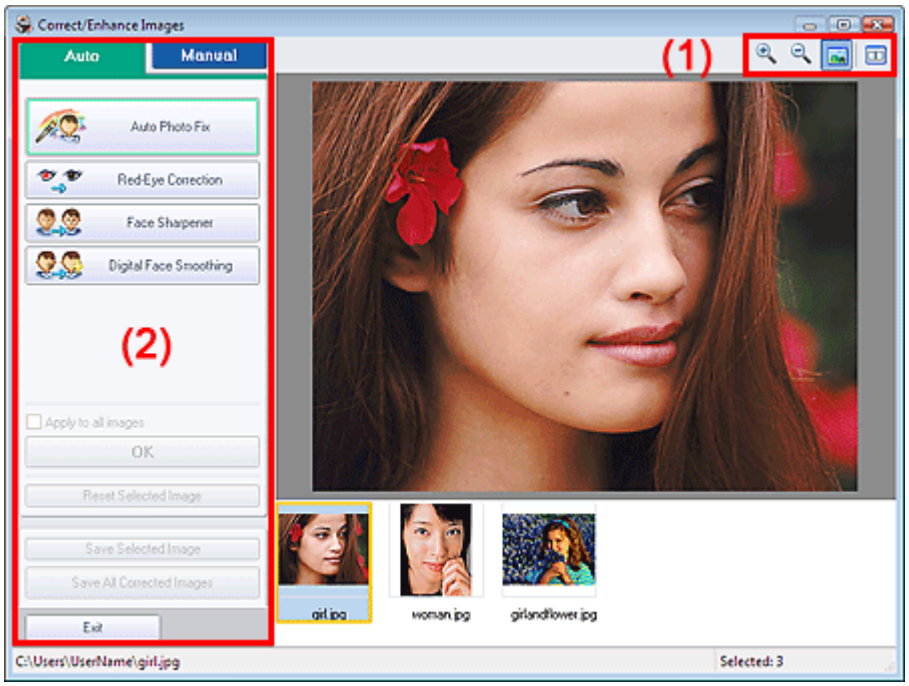
Easy-PhotoPrint EX

Correct/Enhance Images Window

You can correct/enhance images in this window.

To display the Correct/Enhance Images window, click (Correct/Enhance Images) in the Select Images or Edit screen, or in the Layout/Print screen of Photo Print.



(1)Toolbar

Toolbar

(Zoom In/Zoom Out)

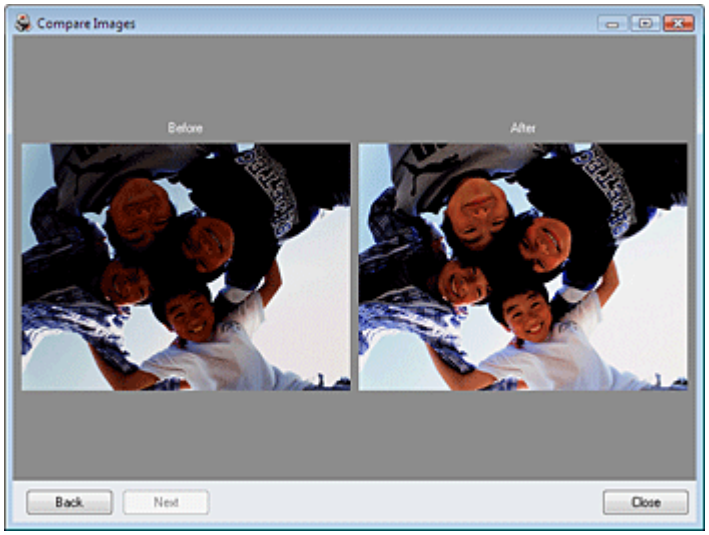
Displays the enlarged or reduced preview of the page.

(Full Screen)

Displays the entire image in Preview.

(Compare)

Displays the Compare Images window. You can compare the images before and after the correction/enhancement side by side.
The image before the correction/enhancement is displayed on the left, and the image after the correction/enhancement is displayed on the right.



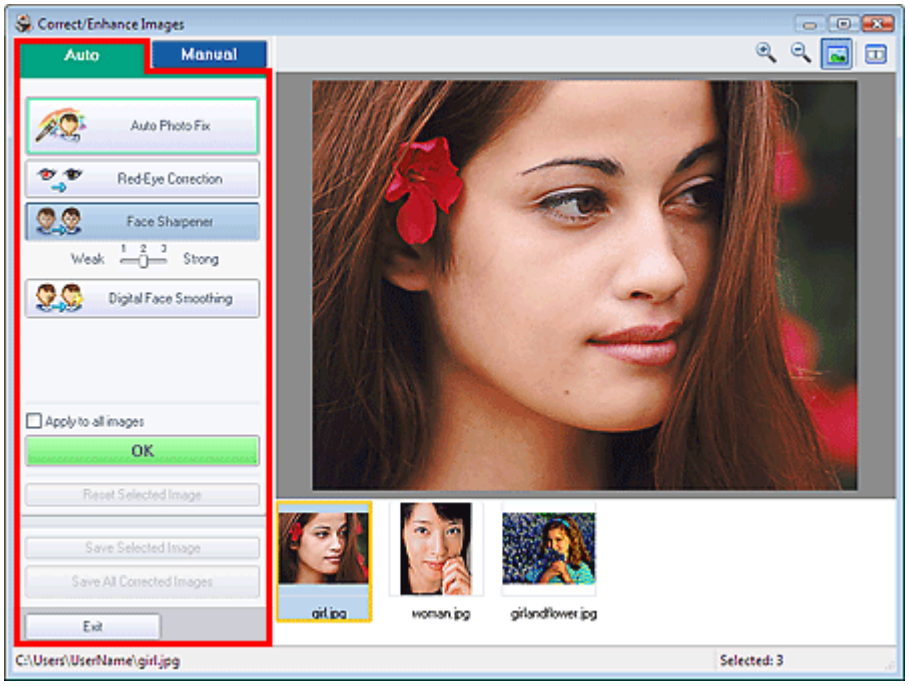
(2)Task Area

Available tasks and settings may vary between the Auto and Manual tabs.

Click Auto or Manual to display the corresponding tab.

Auto Tab

Select to correct automatically.



Auto Photo Fix

Applies automatic corrections suitable for photos.

Important

- The Auto Photo Fix function is not available for Photo Print. Photo Print allows you to automatically apply suitable corrections to all photos when printing. Select this option in Color correction for printing on the Advanced tab of the Preferences dialog box. To display the Preferences dialog box, click (Settings) in the Layout/Print screen or select Preferences... from the File menu.

Red-Eye Correction

Corrects red eyes.

Note

- For Photo Print, you can also correct red eyes by selecting Enable Auto Photo Fix in Color correction for printing on the Advanced tab of the Preferences dialog box and selecting the

Enable Red-Eye Correction checkbox.

Face Sharpener

Sharpens out-of-focus faces.
You can adjust the effect level using the slider.

Digital Face Smoothing

Enhances skin beautifully by removing blemishes and wrinkles.
You can adjust the effect level using the slider.

Apply to all images

Automatically corrects all the images displayed in the list.

OK

Applies the selected effect to the selected image or all images.

Reset Selected Image

Cancels all corrections and enhancements applied to the selected image.

Save Selected Image

Saves the selected image in the list that applied corrections and enhancements.

Save All Corrected Images

Saves all the images that applied corrections and enhancements displayed in the list.

Exit

Click to close the Correct/Enhance Images window.

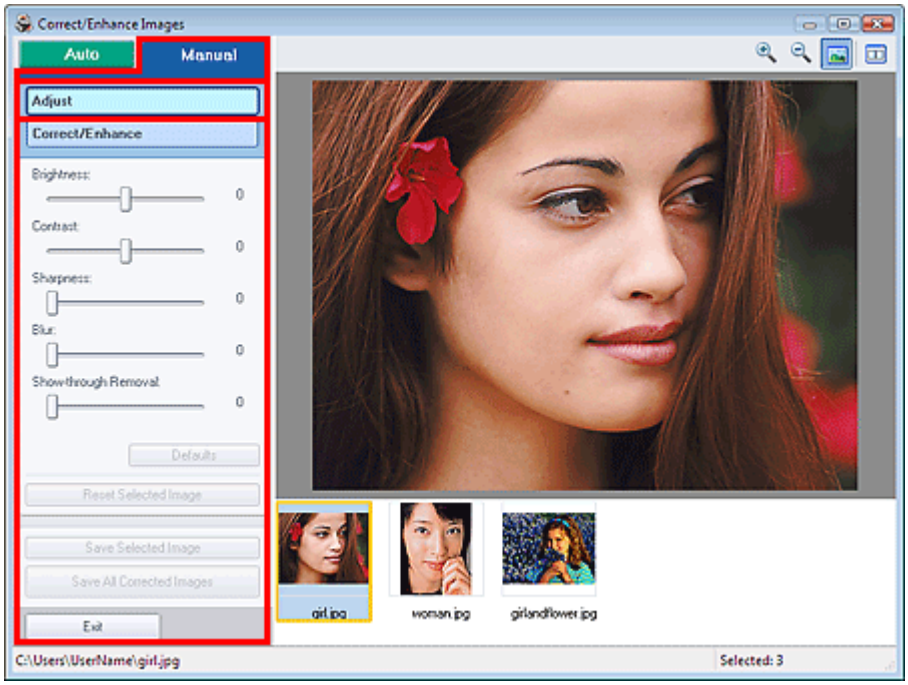
Manual Tab

Select to correct manually.

Use Adjust to adjust brightness and contrast, or to sharpen the entire image.

Use Correct/Enhance to correct/enhance specific areas.

Adjust



Brightness

Adjusts the overall image brightness.
Move the slider to the left to darken and right to brighten the image.

Contrast

Adjusts the contrast of the image. Adjust the contrast when the image is flat due to lack of contrast.
Move the slider to the left to decrease and right to increase the contrast of the image.

Sharpness

Emphasizes the outline of the subjects to sharpen the image. Adjust the sharpness when the photo is out of focus or text is blurred.

Move the slider to the right to sharpen the image.

Blur

Blurs the outline of the subjects to soften the image.
Move the slider to the right to soften the image.

Show-through Removal

Removes show-through of text from the reverse side or removes the base color. Adjust the show-through level to prevent text on the reverse side of thin document or the base color of the document from appearing on the image.
Move the slider to the right to increase the show-through removal effect.

Defaults

Resets each adjustment (brightness, contrast, sharpness, blur, and show-through removal).

Reset Selected Image

Cancels all adjustments applied to the selected image.

Save Selected Image

Saves the selected image in the list that applied adjustments.

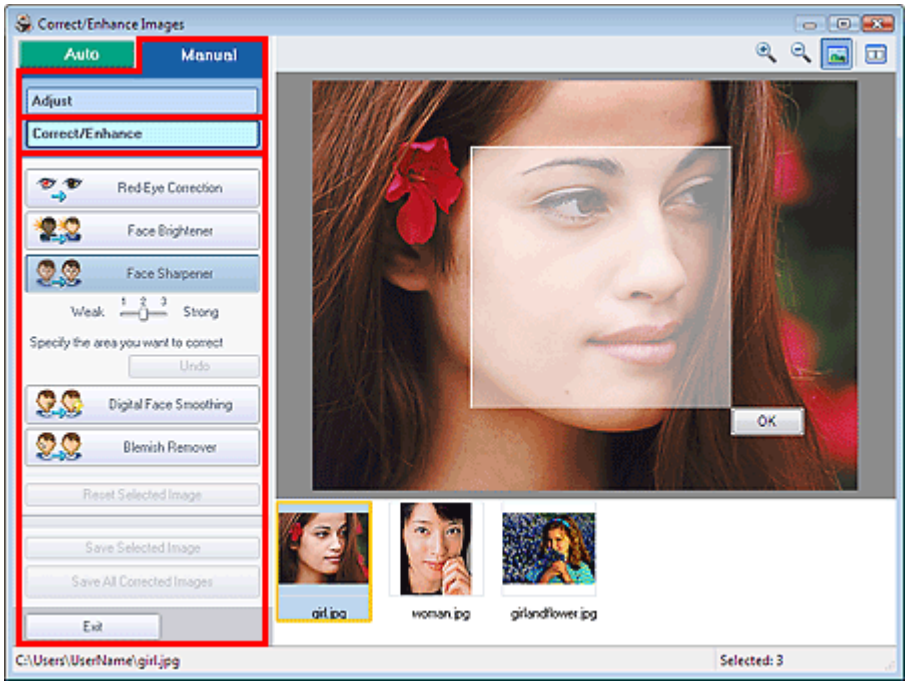
Save All Corrected Images

Saves all the images that applied adjustments displayed in the list.

Exit

Click to close the Correct/Enhance Images window.

Correct/Enhance



Red-Eye Correction

Corrects red eyes.
You can specify the area you want to apply the effect to. You can adjust the effect level using the slider.

Note

- For Photo Print, red eyes are automatically corrected when Enable Auto Photo Fix is selected in Color correction for printing on the Advanced tab of the Preferences dialog box and the Enable Red-Eye Correction checkbox is selected. To disable the automatic correction, deselect the checkbox.

Face Brightener

Corrects the entire image so that the selected facial area is brightened.
You can adjust the effect level using the slider.

Face Sharpener

Sharpens out-of-focus faces.
You can specify the area you want to apply the effect to. You can adjust the effect level using the

slider.

Digital Face Smoothing

Enhances skin beautifully by removing blemishes and wrinkles.
You can specify the area you want to apply the effect to. You can adjust the effect level using the slider.

Blemish Remover

Removes moles.
You can specify the area you want to apply the effect to.

OK

Applies the selected effect to the specified area.

Undo

Cancels the latest correction/enhancement.

Reset Selected Image

Cancels all corrections and enhancements applied to the selected image.

Save Selected Image

Saves the selected image in the list that applied corrections and enhancements.

Save All Corrected Images

Saves all the images that applied corrections and enhancements displayed in the list.

Exit

Click to close the Correct/Enhance Images window.

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Easy-PhotoPrint EX

Questions and Answers

- How Can I Move (or Copy) the Saved File?
- Which Side of the Displayed Image Does the Printing Start from?
- How Do I Print with Even Margins?
- What Is "C1" or "C4"?

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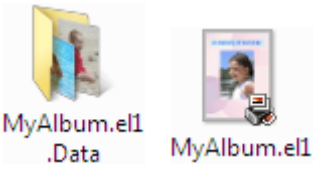
Easy-PhotoPrint EX

How Can I Move (or Copy) the Saved File?

If you want to move (or copy) a file created and saved with Easy-PhotoPrint EX from one folder to another, you need to move (or copy) the folder that was automatically created when originally saving that file as well.

For example, when you save a file named "MyAlbum.el1," a folder named "MyAlbum.el1.Data" is automatically created in the same folder that contains the "MyAlbum.el1" file. If you want to move (or copy) the "MyAlbum.el1" file to another folder, move (or copy) the "MyAlbum.el1.Data" folder as well. The "MyAlbum.el1.Data" folder contains the photos used in the album.



Note

- The icons may vary depending on the items.

Important

- Do not change the Data folder name; otherwise you will not be able to display the photos you edited with Easy-PhotoPrint EX.

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Easy-PhotoPrint EX

Which Side of the Displayed Image Does the Printing Start from?

As shown below, printing starts from the left side of the image displayed in the Layout/Print screen.

Outputs the paper in the direction as the arrow indicates.

See your printer manual for details on how to load paper (to print on the front/back, etc.).

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Easy-PhotoPrint EX

How Do I Print with Even Margins?

When you print on a bordered layout, the margins on the left and right or the top and bottom may become wider than the other, depending on the image and printer.

To always print with even margins, select the Always crop images when selecting a layout with margins checkbox on the Advanced tab of the Preferences dialog box.

To display the Preferences dialog box, click (Settings) in the Layout/Print screen or select Preferences... from the File menu.

Crop the photo to apply even margins individually.

Cropping Photos (Photo Print)

Note

- This setting is available for Photo Print only.

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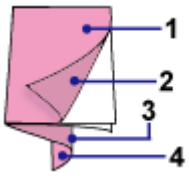
Easy-PhotoPrint EX

What Is "C1" or "C4"?

When an album is printed, labels such as "C1" and "C4" are printed as page numbers.
The "C1" and "C4" represent the front cover and back cover, respectively.



C1: Front cover

C2: Inside the front cover

C3: Inside the back cover

C4: Back cover

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Easy-PhotoPrint EX

Photo Print Settings

- Printing Vivid Photos
- Reducing Photo Noise
- Cropping Photos (Photo Print)
- Printing Dates on Photos (Photo Print)
- Printing Multiple Photos on One Page
- Printing an Index
- Printing ID Photos (ID Photo Print)
- Printing Photo Information
- Saving Photos
- Opening Saved Files

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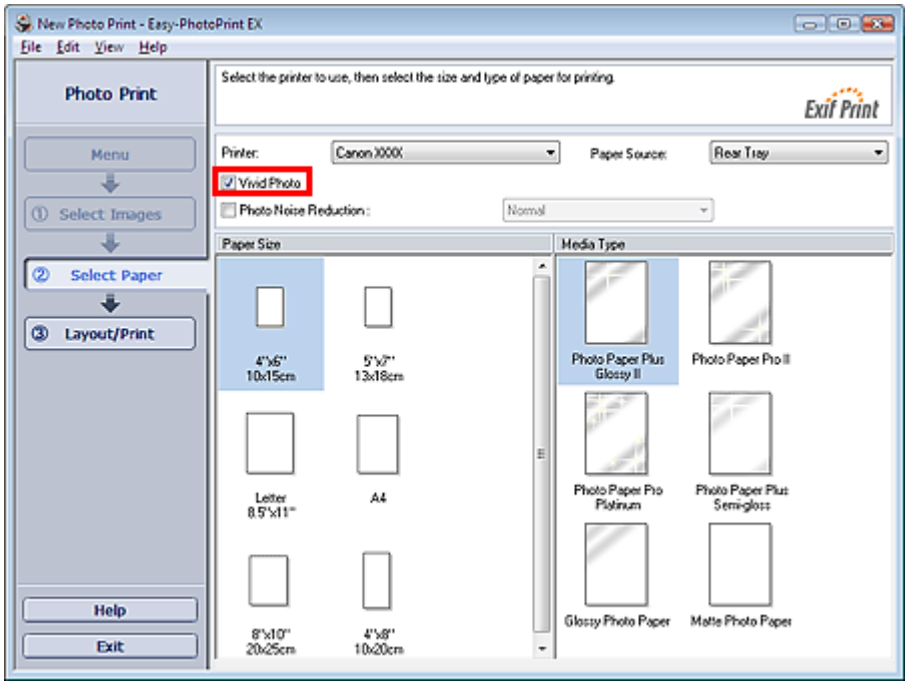
Easy-PhotoPrint EX

Printing Vivid Photos

Select the Vivid Photo checkbox in the Select Paper screen to boost the colors in a photo before printing.



Important

- This function is available only with a printer that supports Vivid Photo.
- This function is not available when Enable ICC Profile is selected on the Advanced tab of the Preferences dialog box.

Note

- Even if you select the Vivid Photo checkbox, this effect applies only to the print result. The original image or preview image will not be affected.

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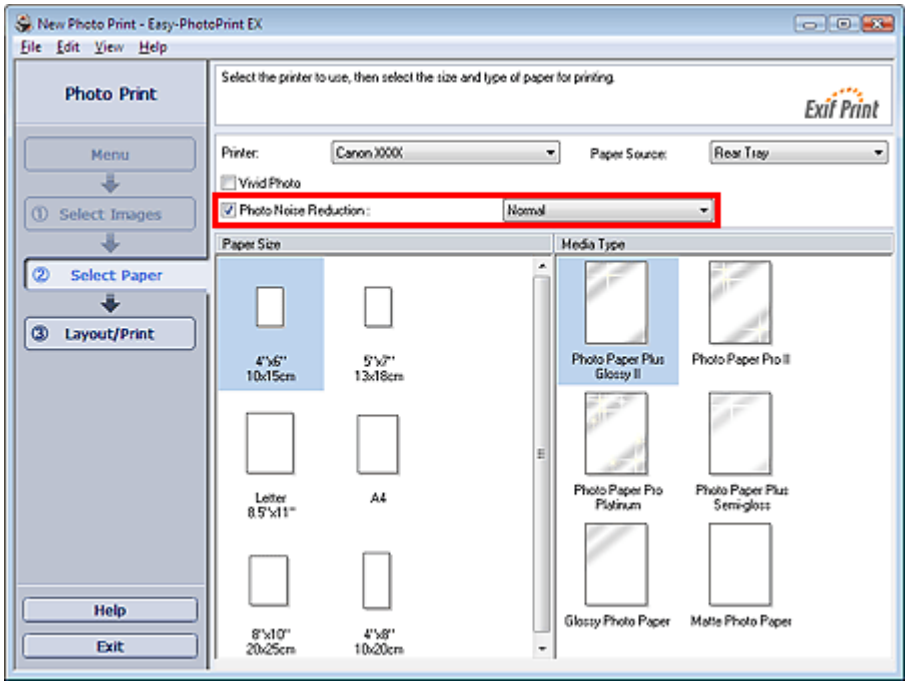
Easy-PhotoPrint EX

Reducing Photo Noise

When a photo is taken in a dark location such as night scene using digital camera, noise may appear in the image.

Select the Photo Noise Reduction checkbox in the Select Paper screen to reduce noise in the image and make the printed photos more vivid.



Important

- This function is not available when Enable ICC Profile is selected on the Advanced tab of the Preferences dialog box.

Note

- When the noise is severe, change Normal to Strong.
- The noise reduction effect applies only to the print result. The original image or preview image will not be affected.

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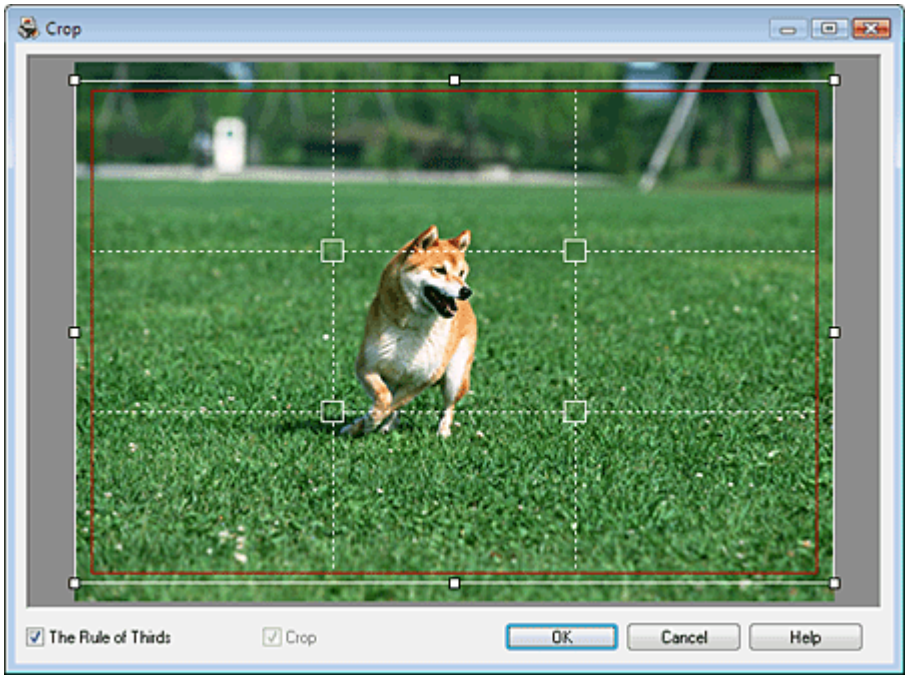
Easy-PhotoPrint EX

Cropping Photos (Photo Print)

Cropping a photo is the act of removing the unnecessary portions of the photo by selecting the necessary portions.

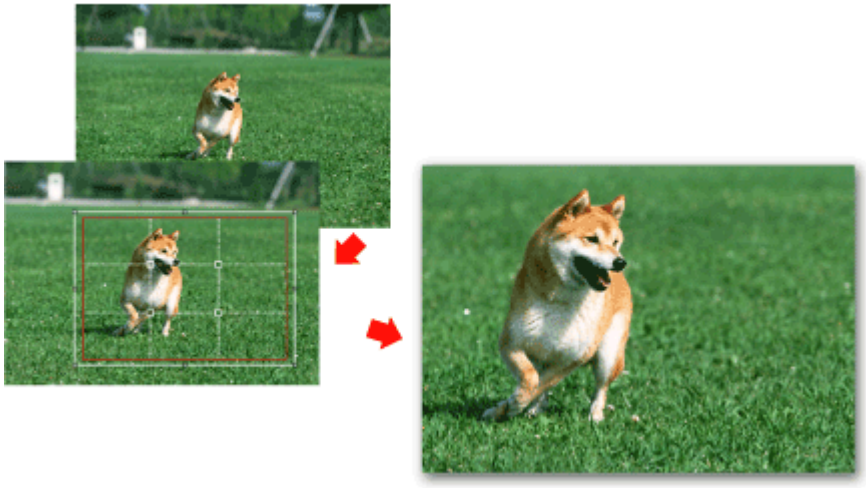
Click (Crop Image) in the Layout/Print screen or double-click the preview image.

Move the white frame to the portion to print and click OK.



Note

- To move the cropping area, place the cursor within the white frame and drag it. Drag the white lines to enlarge/reduce the cropping area.
- Select the The Rule of Thirds checkbox to display white broken lines. To create a balanced composition, drag any of the intersecting points (white squares) or white broken lines over the main subject of the photo.



- The cropping effect applies only to the print result. The original image will not be cropped.
- See Help for details on the Crop window.

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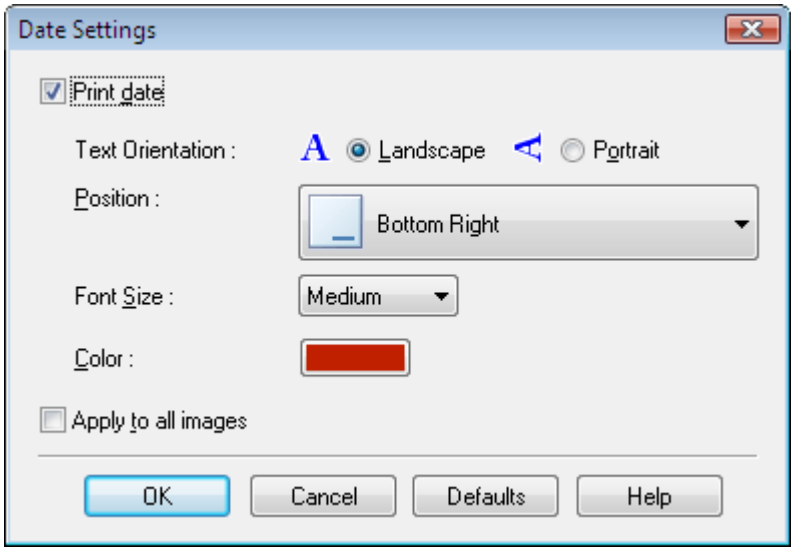
Easy-PhotoPrint EX

Printing Dates on Photos (Photo Print)

To print the date the photo was taken on the photo, click (Date Settings) in the Layout/Print screen, then select the Print date checkbox in the Date Settings dialog box.



Note

- The date is displayed in the short date format (mm/dd/yyyy, etc.) specified in your operating system.
- See Help for details on setting dates.

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Easy-PhotoPrint EX

Printing Multiple Photos on One Page

You can print multiple photos on one page by selecting a multiple-photo layout in the Layout/Print screen.

Note

- See the following section for details on how to select photos.
  Selecting a Photo
- The available number of photos and layout may vary depending on the media type.
- Photos are arranged in the following order.
  Example: Borderless (x4)

- You can change the printing order in Printing Order on the Print tab of the Preferences dialog box.
  You can select the printing order from By Date, By Name and By Selection.

  To display the Preferences dialog box, click (Settings) or select Preferences... from the File menu.

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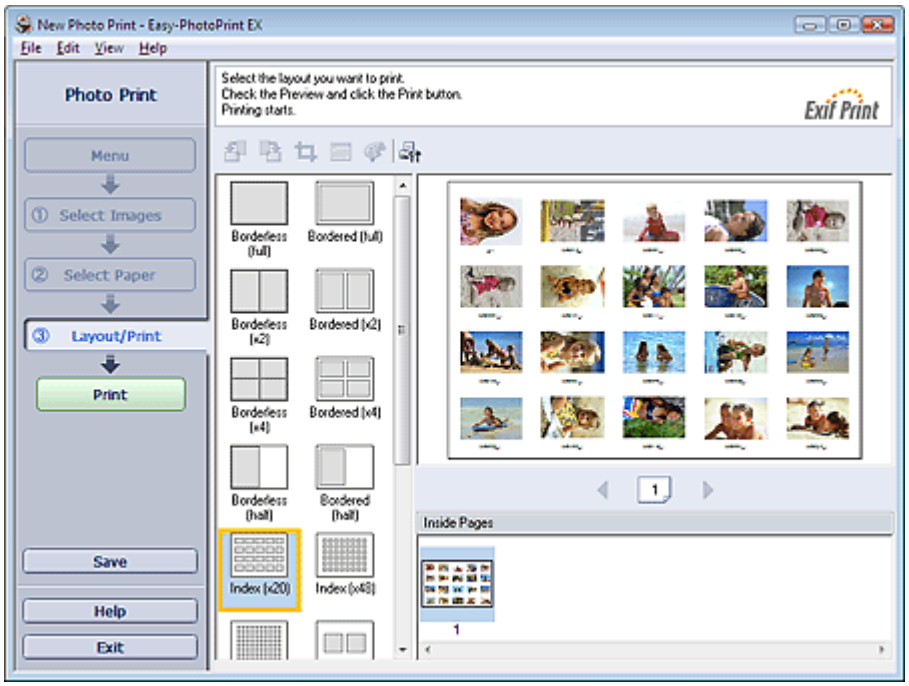
Easy-PhotoPrint EX

Printing an Index

You can print an index of selected photos. An index print shows the thumbnails of the photos in one page. It is convenient for managing your photos.

To print an index, select Index from the layouts in the Layout/Print screen.



Important

- Index print will be disabled if you select any of the following paper sizes.
  - Credit Card
  - Fine Art A4
  - Fine Art A3
  - Fine Art A3+
  - Fine Art Letter
- You can print up to 80 images on one page.

Note

- See the following section for details on how to select photos.
  Selecting a Photo
- Photos are arranged in the following order.
  Example: Index (x20)

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

- You can change the printing order in Printing Order on the Print tab of the Preferences dialog box. You can select the printing order from By Date, By Name, and By Selection.

  To display the Preferences dialog box, click (Settings) or select Preferences... from the File menu.

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Easy-PhotoPrint EX

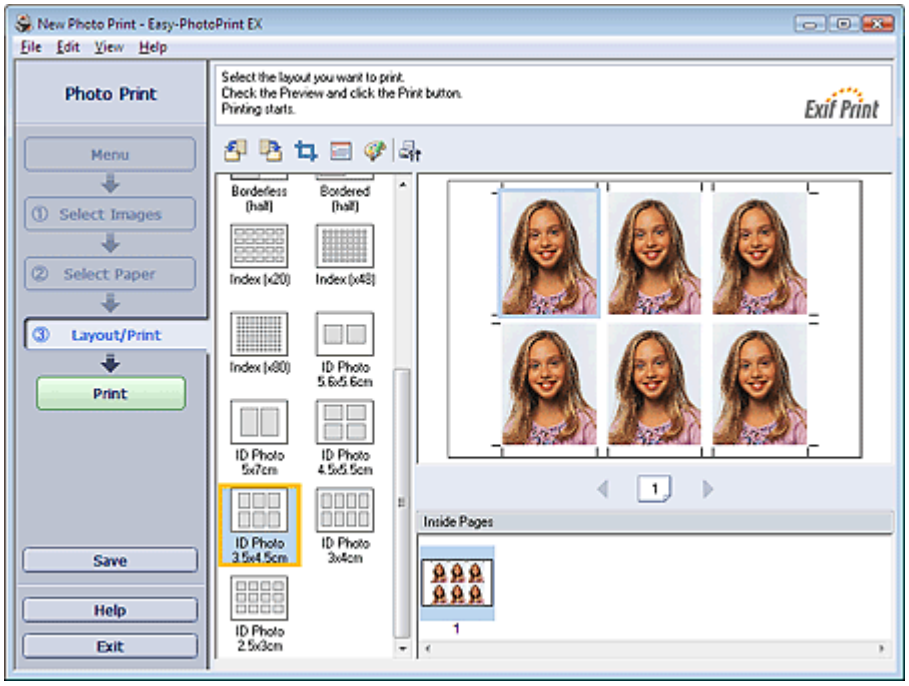
Printing ID Photos (ID Photo Print)

You can print a variety of ID photos.

Important

- The photo may not qualify as an official ID photo depending on its use.
  For details, contact the party to whom you will be submitting the photo.

To print ID photos, select 4"x6" 10x15cm for Paper Size in the Select Paper screen, and select a layout of the ID photo from the layouts in the Layout/Print screen.



Note

- See the following section for details on how to select photos.
  ➡Selecting a Photo
- Photos are arranged in the following order.
  Example: ID Photo 3.5x4.5cm

- You can change the printing order in Printing Order on the Print tab of the Preferences dialog box.
  You can select the printing order from By Date, By Name, and By Selection.

  To display the Preferences dialog box, click (Settings) or select Preferences... from the File menu.

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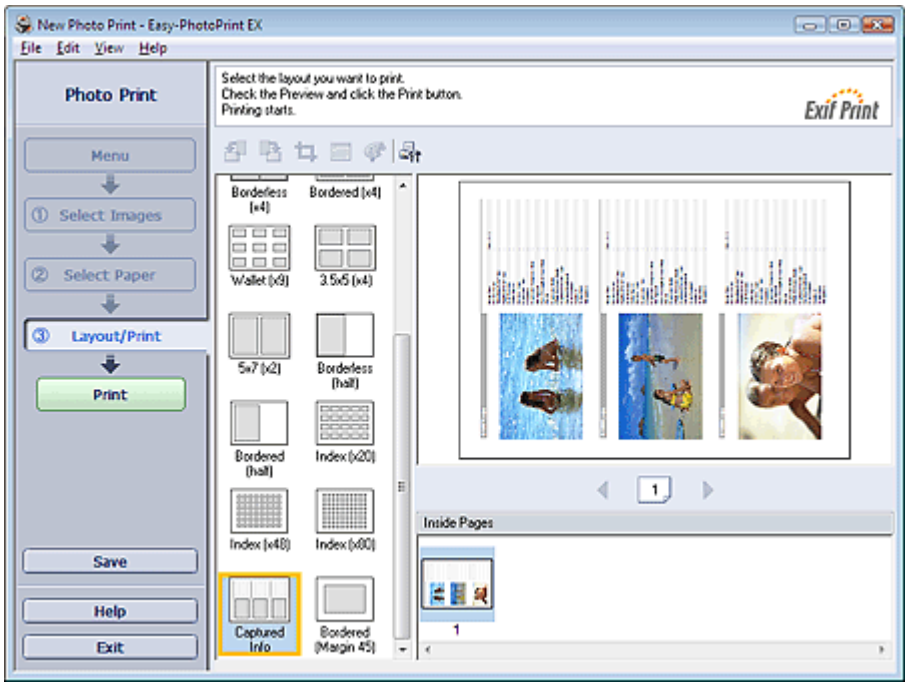
Easy-PhotoPrint EX

Printing Photo Information

Select Captured Info from the layouts in the Layout/Print screen to print the photo and the Exif information side by side.



Note

- See the following section for details on how to select photos.
  Selecting a Photo
- This function is available only on paper sizes Letter 8.5"x11" and A4.

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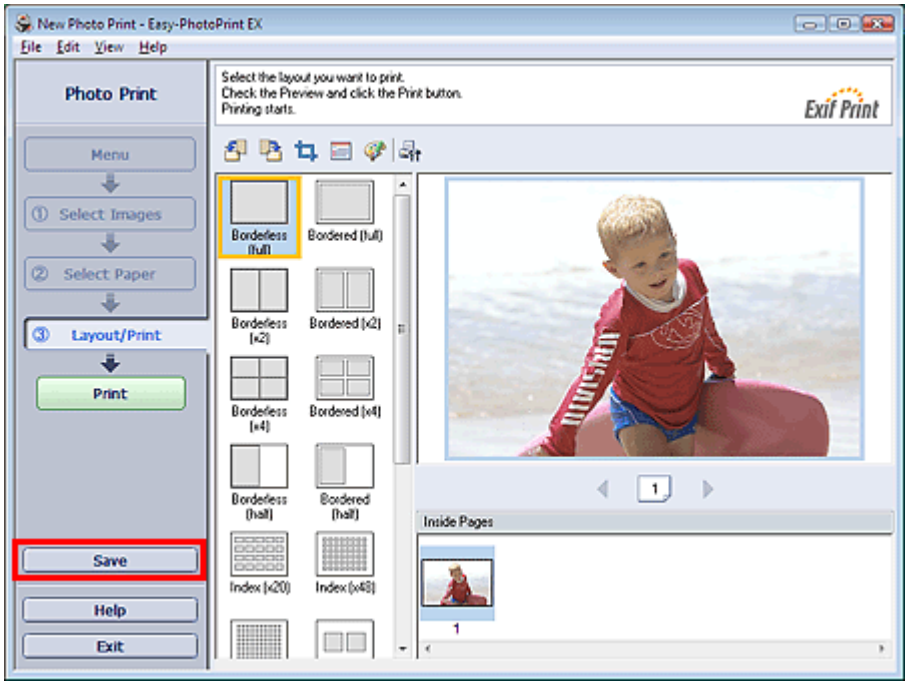
Easy-PhotoPrint EX

Saving Photos

You can save edited photos. The information of cropping and layout can be saved.

Click Save in the Layout/Print screen.



When the Save As dialog box appears, specify the save location and file name, then click Save.

Important

- If you edit a saved file and save it again, the file will be overwritten.
  To save a file again with a new name or to a different location, select Save As... from the File menu and save.

Note

- Save will not be displayed in the Select Images or Select Paper screen.

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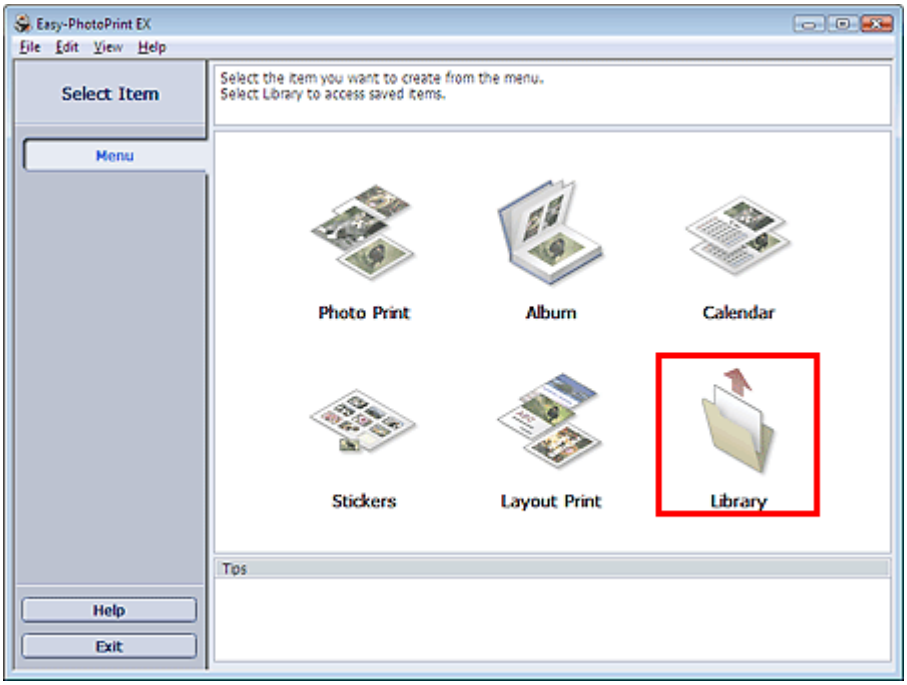
Easy-PhotoPrint EX

Opening Saved Files

You can open files created with Easy-PhotoPrint EX.

1. Click Library from Menu.



The Open dialog box appears.
You can check files created and saved with Easy-PhotoPrint EX by icon view (only for Windows Vista) or thumbnail view.

Important

- When using 64bit Edition of Windows Vista or Windows XP, the contents of files cannot be displayed on Explorer.

2. Select the file you want to open and click Open.

The Layout/Print screen appears.

Note

- Easy-PhotoPrint EX supports the following file format (extension).
  - Easy-PhotoPrint EX Photo Print file (.el6)

3. Edit the file if necessary.

Note

- You can open files created with Easy-PhotoPrint EX with the following methods, besides from Library in Menu.
  - Double-click or click the file.
  - From the File menu, click Open..., then select the file you want to edit.
- You can also open a recently used file by clicking the file name shown in the File menu.

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Easy-PhotoPrint EX

Other Settings

- Changing Layout
- Changing Background
- Adding Photos
- Swapping Positions of Photos
- Replacing Photos
- Changing Position, Angle and Size of Photos
- Cropping Photos
- Framing Photos
- Printing Dates on Photos
- Attaching Comments to Photos
- Adding Text to Photos
- Saving
- Setting Holidays
- Setting Calendar Display
- Opening Saved Files

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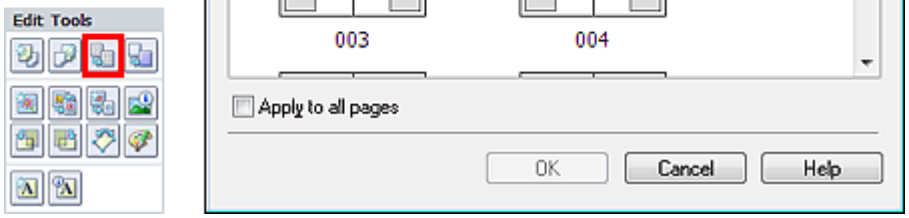
Easy-PhotoPrint EX

Changing Layout

You can change the layout of each page separately.

Select the page you want to change the layout of in the Edit screen, then click (Change Layout).
Select the layout you want to use in the Change Layout dialog box and click OK.

Album



Important

- If the new layout has a different number of frames per page from the current layout, the following will happen:

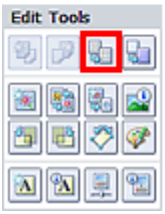
  If the number of layout frames is increased : Images will move from the subsequent pages to fill all the frames in the new layout.

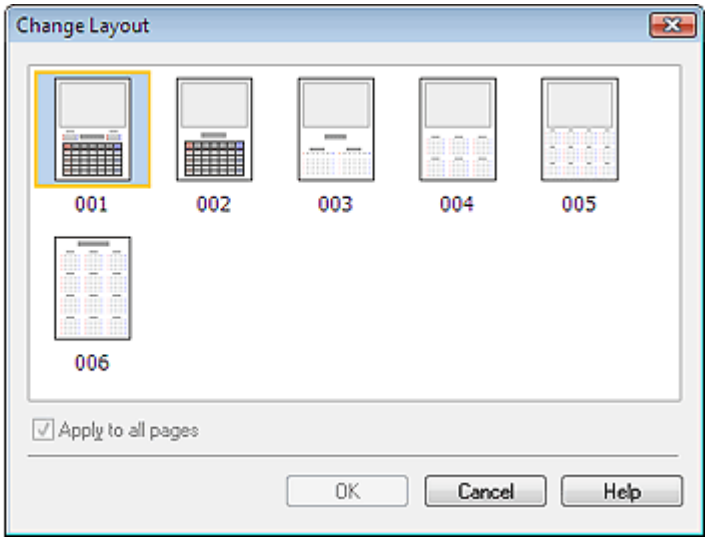
  If the number of layout frames is decreased : Pages with the new layout will be added until all the images on the pages with the current layout can be fitted.
- If you change the current layout for the front or back cover to one that has fewer layout frames, any image that does not fit in the new layout will be deleted, starting with the last image that was added to the former layout page.

Note

- The layouts that can be selected may vary depending on the Paper Size, Orientation, or the type of page selected (front cover, inside pages or back cover).
- Select the Apply to all pages checkbox to change the layouts of all pages to the one you newly selected.

Calendar





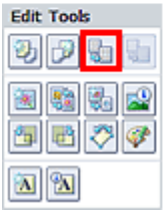
Important

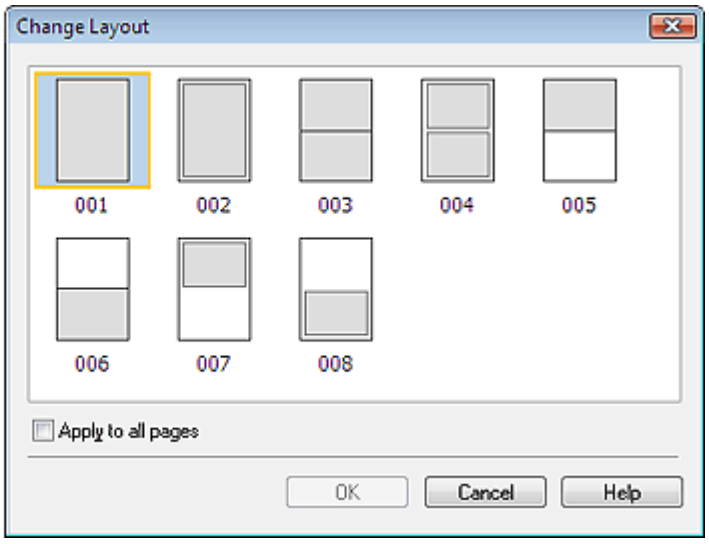
- The layouts of all pages are changed to the selected layout.
- All images that do not fit in the new layout will be collected on the last page.

Note

- The layouts that can be selected may vary depending on the Paper Size and Orientation.

Layout Print





Important

- If the new layout has a different number of frames per page from the current layout, the following will happen:

If the number of layout frames is increased	: Images will move from the subsequent pages to fill all the frames in the new layout.
If the number of layout frames is decreased	: Pages with the new layout will be added until all the images on the pages with the current layout can be fitted.

Note

- The layouts that can be selected may vary depending on the Paper Size and Orientation.
- Select the Apply to all pages checkbox to change the layouts of all pages to the one you newly selected.

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Easy-PhotoPrint EX

Changing Background

You can change the background of each page.

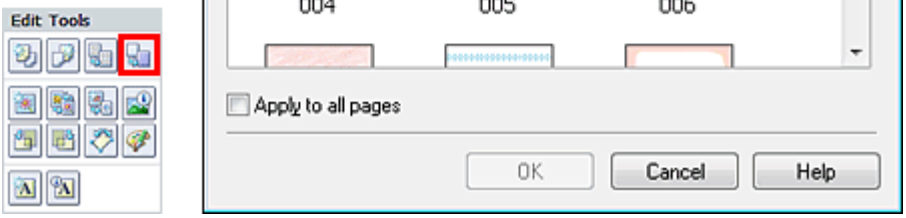
Important

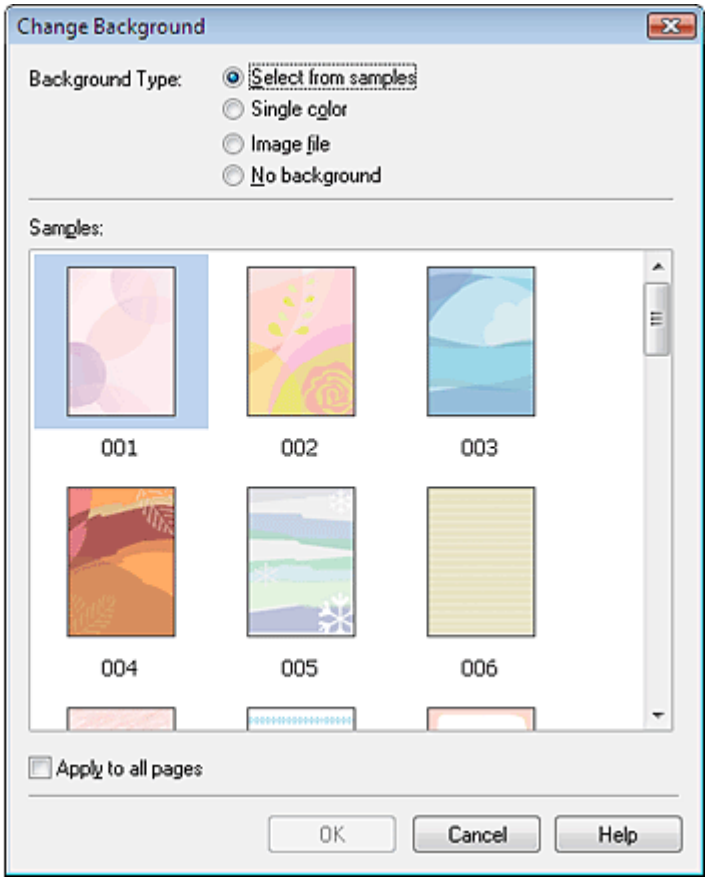
- You cannot change the background of the Photo Print, Stickers, and Layout Print.

Click Background... in the Page Setup screen or select the page you want to change the background of in the Edit screen, then click (Change Background).

Note

- The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.





Select the type of background you want to use in the Change Background dialog box.

When Select from samples is Selected

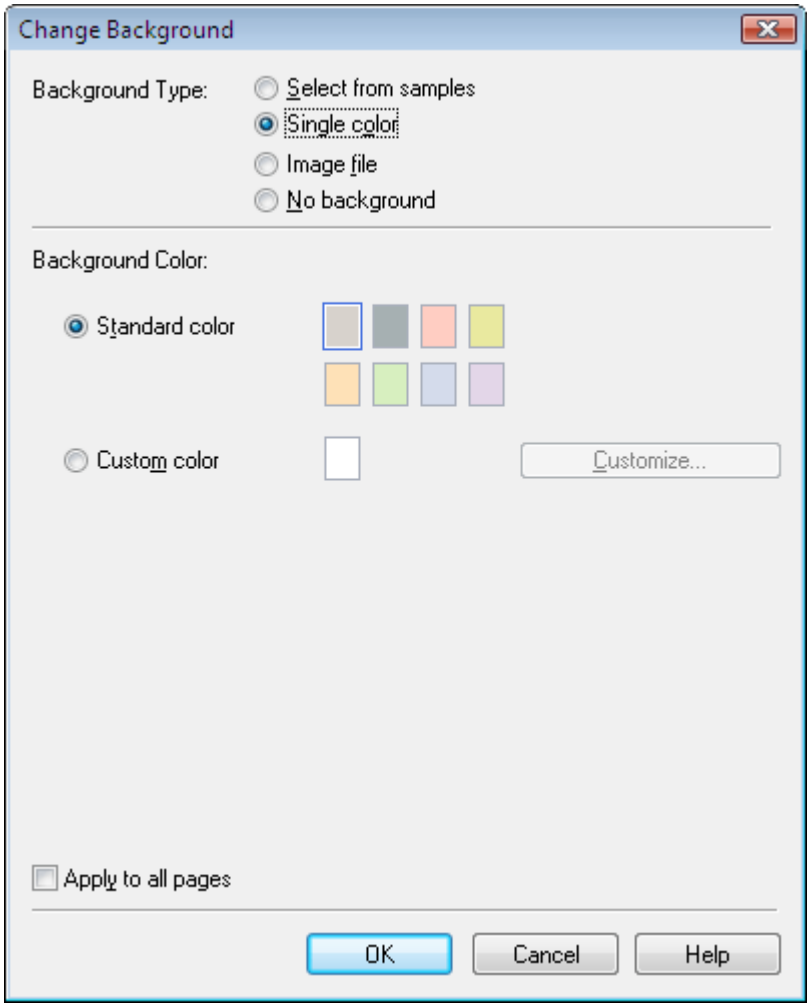
Select the image you want to use from Samples and click OK.

Note

- Select from samples will be displayed only if Album has been selected.

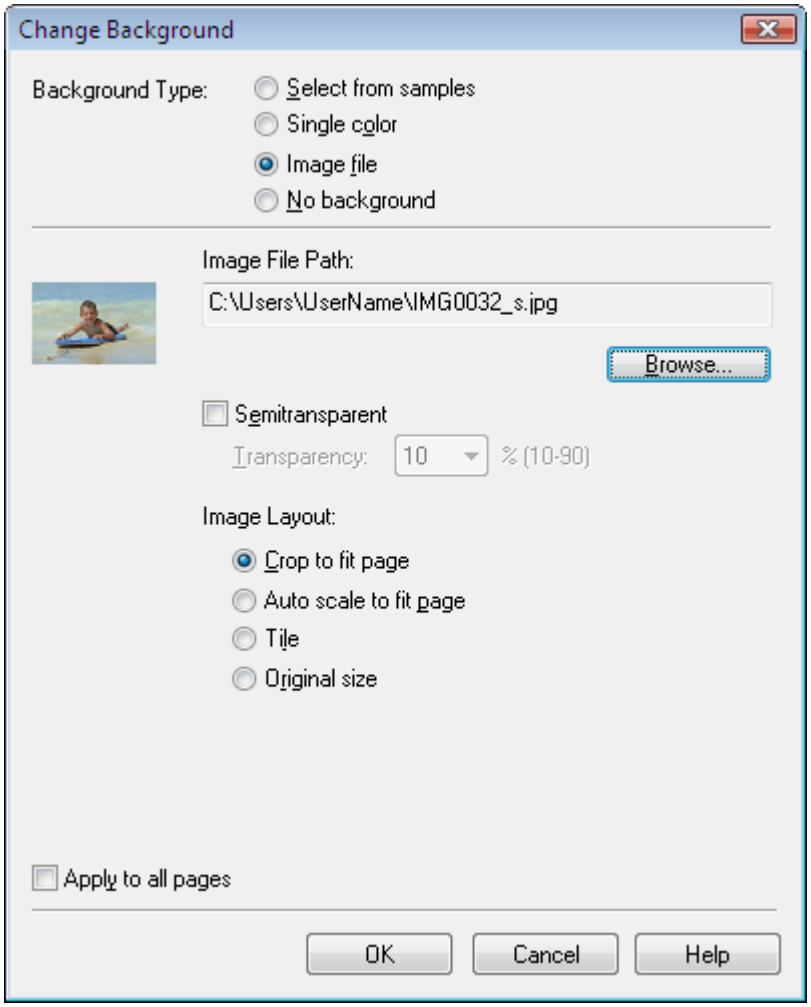
When Single color is Selected

Select the color you want to use from Standard color or Custom color and click OK.



When Image file is Selected

Set Image File Path and Image Layout, then click OK.



Note

- See Help for details on how to set the background in the Change Background dialog box.

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Easy-PhotoPrint EX

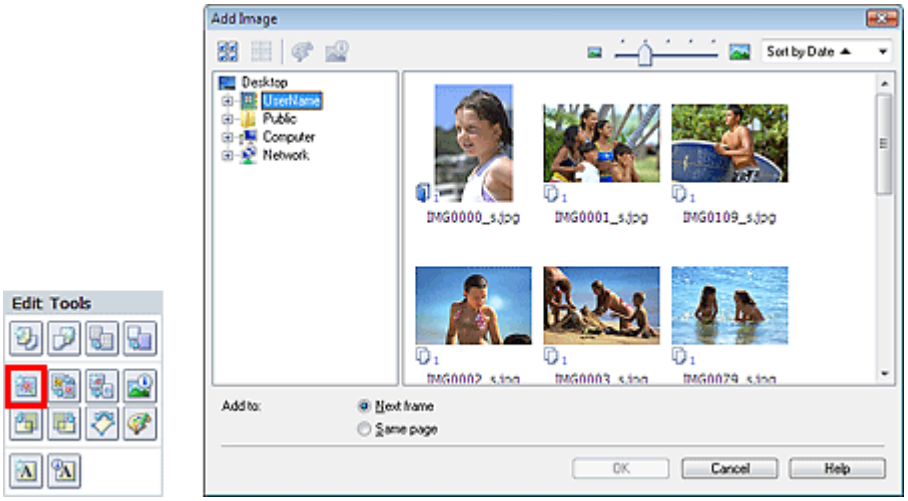
Adding Photos

You can add images to pages.

Select the page you want to add photos in the Edit screen, then click (Add Image).

Note

- The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.



Select the folder containing the image you want to add from the folder tree area on the left of the Add Image dialog box, and select the image you want to add from the thumbnail window on the right.

Note

- Click an image to select it (background turns blue) or deselect it (background turns white). You can also select multiple images.

Select an option for Add to and click OK.

Important

- You can add up to 20 images at one time to a single page.
- Up to 99 of the same images can be added to all pages combined.
- You cannot add two or more of the same image at one time. Add it one at a time.
- When the number of pages increases due to added images, you cannot add images beyond page 400.

Note

- In the Add Image dialog box, you can select all images at one time or change the display size and order of the thumbnails. See Help for details.

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Easy-PhotoPrint EX

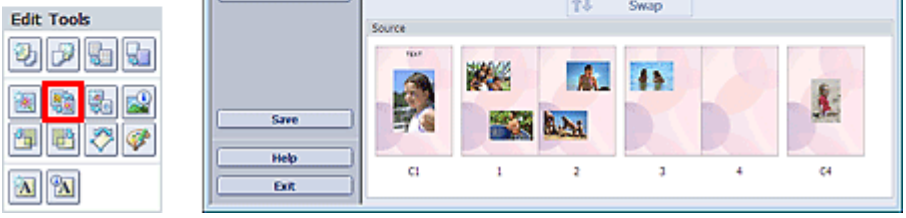
Swapping Positions of Photos

You can swap the positions of images.

Click (Swap Image Positions) in the Edit screen.

Note

- The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.



Select the target and source images you want to swap, then click Swap.

When you finish swapping all images you want to swap, click Back to Edit.

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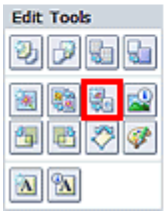
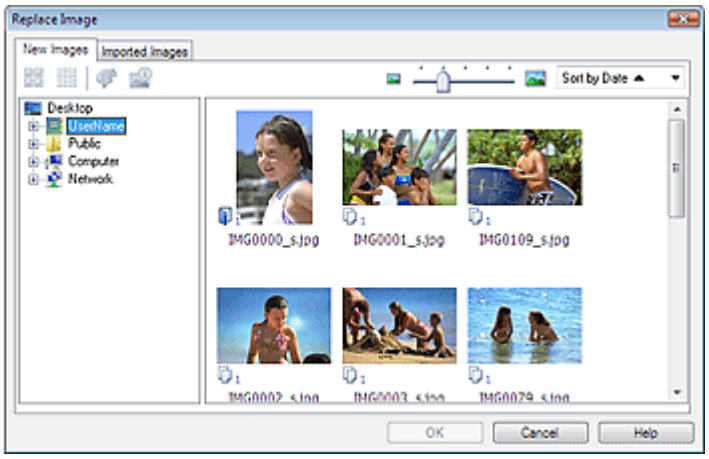
Easy-PhotoPrint EX

Replacing Photos

You can replace an image with another image.

Select the image you want to replace in the Edit screen, then click (Replace Selected Image).





Select the folder containing the image you want to replace with from the folder tree area on the left of the Replace Image dialog box.

Select the image you want to replace with from the thumbnail window on the right of the screen and click OK.

If you want to select from the images already imported, click the Imported Images tab and select the image you want to replace with from the thumbnail window and click OK.

Important

- You cannot select multiple images in the Replace Image dialog box.

Note

- If you select multiple images in the Edit screen and use the replacement function, all the images selected in the Edit screen will be replaced with the image selected in the Replace Image dialog box.
- When images are replaced, the following settings of the old image are inherited to the new image.
  - Position
  - Size
  - Frame
  - Position and size of the date

  The cropping information and image orientation are not inherited.
- In the Replace Image dialog box, you can change the display size and order of the thumbnails. See Help for details.

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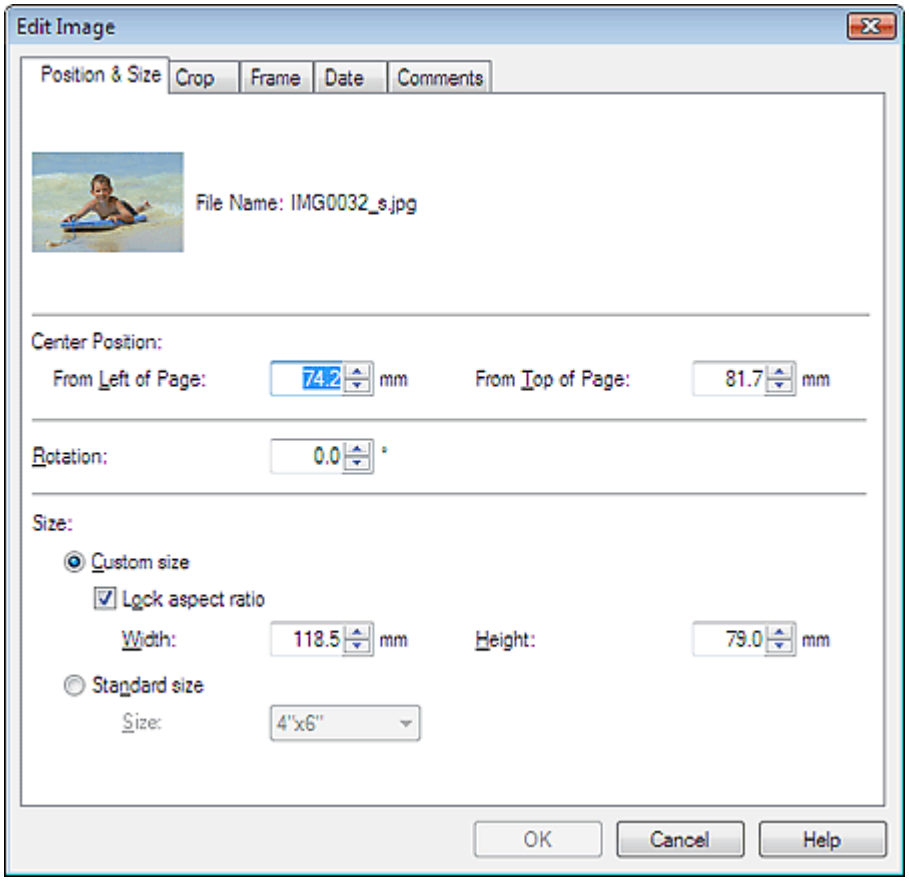
Easy-PhotoPrint EX

Changing Position, Angle and Size of Photos

You can adjust the position, angle and size of images.

Select the image of which you want to change the position or size in the Edit screen and click (Edit Image) or double-click the image.



Set the Center Position, Rotation and Size, then click OK.

Note

- You can also change the position and size of an image by dragging it in the Edit screen.
- Select an image in the Edit screen, then click (Free Rotate) and drag a corner of the image to rotate it.
- See Help for details on the position and size of images.

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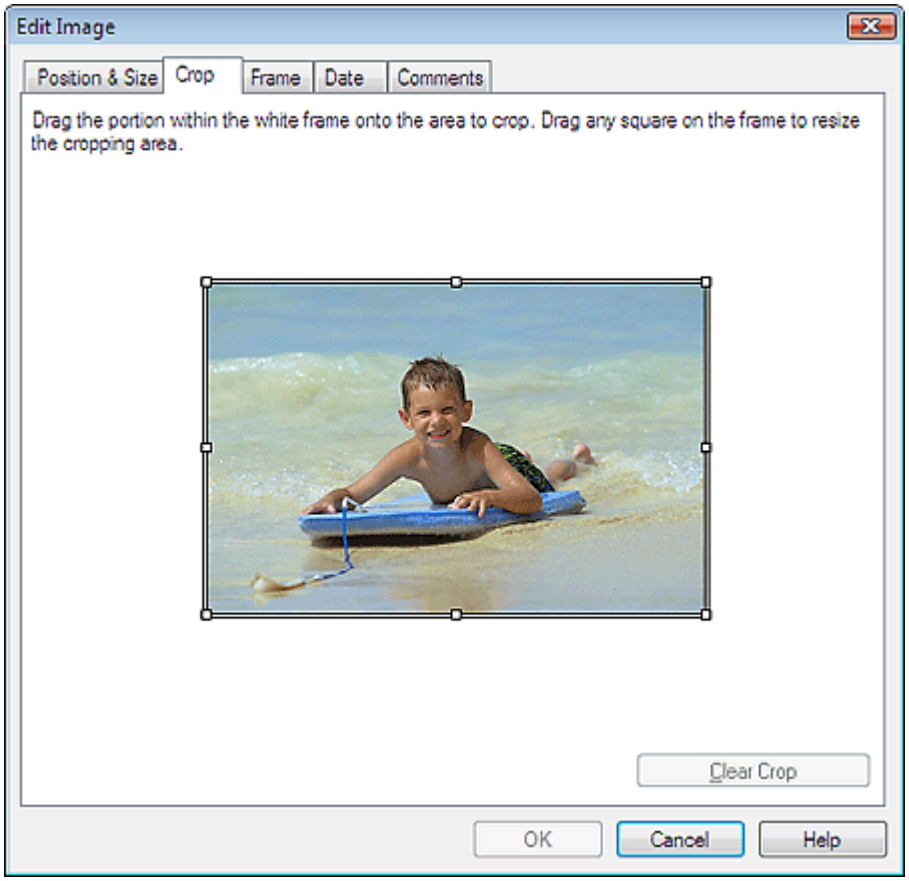
Easy-PhotoPrint EX

Cropping Photos

Cropping an image is the act of removing the unnecessary portions of the image by selecting the necessary portions.

Select the image you want to crop in the Edit screen and click (Edit Image) or double-click the image.

Click the Crop tab in the Edit Image dialog box.



Drag the white squares on the image to change the area to be cropped and click OK.

Note

- See Help for details on cropping.

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Easy-PhotoPrint EX

Framing Photos

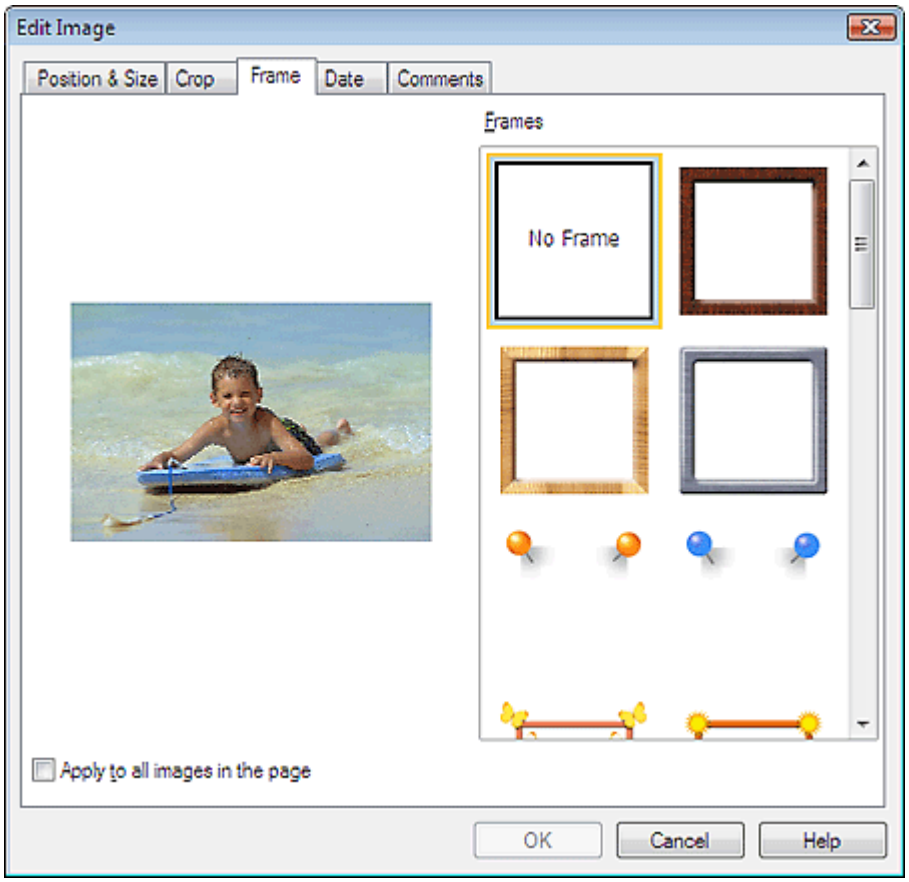
You can add frames to images.

Important

- You cannot add frames to images in Photo Print, Stickers, and Layout Print.

Select the image you want to frame in the Edit screen and click (Edit Image) or double-click the image.

Click the Frame tab in the Edit Image dialog box.



Select the frame you want to use from Frames and click OK.

Important

- You cannot print dates on framed photos.

Note

- Select the Apply to all images in the page checkbox to add the same frame to all the images on a selected page at one time.
- See Help for details on frames.

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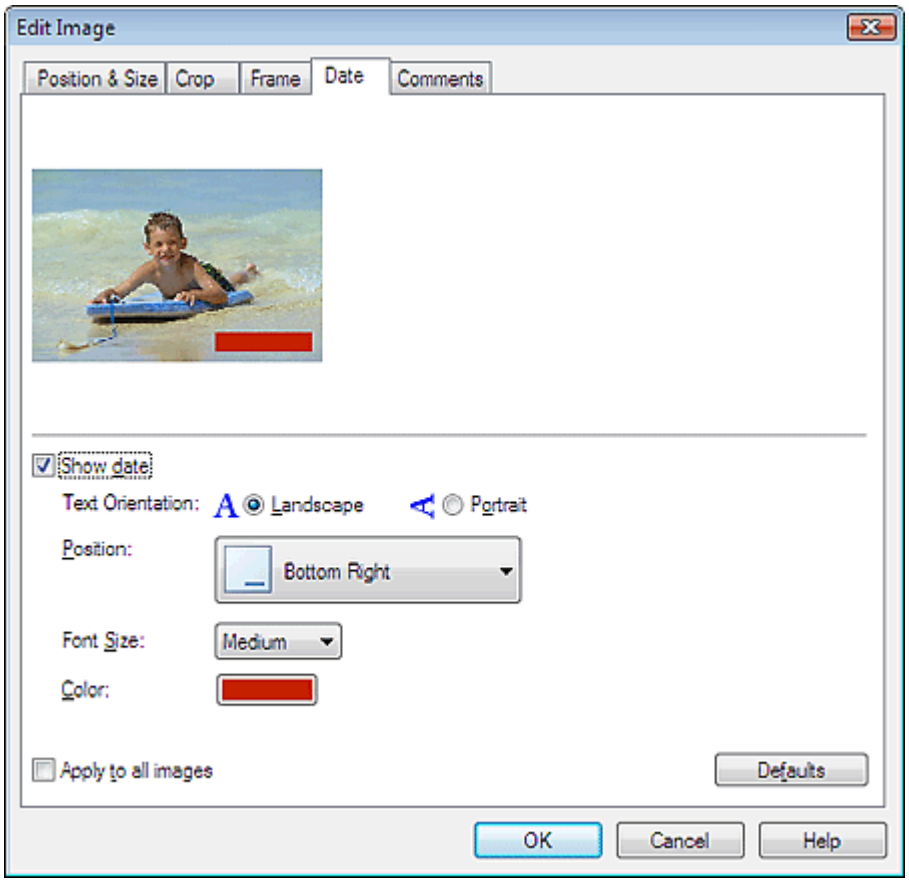
Easy-PhotoPrint EX

Printing Dates on Photos

You can print dates on images.

Select the image you want to print the date in the Edit screen and click (Edit Image) or double-click the image.

Click the Date tab in the Edit Image dialog box.



Select the Show date checkbox.

Set the Text Orientation, Position, Font Size and Color, then click OK.

Important

- You cannot print dates on framed images.

Note

- The date is displayed in the short date format (mm/dd/yyyy, etc.) specified in your operating system.
- See Help for details on setting dates.

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Easy-PhotoPrint EX

Attaching Comments to Photos

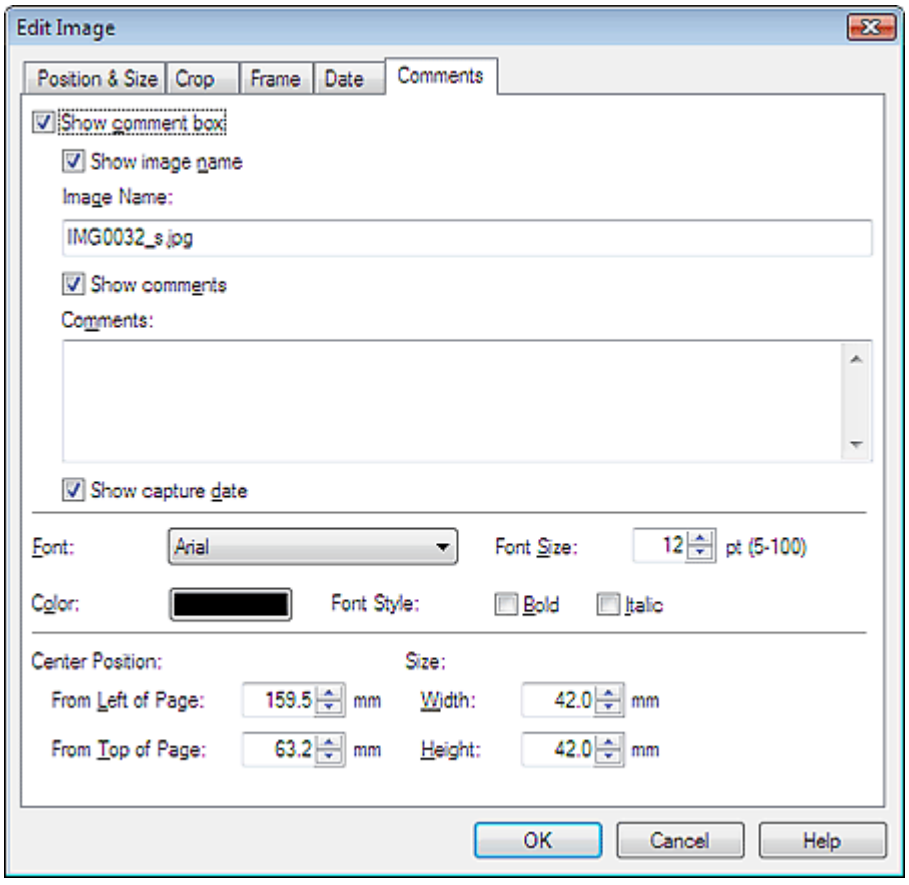
You can attach comments to images and display them in your album. The photo name, shooting date and comments are displayed (from top to bottom) in a comment box.

Important

- You cannot attach comments to Photo Print, Calendar, Stickers, and Layout Print.

Select the image you want to attach comments to in the Edit screen and click (Edit Image) or double-click the image.

Click the Comments tab in the Edit Image dialog box.



Select the Show comment box checkbox.

Select the checkboxes of the items you want to display, and enter comments.

Set the size and color of font, and position of the comments, etc., then click OK.

Note

- See Help for details on comments.

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Easy-PhotoPrint EX

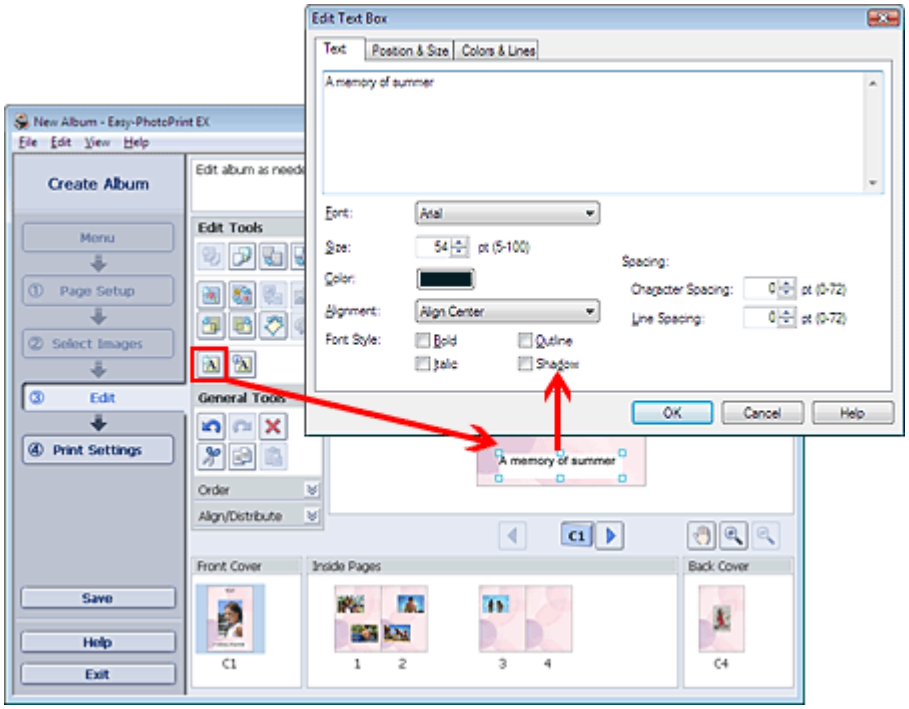
Adding Text to Photos

You can add text to photos.

Click (Add Text) in the Edit screen and drag the mouse over the area in which you want to add text.

Note

- The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.



Select the Text tab in the Edit Text Box dialog box and enter text.

Note

- In the Edit Text Box dialog box, you can change the position, angle and size of the text. You can also set the color and line of the text box. See Help for details.
- To change the entered text, select it and click (Edit Text Box). The Edit Text Box dialog box appears. You can change the text.

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Easy-PhotoPrint EX

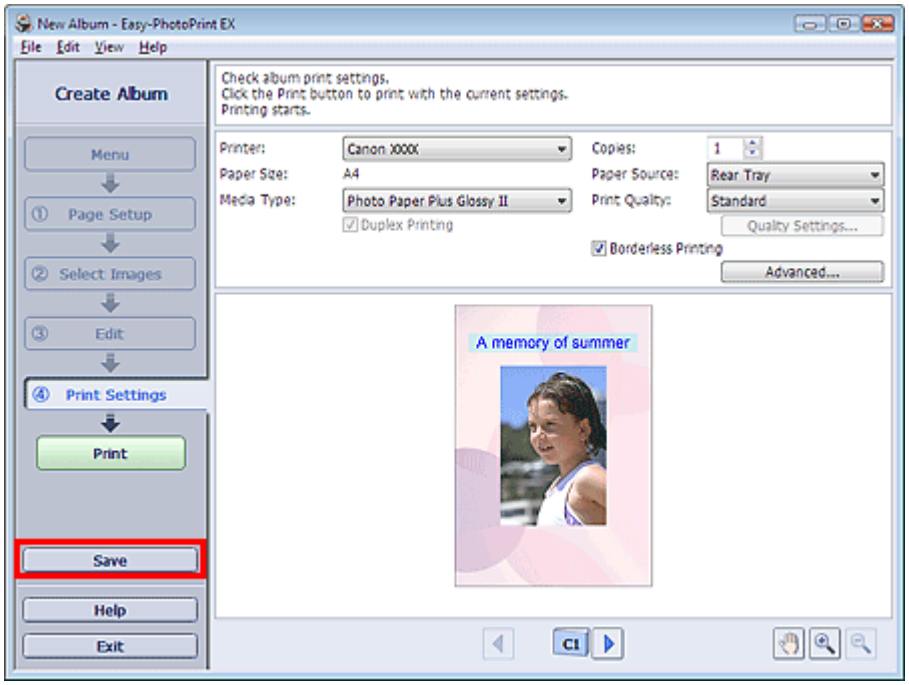
Saving

You can save edited items.

Click Save in the Edit or Print Settings screen.

Note

- The screens for Album printing are used as examples in the following descriptions. The screens may vary depending on what you create.



When the Save As dialog box appears, specify the save location and file name, then click Save.

Important

- If you edit a saved file and save it again, the file will be overwritten.
  To save a file again with a new name or to a different location, select Save As... from the File menu and save.

Note

- Save will not be displayed in the Page Setup or Select Images screen.

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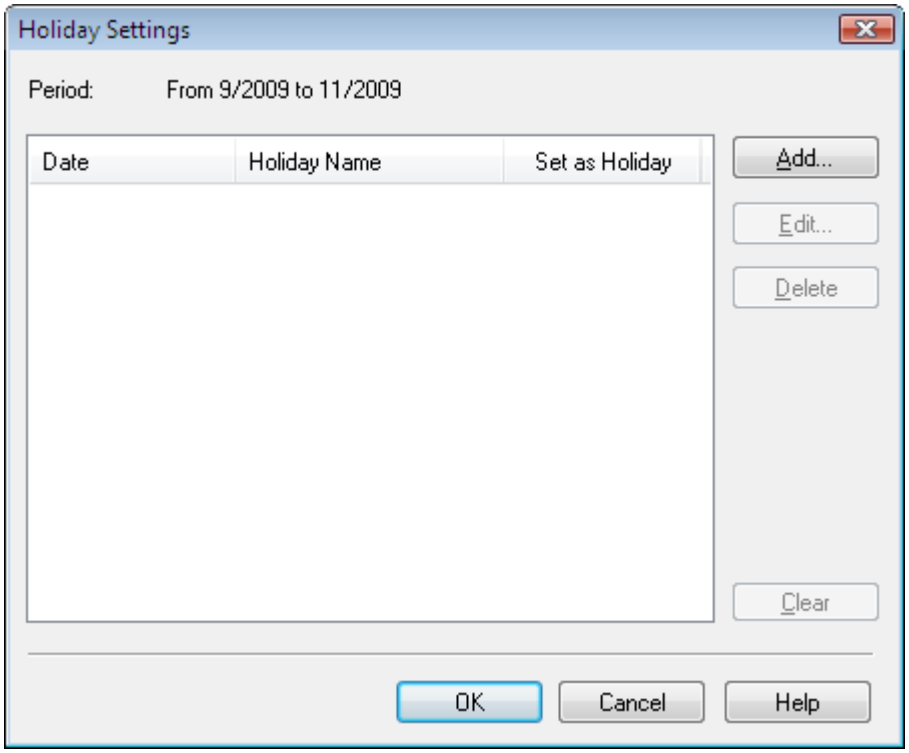
Easy-PhotoPrint EX

Setting Holidays

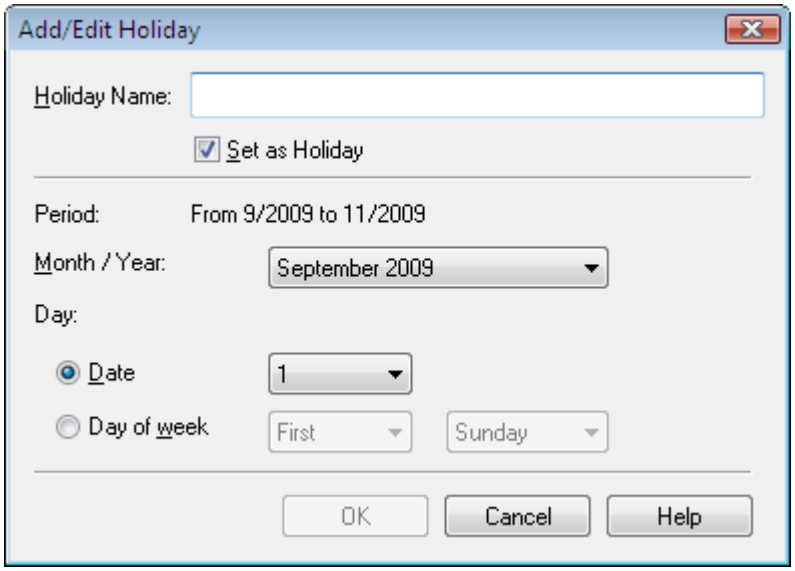
You can add holidays to your calendar.

Click Set Holidays... in the Page Setup screen of Calendar, or click (Setup Period/Holiday) in the Edit screen and click Set Holidays... in the Calendar General Settings dialog box to display the Holiday Settings dialog box.



To add a holiday, click Add.... The Add/Edit Holiday dialog box appears. To edit a saved holiday, select it and click Edit....

To delete a holiday, select it and click Delete. To delete all the saved holidays within your calendar period, click Clear.



Enter the name in Holiday Name and specify the date.

Select the Set as Holiday checkbox to display that day as a holiday in your calendar.

Note

- See Help for details on each dialog box.

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Easy-PhotoPrint EX

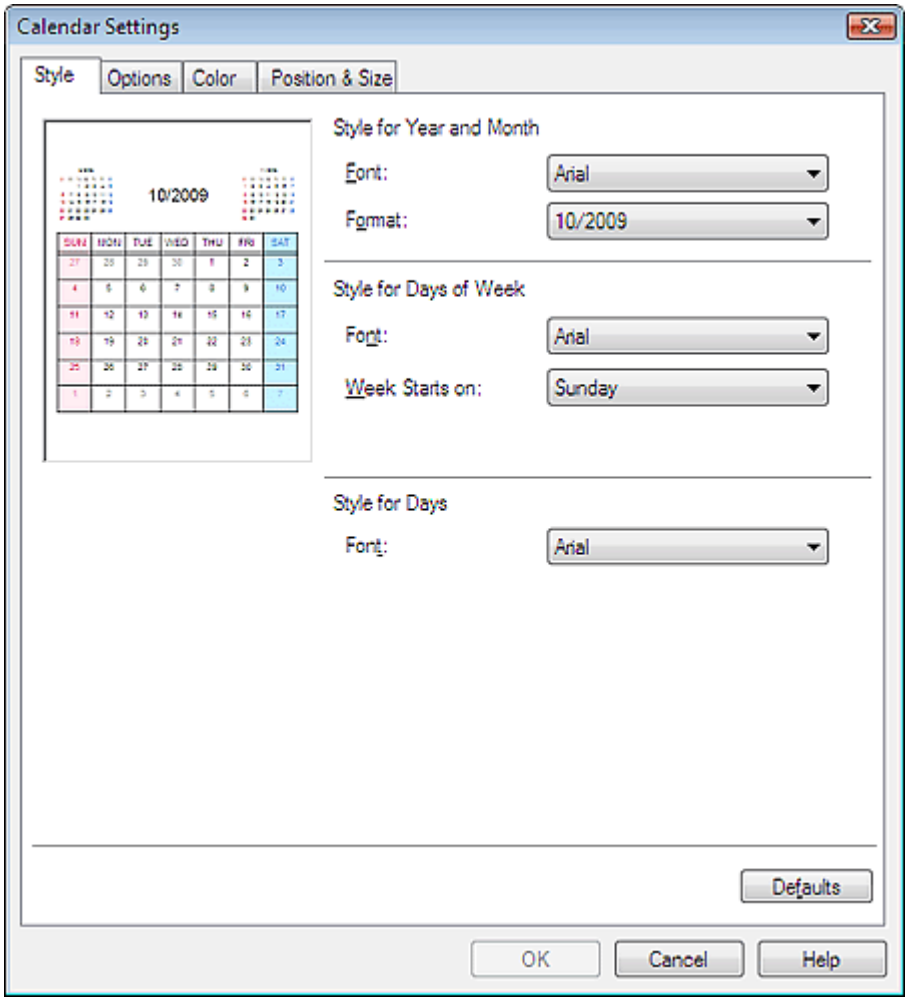
Setting Calendar Display

You can customize the calendar display (fonts, lines, colors, position, size, etc.).

Click Settings... in the Page Setup screen of Calendar, or select a calendar in the Edit screen and click (Setup Calendar) to display the Calendar Settings dialog box.

Important

- The Position & Size tab is displayed only when the Calendar Settings dialog box is displayed from the Edit screen.



Note

- See Help for details on the Calendar Settings dialog box.

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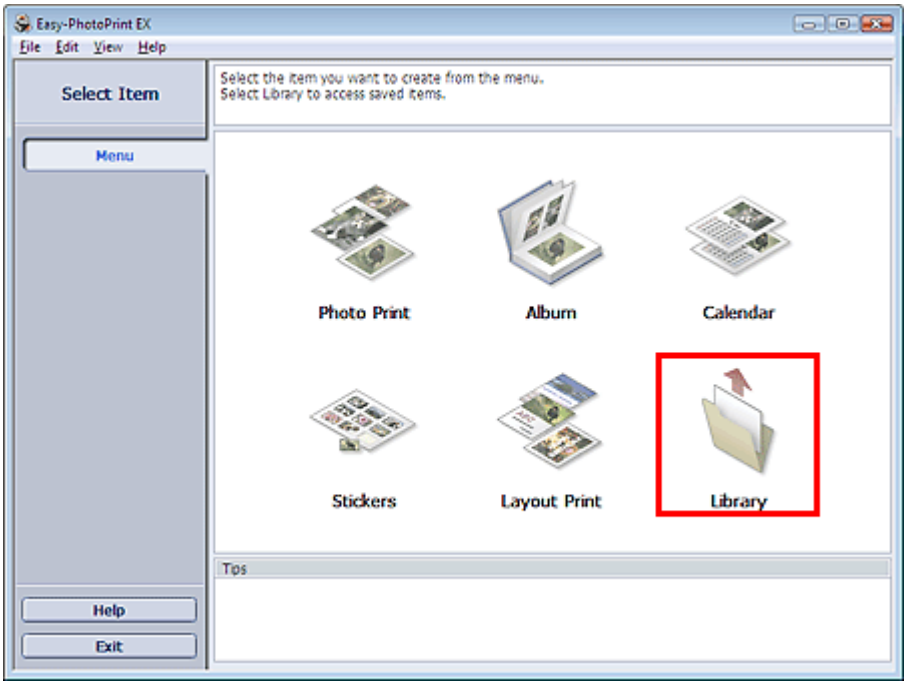
Easy-PhotoPrint EX

Opening Saved Files

You can open files created with Easy-PhotoPrint EX.

1. Click Library from Menu.



The Open dialog box appears.
You can check files created and saved with Easy-PhotoPrint EX by icon view (only for Windows Vista) or thumbnail view.

Important

- When using 64bit Edition of Windows Vista or Windows XP, the contents of files cannot be displayed on Explorer.

2. Select the file you want to open and click Open.

The Edit screen appears.

Note

- Easy-PhotoPrint EX supports the following file formats (extensions).
  - Easy-PhotoPrint EX Album file (.el1)
  - Easy-PhotoPrint EX Stickers file (.el2)
  - Easy-PhotoPrint EX Calendar file (.el4)
  - Easy-PhotoPrint EX Layout file (.el5)

3. Edit the file if necessary.

Note

- See the following sections for details on the editing procedures.
  - Editing Album
  - Editing Calendar
  - Editing Stickers
  - Editing Layout Print

Note

- You can open files created with Easy-PhotoPrint EX with the following methods, besides from Library in Menu.
  - Double-click or click the file.
  - From the File menu, click Open..., then select the file you want to edit.
- You can also open a recently used file by clicking the file name shown in the File menu.

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Printing with Other Application Software

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

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Various Printing Methods

- Printing with Easy Setup
- Setting a Page Size and Orientation
- Setting the Number of Copies and Printing Order
- Setting the Stapling Margin
- Borderless Printing
- Fit-to-Page Printing
- Scaled Printing
- Page Layout Printing
- Poster Printing
- Booklet Printing
- Duplex Printing
- Stamp/Background Printing
- Saving a Stamp Setting
- Saving Image Data to be Used as a Background
- Printing an Envelope
- Displaying the Print Results before Printing
- Setting Paper Dimensions (Custom Size)

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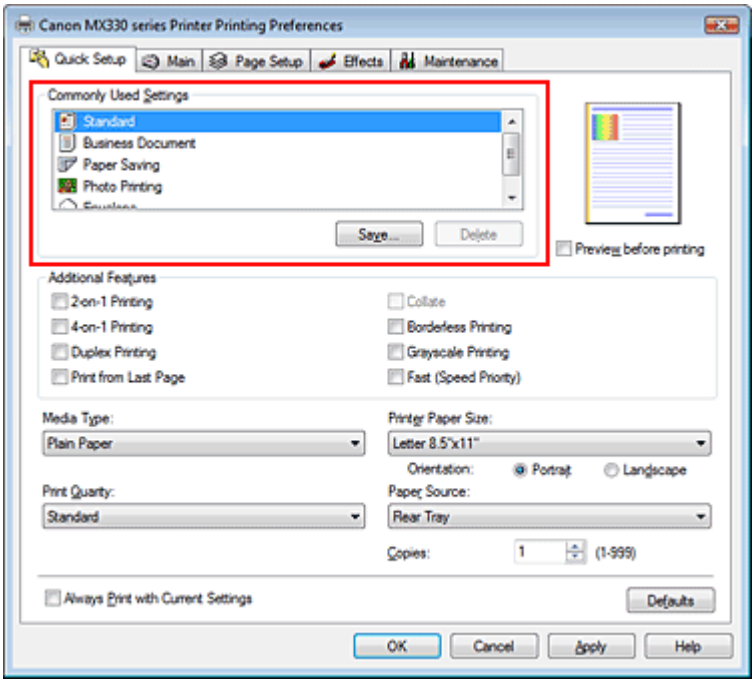
Printing with Easy Setup

A simple procedure that is necessary for printing data properly with this machine, is as follows:

1. Open the printer driver setup window

2. Select a frequently used profile

In Commonly Used Settings, select a printing profile suited for the purpose.
When you select a printing profile, the Additional Features, Media Type, and Printer Paper Size settings are automatically switched to the values that were preset.



3. Select the print quality

Select High, Standard, or Fast for Print Quality.

4. Complete the setup

Click OK.
When you execute print, the document is printed with settings suited for the purpose.

Important

- If you check the Always Print with Current Settings check box, all settings on the Quick Setup, Main, Page Setup, and Effects tabs are saved, and you can print with the same settings from the next time as well.
- Click Save... to register the specified settings. For instructions on registering settings, see " Registering a Frequently Used Printing Profile ."

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Setting a Page Size and Orientation

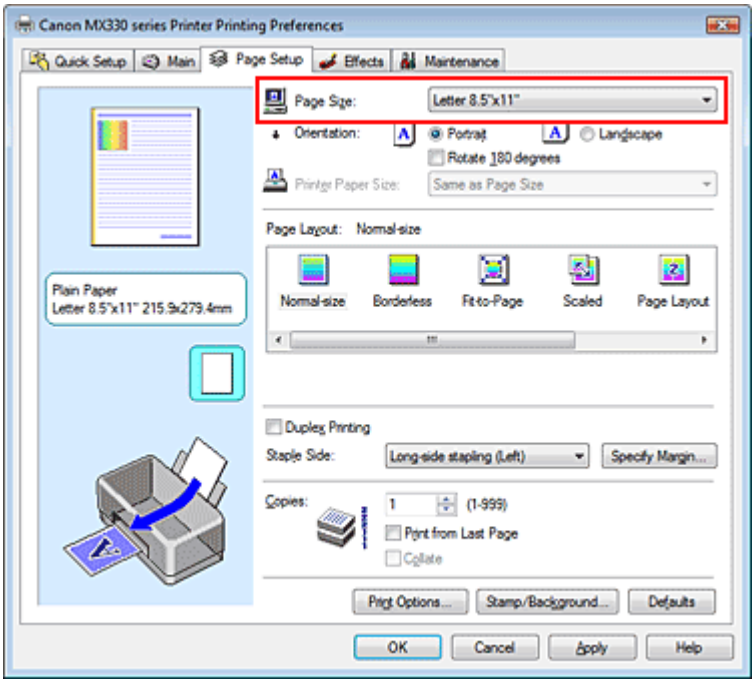
The paper size and orientation are essentially determined by the application. If the page size and orientation set for Page Size and Orientation on the Page Setup tab are same as those set with the application, you do not need to select them on the Page Setup tab.

If you are not able to specify them with the application, the procedure for selecting a page size and orientation is as follows:
You can also set Page Size and Orientation on the Quick Setup tab.

1. Open the printer driver setup window

2. Select the paper size

Select a page size from the Page Size list on the Page Setup tab.



3. Select Orientation

Select Portrait or Landscape for Orientation. Check Rotate 180 degrees check box if you want to perform printing with the original being rotated 180 degrees.

4. Complete the setup

Click OK.
The document will be printed with the selected page size and the orientation.

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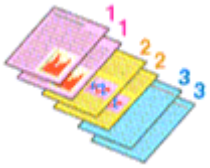
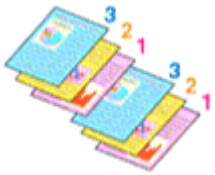
Setting the Number of Copies and Printing Order

Default Setting

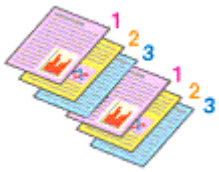
Print from Last Page



Collate



Print from Last Page + Collate

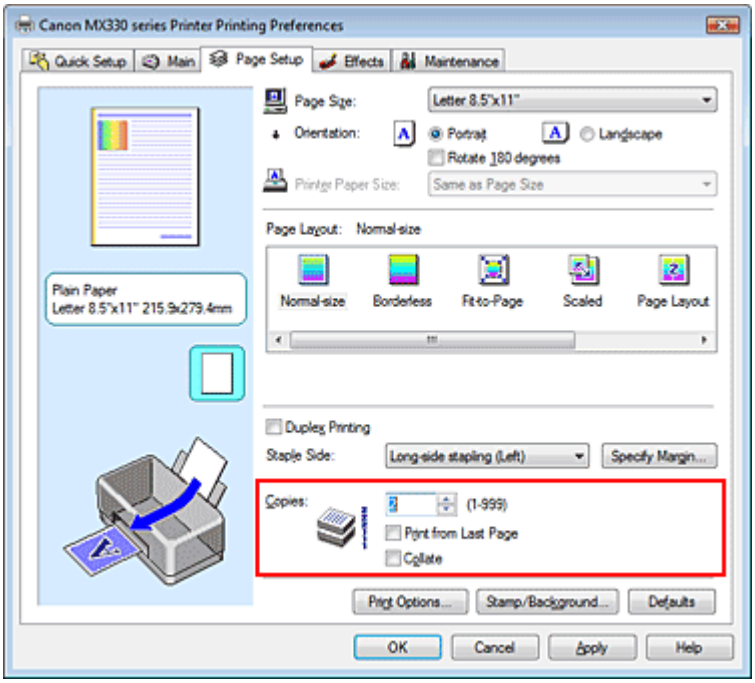


The procedure for specifying the number of copies and printing order is as follows:
You can also set the number of copies on the Quick Setup tab.

1. Open the printer driver setup window

2. Specify the number of copies to be printed

   For Copies on the Page Setup tab, specify the number of copies to be printed.



3. Specify the print sequence

   Check the Print from Last Page check box if you want to print from the last page in order. If you do this, you do not need to sort pages into their correct order after printing.

4. Set up collated printing when you specify multiple copies in the Copies box

   Check the Collate check box if you are specifying multiple copy together.
   Uncheck this check box to print all pages with the same page number together.

5. Complete the setup

Click OK.
The specified number of copies will be printed with the specified printing order.

Important

- If the application software that you used to create the document has the same function, give priority to the printer driver settings. However, if the print results are not acceptable, specify the function settings on the application software. If you specify the number of copies and the printing order with both the application and this printer driver, the number of copies may be multiplied numbers of the two settings or the specified printing order may not be enabled.
- Print from Last Page and Collate appear grayed out and are unavailable if Booklet is selected for Page Layout.
- Print from Last Page appears grayed out and is unavailable if Poster is selected for Page Layout.

Note

- By setting both Print from Last Page and Collate, you can perform printing so that papers are collated one by one starting from the last page.
  These settings can be used in combination with Borderless, Normal-size, Fit-to-Page, Scaled, Page Layout, and Duplex Printing.

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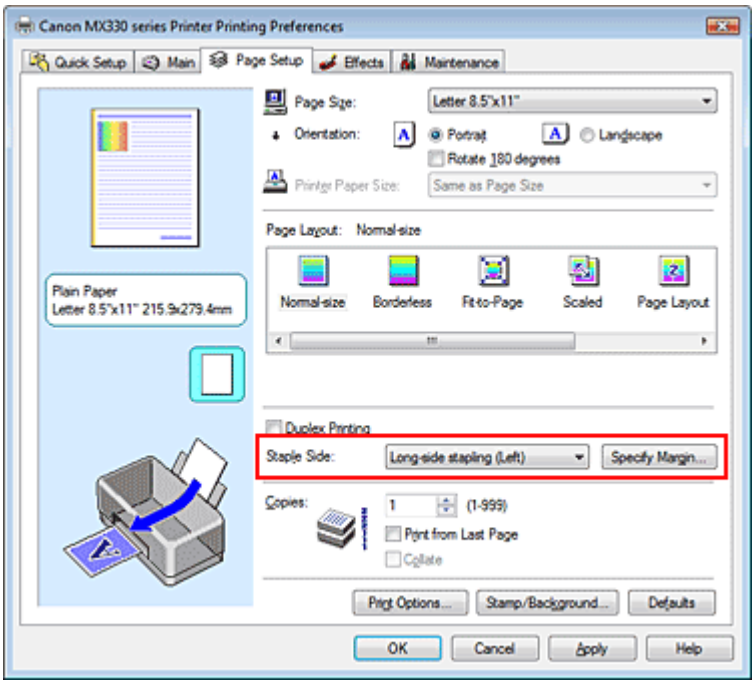
Setting the Stapling Margin

The procedure for setting the stapling direction and the width of the stapling margin is as follows:

1. Open the printer driver setup window

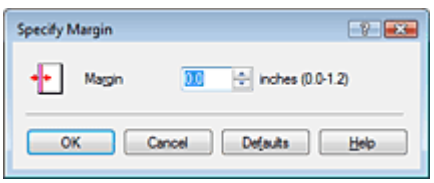
2. Specify the side to be stapled

Check the position of the stapling margin from Staple Side on the Page Setup tab.
The printer analyzes the Orientation and Page Layout settings, and automatically selects the best staple position. If you want to change the setting, select from the list.



3. Set the margin width

If necessary, click Specify Margin... and set the width of the stapling margin, and then click OK.



4. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the data is printed with the specified staple side and margin.

Important

- Staple Side and Specify Margin... appear grayed out and are unavailable when:
  - Poster or Booklet is selected for Page Layout.
  - Scaled is selected for Page Layout (If Duplex Printing is also selected, only Staple Side is selectable).
  - Borderless is selected for Page Layout.

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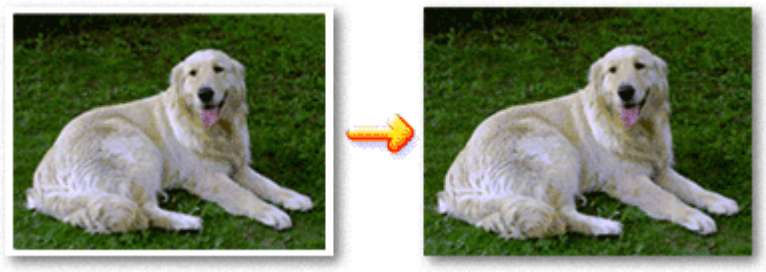
Borderless Printing

The borderless printing function allows you to print data without any margin by enlarging the data so that it extends slightly off the paper. Without the borderless printing function, a margin is provided around the printed data. If you want to print data such as a photo without providing any margin around it, select Borderless Printing.



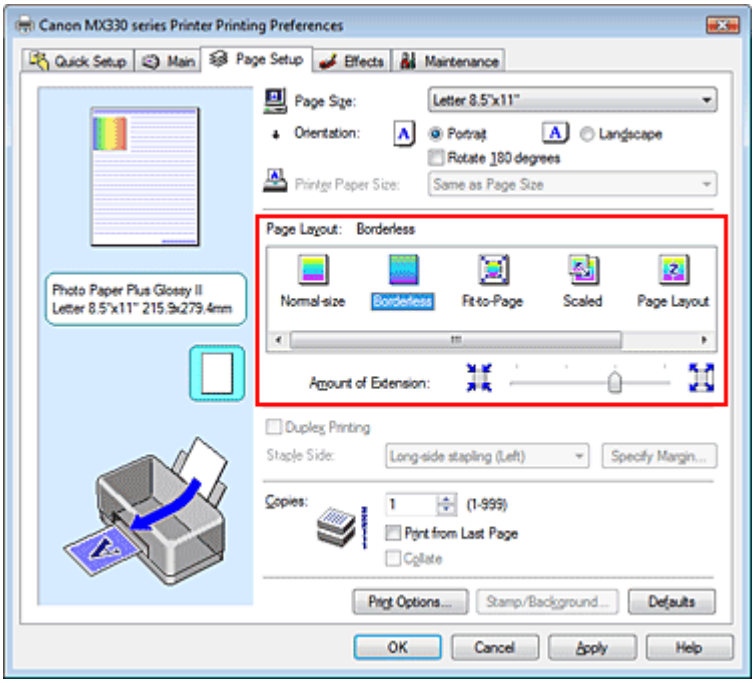
The procedure for performing borderless printing is as follows:

Setting Borderless Printing

1. Open the printer driver setup window

2. Set borderless printing

   Select Borderless from the Page Layout list on the Page Setup tab.



   Click OK when the confirmation message appears.
   When a message prompting you to change the media type appears, select a media type from the list and click OK.

3. Check the paper size

   Check the Page Size list. If you want to change, select another page size from the list. The list displays only sizes that can be used for borderless printing.

4. Adjust the amount of extension from the paper

   Adjust the amount of extension using the Amount of Extension slider as necessary.

Moving the slider to the right makes the amount larger and moving the slider to the left makes the amount smaller.
It is recommended to set the slider at the second position from the right for most cases.

Important

- If you set the slider at the rightmost position, the back side of the paper may become smudged.

5. Complete the setup

Click OK.
The data will be printed without any margins on the paper.

Important

- If a page size that cannot be used for borderless printing is selected, the size is automatically changed to the valid page sizes for borderless printing.
- When High Resolution Paper, T-Shirt Transfers, or Envelope is selected from the Media Type list on the Main tab, you cannot perform borderless printing.
- When Borderless is selected, the Printer Paper Size, Staple Side (when Duplex Printing is not selected) settings, and the Stamp/Background... button on the Page Setup tab appear grayed out and are unavailable.
- Print quality may deteriorate or the sheet may be stained at the top and bottom depending on the type of the media used.
- When the ratio of the height to the width differs greatly from the image data, a portion of the image may not be printed depending on the size of the media used.
  In this case, crop the image data with an application software according to the paper size.

Note

- When Plain Paper is selected for Media Type on the Main tab, borderless printing is not recommended, and therefore the dialog box for media selection appears.
  If you are using plain paper for test printing, select Plain Paper, and click OK.

Expanding the Range of the Document to Print

Specifying a large amount of extension allows you to perform borderless printing with no problems. However, the portion of the document that extends off the paper range will not be printed. Subjects around the perimeter of a photo may not be printed.

Try borderless printing once. If you are not satisfied with the result of borderless printing, reduce the amount of extension. The extension amount becomes shorter as the Amount of Extension slider is moved to the left.

Important

- If the amount of extension is shortened, an unexpected margin may be produced on the print, depending on the size of the paper.

Note

- If the Amount of Extension slider is set to the leftmost position, image data will be printed in the full size.
- If Preview before printing is checked on the Main tab, you can confirm before printing whether there will be no border.

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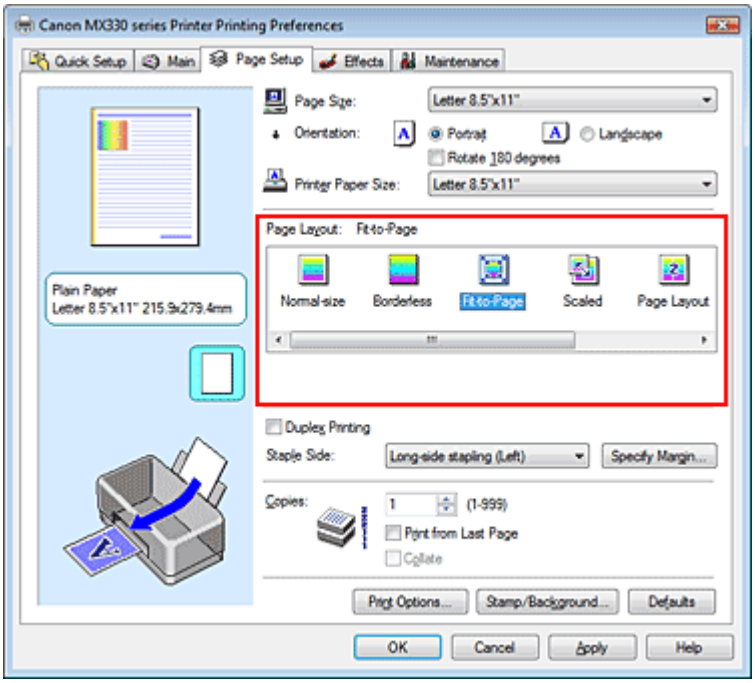
Fit-to-Page Printing

The procedure for printing document, which is enlarged or reduced to fit to the page size, is as follows:

1. Open the printer driver setup window

2. Set fit-to-page printing

   Select Fit-to-Page from the Page Layout list on the Page Setup tab.



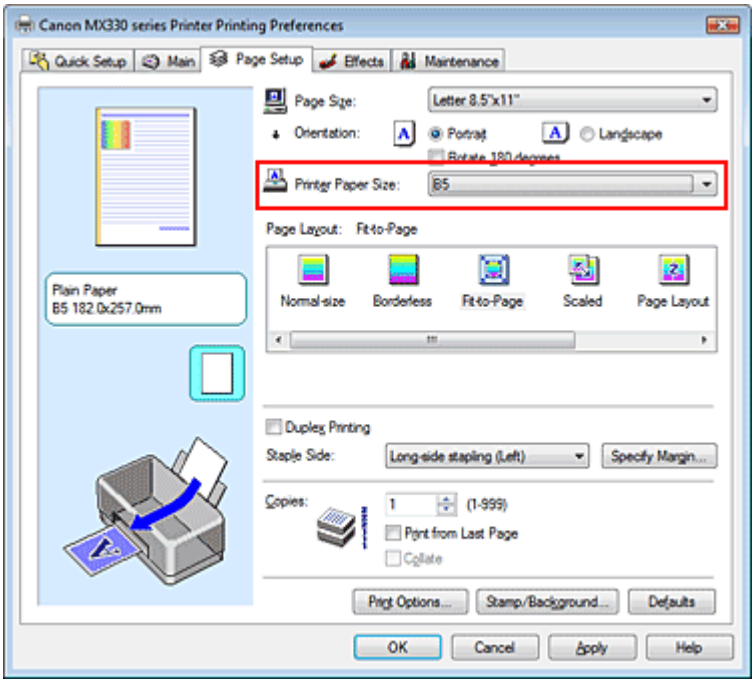
3. Select the paper size for the data

   Using Page Size, select the page size that was set with your application.

4. Select the print paper size

   Select the size of the paper loaded in the machine from the Printer Paper Size list.
   If the printer paper size is smaller than the Page Size, the page image will be reduced. If the printer paper size is larger than the page size, the page image will be enlarged.

   The current settings are displayed in the Settings Preview on the left side of the printer driver.



5. Complete the setup

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

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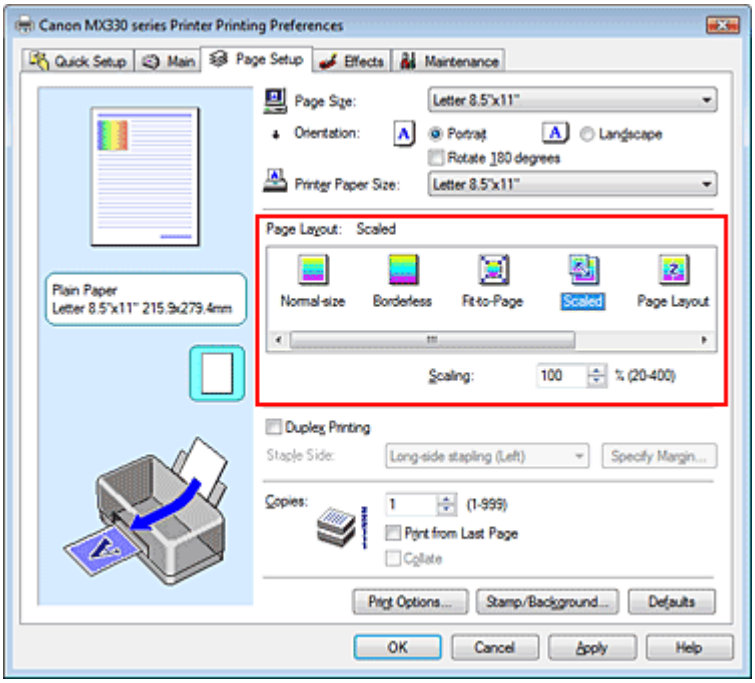
Scaled Printing

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

1. Open the printer driver setup window

2. Set scaled printing

   Select Scaled from the Page Layout list on the Page Setup tab.



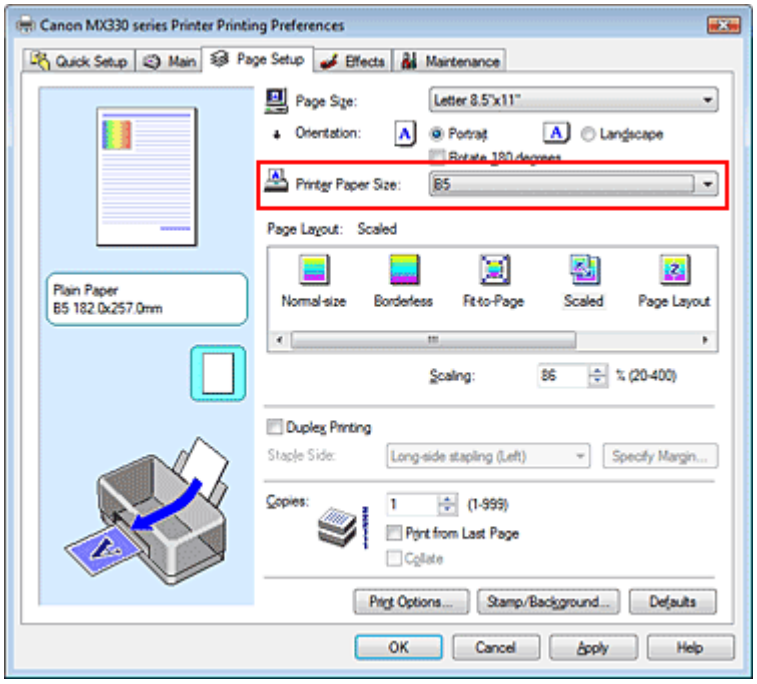
3. Select the paper size for the data

   Using Page Size, select the page size that was set with your application.

4. Set the scaling rate by using one of the following methods:

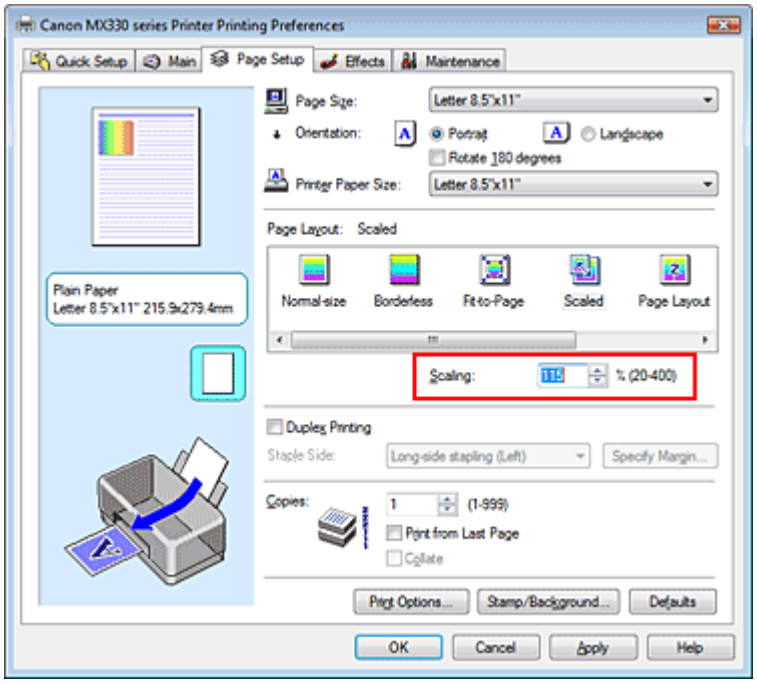
   - **Select a Printer Paper Size**

     Select a printer paper size, which is different from the Page Size, from the Printer Paper Size list. If the printer paper size is smaller than the Page Size, the page image will be reduced. If the printer paper size is larger than the page size, the page image will be enlarged.



- **Specify a scaling factor**

  Directly type in a value into the Scaling box.



The current settings are displayed in the Settings Preview on the left side of the printer driver.

5. Complete the setup

Click OK.

When you execute print, the document will be printed with the specified scale.

Important

- If the application software with which you created the original has the scaled printing function, configure the settings on your application software. You do not need to also configure the same setting in the printer driver.
- When Scaled is selected, the Staple Side list box appears grayed out and is unavailable (when Duplex Printing is not selected).

Note

- Selecting Scaled changes the printable area of the document.

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Page Layout Printing

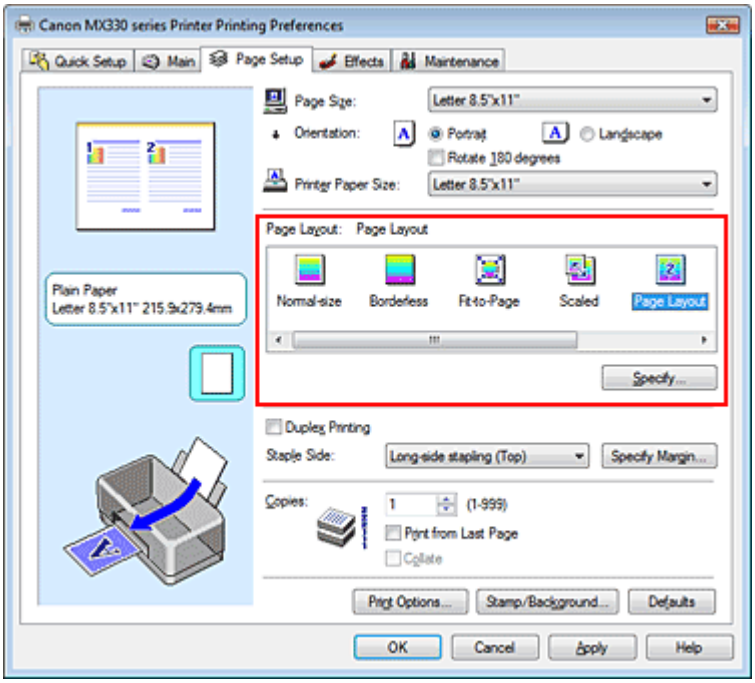
The page layout printing function allows you to print more than one page image on a single sheet of paper.

The procedure for performing page layout printing is as follows:

1. Open the printer driver setup window

2. Set page layout printing

   Select Page Layout from the Page Layout list on the Page Setup tab.
   The current settings are displayed in the Settings Preview on the left side of the printer driver.

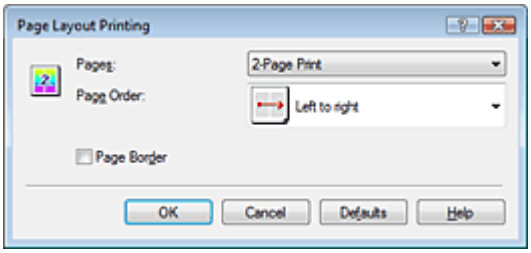


3. Select the print paper size

   Select the size of the paper loaded in the machine from the Printer Paper Size list.
   Now you have finished setting the layout of the document from left to right.

4. Set the number of pages to be printed on one sheet and the page sequence

   If necessary, click Specify..., specify the following settings in the Page Layout Printing dialog box, and click OK.



Pages
To increase the number of pages to be included on a single sheet of paper, select a desired number of pages from the list.

Page Order
To change the page arrangement order, select an icon from the list to change the page placement order.

Page Border
To print a page border around each document page, check this check box.

5. Complete the setup

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

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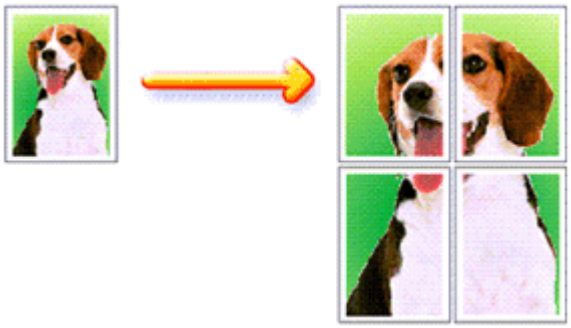
Poster Printing

The poster printing function allows you to enlarge image data, divide it into several pages, and print these pages on separate sheets of paper. When the pages are pasted together, they form a large print like a poster.



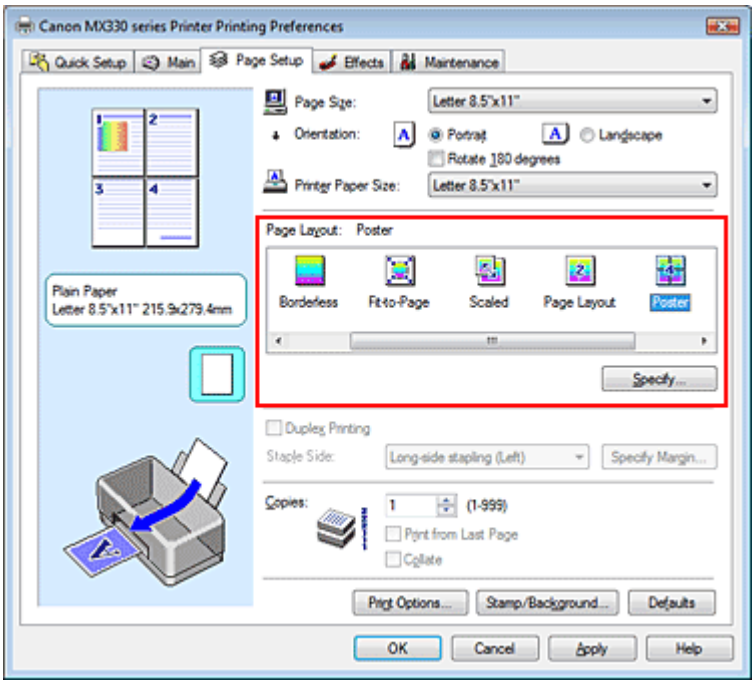
The procedure for performing poster printing is as follows:

Setting Poster Printing

1. Open the printer driver setup window

2. Set poster printing

   Select Poster from the Page Layout list on the Page Setup tab.
   The current settings are displayed in the Settings Preview on the left side of the printer driver.



3. Select the print paper size

   Select the size of the paper loaded in the machine from the Printer Paper Size list.
   Now you have finished setting 2 by 2-page poster printing.

4. Set the number of image divisions and the pages to be printed.

   If necessary, click Specify..., specify the following settings in the Poster Printing dialog box, and then click OK.

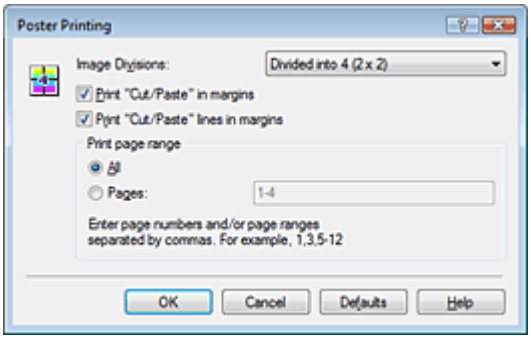


Image Divisions
Select the number of divisions (vertical x horizontal) from the Image Divisions list. As the number of divisions increases, the number of sheets used for printing increases, allowing you to create a larger poster.

Print "Cut/Paste" in margins
To leave out words "Cut" and "Paste", uncheck this check box.

Important

- This feature is unavailable when the 64-bit printer driver is used.

Print "Cut/Paste" lines in margins
To leave out cut lines, uncheck this check box.

Pages
To reprint only specific pages, enter the page number you want to print. To print multiple pages, specify by separating the pages with commas or entering a hyphen between the page numbers.

Note

- You can also specify the print range by clicking the pages in the setup preview.

5. Complete the setup

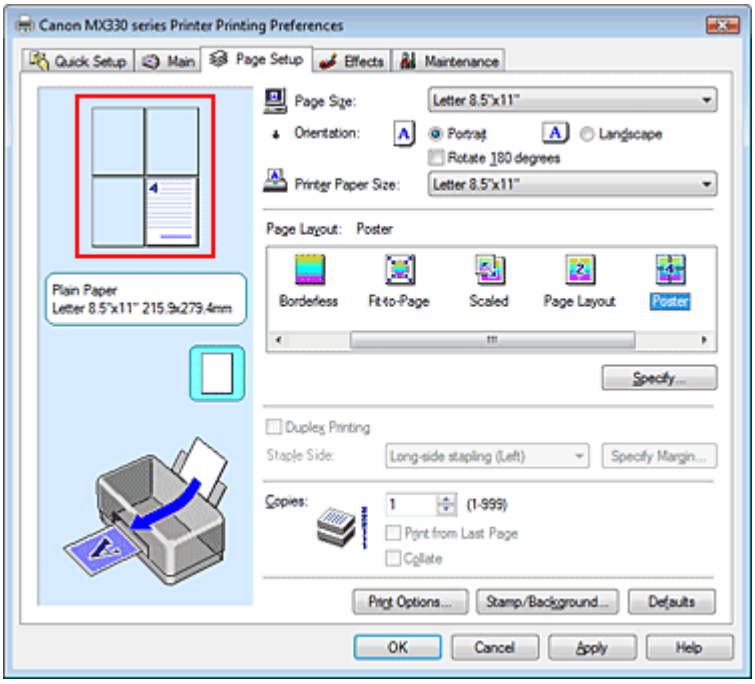
Click OK on the Page Setup tab.
When you execute print, the document will be divided into several pages during printing.
After all poster pages have been printed, paste the pages together to create a poster.

Printing Only Specific Pages

If ink becomes faint or runs out during printing, you can print the pages you still need, by following the procedure below:

1. Set the print range

In the Settings Preview on the left of the Page Setup tab, click the pages that do not need to be printed.
The pages that were clicked are deleted, and only the pages to be printed are displayed.



Note

- Click the deleted pages to display them again.
- Right-click the Settings Preview to select Print all pages or Delete all pages.

2. Complete the setup

After completing the page selection, click OK.
When you execute print, only specified pages will be printed.

Important

- When Poster is selected, the Duplex Printing and Print from Last Page check boxes and the Staple Side list box appear grayed out and are unavailable.
- Since poster printing enlarges the document when printing it, the print results may become coarse.

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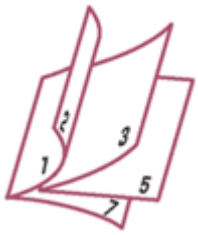
Booklet Printing

The booklet printing function allows you to print data for a booklet. Data is printed on both sides of the paper. This type of printing ensures that pages can be collated properly, in page number order, when the printed sheets are folded and stapled at the center.

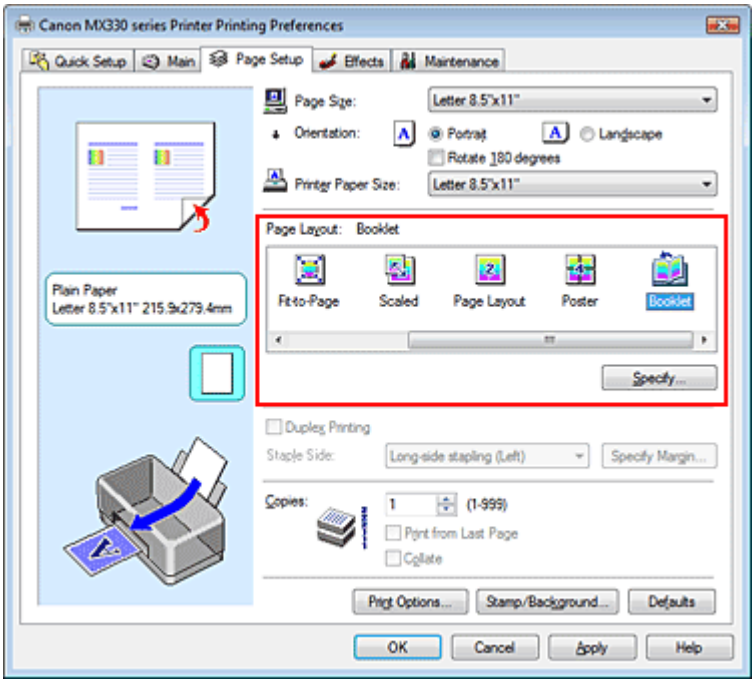


The procedure for performing booklet printing is as follows:

1. Open the printer driver setup window

2. Set booklet printing

   Select Booklet from the Page Layout list on the Page Setup tab.
   The current settings are displayed in the Settings Preview on the left side of the window.

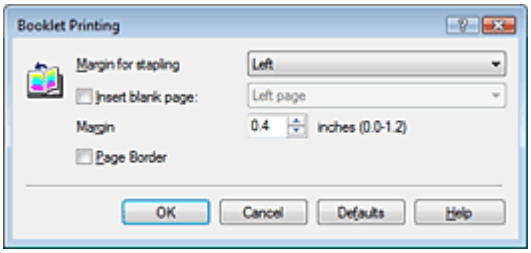


3. Select the print paper size

   Select the size of the paper loaded in the machine from the Printer Paper Size list.

4. Set the margin for stapling and the margin width

   Click Specify..., specify the following settings in the Booklet Printing dialog box, and then click OK.



Margin for stapling
Select which side the stapling margin should be on when the booklet is completed.

Insert blank page
To leave one side of a sheet blank, check Insert blank page check box, and select the page to be left blank.

Margin
Enter the margin width. The specified width from the center of the sheet becomes the margin for one page.

Page Border
To print a page border around each document page, check the Page Border check box.

5. Complete the setup

Click OK on the Page Setup tab.

When you execute print, the document will be printed on one side of a sheet of paper. When the printing of one side is complete, set the paper correctly by following the message and click OK. When the printing of the other side is complete, fold the paper at the center of the margin and make a booklet.

Important

- Booklet cannot be selected when a media type other than Plain Paper is selected for Media Type.
- When Booklet is selected, Duplex Printing, Staple Side, Print from Last Page, and Collate appear grayed out and are unavailable.

Note

- The stamp and background are not printed on blank sheets inserted with the Insert blank page function of Booklet Printing.

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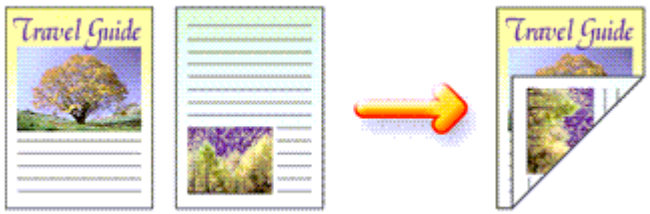
Duplex Printing

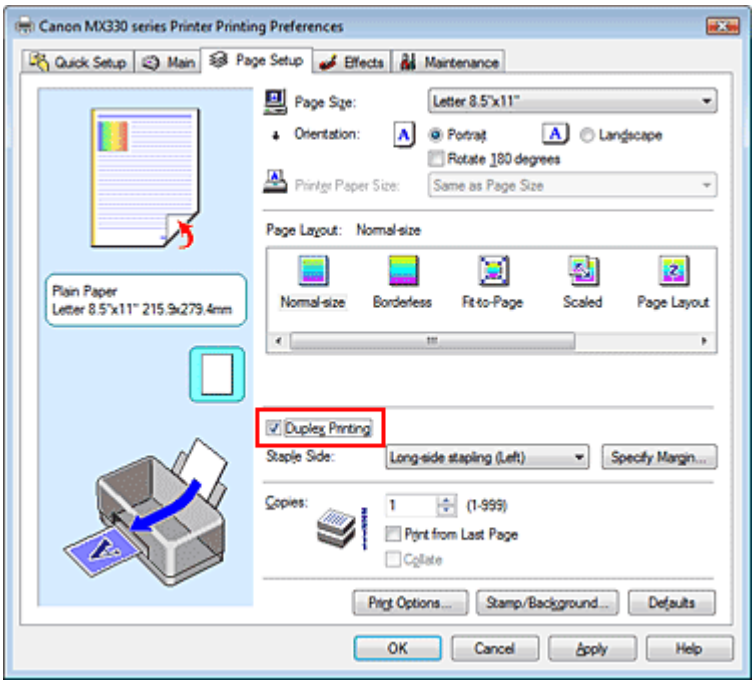


The procedure for printing data on both sides of a sheet of paper is as follows:

1. Open the printer driver setup window

2. Set duplex printing

Check the Duplex Printing check box on the Page Setup tab.



3. Select the layout

Select Normal-size (or Fit-to-Page, Scaled, or Page Layout) from the Page Layout list.

4. Specify the side to be stapled

The printer analyzes the Orientation and Page Layout settings, and automatically selects the best Staple Side. If you want to change the setting, select another value from the list.

5. Set the margin width

If necessary, click Specify Margin... and set the width of the stapling margin, and then click OK.

6. Complete the setup

Click OK on the Page Setup tab.

When you execute print, the document will be printed on one side of a sheet of paper. When the printing of one side is complete, set the paper correctly by following the message and click OK. The document will be printed on the opposite side.

Important

- Duplex Printing is unavailable when:
  - A media type other than Plain Paper is selected from the Media Type list.
  - Poster is selected from the Page Layout list.
- When Booklet is selected from the Page Layout list, Duplex Printing and Staple Side appear grayed out and are unavailable.

Note

- If the Media Type dialog box appears when performing borderless printing during duplex printing, select Plain Paper.
- If the back side of the paper becomes smudged during duplex printing, perform Bottom Plate Cleaning in the Maintenance tab.

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Stamp/Background Printing

This feature is unavailable when the 64-bit printer driver is used.

The Stamp function allows you to print a stamp text or a bitmap over or behind document data. It also allows you to print date, time and user name. The Background function allows you to print a light illustration behind the document data.

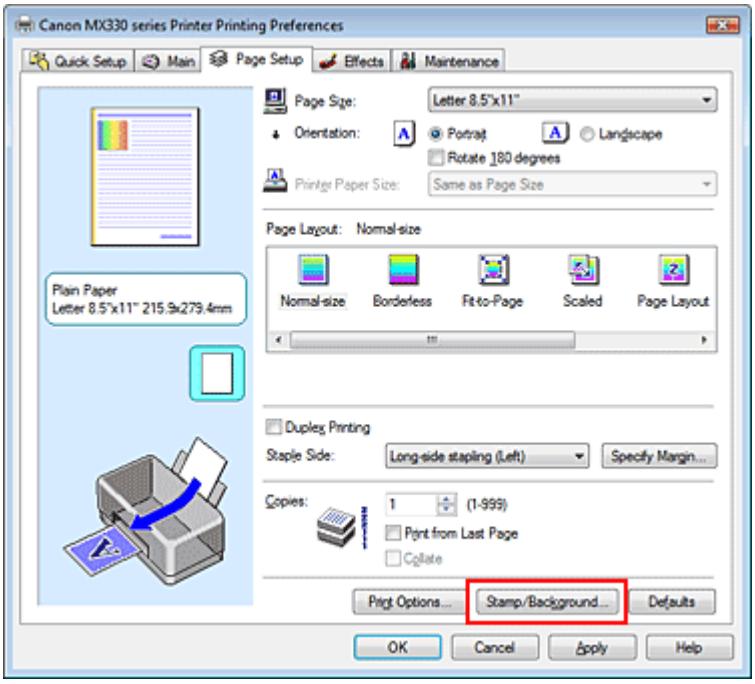
The procedure for performing stamp/background printing is as follows:

Printing a Stamp

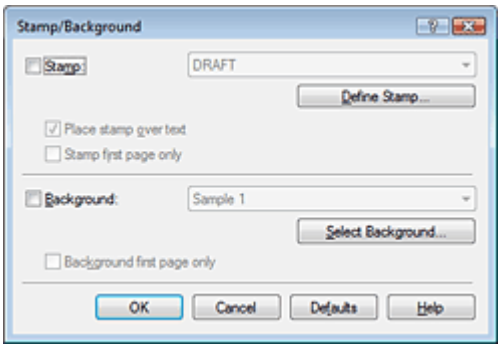
"CONFIDENTIAL," "IMPORTANT," and other stamps that are used often in companies are pre-registered.

1. Open the printer driver setup window

2. Click Stamp/Background... on the Page Setup tab



The Stamp/Background dialog box opens.



3. Select a stamp

Check the Stamp check box, and select a desired stamp from the list.
The current settings are displayed in the Settings Preview on the left side of the Page Setup tab.

4. Set the stamp details

If necessary, complete the following settings, and then click OK.

Place stamp over text
To print the stamp on the front of the document, check this check box.

Note

- The stamp is given priority because the stamp is printed over the document data in the sections where the stamp and the document data overlap. If the Place stamp over text check box is unchecked, the stamp is printed behind the document data and may be hidden in the overlapping sections depending on the application used.

Stamp first page only
To print the stamp only on the first page, check this check box.

Define Stamp... button
To change the stamp text, bitmap, or position, click this (refer to Saving a Stamp Setting).

5. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the data is printed with the specified stamp.

Printing a Background

1. Select the background for which the settings are to be changed

Two bitmap files are pre-registered as samples.

2. Click Stamp/Background... on the Page Setup tab

The Stamp/Background dialog box opens.

3. Select the background

Check the Background check box, and select a desired background from the list.
The current settings are displayed in the Settings Preview on the left side of the Page Setup tab.

4. Set the background details

If necessary, complete the following settings, and then click OK.

Background first page only
To print the background only on the first page, check this check box.

Select Background... button
To use another bitmap file or change the layout or density of a background, click this (refer to Saving Image Data to be Used as a Background).

5. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the data is printed with the specified background.

Important

- When Borderless is selected, the Stamp/Background... button appears grayed out and is unavailable.

Note

- The stamp and background are not printed on blank sheets inserted with the Insert blank page function of Booklet Printing.

Related Topics

- Saving a Stamp Setting
- Saving Image Data to be Used as a Background

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Saving a Stamp Setting

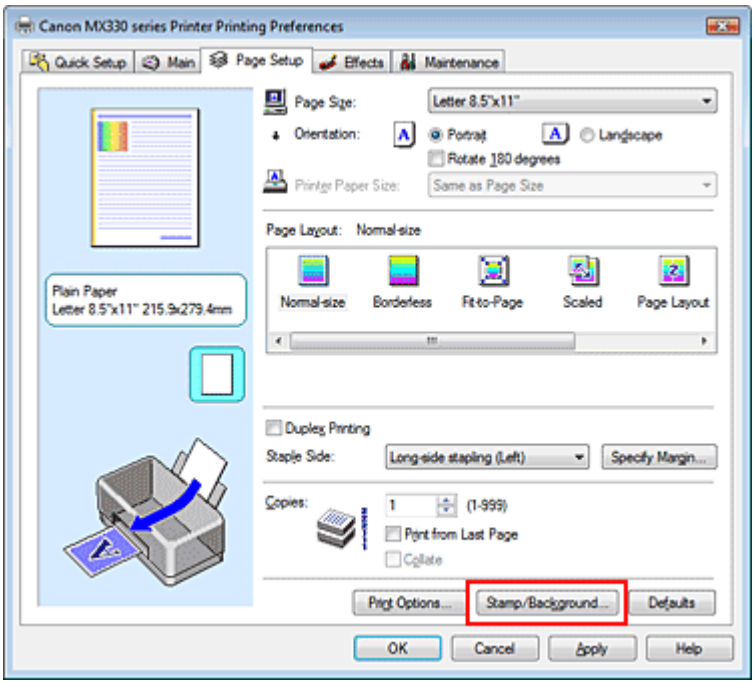
This feature is unavailable when the 64-bit printer driver is used.

You can create and save a new stamp. You can also change and register some of the settings of an existing stamp. Unnecessary stamps can be deleted at any time.

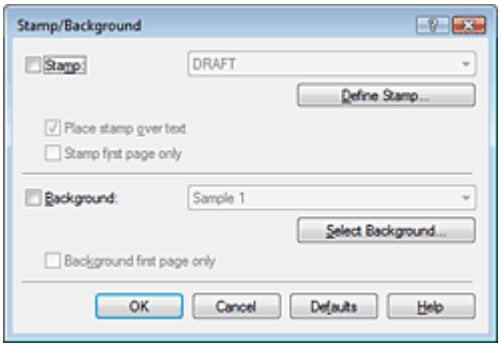
The procedure for registering a new stamp is as follows:

Registering a New Stamp

1. Open the printer driver setup window
2. Click Stamp/Background... on the Page Setup tab

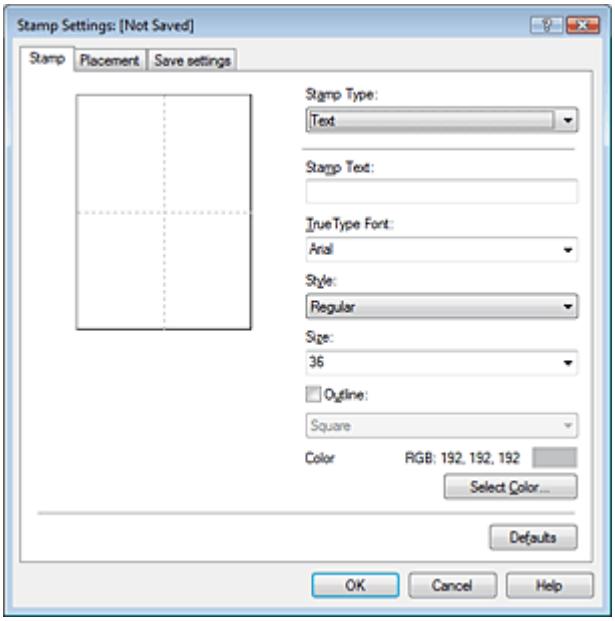


The Stamp/Background dialog box opens.



3. Click Define Stamp...

The Stamp Settings dialog box opens.



4. Configure the stamp while viewing the preview window

- **Stamp tab**

  Select Text, Bitmap, or Date/Time/User Name for Stamp Type.

  - For Text registration, the characters must already be entered in Stamp Text. Change the TrueType Font, Style, Size, and Outline settings, as necessary. You can select the color of the stamp by clicking Select Color....
  - For Bitmap, click Select File... and select the bitmap file (.bmp) to be used. Change the settings of the Size and Transparent white area if necessary.
  - For Date/Time/User Name, the creation date/time and user name of the printed object are displayed in Stamp Text. Change the settings of TrueType Font, Style, Size, and Outline, if necessary. You can select the color of the stamp by clicking Select Color....

  Important

  - Stamp Text appears grayed out and is unavailable if Date/Time/User Name is selected.

- **Placement tab**

  Select the stamp position from the Position list. You can also select Custom from the Position list and specify coordinates for X-Position and Y-Position.
  You can also change the stamp position by dragging the stamp in the preview window.
  To change the stamp position angle, type a value in the Orientation box directly.

5. Save the stamp

Click the Save settings tab and enter a new stamp title in the Title box, and then click Save.
Click OK when the confirmation message appears.

6. Complete the setup

Click OK. The Stamp/Background dialog box opens again.
The registered title appears in the Stamp list.

Changing and Registering Some of Stamp Settings

1. Select the stamp for which the settings are to be changed

Check the Stamp check box in the Stamp/Background dialog box, and then select the title of the stamp to be changed from the Stamp list.

2. Click Define Stamp...

The Stamp Settings dialog box opens.

3. Configure the stamp while viewing the preview window

4. Save the stamp

Click Save overwrite on the Save settings tab.
If you want to save the stamp with a different title, type a new title in the Title box and click Save.
Click OK when the confirmation message appears.

5. Complete the setup

Click OK. The Stamp/Background dialog box opens again.
The registered title appears in the Stamp list.

Deleting an Unnecessary Stamp

1. Click Define Stamp... in the Stamp/Background dialog box

The Stamp Settings dialog box opens.

2. Select the stamp to be deleted

Select the title of the stamp you want to delete from the Stamps list on the Save settings tab. Then click Delete.
Click OK when the confirmation message appears.

3. Complete the setup

Click OK. The Stamp/Background dialog box opens again.

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Saving Image Data to be Used as a Background

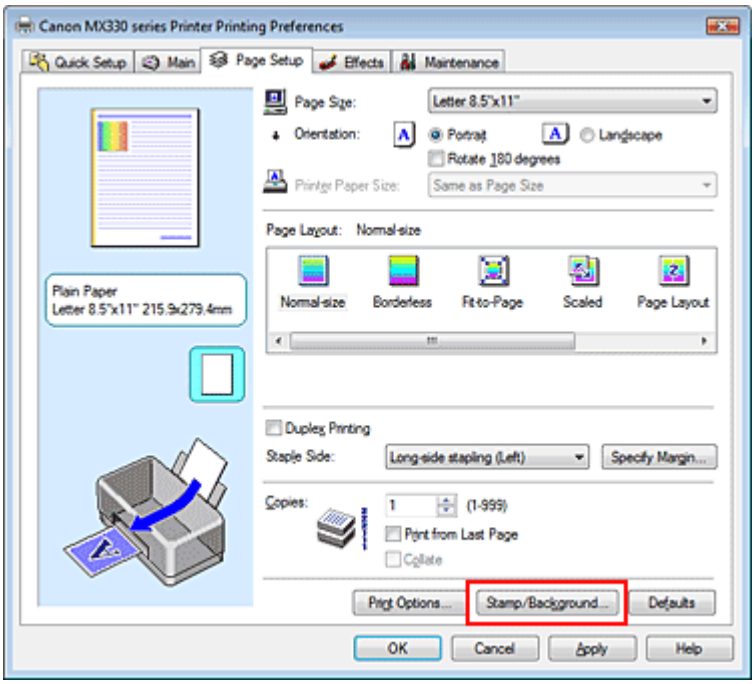
This feature is unavailable when the 64-bit printer driver is used.

You can select a bitmap file and save it as a new background. You can also change and register some of the settings of an existing background. An unnecessary background can be deleted at any time.

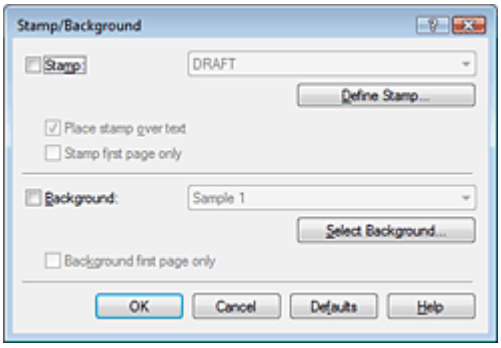
The procedure for registering image data to be used as a background is as follows:

Registering Image Data to be Used as a Background

1. Open the printer driver setup window
2. Click Stamp/Background... on the Page Setup tab

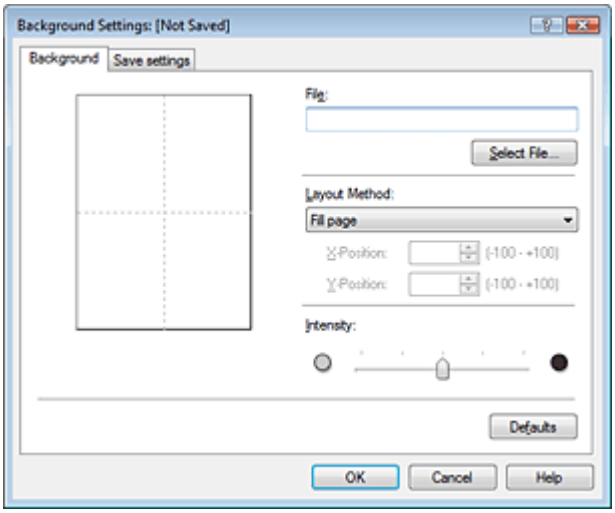


The Stamp/Background dialog box opens.



3. Click Select Background...

The Background Settings dialog box opens.



4. Select the image data to be registered to the background

Click Select File.... Select the target image data (bitmap file), and then click Open.

5. Specify the following settings while viewing the preview window

Layout Method
Select how the background image data is to be placed.
When Custom is selected, you can set coordinates for X-Position and Y-Position.
You can also change the background position by dragging the image in the preview window.

Intensity
Set the intensity of the background image data with the Intensity slider. To lighten the background, move the slider to the left. To darken the background, move the slider to the right. To print the background at the original bitmap intensity, move the slider to the rightmost position.

6. Save the background

Click the Save settings tab and enter a new stamp title in the Title box, and then click Save.
Click OK when the confirmation message appears.

7. Complete the setup

Click OK. The Stamp/Background dialog box opens again.
The registered title appears in the Background list.

Changing and Saving Some Background Settings

1. Select the background for which the settings are to be changed

Check the Background check box in the Stamp/Background dialog box, and then select the title of the background you want to change from the Background list.

2. Click Select Background...

The Background Settings dialog box opens.

3. While viewing the preview, set the items on the Background tab

4. Save the background

Click Save overwrite on the Save settings tab. If you want to save the background with a different title, type a new title in the Title box and click Save.
Click OK when the confirmation message appears.

5. Complete the setup

Click OK. The Stamp/Background dialog box opens again.
The registered title appears in the Background list.

Deleting an Unnecessary Background

1. Click Select Background... in the Stamp/Background dialog box

   The Background Settings dialog box opens.

2. Select the background to be deleted

   Select the title of the background you want to delete from the Backgrounds list on the Save settings tab, and then click Delete.
   Click OK when the confirmation message appears.

3. Complete the setup

   Click OK. The Stamp/Background dialog box opens again.

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Printing an Envelope

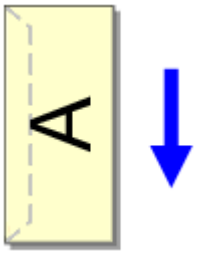
For details on how to load an envelope into the machine, refer to "Loading Envelopes" in the manual: Basic Guide.

The procedure for performing envelope printing is as follows:

1. Load an envelop into the machine

Fold down the envelope flap.

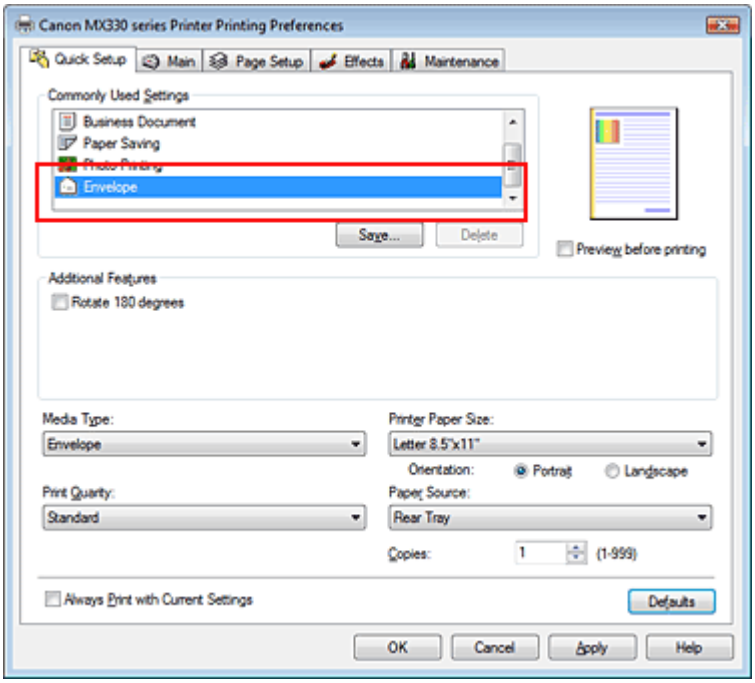
Orient the envelope so that the flap is on the left and the folded surface is facing down.



2. Open the printer driver setup window

3. Select the media type

Select Envelope from Commonly Used Settings on the Quick Setup tab.



4. Select the paper size

Select Youkei 4, Youkei 6, Comm.Env. #10, or DL Env. in the Envelope Size Setting dialog box, and then click OK.

5. Select the landscape for orientation

To print the addressee horizontally, select Landscape for Orientation.

6. Select the print quality

Select High or Standard for Print Quality.

7. Complete the setup

Click OK.
When you execute print, the information is printed on the envelope.

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Displaying the Print Results before Printing

You can display and check the print result before printing.

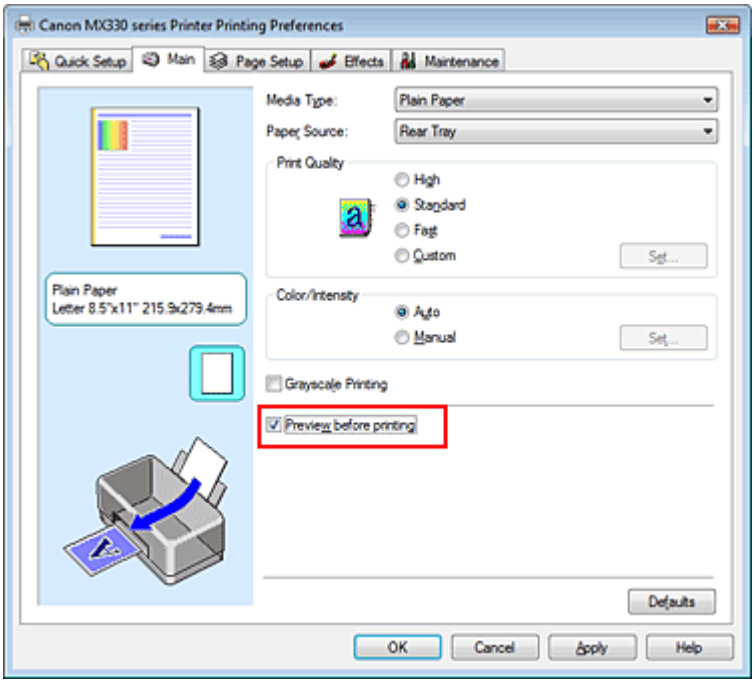
The procedure for displaying the print result before printing is as follows:

You can also set the print results display on the Quick Setup tab.

1. Open the printer driver setup window

2. Set the preview

Check the Preview before printing check box on the Main tab.



3. Complete the setup

Click OK.

The Canon IJ Preview will start and the print result will be displayed before printing.

Related Topic

Canon IJ Preview

Page top

Setting Paper Dimensions (Custom Size)

You can specify the height and width of paper if its size cannot be selected in Page Size. Such a paper size is called a custom size.

The procedure for specifying a custom size is as follows:

You can also set a custom size in Printer Paper Size on the Quick Setup tab.

1. Set the custom size in the application software

On your application's paper size feature, specify your custom size.

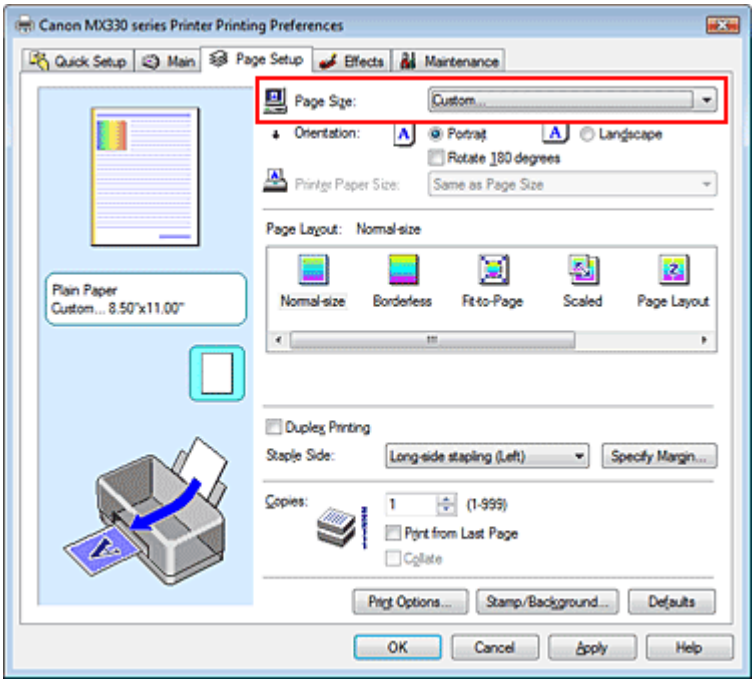
Important

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

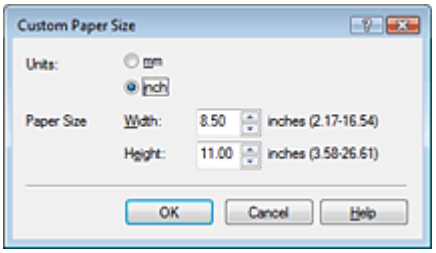
2. Open the printer driver setup window

3. Select the paper size

Select Custom... for Page Size on the Page Setup tab.



The Custom Paper Size dialog box opens.



4. Set the custom size in the application software

Specify Units, and enter the Width and Height of the paper to be used. Then click OK.

5. Complete the setup

Click OK on the Page Setup tab.
When you execute print, the data is printed with the specified paper size.

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Changing the Print Quality and Correcting Image Data

- Selecting a Combination of the Print Quality Level and a Halftoning Method
- Printing a Color Document in Monochrome
- Specifying Color Correction
- Optimal Photo Printing of Image Data
- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Simulating an Illustration
- Representing Image Data with a Single Color
- Presenting Image Data with Vivid Colors
- Smoothing Jagged Outlines
- Changing Color Properties to Improve Coloration
- Reducing Photo Noise

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Selecting a Combination of the Print Quality Level and a Halftoning Method

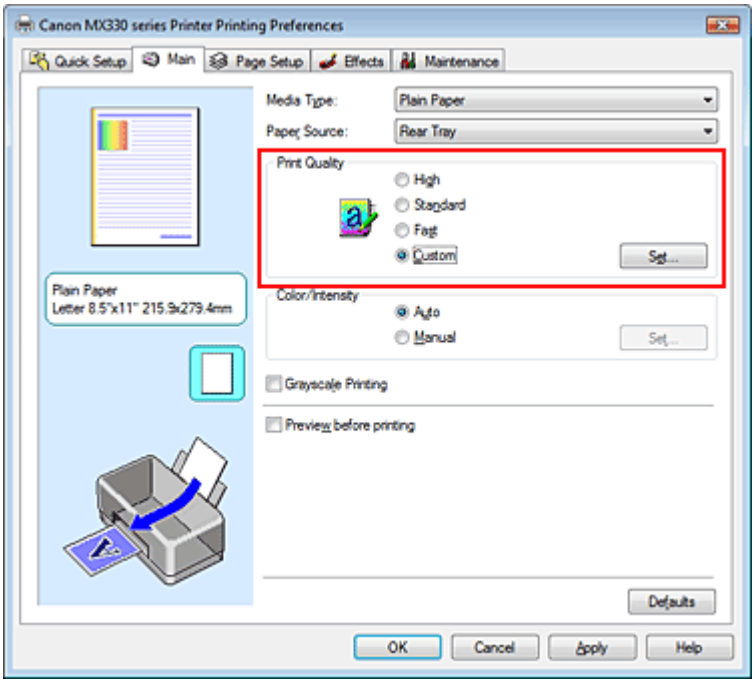
You can set the print quality level and the halftoning method.

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

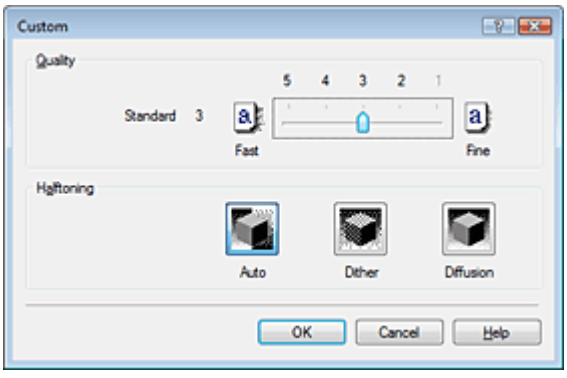
1. Open the printer driver setup window

2. Select the print quality

   Select Custom for Print Quality on the Main tab, and click Set....



   The Custom dialog box opens.



3. Setting the print quality and halftone expression method

   Move the Quality slider to select the quality level.
   Select Halftoning and click OK.

Note

- Halftones refer to color shades between the darkest color and the brightest color.
  The printer replaces the color shades with a collection of small dots to express the halftones.
  Dither arranges the dots according to fixed rules to express the halftones. Diffusion places the dots randomly to express the halftones. When you select Auto, the data is printed with the optimal halftoning method for the selected print quality.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the data is printed with the specified quality level and halftoning method.

Important

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

Note

- When the part of the object is not printed, selecting Diffusion for Halftoning may solve the problem.

Related Topics

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

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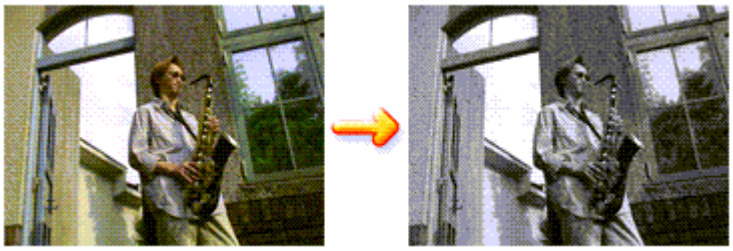
Printing a Color Document in Monochrome



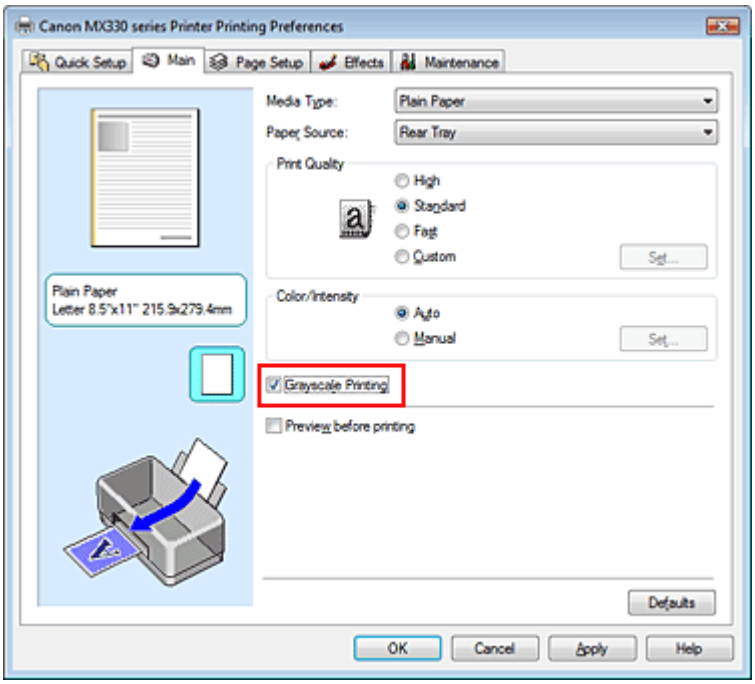
The procedure for printing a color document in monochrome is as follows:

You can also set a grayscale printing in Additional Features on the Quick Setup tab.

1. Open the printer driver setup window

2. Set grayscale printing

Check the Grayscale Printing check box on the Main tab.



3. Complete the setup

Click OK.

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

Important

- When the Grayscale Printing check box is checked, the printer driver processes image data as sRGB data. In this case, actual colors printed may differ from those in the original image data. When using the grayscale printing function to print Adobe RGB data, convert the data to sRGB data using an application software.

Note

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

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Specifying Color Correction

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

If you want to print by using the color space of sRGB or Adobe RGB data effectively, select ICM. If you want to use an application software to specify an ICC profile, select None.

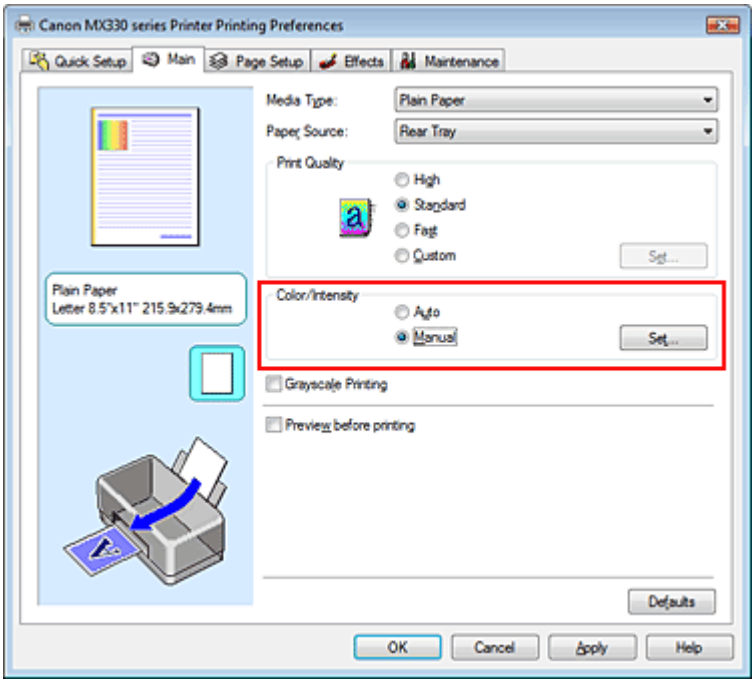
The procedure for specifying color correction is as follows:

You can also set color correction on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

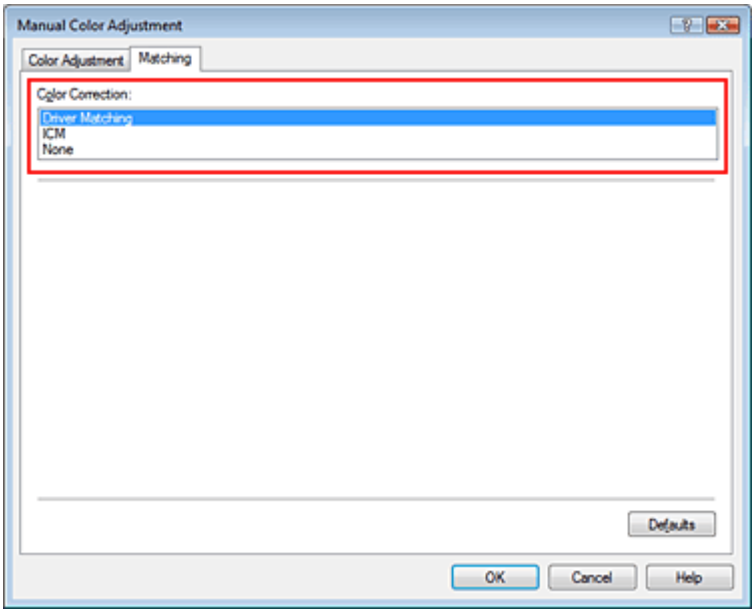
On the Main tab, select Manual for Color/Intensity, and click Set....



The Manual Color Adjustment dialog box opens.

3. Select color correction

Click Matching tab, select Color Correction setting suited to your purpose from the following, and click OK.



Driver Matching
By using Canon Digital Photo Color, you can print sRGB data with color tints that most people prefer. Driver Matching is the default setting for Color Correction.

ICM
You can print by using the color space of sRGB or Adobe RGB data effectively.

None
The printer driver does not perform color adjustment. Select this value if you are specifying an individually created profile or a profile for special Canon paper in an application software to print data.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the data is printed with the specified color adjustment method.

Important

- If ICM is disabled in the application software, ICM is unavailable for Color Correction and the printer may not be able to print the image data properly.
- When the Grayscale Printing check box on the Main tab is checked, Color Correction appears grayed out and is unavailable.

Related Topics

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

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Optimal Photo Printing of Image Data

When people print images taken with digital cameras, they sometimes feel that the printed color tones differ from those of actual image or those displayed on the monitor.
To get the print results as close as possible to the desired color tones, you must select a printing method that is best suited to the application software used or to your purpose.

Color Management

Devices such as digital cameras, scanners, monitors, and printers handle color differently. Color management (color matching) is a method that manages device-dependent "colors" as a common color space. For Windows, a color management system called "ICM" is built into the operating system.
sRGB and Adobe RGB are popularly used as common color spaces. Adobe RGB has a wider color space than sRGB.

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

Selecting a Printing Method Suited to the Image Data

The recommended printing method depends on the color space (Adobe RGB or sRGB) of the image data or the application software to be used. There are two typical printing methods. Check the color space (Adobe RGB or sRGB) of the image data and the application software to be used, and then select the printing method suited to your purpose.

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

  Target data: sRGB data
  Printing method: Adjusting Colors with the Printer Driver

- **To print using the color space of the data effectively**

  Target data: Adobe RGB data or sRGB data
  Application software: An ICC profile can or cannot be specified.
  Printing method: Printing with ICC Profiles

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Adjusting Colors with the Printer Driver

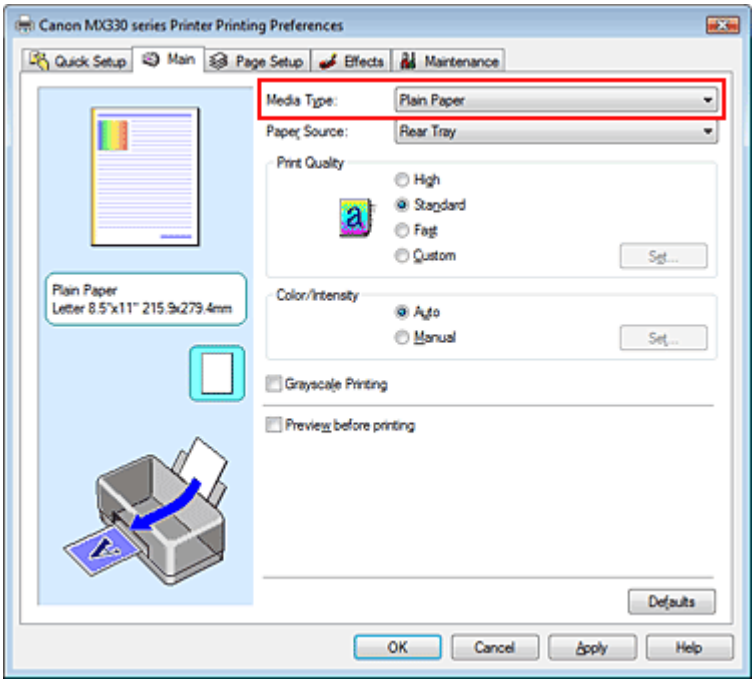
You can specify the color correction function of the printer driver to print sRGB data with color tints that most people prefer (through the use of Canon Digital Photo Color).

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

1. Open the printer driver setup window

2. Select the media type

   Select the type of paper loaded in the machine from the Media Type list on the Main tab.



3. Select the print quality

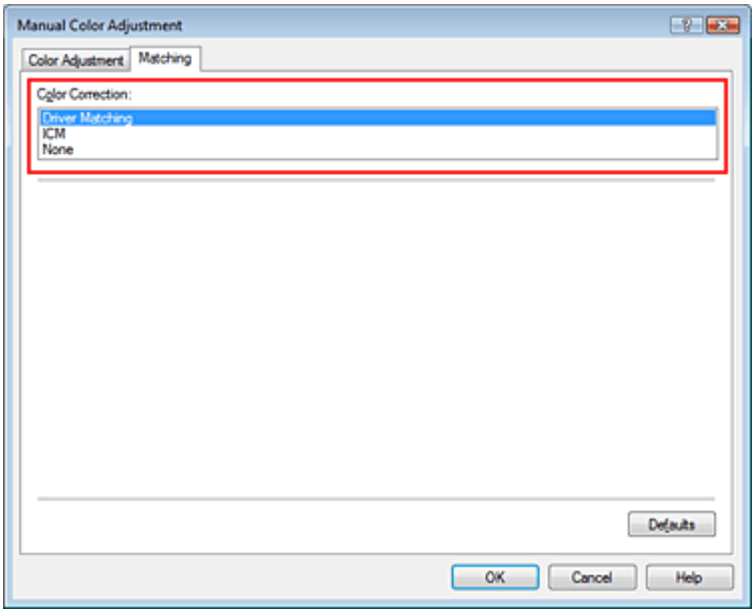
   Select High, Standard, or Fast for Print Quality.

4. Select the manual color adjustment

   Select Manual for Color/Intensity, and click Set....
   The Manual Color Adjustment dialog box opens.

5. Select color correction

   Click Matching tab, and select Driver Matching for Color Correction.



6. Set the other items

If necessary, click Color Adjustment tab, and adjust the color balance of Cyan, Magenta, Yellow, and adjust Brightness, Intensity, and Contrast settings, and then click OK.

7. Complete the setup

Click OK on the Main tab.
When you execute print, the printer driver adjusts the colors when printing the data.

Related Topics

- Selecting a Combination of the Print Quality Level and a Halftoning Method
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

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Printing with ICC Profiles

If the image data has a specified ICC profile, you can effectively use the color space (Adobe RGB or sRGB) of the data when printing.

The printer driver setting procedure varies depending on the application software used to print.

Printing Image Data from the Application Software That Can Specify an ICC Profile

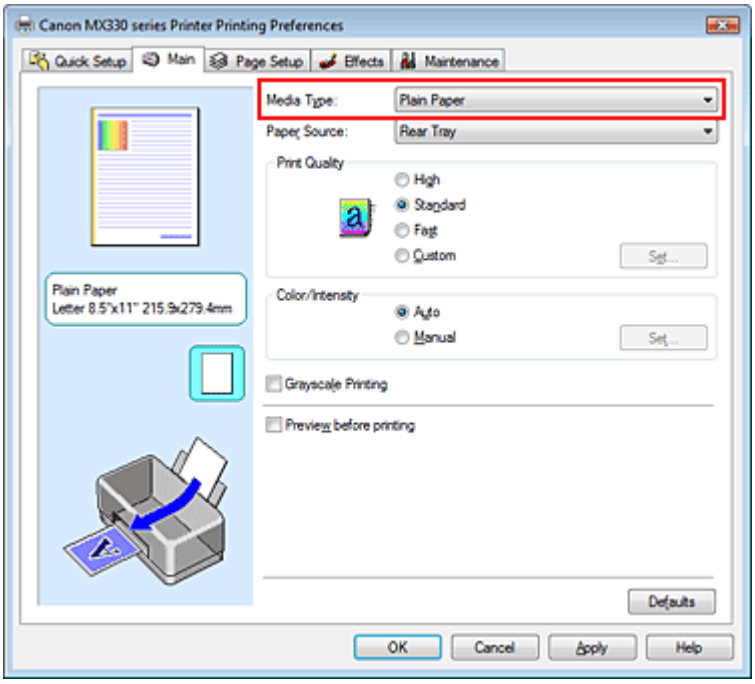
When using Adobe Photoshop, Canon Digital Photo Professional, or any other application software that allows you to specify an ICC profile, you can use the color management system (ICM) found in Windows when printing the data. You can print the editing and touch-up results of an application software by effectively using the color space of the ICC profile specified in the image data.

To use this printing method, you must first use an application software to specify an ICC profile in the image data. For instructions on specifying an ICC profile with an application software program, refer to the manual of the application software you are using.

1. Open the printer driver setup window

2. Select the media type

Select the type of paper loaded in the machine from the Media Type list on the Main tab.



3. Select the print quality

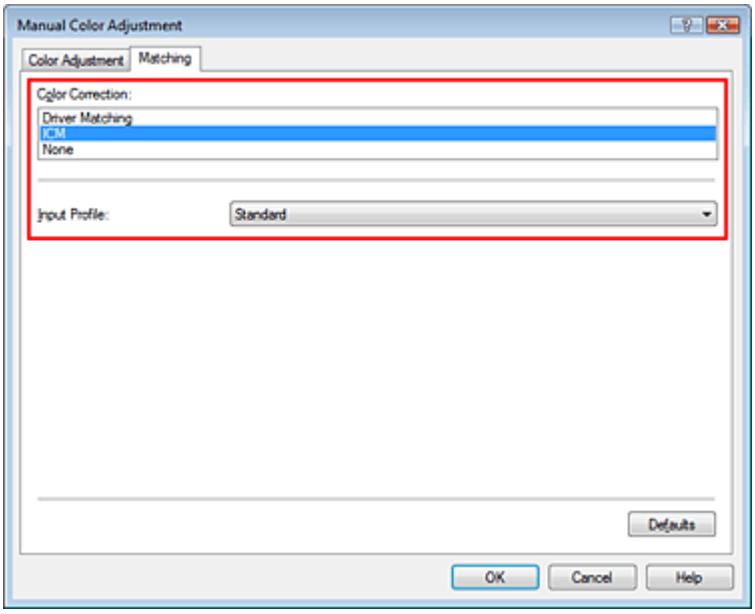
Select High, Standard, or Fast for Print Quality.

4. Select the manual color adjustment

Select Manual for Color/Intensity, and click Set....
The Manual Color Adjustment dialog box opens.

5. Select color correction

Click Matching tab, and select ICM for Color Correction.



6. Set the other items

If necessary, click Color Adjustment tab, and adjust the color balance of Cyan, Magenta, Yellow, and adjust Brightness, Intensity, and Contrast settings, and then click OK.

7. Complete the setup

Click OK on the Main tab.
When you execute print, the printer uses the color space of the image data.

Important

- If you print an image by specifying an individually created profile or a profile for special Canon paper in an application software, select None from the Color Correction menu of the printer driver.

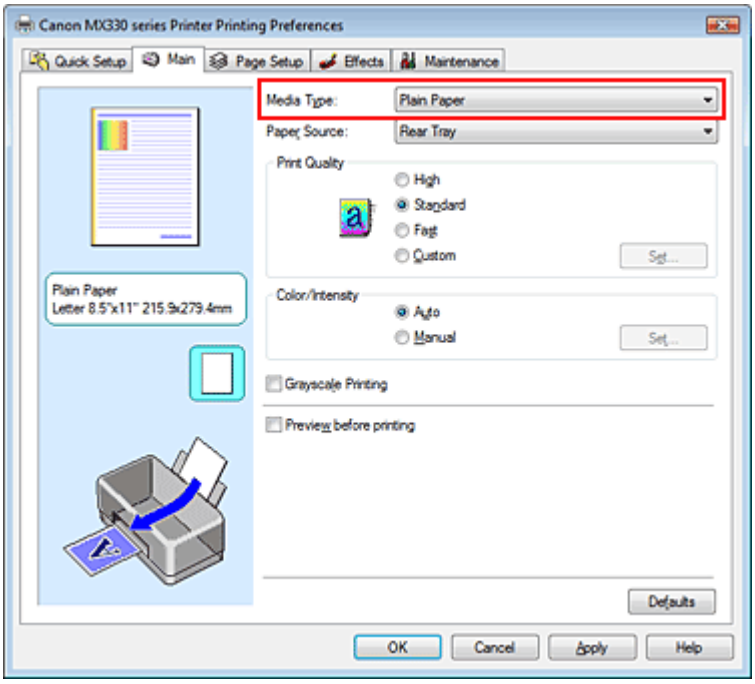
Printing Image Data from the Application Software That Cannot Specify an ICC Profile

When printing from an application software that does not allow you to specify an ICC profile, specify the ICC profile in the print settings of the printer driver and print the data. When printing Adobe RGB data, you can print the data with the Adobe RGB color space even if the application software does not support Adobe RGB.

1. Open the printer driver setup window

2. Select the media type

Select the type of paper loaded in the machine from the Media Type list on the Main tab.



3. Select the print quality

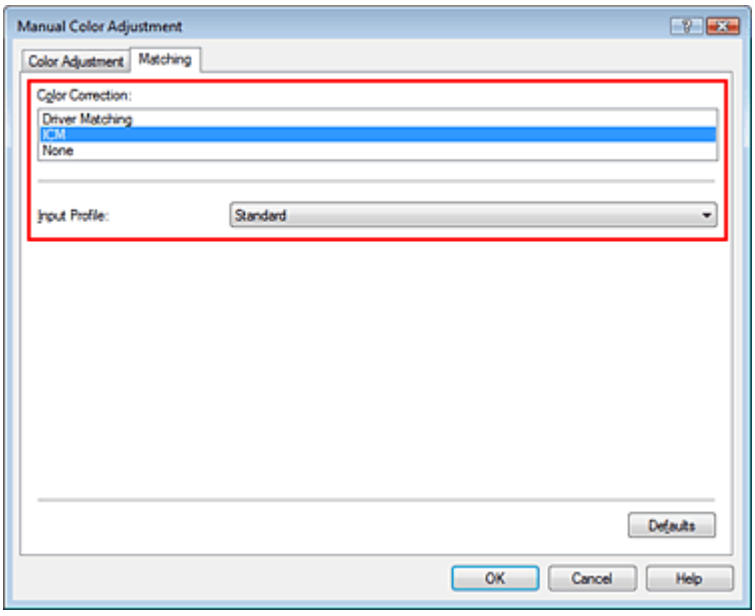
Select High, Standard, or Fast for Print Quality.

4. Select the manual color adjustment

Select Manual for Color/Intensity, and click Set....
Manual Color Adjustment dialog box opens.

5. Select color correction

Click Matching tab, and select ICM for Color Correction.



6. Select the input profile

Select an Input Profile that matches the color space of the image data.

- **For sRGB data or data without an ICC profile:**

  Select Standard.

- **For Adobe RGB data:**

  Select Adobe RGB (1998).

Important

- If the application software specifies an input profile, the input profile setting of the printer driver

becomes invalid.
- If no ICC profiles are installed on your computer, Adobe RGB (1998) is not displayed. You can install ICC profiles from the Setup CD-ROM that accompanies the machine.

7. Set the other items

If necessary, click Color Adjustment tab, and adjust the color balance of Cyan, Magenta, Yellow, and adjust Brightness, Intensity, and Contrast settings, and then click OK.

8. Complete the setup

Click OK on the Main tab.
When you execute print, the data is printed with the color space of the selected image data.

Related Topics

- Selecting a Combination of the Print Quality Level and a Halftoning Method
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

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Adjusting Color Balance

You can adjust the color tints during printing.
Since this function adjusts color balance of the output by changing the ink ratios of each color, it changes the total color balance of the document. Use the application software if you want to change the color balance significantly. Use the printer driver only if you want to adjust the color balance slightly.
The following sample shows the case when Color Balance is used to intensify cyan and to diminish yellow so that the overall colors are more uniform.

No adjustment

Adjusted in Color Balance

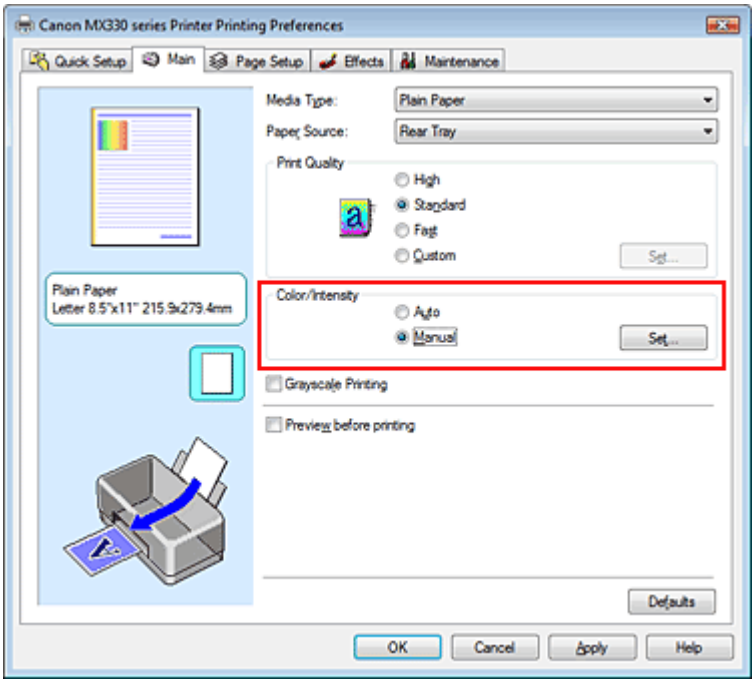
The procedure for adjusting color balance is as follows:

You can also set color balance on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

On the Main tab, select Manual for Color/Intensity, and click Set....

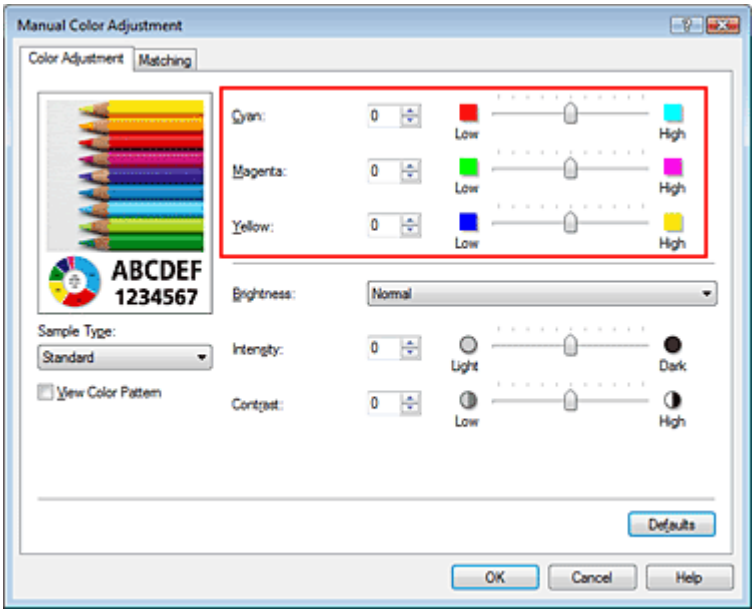


The Manual Color Adjustment dialog box opens.

3. Adjust color balance

There are individual sliders for Cyan, Magenta, and Yellow. Each color becomes stronger when the corresponding slider is moved to the right, and becomes weaker when the corresponding slider is moved to the left. For example, if cyan becomes weaker, the color red becomes stronger.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

After adjusting each color, click OK.



Important

- Adjust the slider gradually.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the document is printed with the adjusted color balance.

Important

- When the Grayscale Printing check box on the Main tab is checked, Cyan, Magenta, and Yellow appear grayed out and are unavailable.

Related Topics

- Selecting a Combination of the Print Quality Level and a Halftoning Method
- Specifying Color Correction
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

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Adjusting Brightness

You can change the brightness of the overall image data during printing.
This function does not change pure white or pure black but it changes the brightness of the intermediate colors.
The following sample shows the print result when the Brightness specification is changed.

Light is selected

Normal is selected

Dark is selected

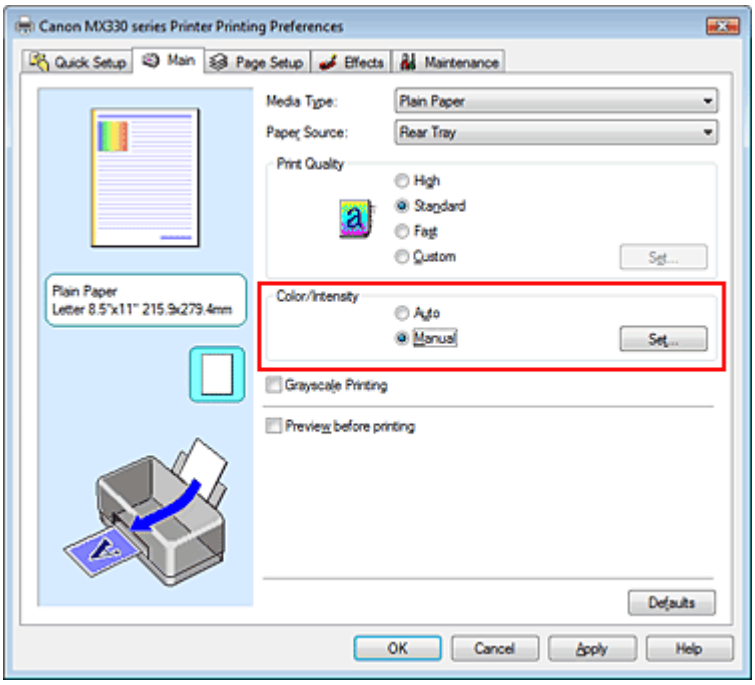
The procedure for adjusting brightness is as follows:

You can also set brightness on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

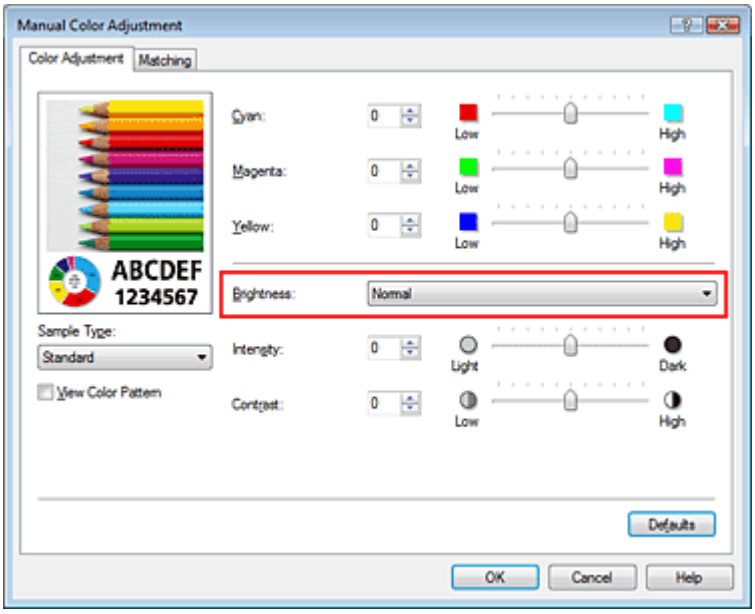
On the Main tab, select Manual for Color/Intensity, and click Set....



The Manual Color Adjustment dialog box opens.

3. Specify the brightness

Select Light, Normal, or Dark for Brightness, and click OK.



4. Complete the setup

Click OK on the Main tab.
When you execute print, the data is printed at the specified brightness.

Related Topics

- Selecting a Combination of the Print Quality Level and a Halftoning Method
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Intensity
- Adjusting Contrast

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Adjusting Intensity

You can dilute (brighten) or intensify (darken) the colors of the overall image data during printing.
If you want to sharpen the print results, you should intensify the colors.
The following sample shows the case when the intensity is increased so that all colors become more intense when the image data is printed.

No adjustment Higher Intensity

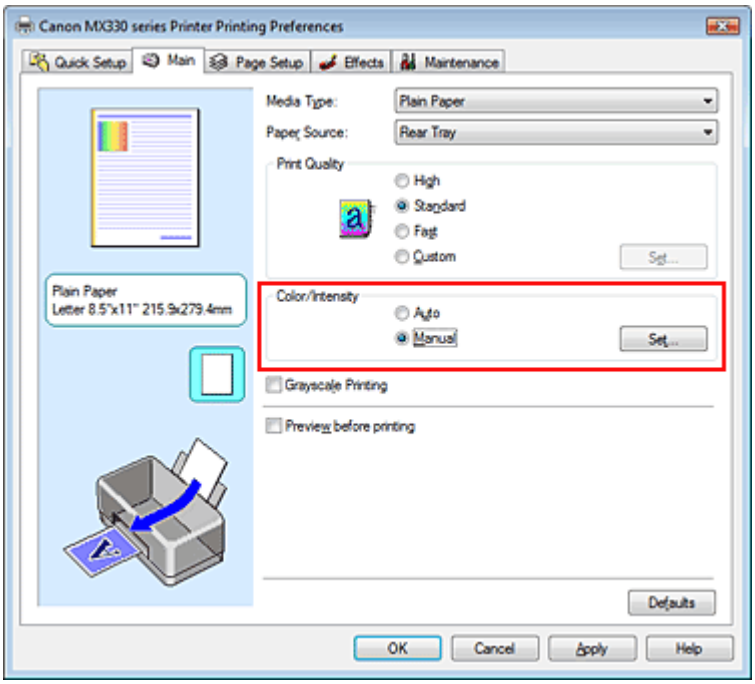
The procedure for adjusting intensity is as follows:

You can also set intensity on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

Select Manual for Color/Intensity on the Main tab, and click Set....

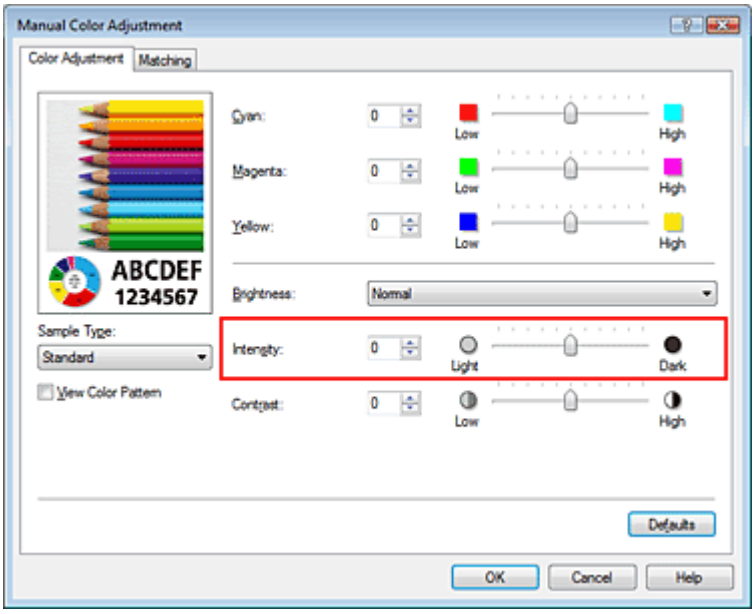


The Manual Color Adjustment dialog box opens.

3. Adjust intensity

Moving the Intensity slider to the right intensifies (darkens) the colors. Moving the slider to the left dilutes (brightens) the colors.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

After adjusting each color, click OK.



Important

- Adjust the slider gradually.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the image data is printed with the adjusted intensity.

Related Topics

- Selecting a Combination of the Print Quality Level and a Halftoning Method
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Contrast

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Adjusting Contrast

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

No adjustment Adjust the contrast

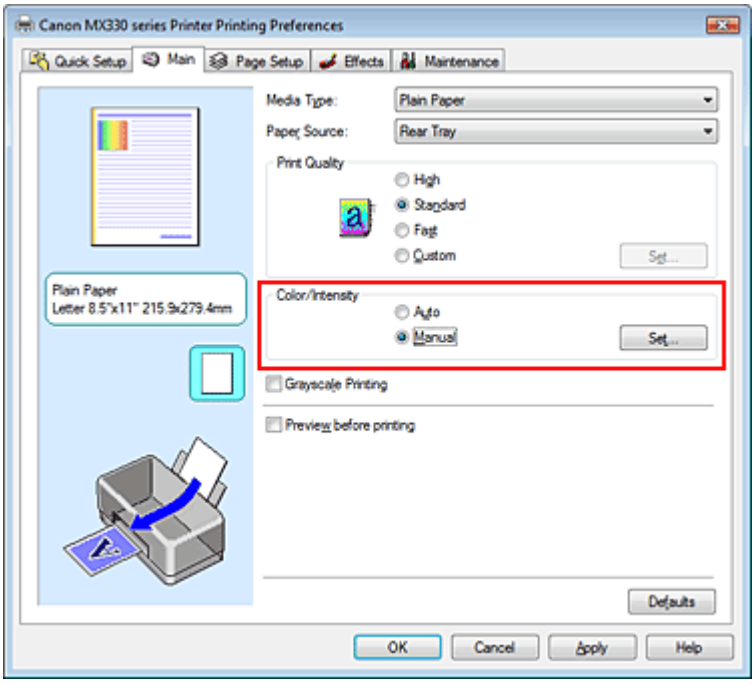
The procedure for adjusting contrast is as follows:

You can also set contrast on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Color/Intensity Manual Adjustment under Additional Features.

1. Open the printer driver setup window

2. Select the manual color adjustment

On the Main tab, select Manual for Color/Intensity, and click Set....

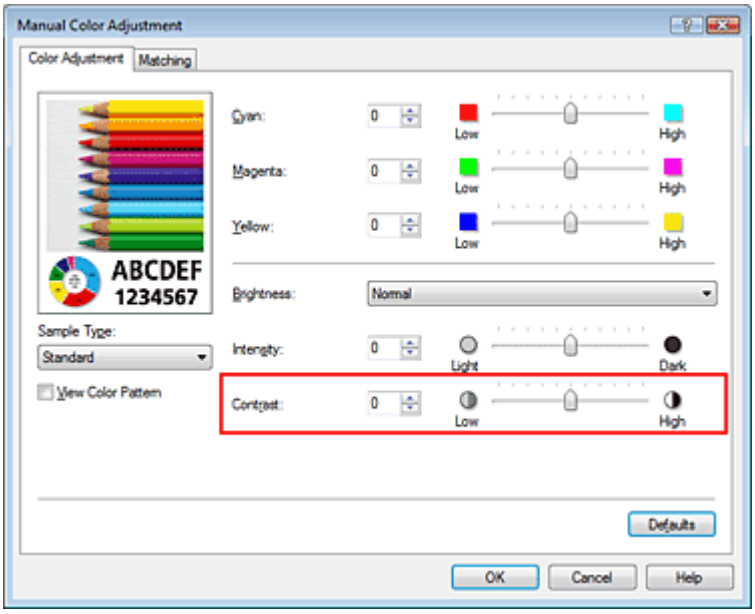


The Manual Color Adjustment dialog box opens.

3. Adjust the contrast

Moving the Contrast slider to the right increases the contrast, and moving it to the left decreases the contrast.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

After adjusting each color, click OK.



Important

- Adjust the slider gradually.

4. Complete the setup

Click OK on the Main tab.
When you execute print, the image is printed with the adjusted contrast.

Related Topics

- Selecting a Combination of the Print Quality Level and a Halftoning Method
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity

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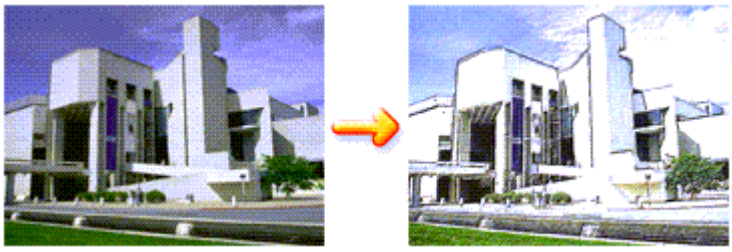
Simulating an Illustration

With the Simulate Illustration function, you can print full-color or 256-color image data so that it looks like a hand-drawn illustration. You can add different effects to the original profile and colors.

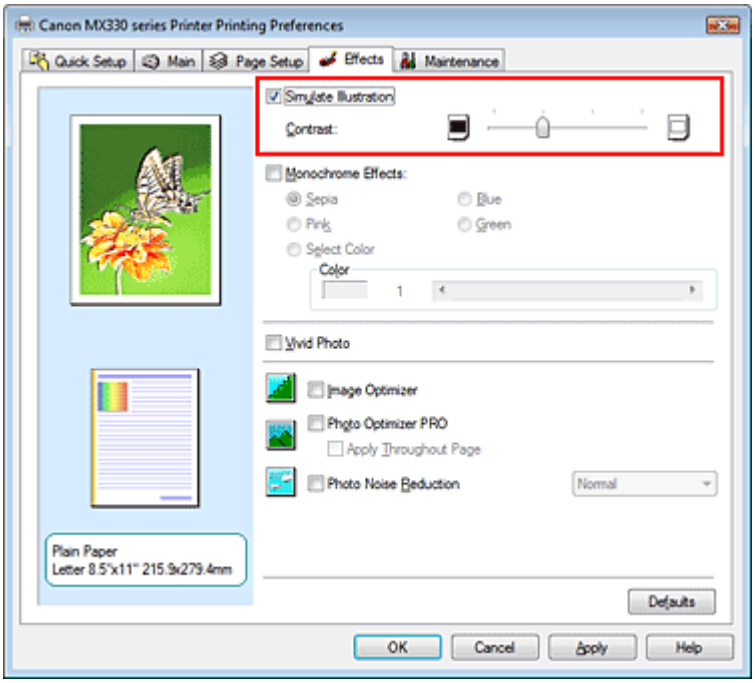


The procedure for performing Simulate Illustration is as follows:

1. Open the printer driver setup window

2. Set the Simulate Illustration

Check the Simulate Illustration check box on the Effects tab, and adjust the Contrast as necessary. Moving the slider to the right lightens the image data and moving the slider to the left darkens the image data.
The current settings are displayed in the Settings Preview on the left side of the printer driver.



3. Complete the setup

Click OK.
When you execute print, the image will be printed so that it looks hand-drawn.

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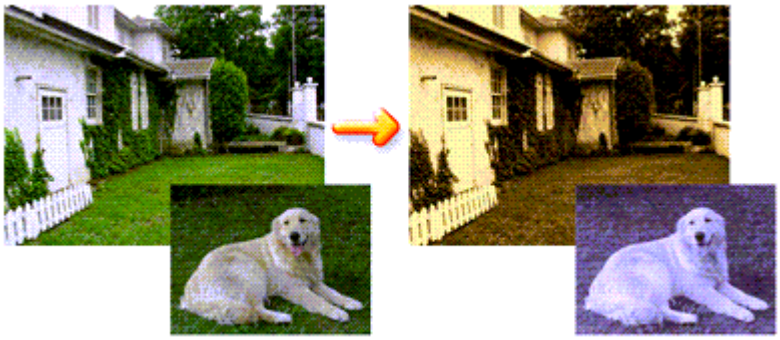
Representing Image Data with a Single Color

With the Monochrome Effects function, you can benefit from coloring effects such as changing a photograph to a sepia tone image.

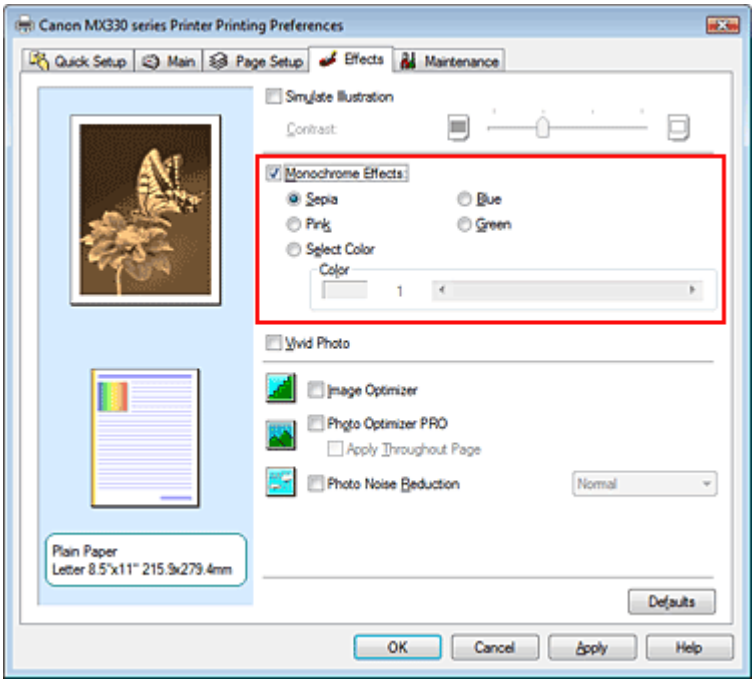


The procedure for performing Monochrome Effects is as follows:

1. Open the printer driver setup window

2. Set Monochrome Effects

Check the Monochrome Effects check box on the Effects tab and select your desired color.
If you use Select Color, move the Color slider to specify the color you want.
The current settings are displayed in the Settings Preview on the left side of the printer driver.



3. Complete the setup

Click OK.
When you execute print, the image will be printed with a single color.

Important

- When the Grayscale Printing check box on the Main tab is checked, Monochrome Effects appears grayed out and is unavailable.

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Presenting Image Data with Vivid Colors

The Vivid Photo function allows you to print image data with vivid colors.
The notable feature of Vivid Photo is that it emphasizes the colors in background sceneries while maintaining the human skin color natural. By using this function, you can make vivid hues appear even more vivid.

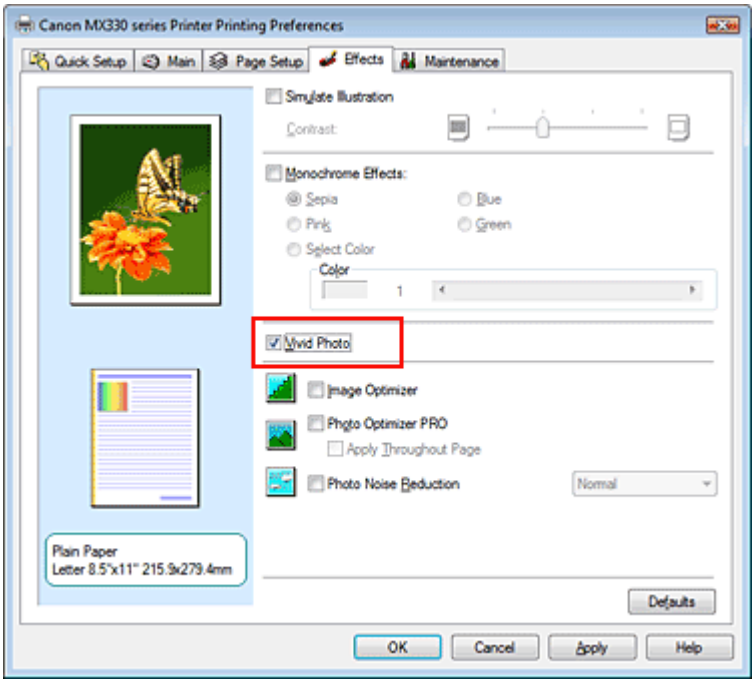
The procedure for performing Vivid Photo is as follows:

You can also set vivid photos on the Quick Setup tab by choosing Photo Printing under Commonly Used Settings, and then choosing Additional Features.

1. Open the printer driver setup window

2. Set Vivid Photo

Check the Vivid Photo check box on the Effects tab.



3. Complete the setup

Click OK.
When you execute print, the image will be printed with vivid colors.

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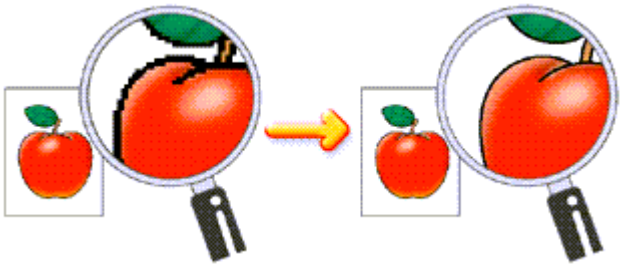
Smoothing Jagged Outlines

The Image Optimizer function allows you to smooth jagged outlines in photos and graphics that have been enlarged with your application. This feature is especially useful when printing low-resolution images from Web pages.

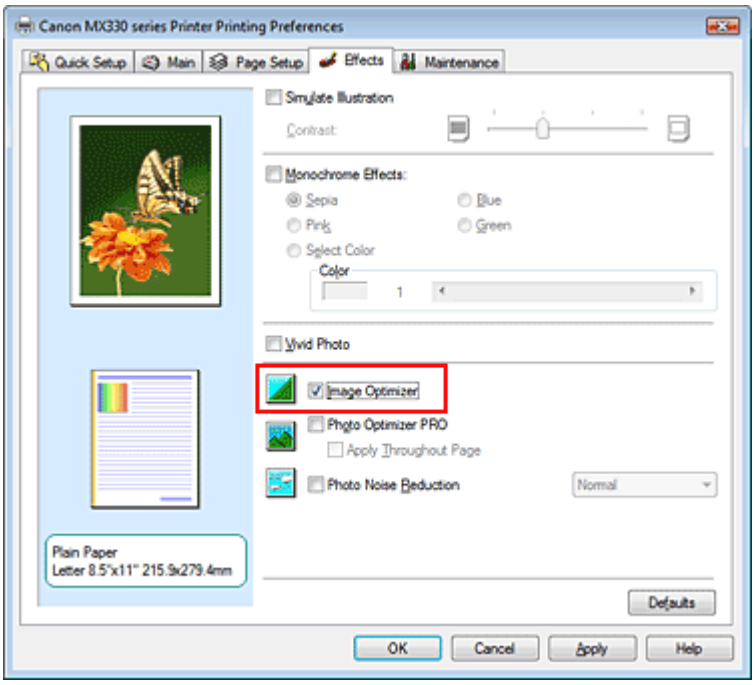


The procedure for performing Image Optimizer is as follows:

1. Open the printer driver setup window

2. Perform Image Optimizer

Check the Image Optimizer check box on the Effects tab.



3. Complete the setup

Click OK.

The photos and graphics will be printed with jagged outlines smoothed.

Note

- Depending on application software or resolution of image data, the Image Optimizer may have no discernible effects.
- It may take longer to complete printing if the Image Optimizer is used.

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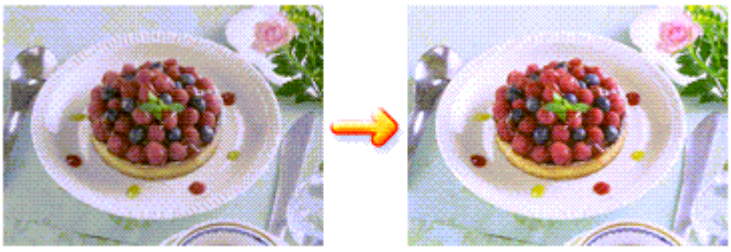
Changing Color Properties to Improve Coloration

The Photo Optimizer PRO function corrects colors of digital camera images or scanned images. It is specially designed to compensate for color shift, overexposure, and underexposure.

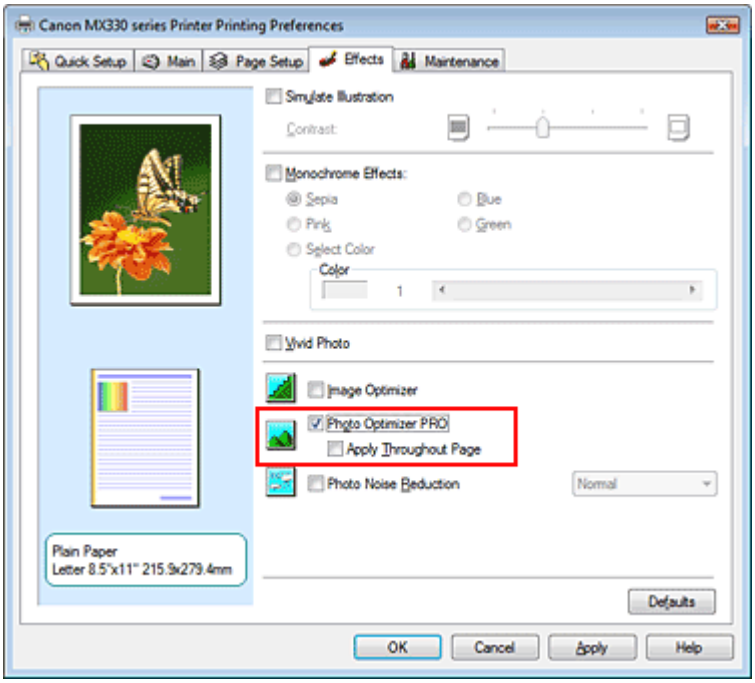


The procedure for performing Photo Optimizer PRO is as follows:

1. Open the printer driver setup window

2. Set the Auto Photo mode

Check the Photo Optimizer PRO check box on the Effects tab.



Normally there is no need to check the Apply Throughout Page check box.
Images within each page are optimized on an image-by-image basis.

Note

- Check the Apply Throughout Page check box when printing image data that has been processed, such as being cropped or rotated. In this case the entire page will be treated as a single image to be optimized.

3. Complete the setup

Click OK.
When you execute print, the images will be printed with color compensation.

Important

- Photo Optimizer PRO does not function when:
  - Background is set in the Stamp/Background dialog box on the Page Setup tab.

- Define Stamp... is selected in the Stamp/Background dialog box on the Page Setup tab, and the bitmapped stamp is configured.

Note

- Depending on images, the Photo Optimizer PRO may have no discernible effect.

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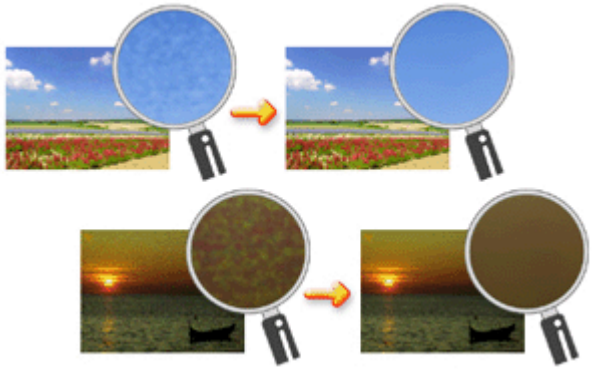
Reducing Photo Noise

With the Photo Noise Reduction function, you can reduce the digital camera noise and improve the image quality of the digital print.

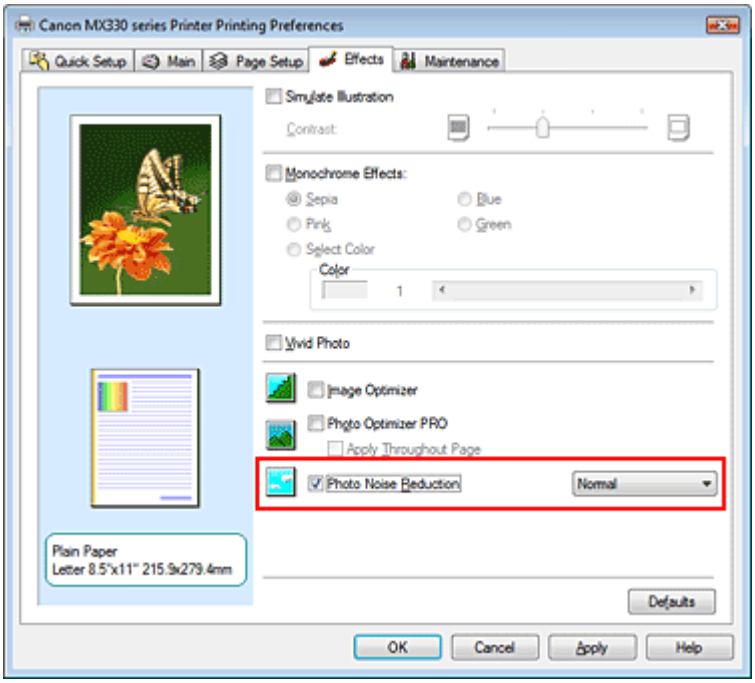


The procedure for performing Photo Noise Reduction is as follows:

1. Open the printer driver setup window

2. Set Photo Noise Reduction

Check the Photo Noise Reduction check box on the Effects tab and select Normal or Strong for the level.



3. Complete the setup

Click OK.
When you execute print, the image will be printed with the digital camera noise being reduced.

Note

- It is recommended to select Normal for most cases. Select Strong if you have selected Normal and the noise still bothers you.
- Depending on application software or resolution of image data, effects of digital camera noise reduction may not be obvious.
- When this function is used for other than photos taken by digital cameras, image may be distorted.

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Overview of the Printer Driver

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- How to Open the Printer Driver Setup Window
- Maintenance Tab
- Canon IJ Status Monitor
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Canon

Printer Driver Operations

MA-4923-V1.00

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- Cleaning the Print Heads
- Cleaning the Paper Feed Rollers
- Aligning the Print Head Position
- Checking the Print Head Nozzles
- Cleaning Inside the Machine

Overview of the Printer Driver

- Canon IJ Printer Driver
- How to Open the Printer Driver Setup Window
- Maintenance Tab
- Canon IJ Status Monitor
- The Canon IJ Preview

Updating the MP Drivers

- Obtaining the Latest MP Drivers
- Uninstalling the MP Drivers
- Before Installing the MP Drivers
- Installing the MP Drivers

Appendix

- Deleting the Undesired Print Job
- Sharing the Printer on a Network

Canon IJ Printer Driver

The Canon IJ printer driver is software that is installed on your computer for printing data on this machine.

The Canon IJ printer driver converts the print data created by your Windows application 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 Canon IJ printer driver for the specific model you are using.

How to Use Help

You can display the Help describing the driver setting items through the Printing Preferences screen of the Canon IJ printer driver.

- **To view all descriptions of a tab...**

  Click the Help button on each tab. A dialog box opens, displaying a description of each item on the tab.
  You can also click the link found in the description of an item to display a description of the linked dialog box.

- **To see a description for each item...**

  Right-click the item you want to learn about and then click Help.
  Alternatively, if the [Help] button is found at the right end of the title bar, click that button, and then click the item you want to learn about.
  A description of the item is displayed.

Related Topic

How to Open the Printer Driver Setup Window

Page top

How to Open the Printer Driver Setup Window

The printer driver setup window can be displayed through the application software in use or the Start menu of the Windows.

Note

- This guide mainly describes operations on the Windows Vista. Operations may differ depending on versions of the Windows.

Open the Printer Driver Setup Window through the Application Software

Follow the procedure below to configure print settings when printing.

1. Select the command you perform printing on the application software in use

   In general, select Print on the File menu to open the Print dialog box.

2. Select your model name and click Preferences (or Properties)

   The printer driver setup window appears.

   Note

   - Depending on application software you use, command names or menu names may vary and there may be more steps. For details, refer to the user's manual of your application software.

Open the Printer Driver Setup Window through the Start Menu

Follow the procedure below to perform maintenance operations such as print head cleaning, or to configure print settings that are common for all application software.

1. Select items from the Start menu as shown below:

   - In Windows Vista, select the Start menu -> Control Panel -> Hardware and Sound -> Printers.
   - In Windows XP, select the Start menu -> Control Panel -> Printers and Other Hardware -> Printers and Faxes.
   - In Windows 2000, select the Start menu -> Settings -> Printers.

2. Right-click your model name icon, and then select Printing Preferences from the displayed menu.

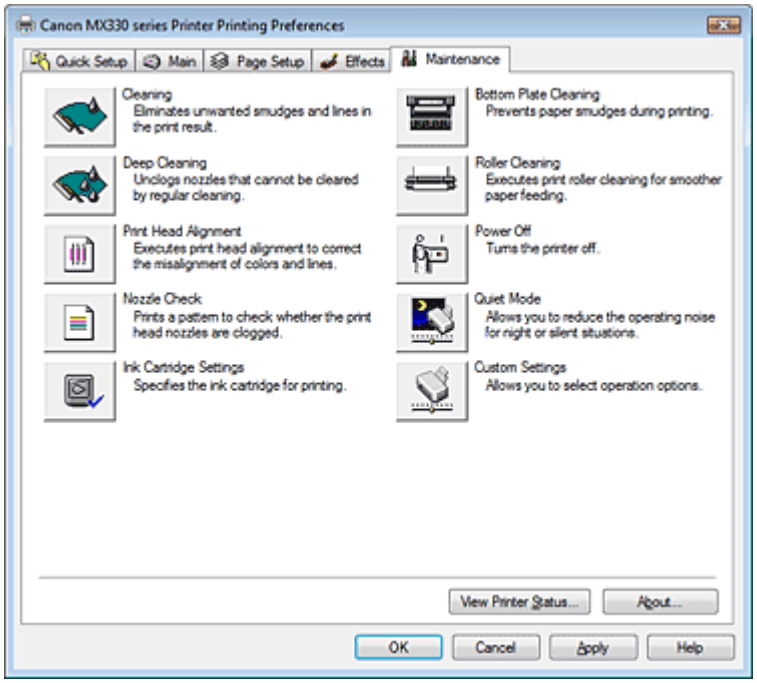
   The printer driver setup window appears.

   Important

   - Opening the printer driver setup window through Properties displays such tabs regarding the Windows functions as the Ports (or Advanced) tab. Those tabs do not appear when opening through Printing Preferences or application software. About tabs regarding Windows functions, refer to the user's manual for the Windows.

Maintenance Tab

The Maintenance tab allows you to perform machine maintenance or change the settings of the machine.



Features

- Cleaning the Print Heads
- Cleaning the Paper Feed Rollers
- Aligning the Print Head Position
- Checking the Print Head Nozzles
- Cleaning Inside the Machine
- Setting the Ink Cartridge
- Managing the Machine Power

Related Features

- Reducing the Machine Noise/Quiet Mode
- Changing the Machine Operation Mode

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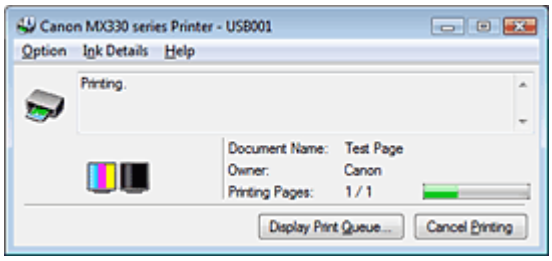
Canon IJ Status Monitor

The Canon IJ Status Monitor is an application software that shows the status of the printer and the progress of printing on the Windows screen. You will know the status of the printer with graphics, icons, and messages.

Launching the Canon IJ Status Monitor

The Canon IJ Status Monitor launches automatically when data is sent to the printer. When launched, the Canon IJ Status Monitor appears as a button on the Task Bar.

Click the Status Monitor button displayed on the Task Bar. The Canon IJ Status Monitor appears.

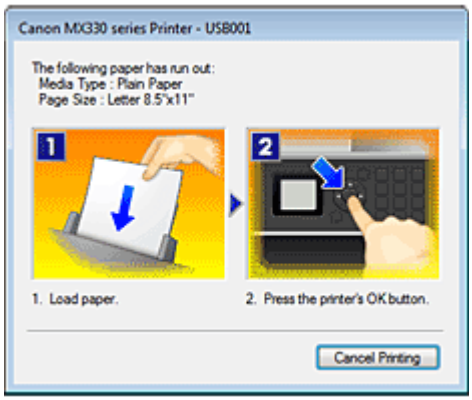


Note

- To open the Canon IJ Status Monitor when the printer is not printing, open the printer driver setup window and click View Printer Status... on the Maintenance tab.

When Errors Occur

The Canon IJ Status Monitor is automatically displayed when an error occurs (e.g., if the printer runs out of paper or if the ink is low).



In such cases, take the appropriate action as described.

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The Canon IJ Preview

The Canon IJ Preview is an application software that displays what the print result will look like before a document is actually printed.

The preview reflects the information that is set within the printer driver and allows you to check the document layout, print sequence, and number of pages. You can also change the media type settings.

If you want to display a preview before printing, open the printer driver setup window, click the Main tab, and check the Preview before printing check box.

If you do not want to display a preview before printing, uncheck the check box.

Related Topic

Displaying the Print Results before Printing

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Printing Using the Operation Panel of the Machine

Printing Lined Paper or Graph Paper
Copying

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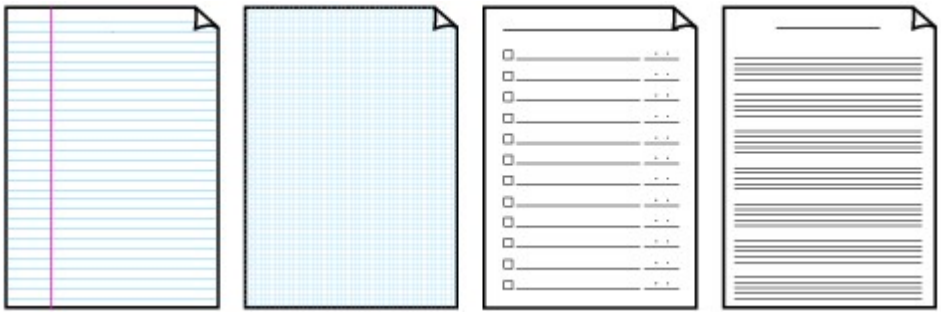
Printing Lined Paper or Graph Paper

Printing Template Forms Such As Lined Paper or Graph Paper

Page top

Printing Template Forms Such As Lined Paper or Graph Paper

You can print a template form such as lined paper, graph paper, or check list, etc. on A4, Letter-sized, or B5 plain paper.



1. Make sure that the machine is turned on.
2. Load A4, Letter-sized, or B5 plain paper.
3. Press the **Menu** button.
4. Use the ◄ ► button to select Settings, then press the **OK** button.
5. Use the ◄ ► button to select Template print, then press the **OK** button.
6. Use the ◄ ► button to select the template you want to print, then press the **OK** button.

   The following templates are available:

   - **Notebook paper**

     You can select three line spacing formats.

     - Notebook paper 1: 8 mm spacing
     - Notebook paper 2: 7 mm spacing
     - Notebook paper 3: 6 mm spacing

   - **Graph paper**

     You can select two square sizes.

     - Graph paper 1: Graph 5 mm
     - Graph paper 2: Graph 3 mm

     Note

     - You cannot print Notebook paper or Graph paper on B5 sized paper.

   - **Checklist**

     You can print a notepad with checkboxes.

   - **Staff paper**

     You can print staff paper with 10 or 12 staves.

     - Staff paper 1: Staff paper 10 staves
     - Staff paper 2: Staff paper 12 staves

7. Use the ▲▼◄► button to specify the paper size and the number of copies.

Note

- You can use the Numeric buttons to specify the number of copies.

8. Press the **OK** button to start printing.

The machine starts template printing.

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Copying

- Making Copies
- Using Useful Copy Functions

Page top

Making Copies

For the basic procedure to make copies, refer to Copying.

- Setting Items
- Reducing or Enlarging a Copy

Page top

Setting Items

In Copy mode, press the **Settings** button to change the copy settings such as page size, media type, and print quality.

Note

- Use the ▲ ▼ button to select an item and use the ◄ ► button to specify the setting. To change the tab, use the ▲ button to return to the position of tab selection and use the ◄ ► button to select another tab.
- The settings of the page size, media type, or intensity are retained even if the machine is turned off.
- Some of setting items are not available depending on the copy method.

Tab 1

You can specify the settings of the printing paper, print quality, etc.

1. Page size

Select the page size of the loaded paper.

2. Media type

Select the media type of the loaded paper.

3. Print quality

Adjust print quality according to the original.

Important

- If you use Fast 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. Magnification

Specify the reduction/enlargement method.

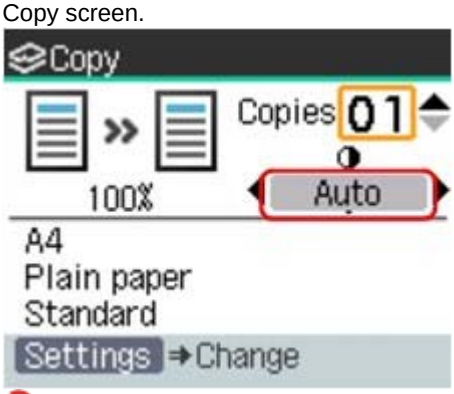
Reducing or Enlarging a Copy

Tab 2

You can specify whether to enable the automatic intensity adjustment, and whether to print the copying date, page number, or not.

1. Auto intensity

Specify whether the intensity is adjusted automatically when copying originals loaded on the Platen Glass.
When Auto intensity ON is selected, Auto will be displayed in the intensity slide bar on the Copy screen.



Important

- You can change the intensity by pressing the ◄ ► button even when Auto intensity ON is selected. To enable the auto intensity adjustment again, move the cursor to the center of the slide bar.

Note

- When Auto intensity ON is selected, you cannot copy originals from the ADF. Load the original on the Platen Glass.

2. Print date & page no.

Select whether to print the copying date, page number, or not.

Orient

Select the orientation of the original document.

First page no.

Use the ◄ ► button to specify the page number on the first page.

Note

- The date registered in the machine is printed. For information on how to register the date, refer to Setting Up the Machine.
- The date is printed in black at the upper right of the sheet. The page number is printed in black at the lower center of the sheet.
- The machine can print the page number from 1 to 999.
- If Device memory is full. Cannot continue process. Press OK. appears on the LCD when scanning, select No date & page no..

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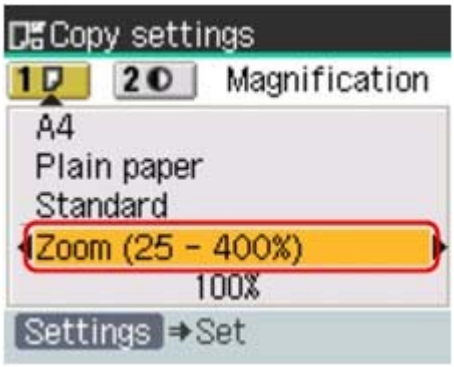
Reducing or Enlarging a Copy

1. Make sure that the machine is turned on.
2. Press the **COPY** button.
3. Load paper.
4. Load the original document on the Platen Glass or in the ADF.

Note

- Refer to Loading Paper / Originals for how to load the original on the Platen Glass or in the ADF.

5. Press the **Settings** button.
6. Use the ▲▼ button to select the magnification setting item.

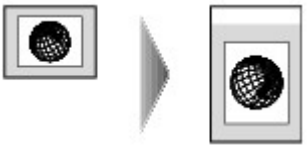


7. Use the ◄► button to select the reduction/enlargement method.

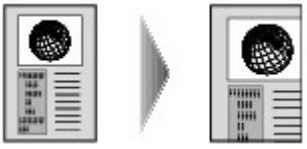
Note

- Some of reduction/enlargement methods are not available depending on the copy method.

Fit to page
The machine automatically reduces or enlarges the image to fit the page size.



Zoom (25 - 400%)
You can specify the copy ratio as a percentage to reduce or enlarge copies.



Select Zoom (25 - 400%) and press the **OK** button, then use the ◄► button to change the copy ratio.

Press and hold down the ◄► button to quickly advance through the ratios. For details, refer to Key repeat.

Preset ratio
You can select one of the preset ratios to reduce or enlarge copies.

Select Preset ratio and press the **OK** button, then use the ◄ ► button to select the preset ratio.

Note

- When loading the original in the ADF, you cannot select Fit to page.
- When you select Fit to page, the document size may not be detected correctly depending on the original. In this case, select Preset ratio, Zoom (25 - 400%), or Same magnification.
- When you want to copy at the same size as the original, select Same magnification.

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Using Useful Copy Functions

Special Copy

Choose the copy method according to your purpose.

Note

- Refer to Settings for Special Copy for how to select the copy method.

- **2-on-1 copy**

  You can copy two original pages onto a single sheet of paper by reducing each image.

  Copying Two Pages to Fit onto a Single Page (2-on-1 Copy)

- **4-on-1 copy**

  You can copy four original pages onto a single sheet of paper by reducing each image. For each orientation of the original document, four different layouts are available.

  Copying Four Pages to Fit onto a Single Page (4-on-1 Copy)

- **Borderless copy**

  You can copy images so that they fill the entire page without borders.

  Copying without Borders (Borderless Copy)

- **Image repeat**

  You can copy an image multiple times onto a single page. You can set the machine to automatically select the number of times it repeats the image, or you can specify the number.

  Repeating an Image on a Page (Image Repeat)

- **Collated copy**

  You can obtain sorted printouts when making multiple copies of a multi-paged original.

  Making Multiple Copies of an Entire Document (Collated Copy)

- **Frame erase**

  When copying a thick original document such a book, you can make a copy without black margins around the image.

  Copying Thick Originals Such as Books (Frame Erase)

- **Sticker copy**

  You can easily make 16 stickers from 4" x 6" / 101.6 x 152.4 mm photos or graphics using Canon sticker paper.

  Copying on Stickers (Sticker Copy)

- **Binding margin copy**

  You can copy the document with a margin for hole punching or binding.

  Copying with Binding Margin (Binding Margin Copy)

- **Punch hole removal copy**

  When copying documents with punch holes, you can make a copy without punch hole marks.

  Removing Punch Hole Marks (Punch Hole Removal Copy)

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Settings for Special Copy

1. Make sure that the machine is turned on.
2. Press the **COPY** button.
3. Load paper.
4. Load the original document on the Platen Glass or in the ADF.

Note

- For details on the types and conditions of originals which you can copy, refer to Loading Paper / Originals.

5. Press the **Menu** button.
6. Use the ◄ ► button to select Special copy, then press the **OK** button.
7. Use the ◄ ► button to select the copy method, then press the **OK** button.

Select the function that you want to use, then follow the on-screen instructions.

Note

- To return to the standard copy screen, press the **Menu** button, then select Standard copy on the Copy menu screen.
- When you use useful copy functions, you cannot select some of the options for the magnification/page size/media type settings.
- To cancel Special copy settings, press the **Stop** button. If the number of copies or the intensity has been set already, press the **Stop** button twice.

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Copying without Borders (Borderless Copy)

You can copy images so that they fill the entire page without borders.

Settings for Special Copy

1. Select Borderless copy, then press the **OK** button.

   Follow the on-screen instructions.

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

Note

- Load the document on the Platen Glass when using this function.
- 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. For details, refer to Extended copy amount.

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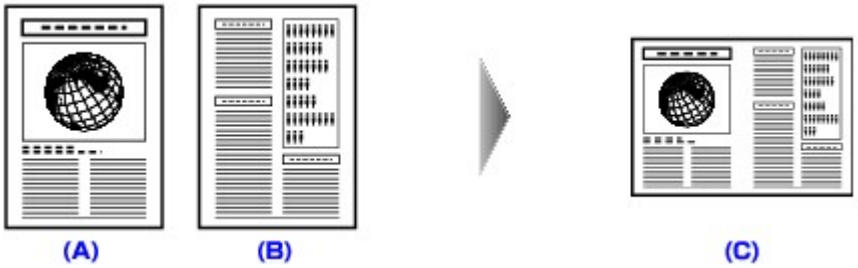
Copying Two Pages to Fit onto a Single Page (2-on-1 Copy)

You can copy two original pages (A) (B) onto a single sheet of paper (C) by reducing each image.



Settings for Special Copy

1. Select 2-on-1 copy, then press the **OK** button.

   Follow the on-screen instructions.

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

Note

- If you loaded only one sheet of originals in the ADF, the machine performs 2-on-1 copy after scanning the first page. When loading originals on the Platen Glass, if you want to copy only the first sheet of originals, press the **OK** button after scanning the first page.
- If Device memory is full. Cannot continue process. appears on the LCD when scanning, set the print quality to Standard or reduce the number of sheets of documents, then try copying again. If the problem is not resolved, set the print quality to Fast and try copying again.

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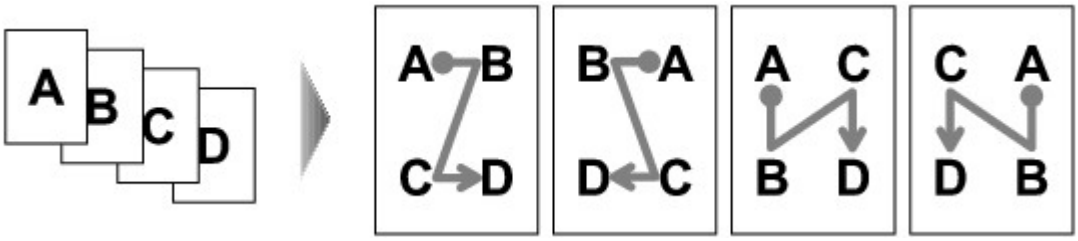
Copying Four Pages to Fit onto a Single Page (4-on-1 Copy)

You can copy four original pages onto a single sheet of paper by reducing each image. For each orientation of the original document, four different layouts are available.



Settings for Special Copy

1. Select 4-on-1 copy, then press the **OK** button.

   Follow the on-screen instructions.

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

Note

- If you loaded less than four sheets of originals in the ADF, the machine performs 4-on-1 copy after scanning the last page. When loading documents on the Platen Glass, if you want to copy less than four sheets of originals, press the **OK** button after scanning the last page to copy.
- If Device memory is full. Cannot continue process. appears on the LCD when scanning, set the print quality to Standard or reduce the number of sheets of documents, then try copying again. If the problem is not resolved, set the print quality to Fast and try copying again.

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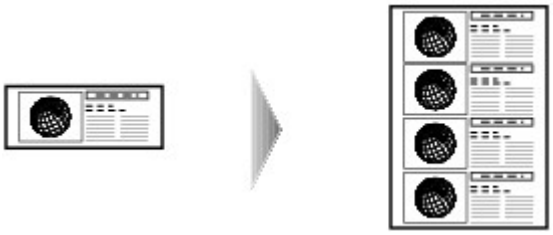
Repeating an Image on a Page (Image Repeat)

You can copy an image multiple times onto a single page. You can set the machine to automatically select the number of times it repeats the image, or you can specify the number.



Settings for Special Copy

1. Select Image repeat, then press the **OK** button.

   Follow the on-screen instructions.

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

Note

- When selecting Auto layout for the number of times to repeat the image, set the document on the Platen Glass. You cannot use the ADF.
- The area scanned from the original depends on the enlargement/reduction setting.

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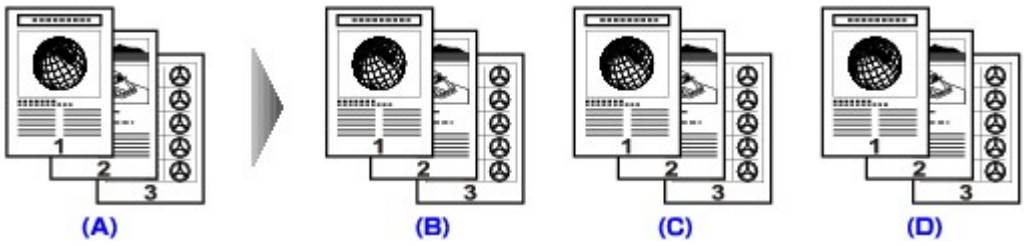
Making Multiple Copies of an Entire Document (Collated Copy)

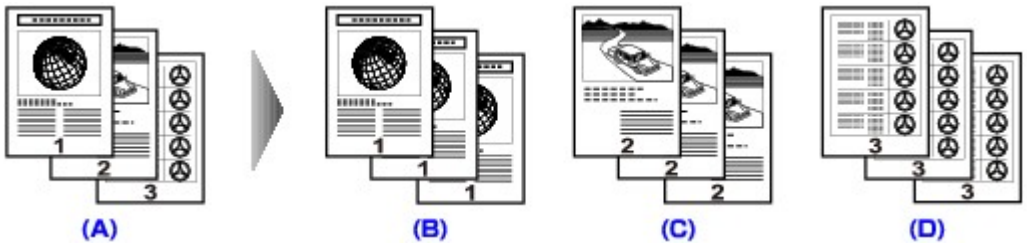
You can obtain sorted printouts when making multiple copies of a multi-paged original.

- **Collated copy selected.**



(A) Originals
(B) Copy 1
(C) Copy 2
(D) Copy 3

- **Collated copy not selected.**



(A) Originals
(B) Copy 1
(C) Copy 2
(D) Copy 3

➡ Settings for Special Copy

1. Select Collated copy, then press the **OK** button.

Follow the on-screen instructions.

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

Note

- Load the document in the ADF when using this function.
- Using this function might cause a reduction in print quality. For better results, print a single copy of the original loaded in the ADF at a time.
- The number of pages the machine can read varies with the document. If Device memory is full. Cannot continue process. appears on the LCD when scanning, reduce the number of document pages to scan and try copying again.

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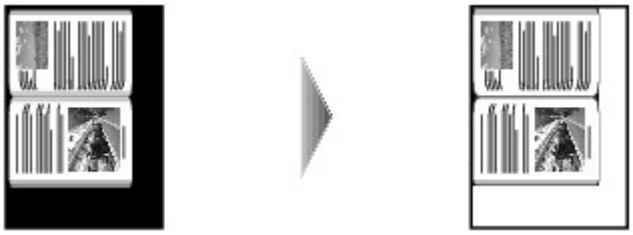
Copying Thick Originals Such as Books (Frame Erase)

When copying a thick original document such a book, you can make a copy without black margins around the image. Using this function, you can reduce unnecessary ink consumption.



Settings for Special Copy

1. Select Frame erase, then press the **OK** button.

   Follow the on-screen instructions.

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

Note

- Load the document on the Platen Glass when using this function.
- Close the Document Cover.
- There may be a narrow black margin that appears around the image. This function removes the dark margins only. If a scanned book is too thin or when the machine is used near a window or in a bright environment, a faint black frame may remain. Also, if the color of an original is dark, the machine cannot distinguish the document color from the shadow and this may cause slight cropping.

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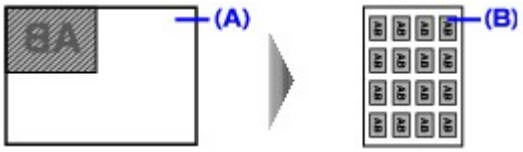
Copying on Stickers (Sticker Copy)

You can easily make 16 stickers from 4" x 6" / 101.6 x 152.4 mm photos or graphics using Canon sticker paper.



(A) Platen Glass (Place the document facing down)

(B) 16 stickers

Settings for Special Copy

1. Select Sticker copy, then press the **OK** button.

2. Make sure that Stickers x16 is selected, then press the **OK** button.

   Note

   - If any layout other than Stickers x16 is selected on the LCD, select Stickers x16 using the ◄ ► button.

   Follow the on-screen instructions.

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

Note

- Load the document on the Platen Glass when using this function.
- You can only load one sheet of stickers at a time.
- You cannot specify the settings other than intensity.

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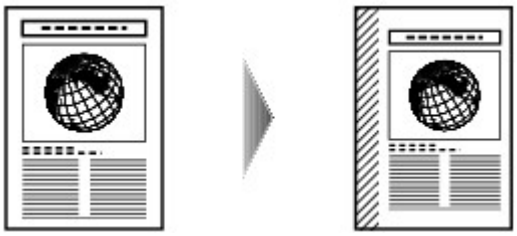
Copying with Binding Margin (Binding Margin Copy)

You can copy the document with a margin for hole punching or binding.



Settings for Special Copy

1. Select Binding margin copy, then press the **OK** button.

   Follow the on-screen instructions.

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

Note

- The media type is fixed to Plain paper. You cannot select other media types.
- The machine automatically reduces the area scanned from the original when a margin is added. The function for reducing or enlarging the image to fit the page size is not applied.
  Reducing or Enlarging a Copy
  If you want to copy at the same magnification as the original, press the **Settings** button to select Same magnification.

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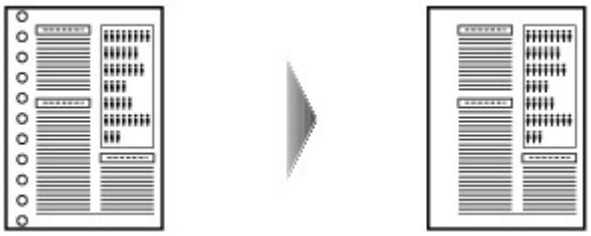
Removing Punch Hole Marks (Punch Hole Removal Copy)

When copying documents with punch holes, you can make a copy without punch hole marks.



Settings for Special Copy

1. Select Punch hole removal copy, then press the **OK** button.

   Follow the on-screen instructions.

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

Note

- Load the document on the Platen Glass when using this function.
- The media type is fixed to Plain paper. You cannot select other media types.

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Scanning

Scanning Images
Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine
Saving Scanned Data to PC Using the Operation Panel of the Machine
Scanning with the Bundled Application Software
Scanning with Other Application Software
Other Scanning Methods

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Scanning Images

Scanning Images
Before Scanning
Placing Documents

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Scanning Images

You can scan images from the machine to a computer without printing them and save them in popular image data, such as JPEG, TIFF, bitmaps, or PDF. You can also save scanned images in a PDF or JPEG data format in the USB flash drive.

Select the scanning method according to your purpose.

- Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine
- Saving Scanned Data to PC Using the Operation Panel of the Machine
- Scanning with the Bundled Application Software
- Scanning with Other Application Software

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Before Scanning

Before scanning images, confirm the following:

- **Does the original to be scanned meet the requirements for an original to be set on the Platen Glass or in the ADF?**

  If you save the data to PC, refer to Placing Documents for details.

  If you save the data to the USB flash drive, refer to Loading Paper / Originals for details.

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Placing Documents

Learn how to place documents on the machine's Platen or ADF (Auto Document Feeder). Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.

Important

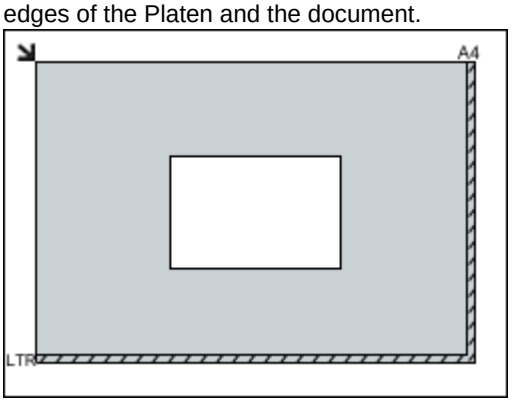
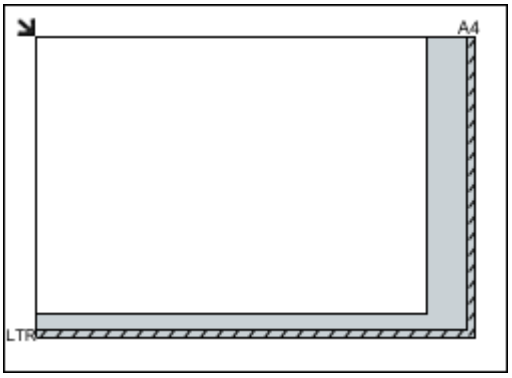
- Do not place objects on the Document Cover. The objects may fall into the machine when the Document Cover is opened. This may damage the machine.

Placing Documents (Platen)
Placing Documents (ADF (Auto Document Feeder))

Placing Documents (Platen)

Important

- Close the Document Cover when scanning.
- Place documents as described below to allow the machine to detect the document automatically. When scanning by specifying the document size, always align an upper corner of the document with the corner at the arrow of the Platen, regardless of the document type.

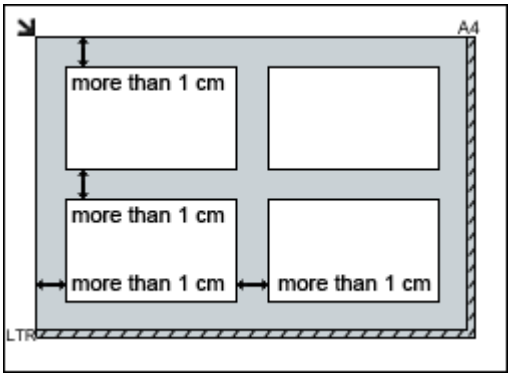
When Scanning Photos, Hagaki, Business Cards or CD/DVD	When Scanning Magazines, Newspapers or Text Documents
Placing a Single Document Place the document face-down on the Platen, with 3/8 inches (1 cm) or more space between the edges of the Platen and the document. 	Place the document face-down on the Platen and align an upper corner of the document with the corner at the arrow of the Platen. 

Important

- Large documents (such as A4 photos) that cannot be placed away from the edges/arrow of the Platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the file format.
- Reflective CD/DVD labels may not be scanned properly.

Placing Multiple Documents

Allow 3/8 inches (1 cm) or more space between the edges of the Platen and documents, and between documents.



Note

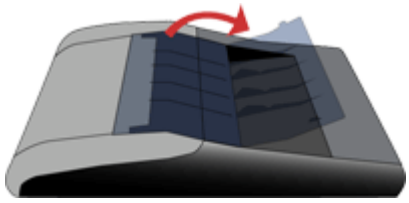
- You can place up to 10 documents.
- Positions of slanted documents (10 degrees or less) are corrected automatically.

Placing Documents (ADF (Auto Document Feeder))

Important

- Place documents of the same size when scanning two or more documents.
- When scanning from the ADF (Auto Document Feeder), the supported document sizes are A5 Portrait, B5, A4, Letter and Legal.

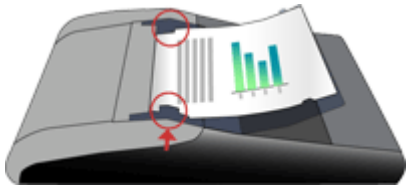
1. Open the Document Tray.



2. Place the documents on the ADF (Auto Document Feeder), then adjust the Paper Guides to the width of the documents.

   Insert the documents face-up until a beep sounds.

   Place the documents face-up to scan both sides of the documents.



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Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine

Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine

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Saving Scanned Data on the USB Flash Drive Using the Operation Panel of the Machine

You can save scanned data on the USB flash drive using the Operation Panel.

Important

- Do not remove the USB flash drive from the machine under the following conditions:
  - while scanning is in progress
  - before saving the scanned data
- For safety reasons, we recommend storing the scanned data saved on a USB flash drive to another media periodically to avoid unexpected accidents.
- We assume no responsibility for damage or loss of data for whatever reasons even within the warranty period.

1. Make sure that the machine is turned on.

2. Press the **SCAN** button.

   The screen for selecting to which you save the data is displayed.

3. Insert the USB flash drive in the Direct Print Port.

   Refer to Inserting the USB Flash Drive for how to insert the USB flash drive in the Direct Print Port.

4. Use the ◄ ► button to select USB flash drive, then press the **OK** button.

5. Load the original document on the Platen Glass or in the ADF.

   Note

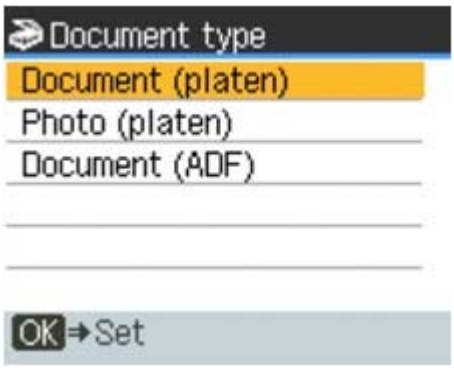
   - Refer to Loading paper / Originals for how to load the original on the Platen Glass or in the ADF.

6. Use the ▲ ▼ button to select the document type, then press the **OK** button.

   Document (platen)
   Scan documents on the Platen Glass.

   Photo (platen)
   Scan photos on the Platen Glass.

   Document (ADF)
   Scan documents in the ADF.



Important

- Make sure that the document has been loaded correctly according to the document type that you have selected. Refer to Loading paper / Originals for how to load the original on the Platen Glass or in the ADF.

7. Confirm the settings, then press the **OK** button.

Press the **Settings** button to adjust the settings as necessary.
➡ Setting Items

8. Confirm the message, then press the **OK** button.

9. Press the **Color** button for color scanning, or the **Black** button for black & white scanning.

The machine starts scanning and scanned data is saved on the USB flash drive.
Remove the original on the Platen Glass or the Document Output Slot after scanning is complete.
To remove the USB flash drive after scanning is completed, see Removing the USB Flash Drive.

Note

- When you select PDF as the data format, you can scan documents from the Platen Glass continuously. After scanning is complete, select Continue on the confirmation screen. Load the next document on the Platen Glass, then press the **Color** button for color scanning, or the **Black** button for black & white scanning. You can save up to 100 pages of images in one PDF file.
- If the USB flash drive becomes full while scanning images is in progress, only the images already scanned can be saved.
- You can save up to 999 files of scanned data in both JPEG and PDF data format.
- The folder and file name of scanned data saved on the USB flash drive is as follows:
  - Folder name: (file extension: PDF): CANON_SC\DOCUMENT\0001
  - Folder name: (file extension: JPG): CANON_SC\IMAGE\0001
  - File name: Running numbers, starting from SCN_0001
  - File date: Saving on the date and time registered in the machine. For information on how to register the date and time, refer to Setting Up the Machine.

- Importing the Scanned Data Saved on the USB Flash Drive to the Computer

Windows

You can import the scanned data saved on the USB flash drive to the computer.
After scanning the data, connect the USB flash drive to the computer, then import the data using Windows Explorer.

Macintosh

You can import the scanned data saved on the USB flash drive to the computer.
After scanning the data, connect the USB flash drive to the computer, then import the data.

Inserting the USB Flash Drive

Important

- Before inserting the USB flash drive:
  - You may need an extension cable if the USB flash drive cannot be inserted into the Direct Print Port of the machine. For details, ask an electronics store.
  - Depending on the type of USB flash drive, the operation may not be guaranteed.
  - Some USB flash drives with security settings may not be used.

1. **Insert the USB flash drive in the Direct Print Port.**

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

Removing the USB Flash Drive

1. **Make sure that the machine is not writing data to the USB flash drive.**

Check if the writing operation is completed on the LCD.

Important

- Do not remove the USB flash drive or turn off the power while the machine is operating.

Note

- If you use the USB flash drive with the access lamp, refer to the instruction manual supplied with the USB flash drive to check if the writing operation is completed on the USB flash drive.

2. **Remove the USB flash drive.**

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

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Setting Items

Perform settings in saving scanned data on the USB flash drive.

On Scan document screen, press the **Settings** button to change the scan settings such as the scan size, resolution, or data format.

Note

- Use the ▲ ▼ button to select an item and use the ◄ ► button to specify the setting. To change the tab, use the ▲ button to return to the position of tab selection and use the ◄ ► button to select another tab.
- The settings of the scan size, resolution, and data format are retained even if the machine is turned off.

Tab 1

You can specify the settings of the scan size, resolution, or data format.

1. Scan size

Select the size of the original on the Platen Glass or in the ADF.

Note

- When Document (ADF) has been selected on the document type, only A4, 8.5"x11"(LTR), or 8.5"x14"(Legal) can be selected.

2. Scan res.

Select the resolution for scanning.

3. Data format

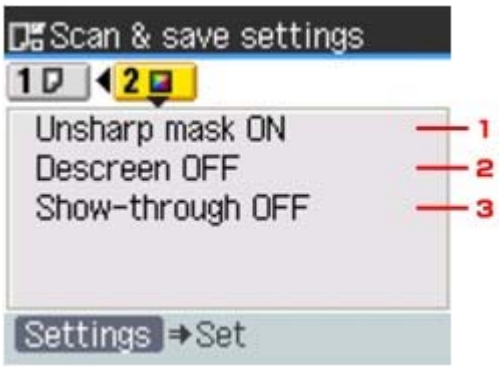
Select the data format of the scanned data.

4. Orientation

Select the orientation of the original document only when Document (ADF) has been selected on the document type and PDF have been selected for the data format.

Tab 2

You can change the scan settings.



1. Unsharp mask

The outline of small characters or thin objects can be accentuated. Select Unsharp mask ON if you want to accentuate the outline of the scanned data.

2. Descreen*

A printout consists of minute dots to make characters or graphs. Interfering with each dot may result in uneven shades or a striped pattern. Select Descreen ON if you notice any uneven shades or a striped pattern on the scanned image.

Note

- Even if Descreen ON is selected, some moire effects may remain if Unsharp mask ON is selected. In that case, change into Unsharp mask OFF.

3. Show-through*

Characters on the back may show through when scanning a thin document such as a newspaper. Select Show-through ON if characters seem to show through on the scanned document.

* Not available when scanning a photo.

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Saving Scanned Data to PC Using the Operation Panel of the Machine

Saving Scanned Data to PC Using the Operation Panel of the Machine
Appendix: Various Scan Settings

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Saving Scanned Data to PC Using the Operation Panel of the Machine

You can save scanned data to PC using the Operation Panel of the Machine.

Before saving scanned data to PC, confirm the following:

- **The necessary software (MP Drivers and MP Navigator EX) are installed.**

  If the software (MP Drivers and MP Navigator EX) are not yet installed, refer to your setup manual.

- **The machine is connected to a computer correctly.**

  Do not insert or remove USB cables when scanning images with the machine, or when the computer is in the sleep or standby mode.

- **The operation after scanning the original is specified in MP Navigator EX.**

  MP Navigator EX enables you to specify the response resulting from pressing the **Color** or **Black** button on the machine. You can specify the response individually for each event. For details, refer to Selecting a Response to Commands from the Operation Panel Using MP Navigator EX .

1. Macintosh Set the Starting application.

   If you are using Mac OS X v.10.5.x or Mac OS X v.10.4.x:
   This operation is not necessary.
   If you are using Mac OS X v.10.3.9:
   You need to set MP Navigator EX as the starting application software in Image Capture under Applications of Mac OS X.
   Select Applications on the Go menu, then double-click the Image Capture icon. Click Options at the lower left of the scanner window, select MP Navigator EX 2 in Application to launch when the scanner button is pressed:, then click OK. To quit Image Capture, select Quit Image Capture on the Image Capture menu.

   Important

   - If Options is not displayed, select Preferences on the Image Capture menu, click Scanner, and click Use TWAIN software whenever possible to clear the option. Then quit Image Capture and restart it.

2. Make sure that the machine is turned on.

3. Load the original document on the Platen Glass or in the ADF.

   Note

   - Refer to Placing Documents for how to load the original on the Platen Glass or in the ADF.

4. Press the **SCAN** button.

5. Use the ◄ ► button to select PC, then press the **OK** button.

6. Use the ▲ ▼ button to select the document type, then press the **OK** button.

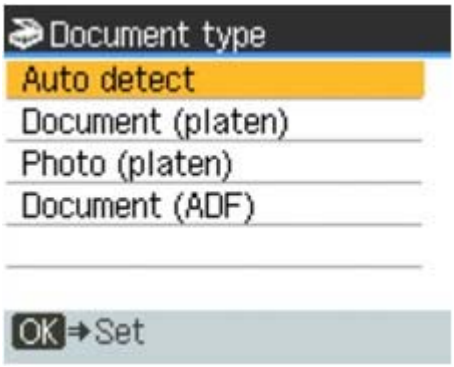
   Auto detect
   The machine detects the type of the original automatically and the image is saved in the optimized data.
   Proceed to step 8.

   Document (platen)

Scans the original on the Platen Glass applying the optimized settings for scanning a document.

Photo (platen)
Scans the original on the Platen Glass applying the optimized settings for scanning a photo.

Document (ADF)
Scan original in the ADF applying the optimized settings for scanning a document.



Important

- Make sure that the document has been loaded correctly according to the document type that you have selected. Refer to Placing Documents for how to load the original on the Platen Glass or in the ADF.

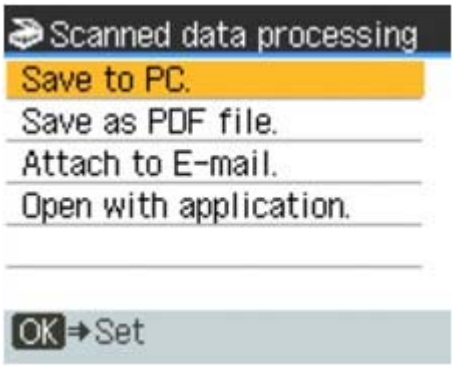
7. If you have selected a document type other than Auto detect in step 6, use the ▲▼ button to select the file format, then press the **OK** button.

Save to PC.
The original is scanned and saved.

Save as PDF file.
The original is scanned and saved as a PDF file. This item can be selected when Document (platen) or Document (ADF) has been selected on the Document type screen.

Attach to E-mail.
The original is scanned, and the image is attached to an e-mail using the e-mail application software.

Open with application.
The original is scanned and displayed on the registered application software.



Note

- Options for scan operations can be specified in MP Navigator EX. For details, refer to Selecting a Response to Commands from the Operation Panel Using MP Navigator EX .

8. Press the **Color** button for color scanning, or the **Black** button for black & white scanning.

The settings configured from MP Navigator EX apply when scanning.
Remove the original on the Platen Glass or the Document Output Slot after scanning is complete.

Note

- When you select Save as PDF file. as the data format, you can scan documents from the Platen Glass continuously. After scanning is complete, select Continue on the confirmation screen. Load the next document on the Platen Glass, then press the **Color** button for color scanning, or the **Black** button for black & white scanning. You can save up to 100 pages of images in one

PDF file.

9. Windows To specify MP Navigator EX 2.1

If you are using Windows Vista:
The program selection screen may be displayed after pressing the **Color** or **Black** button. In this case, select MP Navigator EX Ver2.1 and click OK.
You can set MP Navigator EX to launch whenever pressing the **Color** or **Black** button. For details, refer to Selecting a Response to Commands from the Operation Panel Using MP Navigator EX .
If you are using Windows XP:
The program selection screen may be displayed after pressing the **Color** or **Black** button for the first time. In this case, specify MP Navigator EX Ver2.1 as the application software to use, select Always use this program for this action, then click OK. From the next time, MP Navigator EX is automatically started.

Important

- If the position or size of an image is not scanned in correctly depending on the type of the original, refer to Scanning Photos and Documents and change the MP Navigator EX Document Type and Document Size settings to match the original being scanned.

Note

- The operation to be performed after scanning the original depends on the scan operation setting you have selected in step 7. For details on how to modify the operation settings, refer to Selecting a Response to Commands from the Operation Panel Using MP Navigator EX .

• If You Want to Edit or Print the Scanned Images

MP Navigator EX enables you to edit the scanned images, such as optimizing or trimming.

You can also start application software from MP Navigator EX to edit or print the scanned images.

Let's Try Scanning

• If You Want to Scan Originals with Advanced Settings

ScanGear enables you to scan originals with advanced settings such as the resolution.

Scanning with Advanced Settings Using ScanGear (Scanner Driver)

Note

- You can use a TWAIN- or WIA- (Windows Vista and Windows XP only) compliant application software and the Control Panel (Windows Vista and Windows XP only) to scan originals with this machine.
  For details, refer to Other Scanning Methods.

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Appendix: Various Scan Settings

- **Specifying how to respond when scanning using the Operation Panel of the machine**

  Selecting a Response to Commands from the Operation Panel Using MP Navigator EX

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MP Navigator EX

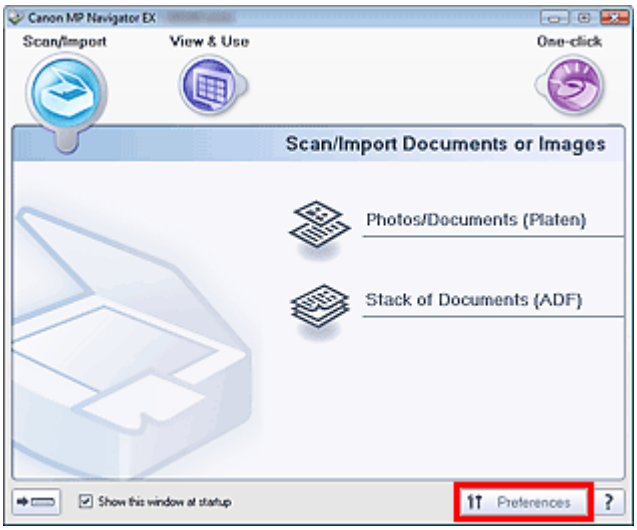
Selecting a Response to Commands from the Operation Panel Using MP Navigator EX

MP Navigator EX enables you to specify the response resulting from pressing the Color Start or Black Start button on the machine. You can specify the response individually for each event.

1. Start MP Navigator EX.

   Starting MP Navigator EX

2. Click Preferences.

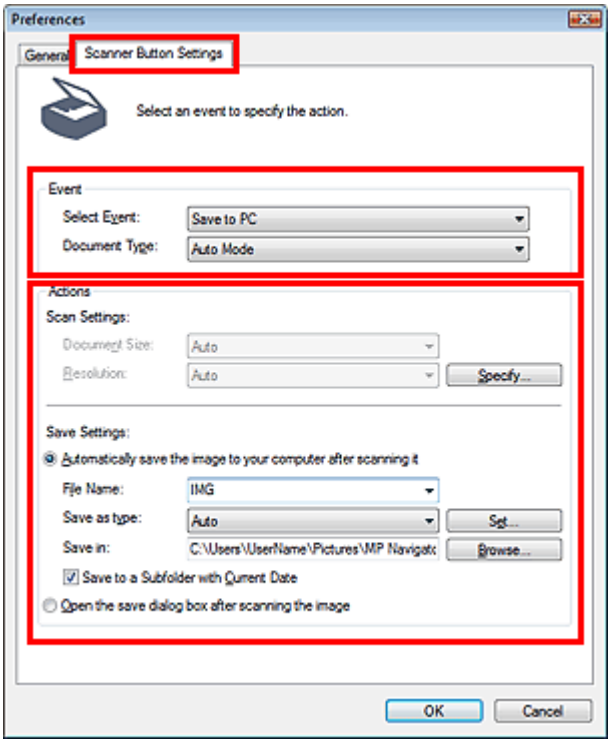


The Preferences dialog box opens.

Note

- The Preferences dialog box can also be opened by clicking Preferences in the One-click Mode screen.

3. On the Scanner Button Settings tab, specify Event and Actions.



Note

- See the section below for details.
  - Scanner Button Settings Tab (Save)
  - Scanner Button Settings Tab (Attach to E-mail)
  - Scanner Button Settings Tab (Open with Application)

4. Click OK.

The operation will be performed according to the settings when you press the Color Start or Black Start button on the machine.

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Scanning with the Bundled Application Software

- What Is MP Navigator EX (Supplied Scanner Software)?
- Let's Try Scanning
- Useful MP Navigator EX Functions
- Utilizing Images in MP Navigator EX
- MP Navigator EX Screens
- Appendix: Opening Files Other than Scanned Images

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MP Navigator EX

What Is MP Navigator EX (Supplied Scanner Software)?

MP Navigator EX is an application that enables you to easily scan photos and documents. It is suitable even for beginners.

Important

- MP Navigator EX may not start from a button on the machine. In that case, restart the computer.
- Use the default display font size of the OS. Otherwise, software screens may not appear correctly.

What You Can Do with This Software

This software allows you to scan multiple documents at one time, or scan images larger than the Platen. You can also save scanned images, attach them to e-mail or print them using the supplied applications.

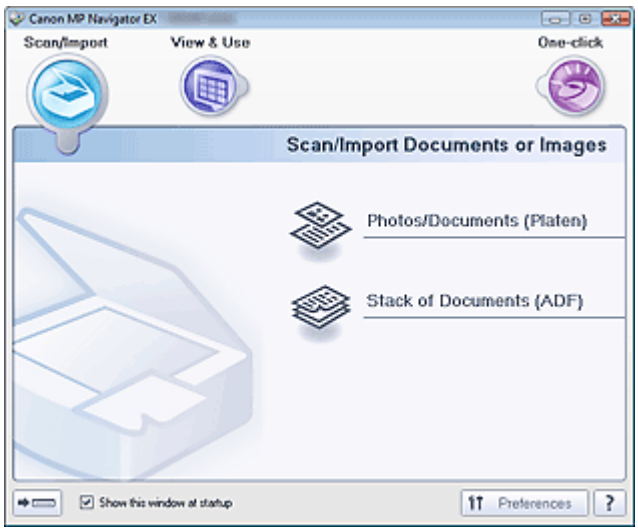
Screens

Main Menus

There are two types of MP Navigator EX Main Menu: Navigation Mode screen and One-click Mode screen.

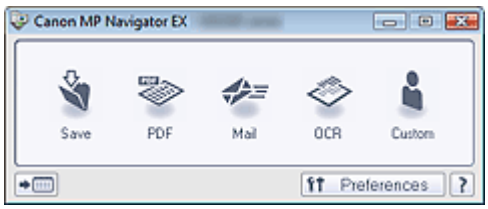
Navigation Mode Screen

You can start various tasks from the Navigation Mode screen, including simple scanning, scanning using ScanGear (scanner driver), and enhancing/correcting images.



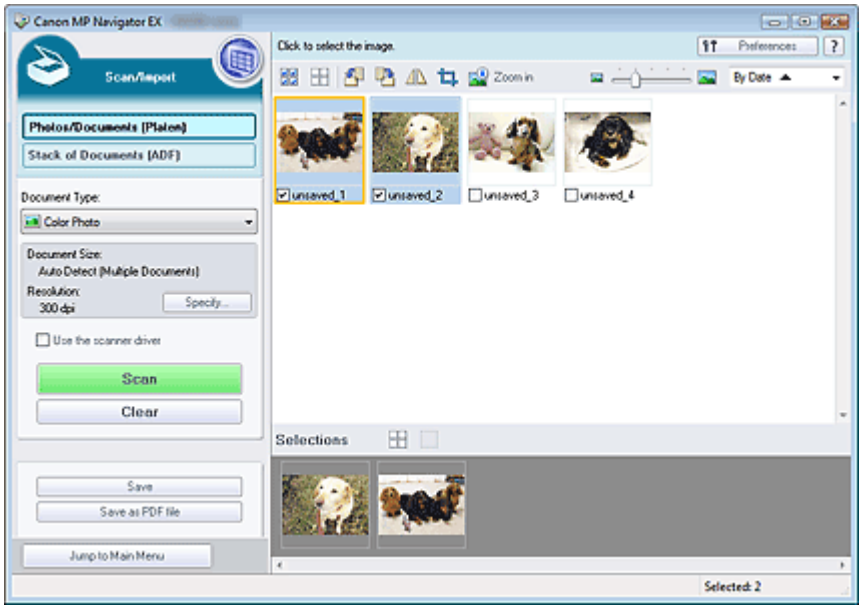
One-click Mode Screen

You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon in the One-click Mode screen.



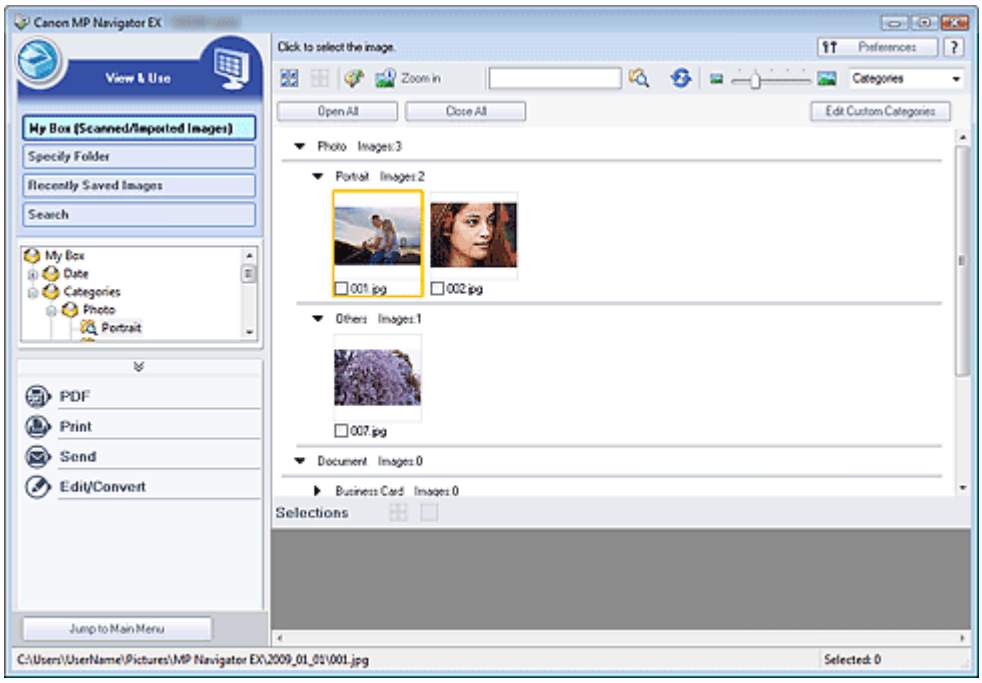
Scan/Import Window

Use the Scan/Import window to scan photos and documents.



View & Use Window

Use the View & Use window to select what you want to do with the scanned images.



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MP Navigator EX

Let's Try Scanning

Try scanning using MP Navigator EX.

- **Starting MP Navigator EX**
  - Starting MP Navigator EX
- **Scanning documents, photos, magazines, etc. from the Platen**
  - Scanning Photos and Documents
- **Scanning two or more photos (small documents) at one time**
  - Scanning Multiple Documents at One Time
- **Scanning multiple documents at one time from the ADF (Auto Document Feeder)**
  - Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)
- **Scanning images larger than the Platen**
  - Scanning Images Larger than the Platen (Stitch Assist)
- **Scanning easily according to purpose (scan and save, attach to e-mail, etc.)**
  - Easy Scanning with One-click

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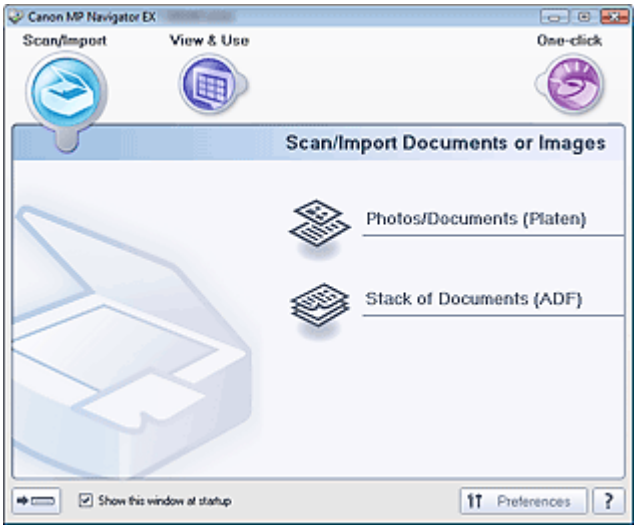
MP Navigator EX

Starting MP Navigator EX

Starting MP Navigator EX

1. Double-click Canon MP Navigator EX 2.1 icon on the desktop.

MP Navigator EX starts.

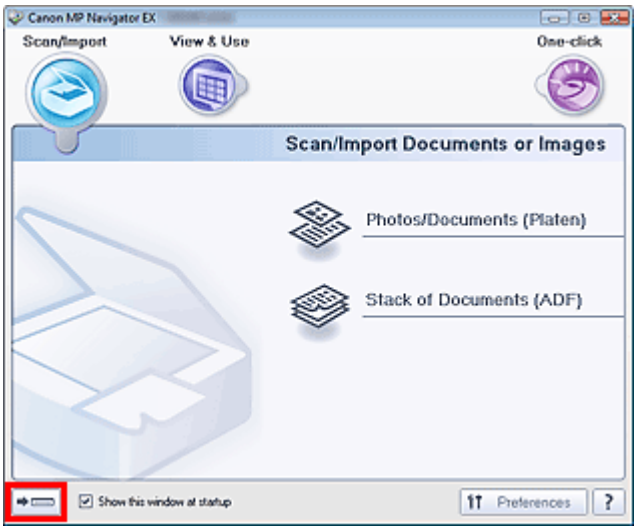


Note

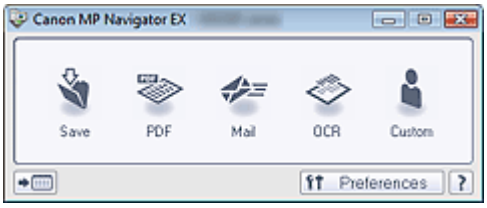
- Alternatively, from the Start menu, select (All) Programs > Canon Utilities > MP Navigator EX 2.1 > MP Navigator EX 2.1.

Starting One-click Mode

1. Click at the bottom left of the screen.



The One-click Mode screen appears.



Note

- Select the Show this window at startup checkbox in the Navigation Mode screen to always open the Navigation Mode screen at startup. If this checkbox is not selected, the last used screen appears at startup.

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MP Navigator EX

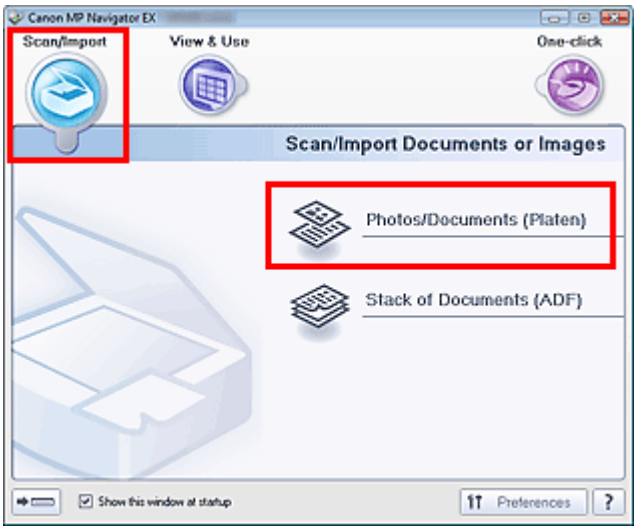
Scanning Photos and Documents

Scan photos and documents placed on the Platen.

1. Start MP Navigator EX and open the Navigation Mode screen.

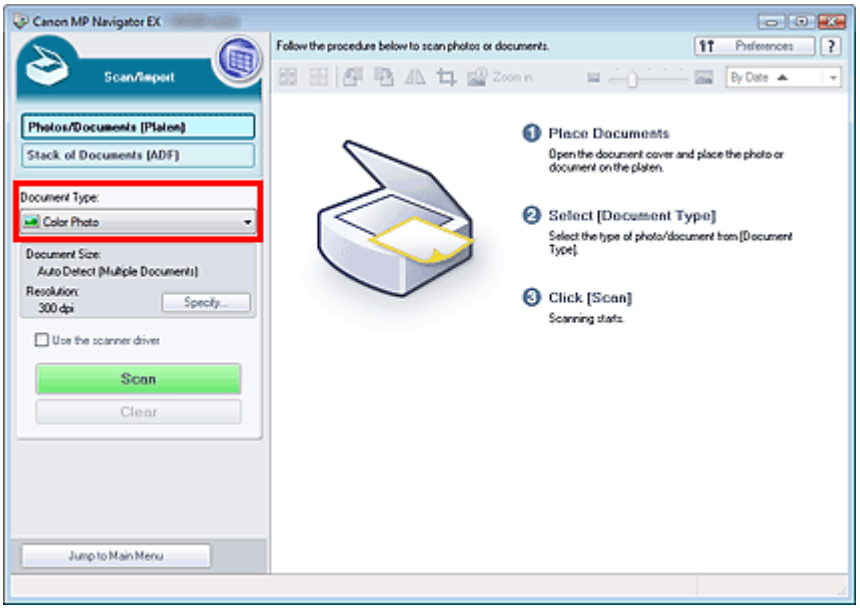
   Starting MP Navigator EX

2. Point to Scan/Import and click Photos/Documents (Platen).



3. Place the document on the Platen, then select Document Type.

   Placing Documents



Note

- When you select Magazine(Color), the Descreen function will be enabled and scanning takes longer than usual. To disable the Descreen function, deselect the Descreen checkbox in the Scan Settings dialog box.
- Select Text(OCR) to extract the text in the image and convert to editable text data using MP Navigator EX.

4. Click Specify... to set the document size and scanning resolution as required.

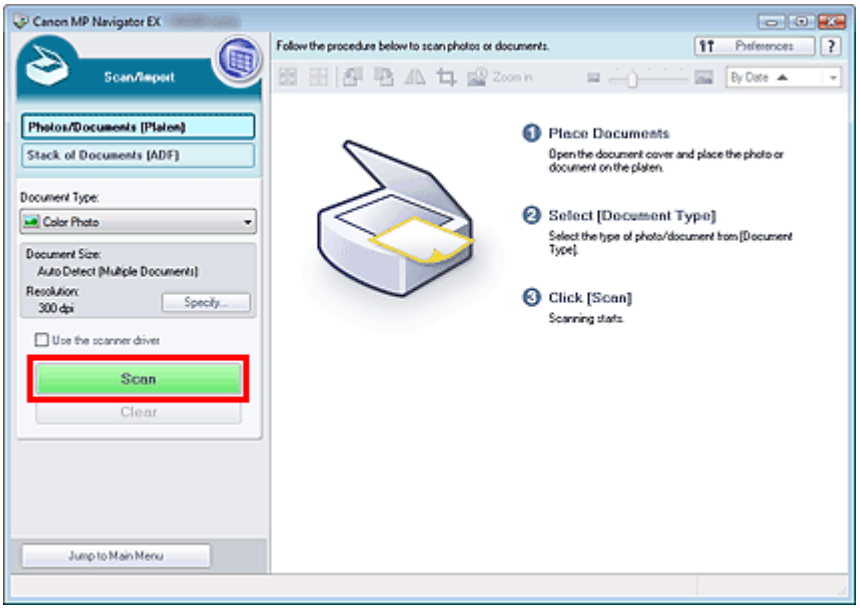
When setting is completed, click OK.

➡ Scan Settings Dialog Box (Photos/Documents)

Important

- When scanning a large document (such as an A4 photo), align its corner with the corner at the arrow of the platen and specify the document size in the Scan Settings dialog box.

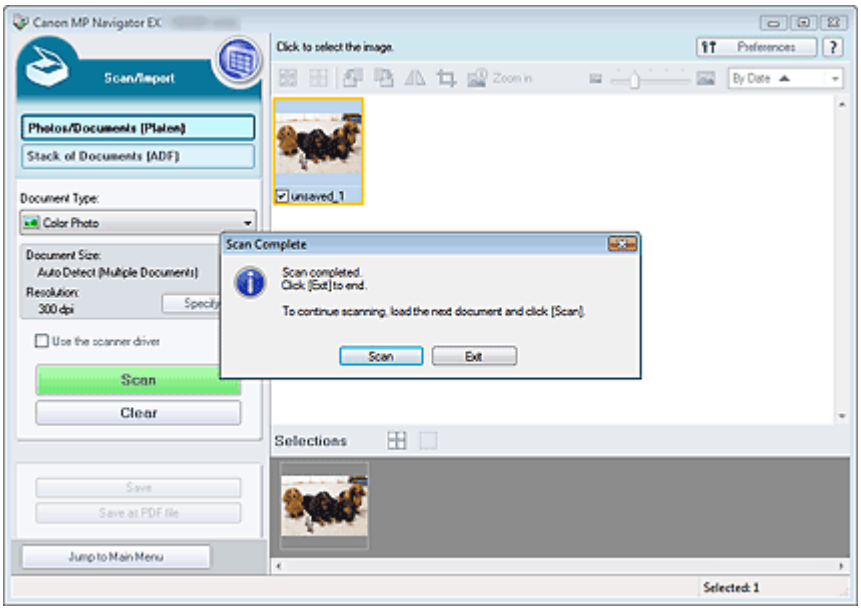
5. Click Scan.



Scanning starts.

When scanning is completed, the Scan Complete dialog box opens. Select Scan or Exit. Select Scan to scan the next document, or select Exit to end.

The scanned images appear in the Thumbnail window.



6. Edit the scanned images as required.

Use Edit Tools to rotate images, select a part of an image, etc.

See the Edit Tools in "Photos/Documents (Platen) Screen (Scan/Import Window)" for details.

Note

- First select images to edit. (Selected images are outlined in orange.) Drag the mouse or use Shift + arrow keys to select multiple images.

7. Save the scanned images.

- Saving
- Saving as PDF Files

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MP Navigator EX

Scanning Multiple Documents at One Time

You can scan two or more photos (small documents) at one time by setting Document Size to Auto Detect (Multiple Documents) in the Scan Settings dialog box of MP Navigator EX.

Important

- The following types of documents cannot be cropped correctly.
  - Documents smaller than 1.18 inches (3 cm) square
  - Photos that have been cut to various shapes
- The following types of documents may not be cropped correctly. In that case, start ScanGear (scanner driver), then adjust the cropping frame on the Advanced Mode tab and scan again.
  - Photos that have a whitish border
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents

Scanning in Advanced Mode

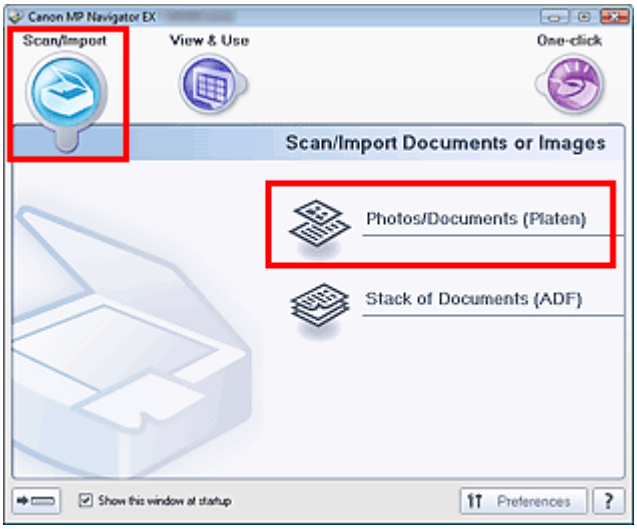
1. Place the document on the Platen.

Placing Documents

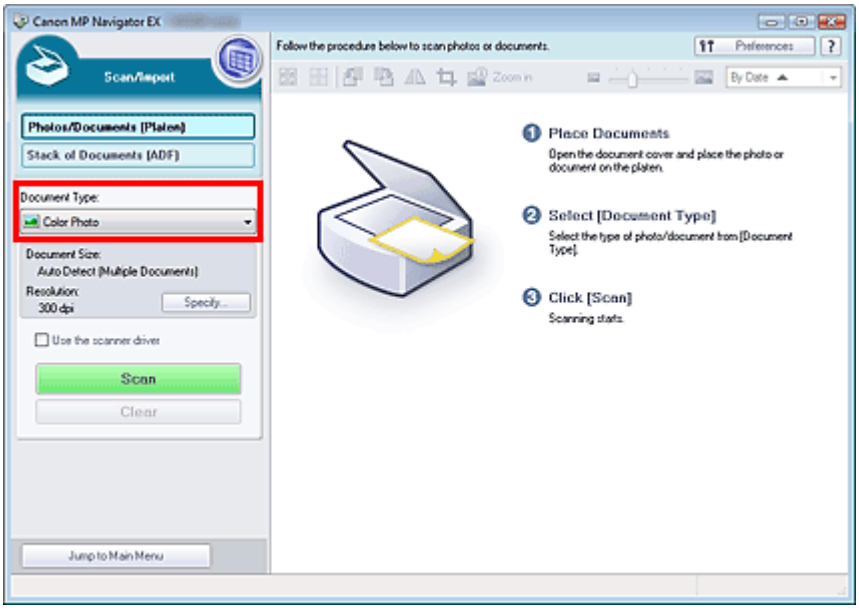
2. Start MP Navigator EX and open the Navigation Mode screen.

Starting MP Navigator EX

3. Point to Scan/Import and click Photos/Documents (Platen).



4. Select Document Type according to the document to be scanned.

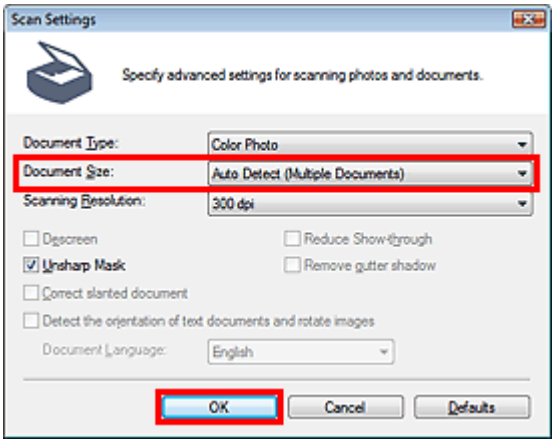


5. Click Specify....

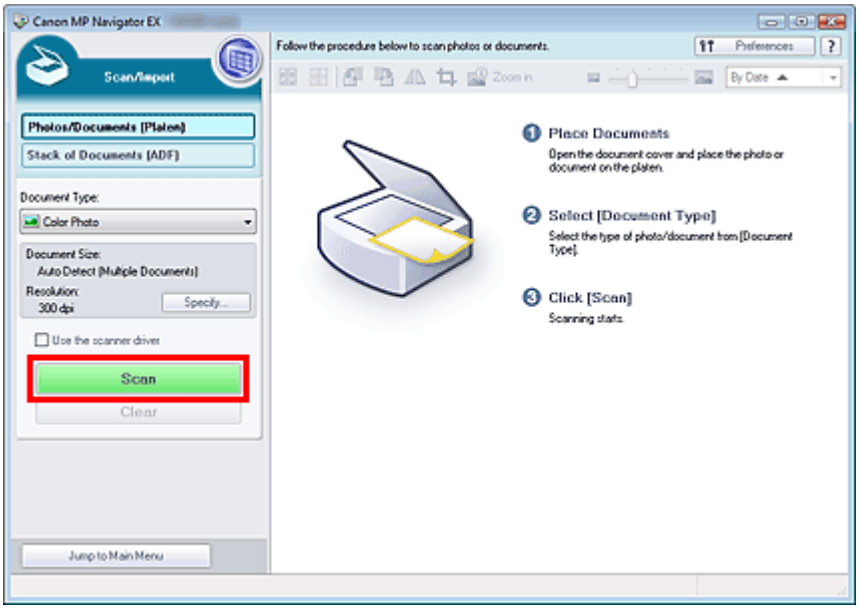
Select Auto Detect (Multiple Documents) for Document Size.

When setting is completed, click OK.

➡Scan Settings Dialog Box (Photos/Documents)



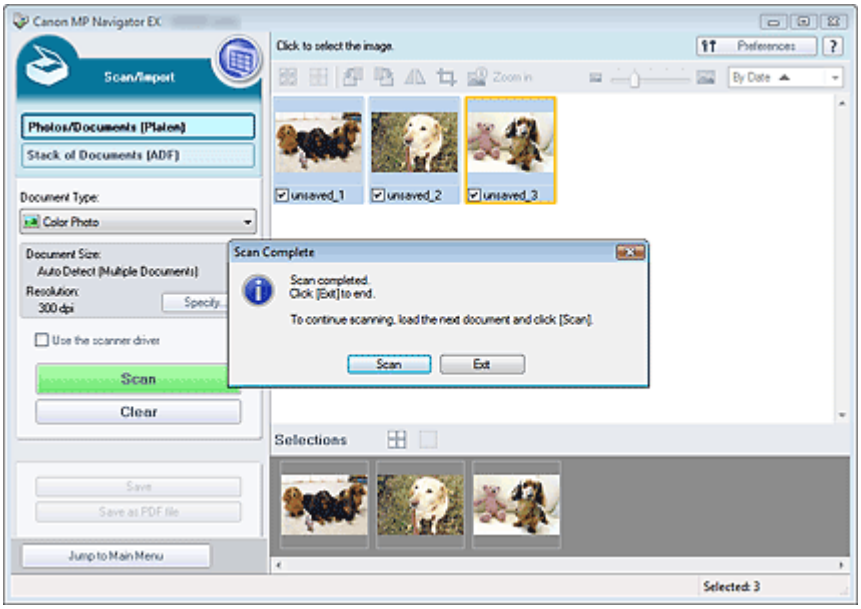
6. Return to the Scan/Import window and click Scan.



Multiple documents are scanned at one time.

When scanning is completed, the Scan Complete dialog box opens. Select Scan or Exit. Select Scan to scan the next document, or select Exit to end.

The scanned images appear in the Thumbnail window.



7. Edit the scanned images as required.

Use Edit Tools to rotate images, select a part of an image, etc.

See the Edit Tools in "Photos/Documents (Platen) Screen (Scan/Import Window) " for details.

Note

- First select images to edit. (Selected images are outlined in orange.) Drag the mouse or use Shift + arrow keys to select multiple images.

8. Save the scanned images.

➡ Saving

➡ Saving as PDF Files

Note

- If you want to preview the images before scanning, start ScanGear (scanner driver) and use the Advanced Mode tab.

  ➡ Scanning Multiple Documents at One Time in Advanced Mode

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MP Navigator EX

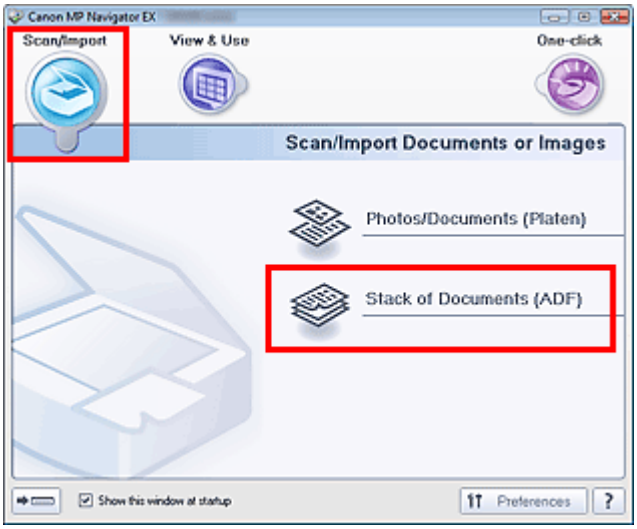
Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

Place multiple documents on the ADF (Auto Document Feeder) and scan at one time.

1. Start MP Navigator EX and open the Navigation Mode screen.

   Starting MP Navigator EX

2. Point to Scan/Import and click Stack of Documents (ADF).

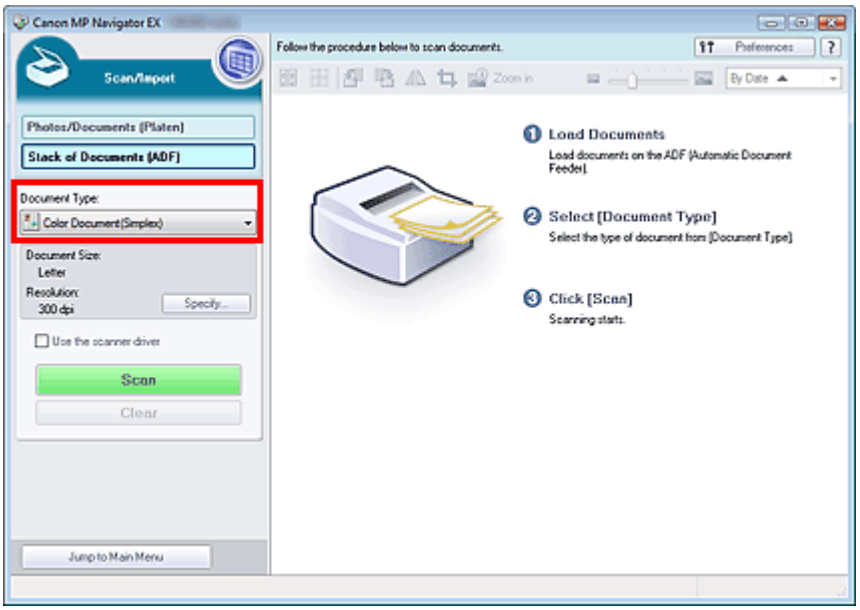


3. Place the documents on the ADF (Auto Document Feeder), then select Document Type.

   Placing Documents (ADF (Auto Document Feeder))

   To scan only the front side of each document, select a simplex type such as Color Document(Simplex).

   To scan the front side then the back side of each document, select a duplex type such as Color Document(Duplex).

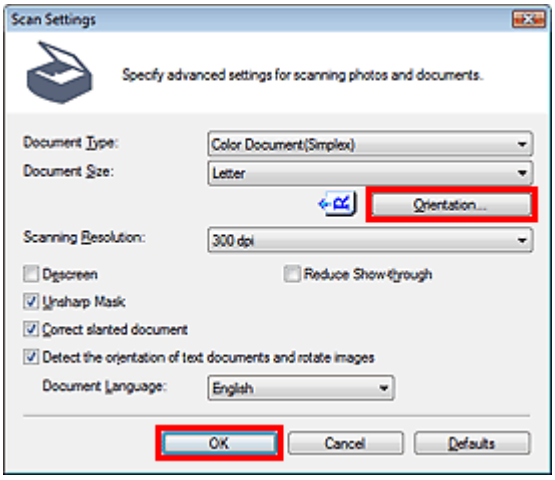


4. Click Specify... to set the document size and scanning resolution as required.

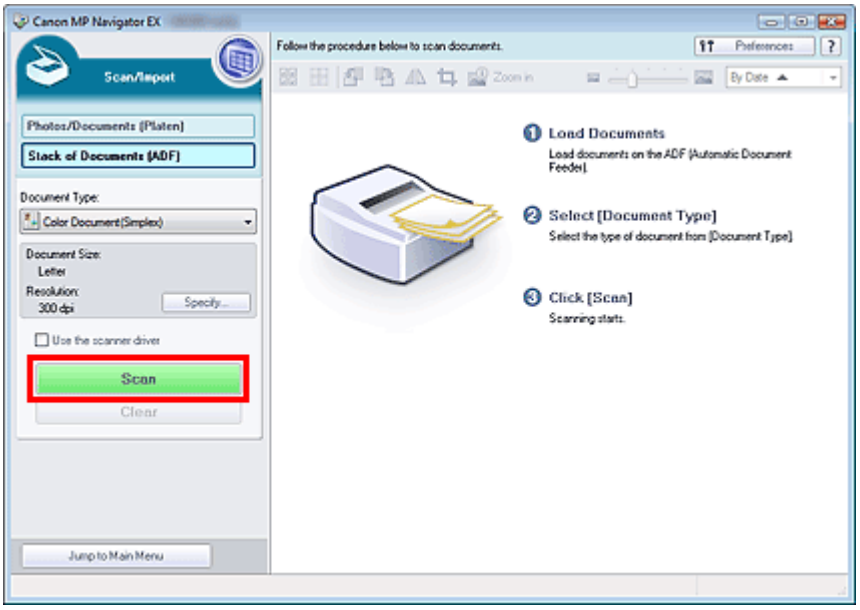
Click Orientation... to specify the orientation of the documents to be scanned. In the displayed dialog box, you can specify the Original Orientation and Binding Location. How to place the documents when scanning the back sides depends on the Binding Location.

When setting is completed, click OK.

Scan Settings Dialog Box (Stack of Documents (ADF))



5. Return to the Scan/Import window and click Scan.



Scanning starts.

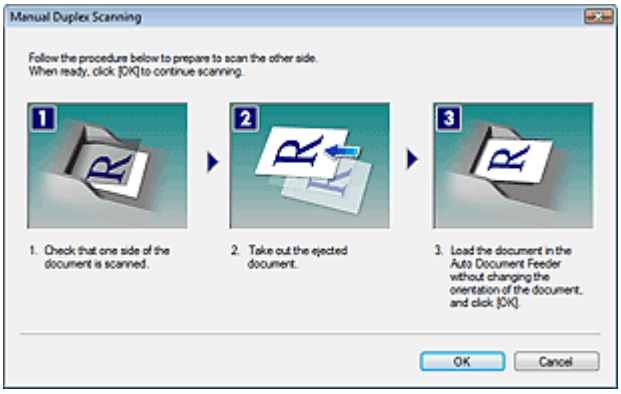
When a duplex type is selected for Document Type, the Manual Duplex Scanning dialog box opens after scanning. Continue to scan the back sides of the documents.

When a simplex type is selected for Document Type, the Scan Complete dialog box opens after scanning. Skip ahead to Step 8.

6. Follow the on-screen instructions to place the documents.

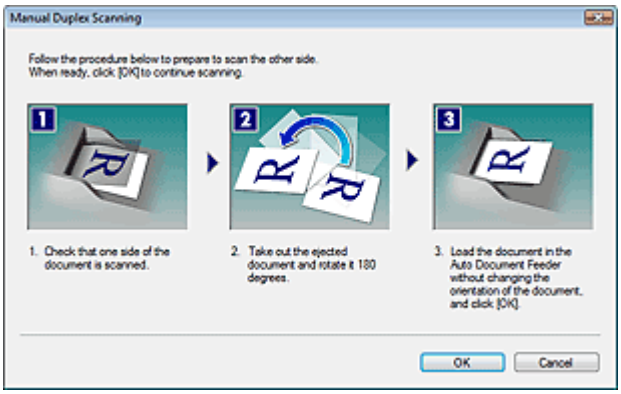
When Short Edge is Selected for the Stapling Side in Orientation...

Place the documents without changing the orientation of the output documents.



When Long Edge is Selected for the Stapling Side in Orientation...

Place the documents after rotating the output documents 180 degrees.



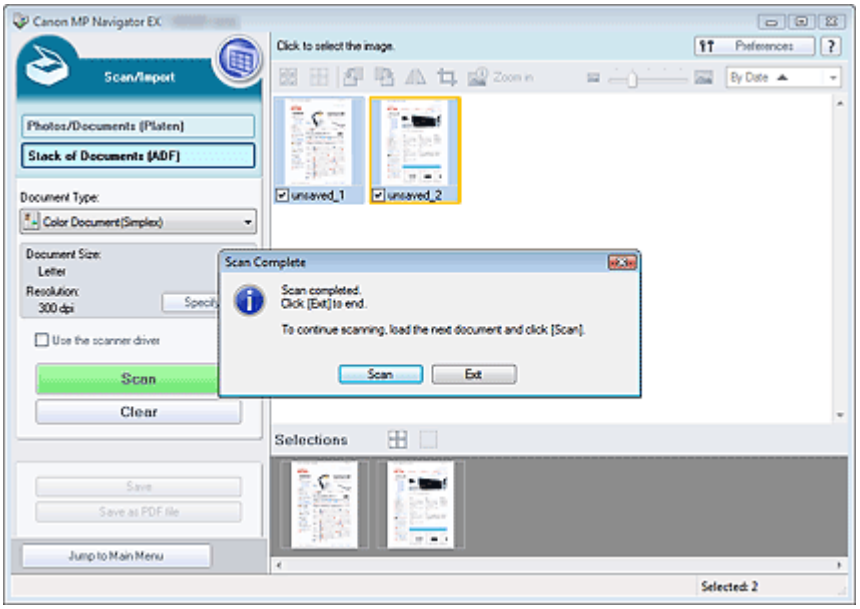
7. Click OK.

Scanning starts.

8. When scanning is completed, the Scan Complete dialog box opens. Select Scan or Exit.

Select Scan to scan the next document, or select Exit to end.

The scanned images appear in the Thumbnail window.



9. Edit the scanned images as required.

Use Edit Tools to rotate images, select a part of an image, etc.

See the Edit Tools in "Stack of Documents (ADF) Screen (Scan/Import Window)" for details.

Note

- First select images to edit. (Selected images are outlined in orange.) Drag the mouse or use Shift + arrow keys to select multiple images.

10. Save the scanned images.

- Saving
- Saving as PDF Files

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MP Navigator EX

Scanning Images Larger than the Platen (Stitch Assist)

Stitch Assist allows you to scan the left and right halves of a large document separately and combine the scanned images back into one image. You can scan documents that are up to twice as large as the Platen.

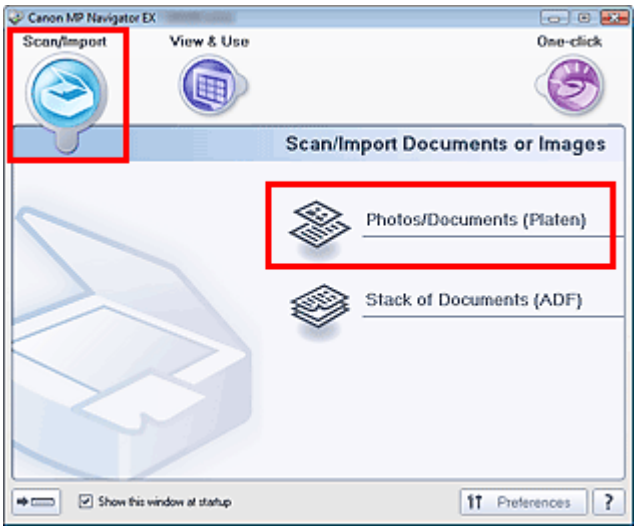
1. Start MP Navigator EX and open the Navigation Mode screen.

   Starting MP Navigator EX

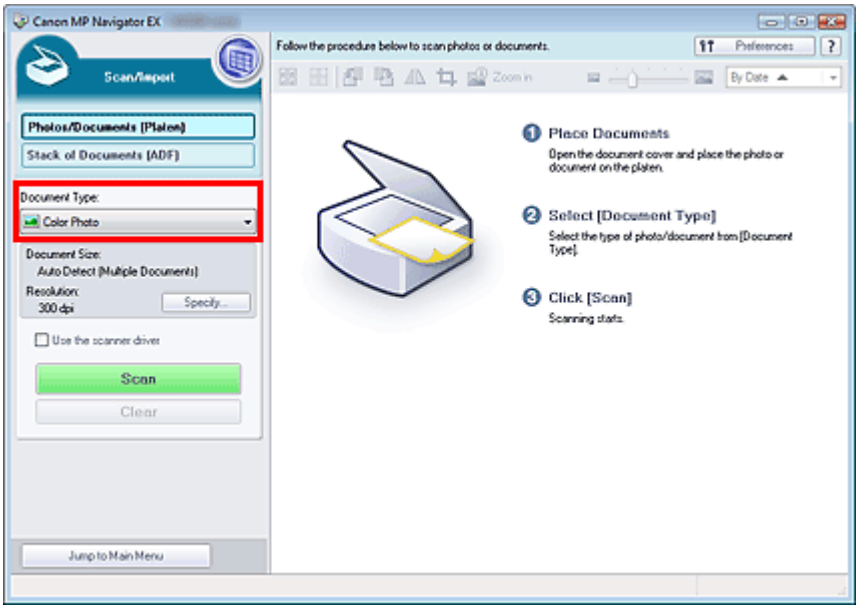
Note

- You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon in the One-click Mode screen. Stitch Assist is available from the One-click Mode screen as well, by changing the document size. Click the corresponding icon and select Stitch Assist for Document Size. Then skip ahead to Step 5.

2. Point to Scan/Import and click Photos/Documents (Platen).



3. Select Document Type according to the document to be scanned.

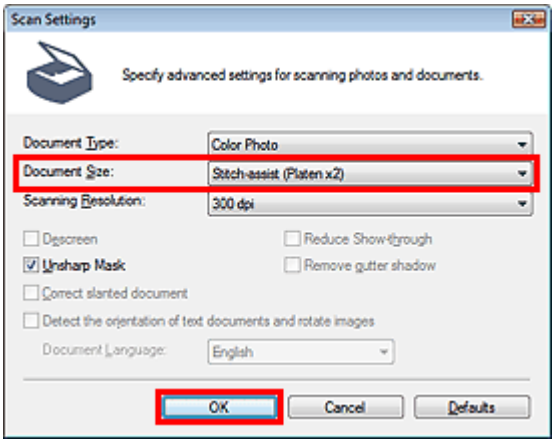


4. Click Specify....

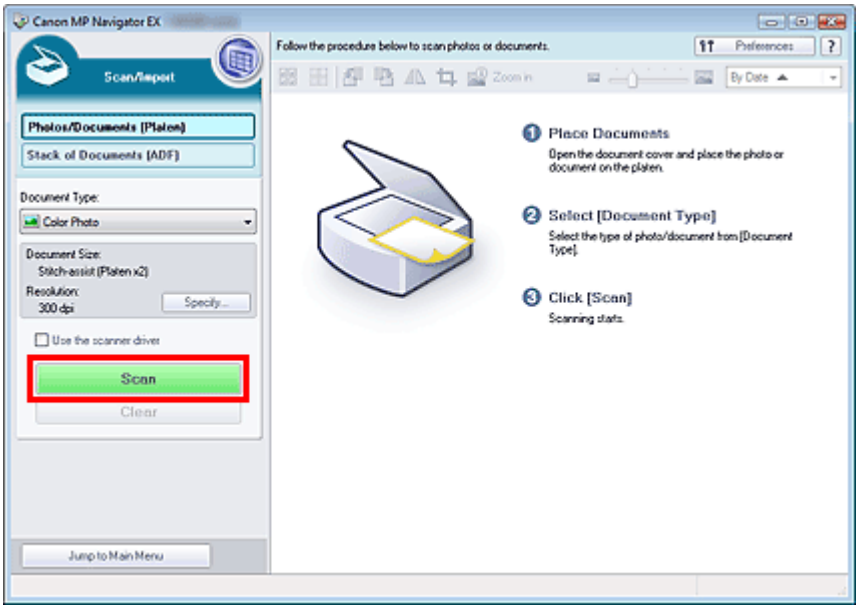
Select Stitch Assist for Document Size, then specify the scanning resolution as required.

When setting is completed, click OK.

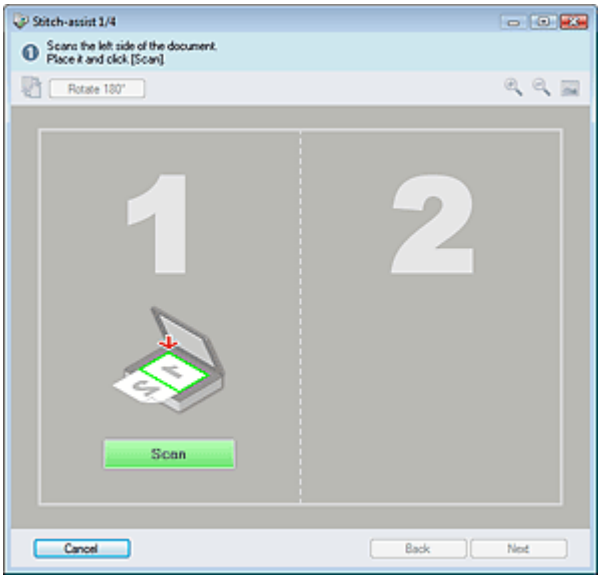
➡Scan Settings Dialog Box (Photos/Documents)



5. Return to the Scan/Import window and click Scan.



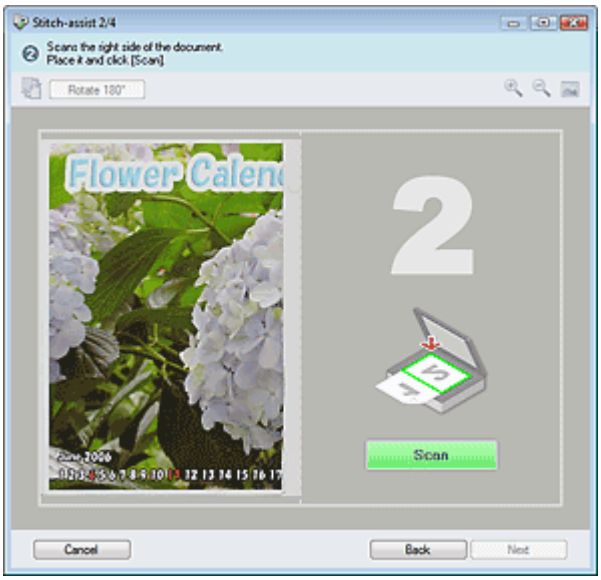
The Stitch-assist window opens.



6. Place the left half of the document face-down on the Platen.

7. Click Scan.

The left half of the document is scanned and appears in the Stitch-assist window.



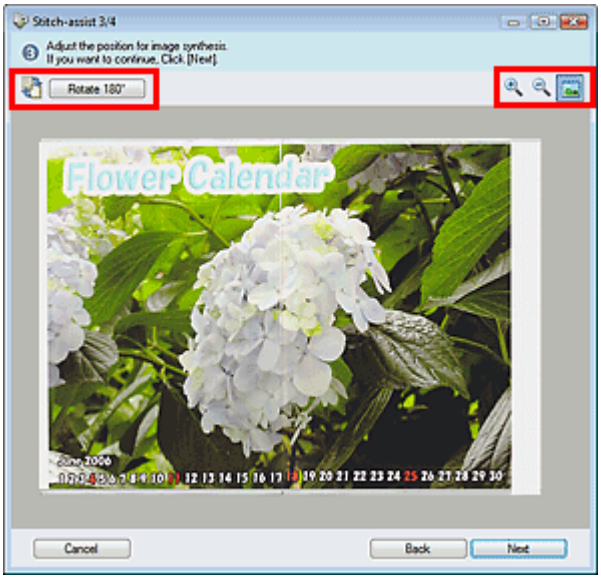
8. Place the right half of the document face-down on the Platen.

9. Click Scan.

The right half of the document is scanned.

10. Adjust the scanned image as required.

Use the icons to swap the left and right halves, rotate the image 180 degrees or enlarge/reduce the image.



- **(Swap Left & Right)**

  Swaps the left and right halves.

  Important

  - This function is not available while the image is enlarged/reduced.

- Rotate 180° **Rotate 180°**

  Rotates right half of the image 180 degrees.

  Important

  - This function is not available while the image is enlarged/reduced.

- **(Enlarge)**

  Enlarges the displayed image.

- **(Reduce)**

  Reduces the displayed image.

- **(Full-screen)**

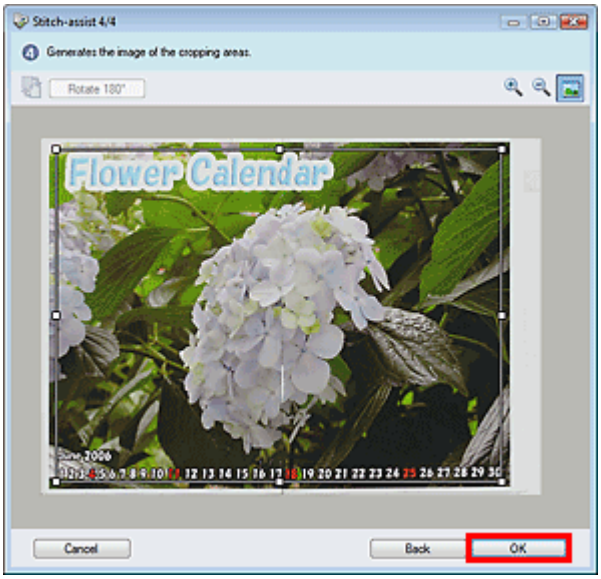
  Enlarges/reduces the image to display it full-screen.

Note

- Enlarge/Reduce does not affect the actual size of the scanned image.
- When the document is scanned upside down, the image displayed in the Stitch-assist window will also be upside down. Click Rotate 180° to rotate the image to the correct orientation.
- You can drag the right half of the image from right to left or up and down to adjust the position.
- If the left and right halves do not match due to a slanted document, place the document correctly and click Back, then scan again.

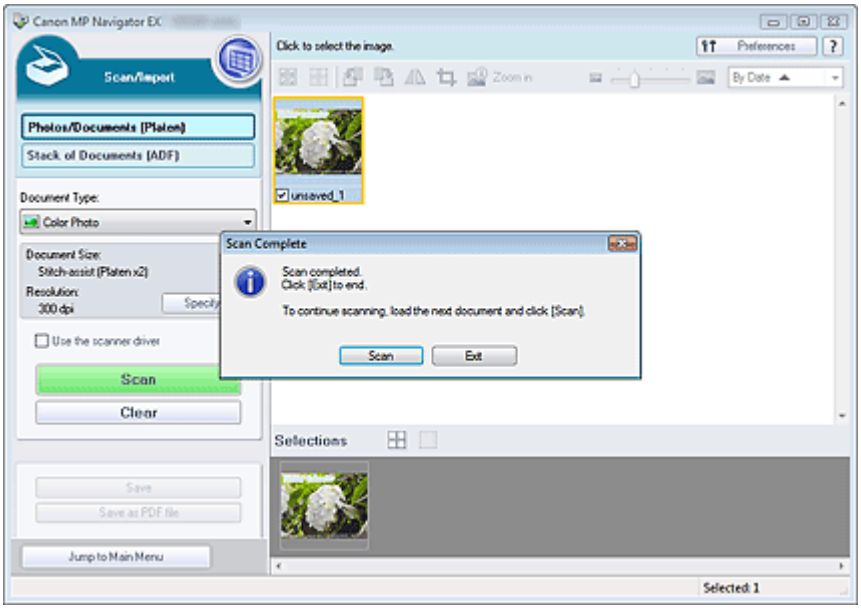
11. Click Next.

12. Drag the mouse to specify the area to be saved, then click OK.



The combined image appears in the Thumbnail window.

When scanning is completed, the Scan Complete dialog box opens. Select Scan or Exit. Select Scan to scan the next document, or select Exit to end.



13. Save the scanned images.

- Saving
- Saving as PDF Files

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MP Navigator EX

Easy Scanning with One-click

You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.

1. Place the document on the Platen.

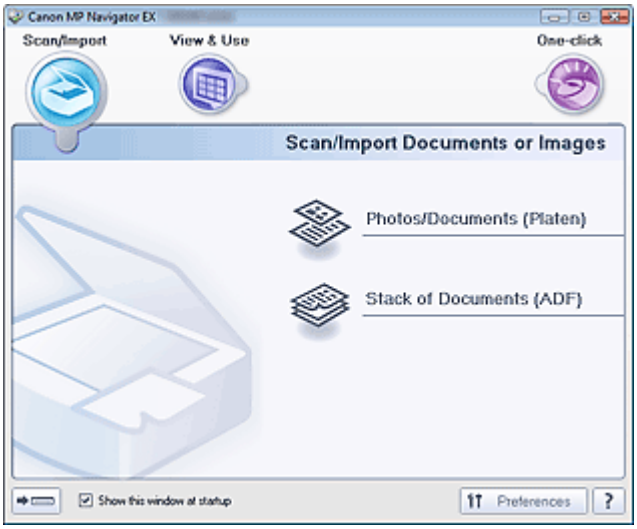
   Placing Documents

2. Start MP Navigator EX.

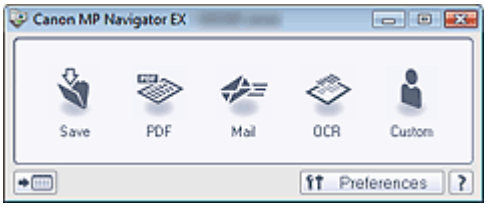
   Starting MP Navigator EX

   The MP Navigator EX Navigation Mode screen or One-click Mode screen appears.

   Navigation Mode Screen



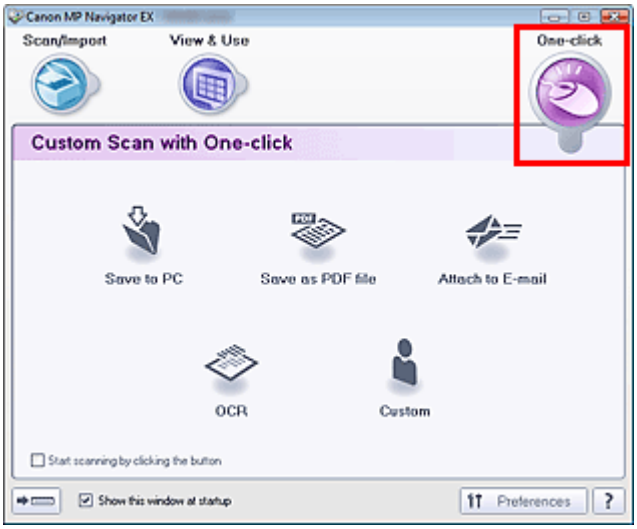
   One-click Mode Screen



Note

- Skip ahead to Step 4 if One-click Mode screen is open.

3. Point to One-click.



4. Click the corresponding icon.
   - Custom Scan with One-click Tab
   - One-click Mode Screen

5. Select Document Type according to the document to be scanned.

6. Set the document size and scanning resolution as required.

7. Start scanning.

   Scanning starts.

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MP Navigator EX

Useful MP Navigator EX Functions

With MP Navigator EX, you can correct/enhance scanned images beautifully, and search saved images quickly.

- **Correcting/enhancing images automatically**
  - Correcting/Enhancing Images Automatically
- **Correcting/enhancing images manually**
  - Correcting/Enhancing Images Manually
- **Adjusting color characteristics such as brightness and contrast**
  - Adjusting Images
- **Searching for lost images**
  - Searching Images
- **Classifying and sorting images**
  - Classifying Images into Categories

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MP Navigator EX

Correcting/Enhancing Images Automatically

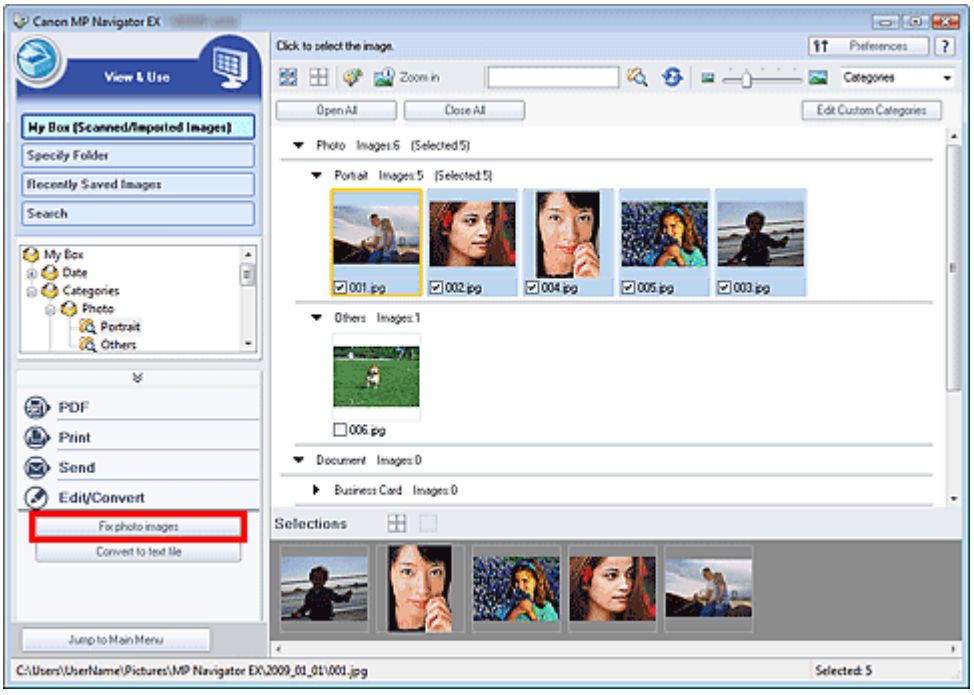
MP Navigator EX will analyze and correct/enhance scanned images automatically.

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select the photos you want to correct/enhance.

Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  - Opening Images Saved on a Computer

2. Click Edit/Convert, then click Fix photo images on the list.



The Correct/Enhance Images window opens.

Note

- The Correct/Enhance Images window can also be opened by clicking (Image Correction/Enhancement) on the Toolbar or in the Zoom in dialog box. In that case, only the target image (outlined in orange) can be corrected/enhanced.

3. Select the image you want to correct/enhance from the thumbnail list.

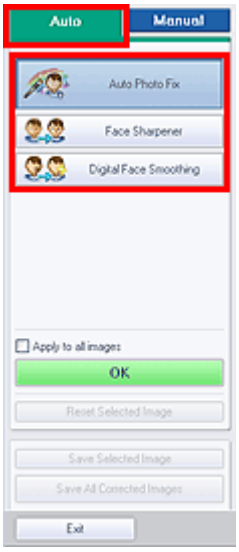
The selected image appears in Preview.

Note

- If you selected only one image in the View & Use window, the thumbnail list does not appear and only the preview image appears.

4. Make sure that Auto is selected.

5. Click Auto Photo Fix, Face Sharpener or Digital Face Smoothing.



- **Auto Photo Fix**

  Analyzes the image and makes suitable corrections automatically.
- **Face Sharpener**

  Sharpens out-of-focus faces.
- **Digital Face Smoothing**

  Enhances skin beautifully by removing blemishes and wrinkles.

Important

- Once image is corrected with Auto Photo Fix and saved, it cannot be corrected again with Auto Photo Fix. Auto Photo Fix may not be available for images edited using an application, digital camera, etc. manufactured by other companies.

Note

- The Face Sharpener and Digital Face Smoothing effect levels can be changed using the slider that appears by clicking the corresponding buttons.

6. Click OK.

The entire image is corrected/enhanced automatically and (Correct/Enhance) appears on the upper left of the thumbnail and preview image.

Note

- Click Reset Selected Image to undo the correction/enhancement.
- Select the Apply to all images checkbox to correct/enhance all selected images.

7. Click Save Selected Image or Save All Corrected Images.

You can save corrected/enhanced images as new files.

Note

- To save only the images you like, select them and click Save Selected Image. To save all images, click Save All Corrected Images.
- The file format of corrected/enhanced images is JPEG/Exif.
- Adobe RGB images are saved as sRGB images.

8. Click Exit.

Note

- The corrections/enhancements will be lost if you exit before saving corrected/enhanced images.

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MP Navigator EX

Correcting/Enhancing Images Manually

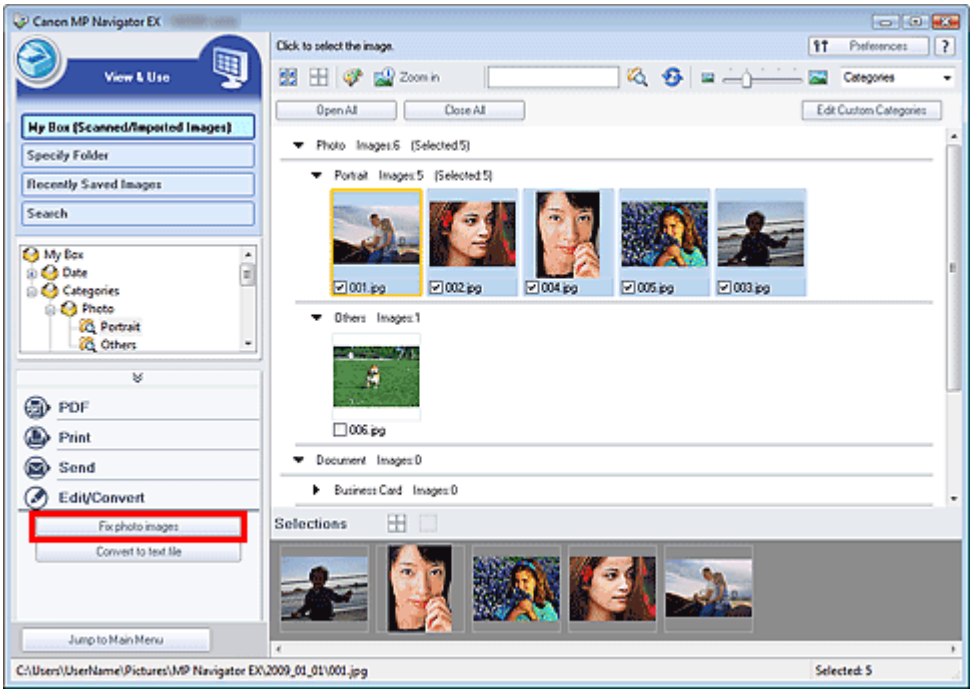
You can correct/enhance scanned images manually.

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select the photos you want to correct/enhance.

Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  Opening Images Saved on a Computer

2. Click Edit/Convert, then click Fix photo images on the list.



The Correct/Enhance Images window opens.

Note

- The Correct/Enhance Images window can also be opened by clicking (Image Correction/Enhancement) on the Toolbar or in the Zoom in dialog box. In that case, only the target image (outlined in orange) can be corrected/enhanced.

3. Select the image you want to correct/enhance from the thumbnail list.

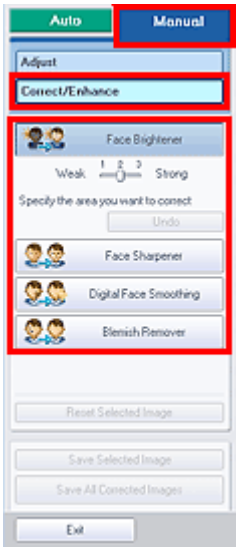
The selected image appears in Preview.

Note

- If you selected only one image in the View & Use window, the thumbnail list does not appear and only the preview image appears.

4. Click Manual, then click Correct/Enhance.

5. Click Face Brightener, Face Sharpener, Digital Face Smoothing or Blemish Remover.



- **Face Brightener**

  Brightens dark faces in backlit photos.
- **Face Sharpener**

  Sharpens out-of-focus faces.
- **Digital Face Smoothing**

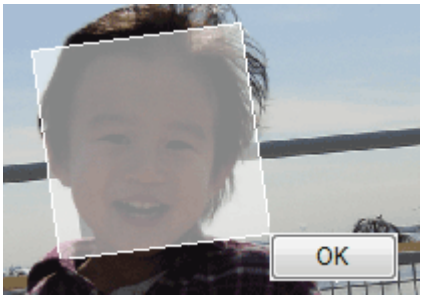
  Enhances skin beautifully by removing blemishes and wrinkles.
- **Blemish Remover**

  Removes moles.

Note

- Move the cursor over the image. The shape of the cursor changes to + (Cross).

6. Drag to select the area you want to correct/enhance, then click OK that appears over the image.



The portion in and around the selected area is corrected/enhanced and (Correct/Enhance) appears on the upper left of the thumbnail.

Note

- For Face Brightener, Face Sharpener and Digital Face Smoothing, you can drag to rotate the rectangle.
- Click Undo to undo the latest correction/enhancement.
- The Face Brightener, Face Sharpener and Digital Face Smoothing effect levels can be changed using the slider that appears by clicking the corresponding buttons.
- Click Reset Selected Image to undo the correction/enhancement.

7. Click Save Selected Image or Save All Corrected Images.

You can save corrected/enhanced images as new files.

Note

- To save only the images you like, select them and click Save Selected Image. To save all images, click Save All Corrected Images.
- The file format of corrected/enhanced images is JPEG/Exif.

8. Click Exit.

Note

- The corrections/enhancements will be lost if you exit before saving corrected/enhanced images.

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Advanced Guide

MP Navigator EX

Adjusting Images

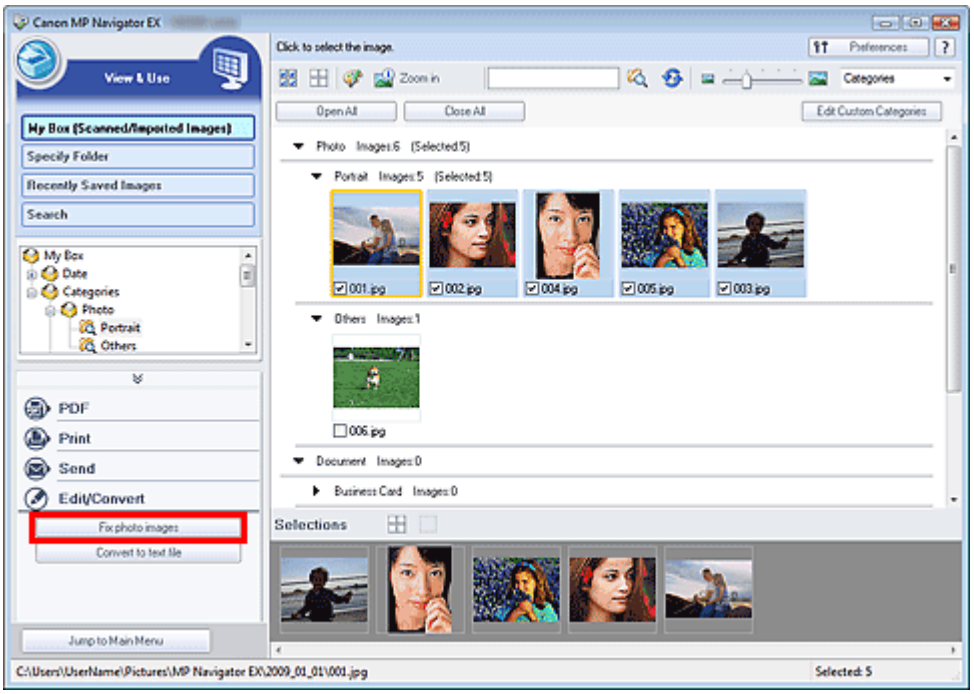
You can make fine adjustments to the overall brightness, contrast, etc. of images.

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select the photos you want to adjust.

Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  ➡ Opening Images Saved on a Computer

2. Click Edit/Convert, then click Fix photo images on the list.



The Correct/Enhance Images window opens.

Note

- The Correct/Enhance Images window can also be opened by clicking (Image Correction/ Enhancement) on the Toolbar or in the Zoom in dialog box. In that case, only the target image (outlined in orange) can be corrected/enhanced.

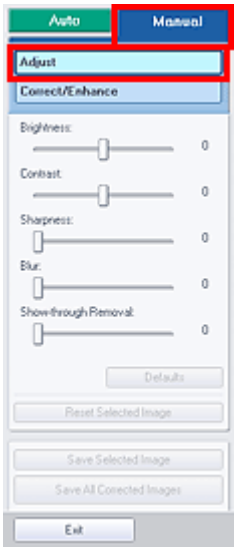
3. Select the image you want to adjust from the thumbnail list.

The selected image appears in Preview.

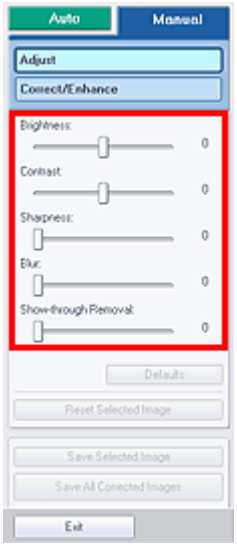
Note

- If you selected only one image in the View & Use window, the thumbnail list does not appear and only the preview image appears.

4. Click Manual, then click Adjust.



5. Move the slider of the item you want to adjust and set the effect level.



- **Brightness**

Adjusts the overall image brightness. Adjust the brightness when the image is too dark or too bright.
Move the slider to the left to darken and right to brighten the image.

- **Contrast**

  Adjusts the contrast of the image. Adjust the contrast when the image is flat due to lack of contrast.
  Move the slider to the left to decrease and right to increase the contrast of the image.

- **Sharpness**

  Emphasizes the outline of the subjects to sharpen the image. Adjust the sharpness when the photo is out of focus or text is blurred.
  Move the slider to the right to sharpen the image.

- **Blur**

  Blurs the outline of the subjects to soften the image.
  Move the slider to the right to soften the image.

- **Show-through Removal**

  Removes show-through of text from the reverse side or removes the base color. Adjust the show-through level to prevent text on the reverse side of thin document or the base color of the document from appearing on the image.
  Move the slider to the right to increase the show-through removal effect.

Note

- Click Defaults to reset all adjustments.

6. Click Save Selected Image or Save All Corrected Images.

You can save adjusted images as new files.

Note

- To save only the images you like, select them and click Save Selected Image. To save all images, click Save All Corrected Images.
- The file format of adjusted images is JPEG/Exif.

7. Click Exit.

Note

- The adjustments will be lost if you exit before saving adjusted images.

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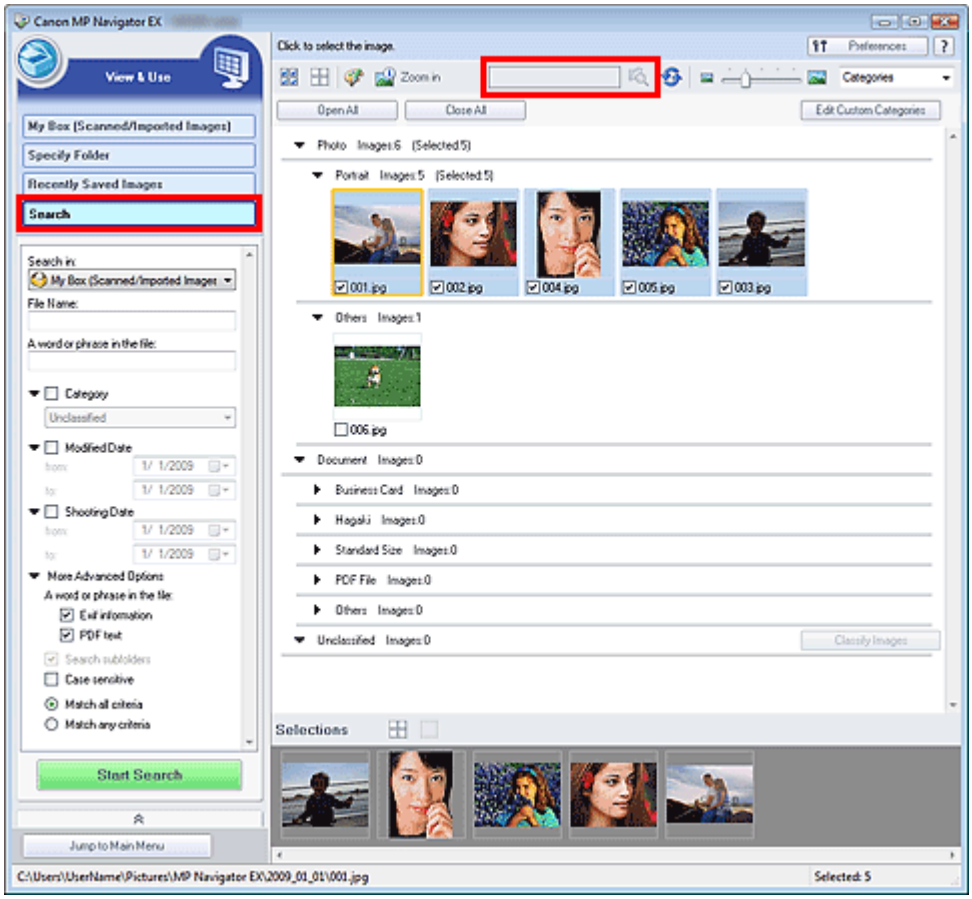
MP Navigator EX

Searching Images

In the View & Use window of the Navigation Mode screen, you can search images saved on your computer and open them in MP Navigator EX. Opened images can be printed, edited, etc.

Note

- Search images in My Box (Scanned/Imported Images), Recently Saved Images or a selected folder and its subfolders. You can also specify folder and search in Specify Folder.
- See "Starting MP Navigator EX" to start MP Navigator EX.

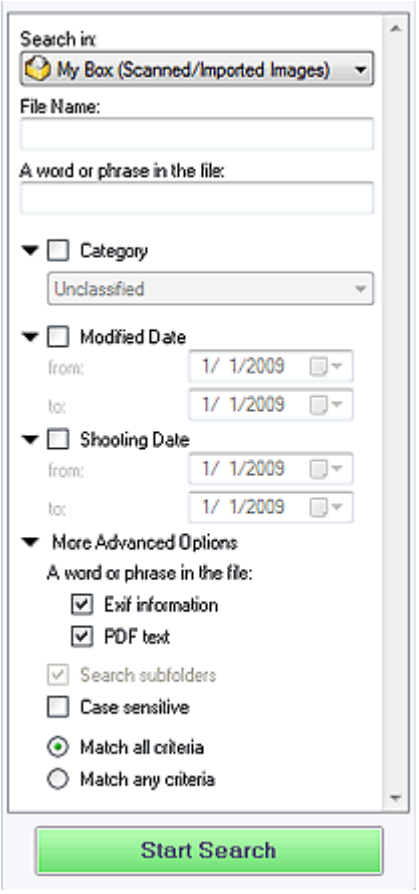


Quick Search

In (Text box) on the Toolbar, enter a word or phrase included in the file name, Exif information or PDF text of the image you want to search for, then click (Search button). For Exif information, text in Maker, Model, Description and User Comment is searched.

Advanced Search

Click Search on the left of the screen to open search options. Enter information of the image you want to search for, then click Start Search.



- **Search in**

  If you know where to look for, select the drive, folder or network from Specify Folder.

- **File Name**

  If you know the file name, enter it.

- **A word or phrase in the file**

  Enter a word or phrase included in the items selected in More Advanced Options.

  Important

  - For PDF files, you can only search for those created with MP Navigator EX. You cannot search PDF files created or edited in other applications. Also, searching PDF files is available only when keyword search is set.
    For details of creating PDF files that enables keyword search, see "PDF Settings Dialog Box."
  - Password-protected PDF files cannot be searched.

- **Category**

  You can search for images by category.

- **Modified Date**

  To search for images that have been updated in a specific time period, enter the first and last dates of the period.

- **Shooting Date**

  To search for images captured in a specific time period, enter the first and last dates of the period.

  Note

  - Captured date is the date and time of data creation, which are included in the document's Exif information.

- **More Advanced Options**

  - **A word or phrase in the file**

    In A word or phrase in the file, select the items to search. If you select the Exif information checkbox, text in Maker, Model, Description and User Comment is searched. If you select the PDF text checkbox, text in PDF files is searched.

    Important

- Text in password-protected PDF files cannot be searched.

- **Search subfolders**
  Select this checkbox to search subfolders.
- **Case sensitive**
  Select this checkbox to match case.
- **Match all criteria**
  Searches for files that meet all the specified criteria.
- **Match any criteria**
  Searches for files that meet any of the specified criteria.

- **Start Search**
  Starts search.

Related Topic

▶ View & Use Window

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MP Navigator EX

Classifying Images into Categories

Display images scanned with MP Navigator EX by category. You can classify unclassified images automatically, and also create custom categories. You can drag and drop an image to move it from one category to another.

Note

- Classification information on MP Navigator EX 2.0 is transferred to MP Navigator EX 2.1 upon initial startup. After the initial startup, the classification information on MP Navigator EX 2.0 cannot be transferred.

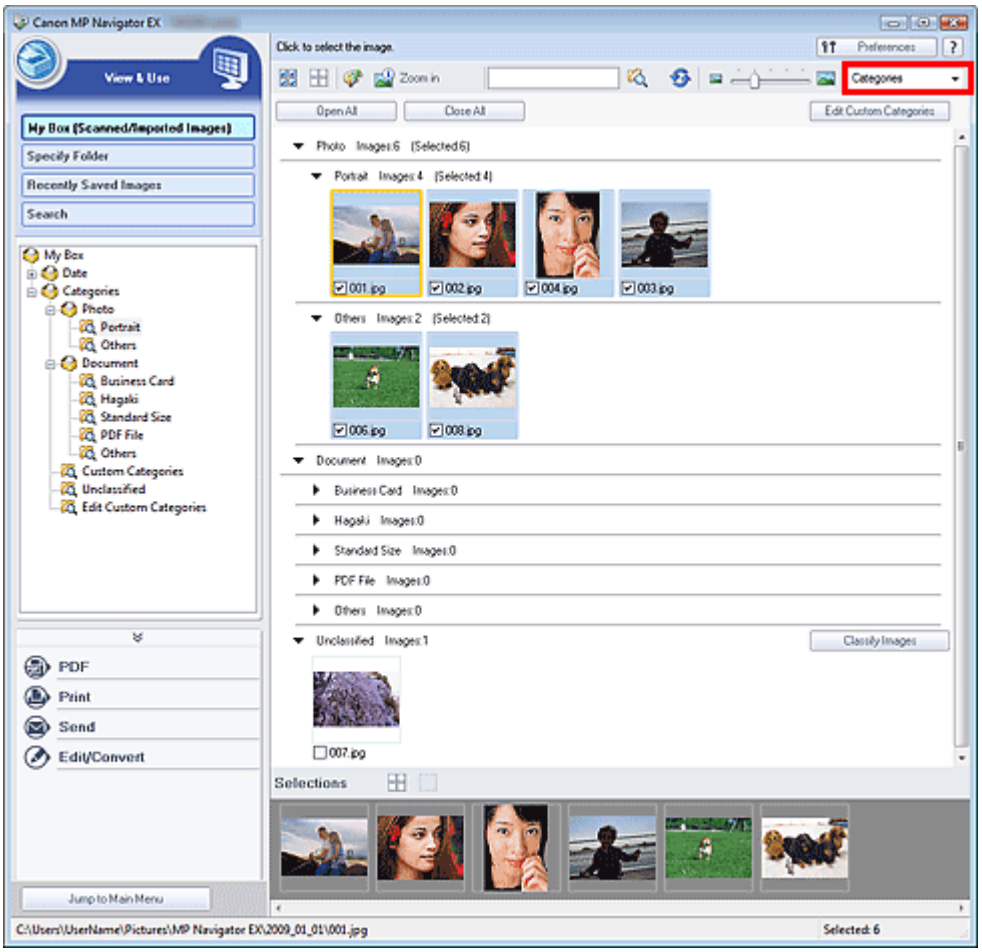
1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen.

Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  Opening Images Saved on a Computer

2. In Categories (Sort by), select Categories.

Images are automatically sorted by category and appear in the Thumbnail window.



Images are sorted into the following categories.

Photos: Portrait, Others

Documents: Business Card, Hagaki, Standard Size, PDF File, Others

Custom categories: Displays your custom categories.

To create custom categories, see "Creating Custom Categories."

Unclassified: Displays images that have not yet been classified.

Note

- Click Classify Images to classify images displayed in Unclassified automatically. Click Cancel to stop.
- Classification may take time if there are many images to classify.

Important

- Even if you classify images saved in removable media such as USB flash drive and external hard disk, the classification information will be deleted once you remove the media. From the next time, the images are classified to Unclassified.
- Images cannot be classified when Recently Saved Images is selected in the View & Use window.

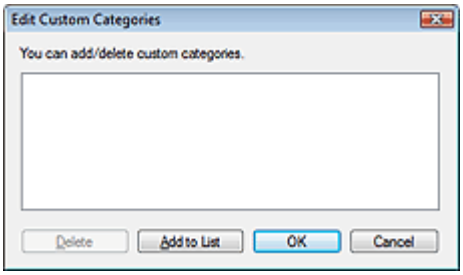
Note

- Some images may not be detected correctly and thus may be classified into wrong categories. In that case, drag and drop the image to the correct category.
- Images saved in network folders may not be classified.
- You can search for images by category. See "Searching Images" for details.

Creating Custom Categories

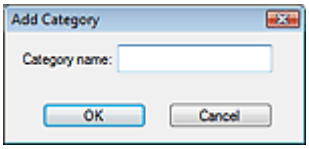
1. In the View & Use window, sort images by category and click Edit Custom Categories.

   The Edit Custom Categories dialog box opens.



2. Click Add to List.

   The Add Category dialog box opens.



3. Enter Category name and click OK.

Note

- You can create up to 20 custom categories.
- Up to 50 single-byte characters can be used for a category name.
- Double-click a created category to open the Change Category Name dialog box in which you can change the category name.
- Select a custom category and click Delete to delete it.

Related Topic

▶ View & Use Window

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MP Navigator EX

Utilizing Images in MP Navigator EX

You can scan images using MP Navigator EX and edit or print the saved images.

See the corresponding sections below for details on saving scanned images.

- **Saving scanned images to computer**
  - Saving
- **Saving scanned image as PDF Files**
  - Saving as PDF Files

See the corresponding sections below for details on using images/files.

- **Creating/editing PDF files from scanned images**
  - Creating/Editing PDF Files
- **Printing multiple scanned images at one time or printing at specific size, quality, etc.**
  - Printing Documents
- **Printing scanned photos**
  - Printing Photos
- **Sending scanned images via e-mail**
  - Sending via E-mail
- **Correcting/enhancing scanned images or converting them to text**
  - Editing Files
- **Setting passwords for created PDF files**
  - Setting Passwords for PDF Files
  - Opening/Editing Password-protected PDF Files

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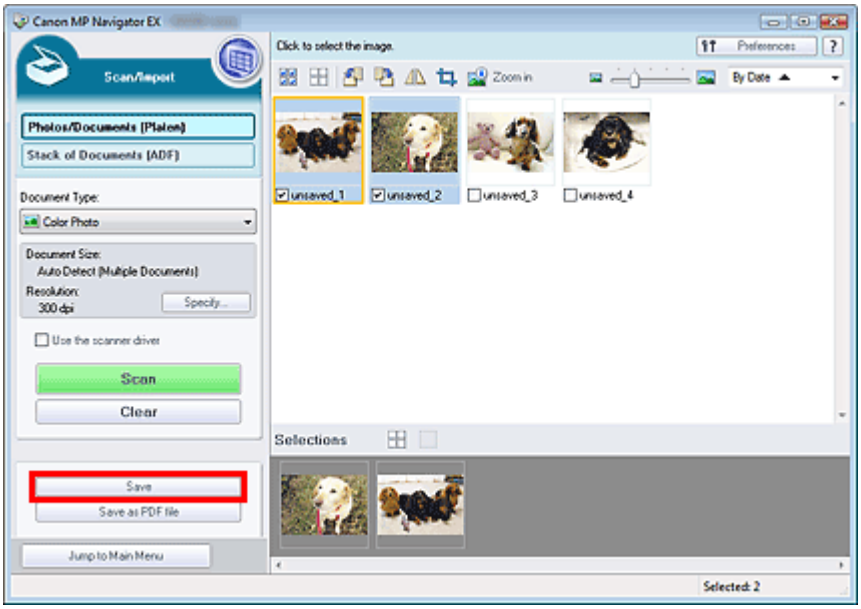
MP Navigator EX

Saving

Save images scanned with MP Navigator EX to a computer.

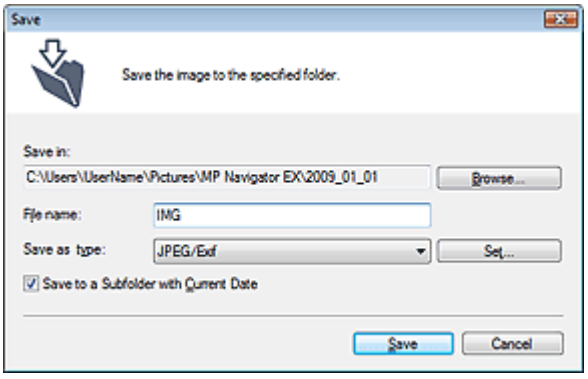
1. Select the checkboxes of the images you want to save, then click Save.



2. In the Save dialog box, specify the save settings.

Specify the destination folder, file name and file type.

Save Dialog Box



Important

- You cannot select JPEG/Exif when Document Type is Text(OCR), Text(Simplex) or Text(Duplex).

Note

- By default, the following folders are specified as the destination folders.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

3. Click Save.

Scanned images are saved according to the settings.

To further use/edit the scanned images on MP Navigator EX, click Open saved location in the Save Complete dialog box.

- Creating/Editing PDF Files
- Printing Documents
- Printing Photos
- Sending via E-mail
- Editing Files

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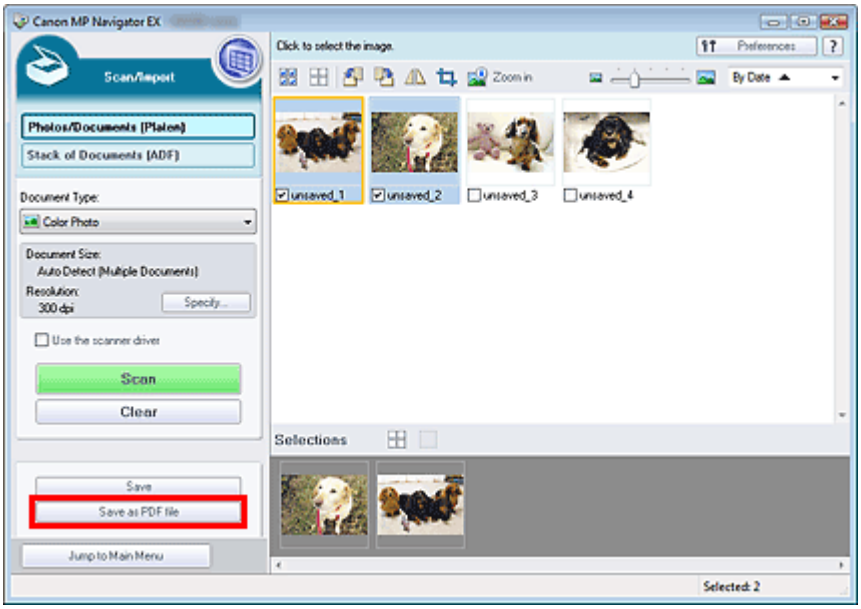
MP Navigator EX

Saving as PDF Files

Save images scanned with MP Navigator EX as PDF files.

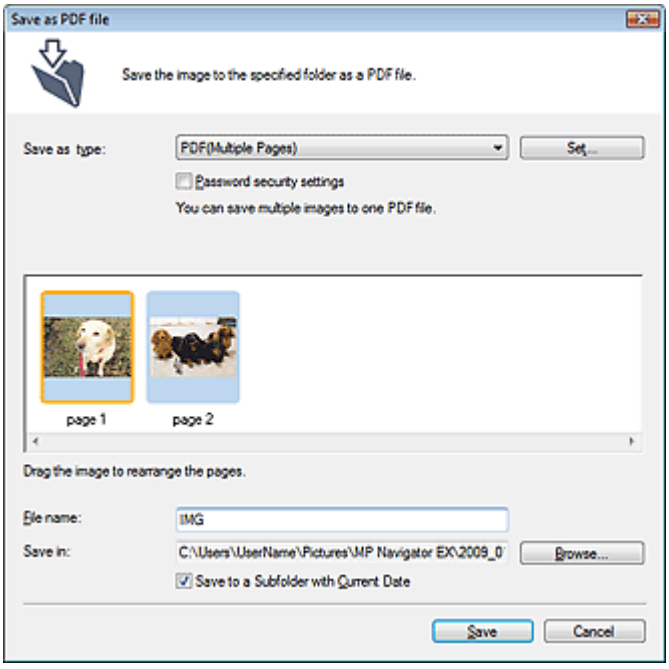
1. Select the checkboxes of the images you want to save, then click Save as PDF file.



2. In the Save as PDF file dialog box, specify the save settings.

Specify the file type, file name and destination folder.

➡ Save as PDF file Dialog Box



Select from the following PDF file types:

- **PDF**

  Save each of the selected images as a separate PDF file.

- **PDF(Multiple Pages)**

  Save multiple images in one PDF file.

Note

- PDF(Multiple Pages) is displayed when multiple images are selected.

- **PDF(Add Page)**

  Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

Important

- Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.
- If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.

Note

- By default, the following folders are specified as the destination folders.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder
- You can set passwords for PDF files.
  ➡Setting Passwords for PDF Files

3. Click Save.

Scanned images are saved according to the settings.

To further use/edit the scanned images on MP Navigator EX, click Open saved location in the Save Complete dialog box.

➡Creating/Editing PDF Files
➡Printing Documents
➡Printing Photos
➡Sending via E-mail
➡Editing Files

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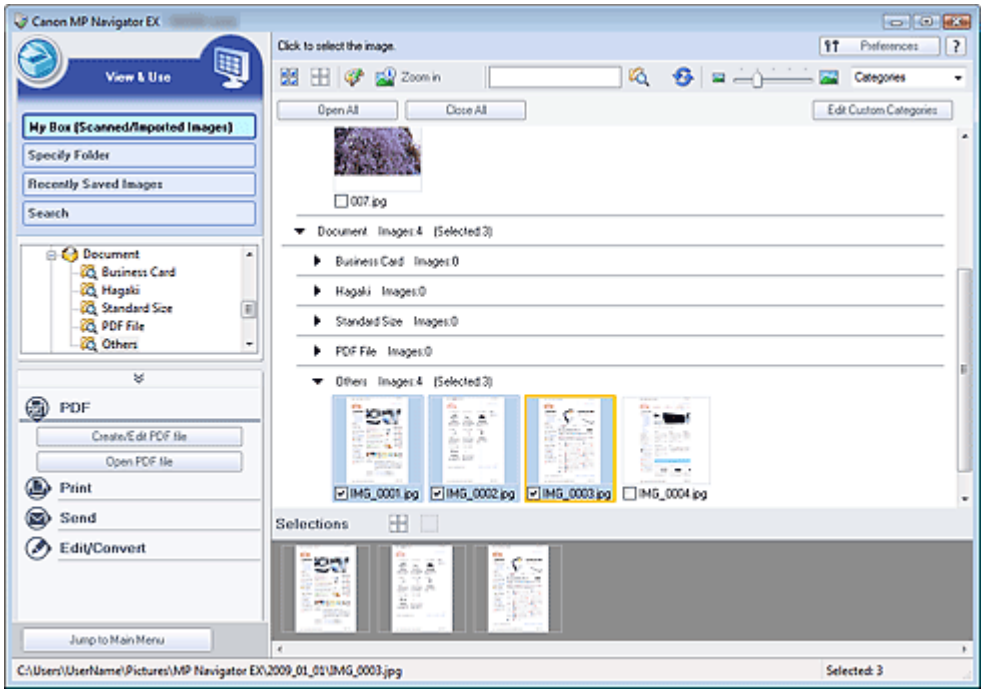
MP Navigator EX

Creating/Editing PDF Files

Create/edit PDF files using MP Navigator EX. After scanning documents and saving them, open the View & Use window to create PDF files and add/delete pages, rearrange the page order, etc.



Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  ➡ Opening Images Saved on a Computer

Creating/Editing PDF Files with MP Navigator EX

1. Select images and click PDF.

Note

- You can select PDF, JPEG, TIFF and BMP files.

2. Click Create/Edit PDF file on the list.

Important

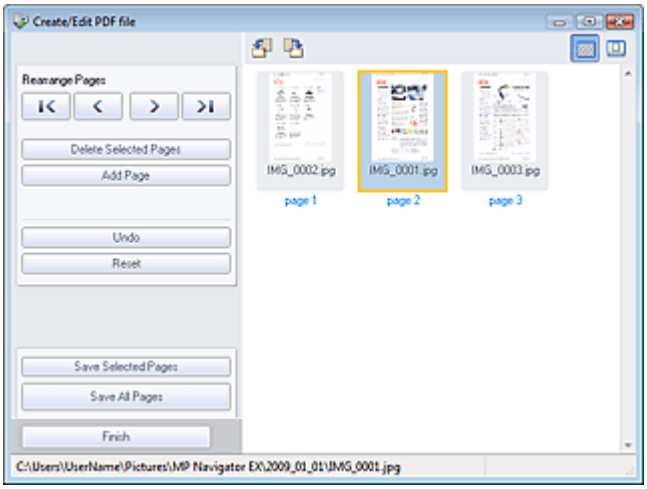
- For PDF files, you can only edit those created with MP Navigator EX. You cannot edit PDF files created with other applications. PDF files edited in other applications cannot be edited as well.

Note

- If a password-protected PDF file is selected, you will be prompted to enter the password.
  ➡ Opening/Editing Password-protected PDF Files

3. Add/delete pages as required.

To add an existing file, click Add Page and select the file. To delete a page, select it and click Delete Selected Pages.



Note

- You can add PDF, JPEG, TIFF and BMP files.
- When adding a password-protected PDF file, you will be prompted to enter the password.

4. Rearrange the page order as required.

Use the icons to rearrange the order. Alternatively, drag and drop the thumbnail to the target location.

Note

- See "Create/Edit PDF file Window" for details on the Create/Edit PDF file window.

5. Click Save Selected Pages or Save All Pages.

The Save as PDF file dialog box opens.

➡ Save as PDF file Dialog Box

Important

- You cannot save images scanned at 10501 pixels or more in the vertical and horizontal directions.
- If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords in the Save as PDF file dialog box.
  ➡ Setting Passwords for PDF Files

6. Specify the save settings in the Save as PDF file dialog box, then click Save.

Images are saved according to the settings.

Opening PDF Files in an Application

You can open PDF files created with MP Navigator EX in an associated application and edit or print them. This is available only when an application that can open PDF files is installed.

1. Select PDF files and click PDF.

Important

- For PDF files, you can only select those created with MP Navigator EX. You cannot select PDF files created with other applications. PDF files edited in other applications cannot be selected as well.

2. Click Open PDF file on the list.

The application associated with the .pdf file extension by the operating system starts.

Important

- Password-protected PDF files cannot be opened in applications not supporting PDF security.

3. Use the application to edit/print the file.

For details, refer to the application's manual.

Important

- In some applications, the commands (print, edit, etc.) restricted by Permissions Password may differ from those in MP Navigator EX.

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MP Navigator EX

Printing Documents

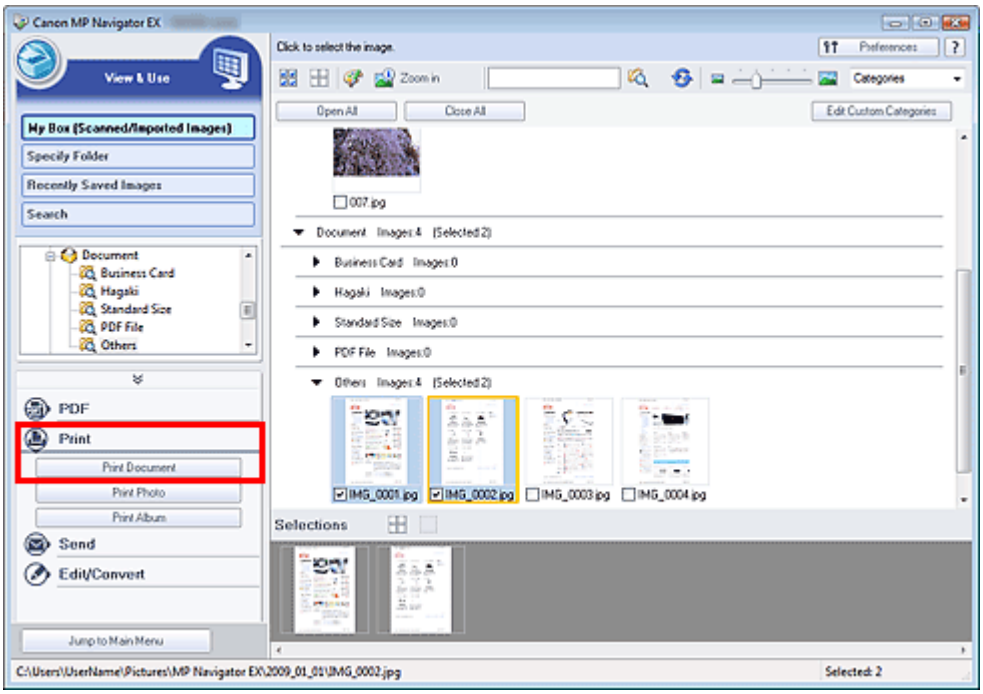
You can print multiple scanned images at one time, print at specific quality, etc. using MP Navigator EX.

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select images.

Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  ➡ Opening Images Saved on a Computer

2. Click Print, then click Print Document on the list.



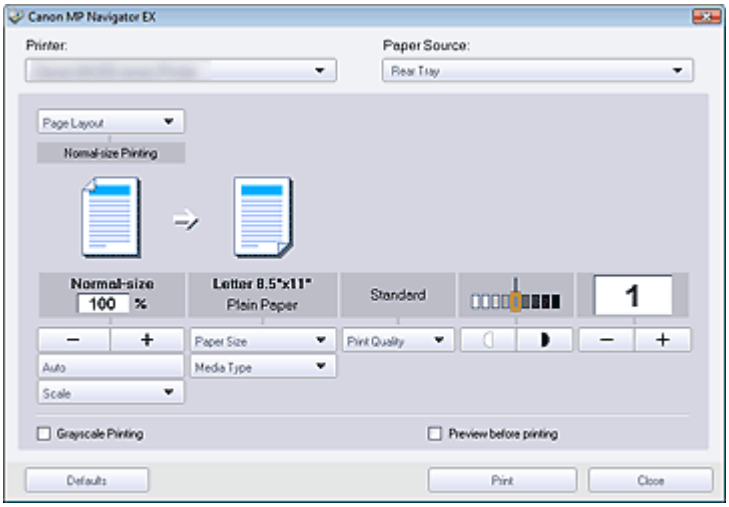
Important

- If a password-protected PDF file is selected, you will be prompted to enter the password.
  ➡ Opening/Editing Password-protected PDF Files

3. Specify print settings as required.

In the displayed dialog box, specify print count, quality, scale, etc.

➡ Print Document Dialog Box



Important

- At normal-size (100%), some images may be printed small or with some portions cropped. In that case, select Auto to resize the print in proportion to the paper size.

4. Click Print.

Printing starts.

Note

- When printing a multiple-page PDF file via Print Document, printing may take time depending on your computer. In that case, follow these steps and change settings.
  1. From the Start menu, select Control Panel.
  2. Click Printers.
  3. Right-click the icon of your printer and click Properties.
  The printer properties dialog box opens.
  4. Click the Advanced tab.
  5. Select Spool print documents so program finishes printing faster.
  6. Select Start printing after last page is spooled.
  7. After printing, return the setting on the Advanced tab to Start printing immediately.
- To cancel while spooling, click Cancel. To cancel while printing, select the printer icon on the taskbar and click Cancel Printing.

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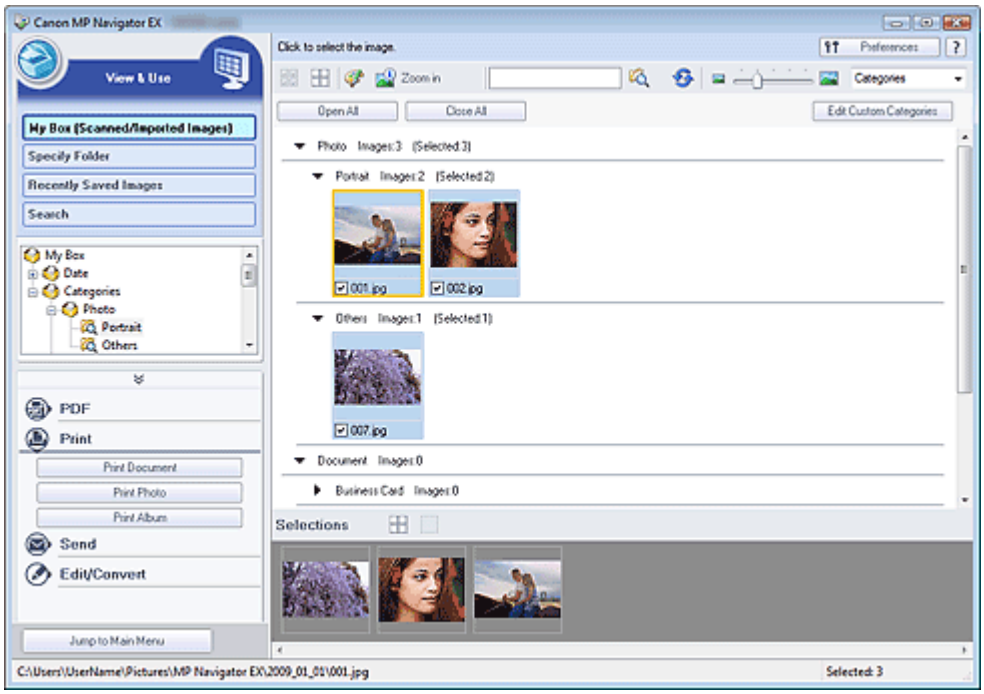
MP Navigator EX

Printing Photos

You can print photos using MP Navigator EX or an application that accompanies the machine. After scanning documents and saving them, open the View & Use window to select how you want to print the photos.



Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  Opening Images Saved on a Computer

When printing photos using Easy-PhotoPrint EX

You can use Easy-PhotoPrint EX to print scanned photos at high quality or to layout and print images.

1. Select images and click Print.
2. Click Print Photo or Print Album on the list.

   Easy-PhotoPrint EX starts. See "Printing Photos" for details.

   ## Note

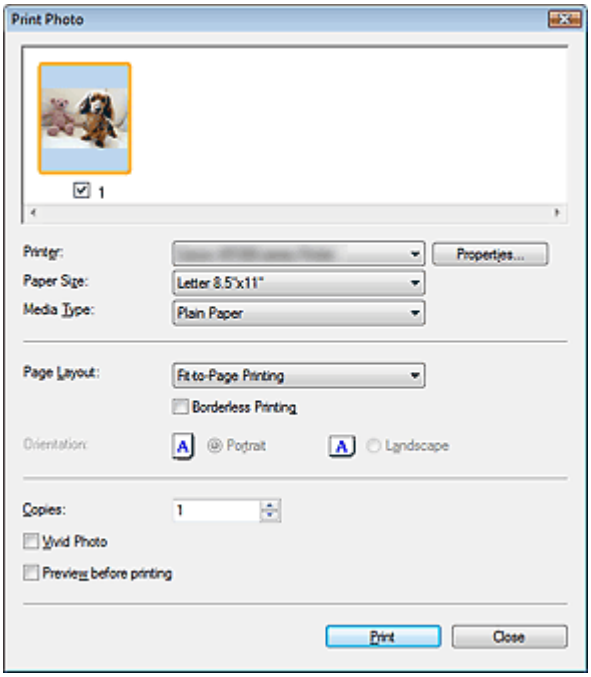
   - If Easy-PhotoPrint EX is not installed, print with MP Navigator EX.

When printing photos using MP Navigator EX

1. Select images and click Print.
2. Click Print Photo on the list.
3. Specify print settings as required.

   In the displayed dialog box, specify paper size, print count, etc.

Print Photo Dialog Box



4. Click Print.

Printing starts.

Note

- To cancel while spooling, click Cancel. To cancel while printing, select the printer icon on the taskbar and click Cancel Printing.

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MP Navigator EX

Sending via E-mail

Send scanned images via e-mail.

Important

- MP Navigator EX is compatible with the following e-mail software programs:
  - Windows Mail (Windows Vista)
  - Outlook Express (Windows XP/Windows 2000)
  - Microsoft Outlook

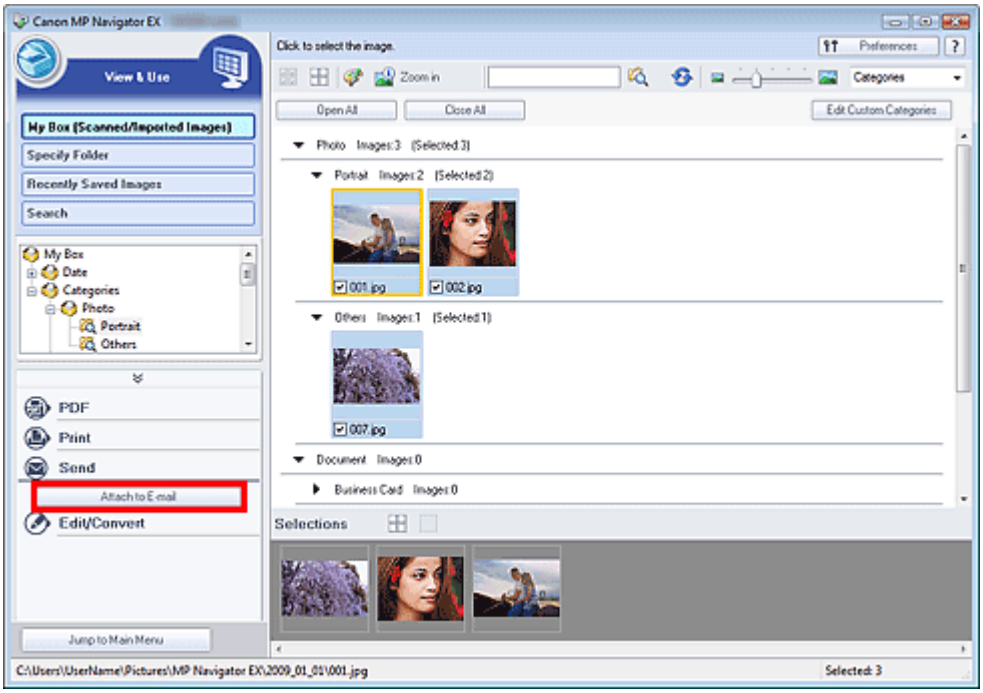
  (If an e-mail software program does not operate properly, check that the program's MAPI is enabled. To enable MAPI, refer to the manual of the e-mail software program.)

1. Scan documents into MP Navigator EX and save them, then open the View & Use window from the Navigation Mode screen and select images.

Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  - Opening Images Saved on a Computer

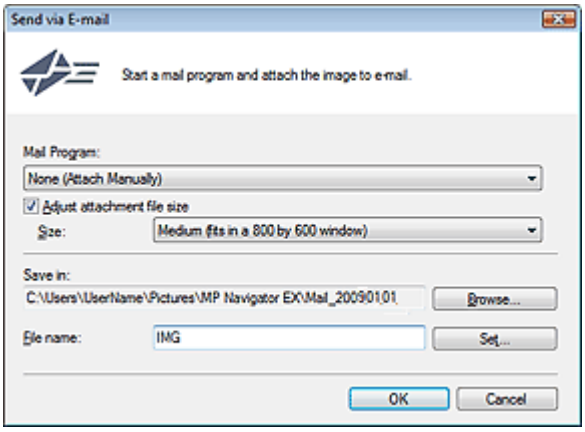
2. Click Send, then click Attach to E-mail on the list.



3. Set save options as required.

Specify the destination folder and file name.

Send via E-mail Dialog Box



Note

- You can select a compression type when sending JPEG images via e-mail. Click Set... to open a dialog box and select a compression type from High(Low Compression), Standard or Low(High Compression).

4. Click OK.

Files are saved according to the settings, and the e-mail software program starts.

5. Specify the recipient, enter the subject and message, then send e-mail.

For details, refer to the manual of the e-mail software program.

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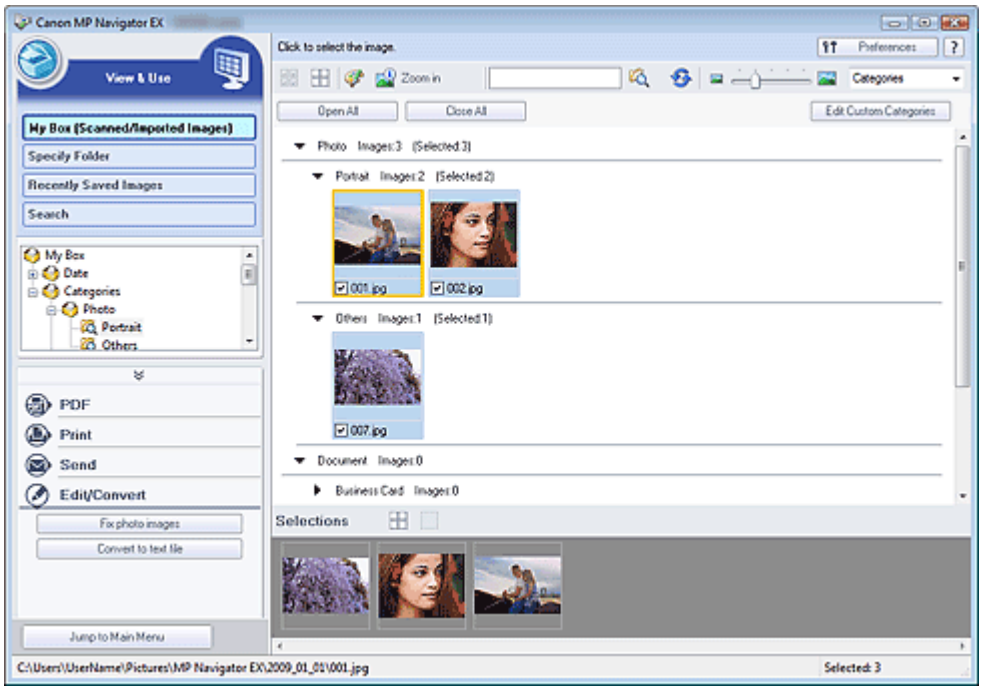
MP Navigator EX

Editing Files

You can edit images or convert them to text using MP Navigator EX or an application that accompanies the machine. After scanning documents and saving them, open the View & Use window to select what you want to do with the images.



Note

- See "Let's Try Scanning" to scan images into MP Navigator EX.
- You can also select images saved on a computer.
  - Opening Images Saved on a Computer

Correcting Photo Images

You can correct/enhance images in the Correct/Enhance Images window.

1. Select images and click Edit/Convert.
2. Click Fix photo images on the list.

   The Correct/Enhance Images window opens.
3. Correct/enhance images in the Correct/Enhance Images window.

Note

- See "Correct/Enhance Images Window" for details on the Correct/Enhance Images window.
- See the corresponding sections below for correcting/enhancing images.
  - Correcting/Enhancing Images Automatically
  - Correcting/Enhancing Images Manually

Converting Documents to Text

Scan text in scanned magazines and newspapers and display it in Notepad (included with Windows).

Important

- PDF files cannot be converted to text.

1. Select images and click Edit/Convert.

2. Click Convert to text file on the list.

Notepad (included with Windows) starts and editable text appears.

Note

- Only text written in languages that can be selected on the General tab can be extracted to Notepad (included with Windows). Click Set... on the General tab and specify the language according to the language of the document to be scanned.
  When scanning multiple documents, you can collect the extracted text into one file.
  General Tab
- Text displayed in Notepad (included with Windows) is for guidance only. Text in the image of the following types of documents may not be detected correctly.
  - Documents containing text with font size outside the range of 8 points to 40 points (at 300 dpi)
  - Slanted documents
  - Documents placed upside down or documents with text in the wrong orientation (rotated characters)
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with narrow line spacing
  - Documents with colors in the background of text
  - Documents containing multiple languages

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MP Navigator EX

Setting Passwords for PDF Files

Set passwords for opening, editing and printing PDF files.

You can set two passwords: one for opening the file and one for editing/printing it.

Important

- In Windows 2000, Internet Explorer 5.5 Service Pack 2 or later is required to use this function.
- You will not be able to open/edit the file if you forget the password. Record your passwords in a safe place for future reference.
- Password-protected PDF files cannot be opened in applications not supporting PDF security.
- In some applications, the commands (print, edit, etc.) restricted by Permissions Password may differ from those in MP Navigator EX.
- Password-protected PDF files cannot be searched by text from the View & Use Window.

1. Scan documents into MP Navigator EX, then click Save as PDF file. Alternatively, edit existing files in the Create/Edit PDF file window, then click Save Selected Pages or Save All Pages.

The Save as PDF file dialog box opens.

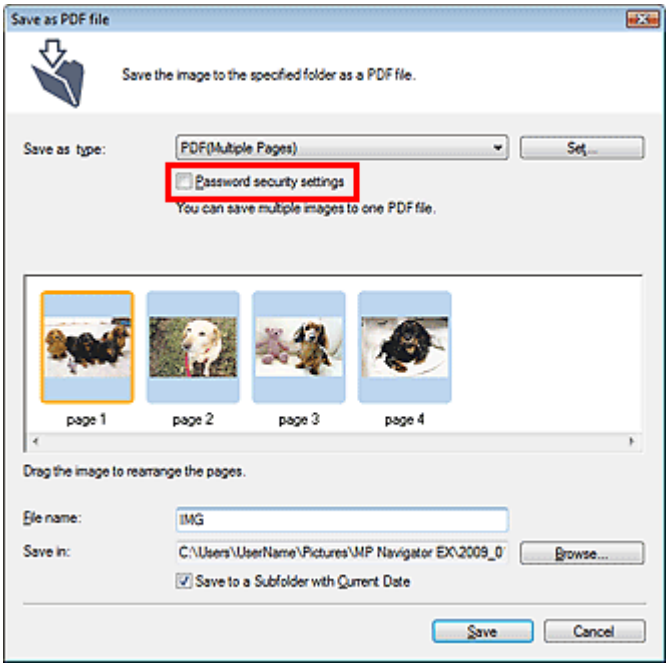
Important

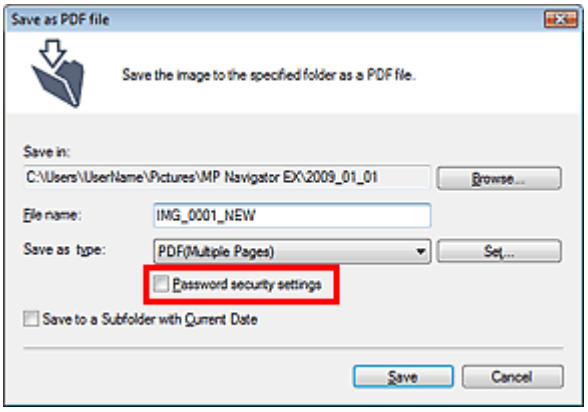
- Passwords cannot be set when images are automatically saved after scanning, such as when scanning from the One-click Mode screen or scanning using the Operation Panel of the machine.

Note

- See "Let's Try Scanning" to scan images.
- See "Creating/Editing PDF Files" to create PDF files from existing images or to edit files.

2. Select the Password security settings checkbox.

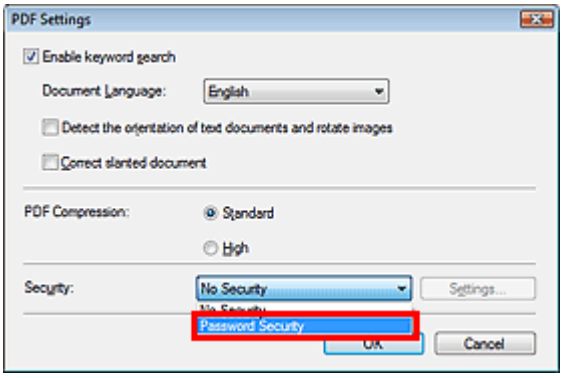




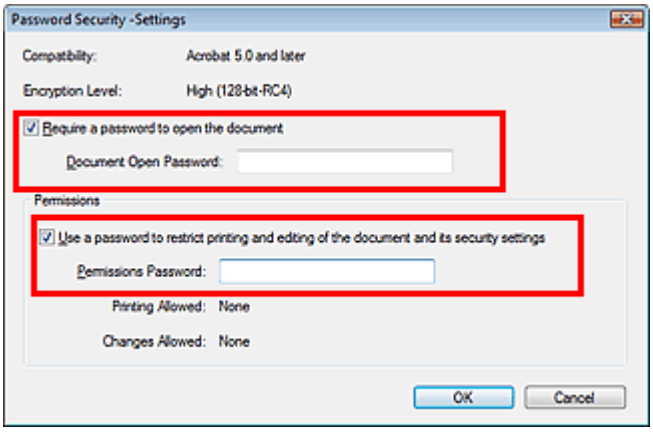
The Password Security -Settings dialog box opens.

Note

- You can also open the Password Security -Settings dialog box by clicking Set..., then selecting Password Security for Security in the PDF Settings dialog box.



3. Select the Require a password to open the document or Use a password to restrict printing and editing of the document and its security settings checkbox, then enter a password.



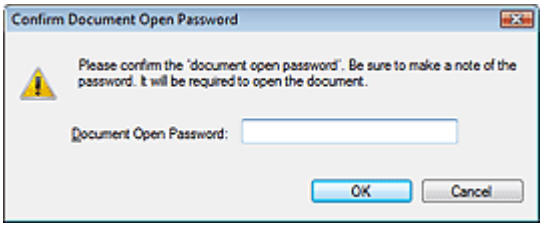
Important

- Up to 32 single-byte alphanumeric characters can be used for the password. Passwords are case sensitive.
- Select both checkboxes to set both Document Open Password and Permissions Password. You cannot use the same password for both.

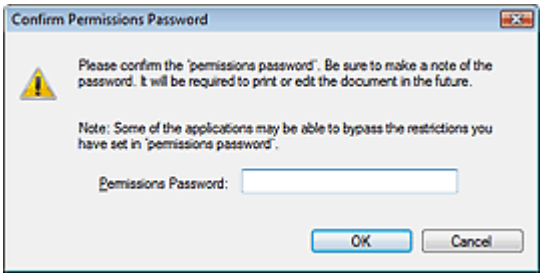
4. Click OK.

The Confirm Document Open Password or Confirm Permissions Password dialog box opens.

Document Open Password



Permissions Password



5. Re-enter the password and click OK.

The Save as PDF file dialog box returns.

Important

- If you close the Save as PDF file dialog box without clicking Save, the settings in the Password Security -Settings dialog box will be deleted.
- Passwords are deleted once the file is edited. Reset the passwords when saving edited files.

Note

- If you set the passwords via the PDF Settings dialog box, the PDF Settings dialog box returns. Click OK. The Save as PDF file dialog box returns.

6. Click Save.

Files are saved according to the settings.

Related Topic

▶ Opening/Editing Password-protected PDF Files

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MP Navigator EX

Opening/Editing Password-protected PDF Files

Enter a password to open or edit/print password-protected PDF files.

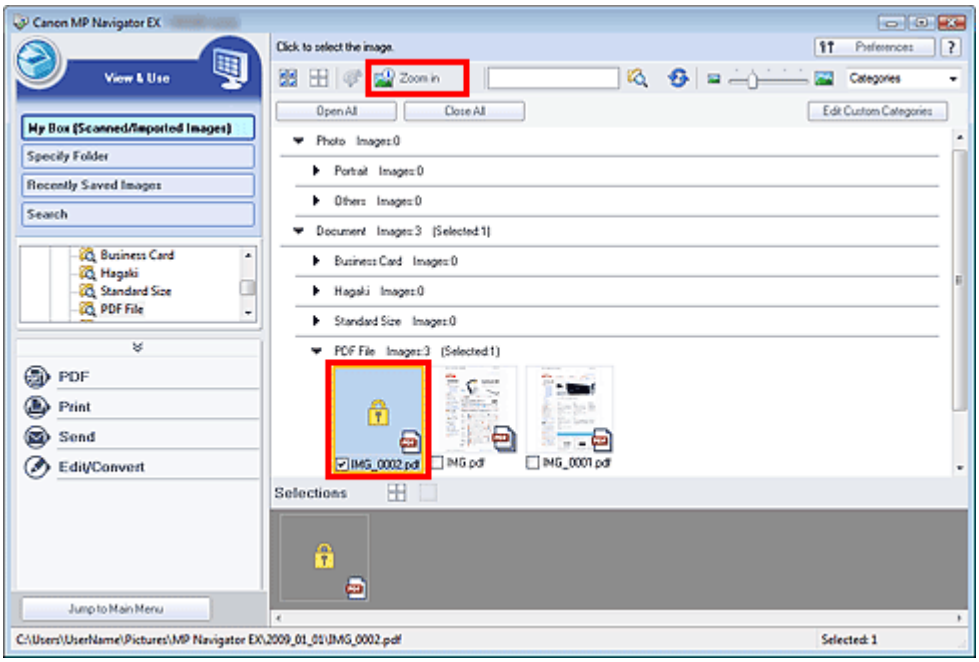
Password entry method varies by operation. The following procedures are examples only.

Important

- You can open, edit or print only PDF files whose passwords were set with MP Navigator EX. You cannot edit PDF files edited in other applications or whose passwords were set with other applications. Only MP Navigator EX version 1.1 and 2.0 or later supports opening, editing and printing password-protected PDF files.
- In Windows 2000, Internet Explorer 5.5 Service Pack 2 or later is required to open, edit or print password-protected PDF files.
- Passwords are case sensitive.

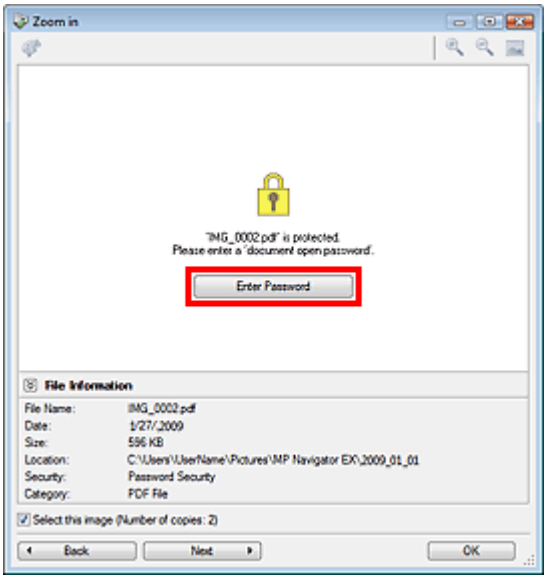
Entering a Password to Open a File

1. In the View & Use window, select the PDF file you want to open and click Zoom in.
   Alternatively, double-click the PDF file.

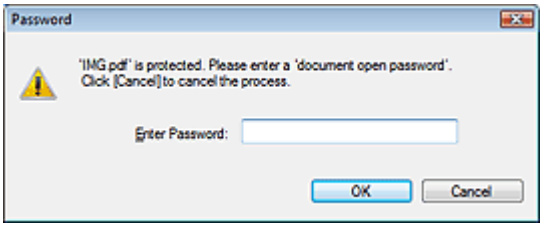


Note

- Only the Document Open Password will be required. The Permissions Password will not be required.
- If the Zoom in dialog box with a lock icon opens, click Enter Password.



2. The Password dialog box opens. Enter the password and click OK.



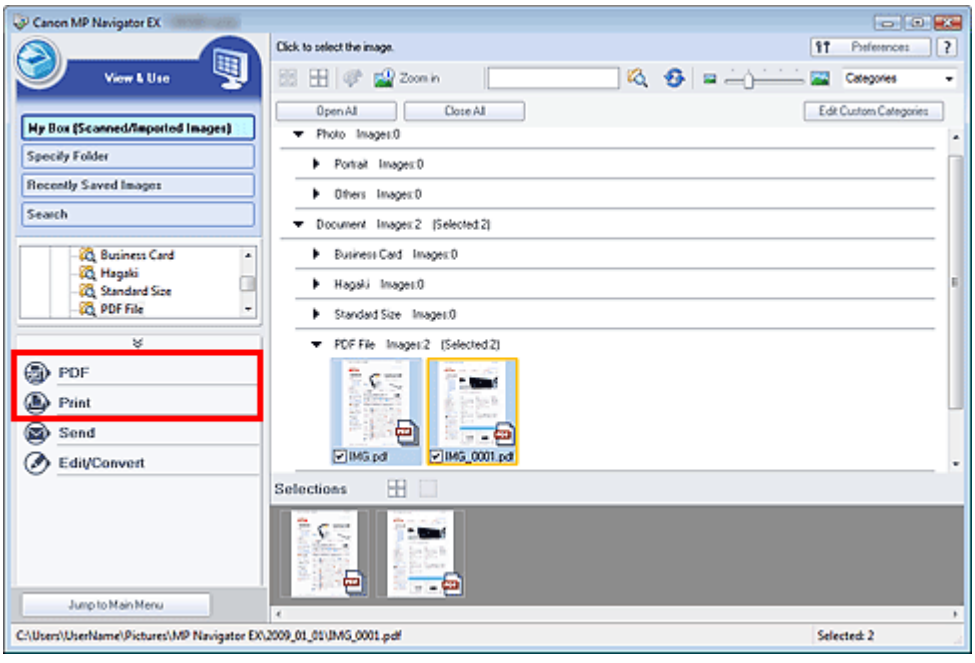
The PDF file opens in the Zoom in dialog box.

Note

- To reopen the file after closing the Zoom in dialog box, re-enter the password.

Entering a Password (Permissions Password) to Edit or Print a File

1. In the View & Use window, select PDF files and click PDF or Print.



2. To create a PDF file or edit the file, select Create/Edit PDF file on the list. To print the file, click Print Document.

In the Password dialog box, you will be prompted to enter a password.

Note

- If the Document Open Password is set as well, the Document Open Password will be required, then the Permissions Password will be required.

3. Enter the password and click OK.

The corresponding dialog box opens.

Important

- If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.
  ➡ Setting Passwords for PDF Files

Related Topic

▶ Setting Passwords for PDF Files

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MP Navigator EX

MP Navigator EX Screens

Learn about the screens and functions of MP Navigator EX.

Scan/Import Documents or Images Tab

- Photos/Documents (Platen) Screen (Scan/Import Window)
  - Scan Settings Dialog Box (Photos/Documents)
  - Save Dialog Box
  - Save as PDF file Dialog Box
- Stack of Documents (ADF) Screen (Scan/Import Window)
  - Scan Settings Dialog Box (Stack of Documents (ADF))

View & Use Images on your Computer Tab

- View & Use Window
  - Create/Edit PDF file Window
  - Print Document Dialog Box
  - Print Photo Dialog Box
  - Send via E-mail Dialog Box
  - Correct/Enhance Images Window

Custom Scan with One-click Tab / One-click Mode Screen

- Save Dialog Box (One-click Mode Screen)
- PDF Dialog Box
- Mail Dialog Box
- OCR Dialog Box
- Custom Dialog Box

Preferences Dialog Box

- General Tab
- Scanner Button Settings Tab (Save)
- Scanner Button Settings Tab (Attach to E-mail)
- Scanner Button Settings Tab (Open with Application)

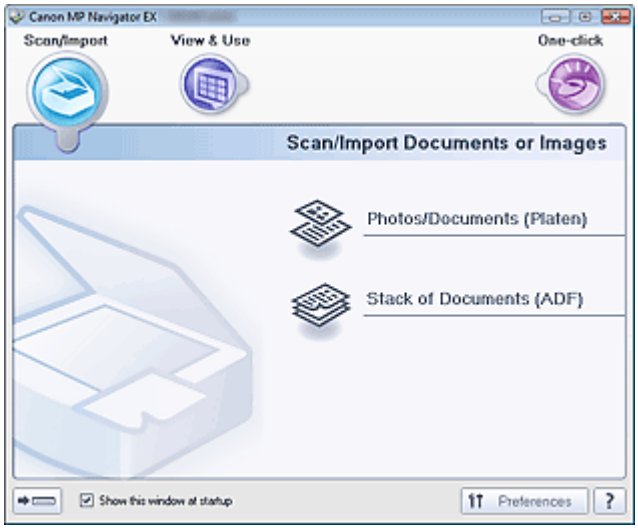
Page top

MP Navigator EX

Navigation Mode Screen

This is one of the startup screens of MP Navigator EX.

Point to the icon at the top of the screen to display each tab. Use each tab depending on what you want to do.



- **Scan/Import**

  Scan Photos and Documents.
  ➡Scan/Import Documents or Images Tab
- **View & Use**

  You can open images saved on a computer and print them or attach them to e-mail. You can also edit them using an application that accompanies the machine.
  ➡View & Use Images on your Computer Tab
- **One-click**

  You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
  ➡Custom Scan with One-click Tab
- **(Switch Mode)**

  Switches to One-click Mode screen. In the One-click Mode screen, you can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
  ➡One-click Mode Screen
- **Show this window at startup**

  Select this checkbox to open the Main Menu at startup. If this checkbox is not selected, the last used screen appears.
-

Preferences

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡Preferences Dialog Box
- **(Guide)**

  Opens this guide.

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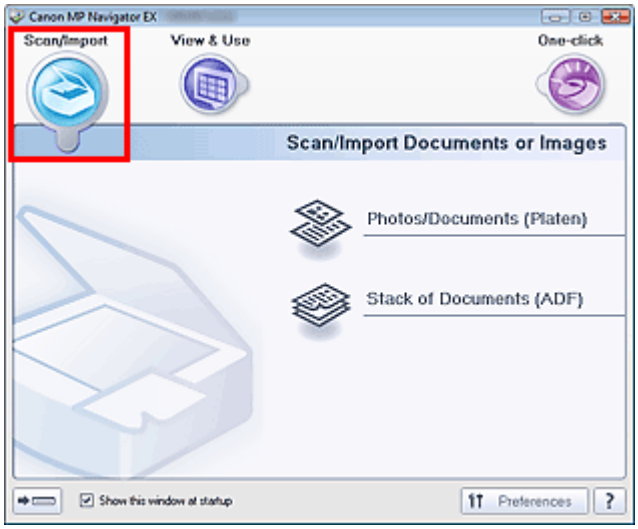
MP Navigator EX

Scan/Import Documents or Images Tab

Point to Scan/Import in the Navigation Mode screen to display the Scan/Import Documents or Images tab.

Scan Photos and Documents.



- **Photos/Documents (Platen)**

  Opens the Scan/Import window. Scan photos and documents placed on the Platen.
  ➡Photos/Documents (Platen) Screen (Scan/Import Window)
- **Stack of Documents (ADF)**

  Opens the Scan/Import window. Place multiple documents on the ADF (Auto Document Feeder) and scan at one time.
  ➡Stack of Documents (ADF) Screen (Scan/Import Window)
- **(Switch Mode)**

  Switches to One-click Mode screen. In the One-click Mode screen, you can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
  ➡One-click Mode Screen
- **Show this window at startup**

  Select this checkbox to open the Main Menu at startup. If this checkbox is not selected, the last used screen appears.
- **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡Preferences Dialog Box
- **(Guide)**

  Opens this guide.

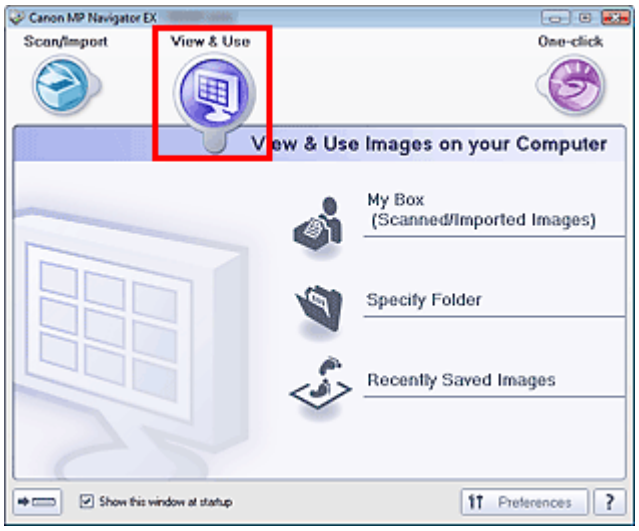
Page top

MP Navigator EX

View & Use Images on your Computer Tab

Point to View & Use in the Navigation Mode screen to display the View & Use Images on your Computer tab.

You can open images saved on a computer and print them or attach them to e-mail. You can also edit them using an application that accompanies the machine.



- **My Box (Scanned/Imported Images)**

  Opens the View & Use window with My Box (Scanned/Imported Images) selected.
  You can open and use images saved in My Box.
  My Box is a specific folder for saving images scanned with MP Navigator EX.

  Note

  - The following folders are specified by default.
    Windows Vista: MP Navigator EX folder in Picture folder
    Windows XP: MP Navigator EX folder in My Pictures folder
    Windows 2000: MP Navigator EX folder in My Pictures folder

- **Specify Folder**

  Opens the View & Use window with Specify Folder selected.
  You can open and use images saved in specific folders.

- **Recently Saved Images**

  Opens the View & Use window with Recently Saved Images selected.
  You can open and use "Scanned/Imported Images" and images that have been "Attached to E-mail" or "Sent to Application" recently.
  View & Use Window

- **(Switch Mode)**

  Switches to One-click Mode screen. In the One-click Mode screen, you can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.
  One-click Mode Screen

- **Show this window at startup**

  Select this checkbox to open the Main Menu at startup. If this checkbox is not selected, the last used screen appears.

- Preferences **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  Preferences Dialog Box

- **(Guide)**

  Opens this guide.

Related Topic

▶ Opening Images Saved on a Computer

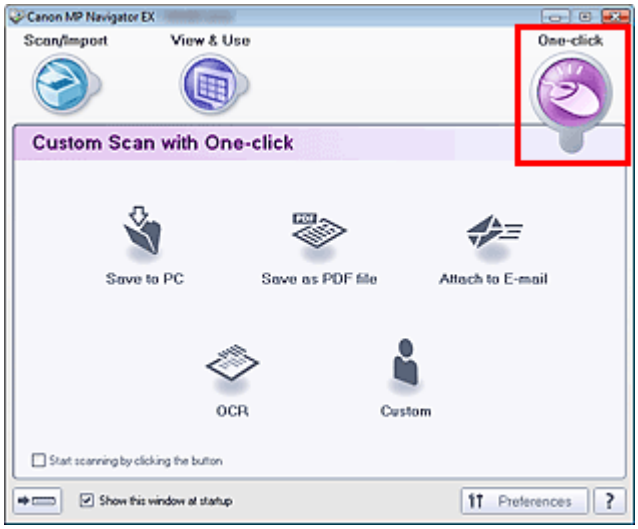
Page top

MP Navigator EX

Custom Scan with One-click Tab

Point to One-click in the Navigation Mode screen to display the Custom Scan with One-click tab.

You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.



- **Save to PC**

  Scan and save documents. Document type is automatically detected. File format is automatically set. Files are saved to a computer.
  When you click this icon, the Save dialog box opens and you can specify the scan/save settings.
  ➡ Save Dialog Box (One-click Mode Screen)

- **Save as PDF file**

  Scan documents and save them as PDF files.
  When you click this icon, the PDF dialog box opens and you can specify the scan/save and application settings.
  ➡ PDF Dialog Box

- **Attach to E-mail**

  Scan documents or photos and attach them to e-mail.
  When you click this icon, the Mail dialog box opens and you can specify the scan/save and e-mail software program settings.
  ➡ Mail Dialog Box

- **OCR**

  Scan text documents then extract text in the image and display it in Notepad (included with Windows).
  When you click this icon, the OCR dialog box opens and you can specify the scan/save settings.
  ➡ OCR Dialog Box

  Note

  - For further procedures, refer to the application's manual.

- **Custom**

  Scan documents and open them in a specified application. Document type is automatically detected.
  When you click this icon, the Custom dialog box opens and you can specify the scan/save and application settings.
  ➡ Custom Dialog Box

  Note

  - For further procedures, refer to the application's manual.

- **Start scanning by clicking the button**

  Select this checkbox and click an icon to start scanning immediately.

- **(Switch Mode)**

  Switches to One-click Mode. The One-click Mode screen appears.
  One-click Mode Screen
- **Show this window at startup**

  Select this checkbox to open the Main Menu at startup. If this checkbox is not selected, the last used screen appears.
- **Preferences**

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  Preferences Dialog Box
- **(Guide)**

  Opens this guide.

Important

- The following restrictions apply when you scan with Document Type set to Auto Mode in the Save or Custom dialog box.
  When you want to convert text in the scanned image to text data, specify Document Type (do not select Auto Mode).

Related Topic

Easy Scanning with One-click

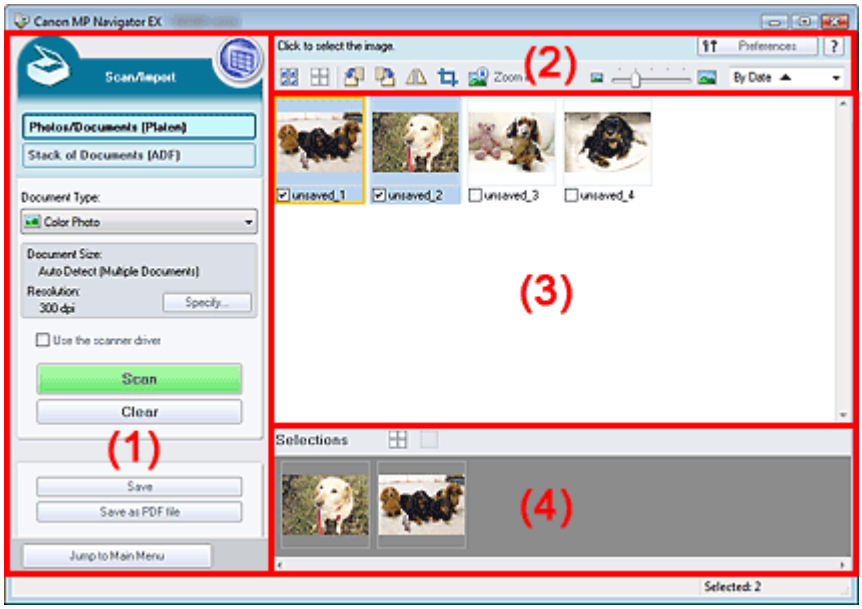
Page top

MP Navigator EX

Photos/Documents (Platen) Screen (Scan/Import Window)

Point to Scan/Import in the Navigation Mode screen and click Photos/Documents (Platen).

Open this window to scan documents from the Platen.



(1) Settings and Operation Buttons

(2) Toolbar

(3) Thumbnail Window

(4) Selected Images Area

Settings and Operation Buttons

- **(View & Use)**

  Click this when you want to open images and PDF files saved on your computer. The View & Use window opens.

  ➡View & Use Window

- **Photos/Documents (Platen)**

  Displays the screen for scanning photos, documents, magazines and other printed materials.

- **Stack of Documents (ADF)**

  Click this when you want to scan multiple documents at one time from the ADF (Auto Document Feeder). The screen for scanning from the ADF appears.

  ➡Stack of Documents (ADF) Screen (Scan/Import Window)

- **Document Type**

  Select the type of document to be scanned.
  Scanning photos: Color Photo or Black and White Photo
  Scanning text documents: Color Document, Black and White Document or Text(OCR)
  Scanning magazines: Magazine(Color)

  Important

  - You cannot select Document Type if the Use the scanner driver checkbox is selected.

- **Specify...**

  Specify the document size, resolution, and other advanced scan settings.

  ➡Scan Settings Dialog Box (Photos/Documents)

Important

- Specify... is not available if the Use the scanner driver checkbox is selected.

- **Use the scanner driver**

  Select this checkbox when you want to scan with ScanGear (scanner driver). Use ScanGear (scanner driver) to correct images and adjust colors when scanning.

- **Scan**

  Scanning starts.

  Note

  - This button changes to Open Scanner Driver when you select the Use the scanner driver checkbox.

- **Open Scanner Driver**

  ScanGear (scanner driver) starts.
  See "ScanGear (Scanner Driver) Screens" for details on ScanGear (scanner driver) screens.

  Note

  - This button changes to Scan when you deselect the Use the scanner driver checkbox.

- **Clear**

  Delete all images in the Thumbnail window.

  Note

  - Images not saved on a computer will be deleted. To keep important images, use Save or other methods to save them to a computer before clicking Clear.

- **Save**

  Save the selected images. Click to open the Save dialog box and specify the save settings.
  ➡ Save Dialog Box

- **Save as PDF file**

  Save the selected images as PDF files. Click to open the Save as PDF file dialog box and specify the save settings.
  ➡ Save as PDF file Dialog Box

-

Jump to Main Menu

  Jumps to the Main Menu.

Toolbar

-

Preferences

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡ Preferences Dialog Box

- **(Guide)**

  Opens this guide.

- **Edit Tools**

  - **(Select All)**

    Selects all images in the Thumbnail window.

  - **(Cancel All)**

    Cancels all image selections in the Thumbnail window.

  - **(Rotate Left)**

    Rotates the target image (outlined in orange) 90 degrees counter-clockwise.

  - **(Rotate Right)**

Rotates the target image (outlined in orange) 90 degrees clockwise.

- **(Invert)**

  Inverts the target image (outlined in orange) horizontally.

- **(Trimming)**

  Trims the target image (outlined in orange) in the Thumbnail window. Trimming is the act of selecting the area you want to keep in a photo and discarding the rest. Click this button to open the Crop window and specify the trimming frame.

- **Zoom in**

  Enlarges the target image (outlined in orange). You can also enlarge the image by double-clicking it.

- **(Display Size)**

  Changes the size of images in the Thumbnail window.

-

(Sort by)

  Sorts the images in the Thumbnail window by category or by date (ascending or descending).

Thumbnail Window

- **Thumbnail Window**

  Images scanned from the Platen are displayed.
  When you select the checkbox of an image, the image appears in the Selected Images area.

Note

- Thumbnails may appear as "?" when there is not enough memory to display the images.

When Images are Sorted by Categories

-

Open All

  Displays all images.

-

Close All

  Hides all images.

Selected Images Area

- **(Cancel All)**

  Cancels the selection of all images in the Selected Images area.

- **(Cancel Selection)**

  Cancels the selection of the target image (outlined in orange) in the Selected Images area.

- **Selected Images Area**

  Images selected in the Thumbnail window are displayed.

Related Topic

▶ Scanning Photos and Documents

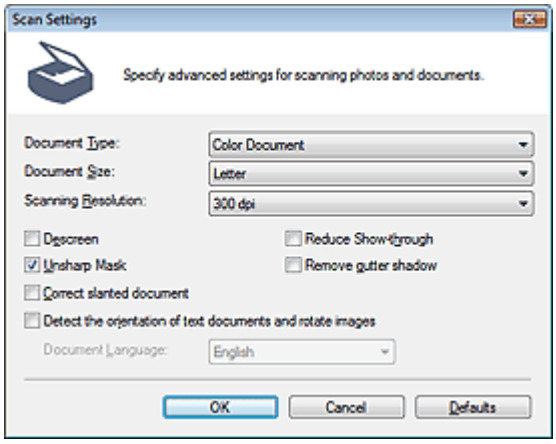
Page top

MP Navigator EX

Scan Settings Dialog Box (Photos/Documents)

The Scan Settings dialog box opens when you click Specify... in the Scan/Import window.

In the Scan Settings dialog box, you can make advanced scan settings.



- **Document Type**

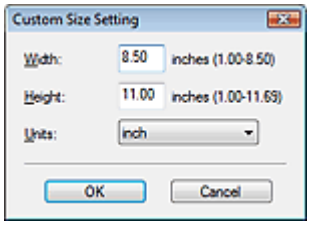
  Select the type of document to be scanned.
  Scanning photos: Color Photo or Black and White Photo
  Scanning text documents: Color Document, Black and White Document or Text(OCR)
  Scanning magazines: Magazine(Color)

  Important

  - To scan correctly, select a document type that matches the document to be scanned.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.



  Important

  - When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow of the Platen.
  - You cannot select Auto Detect (Multiple Documents) or Auto Detect when Document Type is Text(OCR).

- **Scanning Resolution**

  Select the resolution at which to scan documents.
  Resolution

  Note

  - The following scanning resolutions can be specified when Document Type is Text(OCR).
    300 dpi / 400 dpi

- **Descreen**

Select this checkbox to reduce moire patterns.
Printed photos and pictures 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. Descreen is the function for reducing this moire effect.

Important

- You cannot select this checkbox when Document Type is Color Photo, Black and White Photo or Text(OCR).

Note

- Scanning takes longer than usual when you enable Descreen.

- **Unsharp Mask**

  Select this checkbox to emphasize the outline of the subjects and sharpen the image.

  Important

  - You cannot select this checkbox when Document Type is Text(OCR).

- **Reduce Show-through**

  Select this checkbox to sharpen text in a document or reduce show-through in newspapers.

  Important

  - You cannot select this checkbox when Document Type is Color Photo, Black and White Photo or Text(OCR).

  Note

  - Select this checkbox when Document Type is text document and show-through is apparent in the scanned image.

- **Remove gutter shadow**

  Select this checkbox to correct shadows that appear between pages when scanning open booklets.

  Important

  - You cannot select this checkbox when Document Size is Auto Detect, Auto Detect (Multiple Documents) or Stitch Assist.
  - Align the document correctly with the marks on the Platen.

  Note

  - Use ScanGear's Advanced Mode tab to correct gutter shadows when scanning non-standard size documents or when custom cropping frames are set.
    For details, see Gutter Shadow Correction in " Image Settings" (ScanGear's Advanced Mode tab).

- **Correct slanted document**

  Select this checkbox to detect the scanned text and correct the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

  Important

  - You cannot select this checkbox when Document Type is Color Photo or Black and White Photo.
  - You cannot select this checkbox when Document Size is Stitch Assist.
  - The inclination of the following types of documents may not be corrected, as 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 or hand-written text
    - Documents containing both vertical and horizontal lines (tables)

  Note

  - Scanning takes longer than usual when you enable Correct slanted document.

- **Detect the orientation of text documents and rotate images**

  Select this checkbox to detect the orientation of the document from the scanned text and rotate the

scanned image to the correct orientation. Select the language of the document to be scanned in Document Language.

Important

- You cannot select this checkbox when Document Type is Color Photo or Black and White Photo.
- You cannot select this checkbox when Document Size is Stitch Assist.
- This function may not work properly depending on the document language. Only text documents written in languages that can be selected from Document Language are supported.
- The orientation of the following types of documents may not be corrected, as the text cannot be detected correctly. In that case, select the scanned image in the Thumbnail window of the " Photos/Documents (Platen) Screen (Scan/Import Window) " and rotate it with Edit Tools.
  - 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

Note

- Scanning takes longer than usual when you enable Detect the orientation of text documents and rotate images.

- **Document Language**

  Select the language of the document to be scanned.

  Important

  - You cannot select this checkbox when Document Type is Color Photo or Black and White Photo.
  - You cannot select this checkbox when Document Size is Stitch Assist.

- **Defaults**

  Restores the default settings.

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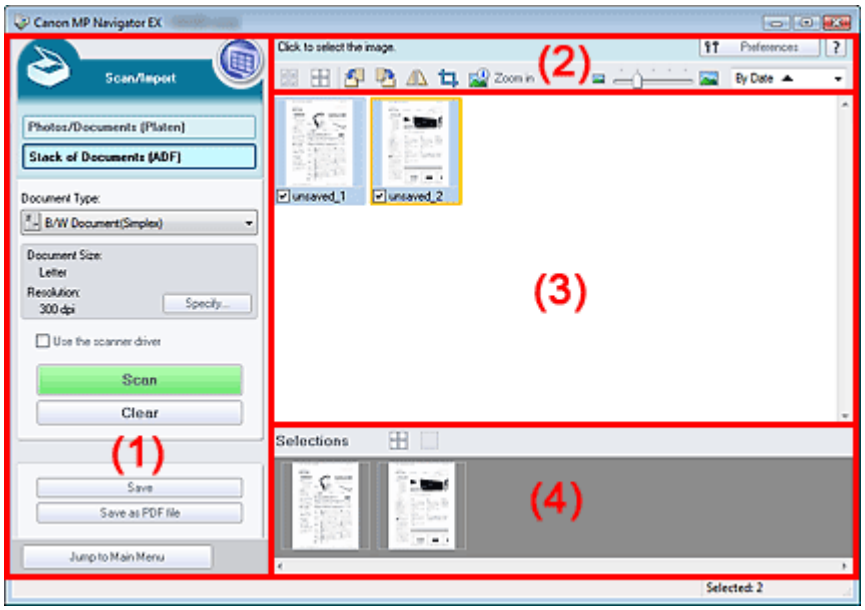
MP Navigator EX

Stack of Documents (ADF) Screen (Scan/Import Window)

Point to Scan/Import in the Navigation Mode screen and click Stack of Documents (ADF).

Open this window to scan documents from the ADF (Auto Document Feeder).



(1) Settings and Operation Buttons

(2) Toolbar

(3) Thumbnail Window

(4) Selected Images Area

Settings and Operation Buttons

- **(View & Use)**

  Click this when you want to open images and PDF files saved on your computer. The View & Use window opens.

  ➡View & Use Window

- **Photos/Documents (Platen)**

  Click this when you want to scan photos, documents, magazines and other printed materials. The screen for scanning photos and documents appears.

  ➡Photos/Documents (Platen) Screen (Scan/Import Window)

- **Stack of Documents (ADF)**

  Displays the screen for scanning multiple documents at one time from the ADF (Auto Document Feeder).

- **Document Type**

  Select the type of document to be scanned.
  When scanning one side of each document: Color Document(Simplex), B/W Document(Simplex) or Text(Simplex)
  When scanning both sides of each document: Color Document(Duplex), B/W Document(Duplex) or Text(Duplex)

  Important

  - You cannot select Document Type if the Use the scanner driver checkbox is selected.

- **Specify...**

Specify the document size, resolution, and other advanced scan settings.
➡Scan Settings Dialog Box (Stack of Documents (ADF))

Important

- Specify... is not available if the Use the scanner driver checkbox is selected.

- **Use the scanner driver**

  Select this checkbox when you want to scan with ScanGear (scanner driver). Use ScanGear (scanner driver) to correct images and adjust colors when scanning.

- **Scan**

  Scanning starts.

  Note

  - This button changes to Open Scanner Driver when you select the Use the scanner driver checkbox.

- **Open Scanner Driver**

  ScanGear (scanner driver) starts.
  See "ScanGear (Scanner Driver) Screens" for details on ScanGear (scanner driver) screens.

  Note

  - This button changes to Scan when you deselect the Use the scanner driver checkbox.

- **Clear**

  Delete all images in the Thumbnail window.

  Note

  - Images not saved on a computer will be deleted. To keep important images, use Save or other methods to save them to a computer before clicking Clear.

- **Save**

  Save the selected images. Click to open the Save dialog box and specify the save settings.
  ➡Save Dialog Box

- **Save as PDF file**

  Save the selected images as PDF files. Click to open the Save as PDF file dialog box and specify the save settings.
  ➡Save as PDF file Dialog Box

-

Jump to Main Menu

  Jumps to the Main Menu.

Toolbar

-

Preferences

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡Preferences Dialog Box

- **(Guide)**

  Opens this guide.

- **Edit Tools**

  - **(Select All)**

    Selects all images in the Thumbnail window.

  - **(Cancel All)**

    Cancels all image selections in the Thumbnail window.

  - **(Rotate Left)**

Rotates the target image (outlined in orange) 90 degrees counter-clockwise.

- **(Rotate Right)**

  Rotates the target image (outlined in orange) 90 degrees clockwise.

- **(Invert)**

  Inverts the target image (outlined in orange) horizontally.

- **(Trimming)**

  Trims the target image (outlined in orange) in the Thumbnail window. Trimming is the act of selecting the area you want to keep in a photo and discarding the rest. Click this button to open the Crop window and specify the trimming frame.

- **Zoom in**

  Enlarges the target image (outlined in orange). You can also enlarge the image by double-clicking it.

- **(Display Size)**

  Changes the size of images in the Thumbnail window.

-

(Sort by)

  Sorts the images in the Thumbnail window by category or by date (ascending or descending).

Thumbnail Window

- **Thumbnail Window**

  Images scanned from the ADF (Auto Document Feeder) are displayed.
  When you select the checkbox of an image, the image appears in the Selected Images area.

Note

- Thumbnails may appear as "?" when there is not enough memory to display the images.

When Images are Sorted by Categories

-

Open All

  Displays all images.

-

Close All

  Hides all images.

Selected Images Area

- **(Cancel All)**

  Cancels the selection of all images in the Selected Images area.

- **(Cancel Selection)**

  Cancels the selection of the target image (outlined in orange) in the Selected Images area.

- **Selected Images Area**

  Images selected in the Thumbnail window are displayed.

Related Topic

▶ Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

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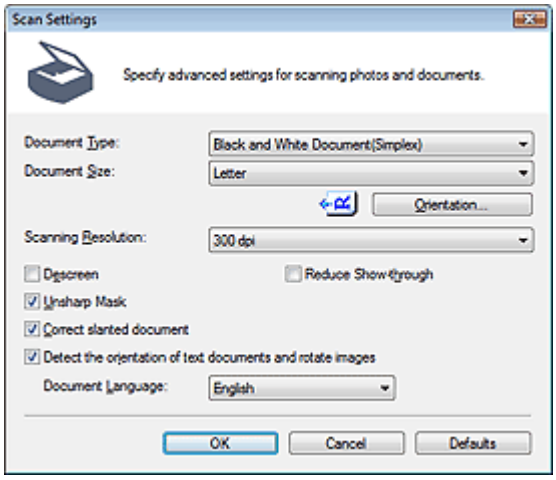
MP Navigator EX

Scan Settings Dialog Box (Stack of Documents (ADF))

The Scan Settings dialog box opens when you click Specify... in the Scan/Import window.

In the Scan Settings dialog box, you can make advanced scan settings.



- **Document Type**

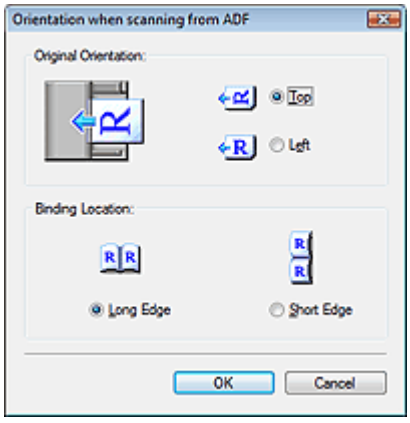
  Select the type of document to be scanned.
  When scanning one side of each document: Color Document(Simplex), Black and White Document(Simplex) or Text(Simplex)
  When scanning both sides of each document: Color Document(Duplex), Black and White Document(Duplex) or Text(Duplex)

- **Document Size**

  Select the size of the document to be scanned.

- **Orientation...**

  Specify the orientation and stapling side of the documents to be scanned.
  Click to open the Orientation when scanning from ADF dialog box.



Important

- Binding Location cannot be specified when a simplex type such as Color Document(Simplex) is selected for Document Type.

- **Scanning Resolution**

  Select the resolution at which to scan documents.
  Resolution

Note

- The following scanning resolutions can be specified when Document Type is Text(Simplex) or

Text(Duplex).
300 dpi / 400 dpi

- **Descreen**

  Select this checkbox to reduce moire patterns.
  Printed photos and pictures 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. Descreen is the function for reducing this moire effect.

  Important

  - You cannot select this checkbox when Document Type is Text(Simplex) or Text(Duplex).

  Note

  - Scanning takes longer than usual when you enable Descreen.

- **Unsharp Mask**

  Select this checkbox to emphasize the outline of the subjects and sharpen the image.

  Important

  - You cannot select this checkbox when Document Type is Text(Simplex) or Text(Duplex).

- **Reduce Show-through**

  Select this checkbox to sharpen text in a document or reduce show-through in newspapers.

  Important

  - You cannot select this checkbox when Document Type is Text(Simplex) or Text(Duplex).

  Note

  - Select this checkbox when Document Type is text document and show-through is apparent in the scanned image.

- **Correct slanted document**

  Select this checkbox to detect the scanned text and correct the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

  Important

  - The inclination of the following types of documents may not be corrected, as 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 or hand-written text
    - Documents containing both vertical and horizontal lines (tables)

  Note

  - Scanning takes longer than usual when you enable Correct slanted document.

- **Detect the orientation of text documents and rotate images**

  Select this checkbox to detect the orientation of the document from the scanned text and rotate the scanned image to the correct orientation. Select the language of the document to be scanned in Document Language.

  Important

  - This function may not work properly depending on the document language. Only text documents written in languages that can be selected from Document Language are supported.
  - The orientation of the following types of documents may not be corrected, as the text cannot be detected correctly. In that case, select the scanned image in the Thumbnail window of the " Stack of Documents (ADF) Screen (Scan/Import Window) " and rotate it with Edit Tools.
    - 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

Note

- Scanning takes longer than usual when you enable Detect the orientation of text documents and rotate images.

- **Document Language**

  Select the language of the document to be scanned.

- **Defaults**

  Restores the default settings.

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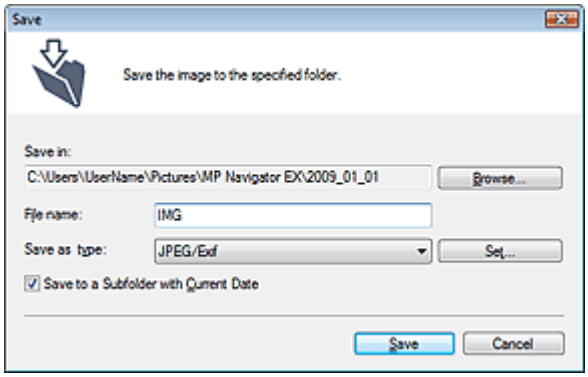
MP Navigator EX

Save Dialog Box

The Save dialog box opens when you click Save in the Scan/Import window.

In the Save dialog box, you can make settings for saving images to a computer.



- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **File name**

  Enter the file name of the image to be saved (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select JPEG/Exif, TIFF or BMP.

Important

- You cannot select JPEG/Exif when Document Type is Text(OCR), Text(Simplex) or Text(Duplex).

- **Set...**

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

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MP Navigator EX

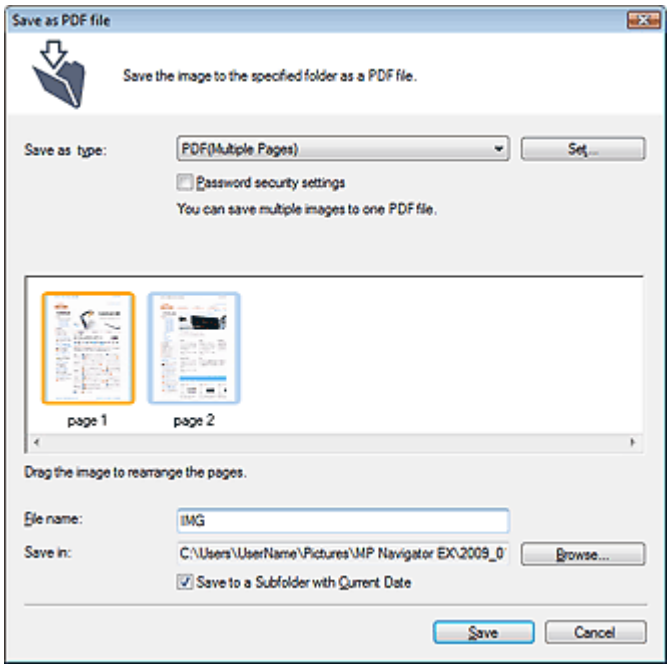
Save as PDF file Dialog Box

In the Save as PDF file dialog box, you can make advanced settings for saving scanned images as PDF files. You can save multiple documents as one PDF file or add pages to a PDF file created with MP Navigator EX.

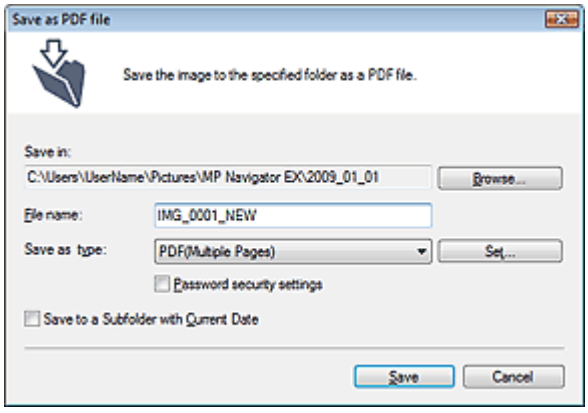
Important

- You cannot save images scanned at 10501 pixels or more in the vertical and horizontal directions.

Dialog box that opens when Save as PDF file in the Scan/Import window is clicked



Dialog box that opens when Save Selected Pages or Save All Pages is clicked in the Create/Edit PDF file window



- **Save as type**

  Select a PDF file type to save the scanned images.

  - **PDF**

    Save each of the selected images as a separate PDF file.

  - **PDF(Multiple Pages)**

    Save multiple images in one PDF file.

Note

- PDF(Multiple Pages) is displayed when multiple images are selected.

- **PDF(Add Page)**

  Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

  Important

  - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.
  - If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.
    Setting Passwords for PDF Files

- **Set...**

  Make advanced settings for creating PDF files. See " PDF Settings Dialog Box " for details.

- **Password security settings**

  Select this checkbox to open the Password Security -Settings dialog box in which you can set passwords for opening, editing and printing created PDF files.
  Setting Passwords for PDF Files

- **Add to**

  This is displayed when you select PDF(Add Page) for Save as type and specify the PDF file to which images are added. To change the file, click Browse... to specify another one.

  Important

  - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.

- **File name**

  Enter the file name of the image to be saved (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save in**

  Displays the folder in which to save the PDF files. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

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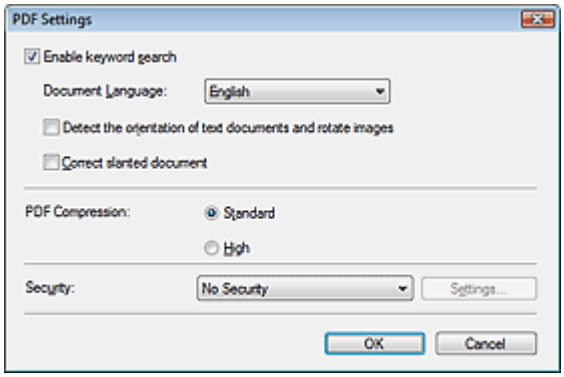
MP Navigator EX

PDF Settings Dialog Box

In the PDF Settings dialog box, you can specify the PDF compression type and other advanced settings for creating PDF files.



- **Enable keyword search**

  Select this checkbox to convert characters in a document to text data. This will enable an easy search by keyword.

- **Document Language**

  Select the language of the document to be scanned.

- **Detect the orientation of text documents and rotate images**

  Select this checkbox to detect the orientation of the document from the scanned text and rotate the scanned image to the correct orientation.

Important

- This function may not work properly depending on the document language. Only text documents written in languages that can be selected from Document Language are supported.
- The orientation of the following types of documents may not be corrected, as 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

- **Correct slanted document**

  Select this checkbox to detect the scanned text and correct the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

Important

- The inclination of the following types of documents may not be corrected, as 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 or hand-written text
  - Documents containing both vertical and horizontal lines (tables)

- **PDF Compression**

  Select a compression type for saving.

  - **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

- Highly compressed PDF images may degrade if you repeatedly save them with high compression.

Note

- The following images can be compressed with high efficiency.
  - Images with resolutions within the range of 75 dpi to 600 dpi

- **Security**

Set passwords for opening, editing and printing the created PDF files.

Important

- In Windows 2000, Internet Explorer 5.5 Service Pack 2 or later is required to use this function.
- This function is not available when images are automatically saved after scanning, such as when scanning from the One-click Mode screen or scanning using the Operation Panel of the machine.

Note

- Select Password Security and set passwords in the Password Security -Settings dialog box.
  Setting Passwords for PDF Files

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MP Navigator EX

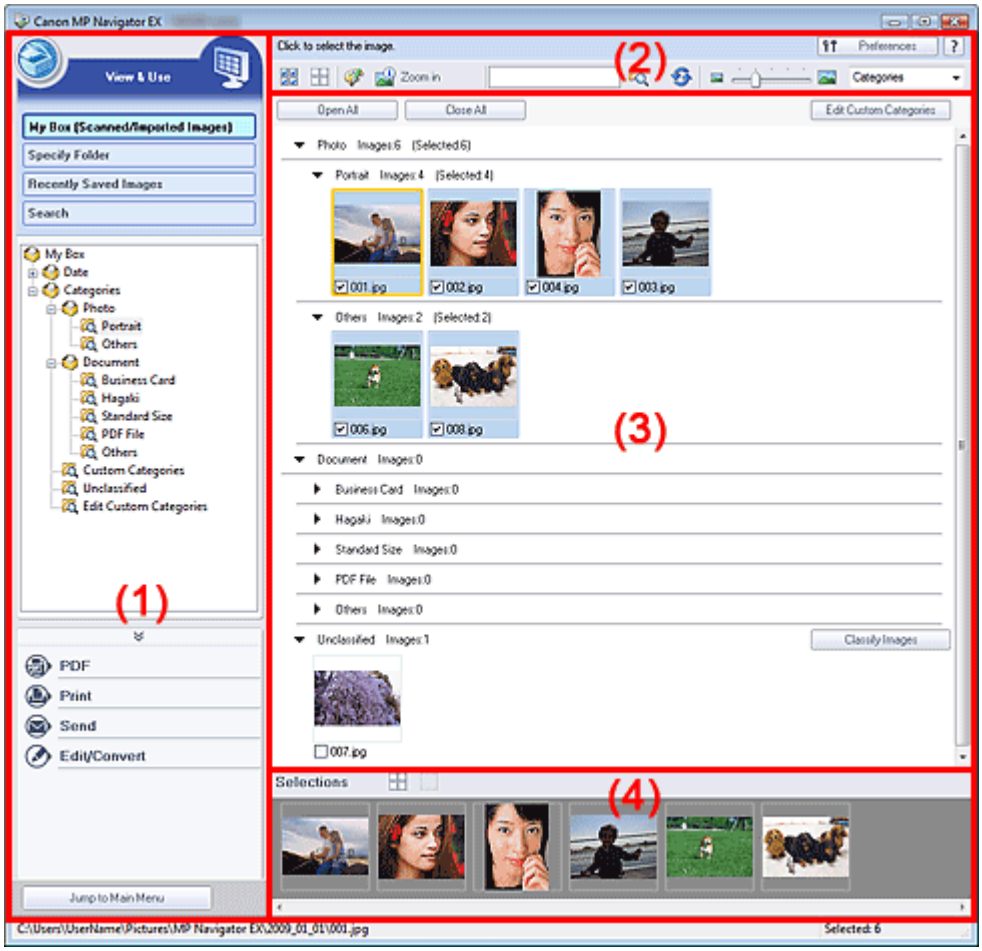
View & Use Window

In the Navigation Mode screen, point to View & Use and click My Box (Scanned/Imported Images), Specify Folder or Recently Saved Images.

Open this window to display or use scanned images or images saved on a computer.

Important

- For PDF files, only those created with MP Navigator EX are displayed. You cannot display PDF files created with other applications. PDF files edited in other applications cannot be displayed as well.



(1) Settings and Operation Buttons

(2) Toolbar

(3) Thumbnail Window

(4) Selected Images Area

Settings and Operation Buttons

- **(Scan/Import)**

  Click this when you want to scan photos, documents, magazines and other printed materials. The Scan/Import window opens.

  ➡ Photos/Documents (Platen) Screen (Scan/Import Window)

- **My Box (Scanned/Imported Images)**

  Displays folders of images (grouped by year, year/month, year/month/date and category) in My Box in tree view. Select a folder to display its contents in the Thumbnail window to the right.

Image date is the scanned, captured or updated date.

- **Specify Folder**

  Displays all hard disks and folders in tree view. Select a folder to display images in the Thumbnail window to the right.

- **Recently Saved Images**

  "Scanned/Imported Images" and images that have been "Attached to E-mail" or "Sent to Application" recently are displayed in tree view by date. Select a Year/Month/Day folder to display images by date in the Thumbnail window to the right.
  Image date is the scanned or sent date.

- **Search**

  The advanced search options opens.
  ➡Searching Images

- **Task Button Area**

  Specify what to do with the selected images. See the corresponding sections below for details on each button.
  ➡Creating/Editing PDF Files
  ➡Printing Documents
  ➡Printing Photos
  ➡Sending via E-mail
  ➡Editing Files

Note

- The buttons in the Task Button area are displayed when the corresponding applications are installed.

-

Jump to Main Menu

  Jumps to the Main Menu.

Toolbar

-

Preferences

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  ➡Preferences Dialog Box

- **(Guide)**

  Opens this guide.

- **Edit Tools**

  - **(Select All)**

    Selects all images in the Thumbnail window.

  - **(Cancel All)**

    Cancels all image selections in the Thumbnail window.

  - **(Image Correction/Enhancement)**

    Allows you to correct the target image (outlined in orange). Click this button to open the Correct/Enhance Images window in which you can correct/enhance images and also adjust the brightness, contrast, etc.
    ➡Correct/Enhance Images Window

    Important

    - Image correction/enhancement cannot be applied to PDF files or black and white binary files.

  - **Zoom in**

    Enlarges the target image (outlined in orange). You can also enlarge the image by double-clicking it. You can check all pages when you select a PDF file.

You can also check file information such as file name, date, size and security setting. A lock icon appears for PDF files with Document Open Password set.
Opening/Editing Password-protected PDF Files

- **(Search)**

  Enter a word or phrase included in the file name, Exif information or PDF text of the image you want to search for, then click (Search button). For Exif information, text in Maker, Model, Description and User Comment is searched.

  Note

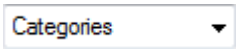
  - Search images in My Box (Scanned/Imported Images), Recently Saved Images or a selected folder and its subfolders.

- **(Refresh)**

  Refreshes the Thumbnail window contents.

- **(Display Size)**

  Changes the size of images in the Thumbnail window.

- 

(Sort by)

  Sorts the images in the Thumbnail window by category, date (ascending or descending) or name (ascending or descending).
  Images can be sorted by category only when My Box (Scanned/Imported Images) or Specify Folder is displayed.

Thumbnail Window

- **Thumbnail Window**

  Images scanned from the Platen are displayed.
  When you select the checkbox of an image, the image appears in the Selected Images area.

Important

- In Windows 2000, Internet Explorer 5.5 Service Pack 2 or later is required to open password-protected PDF files.

Note

- A lock icon appears for PDF files with Document Open Password set.
- Images may appear as "?" in the following cases.
  - Opening unsupported images
  - File size is too large and there is not enough memory to display the image
  - The file is corrupted

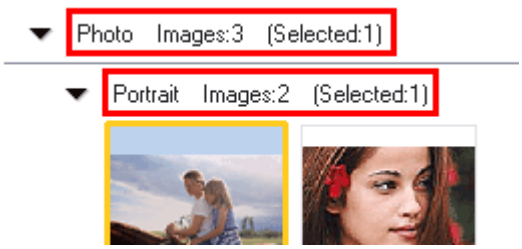
When Images are Sorted by Categories

Images scanned from the Platen are displayed by category.

Note

- Some images may not be detected correctly and thus may be classified into wrong categories. In that case, drag and drop an image and move it from one category to another.

- **Category name Images: N (Selected: n)**



  - **Category name**

    The following categories are provided.

Photos: Portrait, Others
Documents: Business Card, Hagaki, Standard Size, PDF File, Others
Custom categories: Displays your custom categories.
Unclassified: Displays images that have not yet been classified.

- **Images: N**

  The number of images classified into the category is displayed.

- **(Selected: n)**

  The number of images with the checkbox selected is displayed.

  Note

  - This portion is displayed only when one or more images are selected.

- Open All **Open All**

  Displays all images.

- Close All **Close All**

  Hides all images.

- Edit Custom Categories **Edit Custom Categories**

  When My Box (Scanned/Imported Images) or Specify Folder is displayed, the Edit Custom Categories dialog box opens.
  In the Edit Custom Categories dialog box, you can add/delete categories displayed in Custom Categories.
  See "Classifying Images into Categories" for details.

- Classify Images **Classify Images**

  Images imported from hard disks appear in Unclassified. Click Classify Images to classify them automatically.
  This button is displayed only when My Box (Scanned/Imported Images) or Specify Folder is displayed.

  Note

  - Classification may take time if there are many images to classify.

Selected Images Area

- **(Cancel All)**

  Cancels the selection of all images in the Selected Images area.

- **(Cancel Selection)**

  Cancels the selection of the target image (outlined in orange) in the Selected Images area.

- **Selected Images Area**

  Images selected in the Thumbnail window are displayed.

Related Topic

▶ Opening Images Saved on a Computer

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MP Navigator EX

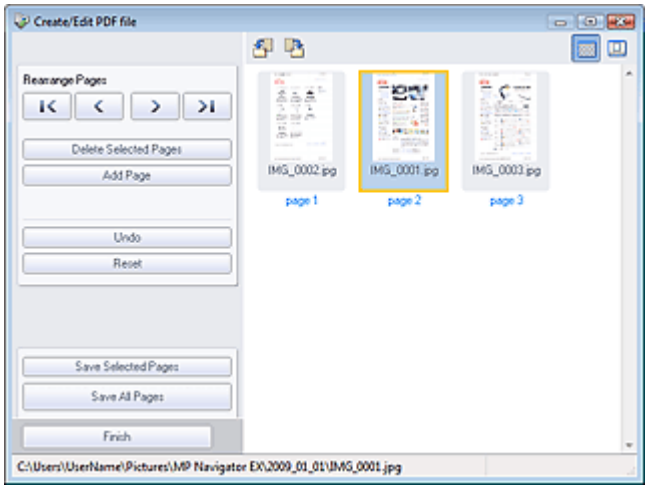
Create/Edit PDF file Window

Click PDF in the View & Use window, then click Create/Edit PDF file on the list to open the Create/Edit PDF file window.

In the Create/Edit PDF file window, you can add/delete pages and rearrange the page order of PDF files created with MP Navigator EX.

Important

- You cannot save images scanned at 10501 pixels or more in the vertical and horizontal directions.
- If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.
  Setting Passwords for PDF Files



- **Rearrange Pages**

  You can move the selected image (outlined in orange).

  - Moves the selected image to the top.

  - Moves the selected image up one page.

  - Moves the selected image down one page.

  - Moves the selected image to the end.

  ### Note

  - You can also drag and drop the image to rearrange the order.

- **Delete Selected Pages**

  Deletes the selected image.

- **Add Page**

  Allows you to select and add an existing PDF file.

  ### Note

  - A password will be required to add a password-protected PDF file.

- **Undo**

  Cancels the latest change made.
- **Reset**

  Cancels all the changes made.
- **Save Selected Pages**

  Opens the Save as PDF file dialog box. Specify the save settings. Only the selected page is saved.

  Note

  - When multiple pages are selected, a multiple-page PDF file is created.
  - See "Save as PDF file Dialog Box" for details on the Save as PDF file dialog box.
- **Save All Pages**

  Opens the Save as PDF file dialog box. Specify the save settings. All PDF files in the list will be saved as one PDF file.
- **Finish**

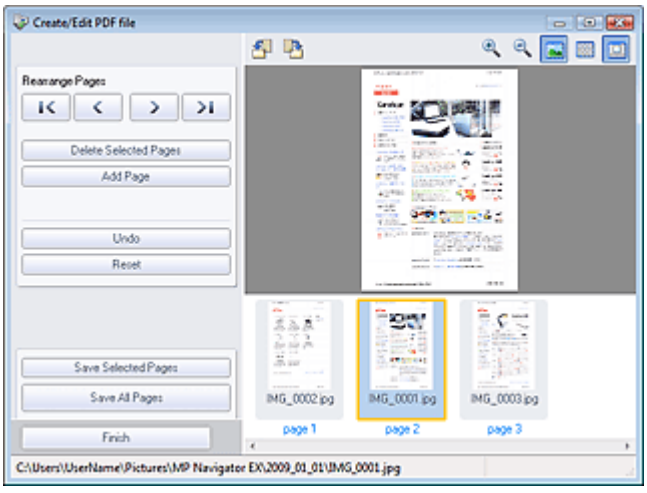
  Closes the Create/Edit PDF file window.
- **Toolbar**

  - **(Rotate Left)**

    Rotates the file 90 degrees counter-clockwise.
  - **(Rotate Right)**

    Rotates the file 90 degrees clockwise.
  - **(Preview Mode)**

    Switches to Preview Mode.
    The selected file appears in Preview.

  - **(Enlarge)**

    Enlarges the image displayed in Preview.
  - **(Reduce)**

    Reduces the image displayed in Preview.
  - **(Full-screen)**

    Enlarges/reduces the image to display it fully in Preview.
  - **(Thumbnail Mode)**

    Switches to Thumbnail Mode. Thumbnails of files are displayed.

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MP Navigator EX

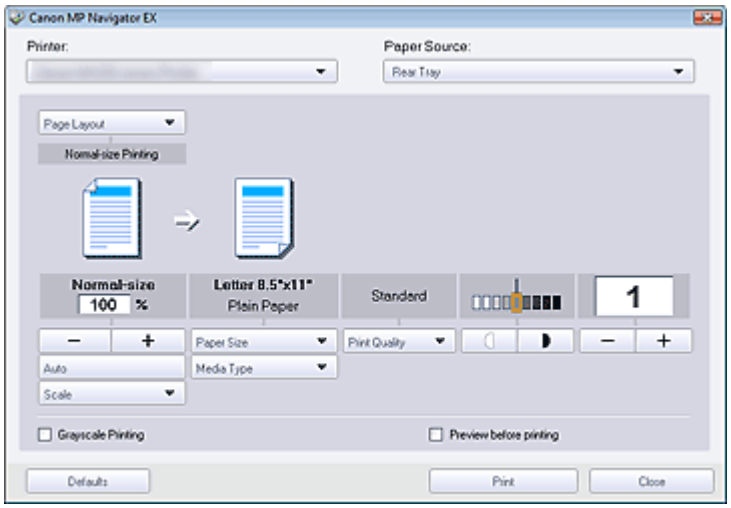
Print Document Dialog Box

Click Print in the View & Use window, then click Print Document on the list to open the Print Document dialog box.

In the Print Document dialog box, you can make advanced settings for printing multiple scanned images at one time.

Note

- The setting items in the Print Document dialog box vary by printer.



- **Printer**

  Select the printer to use.
- **Paper Source**

  Select paper source.
- **Page Layout**

  Select a print type.
  - **Normal-size Printing**

    Print one image per sheet.
  - **Scaled Printing**

    Print images at the selected scale (enlarged or reduced).
  - **Fit-to-Page Printing**

    Print an image at the paper size (enlarged or reduced).
  - **Borderless Printing**

    Print the image on an entire sheet of paper without margins.
  - **Page Layout Printing (2 on 1)**

    Layout and print two images on a sheet of paper.
  - **Page Layout Printing (4 on 1)**

    Layout and print four images on a sheet of paper.
- **Enlarge/Reduce**

  Enlarge or reduce images to print.

  - Print a reduced or enlarged image by specifying a scale in increments of 1%.

- **Auto**

  Scale is adjusted automatically according to the detected paper width and the selected paper size. Image may be printed rotated 90 degrees depending on its size.

- **Scale**

  Select a scale from the list.

Important

- At normal-size (100%), some images may be printed small or with some portions cropped. In that case, select Auto to resize the print in proportion to the paper size.

- **Paper Size**

  Select the size of paper for printing. Match the size to the size of the paper set in the machine.

Note

- Selectable paper sizes depend on the selected printer.

- **Media Type**

  Select the type of paper for printing. Print quality may be fixed depending on the paper type.

Note

- Selectable paper types depend on the selected printer.

- **Print Quality**

  Select the print quality.

- **Density**

  Click to select the print density.

- **Copies**

  Click to select the number of copies to be printed.

- **Grayscale Printing**

  Select this checkbox to print the document in black and white.

- **Preview before printing**

  Select this checkbox to display the print result before printing.

- **Defaults**

  Restores the default settings.

- **Print**

  Start printing with the specified settings.

Note

- To cancel while spooling, click Cancel. To cancel while printing, select the printer icon on the taskbar and click Cancel Printing.

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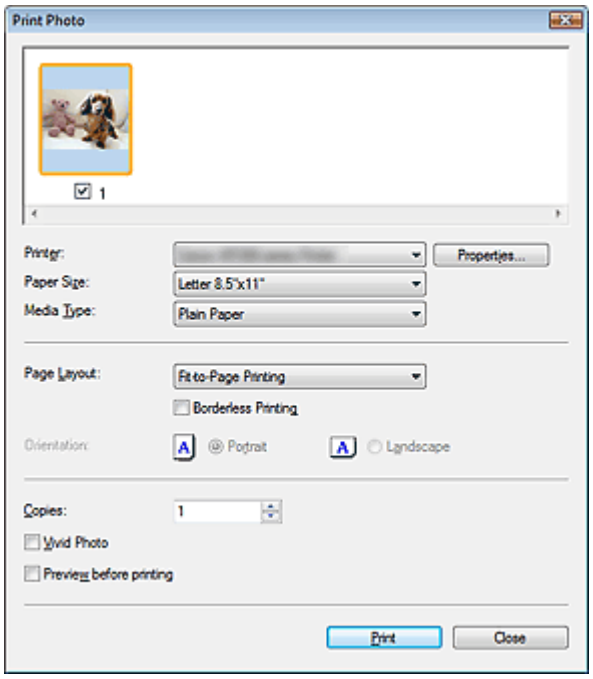
MP Navigator EX

Print Photo Dialog Box

Click Print in the View & Use window, then click Print Photo on the list to open the Print Photo dialog box.

Important

- The Print Photo dialog box will not open if Easy-PhotoPrint EX is installed. Easy-PhotoPrint EX starts instead.
- PDF files cannot be printed.



Note

- Double-click an image to display it in a different window.

- **Printer**

  Select the printer to use.
- **Properties...**

  Displays the selected printer's advanced setting screen.
- **Paper Size**

  Select the size of paper for printing. Match the size to the size of the paper set in the machine.
- **Media Type**

  Select the type of paper for printing. Print quality may be fixed depending on the paper type.
- **Page Layout**

  Select a print type.
  - **Normal-size Printing**

    Print one image per sheet.
  - **Fit-to-Page Printing**

    Print an image at the paper size (enlarged or reduced).
- **Borderless Printing**

  Select this checkbox to print the image on an entire sheet of paper without margins.

Important

- Page Layout setting will be disabled when you select Borderless Printing.

- This setting is only available with printers that support borderless printing.

- **Orientation**

  Specify the print orientation.

  Important

  - This setting is available only when Page Layout is Normal-size Printing. For others, the image is automatically rotated according to the aspect ratio of the paper.

- **Copies**

  Specify the number of copies to print.

- **Vivid Photo**

  Select this checkbox to print the image in vivid colors.

- **Preview before printing**

  Select this checkbox to display the print result before printing.

- **Print**

  Starts printing.

  Note

  - Only the images in the Thumbnail window with the checkbox selected are printed.

- **Close**

  Closes the dialog box without printing the photo.

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MP Navigator EX

Send via E-mail Dialog Box

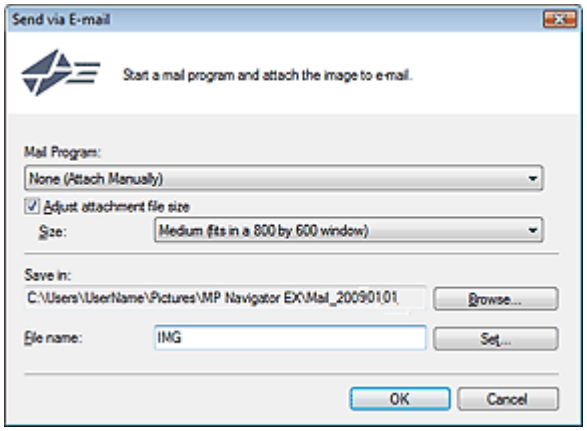
Click Send in the View & Use window, then click Attach to E-mail on the list to open the Send via E-mail dialog box.

In the Send via E-mail dialog box, you can make advanced settings for attaching images to e-mail.

Important

- MP Navigator EX is compatible with the following e-mail software programs:
  - Windows Mail (Windows Vista)
  - Outlook Express (Windows XP/Windows 2000)
  - Microsoft Outlook

  (If an e-mail software program does not operate properly, check that the program's MAPI is enabled. To enable MAPI, refer to the manual of the e-mail software program.)



- **Mail Program**

  The e-mail software program set up via Preferences in the Navigation Mode screen is displayed. Select the e-mail software program you want to use.

- **Adjust attachment file size**

  When Save as type is JPEG, selecting this checkbox allows you to resize the images. Select a size from Size.

- **Save in**

  Displays the folder in which to save the images. To change the folder, click Browse... to specify another one. If resized, the resized images are saved.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **File name**

  Enter the file name of the image to be attached (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Set...**

  You can specify a compression type for JPEG files.
  Select High(Low Compression), Standard or Low(High Compression).

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MP Navigator EX

Correct/Enhance Images Window

Click (Image Correction/Enhancement) in the View & Use window or click Fix photo images in the Task Button area to open the Correct/Enhance Images window.

In the Correct/Enhance Images window, you can make advanced settings including image correction/enhancement and brightness/contrast adjustment.

You can also display the source image and corrected image side by side for comparison.

Important

- Image correction/enhancement cannot be applied to PDF files or black and white binary files.

Note

- The Correct/Enhance Images window can also be opened by clicking (Image Correction/Enhancement) in the Zoom in dialog box.
- It may take a while to correct large images.

(1) Task Area

(2) Toolbar

Task Area

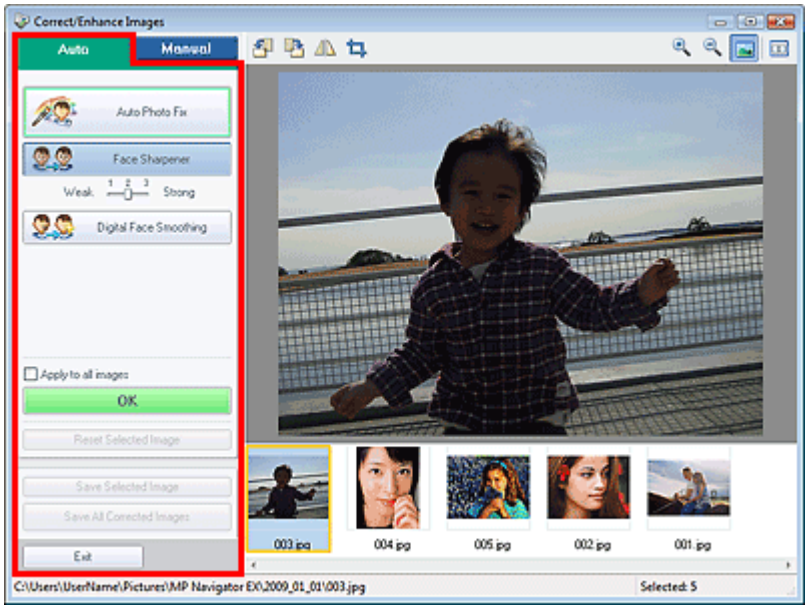
Available tasks and settings vary between the Auto and Manual tabs.

Click Auto or Manual to open the corresponding tab.

Auto Tab

Use the functions in the Auto tab to apply corrections and enhancements to the entire image.

See "Correcting/Enhancing Images Automatically " for details.



- **Auto Photo Fix**

  Applies automatic corrections suitable for photos.
- **Face Sharpener**

  Sharpens out-of-focus faces. You can adjust the effect level using the slider.
- **Digital Face Smoothing**

  Enhances skin beautifully by removing blemishes and wrinkles. You can adjust the effect level using the slider.
- **Apply to all images**

  Applies the correction to all images.
- **OK**

  Applies the selected effect to the selected image or all images.
- **Reset Selected Image**

  Cancels all corrections and enhancements applied to the selected image.
- **Save Selected Image**

  Saves the selected image.
- **Save All Corrected Images**

  Saves all the corrected images displayed in the thumbnail list.
- **Exit**

  Closes the Correct/Enhance Images window.

Manual Tab

Use Adjust to adjust brightness and contrast, or to sharpen the entire image.

Use Correct/Enhance to correct/enhance specific areas.

See "Correcting/Enhancing Images Manually " for details.

Adjustment

- **Brightness**

  Adjusts the overall image brightness.
  Move the slider to the left to darken and right to brighten the image.
- **Contrast**

  Adjusts the contrast of the image. Adjust the contrast when the image is flat due to lack of contrast.
  Move the slider to the left to decrease and right to increase the contrast of the image.
- **Sharpness**

  Emphasizes the outline of the subjects to sharpen the image. Adjust the sharpness when the photo is out of focus or text is blurred.
  Move the slider to the right to sharpen the image.
- **Blur**

  Blurs the outline of the subjects to soften the image.
  Move the slider to the right to soften the image.
- **Show-through Removal**

  Removes show-through of text from the reverse side or removes the base color. Adjust the show-through level to prevent text on the reverse side of thin document or the base color of the document from appearing on the image.
  Move the slider to the right to increase the show-through removal effect.
- **Defaults**

  Resets all adjustments (brightness, contrast, sharpness, blur, and show-through removal).
- **Reset Selected Image**

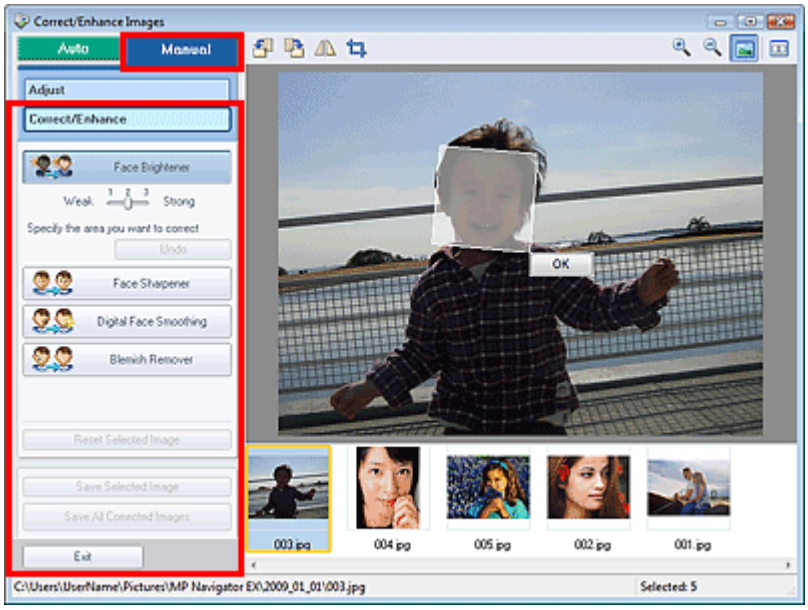
  Cancels all corrections, enhancements and adjustments applied to the selected image.
- **Save Selected Image**

  Saves the selected image.
- **Save All Corrected Images**

  Saves all the corrected images displayed in the thumbnail list.
- **Exit**

  Closes the Correct/Enhance Images window.

Correction/Enhancement



- **Face Brightener**

  Corrects the entire image so that the selected facial area is brightened. You can adjust the effect level using the slider.
- **Undo**

  Cancels the latest correction.
- **Face Sharpener**

  Corrects the entire image to sharpen the face. You can specify the area you want to apply the effect to. You can adjust the effect level using the slider.
- **Digital Face Smoothing**

  Enhances skin beautifully by removing blemishes and wrinkles. You can specify the area you want to apply the effect to. You can adjust the effect level using the slider.
- **Blemish Remover**

  Removes moles. You can specify the area you want to apply the effect to.
- **Reset Selected Image**

  Cancels all corrections, enhancements and adjustments applied to the selected image.
- **Save Selected Image**

  Saves the selected image.
- **Save All Corrected Images**

  Saves all the corrected images displayed in the thumbnail list.
- **Exit**

  Closes the Correct/Enhance Images window.
- **OK**

  Applies the selected effect to the specified area.

Toolbar

- **Toolbar**
  - **(Rotate Left)**

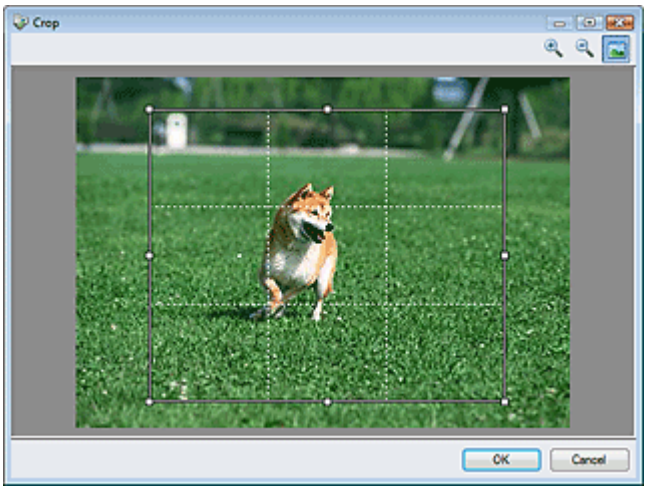
    Rotates the image 90 degrees counter-clockwise.
  - **(Rotate Right)**

    Rotates the image 90 degrees clockwise.
  - **(Invert)**

    Inverts the image horizontally.
  - **(Trimming)**

    Trimming is the act of selecting the area you want to keep in a photo and discarding the rest. In

the displayed window, drag the white frame to specify the trimming area. Move the cursor inside the white frame and drag to move the trimming area.



Note

- Place the main subjects along the broken white lines or at the intersections to create a balanced image.

- **(Enlarge)**

  Enlarges the displayed image.

- **(Reduce)**

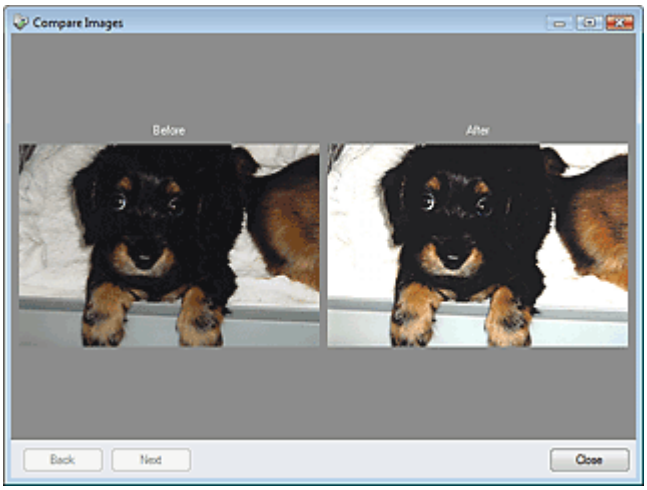
  Reduces the displayed image.

- **(Full-screen)**

  Enlarges/reduces the image to display it full-screen.

- **(Compare)**

  Opens the source image for comparison.
  The source image appears on the left and the corrected image appears on the right.



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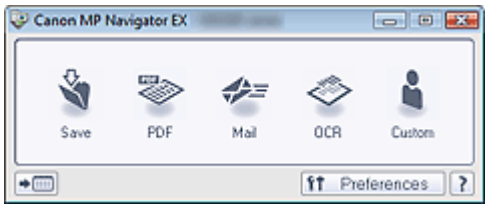
MP Navigator EX

One-click Mode Screen

Click (Switch Mode) at the bottom left of the Navigation Mode screen to display the One-click Mode screen.

You can complete from scanning to saving, etc. at one time by simply clicking the corresponding icon.



- **Save**

  Scan and save documents. Document type is automatically detected. File format is automatically set. Files are saved to a computer.
  When you click this icon, the Save dialog box opens and you can specify the scan/save settings.
  Save Dialog Box (One-click Mode Screen)

- **PDF**

  Scan documents and save them as PDF files.
  When you click this icon, the PDF dialog box opens and you can specify the scan/save and application settings.
  PDF Dialog Box

- **Mail**

  Scan documents or photos and attach them to e-mail.
  When you click this icon, the Mail dialog box opens and you can specify the scan/save and e-mail software program settings.
  Mail Dialog Box

- **OCR**

  Scan text documents then extract text in the image and display it in Notepad (included with Windows).
  When you click this icon, the OCR dialog box opens and you can specify the scan/save settings.
  OCR Dialog Box

  Note

  - For further procedures, refer to the application's manual.

- **Custom**

  Scan documents and open them in a specified application. Document type is automatically detected.
  When you click this icon, the Custom dialog box opens and you can specify the scan/save and application settings.
  Custom Dialog Box

  Note

  - For further procedures, refer to the application's manual.

- **(Switch Mode)**

  Switches to Navigation Mode. The Navigation Mode screen appears.
  Custom Scan with One-click Tab

-

Preferences

  The Preferences dialog box opens. In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions.
  Preferences Dialog Box

- **(Guide)**

Opens this guide.

Important

- The following restrictions apply when you scan with Document Type set to Auto Mode in the Save or Custom dialog box.
  When you want to convert text in the scanned image to text data, specify Document Type (do not select Auto Mode).

Related Topic

▶ Easy Scanning with One-click

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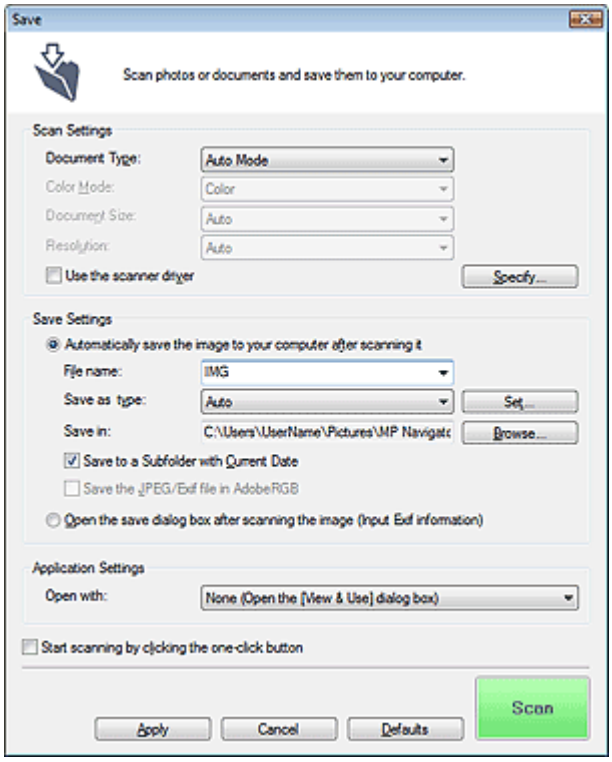
MP Navigator EX

Save Dialog Box (One-click Mode Screen)

Click Save to PC on the Custom Scan with One-click tab or click Save in the One-click Mode screen to open the Save dialog box.



Scan Settings

- **Document Type**

  Select the type of document to be scanned. When Auto Mode is selected, the document type is automatically detected. In that case, Color Mode, Document Size and Resolution are automatically set as well.

Important

- The following types of documents cannot be scanned correctly with Auto Mode. In that case, specify Document Type.
  - Documents other than photos, Hagaki, business cards, magazines, newspapers, text documents and CD/DVD
  - A4 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
  - Documents printed on thin white paper
  - Wide documents such as panoramic photos
- Reflective CD/DVD labels may not be scanned properly.
- Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.
  See "Placing Documents" for details on how to place documents.
- Scanning takes longer than usual when scanning from the ADF (Auto Document Feeder) for the first time with Auto Mode.
- When scanning two or more documents from the ADF (Auto Document Feeder), you cannot scan documents of different sizes at one time even if Auto Mode is set.

Note

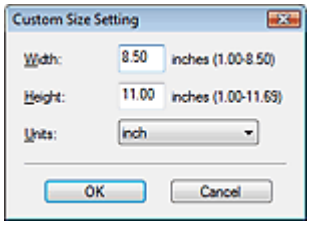
- To reduce moire, set Document Type to Magazine.

- **Color Mode**

  Select how to scan the document.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.



Important

- When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow of the Platen.

- **Resolution**

  Select the resolution at which to scan documents.
  Resolution

- **Use the scanner driver**

  Select this checkbox to display the ScanGear (scanner driver) screen and make advanced scan settings.
  Color Mode, Document Size, Resolution and other settings in the Save dialog box will be disabled.
  Specify these settings in the ScanGear (scanner driver) screen.

- **Specify...**

  Click to open the Scan Settings dialog box in which you can make advanced scan settings.
  Scan Settings Dialog Box

Save Settings

- **Automatically save the image to your computer after scanning it**

  Select this to save the images to your computer as specified after scanning them.
  The File name, Save as type and Save in settings will be displayed.

Important

- If you select this function, you will not be able to set passwords for PDF files.

- **File name**

  Enter the file name of the image to be saved (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select Auto, JPEG/Exif, TIFF or BMP. Auto is displayed when Document Type is Auto Mode. When saving as PDF files, select PDF, PDF(Multiple Pages) or PDF(Add Page).

Important

- When Document Type is Auto Mode and Save as type is Auto, the file format may differ depending on how you place the document.
  See "Placing Documents" for details on how to place documents.
- Large documents (such as A4 photos) that cannot be placed away from the edges/arrow of the Platen may not be saved in the correct file format when Save as type is Auto. In that case, select a file format suitable for the document to be scanned.

Note

- When Auto is selected, files are saved in the following formats according to the document type.
  Photos, Hagaki, business cards and CD/DVD: JPEG
  Magazines, newspapers and text documents: PDF
  You can change the file format from Set....

Images saved as PDF files may not open depending on the application. In that case, select an option other than PDF in Save as type.
- If you select JPEG/Exif, the Save the JPEG/Exif file in AdobeRGB checkbox will be selectable.

- **Set...**

  When Save as type is Auto

  You can specify the file format in which to save images. Select a file format for Document and Photo each.

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

  When Save as type is PDF, PDF(Multiple Pages) or PDF(Add Page)

  Make advanced settings for creating PDF files. See " PDF Settings Dialog Box " for details.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

- **Save the JPEG/Exif file in AdobeRGB**

  Select this checkbox to save the images in colors that correspond to Adobe RGB.

  Important
  - This function is available only when Save as type is JPEG/Exif.
  - This function is not available if the Adobe RGB profile is not installed.

  Note
  - You cannot select this setting if the Use the scanner driver checkbox is selected.
  - When you save an image with the Save the JPEG/Exif file in AdobeRGB checkbox selected, an underscore is added to the beginning of the file name. (Example: _Image0001.jpg)

- **Open the save dialog box after scanning the image (Input Exif information)**

  Select this to open the Save dialog box after scanning the images and specify the save settings such as destination folder, file name and Exif information.
  Save Dialog Box

  Note
  - To set passwords for PDF files, select Open the save dialog box after scanning the image (Input Exif information). After scanning, you can set the passwords in the Save dialog box.
    Setting Passwords for PDF Files

Application Settings

- **Open with**

  You can select whether to open the View & Use window or Explorer after saving the images.

- **Start scanning by clicking the one-click button**

  Select this checkbox to start scanning when you click an icon.

- **Apply**

Saves and applies the specified settings.
Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans and saves documents with the specified settings.
  When Save as type is Auto, a confirmation appears. Click Open Manual to open this guide (if it is installed).

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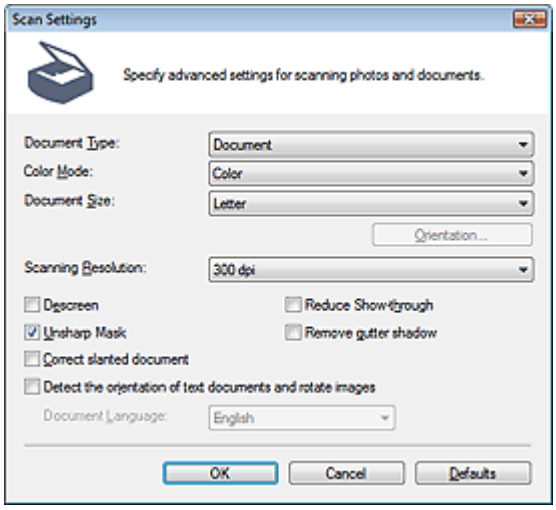
MP Navigator EX

Scan Settings Dialog Box

Make advanced settings for scanning with one-click or scanning using the Operation Panel of the machine.

The Scan Settings dialog box opens when you click Specify... in a dialog box for making scan settings.



Note

- The displayed items vary by document type and how the screen was opened.

- **Document Type**

  Select the type of document to be scanned. When Auto Mode is selected, the document type is automatically detected.
  In that case, Color Mode, Document Size, etc. are automatically set as well.

  ### Important

  - To scan correctly, select a document type that matches the document to be scanned.
  - When opened from the Scanner Button Settings tab in the Preferences dialog box, the Document Type specified in the Scanner Button Settings tab is displayed and cannot be changed in this dialog box.

- **Color Mode**

  Select how to scan the document.

  - **Color**

    This mode renders the image in 256 levels (8 bit) of R(ed), G(reen), and B(lue).

  - **Grayscale**

    This mode renders the image in 256 levels (8 bit) of black and white.

  - **Black and White**

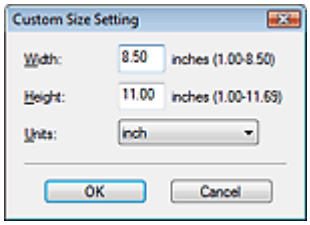
    This mode renders the image in black and white. The contrast in the image is divided at certain levels (threshold level) into black and white and is rendered in two colors.

  ### Note

  - Color Mode is not displayed in the Scan Settings dialog box opened from the Scanner Button Settings tab of the Preferences dialog box.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.

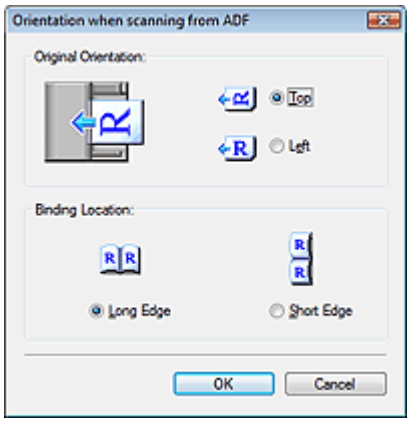


Important

- When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow of the Platen.

- **Orientation...**

  Specify the orientation and stapling side of the documents to be scanned.



Important

- The Orientation when scanning from ADF dialog box can only be opened when Document Type is Document (ADF Simplex) or Document (ADF Duplex).
- Binding Location cannot be specified when Document Type is Document (ADF Simplex).

- **Scanning Resolution**

  Select the resolution at which to scan documents.
  Resolution

- **Descreen**

  Select this checkbox to reduce moire patterns.
  Printed photos and pictures 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. Descreen is the function for reducing this moire effect.

Note

- Scanning takes longer than usual when you enable Descreen.

- **Unsharp Mask**

  Select this checkbox to emphasize the outline of the subjects and sharpen the image.

- **Reduce Show-through**

  Select this checkbox to sharpen text in a document or reduce show-through in newspapers.

Note

- Select this checkbox when Document Type is text document and show-through is apparent in the scanned image.

- **Remove gutter shadow**

  Select this checkbox to correct shadows that appear between pages when scanning open booklets.

Important

- You cannot select this checkbox when Document Size is Auto Detect, Auto Detect (Multiple Documents) or Stitch Assist.
- You cannot select this checkbox when Document Type is Document (ADF Simplex) or Document (ADF Duplex).

- Align the document correctly with the marks on the Platen.

Note

- Use ScanGear's Advanced Mode tab to correct gutter shadows when scanning non-standard size documents or when custom cropping frames are set.
  For details, see Gutter Shadow Correction in " Image Settings" (ScanGear's Advanced Mode tab).

- **Correct slanted document**

  Select this checkbox to detect the scanned text and correct the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

Important

- You cannot select this checkbox when Document Size is Stitch Assist.
- The inclination of the following types of documents may not be corrected, as 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 or hand-written text
  - Documents containing both vertical and horizontal lines (tables)

Note

- Scanning takes longer than usual when you enable Correct slanted document.

- **Detect the orientation of text documents and rotate images**

  Select this checkbox to detect the orientation of the document from the scanned text and rotate the scanned image to the correct orientation. Select the language of the document to be scanned in Document Language.

Important

- You cannot select this checkbox when Document Size is Stitch Assist.
- This function may not work properly depending on the document language. Only text documents written in languages that can be selected from Document Language are supported.
- The orientation of the following types of documents may not be corrected, as 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

Note

- Scanning takes longer than usual when you enable Detect the orientation of text documents and rotate images.

- **Document Language**

  Select the language of the document to be scanned.

Important

- You cannot select this checkbox when Document Size is Stitch Assist.

- **Defaults**

  Restores the default settings.

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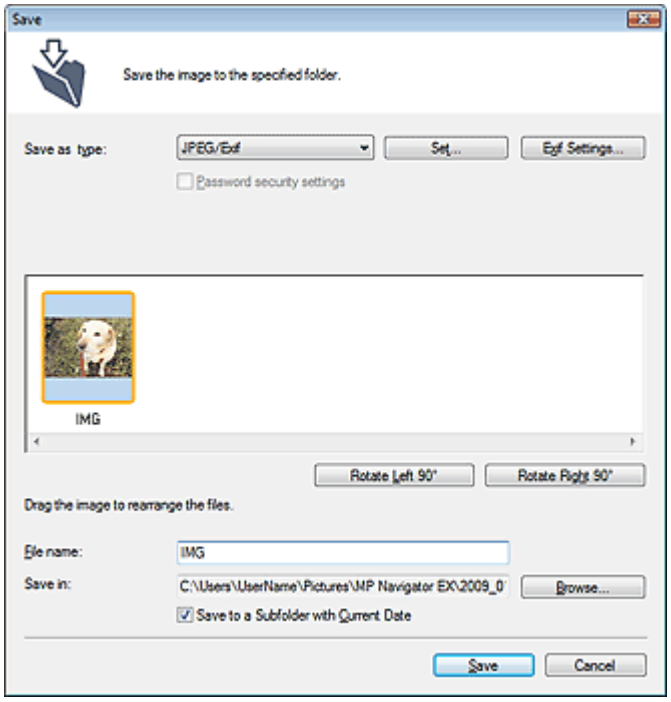
Save Dialog Box

The Save dialog box for specifying the image's file name and destination opens after you scan with Open the save dialog box after scanning the image (Input Exif information) selected in the Save dialog box that opens when you click Save to PC on the Custom Scan with One-click tab or Save in the One-click Mode screen. You can specify the file type and destination while viewing the thumbnails.



- **Save as type**

  Select a file type to save the scanned images.
  Select JPEG/Exif, TIFF, BMP, PDF, PDF(Multiple Pages) or PDF(Add Page).

  - **PDF**

    Save each of the selected images as a separate PDF file.

  - **PDF(Multiple Pages)**

    Save multiple images in one PDF file.

    Note

    - PDF(Multiple Pages) is displayed when multiple images are scanned.

  - **PDF(Add Page)**

    Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

    Important

    - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.
    - If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.
      Setting Passwords for PDF Files

Important

- PDF, PDF(Multiple Pages) and PDF(Add Page) cannot be selected for images scanned using the Operation Panel of the machine.

- **Set...**

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

  When Save as type is PDF, PDF(Multiple Pages) or PDF(Add Page)

  Make advanced settings for creating PDF files. See " PDF Settings Dialog Box " for details.

- **Add to**

  This is displayed when you select PDF(Add Page) for Save as type and specify the PDF file to which images are added. To change the file, click Browse... to specify another one.

  Important

  - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.

- **Exif Settings...**

  When Save as type is JPEG/Exif, you can input Exif information into the file to be saved.
  ➡ Exif Settings Dialog Box

- **Password security settings**

  Select this checkbox to open the Password Security -Settings dialog box in which you can set passwords for opening, editing and printing created PDF files.
  ➡ Setting Passwords for PDF Files

  Note

  - This function is available only when Save as type is PDF, PDF(Multiple Pages) or PDF(Add Page).

- **Rotate Left 90°/Rotate Right 90°**

  Rotates scanned images 90 degrees counter-clockwise or clockwise.
  Select the image you want to rotate and click Rotate Left 90° or Rotate Right 90°.

- **File name**

  Enter the file name of the image to be saved (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

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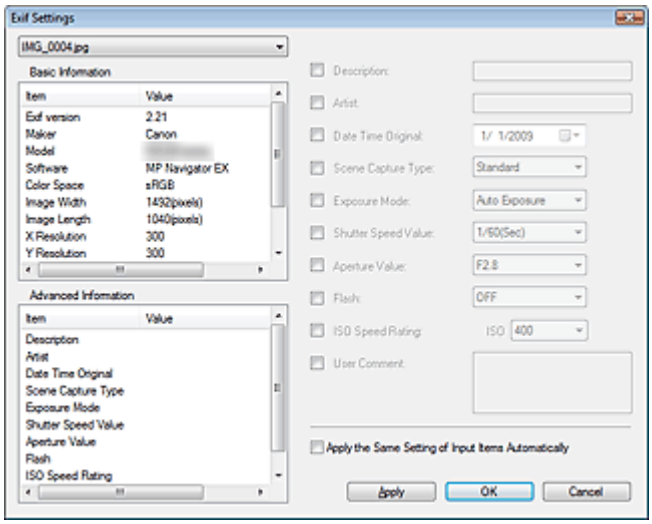
Exif Settings Dialog Box

You can input Exif information into a file to be saved. Exif is a standard format for embedding various shooting data in digital camera images (JPEG). Embedding Exif information into scanned images allows you to organize and print them along with digital camera images.

The Exif Settings dialog box can be opened when Save as type is JPEG/Exif.



- **Basic Information**

  Displays the information obtained automatically from the machine or software.
- **Advanced Information**

  Displays the information specified on the right side of the screen.
- **Advanced Information Settings Area**

  You can input Exif information such as the title and shooting data. Select the checkbox of the items you want to specify, and select or enter information.
- **Apply the Same Setting of Input Items Automatically**

  Select this checkbox to automatically display the information you specified for the previous image.
- **Apply**

  After specifying all the information you need, click Apply to embed it into the image. The information appears in Advanced Information.
- **OK**

  Embeds the specified information into the image and closes the screen. The specified information is saved.
- **Cancel**

  Cancels the settings and closes the screen.
  Information is embedded when Cancel is clicked after clicking Apply.

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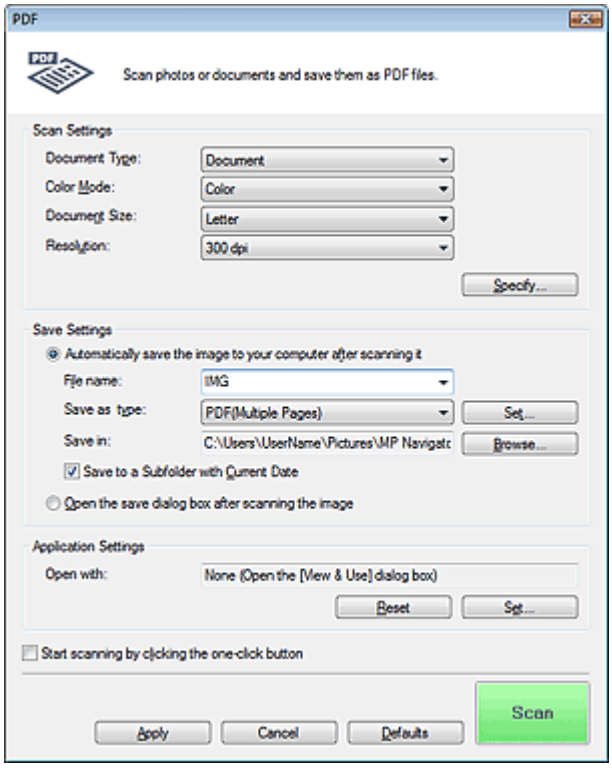
PDF Dialog Box

Click Save as PDF file on the Custom Scan with One-click tab or click PDF in the One-click Mode screen to open the PDF dialog box.



Scan Settings

- **Document Type**

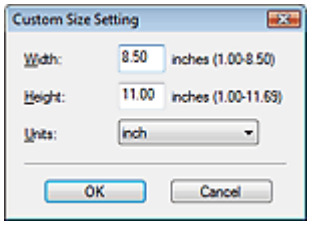
  Select the type of document to be scanned.

- **Color Mode**

  Select how to scan the document.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.



Important

- When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow of the Platen.

- **Resolution**

  Select the resolution at which to scan documents.

Resolution

- **Specify...**

  Click to open the Scan Settings dialog box in which you can make advanced scan settings.
  Scan Settings Dialog Box

Save Settings

- **Automatically save the image to your computer after scanning it**

  Select this to save the images to your computer as specified after scanning them.

  Important

  - If you select this function, you will not be able to set passwords for PDF files.

- **File name**

  Enter the file name of the image to be saved (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select PDF, PDF(Multiple Pages) or PDF(Add Page).

  - **PDF**

    Save each of the selected images as a separate PDF file.

  - **PDF(Multiple Pages)**

    Save multiple images in one PDF file.

  - **PDF(Add Page)**

    Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

    Important

    - Images cannot be added to password-protected PDF files.

  Note

  - Click Set... to open the PDF Settings dialog box in which you can specify the PDF compression type and other advanced settings for creating PDF files.
    PDF Settings Dialog Box
  - See "Creating/Editing PDF Files" to delete or rearrange the pages of saved PDF files.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

- **Open the save dialog box after scanning the image**

  Select this to open the Save as PDF file dialog box after scanning the images and specify the save settings such as destination folder and file name.
  Save as PDF file Dialog Box

  Note

  - To set passwords for PDF files, select Open the save dialog box after scanning the image. After scanning, you can set the passwords in the Save as PDF file dialog box.
    Setting Passwords for PDF Files

Application Settings

- **Open with**

  Specify an application with which to open scanned images. Drag and drop the icon of an application that supports the file format displayed in Save as type. The specified application starts after images are scanned.

  Important

  - Depending on the specified application, the images may not appear correctly or the application may not start.

- **Reset**

  Cancels the application setting.

- **Set...**

  Allows you to select an application to start.

- **Start scanning by clicking the one-click button**

  Select this checkbox to start scanning when you click an icon.

- **Apply**

  Saves and applies the specified settings.
  Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans and saves documents as PDF files with the specified settings.

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MP Navigator EX

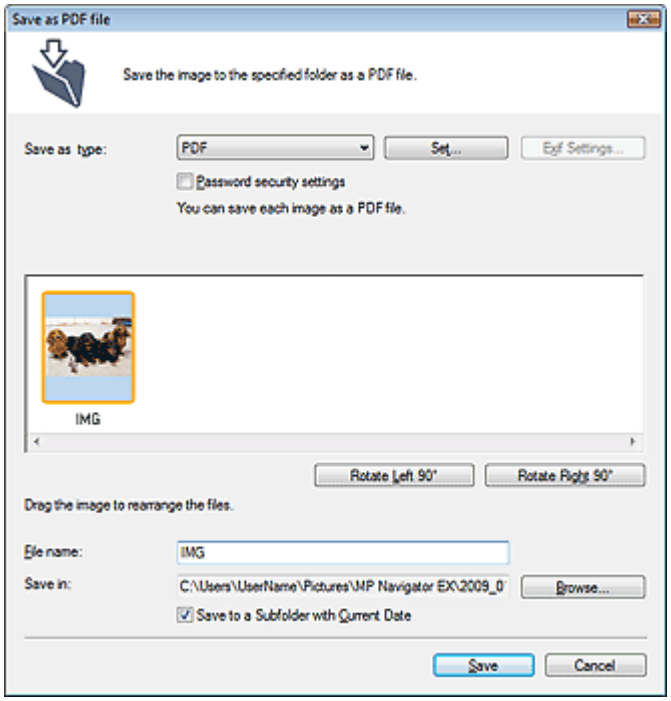
Save as PDF file Dialog Box

The Save as PDF file dialog box opens when you scan from Save as PDF file on the Custom Scan with One-click tab or from PDF in the One-click Mode screen after selecting Open the save dialog box after scanning the image.

In the Save as PDF file dialog box, you can make settings for saving images to a computer.

Important

- You cannot save images scanned at 10501 pixels or more in the vertical and horizontal directions.



- **Save as type**

  Select a PDF file type to save the scanned images.

  - **PDF**

    Save each of the selected images as a separate PDF file.

  - **PDF(Multiple Pages)**

    Save multiple images in one PDF file.

    ### Note

    - PDF(Multiple Pages) is displayed when multiple images are scanned.

  - **PDF(Add Page)**

    Add the scanned images to a PDF file. The images are added to the end of the PDF file. You cannot rearrange the pages of the PDF file to which the images are added.

    ### Important

    - Images can only be added to PDF files created with MP Navigator EX. You cannot specify PDF files created with other applications. PDF files edited in other applications cannot be specified as well.
    - PDF(Add Page) cannot be selected for images scanned using the Operation Panel of the machine.
    - If a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords.

Note

- You can set passwords for PDF files.
  Setting Passwords for PDF Files

- **Set...**

  Make advanced settings for creating PDF files.
  See "PDF Settings Dialog Box" for details.

- **Password security settings**

  Select this checkbox to open the Password Security -Settings dialog box in which you can set passwords for opening, editing and printing created PDF files.
  Setting Passwords for PDF Files

- **Rotate Left 90°/Rotate Right 90°**

  Rotates scanned images 90 degrees counter-clockwise or clockwise.
  Select the image you want to rotate and click Rotate Left 90° or Rotate Right 90°.

- **File name**

  Enter the file name of the image to be saved (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save in**

  Displays the folder in which to save the PDF files. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

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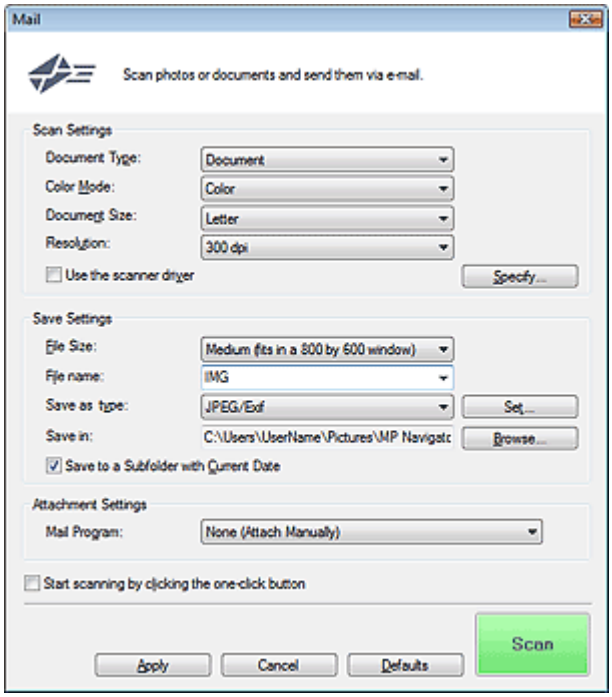
Mail Dialog Box

Click Attach to E-mail on the Custom Scan with One-click tab or click Mail in the One-click Mode screen to open the Mail dialog box.



Scan Settings

- **Document Type**

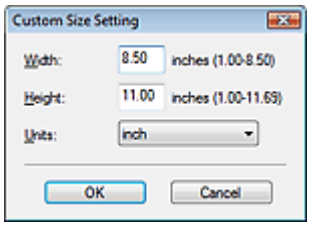
  Select the type of document to be scanned.

- **Color Mode**

  Select how to scan the document.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.



Important

- When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow of the Platen.

- **Resolution**

  Select the resolution at which to scan documents.
  Resolution

- **Use the scanner driver**

Select this checkbox to display the ScanGear (scanner driver) screen and make advanced scan settings.

- **Specify...**

  Click to open the Scan Settings dialog box in which you can make advanced scan settings.
  Scan Settings Dialog Box

Save Settings

- **File Size**

  Select a size from Small (fits in a 640 by 480 window), Medium (fits in a 800 by 600 window), Large (fits in a 1024 by 768 window) and Original.

- **File name**

  Enter the file name of the image to be saved (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select JPEG/Exif, PDF or PDF(Multiple Pages).

  Important

  - You cannot set passwords for PDF files.

- **Set...**

  ### When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

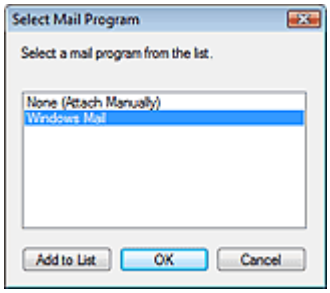
Attachment Settings

- **Mail Program**

  Specify an e-mail software program.

  Note

  - Select Add... to open the Select Mail Program dialog box in which you can select an e-mail software program. If the e-mail software program you want to use is not listed, click Add to List and select it.



- **Start scanning by clicking the one-click button**

Select this checkbox to start scanning when you click an icon.

- **Apply**

  Saves and applies the specified settings.
  Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans documents with the specified settings.
  When scanning is completed, the e-mail software program starts automatically and a new message screen appears with the image attached.

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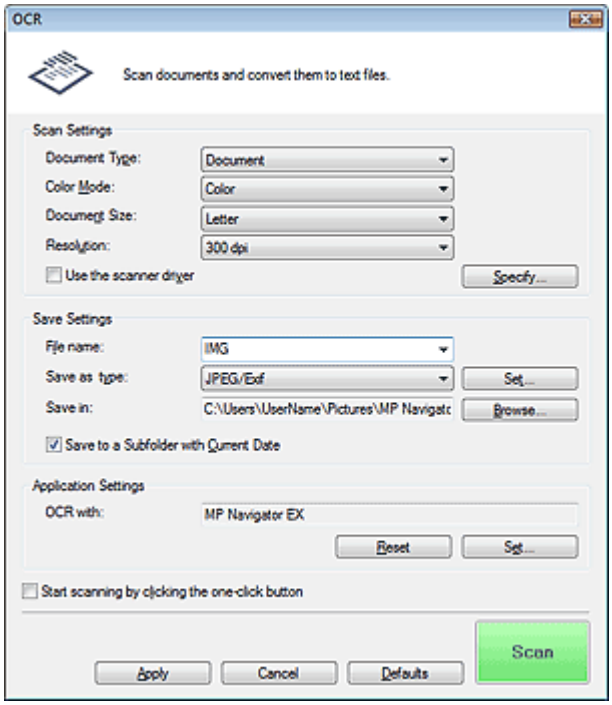
MP Navigator EX

OCR Dialog Box

Click OCR on the Custom Scan with One-click tab or in the One-click Mode screen to open the OCR dialog box.



Scan Settings

- **Document Type**

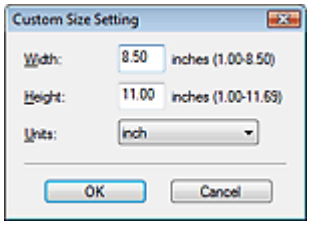
  Select the type of document to be scanned.

- **Color Mode**

  Select how to scan the document.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.



- **Resolution**

  Select the resolution at which to scan documents.
  Resolution

- **Use the scanner driver**

  Select this checkbox to display the ScanGear (scanner driver) screen and make advanced scan settings.

- **Specify...**

  Click to open the Scan Settings dialog box in which you can make advanced scan settings.

Scan Settings Dialog Box

Note

- When scanning slanted documents, select the Correct slanted document checkbox to improve the text recognition accuracy.

Save Settings

- **File name**

  Enter the file name of the image to be saved (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select JPEG/Exif, TIFF or BMP.

- **Set...**

  ### When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

Application Settings

- **OCR with**

  Specify an OCR application.
  When MP Navigator EX is specified, after the image is scanned, the text in the image is extracted and appears in Notepad (included with Windows).

  Note

  - Only text written in languages that can be selected on the General tab can be extracted to Notepad (included with Windows). Click Set... on the General tab and specify the language according to the language of the document to be scanned.
    When scanning multiple documents, you can collect the extracted text into one file.
    General Tab
  - Text displayed in Notepad (included with Windows) is for guidance only. Text in the image of the following types of documents may not be detected correctly.
    - Documents containing text with font size outside the range of 8 points to 40 points (at 300 dpi)
    - Slanted documents
    - Documents placed upside down or documents with text in the wrong orientation (rotated characters)
    - Documents containing special fonts, effects, italics, or hand-written text
    - Documents with narrow line spacing
    - Documents with colors in the background of text
    - Documents containing multiple languages

- **Reset**

  Cancels the application setting.

- **Set...**

  Allows you to select an application.

Important

- Depending on the specified application, the text may not be extracted correctly or the application may not start.

- **Start scanning by clicking the one-click button**

  Select this checkbox to start scanning when you click an icon.

- **Apply**

  Saves and applies the specified settings.
  Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans documents with the specified settings.

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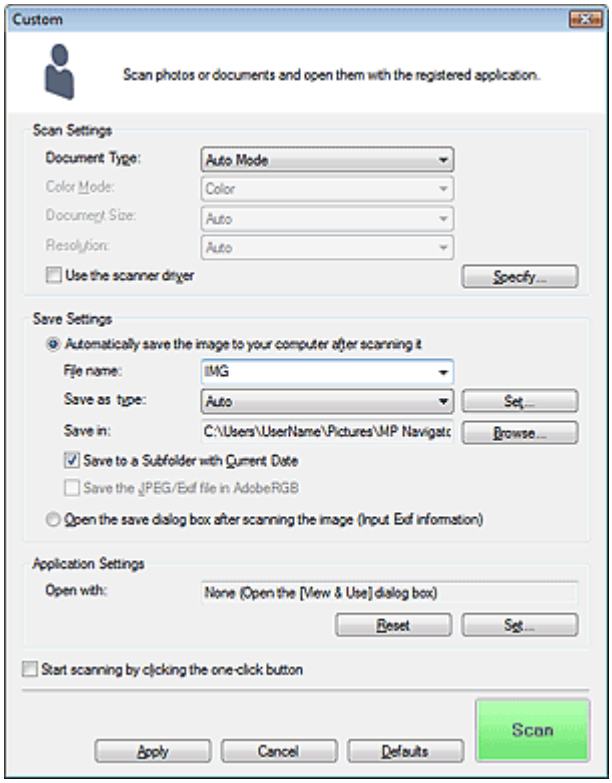
MP Navigator EX

Custom Dialog Box

Click Custom on the Custom Scan with One-click tab or in the One-click Mode screen to open the Custom dialog box.



Scan Settings

- **Document Type**

  Select the type of document to be scanned. When Auto Mode is selected, the document type is automatically detected. In that case, Color Mode, Document Size and Resolution are automatically set as well.

Important

- The following types of documents cannot be scanned correctly with Auto Mode. In that case, specify Document Type.
  - Documents other than photos, Hagaki, business cards, magazines, newspapers, text documents and CD/DVD
  - A4 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
  - Documents printed on thin white paper
  - Wide documents such as panoramic photos
- Reflective CD/DVD labels may not be scanned properly.
- Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.
  See "Placing Documents" for details on how to place documents.
- Scanning takes longer than usual when scanning from the ADF (Auto Document Feeder) for the first time with Auto Mode.
- When scanning two or more documents from the ADF (Auto Document Feeder), you cannot scan documents of different sizes at one time even if Auto Mode is set.

Note

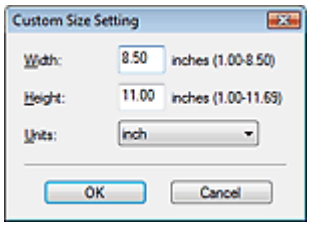
- To reduce moire, set Document Type to Magazine.

- **Color Mode**

  Select how to scan the document.

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.



Important

- When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow of the Platen.

- **Resolution**

  Select the resolution at which to scan documents.
  Resolution

- **Use the scanner driver**

  Select this checkbox to display the ScanGear (scanner driver) screen and make advanced scan settings.

- **Specify...**

  Click to open the Scan Settings dialog box in which you can make advanced scan settings.
  Scan Settings Dialog Box

Save Settings

- **Automatically save the image to your computer after scanning it**

  Select this to save the images to your computer as specified after scanning them.

Note

- If an application to start is specified in Application Settings, the scanned image opens in the specified application.

- **File name**

  Enter the file name of the image to be saved (up to 32 characters). When saving multiple files, 4 digits are appended to each file name.

- **Save as type**

  Select a file type to save the scanned images.
  Select Auto, JPEG/Exif, TIFF or BMP. Auto is displayed and selected by default when Document Type is Auto Mode.

Important

- When Document Type is Auto Mode and Save as type is Auto, the file format may differ depending on how you place the document.
  See "Placing Documents" for details on how to place documents.
- Large documents (such as A4 photos) that cannot be placed away from the edges/arrow of the Platen may not be saved in the correct file format when Save as type is Auto. In that case, select a file format suitable for the document to be scanned.

Note

- When Auto is selected, files are saved in the following formats according to the document type.
  Photos, Hagaki, business cards and CD/DVD: JPEG
  Magazines, newspapers and text documents: PDF
  You can change the file format from Set....

Images saved as PDF files may not open depending on the application. In that case, select an option other than PDF in Save as type.
- If you select JPEG/Exif, the Save the JPEG/Exif file in AdobeRGB checkbox will be selectable.

- **Set...**

  When Save as type is Auto

  You can specify the file format in which to save images. Select a file format for Document and Photo each.

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

- **Save the JPEG/Exif file in AdobeRGB**

  Select this checkbox to save the images in colors that correspond to Adobe RGB.

  Important
  - This function is available only when Save as type is JPEG/Exif.
  - This function is not available if the Adobe RGB profile is not installed.

  Note
  - You cannot select this setting if the Use the scanner driver checkbox is selected.
  - When you save an image with the Save the JPEG/Exif file in AdobeRGB checkbox selected, an underscore is added to the beginning of the file name. (Example: _Image0001.jpg)

- **Open the save dialog box after scanning the image (Input Exif information)**

  Select this to open the Save dialog box after scanning the images and specify the save settings such as destination folder, file name and Exif information.
  Save Dialog Box

Application Settings

- **Open with**

  Specify an application with which to open scanned images. Drag and drop the icon of an application that supports the file format displayed in Save as type. The specified application starts after images are scanned.

  Important
  - Depending on the specified application, the images may not appear correctly or the application may not start.

- **Reset**

  Cancels the application setting.

- **Set...**

  Allows you to select an application to start.

- **Start scanning by clicking the one-click button**

Select this checkbox to start scanning when you click an icon.

- **Apply**

  Saves and applies the specified settings.
  Click Cancel instead of Apply to cancel the specified settings.

- **Cancel**

  Cancels the specified settings. The current screen closes.

- **Defaults**

  Returns all settings in the screen to their defaults.

- **Scan**

  Scans and saves documents with the specified settings.
  When Save as type is Auto, a confirmation appears. Click Open Manual to open this guide (if it is installed).

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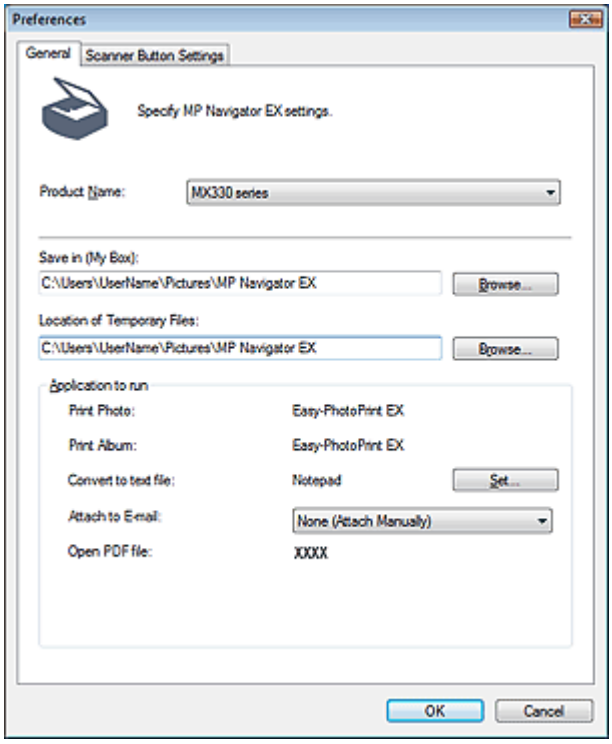
MP Navigator EX

Preferences Dialog Box

Click Preferences to open the Preferences dialog box.

In the Preferences dialog box, you can make advanced settings to MP Navigator EX functions via the General and Scanner Button Settings tabs.



Note

- See the corresponding sections below for details on each tab.
  - General Tab
  - Scanner Button Settings Tab (Save)
  - Scanner Button Settings Tab (Attach to E-mail)
  - Scanner Button Settings Tab (Open with Application)

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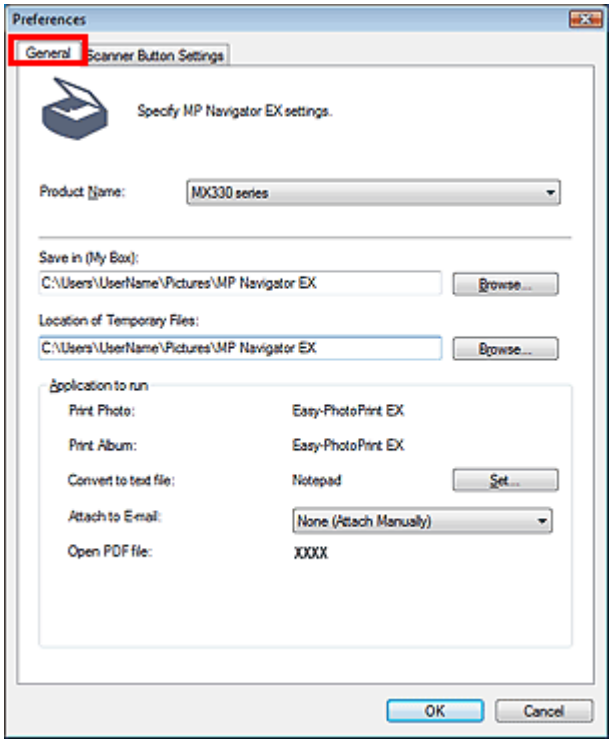
MP Navigator EX

General Tab

On the General tab, you can specify general MP Navigator EX settings.



- **Product Name**

  Displays the product name of the machine that MP Navigator EX is currently configured to use.
  If the displayed product is not the one you want to use, select the desired product from the list.

- **Save in (My Box)**

  Displays the folder in which to save scanned documents. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Location of Temporary Files**

  Displays the folder in which to save images temporarily. To change the folder, click Browse... to specify another one.

Important

- An error may occur if you set the destination to the root directory of the drive on which the operating system is installed. Be sure to specify a folder.
- An error may occur if you set the destination to a network folder. Be sure to specify a local folder.

- **Application to run**

  Displays the applications that can be started via MP Navigator EX. Install the applications from the *Setup CD-ROM* that accompanies the machine.
  For Attach to E-mail, you can select an e-mail software program to start.
  For Open PDF file, the application associated with the .pdf file extension by the operating system is displayed.

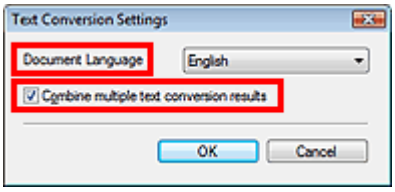
Important

- You can change which items are installed during installation from the *Setup CD-ROM* by selecting Custom Install. If you choose not to install some applications with Custom Install, the

corresponding MP Navigator EX functions will be unavailable. To use those functions, install the corresponding applications.

Note

- For Convert to text file, Notepad (included with Windows) is displayed. Click Set... to open a dialog box, then specify Document Language and how to scan multiple documents.



  - Document Language
    Specify the language according to the language of the document to be scanned. Only text written in languages that can be selected in the Document Language can be extracted to Notepad.
  - Combine multiple text conversion results
    When scanning multiple documents, select the checkbox to collect the conversion results (text) into one file. This checkbox is selected by default.
    When the checkbox is selected, you can scan up to 99 pages at one time.
    Deselect the checkbox to display each conversion result (text) in a separate file.
    When the checkbox is not selected, you can scan up to 10 pages at one time.

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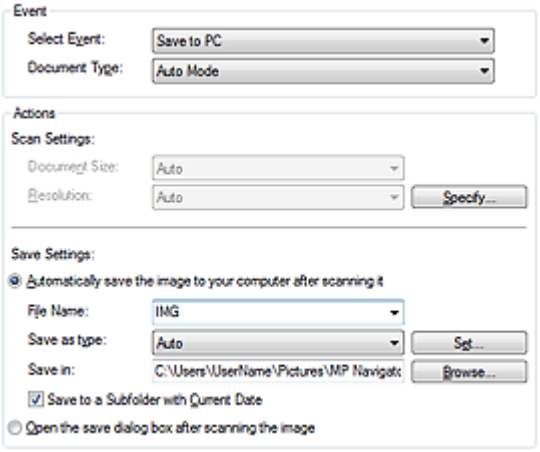
MP Navigator EX

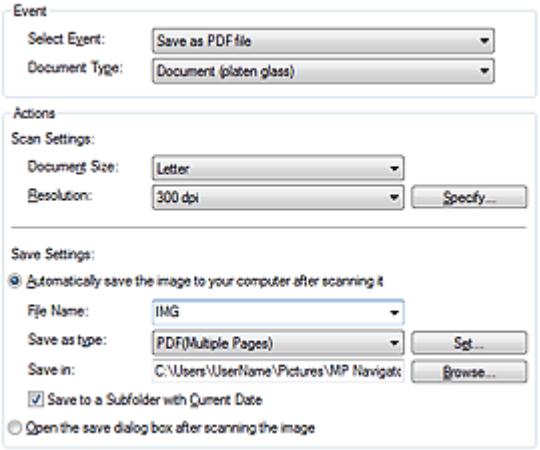
Scanner Button Settings Tab (Save)

On the Scanner Button Settings tab, you can specify the following settings.

This section describes the settings available when Select Event is Save to PC or Save as PDF file.

You can specify how to respond when scanning using the Operation Panel of the machine with the scan mode set to Save to PC or Save as PDF file.





Event

- **Select Event**

  Displays the scan modes that can be selected on the Operation Panel of the machine.

  - **Save to PC**

    Select this to specify the details for the scan mode Save to PC.

  - **Save as PDF file**

    Select this to specify the details for the scan mode Save as PDF file.

- **Document Type**

  Select the type of document to be scanned.

Note

- Auto Mode can be selected only when Save to PC is selected for Select Event. When Auto Mode is selected, the document type is automatically detected. In that case, Document Size and Resolution are automatically set as well.

Important

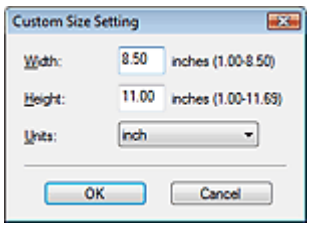
- To scan correctly, select a document type that matches the document to be scanned.
- The following types of documents cannot be scanned correctly with Auto Mode. In that case, specify Document Type.
  - Documents other than photos, Hagaki, business cards, magazines, newspapers, text documents and CD/DVD
  - A4 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
  - Documents printed on thin white paper
  - Wide documents such as panoramic photos
- Reflective CD/DVD labels may not be scanned properly.
- Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.
  See "Placing Documents" for details on how to place documents.
- Scanning takes longer than usual when scanning from the ADF (Auto Document Feeder) for the first time with Auto Mode.
- When scanning two or more documents from the ADF (Auto Document Feeder), you cannot scan documents of different sizes at one time even if Auto Mode is set.

Actions

Scan Settings

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.



Important

- When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow of the Platen.
- This setting is not available when Select Event is Save to PC with Document Type set to Auto Mode.

- **Resolution**

  Select the resolution at which to scan documents.
  Resolution

Important

- This setting is not available when Select Event is Save to PC with Document Type set to Auto Mode.

- **Specify...**

  Click to open the Scan Settings dialog box in which you can make advanced scan settings.
  Scan Settings Dialog Box

Save Settings

- **Automatically save the image to your computer after scanning it**

  Select this to save the images to your computer as specified after scanning them.
  The File Name, Save as type and Save in settings will be displayed.

Important

- If you select this function, you will not be able to set passwords for PDF files.

- **File Name**

  Enter the file name of the image to be saved (up to 32 characters).

- **Save as type**

  Select a file type to save the scanned images.
  When saving to a computer, select Auto, JPEG/Exif, TIFF or BMP. Auto is displayed and selected by default when Document Type is Auto Mode. When saving as PDF files, PDF(Multiple Pages) is set.

  Important

  - When Document Type is Auto Mode and Save as type is Auto, the file format may differ depending on how you place the document.
    See "Placing Documents" for details on how to place documents.
  - Large documents (such as A4 photos) that cannot be placed away from the edges/arrow of the Platen may not be saved in the correct file format when Save as type is Auto. In that case, select a file format suitable for the document to be scanned.

  Note

  - When Auto is selected, files are saved in the following formats according to the document type.
    Photos, Hagaki, business cards and CD/DVD: JPEG
    Magazines, newspapers and text documents: PDF
    You can change the file format from Set....
    Images saved as PDF files may not open depending on the application. In that case, select an option other than PDF in Save as type.

- **Set...**

  When Save as type is Auto

  You can specify the file format in which to save images. Select a file format for saving Document and Photo each.

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

  When Save as type is PDF(Multiple Pages)

  Make advanced settings for creating PDF files. See " PDF Settings Dialog Box " for details.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

- **Open the save dialog box after scanning the image**

  Select this to open the save dialog box after scanning the images and specify the save settings such as destination folder, file name and Exif information.

  Note

  - See "Save Dialog Box" (when Select Event is Save to PC) or "Save as PDF file Dialog Box " (when Select Event is Save as PDF file) for details on each dialog box.
  - To set passwords for PDF files, select Open the save dialog box after scanning the image. After scanning, you can set the passwords in the Save as PDF file dialog box.
    Setting Passwords for PDF Files

Related Topic

- Scanner Button Settings Tab (Attach to E-mail)
- Scanner Button Settings Tab (Open with Application)

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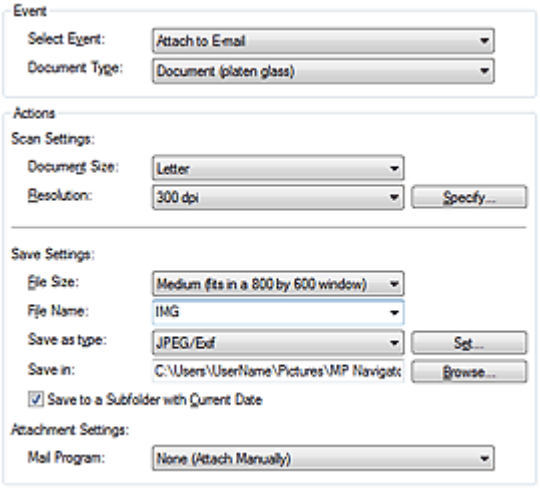
MP Navigator EX

Scanner Button Settings Tab (Attach to E-mail)

On the Scanner Button Settings tab, you can specify the following settings.

This section describes the settings available when Select Event is Attach to E-mail.

You can specify how to respond when scanning using the Operation Panel of the machine with the scan mode set to Attach to E-mail.



Event

- **Select Event**

  Displays the scan modes that can be selected on the Operation Panel of the machine. Select Attach to E-mail.

- **Document Type**

  Select the type of document to be scanned.

Important

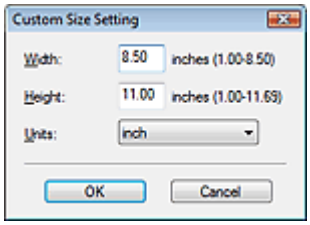
- To scan correctly, select a document type that matches the document to be scanned.

Actions

Scan Settings

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.



Important

- When you select Auto Detect, the image may not be scanned at the correct position and size. In

that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow of the Platen.

- **Resolution**

  Select the resolution at which to scan documents.
  ➡ Resolution

- **Specify...**

  Click to open the Scan Settings dialog box in which you can make advanced scan settings.
  ➡ Scan Settings Dialog Box

Save Settings

- **File Size**

  Select a size from Small (fits in a 640 by 480 window), Medium (fits in a 800 by 600 window), Large (fits in a 1024 by 768 window) and Original.

- **File Name**

  Enter the file name of the image to be saved (up to 32 characters).

- **Save as type**

  Select a file type to save the scanned images.
  Select JPEG/Exif, PDF or PDF(Multiple Pages).

- **Set...**

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

  When Save as type is PDF or PDF(Multiple Pages)

  Make advanced settings for creating PDF files. See " PDF Settings Dialog Box " for details.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

Attachment Settings

- **Mail Program**

  Specify an e-mail software program.

Related Topic

- ▶ Scanner Button Settings Tab (Save)
- ▶ Scanner Button Settings Tab (Open with Application)

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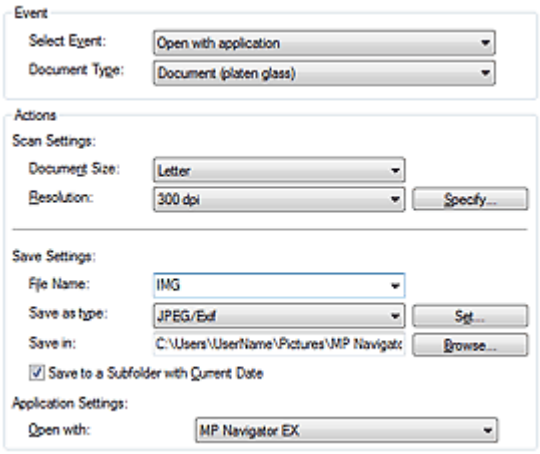
MP Navigator EX

Scanner Button Settings Tab (Open with Application)

On the Scanner Button Settings tab, you can specify the following settings.

This section describes the settings available when Select Event is Open with application.

You can specify how to respond when scanning using the Operation Panel of the machine with the scan mode set to Open with application.



Event

- **Select Event**

  Displays the scan modes that can be selected on the Operation Panel of the machine. Select Open with application.

- **Document Type**

  Select the type of document to be scanned.

Important

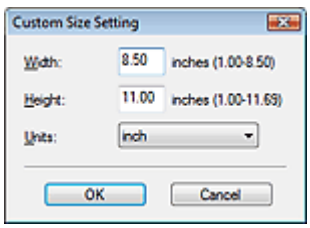
- To scan correctly, select a document type that matches the document to be scanned.

Actions

Scan Settings

- **Document Size**

  Select the size of the document to be scanned.
  When you select Custom, a screen in which you can specify the document size appears. Select a Units, then enter the Width and Height and click OK.



Important

- When you select Auto Detect, the image may not be scanned at the correct position and size. In that case, change the size to the actual document size (A4, Letter, etc.) and align a corner of the document with the corner at the arrow of the Platen.

- **Resolution**

  Select the resolution at which to scan documents.
  Resolution

- **Specify...**

  Click to open the Scan Settings dialog box in which you can make advanced scan settings.
  Scan Settings Dialog Box

Save Settings

- **File Name**

  Enter the file name of the image to be saved (up to 32 characters).

- **Save as type**

  Select a file type to save the scanned images.
  Select JPEG/Exif, TIFF or BMP.

- **Set...**

  When Save as type is JPEG/Exif

  You can specify a compression type for JPEG files. Select High(Low Compression), Standard or Low(High Compression).

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, click Browse... to specify another one.
  The following folders are specified by default.
  Windows Vista: MP Navigator EX folder in Picture folder
  Windows XP: MP Navigator EX folder in My Pictures folder
  Windows 2000: MP Navigator EX folder in My Pictures folder

- **Save to a Subfolder with Current Date**

  Select this checkbox to create a subfolder in the folder specified in Save in with the current date and save scanned files in it. A subfolder with a name such as "2009_01_01" (Year_Month_Date) will be created.
  If this checkbox is not selected, files are saved directly in the folder specified in Save in.

Application Settings

- **Open with**

  Specify an application with which to open scanned images. The specified application starts after images are scanned.

Related Topic

- Scanner Button Settings Tab (Save)
- Scanner Button Settings Tab (Attach to E-mail)

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MP Navigator EX

Appendix: Opening Files Other than Scanned Images

You can save or print data other than scanned images using MP Navigator EX.

- **Using images saved on a computer**

  Opening Images Saved on a Computer

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MP Navigator EX

Opening Images Saved on a Computer

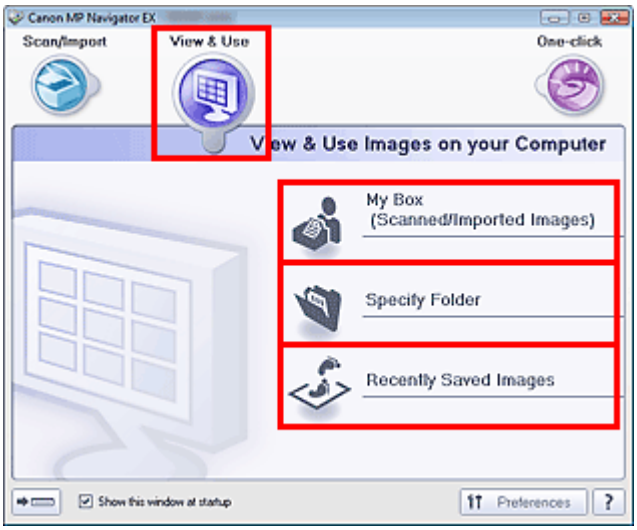
You can open images saved on a computer and print them or attach them to e-mail using MP Navigator EX. You can also edit them using an application that accompanies the machine.

1. Start MP Navigator EX and open the Navigation Mode screen.

Starting MP Navigator EX

2. In the Navigation Mode screen, point to View & Use and click My Box (Scanned/Imported Images), Specify Folder or Recently Saved Images.

Click My Box (Scanned/Imported Images) to open images saved in My Box (Scanned/Imported Images), click Specify Folder to open images saved in a specific folder, or click Recently Saved Images to open recently saved images.

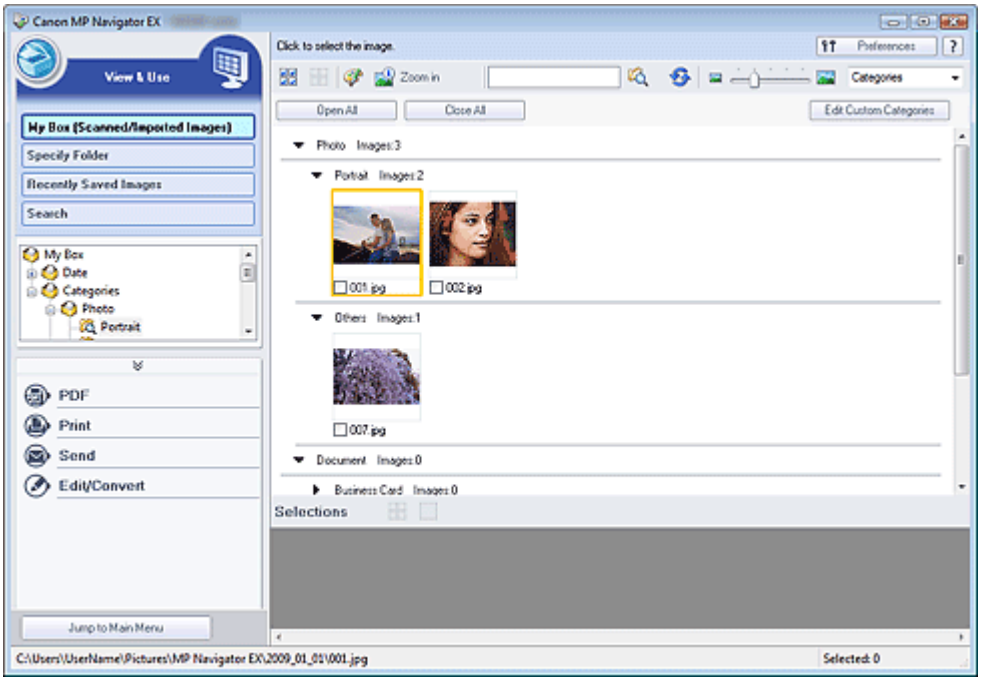


Note

- If the Show this window at startup checkbox is not selected, the last used screen appears. If the Scan/Import window is displayed, click (View & Use) on the upper left of the screen. The View & Use window opens.
- See "View & Use Images on your Computer Tab" for details on the View & Use Images on your Computer tab.

3. Click the folder containing the images you want to open.

Images saved in the folder appear in the Thumbnail window.



4. Select the images you want to use, then select what you want to do with them.

See the corresponding sections below for details on using images.

- Creating/Editing PDF Files
- Printing Documents
- Printing Photos
- Sending via E-mail
- Editing Files

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Scanning with Other Application Software

- What Is ScanGear (Scanner Driver)?
- Scanning with Advanced Settings Using ScanGear (Scanner Driver)
- Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)
- ScanGear (Scanner Driver) Screens
- Appendix: Useful Information on Scanning

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ScanGear

What Is ScanGear (Scanner Driver)?

ScanGear (scanner driver) is software required for scanning documents. It enables you to specify the output size and make image corrections when scanning.

ScanGear (scanner driver) can be started from MP Navigator EX or from other applications that are compatible with a standard interface called TWAIN. (ScanGear (scanner driver) is a TWAIN-compatible driver.)

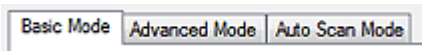
What You Can Do with This Software

This software enables you to preview scan results or set document type and output size, etc. when scanning documents. It is useful when you want to scan in a specific color tone, as it allows you to make various corrections and adjust brightness, contrast, etc.

Screens

There are three modes: Basic Mode, Advanced Mode and Auto Scan Mode.

Switch modes by clicking a tab on the upper right of the screen.

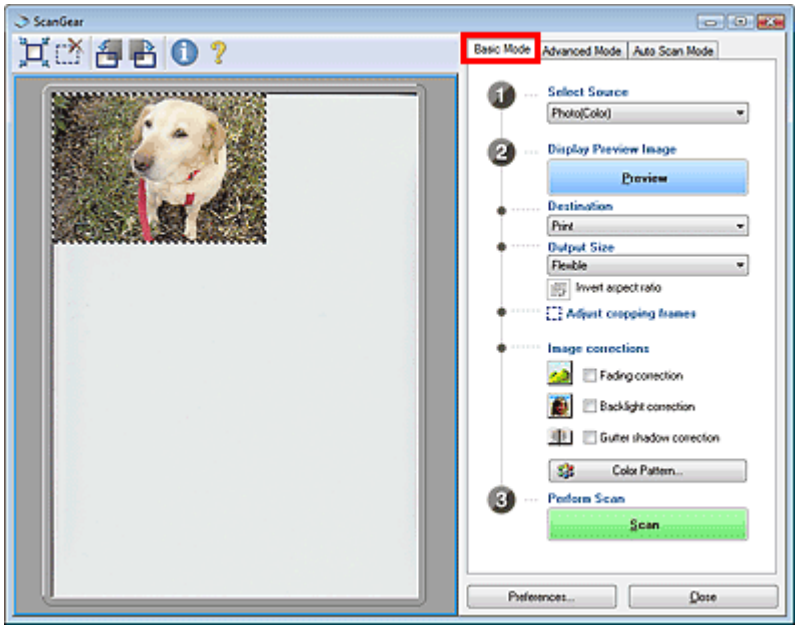


Note

- ScanGear (scanner driver) starts in the last used mode.
- Settings are not retained when you switch between modes.

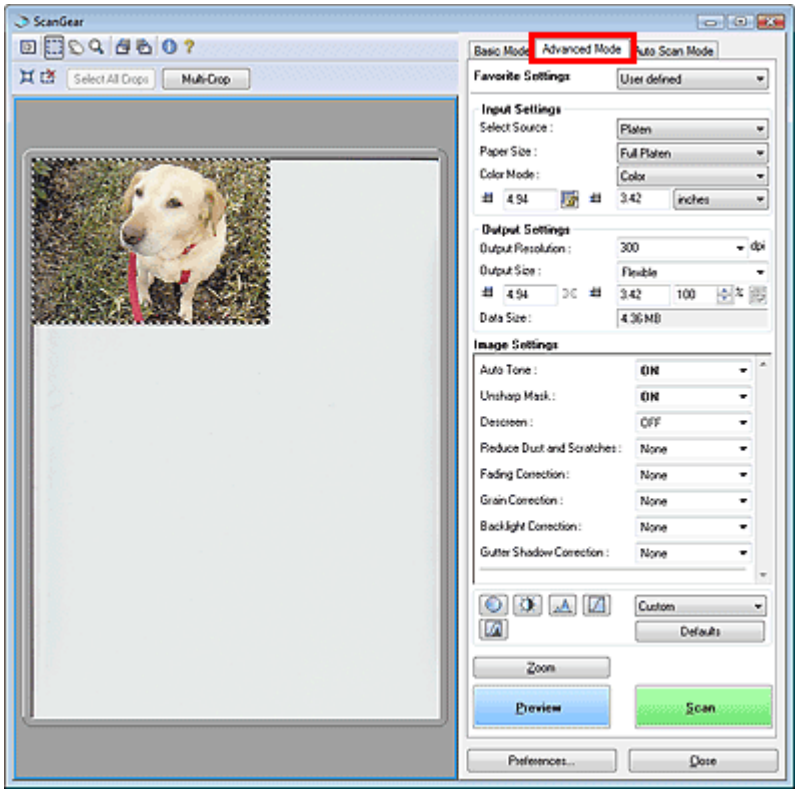
Basic Mode

Use Basic Mode to scan easily by following three simple on-screen steps (1 , 2 and 3).



Advanced Mode

Use Advanced Mode to select color mode, specify resolution, correct images, adjust colors, etc. when scanning.



Auto Scan Mode

Use Auto Scan Mode to scan easily by simply placing documents on the Platen or ADF (Auto Document Feeder) and clicking Scan.

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ScanGear

Scanning with Advanced Settings Using ScanGear (Scanner Driver)

- **Starting ScanGear (scanner driver)**
  - Starting ScanGear (Scanner Driver)
- **Scanning documents after making simple image corrections**
  - Scanning in Basic Mode
- **Scanning documents after making advanced image corrections and brightness/color adjustments**
  - Scanning in Advanced Mode
- **Scanning with a simple operation**
  - Scanning in Auto Scan Mode
- **Scanning multiple documents placed on the ADF (Auto Document Feeder) after making advanced image corrections and brightness/color adjustments**
  - Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode
- **Scanning multiple documents at one time after making image corrections and color adjustments**
  - Scanning Multiple Documents at One Time in Advanced Mode

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ScanGear

Starting ScanGear (Scanner Driver)

Use ScanGear (scanner driver) to make image corrections and color adjustments when scanning. ScanGear (scanner driver) can be started from MP Navigator EX or an application.

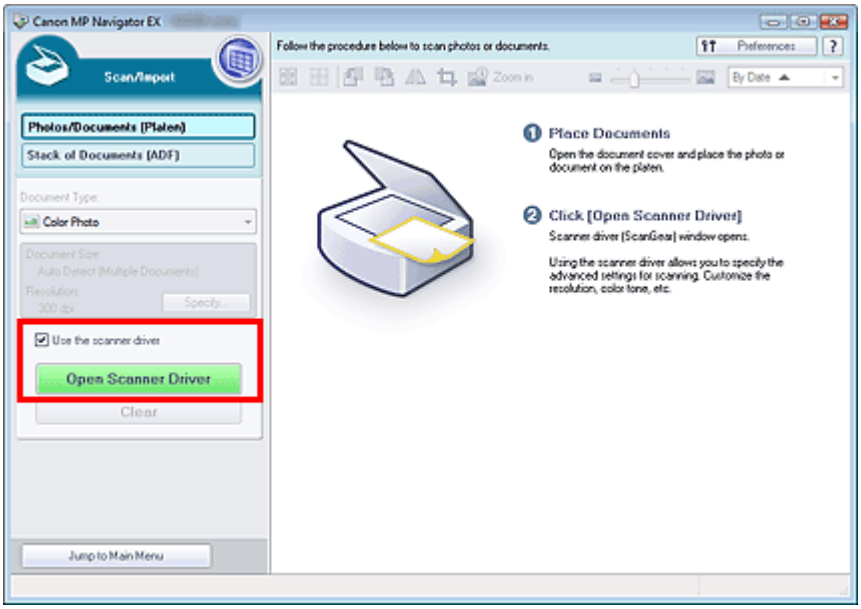
Follow these steps to start ScanGear (scanner driver).

Starting from MP Navigator EX

Navigation Mode Screen

Follow these steps to start ScanGear (scanner driver) from the Navigation Mode screen of MP Navigator EX.

1. Start MP Navigator EX and open the Navigation Mode screen.
   Starting MP Navigator EX
2. Point to Scan/Import and click Photos/Documents (Platen).
   The Scan/Import window opens.
3. Select the Use the scanner driver checkbox, then click Open Scanner Driver.



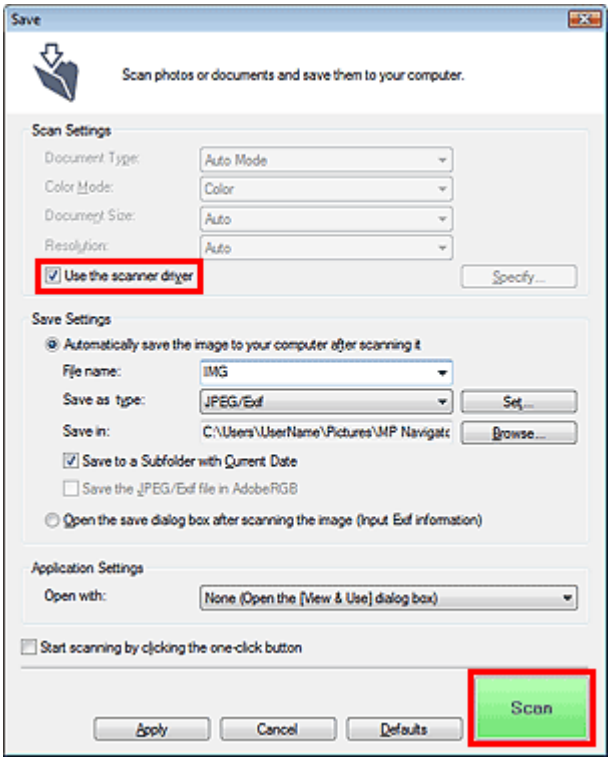
   The ScanGear (scanner driver) screen appears.

One-click Mode Screen

Follow these steps to start ScanGear (scanner driver) from the One-click Mode screen of MP Navigator EX.

1. Start MP Navigator EX and open the One-click Mode screen.
   Starting MP Navigator EX
2. Click the corresponding icon.
   The corresponding dialog box opens.

3. Select the Use the scanner driver checkbox in Scan Settings, then click Scan.



The ScanGear (scanner driver) screen appears.

Important

- Use the scanner driver is not displayed in the PDF dialog box.

Starting from an Application

Follow these steps (example) to start ScanGear (scanner driver) from an application.

The procedure varies depending on the application. For details, refer to the application's manual.

1. Start the application.
2. On the File menu of the application, select Select Source and select the machine.
3. Select the command to scan a document (Scan/Import, Acquire image, etc.).

   The ScanGear (scanner driver) screen appears.

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ScanGear

Scanning in Basic Mode

In Basic Mode, you can scan easily by following the on-screen steps.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview. Also, the paper size is set to A4.

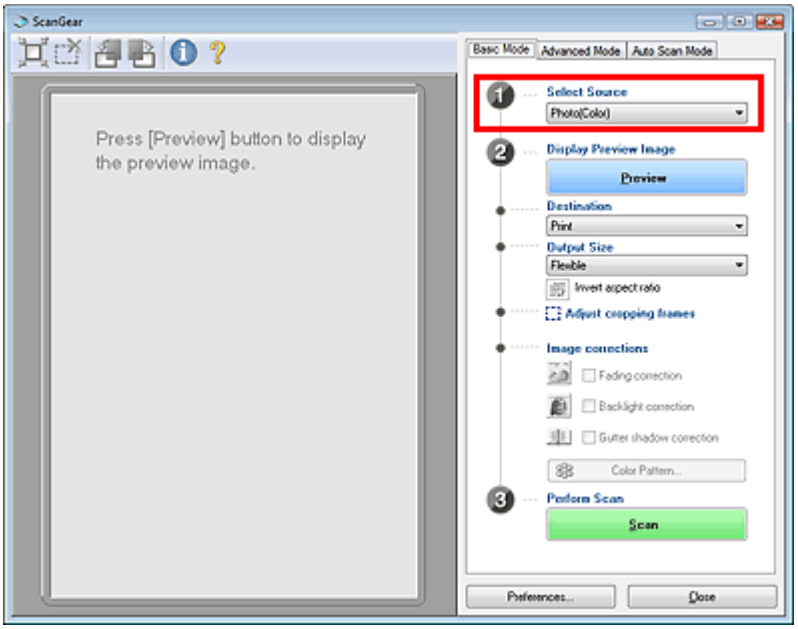
1. Place the documents on the Platen or ADF (Auto Document Feeder), then start ScanGear (scanner driver).

Starting ScanGear (Scanner Driver)

Important

- When scanning from the Platen, place the document face-down on the Platen and align an upper corner of the document with the corner at the arrow of the Platen. See " Placing Documents (ADF (Auto Document Feeder)) " for details on how to place documents when scanning from the ADF (Auto Document Feeder).

2. Set Select Source according to the documents.



Important

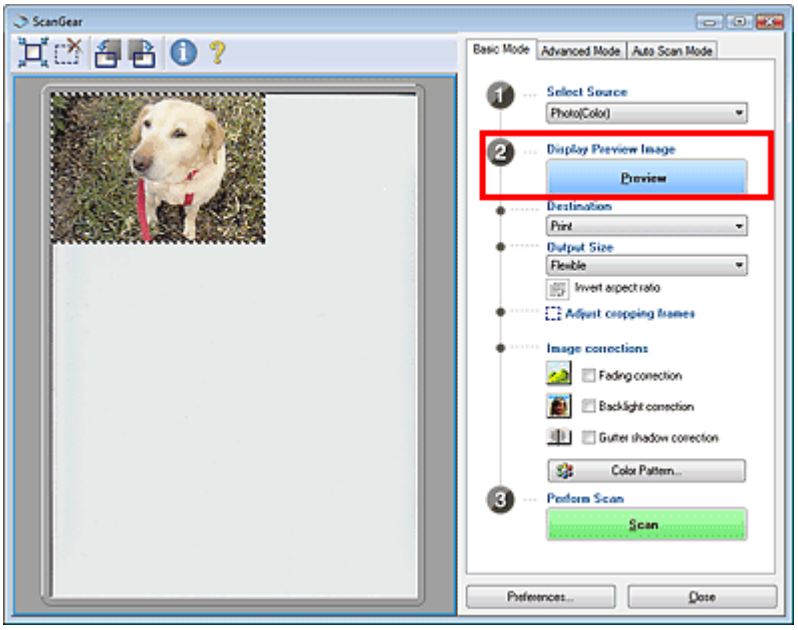
- Some applications do not support continuous scanning from the ADF (Auto Document Feeder). For details, refer to the application's manual.

Note

- To scan magazines containing many color photos, scan in Advanced Mode tab with Color Mode set to Color and Descreen set to ON.
  Scanning in Advanced Mode

3. Click Preview.

Preview image appears in the Preview area.



Note

- If you scan without preview, colors are adjusted based on the document type selected in Select Source.

4. Set Destination.

5. Set Output Size.

   Output size options vary by the items selected in Select Source and Destination.

6. Adjust the scan area (cropping frame) as required.

   Adjust the size and position of the scan area (cropping frame) on the preview image. You can also create two or more cropping frames.

   If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the specified area will be scanned.

   Adjusting Cropping Frames

7. Set Image corrections as required.

8. Click Scan.

   Scanning starts.

Note

- Click (Information) to open a dialog box in which you can check the current scan settings (document type, etc.).
- ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
  Scan Tab

Related Topic

Basic Mode Tab

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ScanGear

Scanning in Advanced Mode

In Advanced Mode, you can specify the color mode, output resolution, image brightness, color tone, etc. when scanning.

This section explains how to scan paper/photos from the Platen. See " Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode " to scan multiple documents placed on the ADF (Auto Document Feeder).

1. Place the document on the Platen, then start ScanGear (scanner driver).

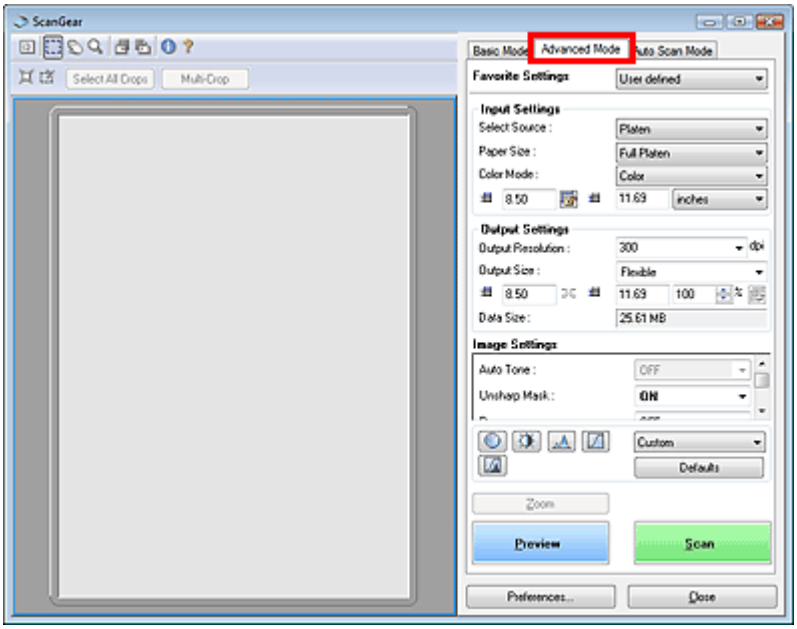
➡ Starting ScanGear (Scanner Driver)

Important

- Place the document face-down on the Platen and align an upper corner of the document with the corner at the arrow of the Platen.

2. Click Advanced Mode.

The Advanced Mode tab appears.



Note

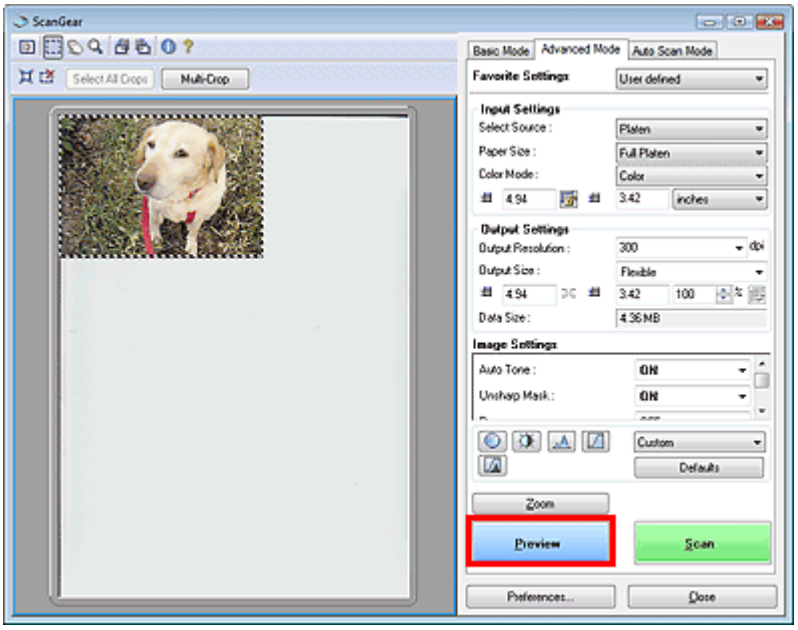
- Settings are not retained when you switch between modes.

3. Set Paper Size and Color Mode.

➡ Input Settings

4. Click Preview.

Preview image appears in the Preview area.



Note

- If you scan without preview, the show-through reduction function will be active. This function is useful when scanning magazines. However, when scanning photos, the color tone of the scanned image may differ from the source due to the show-through reduction function. In that case, use preview first.

5. Set Output Settings.

➡ Output Settings

6. Adjust the cropping frame, correct image and adjust colors as required.

➡ Adjusting Cropping Frames

➡ Image Settings

➡ Color Adjustment Buttons

7. Click Scan.

Scanning starts.

Note

- ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.

  ➡ Scan Tab

Related Topic

▶ Advanced Mode Tab

Page top

ScanGear

Scanning in Auto Scan Mode

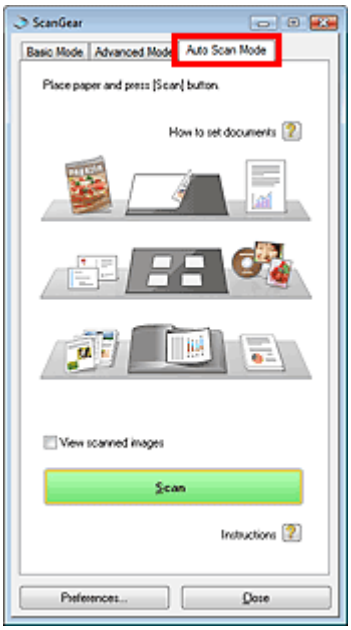
You can scan easily in Auto Scan Mode of ScanGear (scanner driver) by letting it automatically determine the type of documents placed on the Platen or ADF (Auto Document Feeder).

Note

- Supported document types are photos, Hagaki, business cards, magazines, newspapers, text documents and CD/DVD. To scan other documents, specify the document type on the Basic Mode tab or the Advanced Mode tab.
  - Scanning in Basic Mode
  - Scanning in Advanced Mode
- Place documents of the same size when scanning two or more documents from the ADF (Auto Document Feeder).

1. Place the documents on the Platen or ADF (Auto Document Feeder), then start ScanGear (scanner driver).
   - Placing Documents
   - Starting ScanGear (Scanner Driver)
2. Click Auto Scan Mode.

   The Auto Scan Mode tab appears.



3. Click Scan.

   Scanning starts.

Note

- ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
  - Scan Tab

Related Topic

- Auto Scan Mode Tab

ScanGear

Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode

In Advanced Mode, you can specify the image brightness, color tone, etc. and scan multiple documents placed on the ADF (Auto Document Feeder) at one time.

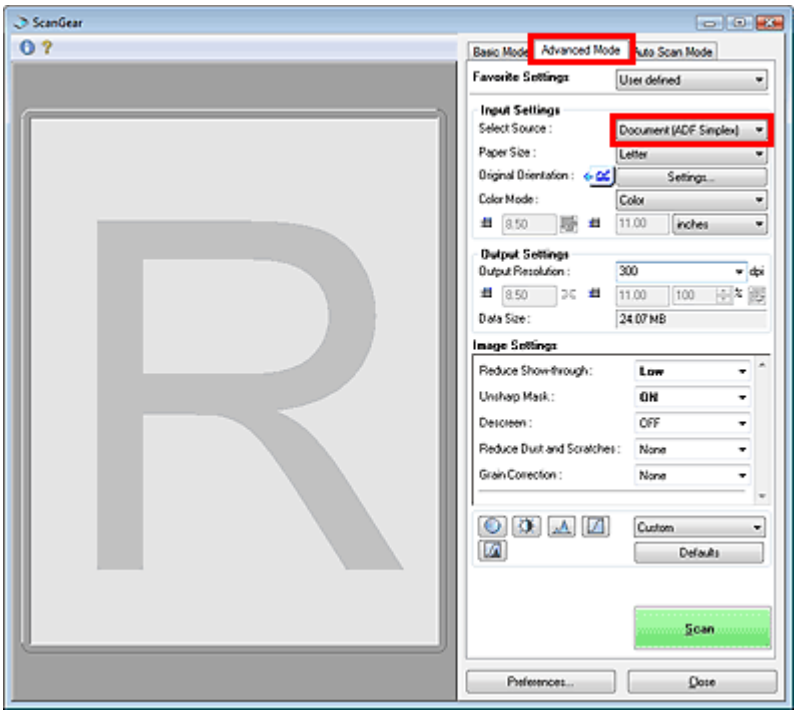
When scanning from the ADF (Auto Document Feeder), documents are scanned without preview.

1. Place the documents on the ADF (Auto Document Feeder), then start ScanGear (scanner driver).

   Placing Documents (ADF (Auto Document Feeder))

   Starting ScanGear (Scanner Driver)

2. Click Advanced Mode and select Document (ADF Simplex) for Select Source.



Note

- Settings are not retained when you switch between modes.

3. Set Paper Size, Original Orientation and Color Mode.

   Input Settings

4. Set Output Settings.

   Output Settings

5. Make image corrections and color adjustments as required.

Note

- See the corresponding sections below for details on Image Settings and the Color Adjustment Buttons.

  Image Settings

  Color Adjustment Buttons

6. Click Scan.

Scanning starts.

Note

- ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.
  Scan Tab

Related Topic

▶ Advanced Mode Tab

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ScanGear

Scanning Multiple Documents at One Time in Advanced Mode

You can scan two or more photos (small documents) on the Platen at one time by using Multi-Crop in Advanced Mode tab of ScanGear (scanner driver).

Important

- The following types of documents cannot be cropped correctly.
  - Documents smaller than 1.18 inches (3 cm) square
  - Photos that have been cut to various shapes
- The following types of documents may not be cropped correctly. In that case, start ScanGear (scanner driver), then adjust the cropping frame on the Advanced Mode tab and scan again.
  - Photos that have a whitish border
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents

  Scanning in Advanced Mode

1. Place the document on the Platen, then start ScanGear (scanner driver).

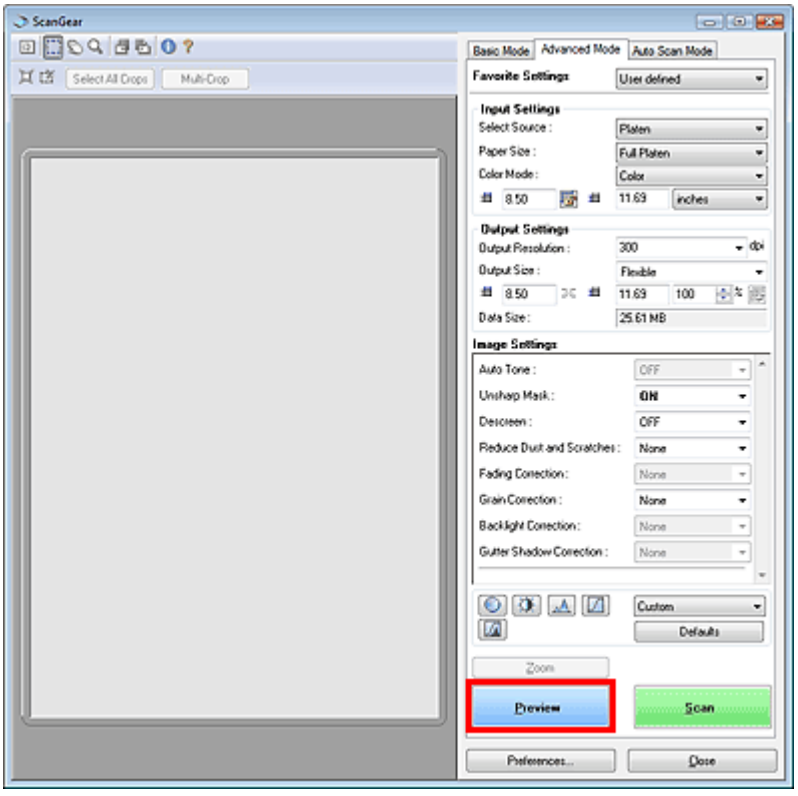
   Placing Documents

   Starting ScanGear (Scanner Driver)

2. Click Advanced Mode.

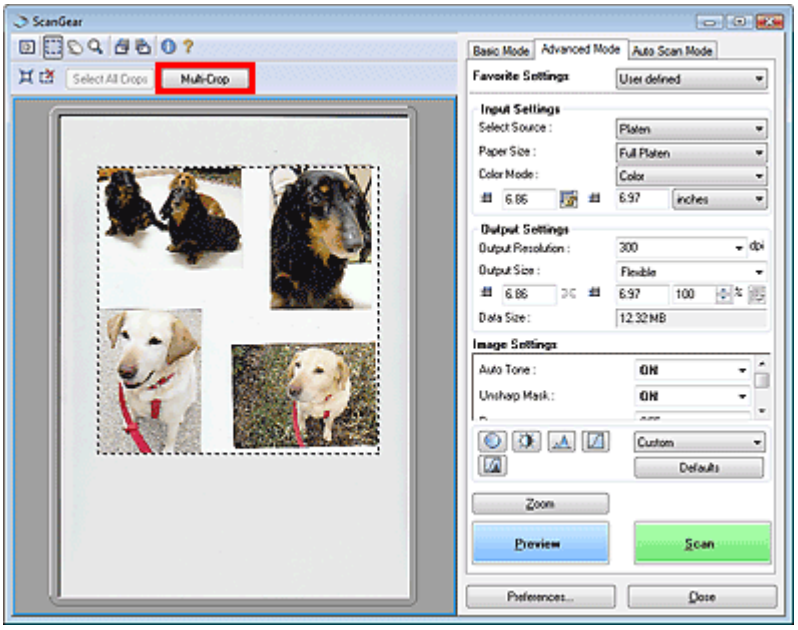
   The Advanced Mode tab appears.

3. Click Preview.

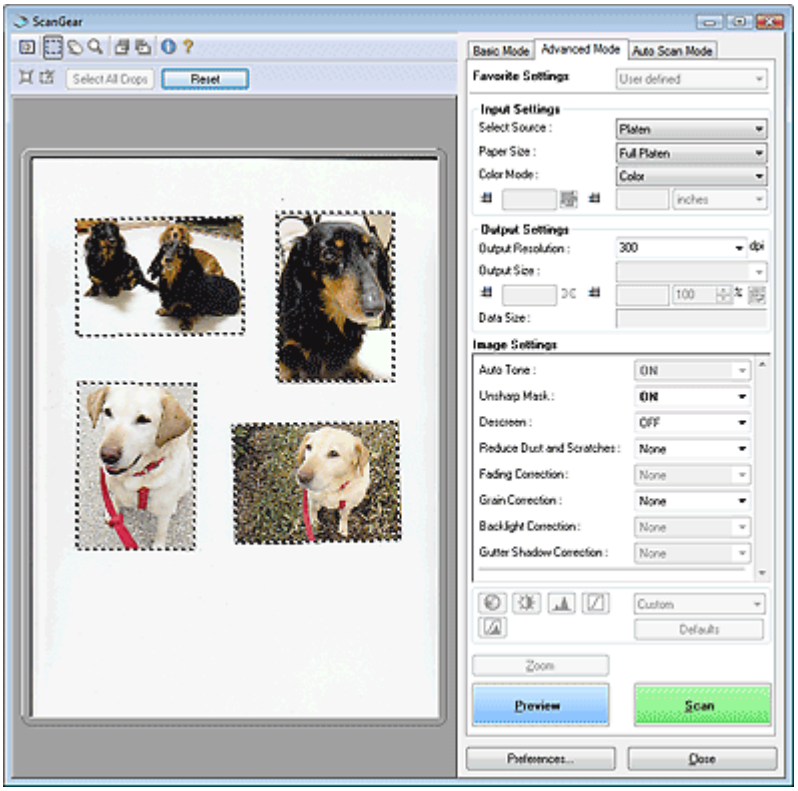


   Preview image appears in the Preview area.

4. Click Multi-Crop above the Preview area.



Each image is cropped (scan area is specified) automatically according to the document size.



If you do not want to scan one, select the image and press the Delete key. Alternatively, select the image and click (Remove Cropping Frame) on the Toolbar.

Note

- When you click Multi-Crop, Multi-Crop changes to Reset.
  Click Reset to cancel Multi Crop.
- Cancel Multi Crop to create custom cropping frames.
  ➡Adjusting Cropping Frames

5. Set Color Mode, Output Resolution, etc. as required.

➡Input Settings

➡Output Settings

Note

- The settings are applied to all cropping frames.

6. Make image corrections as required.

Image Settings

Note

- The settings are applied to all cropping frames.

7. Click Scan.

Each cropping frame is scanned as an individual image.

Note

- ScanGear's response after scanning can be specified in Status of ScanGear dialog after scanning on the Scan tab of the Preferences dialog box.

Scan Tab

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ScanGear

Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)

The following sections provide you with tips and know-how on advanced scanning techniques involving color/brightness adjustment, etc.

- **Sharpening out-of-focus photos, reducing dust and scratches, and correcting faded colors**
  - Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)
- **Previewing and changing the color tone of the entire image to scan**
  - Adjusting Colors Using a Color Pattern
- **Brightening colors that have faded with time or due to colorcast**
  - Adjusting Saturation and Color Balance
- **Adjusting images that are too dark or bright, or too flat due to lack of contrast**
  - Adjusting Brightness and Contrast
- **Adjusting the color tone using histogram (a graph showing brightness distribution)**
  - Adjusting Histogram
- **Adjusting the image brightness using tone curve (a graph of brightness balance)**
  - Adjusting Tone Curve
- **Sharpening characters in text documents or reducing show-through effects**
  - Setting Threshold

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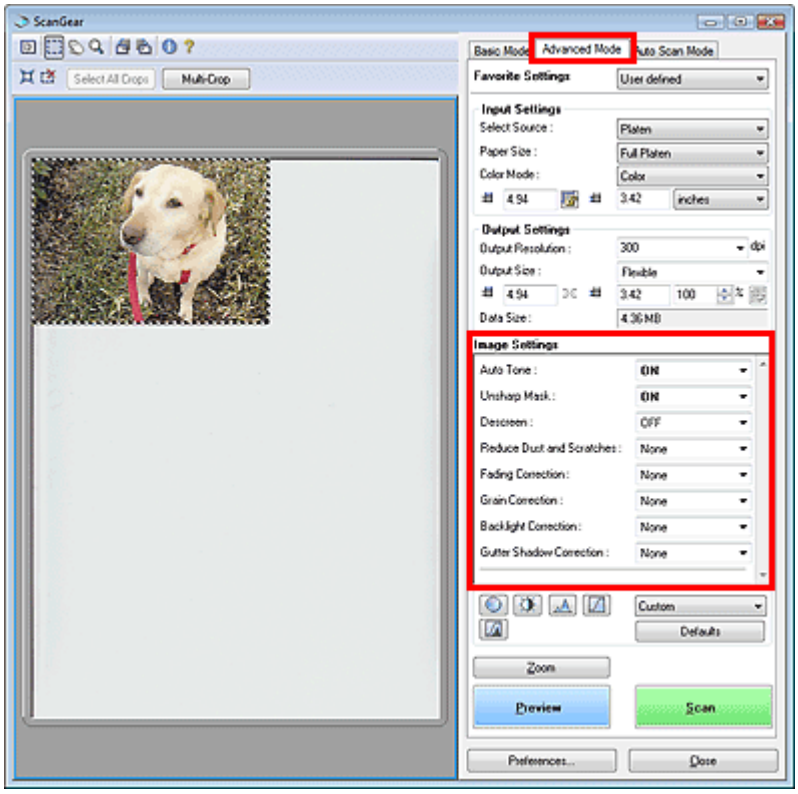
ScanGear

Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)

The Image Settings functions in Advanced Mode tab of ScanGear (scanner driver) allow you to enhance the outline of the subjects, reduce dust/scratches and correct faded colors when scanning images.



Setting Items

Click ▼ of a function and select an item from the pull-down menu.

Important

- Do not apply these functions to images without moire, dust/scratches or faded colors. The color tone may be adversely affected.
- See the section below for details and precautions on each function.
  Image Settings

Note

- See the section below to start ScanGear (scanner driver) in Advanced Mode tab and scan.
  Scanning in Advanced Mode

Adjusting the image brightness and color tone

Set Auto Tone to ON.

OFF	ON

Reducing show-through in text documents or lightening the base color in recycled paper, newspapers, etc. when scanning from the ADF (Auto Document Feeder)

Set Reduce Show-through to Low or High according to the degree of show-through or darkness of the base color.

None	Low

Sharpening slightly out-of-focus images

Set Unsharp Mask to ON.

OFF	ON

Reducing gradations and stripe patterns

Set Descreen to ON.

OFF	ON

Note

- "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. Descreen is the function for reducing this moire effect.

Reducing dust and scratches

Set Reduce Dust and Scratches to Low, Medium or High according to the degree of dust and scratches.

None	Medium

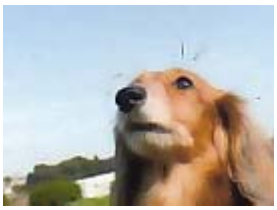
Correcting photos that have faded with time or due to colorcast

Set Fading Correction to Low, Medium or High according to the degree of fading or colorcast.

None	Medium

Reducing graininess

Set Grain Correction to Low, Medium or High according to the degree of graininess.

None	Medium
	

Correcting backlit images

Set Backlight Correction to Low, Medium or High according to the degree of backlight.

None	Medium

Correcting shadows that appear between pages when scanning open booklets

Set Gutter Shadow Correction to Low, Medium or High according to the degree of shadows.

None	Medium

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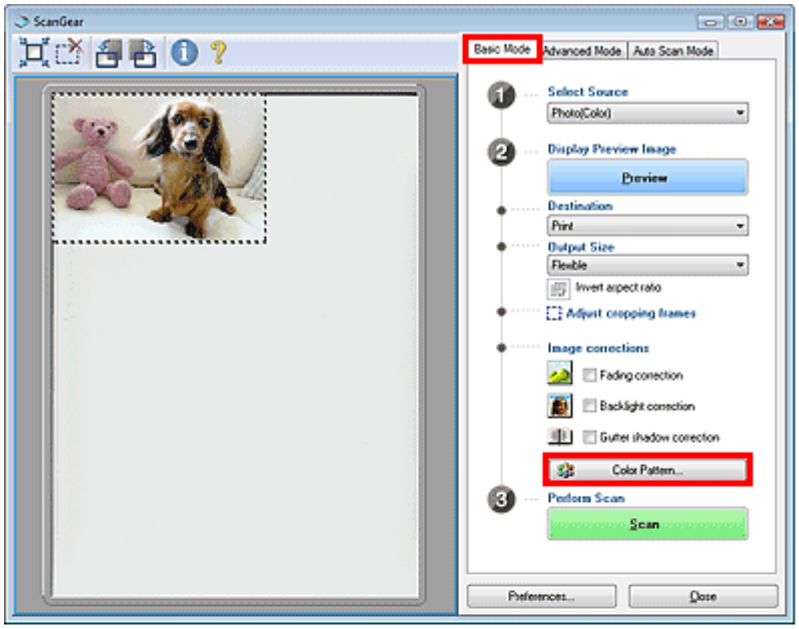
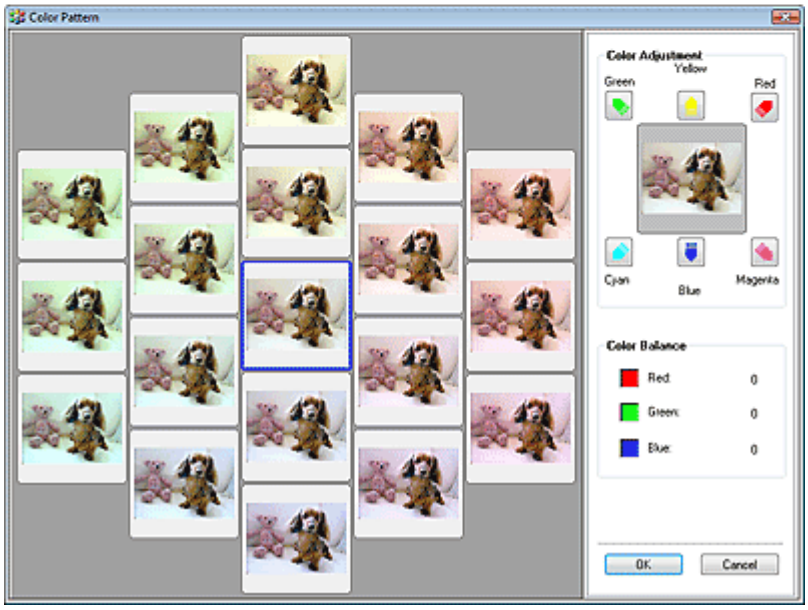
ScanGear

Adjusting Colors Using a Color Pattern

You can preview color changes and reproduce natural colors by using the Color Pattern function in ScanGear's Basic Mode tab.





Color Adjustment

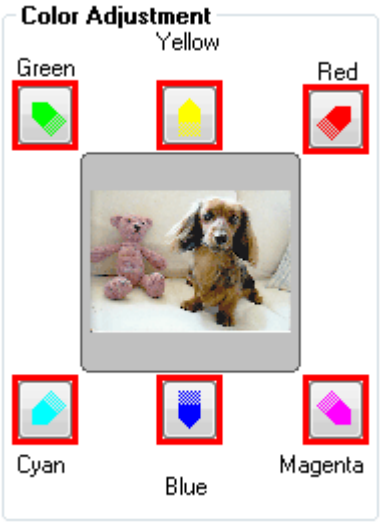
Correct colors that have faded with time or due to colorcast. Colorcast is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

Click an arrow in Color Adjustment to emphasize the corresponding color.

Cyan & red, magenta & green and yellow & blue are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is recommended that you find a portion in the image where it should be white, and adjust the colors so that the portion turns white.

Preview image appears in the center. Preview image colors change as you adjust them.



Below is an example of correcting a bluish image.

Since Blue and Green are too strong, click the Yellow and Magenta arrows to correct.

Before	After

Note

- Color adjustments are applied only to the scan area (cropping frame).
- You can also select a color tone from the color pattern displayed on the left of the Color Pattern screen.
- You can also use this function to add a specific tint to an image. Increase the magenta to add a warm tint, and increase the blue to add a cool tint.

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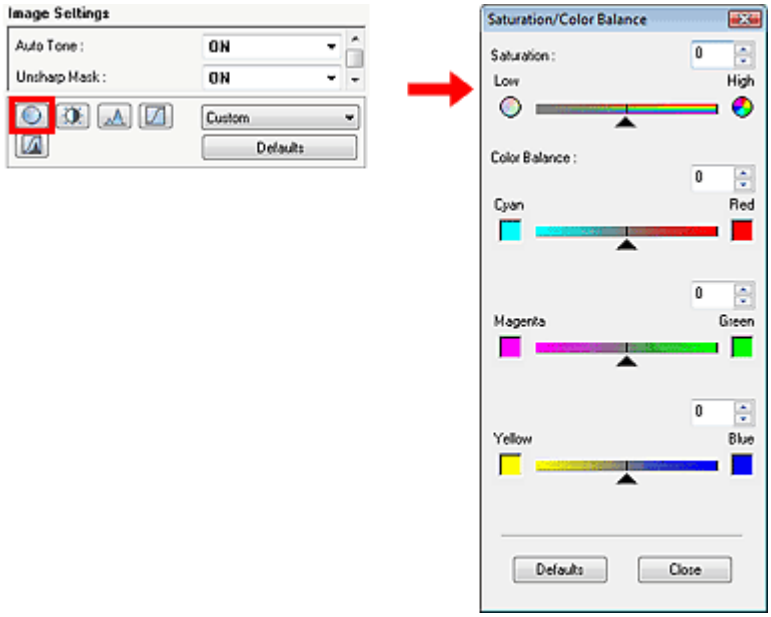
ScanGear

Adjusting Saturation and Color Balance

In ScanGear's Advanced Mode tab, click (Saturation/Color Balance).



Note

- Click Defaults to reset all adjustments in the current window.

Saturation

Adjust the image's saturation (vividness). You can brighten colors that have faded with time, etc.

Move ▲ (slider) under Saturation to the left to reduce the saturation (darken the image), and to the right to increase the saturation (brighten the image). You can also enter a value (-127 to 127).

Saturation decreased	Original image	Saturation increased

Note

- The natural color tone of the original image may be lost if you increase saturation too much.

Color Balance

Adjust images that have a colorcast. Colorcast is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

Move ▲ (slider) under each color pair to the left or right to emphasize the corresponding color.

Cyan & Red

Magenta & Green

Yellow & Blue

These are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is usually difficult to correct the image completely by adjusting only one color pair. It is recommended that you find a portion in the image where it should be white, and adjust all three color pairs so that the portion turns white.

You can also enter a value (-127 to 127).

Below is an example of an image in which the "Cyan & Red" pair has been adjusted.

Cyan is increased	Red is increased

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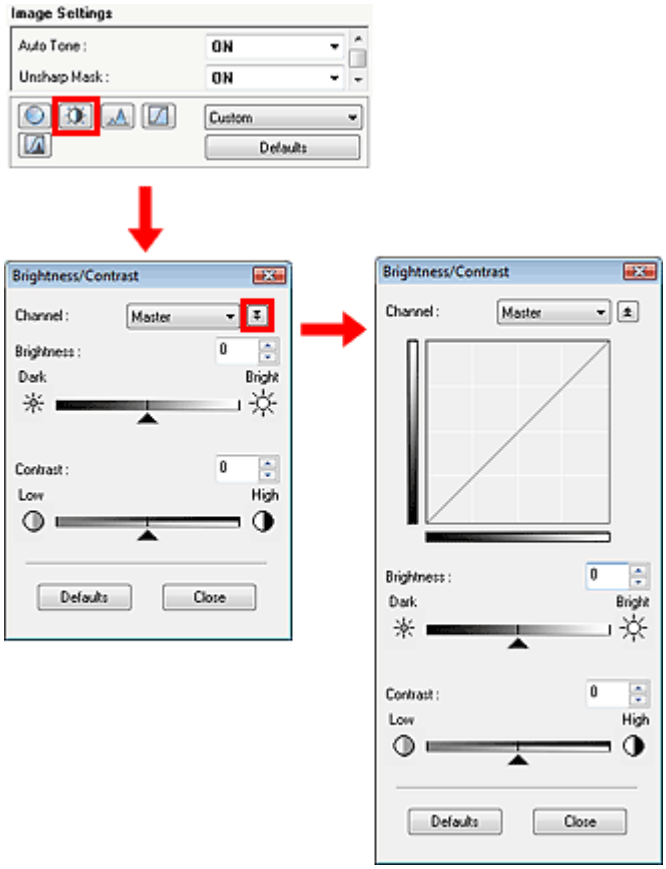
ScanGear

Adjusting Brightness and Contrast

In ScanGear's Advanced Mode tab, click (Brightness/Contrast).



Note

- Click to switch to detailed view. Click to return to the previous view.
- Click Defaults to reset all adjustments in the current window.

Channel

Each dot of an image is a mixture of Red, Green and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

- **Master**

  Adjust the Red, Green and Blue combined.

- **Red**

  Adjust the Red channel.

- **Green**

  Adjust the Green channel.

- **Blue**

  Adjust the Blue channel.

Note

- Only Grayscale will be displayed in Channel when Color Mode is Grayscale.

Brightness

Adjust the image brightness. Move ▲ (slider) under Brightness to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

Darkened	Original image	Brightened

Note

- Highlights may be lost if you brighten the image too much, and shadows may be lost if you darken the image too much.

Contrast

Contrast is the degree of difference between the brighter and darker parts of an image. Increasing contrast will increase the difference, thus sharpening the image. Decreasing contrast will decrease the difference, thus softening the image.

Move ▲ (slider) under Contrast to the left to decrease and right to increase the contrast of the image. You can also enter a value (-127 to 127).

Decreased contrast	Original image	Increased contrast

Note

- Increasing the contrast is effective in adding a three-dimensional feel to soft images. However, shadows and highlights may be lost if you increase the contrast too much.

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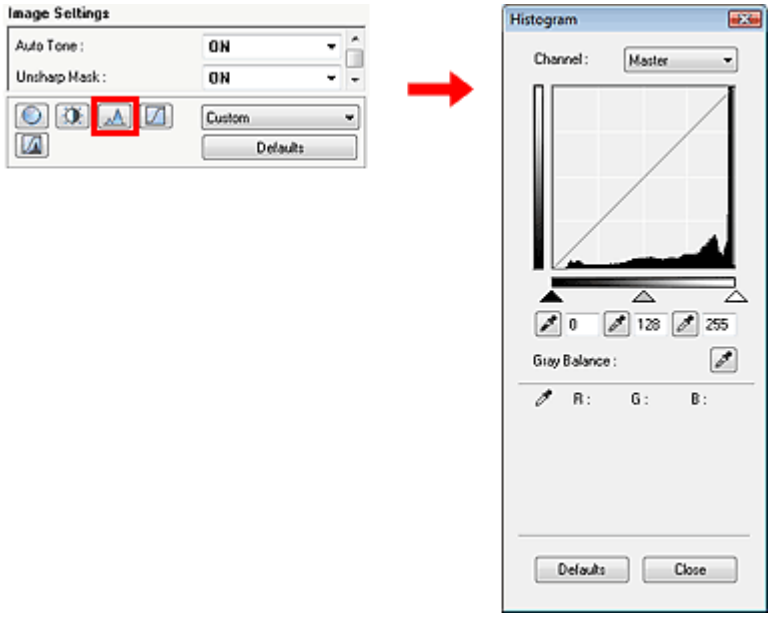
ScanGear

Adjusting Histogram

In ScanGear's Advanced Mode tab, click (Histogram).



Note

- Click Defaults to reset all adjustments in the current window.

Channel

Each dot of an image is a mixture of Red, Green and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

- **Master**

  Adjust the Red, Green and Blue combined.
- **Red**

  Adjust the Red channel.
- **Green**

  Adjust the Green channel.
- **Blue**

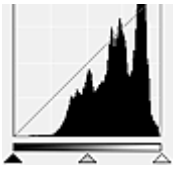
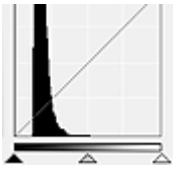
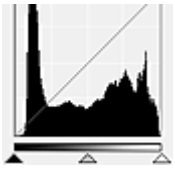
  Adjust the Blue channel.

Note

- Only Grayscale will be displayed in Channel when Color Mode is Grayscale.

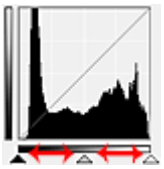
Reading Histograms

You can open Histogram of a specified area for each Channel. The higher the Histogram peak, the more data is distributed to that level.

(1) Bright area	(2) Dark area	(3) Whole image
		
More data is distributed to the highlight side.	More data is distributed to the shadow side.	Data is widely distributed between the highlight and shadow.

Adjusting Histograms (Using the Slider)

Select a Channel, then move ▲ (Black-point Slider) or △ (White-point Slider) to specify the level to be set as the shadow or highlight.



- All parts to the left of ▲ (Black-point Slider) will be black (level 0).
- The parts at △ (Mid-point Slider) will turn to the color exactly between the black-point and white-point.
- All parts to the right of △ (White-point Slider) will turn white (level 255).

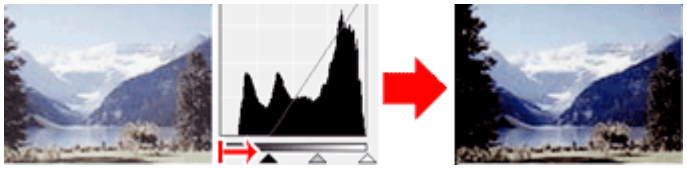
Auto Tone is set to ON by default. Adjustments shown below are automatically performed.

Moving the Black-point and White-point Sliders

Move the Black-point Slider or White-point Slider to adjust brightness.

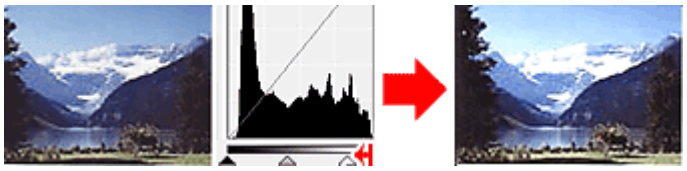
Images with more data distributed to the highlight side

Move the Black-point Slider toward the highlight side.



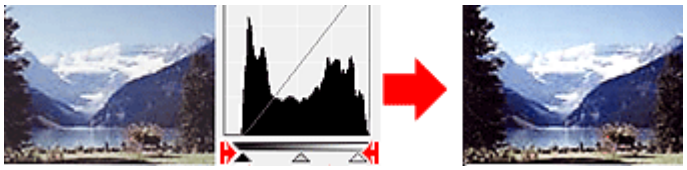
Images with more data distributed to the shadow side

Move the White-point Slider toward the shadow side.



Images with widely distributed data

Move the Black-point Slider toward the highlight side, and White-point Slider toward the shadow side.

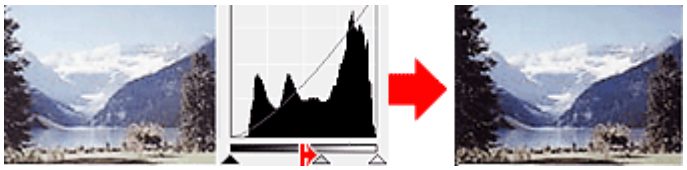


Moving the Mid-point Slider

Move the Mid-point Slider to specify the level to be set as the middle of the tonal range.

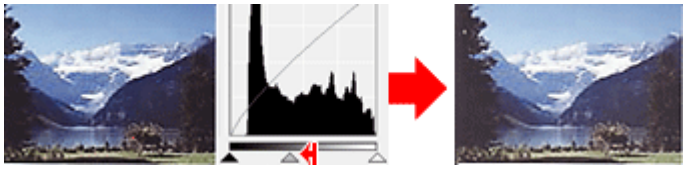
Images with more data distributed to the highlight side

Move the Mid-point Slider toward the highlight side.



Images with more data distributed to the shadow side

Move the Mid-point Slider toward the shadow side.



Adjusting Histograms (Using the Droppers)

When you select a Channel and click the Black-point, Mid-point or White-point Dropper, the mouse pointer on the preview image changes to a dropper. Click a Dropper displayed below the histogram to change the setting.

- The point clicked with (Black-point Dropper) will be the darkest point. You can also enter a value (0 to 245).

- The point clicked with (Mid-point Dropper) will be the middle of the tonal range. You can also enter a value (5 to 250).

- The point clicked with (White-point Dropper) will be the brightest point. You can also enter a value (10 to 255).

- Click for Gray Balance and click the area you want to adjust the color in the preview image.

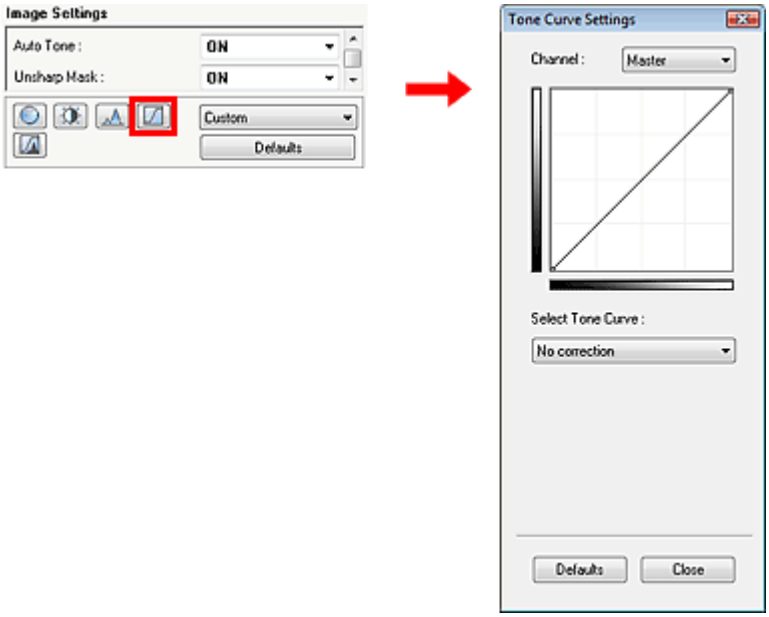
The clicked point will be set as the achromatic color reference, and the rest of the image is adjusted accordingly. For instance, if snow in a photo appears bluish, click the bluish part to adjust the whole image and reproduce natural colors.

Page top

ScanGear

Adjusting Tone Curve

In ScanGear's Advanced Mode tab, click (Tone Curve Settings).



Note

- Click Defaults to reset all adjustments in the current window.

Channel

Each dot of an image is a mixture of Red, Green and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

- **Master**

  Adjust the Red, Green and Blue combined.
- **Red**

  Adjust the Red channel.
- **Green**

  Adjust the Green channel.
- **Blue**

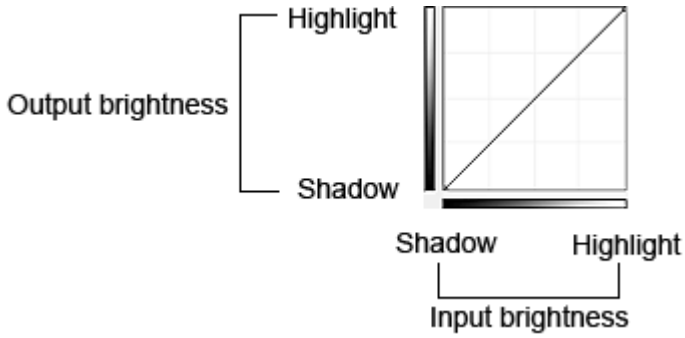
  Adjust the Blue channel.

Note

- Only Grayscale will be displayed in Channel when Color Mode is Grayscale.

Reading Tone Curves

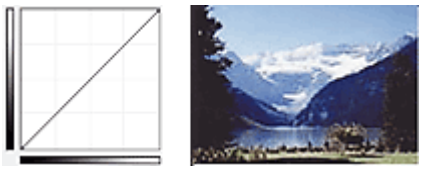
With ScanGear (scanner driver), scanning images via a scanner is the input, and displaying to a monitor is the output. Tone Curve shows the balance of tone input and output for each Channel.



Adjusting Tone Curve

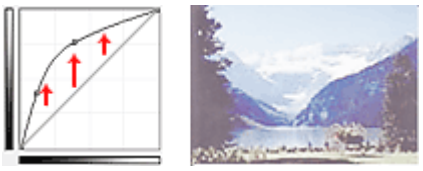
In Select Tone Curve, select a tone curve from No correction, Overexposure, Underexposure, High contrast, Reverse the negative/positive image and Edit custom curve.

No correction (No adjustment)



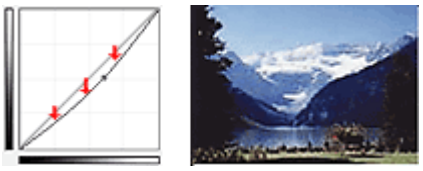
Overexposure (Convex curve)

The midtone data of the input side is stretched toward the highlight of the output side, resulting in a bright-toned image when viewed on a monitor.



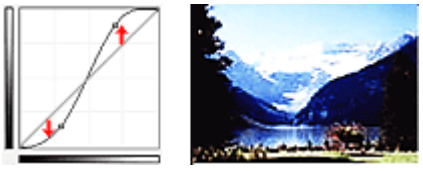
Underexposure (Concave curve)

The midtone data of the input side is stretched toward the shadow of the output side, resulting in a dark-toned image when viewed on a monitor.



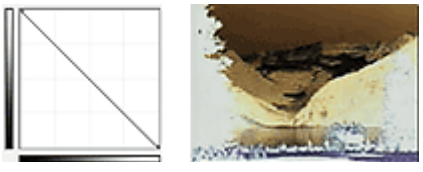
High contrast (S curve)

The highlight and shadow of the input side are enhanced, resulting in a high-contrast image.



Reverse the negative/positive image (Downward-sloping line)

The input and output sides are reversed, resulting in a negative-positive inverted image.



Edit custom curve

You can drag specific points on the Tone Curve to freely adjust the brightness of the corresponding areas.

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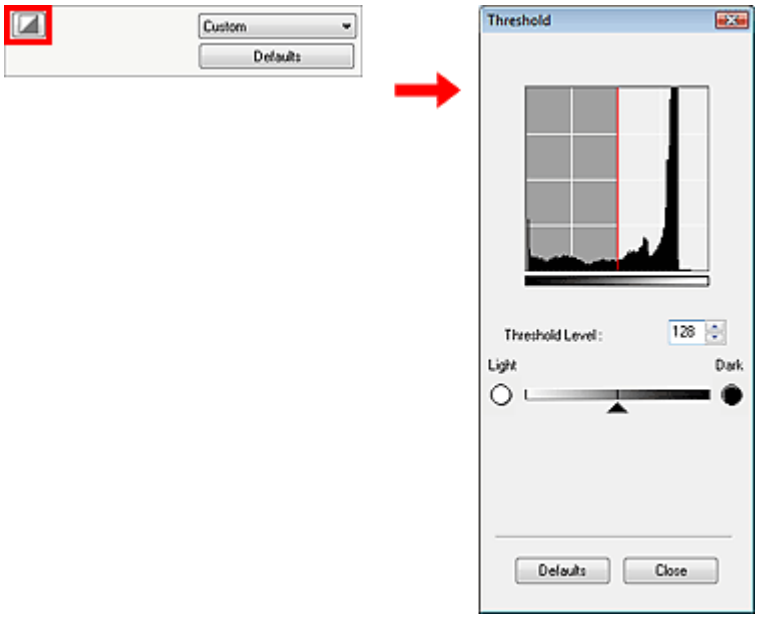
ScanGear

Setting Threshold

The brightness of color and grayscale images is expressed in a value between 0 and 255. However, in creating black and white images, all colors are mapped to either black (0) or white (255). Threshold is the borderline value that determines a color as black or white. By adjusting the threshold level, you can sharpen text in a document or reduce show-through in newspapers.

This function is available when Color Mode is Black and White.

In ScanGear's Advanced Mode tab, click (Threshold).



Note

- Click Defaults to reset all adjustments in the current window.

Adjusting Threshold

Move ▲ (slider) to the right to increase the threshold value and thus increase the black areas. Move the slider to the left to decrease the value and thus increase the white areas. You can also enter a value (0 to 255).

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ScanGear

ScanGear (Scanner Driver) Screens

The following sections describe ScanGear's screens and functions, and how to use ScanGear (scanner driver).

Basic Mode Tab

Advanced Mode Tab

- Input Settings
- Output Settings
- Image Settings
- Color Adjustment Buttons

Auto Scan Mode Tab

Preferences Dialog Box

- Scanner Tab
- Preview Tab
- Scan Tab
- Color Settings Tab

Page top

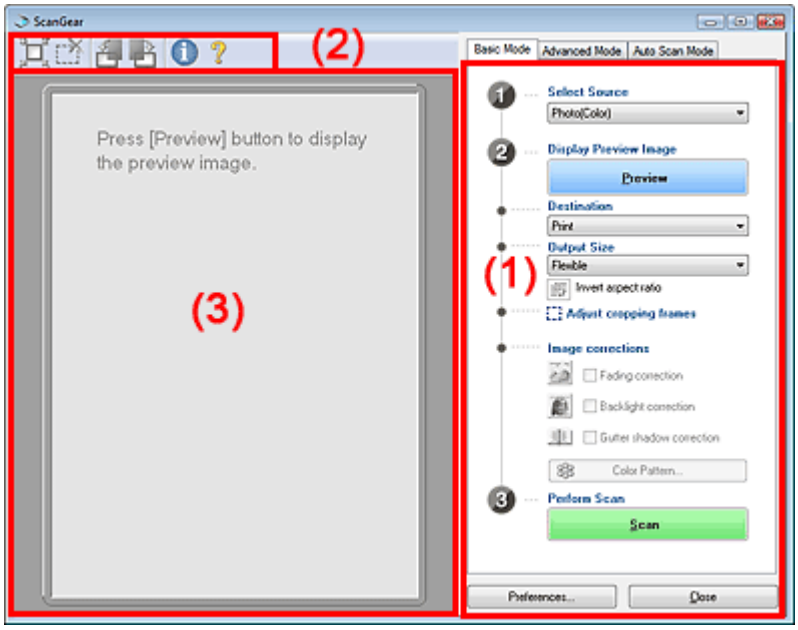
ScanGear

Basic Mode Tab

This mode allows you to scan easily by following the on-screen steps.

This section describes the settings and functions available in Basic Mode.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview. Also, the paper size is set to A4.



(1) Settings and Operation Buttons

(2) Toolbar

(3) Preview Area

Note

- The displayed items vary by document type and how the screen was opened.

Settings and Operation Buttons

- **Select Source**
  - **Photo(Color)**

    Scan color photos.
  - **Magazine(Color)**

    Scan color magazines.
  - **Newspaper(Grayscale)**

    Scan text and line drawings in black and white.
  - **Document(Grayscale)**

    Scan photos and documents in black and white.
    Select this mode to create high-resolution black and white images.
  - **Document(Color) ADF Simplex**

    Scan documents from the ADF (Auto Document Feeder) in color.
  - **Document(Grayscale) ADF Simplex**

    Scan documents from the ADF (Auto Document Feeder) in black and white.

Important

- Some applications do not support continuous scanning from the ADF (Auto Document Feeder).

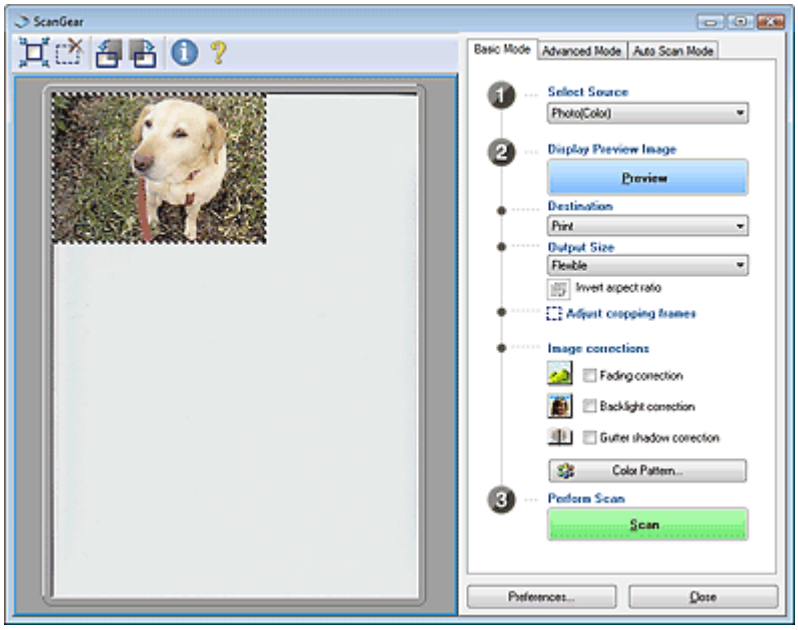
For details, refer to the application's manual.

Note

- If you select an option other than Newspaper(Grayscale), the Unsharp Mask function will be active.
- If you select Photo(Color), Magazine(Color) or Document(Grayscale), the Auto Tone function will be active by default. However, if you disable Always Execute the Auto Tone on the Color Settings tab of the Preferences dialog box, the Auto Tone function will be disabled.
- If you select Magazine(Color), the Descreen function will be active.

- **Display Preview Image**

Click Preview to perform a trial scan. The scanned document appears in the Preview area. A cropping frame (scan area) is displayed according to the document size.



Note

- If you scan without preview, colors are adjusted based on the document type selected in Select Source.
- When using the machine for the first time, scanner calibration starts automatically. Wait a while until the preview image appears.

- **Destination**

Select what you want to do with the scanned image.

- **Print**

  Select this to print the scanned image on a printer.

- **Image display**

  Select this to view the scanned image on a monitor.

- **OCR**

  Select this to use the scanned image with OCR software.
  OCR software is software that converts text scanned as an image into text data that can be edited in word processors and other programs.

- **Output Size**

Select an output size.
Output size options vary by the item selected in Destination.

- **Flexible**

  When a cropping frame is displayed, the portion within the cropping frame will be scanned at 100%. When no cropping frame is displayed, the entire Preview area will be scanned.

- **Paper Size (L, A4, etc.)**

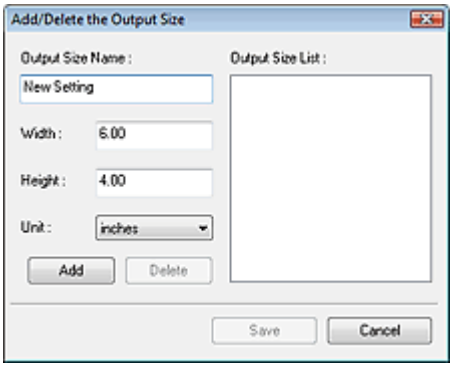
  Select an output paper size. The portion within the cropping frame will be scanned at the size of the selected paper size. You can drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

- **Monitor Size (1024 x 768 pixels, etc.)**

Select an output size in pixels.
A cropping frame of the selected monitor size will be displayed and the portion within the cropping frame will be scanned. You can drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

- **Add/Delete...**

  Opens the Add/Delete the Output Size dialog box, in which you can save custom output sizes. You can select this option when Destination is Print or Image display.



In the Add/Delete the Output Size dialog box, you can specify multiple output sizes and save them at one time. Saved items appear in the Output Size list along with the predefined items.

Add

To add a size, enter Output Size Name, Width and Height, then click Add. For Unit, you can select mm or inches when Destination is Print but you can only select pixels when Destination is Image display. The name of the added size appears in Output Size List. Click Save to save the items listed in Output Size List.

Delete

To delete an item, select it in Output Size List and click Delete. Click Save to save the items listed in Output Size List.

Important

- You cannot delete predefined output sizes such as A4 and 1024 x 768 pixels.

Note

- Save up to 10 output sizes to Output Size List.
- An error message appears when you enter a value outside the setting range. Enter a value within the setting range.

Important

- This function is not available when an ADF type is selected for Select Source.

Note

- Whether or how the cropping frame is initially displayed on a preview image can be specified on the Preview tab of the Preferences dialog box. See Cropping Frame on Previewed Images in "Preview Tab."

- **Invert aspect ratio**

This button is available when Output Size is set to anything but Flexible.
Click this button to rotate the cropping frame. Click again to return it to the original orientation.

- **Adjust cropping frames**

You can adjust the scan area within the Preview area.
If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the cropping frame will be scanned.
Adjusting Cropping Frames

- **Image corrections**
  - **Fading correction**

    Corrects and scans photos that have faded with time or have a colorcast.
  - **Backlight correction**

    Corrects photos that have been shot against light.
  - **Gutter shadow correction**

    Corrects shadows that appear between pages when scanning open booklets.

    Important

    - For precautions on using this function, see Gutter Shadow Correction in " Image Settings " (Advanced Mode tab).

- **Color Pattern...**

  Allows you to adjust the image's overall color. You can correct colors that have faded due to colorcast, etc. and reproduce natural colors while previewing color changes.
  ➡Adjusting Colors Using a Color Pattern

- **Perform Scan**

  Click Scan to start scanning.

  Note

  - When scanning starts, the progress will be displayed. Click Cancel to cancel the scan.

- **Preferences...**

  The Preferences dialog box opens and you can make scan/preview settings.
  ➡Preferences Dialog Box

- **Close**

  Closes ScanGear (scanner driver).

Toolbar

- **Toolbar**

  You can rotate preview images using the Toolbar.

  - **(Auto Crop)**

    Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are cropping area within the cropping frame.
  - **(Remove Cropping Frame)**

    Removes the selected cropping frame.
  - **(Rotate Left)**

    Rotates the preview image 90 degrees counter-clockwise.
    - The result will be reflected in the scanned image.
    - The image returns to its original state when you preview again.

- **(Rotate Right)**

  Rotates the preview image 90 degrees clockwise.
  - The result will be reflected in the scanned image.
  - The image returns to its original state when you preview again.

- **(Information)**

  Displays the version of ScanGear (scanner driver) and the current scan settings (document type, etc.).

- **(Open Guide)**

  This page appears.

Preview Area

- **Preview Area**

  This is where a trial image is displayed after you click Preview.
  You can specify the scan area (cropping frame) on the displayed image.
  You can also create two or more cropping frames.
  Adjusting Cropping Frames

Related Topic

Scanning in Basic Mode

Page top

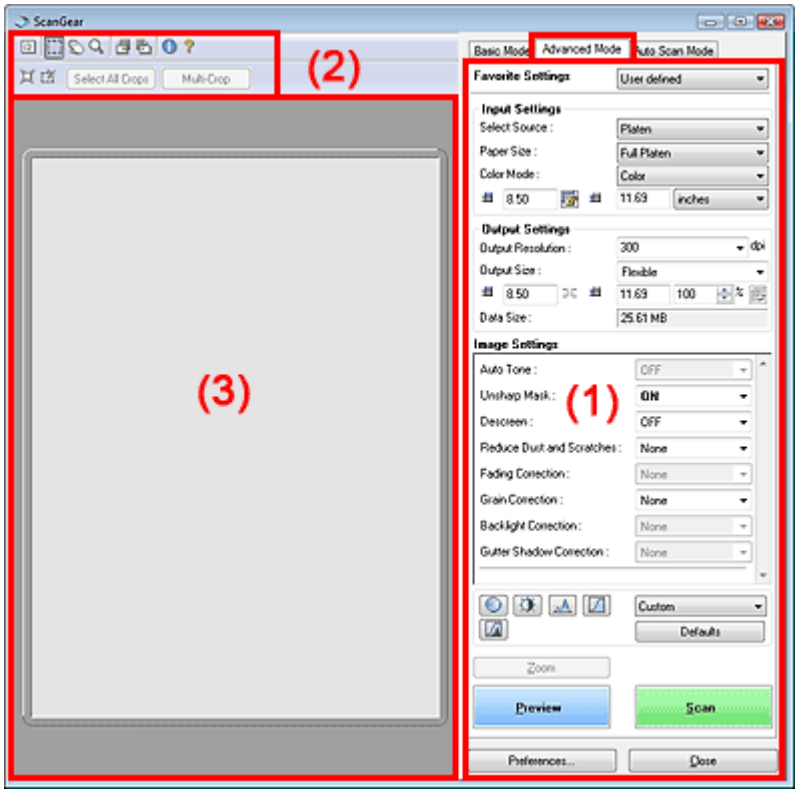
ScanGear

Advanced Mode Tab

This mode allows you to make advanced scan settings such as the color mode, resolution, image brightness and color tone.

This section describes the settings and functions available in Advanced Mode.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview.



(1) Settings and Operation Buttons

(2) Toolbar

(3) Preview Area

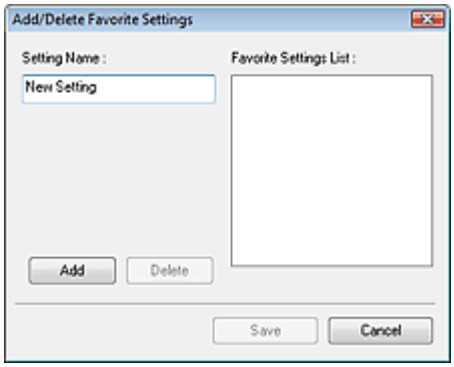
Note

- The displayed items vary by document type and how the screen was opened.

Settings and Operation Buttons

- **Favorite Settings**

  You can name and save a group of settings (Input Settings, Output Settings, Image Settings and Color Adjustment Buttons), and load it as required. It is convenient to save a group of settings if you will be using it repeatedly. You can also use this to reload the default settings.
  Select Add/Delete... from the pull-down menu and the Add/Delete Favorite Settings dialog box opens.



Enter Setting Name and click Add. The name appears in Favorite Settings List.
When you click Save, the item appears in the Favorite Settings list along with the predefined items.

Note

- You can set Add/Delete... in Favorite Settings after preview.
- Save up to 10 items to Favorite Settings List. To delete an item, select it in Favorite Settings List and click Delete. Click Save to save settings displayed in Favorite Settings List.

- **Input Settings**

  Specify the input settings such as the document type and size.
  ➡Input Settings

- **Output Settings**

  Specify the output settings such as the output resolution and size.
  ➡Output Settings

- **Image Settings**

  Enable/disable various image correction functions.
  ➡Image Settings

- **Color Adjustment Buttons**

  These buttons can be used to make fine corrections to the image brightness and color tones. You can adjust the image's overall brightness or contrast, and adjust its highlight and shadow values (histogram) or balance (tone curve).
  ➡Color Adjustment Buttons

- **Zoom**

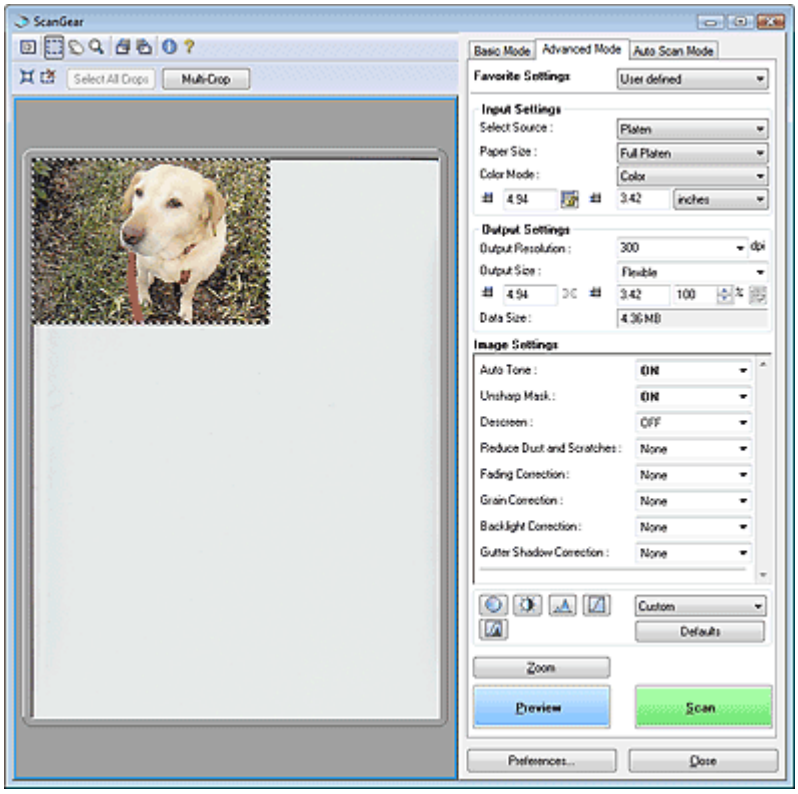
  Rescans the portion within the cropping frame at higher magnification. When the image is zoomed in, Zoom changes to Undo. Click Undo to return the display to its non-magnified state.

Note

- Zoom rescans the image and displays high-resolution image in Preview.
- (Enlarge/Reduce) on the Toolbar zooms in on the preview image quickly. However, the resolution of the displayed image will be low.

- **Preview**

  Performs a trial scan.



- **Scan**

  Starts scanning.

  Note

  - When scanning starts, the progress will be displayed. Click Cancel to cancel the scan.
  - When scanning is completed, a dialog box prompting you to select the next action may open. Follow the prompt to complete. For details, see Status of ScanGear dialog after scanning in " Scan Tab" (Preferences dialog box).
  - If the total size of the images to be scanned exceeds 100 MB, a message appears warning you that scanning may take time. Click OK to continue, or Cancel to cancel the scan.

- **Preferences...**

  The Preferences dialog box opens and you can make scan/preview settings.
  ➡ Preferences Dialog Box

- **Close**

  Closes ScanGear (scanner driver).

Toolbar

- **Toolbar**

  With the Advanced Mode tab Toolbar, you can make adjustments to the preview image and also select a part of the displayed image.

  - **(Clear)**

    Click this button to delete the preview image.
    It also resets the Toolbar and color adjustment settings.

  - **(Crop)**

    Allows you to specify the scan area by dragging the mouse.

  - **(Move Image)**

    If an enlarged image is too large to fit in the Preview area, you can click this button and drag the image across the screen until the part you want to see is displayed. You can also move the image using the scroll bars.

- **(Enlarge/Reduce)**

  Click this button then click on the image to enlarge it (zoom in). Right-click on the image to reduce it (zoom out).

- **(Rotate Left)**

  Rotates the preview image 90 degrees counter-clockwise.
  - The result will be reflected in the scanned image.
  - The image returns to its original state when you preview again.

- **(Rotate Right)**

  Rotates the preview image 90 degrees clockwise.
  - The result will be reflected in the scanned image.
  - The image returns to its original state when you preview again.

- **(Information)**

  Displays the version of ScanGear (scanner driver) and the current scan settings (document type, etc.).

- **(Open Guide)**

  This page appears.

- **(Auto Crop)**

  Displays and adjusts the cropping frame automatically to the size of the document displayed in the Preview area. The scan area is reduced every time you click this button if there are cropping area within the cropping frame.

- **(Remove Cropping Frame)**

  Removes the selected cropping frame.

- **Select All Crops**

  This button is available when there are two or more cropping frames.
  All cropping frames will be displayed in thick broken lines. The settings will be applied to all the cropping frames.

- **Multi-Crop**

  Automatically detects and crops multiple documents placed on the Platen.
  You can remove the cropping frames of the images you do not want to scan.

Note

- See "Scanning Multiple Documents at One Time in Advanced Mode " to scan multiple documents at one time.

Preview Area

- **Preview Area**

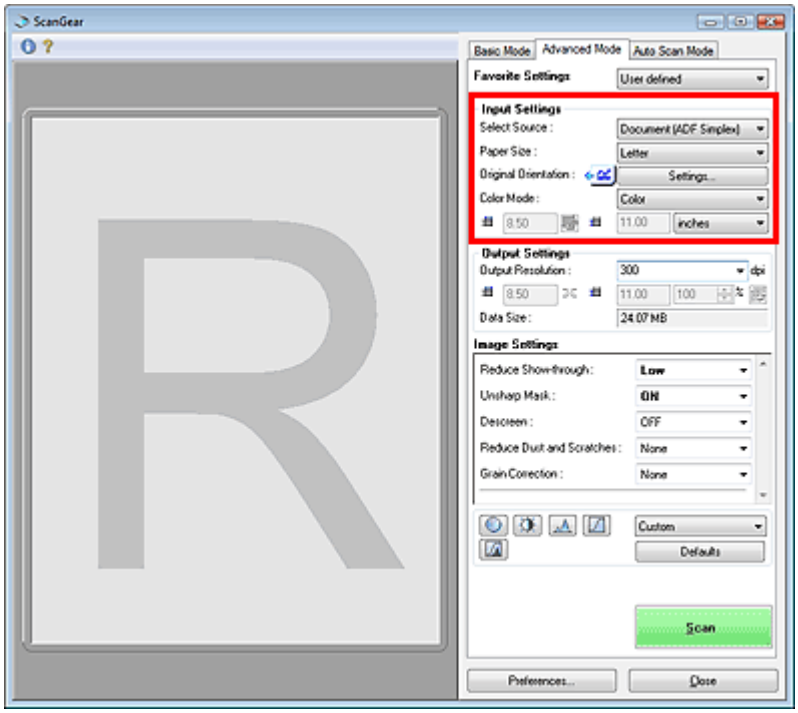
  This is where a trial image is displayed after you click Preview.
  You can specify the scan area (cropping frame) on the displayed image.
  You can also create two or more cropping frames.
  Adjusting Cropping Frames

Related Topic

Scanning in Advanced Mode

ScanGear

Input Settings



Input Settings allows you to set the following items:

- **Select Source**

  The type of document to be scanned is displayed. To scan from the Platen, select Platen. To scan from the ADF (Auto Document Feeder), select Document (ADF Simplex).

  Important

  - Even if you select to scan from the ADF (Auto Document Feeder), some applications do not support continuous scanning. For details, refer to the application's manual.

- **Paper Size**

  Select the size of the document to be scanned.
  When you select a size, the Preview area size changes accordingly.

  Important

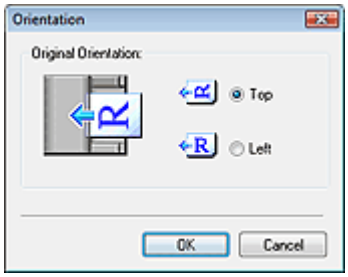
  - Some applications have a limit to the amount of scan data they can receive. ScanGear (scanner driver) can scan data that is of:
    - 21000 pixels x 30000 pixels or less
  - If you change Paper Size after previewing, the preview image will be deleted.

  Note

  - If you are not sure which size you should select for Paper Size, set Paper Size to Full Platen, then measure the size of the document and enter the values into (Width) and (Height).

- **Original Orientation**

  Specify the orientation of the documents to scan from the ADF (Auto Document Feeder).
  Click Settings... to open the Orientation dialog box.



Important

- The Orientation dialog box can only be opened when Select Source is Document (ADF Simplex).

- **Color Mode**

  Select how to scan the document.

  - **Color**

    Select this mode to scan color documents or to create color images. This mode renders the image in 256 levels (8 bit) of R(ed), G(reen), and B(lue).

  - **Grayscale**

    Select this mode to scan black and white photos, or to create black and white images. This mode renders the image in 256 levels (8 bit) of black and white.

  - **Black and White**

    Select this mode to scan photos and other documents in black and white. This mode renders the image in black and white. The contrast in the image is divided at certain levels (threshold level) into black and white and is rendered in two colors. The threshold level can be set with (Threshold).

- **Input Size**

  The Paper Size is displayed before preview. After preview, the cropping frame size is displayed.

  You can adjust the cropping frame (scan area) size by entering the values into (Width) and (Height).

  Click (Keep Aspect Ratio) and change it to (Locked) to maintain the aspect ratio when you specify the cropping frame size.

Important

- Input size settings are available only when Output Size in Output Settings is Flexible. If you select a size other than Flexible, a cropping frame calculated from Output Size and Output Resolution is displayed, and its aspect ratio is fixed.

Note

- The values you can enter will be within the range of the selected document size. The minimum size is 96 pixels x 96 pixels when Output Resolution is 600 dpi and enlarge/reduce is 100%.
- When Auto Crop is performed, the aspect ratio will not be maintained since the size will be prioritized.
- See "Adjusting Cropping Frames" for details on cropping frames.

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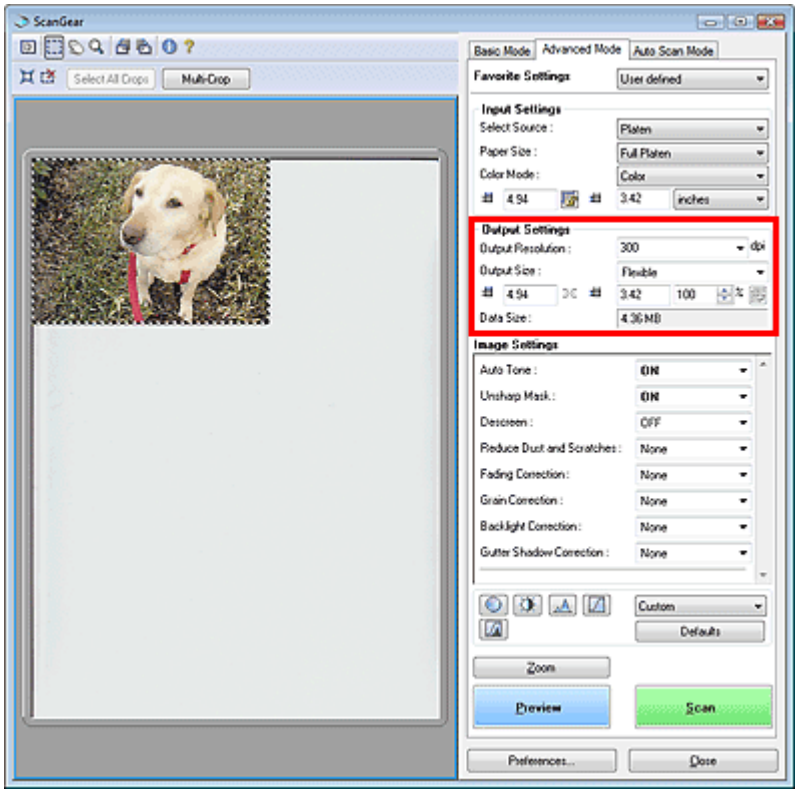
Output Settings



Output Settings allows you to set the following items:

- **Output Resolution**

  Select the resolution to scan at.
  The higher the resolution (value), the more detail in your image.
  Select a resolution from the options displayed by clicking the button, or enter a value in 1 dpi increments.
  ➡ Resolution

  ### When Select Source is Platen

  You can enter a value within the range of 25 dpi to 19200 dpi.

  ### When Select Source is Document (ADF Simplex)

  You can enter a value within the range of 25 dpi to 600 dpi.

- **Output Size**

  Select an output size.
  Select Flexible to set custom sizes or select a size for printing or displaying. Select Add/Delete... to set custom size and save it as a new output size option.

  - **Flexible**

    You can specify the output resolution and scale, and adjust the cropping frame. When no cropping frame is displayed, the entire Preview area will be scanned. When a cropping frame is displayed, the portion within the cropping frame will be scanned.

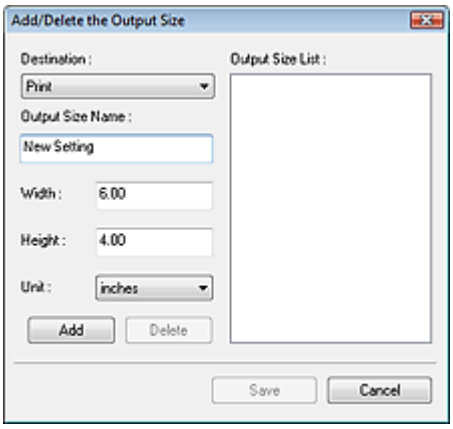
    To enlarge/reduce the scanned image, enter values into (Width) and (Height) in Output Settings or specify a value (by 1%) for %. The maximum value available for % depends on the Output Resolution. % can be specified for up to 19200 dpi (the maximum available output resolution).

  - **Paper Size (L, etc.) & Monitor Size (1024 x 768 pixels, etc.)**

Width, height and scale cannot be specified. The preview image will be cropped according to the selected output size and resolution. The portion within the cropping frame will be scanned at the size of the selected paper/monitor size. You can drag the cropping frame to enlarge, reduce or move it while maintaining the aspect ratio.

- **Add/Delete...**

  Opens the Add/Delete the Output Size dialog box, in which you can save/delete custom output sizes.



In the Add/Delete the Output Size dialog box, you can specify multiple output sizes and save them at one time. Saved items appear in the Output Size list along with the predefined items.

Add

To add a size, select Print or Image display for Destination, then enter Output Size Name, Width, and Height then click Add. The name of the added size appears in Output Size List.
Click Save to save all the added items. Click Cancel to cancel all items that were added after you opened the Add/Delete the Output Size dialog box.

Delete

To delete an item, select it in Output Size List and click Delete. The deleted items will disappear from Output Size List.
When you click Save, the items that disappeared from Output Size List will be deleted. When you click Cancel, they will not be deleted.

Important

- You cannot delete predefined output sizes such as A4 and 1024 x 768 pixels.

Note

- Save up to 10 output sizes to Output Size List for each destination.
- An error message appears when you enter a value outside the setting range. Enter a value within the range displayed in the message.
- Unit varies by Destination. For Print, select mm or inches. For Image display, the unit is pixels.

Note

- See "Adjusting Cropping Frames" for details on cropping frames.
- Whether or how the cropping frame is initially displayed on a preview image can be specified on the Preview tab of the Preferences dialog box. See Cropping Frame on Previewed Images in "Preview Tab."

- **(Switch Aspect Ratio)**

Rotate the cropping frame 90 degrees. Click again to return it to the original orientation.

- **Data Size**

An image file is created when the preview image is scanned. Its size when saved in BMP format is displayed.

Note

- When the file size is 100 MB or more, the value appears in red. In that case, a warning message appears when you click Scan. It is recommended that you change each settings to set Data Size to 99 MB or less, and than scan.

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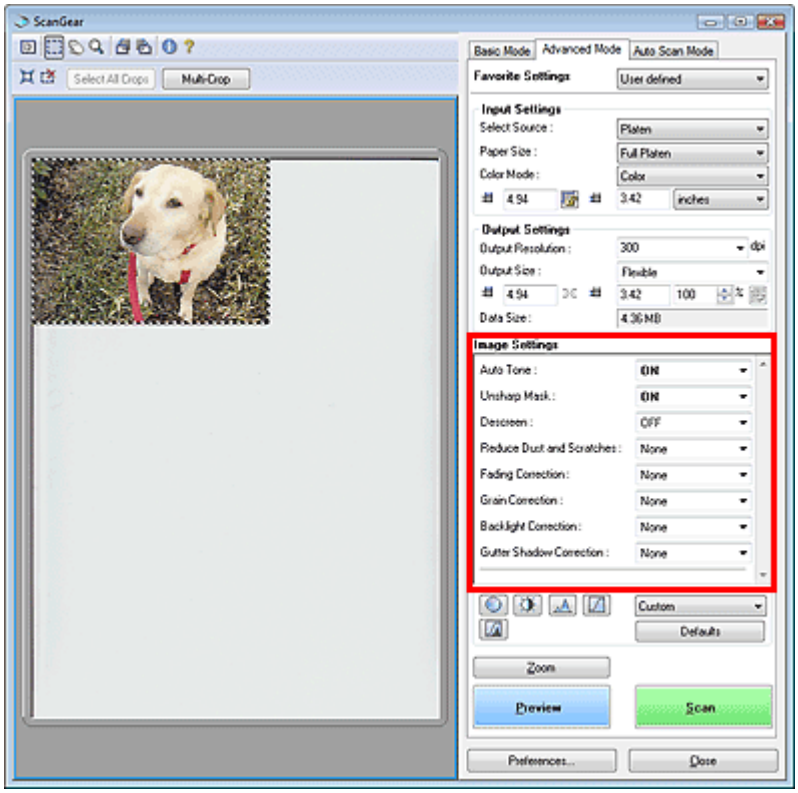
Image Settings



Important

- Do not apply these functions to images without moire, dust/scratches or faded colors. The color tone may be adversely affected.
- Image correction results may not be reflected in the preview image.

Note

- Selectable settings depend on color mode settings.
- Scanning may take longer when you use Image Settings.

Image Settings allows you to set the following items:

- **Auto Tone**

  When this is set to ON, the brightness of the specified portion of the image is automatically optimized. The result of the color adjustment will be reflected in the entire image. This setting is ON by default.

  ### Important

  - You can set Auto Tone after preview.
  - You can set this setting when Recommended is selected on the Color Settings tab of the Preferences dialog box.
  - When you click Multi-Crop, this setting turns to ON and you cannot change it.

  ### Note

  - The color tone may change from the source image due to the Auto Tone function. In that case, set Auto Tone to OFF.

- **Reduce Show-through (when scanning from the ADF (Auto Document Feeder))**

  Use this function to reduce show-through in duplex documents or lighten the base color in recycled paper and other colored paper when scanning from the ADF (Auto Document Feeder). This setting is Low by default.

- **None**

  Show-through will not be reduced.

- **Low**

  Select this to reduce show-through in duplex documents or lighten the base color. It is recommended that you normally select this setting.

- **High**

  Select this when show-through is apparent. This can affect the tone of the image.

- **Unsharp Mask**

  When this is set to ON, the outline of the subjects is emphasized to sharpen the image. This setting is ON by default.

- **Descreen**

  Printed photos and pictures 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. Descreen is the function for reducing this moire effect. This setting is OFF by default.

Note

- Even if Descreen is set to ON, some moire effects may remain if Unsharp Mask is set to ON. In that case, set Unsharp Mask to OFF.
- Selecting Magazine(Color) in Select Source in Basic Mode tab has the same effect as setting Descreen to ON in Advanced Mode tab.

- **Reduce Dust and Scratches**

  Scanned photos may contain white dots caused by dust or scratches. Use this function to reduce such noise. This setting is None by default.

  - **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 small/large dust particles and scratches. Evidence of the reduction process may remain and may also remove delicate parts of the image.

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. This setting is None by default.

  - **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

- You can set Fading Correction after preview.

- Fading Correction may not be effective if the scan area is too small.
- You can set this setting when Recommended is selected on the Color Settings tab of the Preferences dialog box.
- When you click Multi-Crop, this setting turns to None and you cannot change it.

- **Grain Correction**

  Use this function to reduce graininess (roughness) in photos taken with high-speed or sensitized film. This setting is None by default.

  - **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

- Grain Correction may not be effective if the scan area is too small.

- **Backlight Correction**

  Use this function to correct photos that have been shot against light.
  When you change the Backlight Correction setting, the result will be reflected in the preview image.

  - **None**

    Backlight correction will not be applied.

  - **Low**

    Select this to correct slightly backlit photos. This will not affect the image contrast.

  - **Medium**

    It is recommended that you normally select this setting.

  - **High**

    Select this to correct strongly backlit photos. This can affect the image contrast.

Important

- You can set Backlight Correction after preview.
- You can set this setting when Recommended is selected on the Color Settings tab of the Preferences dialog box.
- Backlight Correction may not be effective if the scan area is too small.
- When you click Multi-Crop, you cannot change this setting.

Note

- Noise patterns may appear when Backlight Correction is applied. Applying Grain Correction and setting Unsharp Mask to OFF may reduce the noise patterns.

- **Gutter Shadow Correction**

  Use this function to correct shadows that appear between pages when scanning open booklets.
  When you set the Gutter Shadow Correction setting in the preveiw image, the result will be reflected.
  Preview the effects before scanning, as results vary depending on the type of document and how it is pressed.
  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 items that weigh 4.4 lbs (2.0 kg) or more on the Platen. Also, do not press on the document 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.
- When you click Multi-Crop, this setting is not available. Click Reset then change the setting.
- Align the document with the edge of the Platen. If not, the shadow will not be corrected properly.

- Shadows may not be corrected properly depending on the document. 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, the shadow will not be corrected properly.

- How to place the document depends on your model and the document to be scanned.

Note

- Cover the document with black cloth if white spots, streaks, or colored patterns appear in scan results due to ambient light entering between the document and the Platen.
- If the shadow is not corrected properly, adjust the cropping frame on the preview image.
  Adjusting Cropping Frames

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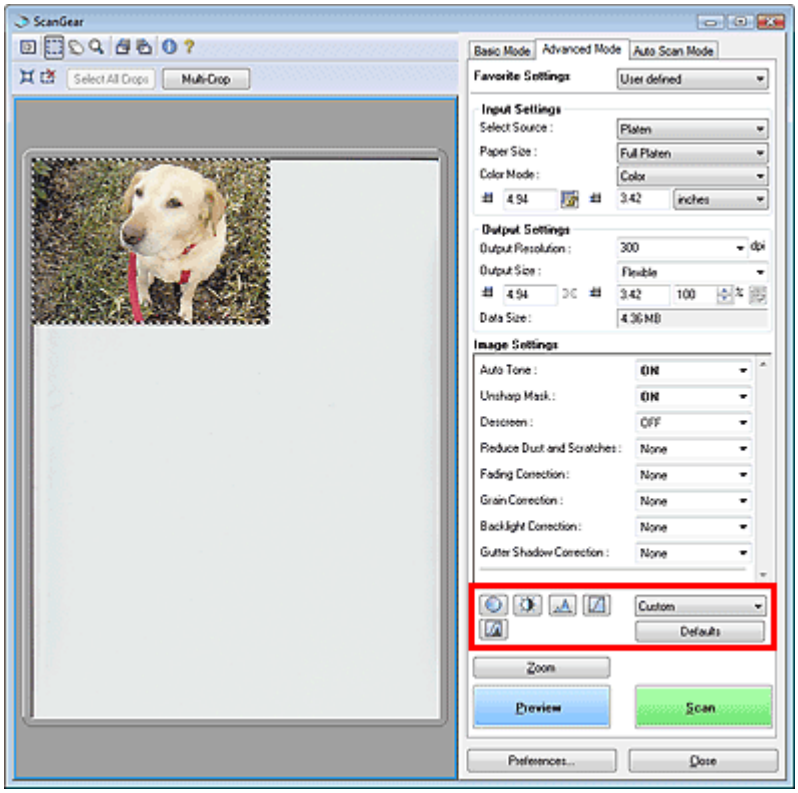
Color Adjustment Buttons



The Color Adjustment Buttons allow you to make fine corrections to the image brightness and color tones. You can adjust the image's overall brightness or contrast, and adjust its highlight and shadow values (histogram) or balance (tone curve).

Important

- The Color Adjustment Buttons are not available when you apply Multi-Crop or when you select Color Matching on the Color Settings tab of the Preferences dialog box.

Note

- Selectable settings depend on color mode settings.
- When you adjust the image via the Color Adjustment Buttons, the results will be reflected in the preview image.

Click a Color Adjustment Button to set the following items:

- **(Saturation/Color Balance)**

  Adjust the vividness and color tone of the image. Use this function to brighten colors that have faded with time or due to colorcast. Colorcast is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

  Adjusting Saturation and Color Balance

- **(Brightness/Contrast)**

  Adjust the brightness and contrast of the image. If the image is too dark or too bright, or if the image quality is flat due to lack of contrast, you can adjust the levels of brightness and contrast.

  Adjusting Brightness and Contrast

- **(Histogram)**

  A histogram allows you to see the data concentration at each brightness level of an image. You can specify the darkest level (shadow) and brightest level (highlight) within an image, cut the levels and expand the middle of the tonal range of the image.

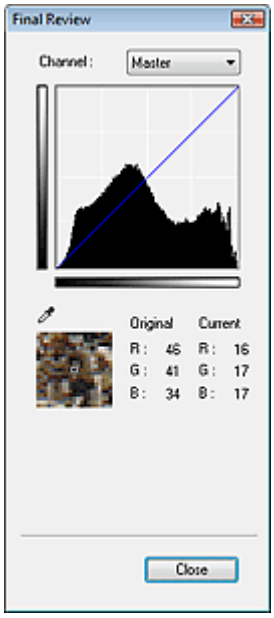
  Adjusting Histogram

- **(Tone Curve Settings)**

  Adjust the brightness of an image by selecting the type of graph (tone curve) showing the balance of tone input and output. You can make fine adjustments to the brightness of a specific area.
  Adjusting Tone Curve

- **(Final Review)**

  Make a final check of color adjustments. The final synthesized tone curve and the histogram derived from the subsequent image processing will be displayed. There are no settings to make in this screen.

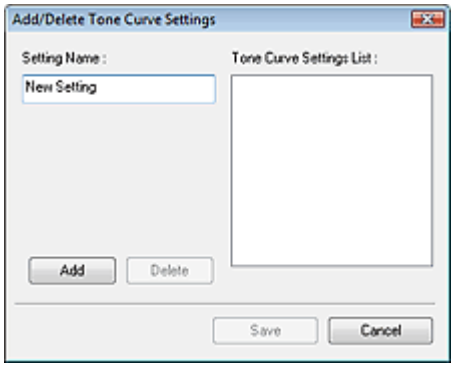
  - For a color image, select a color in Channel to check either Red, Green or Blue, or select Master to check three colors together.
  - If you place the cursor on the preview image, the portion will be enlarged and its RGB values (only K when Color Mode is Grayscale) before and after the adjustments will be displayed.

- **(Threshold)**

  Set the boundary (threshold) at which black and white are divided. By adjusting the threshold level, you can sharpen text in a document or reduce show-through in newspapers.
  Setting Threshold

- **Custom**

  You can name and save a set of tone curve and threshold settings created with the Color Adjustment Buttons.
  Select Add/Delete... from the pull-down menu. When Color Mode is set to anything but Black and White, the Add/Delete Tone Curve Settings dialog box opens. When Color Mode is Black and White, the Add/Delete Threshold Settings dialog box opens.

  Enter Setting Name and click Add. The name appears in Tone Curve Settings List or Threshold Settings List.

  Click Save to save.

  You can load and apply the saved tone curve/threshold settings to a preview image. To load the settings, select the saved item from the pull-down menu.

  To delete an item, select it in Tone Curve Settings List or Threshold Settings List and click Delete.

Note

- Save up to 20 items.

- **Defaults**

  Reset all adjustments (saturation/color balance, brightness/contrast, histogram and tone curve).

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ScanGear

Auto Scan Mode Tab

This mode allows you to scan easily by simply placing documents on the Platen or ADF (Auto Document Feeder) and clicking a button.

In Auto Scan Mode, documents are automatically detected. You do not need to specify cropping frames or make image corrections.

- **Supported Documents**

  Photos, Hagaki, business cards, magazines, newspapers, text documents and CD/DVD.

Important

- The following types of documents cannot be scanned correctly.
  In that case, specify the document type on the Basic Mode tab or the Advanced Mode tab and scan again.
  - Documents other than photos, Hagaki, business cards, magazines, newspapers, text documents and CD/DVD
  - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
  - Documents printed on thin white paper
  - Wide documents such as panoramic photos

  ➡ Scanning in Basic Mode
  ➡ Scanning in Advanced Mode
- Reflective CD/DVD labels may not be scanned properly.
- Place documents correctly according to the type of document to be scanned. Otherwise, documents may not be scanned correctly.
  See "Placing Documents" for details on how to place documents.
- Scanning takes longer than usual when scanning from the ADF (Auto Document Feeder) for the first time.
- Place documents of the same size when scanning two or more documents from the ADF (Auto Document Feeder).

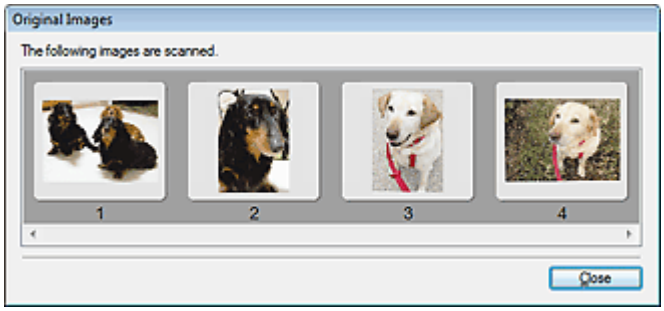
Note

- Scan from the Basic Mode Tab or Advanced Mode Tab to reduce moire.

- **How to set documents**

  Placing Documents appears.
- **View scanned images**

Select this checkbox to display the thumbnails of scanned images in a different window.



- **Scan**

  Scanning starts.

  Note

  - When scanning starts, the progress will be displayed. Click Cancel to cancel the scan.
  - When scanning is completed, a dialog box prompting you to select the next action may open. Follow the prompt to complete. For details, see Status of ScanGear dialog after scanning in " Scan Tab" (Preferences dialog box).

- **Instructions**

  This page appears.

- **Preferences...**

  The Preferences dialog box opens and you can make scan/preview settings.
  Preferences Dialog Box

- **Close**

  Closes ScanGear (scanner driver).

Related Topic

Scanning in Auto Scan Mode

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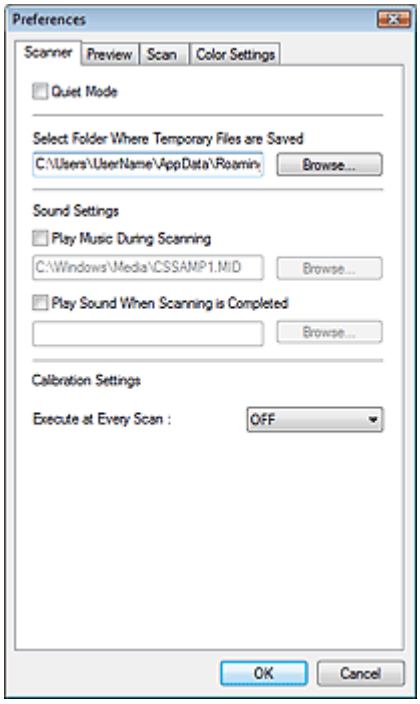
ScanGear

Preferences Dialog Box

Click Preferences... in the ScanGear (scanner driver) screen to open Preferences dialog box.

In the Preferences dialog box, you can make advanced settings to ScanGear (scanner driver) functions via the Scanner, Preview, Scan and Color Settings tabs.



Scanner Tab

Allows you to specify a folder to save images temporarily and a music file to play during or at the end of a scan.

➡ Scanner Tab

Preview Tab

Allows you to select what to do with Preview when ScanGear (scanner driver) is started and how to display cropping frames after previewing images.

➡ Preview Tab

Scan Tab

Allows you to select what to do with ScanGear (scanner driver) after scanning images.

➡ Scan Tab

Color Settings Tab

Allows you to select how to adjust color, enable/disable Auto Tone, and specify the monitor gamma value.

➡ Color Settings Tab

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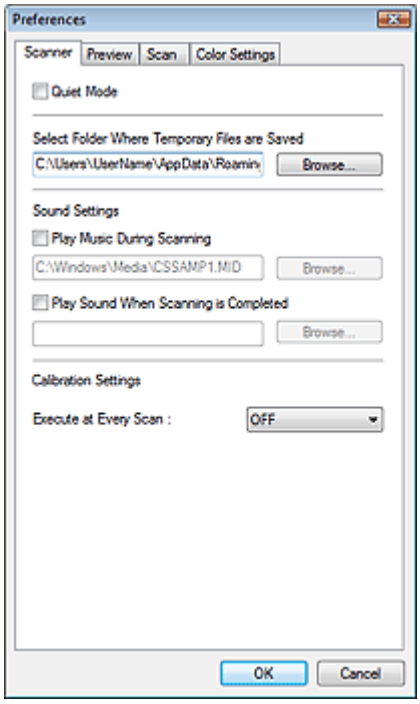
ScanGear

Scanner Tab

On the Scanner tab, you can specify the following settings.



- **Quiet Mode**

  Select this checkbox to reduce scanner sound by slowing down the scanner head when previewing or scanning documents. This checkbox is not selected by default.

  Note

  - Scanning takes longer than usual when you enable this function.

- **Select Folder Where Temporary Files are Saved**

  Specify a folder in which to save images temporarily. To change the folder, click Browse... to specify another one.

- **Sound Settings**

  You can set the machine to play music during/at the end of a scan.
  Select the Play Music During Scanning or Play Sound When Scanning is Completed checkbox, then click Browse... and specify a sound file.
  You can specify the following files.
  MIDI file (*.mid, *.rmi, *.midi)
  Audio file (*.wav, *.aif, *.aiff)
  MP3 file (*.mp3)

- **Calibration Settings**

  When you set Execute at Every Scan to ON, the scanner will be calibrated every time before previewing and scanning, to reproduce correct color tones in scanned images.

  Note

  - Even when Execute at Every Scan is set to OFF, the scanner may be calibrated automatically in some cases (such as immediately after you turn the machine on).
  - Calibration may take time depending on your computer.

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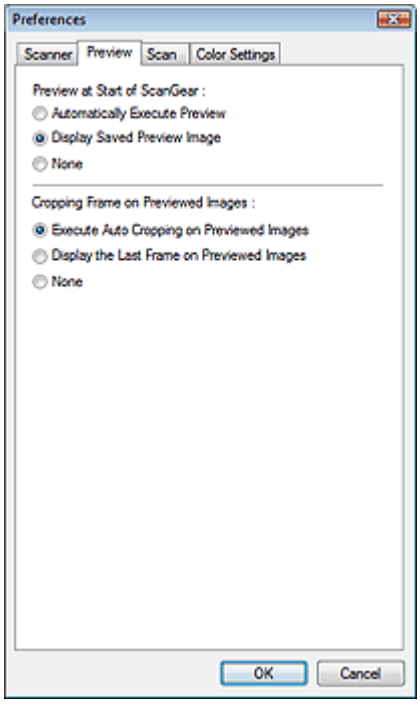
ScanGear

Preview Tab

On the Preview tab, you can specify the following settings.

Note

- These settings are not available when scanning from the ADF (Auto Document Feeder).



- **Preview at Start of ScanGear**

  Select what to do with Preview when ScanGear (scanner driver) is started. Display Saved Preview Image is selected by default.

  - **Automatically Execute Preview**

    ScanGear (scanner driver) will automatically start previewing at startup.

  - **Display Saved Preview Image**

    The previously previewed image will be displayed.
    The Color Adjustment Button settings, the Toolbar settings, and the Advanced Mode tab settings are also saved.

  - **None**

    No preview image will be displayed at startup.

Note

- Select None if you do not want to save the preview image.

- **Cropping Frame on Previewed Images**

  Select how to display cropping frames after previewing images. Execute Auto Cropping on Previewed Images is selected by default.

  - **Execute Auto Cropping on Previewed Images**

    The cropping frame will automatically be displayed in the document size after previewing.

  - **Display the Last Frame on Previewed Images**

    A cropping frame of the same size as the last used cropping frame will be displayed after previewing.

- **None**
  No cropping frame will be displayed after previewing.

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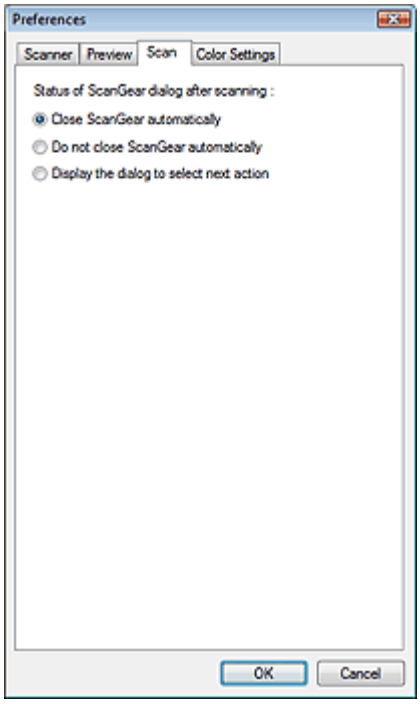
ScanGear

Scan Tab

On the Scan tab, you can specify the following settings.



- **Status of ScanGear dialog after scanning**

  Select what to do with ScanGear (scanner driver) after scanning images. Close ScanGear automatically is selected by default.

  - **Close ScanGear automatically**

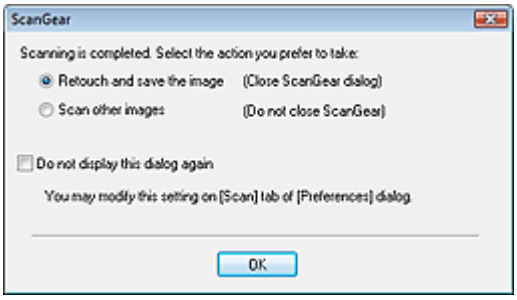
    Select this to return to the original application when scanning is completed.

  - **Do not close ScanGear automatically**

    Select this to return to the ScanGear (scanner driver) screen for another scan when scanning is completed.

  - **Display the dialog to select next action**

    Select this to open a screen and select what to do when scanning is completed.

Note

- Even if Do not close ScanGear automatically or Display the dialog to select next action is set, some applications may not support it.

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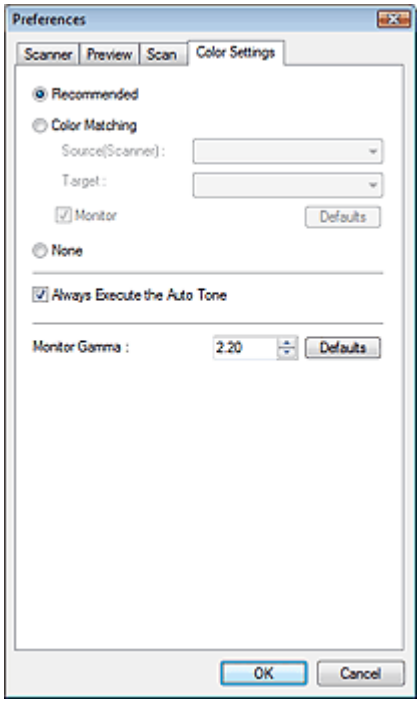
ScanGear

Color Settings Tab

On the Color Settings tab, you can specify the following settings.



- **Color Adjustment**

  Select either of the following. Recommended is selected by default.
  This function is available when Color Mode is Color or Grayscale.

  - **Recommended**

    Select this to vividly reproduce the tone of a document on the screen. It is recommended that you normally select this setting.

  - **Color Matching**

    Select this to automatically match the scanner, monitor and color printer colors, thus reducing time and trouble to manually match the monitor and printer colors.
    Color Adjustment Buttons will be disabled.
    This function is available when Color Mode is Color.
    - Source(Scanner): Select scanner profile.
    - Target: Select target profile.
    - Monitor: Select this to display preview image with optimum correction for monitor.
    - Defaults: Returns to the default Color Matching settings.

  - **None**

    Select this to disable color correction provided by ScanGear (scanner driver).

Note

- Color Matching is available when ScanGear (scanner driver), monitor, color management-compliant application (such as Photoshop) and printer are set up correctly.
  Refer to the corresponding manual for the monitor, printer and application settings.

- **Always Execute the Auto Tone**

  Select this checkbox to always apply Auto Tone to scanned images. This checkbox is selected by default.
  This function is available when Color Mode is Color or Grayscale.

Note

- You cannot select this setting when None or Color Matching is selected on the Color Settings tab.
- The color tone may change from the source image due to the Auto Tone function. In that case, deselect the Always Execute the Auto Tone checkbox.

- **Monitor Gamma**

  By setting the gamma value of a monitor, you can adjust the input data to the brightness characteristics of the monitor. Adjust the value if your monitor's gamma value does not match the default value set in ScanGear (scanner driver), and the colors of the original image are not accurately reflected in the monitor.
  Click Defaults to return to the default Monitor Gamma value (2.20).

Note

- Refer to the manual of your monitor to check its gamma value. If it is not written in the manual, contact the manufacturer.

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Appendix: Useful Information on Scanning

- **Adjusting the cropping frame (scan area)**

  Adjusting Cropping Frames
- **Selecting the best resolution**

  Resolution
- **Learning about file formats**

  File Formats
- **Learning about Color Matching**

  Color Matching
- **Matching the colors between the document and monitor**

  See Monitor Gamma in the following section.
  Color Settings Tab

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Adjusting Cropping Frames

You can specify the scan area by creating a cropping frame on the image displayed in the Preview area of the ScanGear (scanner driver) screen. When you click Scan, only the portion within the cropping frame will be scanned and passed to the application.

You can create multiple cropping frames. When you click Scan, all cropping frames will be scanned. (Scan is repeated for each cropping frame.)

Important

- You cannot create additional cropping frames when you used Multi-Crop in ScanGear's Advanced Mode tab.

Cropping frame types

(1) Focus Cropping Frame (rotating thick broken lines)

The settings in Basic Mode or Advanced Mode will be applied.

(2) Selected Cropping Frame (stationary thick broken lines)

The settings will be applied to the Focus Cropping Frame and Selected Cropping Frames simultaneously. You can select multiple cropping frames by clicking them while pressing the Ctrl key.

(3) Unselected Cropping Frame (stationary thin broken lines)

The settings will not be applied.

Initial cropping frame

A cropping frame (Focus Cropping Frame) is displayed automatically around the preview image according to the document size. You can also create a cropping frame by dragging the mouse in the Preview area.

Adjusting a cropping frame

The cursor will change into ↔ ↕ ↘ ↗ when it is positioned over a cropping frame. If you click and drag the mouse in the direction of the arrow, the cropping frame will expand or contract accordingly.

The cursor will change into ✣ when it is positioned within a cropping frame. Click and drag the mouse to move the entire cropping frame.

You can rotate a cropping frame 90 degrees by clicking (Switch Aspect Ratio). However, (Switch Aspect Ratio) is not available when Output Size is Flexible.

In Advanced Mode, you can specify the cropping frame size by entering the values into (Width) and (Height) in Input Settings.

Note

- Cropping frames are set according to the document size (Auto Crop) by default. For details, see Cropping Frame on Previewed Images in " Preview Tab" (Preferences dialog box).

Creating multiple cropping frames

Click and drag the mouse in a space outside the existing cropping frame to create a new cropping frame in the Preview area. The new cropping frame will be the Focus Cropping Frame, and the old cropping frame will be the Unselected Cropping Frame.

You can create multiple cropping frames and apply different scan settings to each cropping frame.

You can also select multiple cropping frames by clicking them while pressing the Ctrl key.

If you select multiple cropping frames and change the settings on a tab at the right of ScanGear (scanner driver), the settings will be applied to all the selected cropping frames.

When you create a new cropping frame, it retains the settings of the latest cropping frame.

Note

- Create up to 10 cropping frames.
- Scanning takes longer than usual when multiple cropping frames are selected.

Deleting cropping frames

To delete a cropping frame, select it and click (Remove Cropping Frame) on the Toolbar. Alternatively, press the Delete key.

When there are multiple cropping frames, all the selected cropping frames (Focus Cropping Frame and Selected Cropping Frames) are deleted simultaneously.

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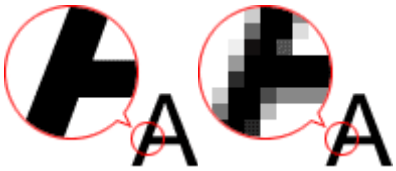
Resolution

What is Resolution?

The data in the image you have scanned is a collection of dots carrying information about brightness and color. The density of these dots is called "resolution", and resolution will determine the amount of detail your image contains. The unit of resolution is dots per inch (dpi). Dpi is the number of dots per square inch (2.54 cm square).

The higher the resolution (value), the more detail in your image; the lower the resolution (value), the less detail.



Setting the Resolution in MP Navigator EX

In MP Navigator EX, you can specify the resolution with Scanning Resolution in the Scan Settings dialog box.

Images for Printing

Images to be printed should be scanned at a resolution that corresponds to the resolution of the printer.

For example, if you want to print using a 600 dpi black and white printer, you should set the resolution to 600 dpi.

With a color printer, specifying the resolution at half the resolution of the printer should be fine. For example, if you want to print scanned paper/photos using a 600 dpi color printer, you should set the resolution to 300 dpi. However, with a high-resolution printer, printing takes longer than usual if you set the resolution to half the resolution of the printer.

Example of Appropriate Resolution when Printing to Scale

If you print a document at twice the size both vertically and horizontally, the resolution of the document will be reduced by half. If the resolution of the original document is 300 dpi, the resolution of the enlarged document will be 150 dpi. If you print the document with a 600 dpi color printer, the lack of detail in the image may be obvious. In that case, if you scan at the Scanning Resolution of 600 dpi, the resolution will be 300 dpi even if you double the size of document and you can print the document with sufficient quality. Conversely, if you print a document at half scale, it should be sufficient to scan at half the resolution.

When Printing Color Photos at Twice the Size

Document resolution: 300 dpi Scanning resolution: 600 dpi Scale: 200%	Print at twice the size Scanning resolution/actual scanning resolution: 600 dpi	Printing resolution: 300 dpi

Setting the Resolution in ScanGear (Scanner Driver)

In ScanGear (scanner driver), you can specify the resolution with Output Resolution in Output Settings on the Advanced Mode tab.

Example of Appropriate Resolution when Printing to Scale

The scanning resolution is automatically set so that the value set in Output Resolution will be the resolution of the scanned image. If you set Output Resolution to 300 dpi and scan at twice the size, the document will be automatically scanned at 600 dpi, and the resolution of the scanned image will be 300 dpi. You can print the document with sufficient quality using a 600 dpi color printer.

When Printing L Size (8.9 cm x 12.7 cm) Photos at Twice the Size

Document resolution: 300 dpi Output resolution: 300 dpi Scale: 200%	Scan at twice the size Actual scanning resolution: 600 dpi	Image resolution/printing resolution: 300 dpi

Appropriate Resolution Settings

Set the resolution according to the use of the scanned image.

For displaying on a monitor: 150 dpi

For printing: 300 dpi

When Output Size is set to Flexible in ScanGear's Advanced Mode tab (Select Source is Platen and the scale is 100%):

Document	Use	Color Mode	Output Resolution
Color photo	Copying (Printing)	Color	300 dpi
	Creating a postcard	Color	300 dpi
	Saving to a computer	Color	75 dpi - 300 dpi
	Using on a website or attaching to e-mail	Color	75 dpi - 150 dpi
Black and white photo	Saving to a computer	Grayscale	75 dpi - 300 dpi
	Using on a website or attaching to e-mail	Grayscale	75 dpi - 300 dpi
Text document	Copying	Color, Grayscale or Black and White	300 dpi
	Attaching to e-mail	Color, Grayscale or Black and White	300 dpi

Important

- If you double the resolution, the file size quadruples. If the file is too large, the processing speed will slow down significantly, and you will experience inconvenience such as lack of memory. Set the minimum required resolution according to the use of the image.

Note

- Although you can change Output Resolution in ScanGear (scanner driver), it is recommended that you scan at the default value.

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File Formats

You can select a file format when saving scanned images. You should specify the most suitable format according to how you want to use the image on which application.

Available file formats vary by application and computer (Windows or Macintosh).

See below for the characteristics of each image file format.

BMP (Standard File Extension: .bmp)

A standard file format for Windows.

BMP is often selected for images that are used only on Windows.

JPEG (Standard File Extension: .jpg)

A file format often used on websites and for digital camera images.

JPEG features high compression rates. JPEG images slightly degrade every time they are saved, and cannot be returned to their original state.

JPEG is not available for black and white images.

Exif (Standard File Extension: .jpeg)

A file format supported by many digital cameras.

It adds information such as the date of image capture, camera model, shutter speed, shooting mode and comments to JPEG files.

The file format version must be Exif 2.2 or later in order to print on a Direct Print compatible printer.

TIFF (Standard File Extension: .tif)

A file format featuring a relatively high compatibility between various computers and applications. (Some TIFF files are incompatible.) TIFF is suitable for editing saved images.

Note

- MP Navigator EX supports the following TIFF file formats.
  - Uncompressed, black and white binary
  - Uncompressed, RGB (8 bits per channel)
  - Uncompressed, YCC (8 bits per component)
  - Grayscale

PDF (Standard File Extension: .pdf)

A file format developed by Adobe Systems. It can be used on various computers and operating systems. Therefore, PDF files can be exchanged between people who use different operating systems, fonts, etc. regardless of the differences.

Important

- Only PDF files created with MP Navigator EX are supported. PDF files created or edited in other applications are not supported.

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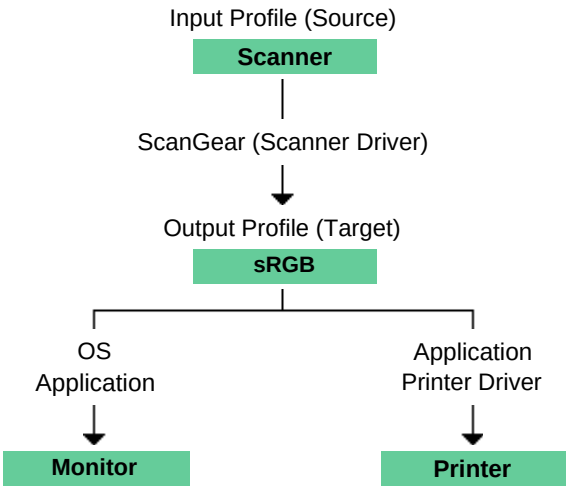
Color Matching

Color Matching adjusts devices as shown below to match the colors of an image displayed on a monitor or a printed image with the colors of the original document.

Example: When sRGB is selected as the output profile (target)



ScanGear (scanner driver) converts the image's color space from the scanner's color space to sRGB.

When displaying on a monitor, the image's color space is converted from sRGB to the monitor's color space based on the operating system's monitor settings and the application's working space settings.

When printing, the image's color space is converted from sRGB to the printer's color space based on the application's print settings and the printer driver's settings.

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Other Scanning Methods

- Scanning with WIA Driver
- Scanning Using the Control Panel (Windows XP Only)

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Scanning with WIA Driver

You can scan an image from a WIA-compliant application and use the image in that application.

The procedure varies depending on the application. The following procedures are examples only.

For details, refer to the application's manual.

Important

- In Windows 2000, you cannot scan using the WIA driver.
- Some applications do not support continuous scanning from the ADF (Auto Document Feeder). For details, refer to the application's manual.

Scanning with WIA Driver 2.0

The following is an example of scanning using Windows Photo Gallery.

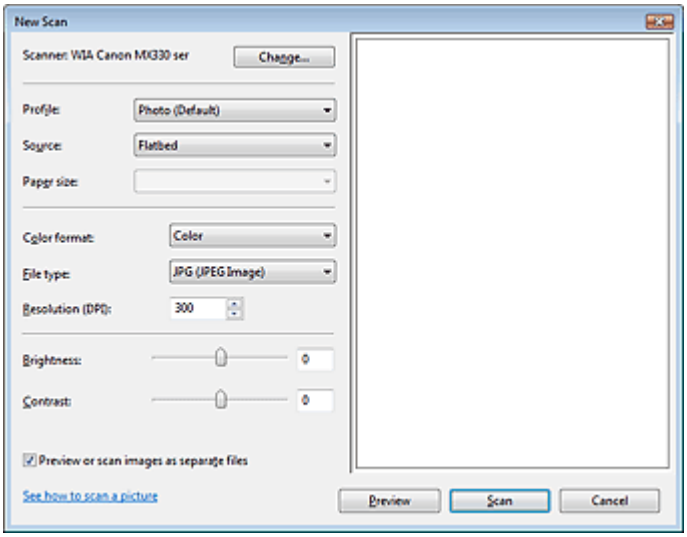
1. Place the documents on the Platen or ADF (Auto Document Feeder).

   Placing Documents

2. In File, click Import from Camera or Scanner..., then double-click WIA Canon (model name).

   The scan setting screen appears.

3. Specify the settings.



- **Scanner**

  The currently set product name is displayed. To change the scanner, click Change... and select the product you want to use.

- **Profile**

  Select Photo (Default) or Documents according to the document to be scanned. To save a new Profile, select Add profile.... You can specify the details in the Add New Profile dialog box.

- **Source**

  Select a scanner type. To scan from the Platen, select Flatbed. To scan from the ADF (Auto Document Feeder), select Feeder (Scan one side).

- **Paper size**

  Select the paper size. Paper size can be specified only when Source is Feeder (Scan one side).

- **Color format**

  Select how to scan the document.

- **File type**

Select a file format from JPEG, BMP, PNG and TIFF.

- **Resolution (DPI)**

  Enter the resolution. Specify a value between 50 dpi and 600 dpi. 300 dpi is set by default.
  Resolution
- **Brightness**

  Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-100 to 100).
- **Contrast**

  Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-100 to 100).
- **Preview or scan images as separate files**

  Select this checkbox to preview or scan multiple images as separate files.
- **See how to scan a picture**

  Click to open Windows Help and Support.

4. Click Preview to preview the image.

The preview image appears on the right.

5. Click Scan.

When scanning is completed, the scanned image appears in the application.

Scanning with WIA Driver 1.0

The following is an example of scanning using Paint.

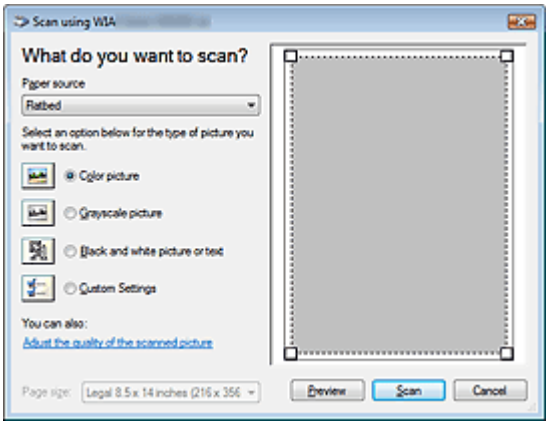
1. Place the documents on the Platen or ADF (Auto Document Feeder).

Placing Documents

2. In File, click From Scanner or Camera.... (Select the command to scan a document in the application.)

3. Select an image type according to the document to be scanned.

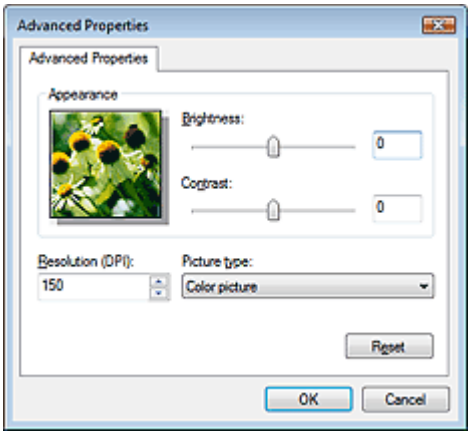
To scan from the Platen, select Flatbed for Paper source. To scan from the ADF (Auto Document Feeder), select Document Feeder.



Note

- To scan with the values previously set in Adjust the quality of the scanned picture, select Custom Settings.
- Selecting Document Feeder for Paper source enables you to select Page size.

4. Click Adjust the quality of the scanned picture and set the preferences as required.



- **Brightness**

  Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

- **Contrast**

  Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

- **Resolution (DPI)**

  Enter the resolution. Specify a value between 50 dpi and 600 dpi.
  Resolution

- **Picture type**

  Select the type of scan you want for your document.

- **Reset**

  Click to restore the original settings.

5. Click Scan.

When scanning is completed, the scanned image appears in the application.

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Scanning Using the Control Panel (Windows XP Only)

You can scan images via the Control Panel of Windows XP using the WIA driver.

Windows Image Acquisition (WIA) is a driver model implemented in Windows XP. It allows you to scan documents without using an application. Scan documents from a TWAIN-compliant application to specify advanced settings for scanning.

1. From the Start menu, select Control Panel.

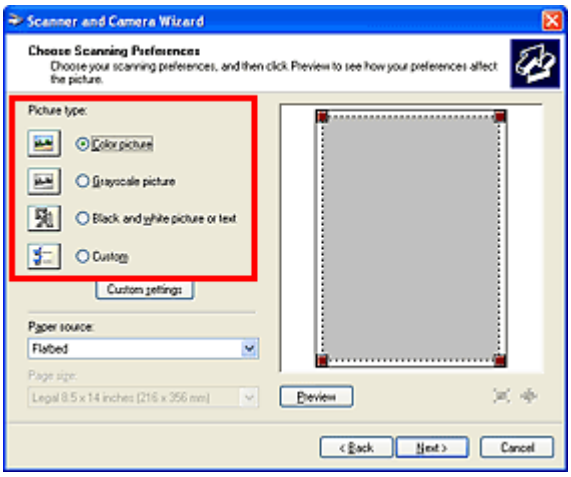
2. Click Printers and Other Hardware > Scanners and Cameras, then double-click WIA Canon (model name).

   The Scanner and Camera Wizard dialog box opens.

3. Click Next.

4. Select Picture type according to the document to be scanned.

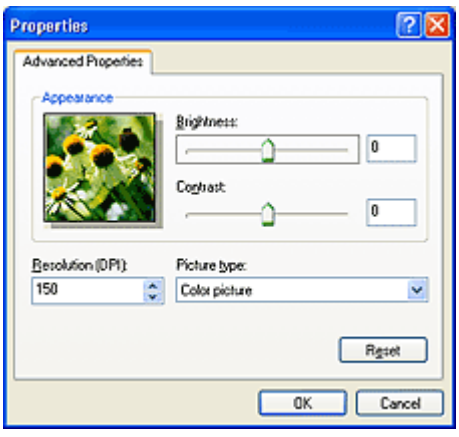
   To scan from the Platen, select Flatbed for Paper source. To scan from the ADF (Auto Document Feeder), select Document Feeder.



Note

- To scan with the values previously set in Custom Settings, select Custom.
- Selecting Document Feeder for Paper source enables you to select Page size.

5. Click Custom Settings to set the preferences as required.



- **Brightness**

  Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

- **Contrast**

  Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

- **Resolution (DPI)**

  Enter the resolution. Specify a value between 50 dpi and 600 dpi.
  Resolution

- **Picture type**

  Select the type of scan you want for your document.

- **Reset**

  Click to restore the original settings.

6. Click Preview to preview the image.

The preview image appears on the right. Drag to specify the scan area.

7. Click Next and follow the instructions.

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Faxing

Sending/Receiving Faxes Using the Operation Panel of the Machine
Sending Faxes from a Computer

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Sending/Receiving Faxes Using the Operation Panel of the Machine

- Sending Faxes
- Sending a Fax after Speaking on Telephone
- Registering Recipients for Speed Dialing
- Sending a Fax Using the Speed Dialing Feature
- Searching a Registered Dial Code Number by Name (Directory Dialing)
- Sending the Same Document to Several Recipients (Sequential Broadcasting)
- Resending Faxes (Redialing a Busy Number)
- Using the Useful Transmission Functions
- Using the Information Services
- Transmission/Reception of Faxes Using ECM
- Preventing Mistransmission of Faxes
- Receiving Faxes
- Changing the Print Settings
- Setting the Number of Rings for Fax Calls
- Using the Useful Reception Functions
- Memory Reception
- Remote Reception
- Rejecting Fax Reception
- Using the Caller ID Service to Reject Calls
- Document Stored in Memory
- Summary of Reports and Lists

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Sending Faxes

For the preparations required to send faxes, or the basic procedure for sending faxes using the Numeric buttons, refer to Sending Faxes.

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Sending a Fax after Speaking on Telephone

If you want to speak to the recipient before sending a fax, or if the recipient does not have a fax machine that can receive faxes automatically, send a fax manually after speaking to the recipient on the telephone.

Dialing by Using the Hook Button (MX860 series)

Dialing by Using the Telephone Connected to the Machine

Important

- With manual transmission, you cannot use the Platen Glass to load documents.
- To speak to the recipient before sending a fax, you need to connect a telephone to the machine. Refer to your setup manual for instructions on how to connect the telephone to the machine.

Dialing by Using the Hook Button (MX860 series)

Before dialing, make sure that Hook key setting is set to Enable. For details, see Hook key setting (MX860 series).

1. **Press the Hook button.**

2. **Use the Numeric buttons to dial the recipient's fax/telephone number.**

   Note

   - You can also dial using one-touch speed dialing (MX860 series) or coded speed dialing. For details, see Sending a Fax Using the Speed Dialing Feature.

3. **Lift the handset of the telephone connected to the machine, then speak to the recipient.**

   If you hear a high-pitched signal instead of the recipient's voice, go to step 5.

4. **Ask the recipient to set the recipient's fax machine to receive faxes.**

5. **When you hear a high-pitched signal, press the Color button for color transmission, or the Black button for black & white transmission.**

   Important

   - Color transmission is available only when the recipient's fax machine supports color faxing.

6. **Hang up the handset.**

   Note

   - To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
   - If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, Document in ADF. Press OK to discharge document. (MX860 series) or Document in ADF. Close the feeder cover and press OK to eject document. (MX330 series) is displayed on the LCD. Press the **OK** button and follow the instructions on the LCD to automatically feed out the remaining documents.

Dialing by Using the Telephone Connected to the Machine

1. **Lift the handset of the telephone connected to the machine.**

2. **Use the telephone to dial the recipient's fax/telephone number.**

3. **Speak to the recipient.**

If you hear a high-pitched signal instead of the recipient's voice, go to step 5.

4. **Ask the recipient to set the recipient's fax machine to receive faxes.**

5. **When you hear a high-pitched signal, press the Color button for color transmission, or the Black button for black & white transmission.**

Important

- Color transmission is available only when the recipient's fax machine supports color faxing.

6. **Hang up the handset.**

Note

- To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, Document in ADF. Press OK to discharge document. (MX860 series) or Document in ADF. Close the feeder cover and press OK to eject document. (MX330 series) is displayed on the LCD. Press the **OK** button and follow the instructions on the LCD to automatically feed out the remaining documents.

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Registering Recipients for Speed Dialing

Speed dialing allows you to dial fax/telephone numbers by simply pressing a few buttons.

The following speed dialing methods are available:

- ## One-touch Speed Dialing (MX860 series)

  For details on registering recipients to the one-touch speed dial, refer to Sending Faxes.

- ## Coded Speed Dialing

  Register a fax/telephone number for coded speed dialing. To dial the number, press the **Coded Dial** button, then enter the two-digit code assigned to that number, or use the ▲▼◄► button to select it. You can register up to 100 (00 to 99) destinations for MX860 series, and up to 20 (00 to 19) for MX330 series.

  ➡Registering Coded Speed Dial Numbers

- ## Group Dialing

  Register two or more registered one-touch (MX860 series) or coded speed dial numbers for group dialing. You can send the same document to all members in the group.

  ➡Registering Group Dial Numbers

Note

- To change information registered for one-touch speed dialing (MX860 series), coded speed dialing, or group dialing, see Changing Registered Information.
- To delete information registered for one-touch speed dialing (MX860 series), coded speed dialing, or group dialing, see Deleting Registered Information.
- To print a list of the fax/telephone numbers registered, see Printing a List of the Registered Destinations.

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Registering Coded Speed Dial Numbers

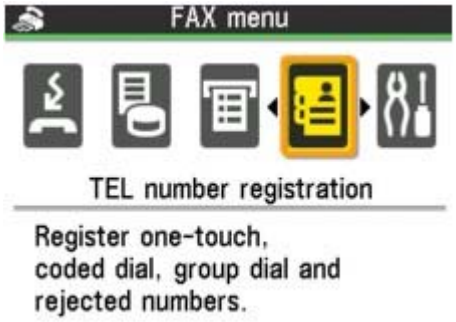
Before you can use the coded speed dialing feature, you need to register the recipients' numbers.

1. Press the **FAX** button, then press the **Menu** button.

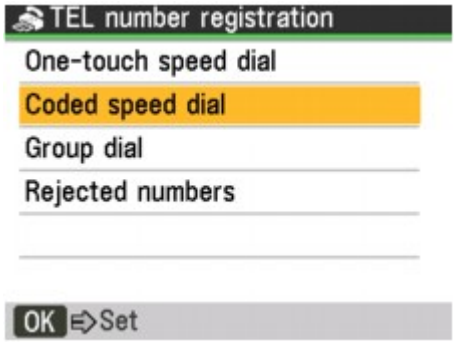
   The FAX menu screen is displayed.

2. Use the ◄ ► button to select TEL number registration, then press the **OK** button.

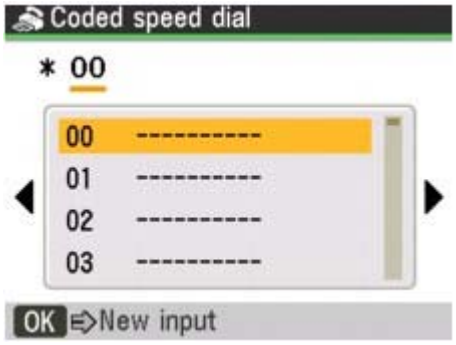
   The LCD may differ depending on the machine you are using.



3. Use the ▲ ▼ button to select Coded speed dial, then press the **OK** button.

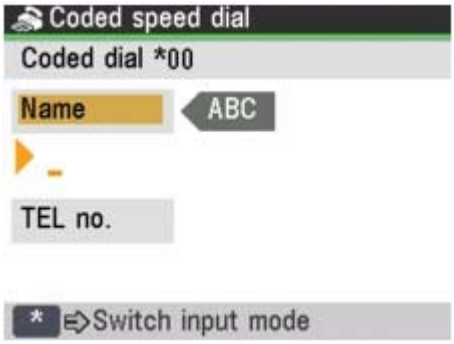


4. Use the Numeric buttons or the ▲ ▼ ◄ ► button to select an unoccupied speed dial code (00 to 99 for MX860 series, 00 to 19 for MX330 series), then press the **OK** button.



5. Use the ▲ ▼ button to select Name, then press the **OK** button.

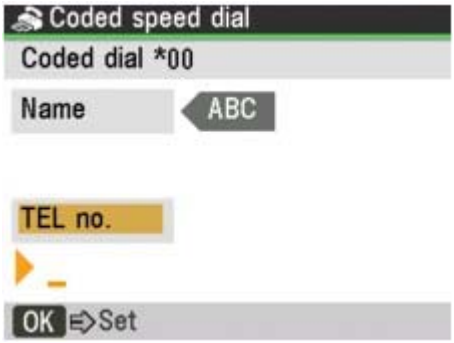
6. Use the Numeric buttons to enter a name for the coded speed dial code (max. 16 characters, including spaces), then press the **OK** or the ▼ button.



Note

- For details on how to enter or delete characters or numbers, refer to Specifying the Basic Settings for the Machine.

7. Use the Numeric buttons to enter the fax/telephone number (max. 60 digits (40 digits for the US, Canada, and Korea), including spaces) you want to register.



Note

- Press the **Redial/Pause** button to enter a pause.
- Press the **Tone** button to enter a tone.

8. Press the **OK** button to finalize registration.

Note

- To register another recipient's name and number to a coded speed dial code, repeat steps 4 to 8.
- For a list of the recipients you have registered, print the coded speed dial code list. For details, see Printing a List of the Registered Destinations.

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Registering Group Dial Numbers

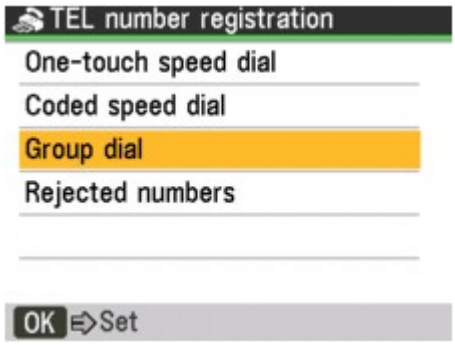
To send the same document to several recipients in one operation, select the numbers you registered to the one-touch speed dial codes (MX860 series) or coded speed dial codes and register them to a group dial.

1. Press the **FAX** button, then press the **Menu** button.

   The FAX menu screen is displayed.

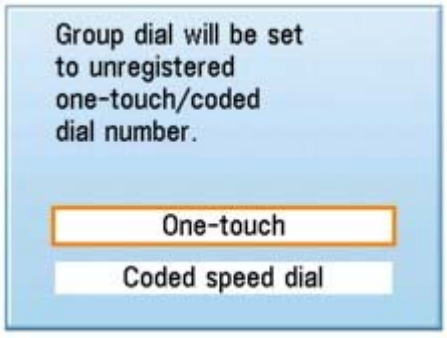
2. Use the ◄ ► button to select TEL number registration, then press the **OK** button.

3. Use the ▲ ▼ button to select Group dial, then press the **OK** button.



MX860 series users: Go to step 4.
MX330 series users: Go to step 5.

4. Use the ▲ ▼ button to select One-touch or Coded speed dial, then press the **OK** button.



5. Select the speed dial code to register the group dial.

- **To register a group under a one-touch speed dial code (MX860**

series):

Use the ▲ ▼ button to select an unoccupied one-touch speed dial code (01 to 05), then press the **OK** button.

- **To register a group under a coded speed dial code:**

  Use the Numeric buttons or the ▲ ▼ ◄ ► button to select an unoccupied speed dial code (00 to 99 for MX860 series, 00 to 19 for MX330 series), then press the **OK** button.

Note

- You can register a group either under an unoccupied one-touch speed dial code (MX860 series) or coded speed dial code.

6. Use the Numeric buttons to enter a name for the group (max. 16 characters, including spaces), then press the **OK** or the ▼ button.

Note

- For details on how to enter or delete characters or numbers, refer to Specifying the Basic Settings for the Machine.
- Groups will appear on the Group dial code list by the names you have entered in this step.

7. Enter the one-touch speed dial code (MX860 series) or coded speed dial code you want to register in the group.

- **To enter a one-touch speed dial (MX860 series) entry:**

  Press the One-Touch Speed Dial (MX860 series) button (01 to 05).

- **To enter a coded speed dial entry:**

  After pressing the **Coded Dial** button, use the Numeric buttons or the ▲ ▼ ◄ ► button to select a coded speed dial code to register to the group dial, then press the **OK** button.

If Enter first letter. is displayed on the LCD, enter the first letter for the registered name of the speed dial code.

➡ Searching a Registered Dial Code Number by Name (Directory Dialing)

Note

- To continue registering one-touch speed dial codes (MX860 series) or coded speed dial codes to the group, repeat step 7.
- You can only enter numbers that have already been registered to one-touch (MX860 series) or coded speed dial codes (i.e. you cannot enter the fax/telephone numbers with the Numeric buttons).
- To review the codes you have registered, use the ▲ ▼ button.
- To delete the code you have registered, use the ▲ ▼ button to select the one-touch (MX860 series) or coded speed dial code, then press the ◄ button.

8. Press the **OK** button to finalize registration.

Note

- To register another group, repeat steps 5 to 8.
- For a list of the entries you have made, print the Group dial code list. For details, see Printing a List of the Registered Destinations.

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Changing Registered Information

To change information registered for speed dialing, follow the procedure below.

1. Press the **FAX** button, then press the **Menu** button.

   The FAX menu screen is displayed.

2. Use the ◄ ► button to select TEL number registration, then press the **OK** button.

3. Use the ▲ ▼ button to select One-touch speed dial (MX860 series), Coded speed dial, or Group dial to change, then press the **OK** button.

   Note

   - MX860 series
     If Group dial is selected, the screen to select One-touch or Coded speed dial is displayed. Select either of the item, then press the **OK** button.

4. Select a speed dial code to change.

   - **To change a one-touch speed dial code (MX860 series):**

     Use the ▲ ▼ button to select a one-touch speed dial code (01 to 05) to change, then press the **OK** button.

   - **To change a coded speed dial code:**

     Press the Numeric buttons, or use the ▲ ▼ ◄ ► button to select a coded speed dial code to change, then press the **OK** button.

   - **To change a one-touch speed dial code (MX860 series) registered to a group dial code:**

     Use the ▲ ▼ button to select the one-touch speed dial code (01 to 05) to which the group dial to change is registered, then press the **OK** button.

   - **To change a coded speed dial code registered to a group dial code:**

     Press the Numeric buttons, or use the ▲ ▼ ◄ ► button to select a coded speed dial code to which the group dial to change is registered, then press the **OK** button.

5. Use the ▲ ▼ button to select Edit, then press the **OK** button.

6. Edit the information registered.

   1. Use the Numeric buttons to edit the name (max. 16 characters, including spaces), then press the **OK** button.
   2. Use the ◄ button to delete the fax/telephone number, then enter the new number (max. 60 digits (40 digits for the US, Canada, and Korea), including spaces) using the Numeric buttons.

   To change information registered to a group dial code, follow the procedure below.

   1. Use the Numeric buttons to edit the name, then press the **OK** button.
   2. To add a member, press the ▼ button repeatedly until an unoccupied one-touch speed dial (MX860 series) code (01 to 05) or coded speed dial code appears, then select the dial code.

To delete a member, press the ▼ button repeatedly until the dial code to delete appears, then press the ◄ button.

Note

- When you add a member with an occupied speed dial code selected, information on the code is overwritten.

7. Press the **OK** button to finalize registration.

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Deleting Registered Information

To delete information registered for speed dialing, follow the procedure below.

1. Press the **FAX** button, then press the **Menu** button.

   The FAX menu screen is displayed.

2. Use the ◄ ► button to select TEL number registration, then press the **OK** button.

3. Use the ▲ ▼ button to select One-touch speed dial (MX860 series), Coded speed dial, or Group dial to delete, then press the **OK** button.

   Note

   - MX860 series
     If Group dial is selected, the screen to select One-touch or Coded speed dial is displayed.
     Select either one the group dial to delete is registered to, then press the **OK** button.

4. Select a speed dial code to delete.

   - **To delete a one-touch speed dial code (MX860 series):**

     Use the ▲ ▼ button to select a one-touch speed dial code (01 to 05) to delete, then press the **OK** button.

   - **To delete a coded speed dial code:**

     Use the Numeric buttons or the ▲ ▼ ◄ ► button to select a coded speed dial code to delete, then press the **OK** button.

   - **To delete a one-touch speed dial code (MX860 series) registered to a group dial code:**

     Use the ▲ ▼ button to select a one-touch speed dial code (01 to 05) to which the group dial to delete is registered, then press the **OK** button.

   - **To delete a coded speed dial code registered to a group dial code:**

     Use the Numeric buttons or the ▲ ▼ ◄ ► button to select a coded speed dial code to which the group dial to delete is registered, then press the **OK** button.

5. Use the ▲ ▼ button to select Delete, then press the **OK** button.

6. Use the ▲ ▼ button to select Yes, then press the **OK** button.

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Printing a List of the Registered Destinations

You can print a list of the recipients registered for speed dialing and can keep it near the machine to refer to when dialing.

1. Load paper.

   Refer to Loading Paper / Originals.

2. Press the **FAX** button, then press the **Menu** button.

   The FAX menu screen is displayed.

3. Use the ◄ ► button to select Print reports/lists, then press the **OK** button.

4. Use the ▲ ▼ button to select Telephone number list, then press the **OK** button.

5. Use the ▲ ▼ button to select One-touch speed dial (MX860 series), Coded speed dial, or Group dial, then press the **OK** button.

   - **If you selected One-touch speed dial (MX860 series) or Coded speed dial:**

     Use the ▲ ▼ button to select whether to print the list in alphabetical order of the registered names, or in numerical order of the one-touch speed dial codes (MX860 series) or coded speed dial codes.

     Yes: Prints the list with the destination names in alphabetical order.

     No: Prints the list with the registered entries in numerical order.

   - **If you selected Group dial:**

     The confirmation screen is displayed. Select Yes using the ▲ ▼ button and press the **OK** button to print the list.

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Sending a Fax Using the Speed Dialing Feature

Registering fax or telephone numbers for speed dialing enables you to send faxes easily.

Note

- For the preparations required to send faxes, or the basic procedure for sending faxes using the Numeric buttons, refer to Sending Faxes.

1. Dial the recipient's number.

- **To send a fax using one-touch speed dialing (MX860 series):**

  Press the One-Touch Speed Dial button (01 to 05) assigned to the number you want to dial.

- **To send a fax using coded speed dialing:**

  After pressing the **Coded Dial** button, use the Numeric buttons or the ▲ ▼ ◄ ► button to enter the two-digit code assigned to the number you want to dial, then press the **OK** button.

- **To send a fax using group dialing:**

  For one-touch speed dialing (MX860 series):
  Press the One-Touch Speed Dial button.
  For coded speed dialing:
  After pressing the **Coded Dial** button, use the Numeric buttons or the ▲ ▼ ◄ ► button to enter the two-digit code assigned to the group you want to dial, then press the **OK** button.

Note

- If you used directory dialing to send a fax on the previous occasion, the directory dialing screen is displayed when you press the **Coded Dial** button. For details, see Searching a Registered Dial Code Number by Name (Directory Dialing).

2. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

Important

- Color transmission is available only when the recipient's fax machine supports color faxing.

Note

- To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, Document in ADF. Press OK to discharge document. (MX860 series) or Document in ADF. Close the feeder cover and press OK to eject document. (MX330 series) is displayed on the LCD. Press the **OK** button and follow the instructions on the LCD to automatically feed out the remaining documents.
- In case the machine was not able to send a fax, such as when the recipient's line was busy, it has the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default. For details, see Automatic Redialing.
  To cancel automatic redialing, wait until the machine starts redialing, then press the **Stop** button.

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Searching a Registered Dial Code Number by Name (Directory Dialing)

You can search the fax/telephone numbers registered to the one-touch speed dial codes (MX860 series) or the coded speed dial codes in alphabetical order.

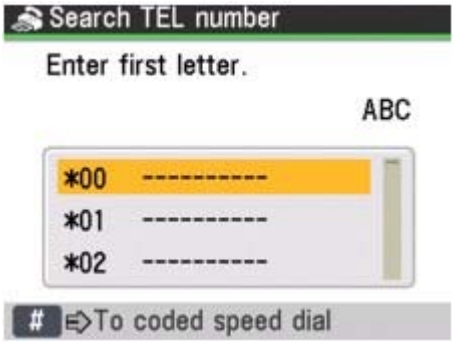
Note

- For the preparations required to send faxes, or the basic procedure for sending faxes using the Numeric buttons, refer to Sending Faxes.

1. Press the **Coded Dial** button.

   The coded speed dial code list is displayed.

2. Press the **#** button to display the directory dialing screen.



   The directory dialing screen alternates with the coded speed dial code list each time you press the **#** button.

3. Use the Numeric buttons to enter the first letter of the recipient's name you want to search.

Note

- For details on how to enter or delete characters or numbers, refer to Specifying the Basic Settings for the Machine.

   The recipients' names are sorted in alphabetical order.

Note

- You can enter the following characters using the Numeric buttons.
  A, D, G, J, M, P, T, W
- If the entered character does not match the first character of any of the recipients' name registered to the speed dial codes, names beginning with the character closest to that entered are displayed.

4. Use the ▲▼ button to select the recipient's name, then press the **OK** button.

5. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

Important

- Color transmission is available only when the recipient's fax machine supports color faxing.

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Sending the Same Document to Several Recipients (Sequential Broadcasting)

This machine allows you to send the same document to multiple recipients (max. 106 recipients for MX860 series, 21 for MX330 series) in one operation. You can dial the recipients' numbers using either of the following dialing methods.

- **One-touch speed dialing (MX860 series):**

  Up to 5 destinations

- **Coded speed dialing:**

  Up to 100 destinations for MX860 series, 20 destinations for MX330 series

- **Regular dialing (using the Numeric buttons) or redialing:**

  One destination

You can enter the destinations in any order, but be sure to press the **OK** button after your entry with the Numeric buttons.

Note

- If you frequently send documents to the same group of recipients, you can group these numbers for group dialing. This will allow you to send documents to all the recipients in the group by simply pressing one or a few buttons. For details, see Registering Group Dial Numbers.
- For the preparations required to send faxes, or the basic procedure for sending faxes using the Numeric buttons, refer to Sending Faxes.

1. Enter the recipients' numbers one by one.

- **When using one-touch speed dialing (MX860 series):**

  Press the One-Touch Speed Dial button (01 to 05) assigned to the number you want to dial.

- **When using coded speed dialing:**

  After pressing the **Coded Dial** button, use the Numeric buttons or the ▲▼◄► button to enter the two-digit code assigned to the number you want to dial, then press the **OK** button.

  Note

  - If the directory dialing screen is displayed, see Searching a Registered Dial Code Number by Name (Directory Dialing).

- **When using regular dialing:**

  Use the Numeric buttons to enter the recipient's number, then press the **OK** button.

  If Fax number re-entry is set to ON, see Sending Faxes after Dialing Twice (Fax Number Re-entry).

- **When using redialing:**

  Press the **Redial/Pause** button, use the ▲▼ button to select the number you want to dial, then press the **OK** button.

  ➡Manual Redialing

Note

- To review the numbers you have entered, use the ▲▼ button.
- Pressing the **Back** button allows you to delete the last recipient's number.

2. Press the **Color** button for color transmission, or the **Black** button for black & white transmission.

Important

- Color transmission is available only when the recipient's fax machine supports color faxing.

Note

- To cancel sequential broadcasting, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, Document in ADF. Press OK to discharge document. (MX860 series) or Document in ADF. Close the feeder cover and press OK to eject document. (MX330 series) is displayed on the LCD. Press the **OK** button and follow the instructions on the LCD to automatically feed out the remaining documents.
- When you press the **Stop** button, fax transmission to all the recipients will be canceled. You cannot cancel a fax transmission to only one recipient.

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Resending Faxes (Redialing a Busy Number)

There are two methods of redialing: Automatic redialing and Manual redialing.

Automatic Redialing

Manual Redialing

Automatic Redialing

If you send a document and the recipient's line is busy, the machine will redial the number after a specified interval. Automatic redialing is enabled by default.

You can customize the following automatic redialing settings:

- **Whether or not your machine redials automatically**
- **The number of times the machine redials (1 to 10 times)**
- **The time interval between redials (1 to 99 minutes)**

For details on the automatic redialing settings, see Auto redial.

Note

- The range of values you can set for the automatic redialing settings varies depending on the country or region of purchase.
- To cancel automatic redialing, wait until the machine starts redialing, then press the **Stop** button.
- To cancel automatic redialing, delete the unsent document from the machine's memory while the machine is on-standby for a redial operation. For details, see Deleting a Document in Memory.

Manual Redialing

Follow the procedure below for manual redialing.

1. **Press the Redial/Pause button.**
2. **Use the ▲ ▼ button to select the recipient's number to redial, then press the OK button.**
3. **Press the Color button for color transmission, or the Black button for black & white transmission.**

Important

- Color transmission is available only when the recipient's fax machine supports color faxing.

Note

- For manual redialing, the machine memorizes up to 10 recent recipients dialed using the Numeric buttons. Note that the machine does not memorize any recipients dialed by one-touch speed dialing (MX860 series) or coded speed dialing.
- To cancel manual redialing, press the **Stop** button.

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Using the Useful Transmission Functions

- Using the Information Services
- Transmission/Reception of Faxes Using ECM
- Preventing Mistransmission of Faxes

For sending faxes from your computer, refer to Sending Faxes from a Computer.

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Using the Information Services

You can use various information services such as provided by banks, and make airline reservations or hotel reservations. Since these services require tone dialing to use their services, you need to temporarily switch to tone dialing if your machine is connected to a rotary pulse line.

Using the Touch Tone Line

Using the Rotary Pulse Line

Important

- You may need to contract with the service providers for some information services. For details, contact the service providers.

Note

- MX330 series
  To use the information services, you need to dial with the telephone connected to the machine.

Using the Touch Tone Line

- **Dialing by Using the Hook Button (MX860 series)**

  Before dialing, make sure that Hook key setting is set to Enable. For details, see Hook key setting (MX860 series).

  1. **Press the FAX button.**
  2. **Press the Hook button.**
  3. **Use the Numeric buttons to dial the number of the information service.**
  4. **When the recorded message for the information service answers, use the Numeric buttons to press the numbers in accordance with the message.**

     When you talk to him/her, lift the handset of the telephone connected to the machine.
  5. **Press the Hook button to finish using the service.**

- **Dialing by Using the Telephone Connected to the Machine**

  1. **Press the FAX button.**
  2. **Lift the handset of the telephone.**
  3. **Use the telephone to dial the number of the information service.**
  4. **When the recorded message for the information service answers, use the telephone to press the numbers in accordance with the message.**
  5. **Hang up the handset to finish using the service.**

Using the Rotary Pulse Line

- **Dialing by Using the Hook Button (MX860 series)**

  Before dialing, make sure that Hook key setting is set to Enable. For details, see Hook key setting (MX860 series).

1. **Press the FAX button.**
2. **Press the Hook button.**
3. **Use the Numeric buttons to dial the number of the information service.**
4. **When the recorded message for the information service answers, press the Tone button to switch to tone dialing.**

   When you talk to him/her, lift the handset of the telephone connected to the machine.
5. **Use the Numeric buttons to press the numbers in accordance with the message.**
6. **Press the Hook button to finish using the service.**

- **Dialing by Using the Telephone Connected to the Machine**

1. **Press the FAX button.**
2. **Lift the handset of the telephone.**
3. **Use the telephone to dial the number of the information service.**
4. **When the recorded message for the information service answers, use the telephone to switch to tone dialing.**

   When you dial the number of the information service using the telephone connected to the machine, you cannot use the machine to switch to tone dialing. For instructions on how to switch to tone dialing, refer to your telephone's instruction manual.
5. **Use the telephone to press the numbers in accordance with the message.**
6. **Hang up the handset to finish using the service.**

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Transmission/Reception of Faxes Using ECM

This machine is set to send/receive faxes in Error Correction Mode (ECM). If the recipient's fax machine is compatible with ECM, ECM automatically corrects errors and resends the fax.

Note

- If the sender's or recipient's fax machine is not compatible with ECM, the fax will be sent/received in the standard mode.
- You can disable ECM transmission/reception. For details, see ECM TX or ECM RX.
- Transmission may take longer when ECM is enabled.

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Preventing Mistransmission of Faxes

This machine has two functions for preventing the mistransmission of faxes.

- **Sending faxes after dialing the fax/telephone number twice**

  Sending Faxes after Dialing Twice (Fax Number Re-entry)

- **Sending faxes after the machine checks the recipient's fax machine information**

  Sending Faxes after Checking Information (Checking the Recipient's Information)

Sending Faxes after Dialing Twice (Fax Number Re-entry)

This function requires you to re-enter the fax/telephone number after entering the number using the Numeric buttons, so that the machine prevents you from misdialing.

1. **Press the FAX button, then press the Menu button.**

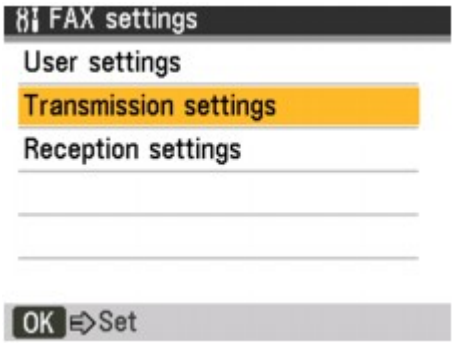
   The FAX menu screen is displayed.

2. **Use the ◄ ► button to select Settings, then press the OK button.**

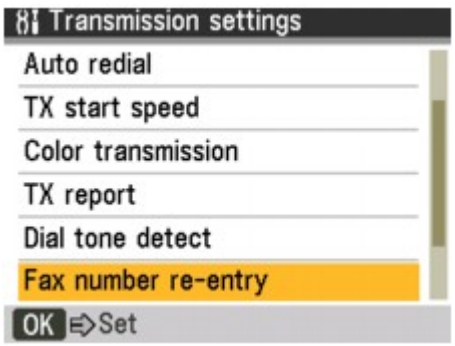
3. **Use the ◄ ► button to select Device settings, then press the OK button.**

4. **Use the ▲ ▼ button to select FAX settings, then press the OK button.**

5. **Use the ▲ ▼ button to select Transmission settings, then press the OK button.**



6. **Use the ▲ ▼ button to select Fax number re-entry, then press the OK button.**



7. **Use the ▲ ▼ button to select ON, then press the OK button.**

Follow the procedure below to send a fax with this function.

1. **Enter the fax/telephone number using the Numeric buttons, then press the OK button.**

   Re-enter the number for confirmation. is displayed on the LCD.

2. **Enter the number, then press the OK button.**

   If the number is not identical with the number entered first, go back to step 1.

3. **Press the Color button for color transmission, or the Black button for black & white transmission.**

   Important

   - Color transmission is available only when the recipient's fax machine supports color faxing.

Sending Faxes after Checking Information (Checking the Recipient's Information)

Before sending a fax, the machine checks whether the recipient's fax machine information matches the dialed number.

1. **Press the FAX button, then press the Menu button.**

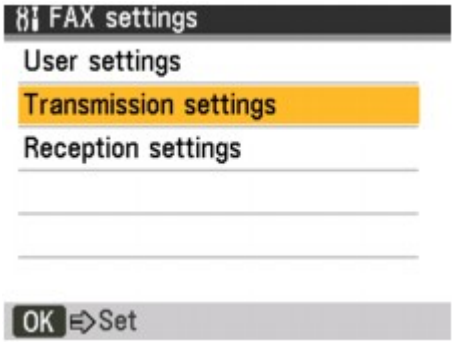
   The FAX menu screen is displayed.

2. **Use the ◄ ► button to select Settings, then press the OK button.**

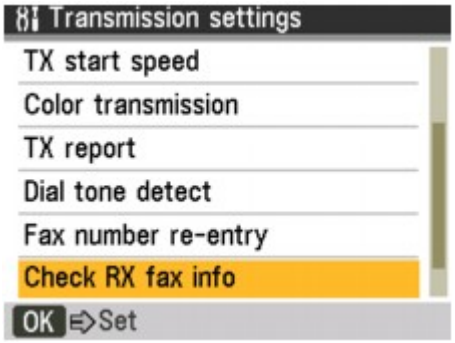
3. **Use the ◄ ► button to select Device settings, then press the OK button.**

4. **Use the ▲ ▼ button to select FAX settings, then press the OK button.**

5. **Use the ▲ ▼ button to select Transmission settings, then press the OK button.**



6. **Use the ▲ ▼ button to select Check RX fax info, then press the OK button.**



7. **Use the ▲ ▼ button to select ON, then press the OK button.**

   Important

- Transmission may take longer when this function is enabled.
- Transmission will be canceled if the machine fails to receive the recipient's fax information or if the received information does not match the fax number.
- This function is not available when you send a fax manually. For details, see Sending a Fax after Speaking on Telephone .

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Receiving Faxes

Refer to Receiving Faxes for information on receiving faxes or the receive mode settings.

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Changing the Print Settings

This machine prints received faxes to paper loaded in the machine beforehand. You can use the Operation Panel to change the paper settings for printing faxes. Make sure that the settings are appropriate for the loaded paper.

Important

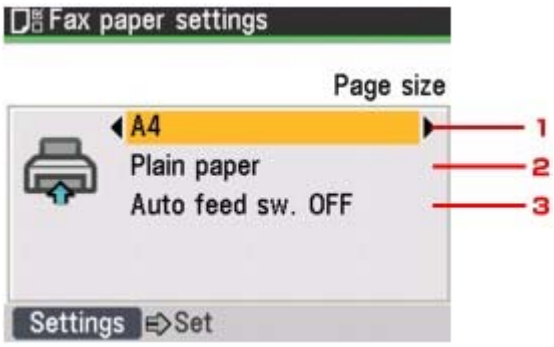
- MX860 series
  Load Legal-sized paper on the Rear Tray. Only A4 or Letter-sized paper can be fed from the Cassette.
- If paper other than A4, Letter-, or Legal-sized paper is loaded, the received faxes are stored in memory and Check the page size and press OK. is displayed on the LCD. In this case, replace the loaded paper with A4, Letter-, or Legal-sized* paper, then press the **OK** button.
  You can also press the **Stop** button to close the message and print the stored documents in memory later. For details, see Printing a Document in Memory.
  * Legal may not be available depending on the country or region of purchase.
- If no paper is loaded in the specified paper source, or paper has run out while printing is in progress, the received faxes are stored in memory and There is no paper. Load paper and press OK. is displayed on the LCD. In this case, load paper in the Cassette (MX860 series) or on the Rear Tray and press the **OK** button.
  You can also press the **Stop** button to close the message and print the stored documents in memory later. For details, see Printing a Document in Memory.

Note

- If the sender sends a document that is larger than Letter-size or Legal-size, such as 11" x17", the sender's machine may send the fax automatically reduced in size or divided, or send only a part of the original.

Setting Items

Press the **Settings** button in the fax mode. Use the ▲▼ button to select the setting item. Use the ◄► button to change the setting.



1. Page size

Select the page size from A4, 8.5"x11"(LTR), or 8.5"x14"(Legal).

2. Media type

The paper type is set to Plain paper.

3. Auto feed sw. (MX860 series)

Select whether to switch the paper source automatically.

Note

- MX860 series
  When 8.5"x14"(Legal) is selected as the page size, you cannot select a paper source other than the Rear Tray.
- MX860 series

When Auto feed sw. ON is selected, paper feeds from the paper source specified by Plain paper feed settings. If there is no paper in the specified paper source, the machine automatically switches to the other paper source.

If you press the **Settings** button, the LCD returns to the FAX standby screen.

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Setting the Number of Rings for Fax Calls

When Fax priority mode or Fax only mode is selected as the receive mode, you can specify how many times the external device rings for fax calls by selecting ON for Incoming ring.

Incoming ring

DRPD*1 or Network switch*2 is also available. For details, refer to Setting the Receive Mode.

*1 This setting is available only in the US and Canada.

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

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Using the Useful Reception Functions

- Memory Reception
- Remote Reception
- Rejecting Fax Reception
- Using the Caller ID Service to Reject Calls

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Memory Reception

If the machine receives a fax under one of the following conditions, it will not be able to print the received fax and will store it in its memory. The **In Use/Memory** lamp is lit and Received in memory is displayed on the LCD. When the problem is resolved as described, the fax stored in memory is printed automatically.

- **Ink has run out:**

  Check the ink level and take the appropriate action.
  Routine Maintenance

  Note

  - You can set the machine to forcibly print a received fax even if the ink has run out.
    However, part or all of the fax may not be printed since the ink has run out.
    Also, the contents of the fax will not be stored in memory.
    If the ink has already run out, we recommend that OFF be selected for Auto print in User settings to store the received fax in memory. When you print the fax stored in memory manually, check the ink level and take the appropriate action. For details, see Document Stored in Memory.

- **Paper has run out:**

  Load the paper and press the **OK** button.

- **A different size of paper from that specified by Page size is loaded:**

  Load the same size of paper as that specified by Page size, then press the **OK** button.

- **Page size is set to other than A4, 8.5"x11"(LTR), or 8.5"x14"(Legal) (MX330 series):**

  Set Page size to A4, 8.5"x11"(LTR), or 8.5"x14"(Legal).

- **Media type is set to other than Plain paper (MX330 series):**

  Set Media type to Plain paper.

- **You pressed the Stop button to cancel printing of a fax:**

  Press the **FAX** button.

Note

- To print the received faxes automatically, select ON for Auto print in User settings. For details, see Auto print.
- When OFF is selected for Auto print in User settings, print the faxes stored in memory from the Memory reference screen. For details, see Printing a Document in Memory.
- MX860 series can store up to approximately 250 pages (approximately 30 documents)* of faxes in memory. MX330 series can store up to approximately 50 pages (approximately 20 documents)* of faxes in memory.
  * When using ITU-T No.1 chart (Standard mode)
- If the memory becomes full, the machine cannot receive any more faxes. Print or delete the originals stored in memory, and have the sender resend the faxes. For details, see Document Stored in Memory.

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Remote Reception

If the machine is located away from the telephone, pick up the handset of the telephone connected to the machine and dial 25 (the remote reception ID) to receive faxes (remote reception).

- **If you use a rotary pulse line, temporarily switch your telephone to tone dialing. For details on how to switch to tone dialing, refer to your telephone's instruction manual.**
- **If you have an answering machine connected to the machine that can carry out remote control operations, the security code for this function may be the same as the remote reception ID. In this case, change the remote reception ID in Remote RX ID in Remote RX.**
  Remote reception can be disabled.
  Remote RX

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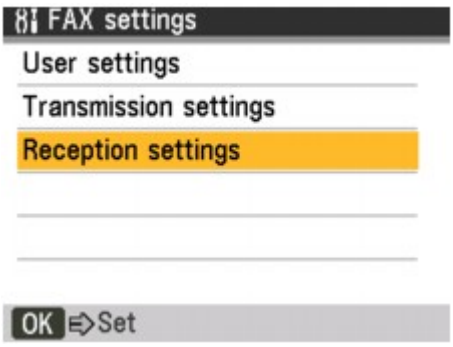
Rejecting Fax Reception

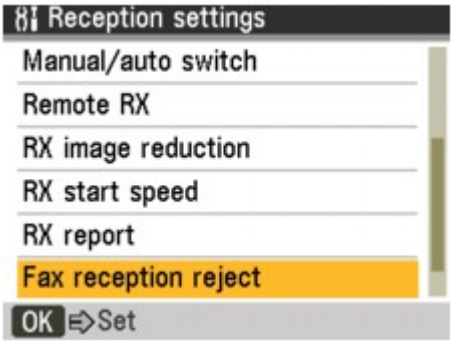
You can set the machine to reject faxes with no sender information or those from specific senders. Select one of the following conditions to reject faxes.

- **Faxes with no caller identification.**
- **Faxes from senders not registered to the one-touch speed dial codes (MX860 series) or the coded speed dial codes.**
- **Faxes from senders registered in the machine as rejected numbers.**

1. Press the **FAX** button, then press the **Menu** button.
   The FAX menu screen is displayed.
2. Use the ◄ ► button to select Settings, then press the **OK** button.
3. Use the ◄ ► button to select Device settings, then press the **OK** button.
4. Use the ▲ ▼ button to select FAX settings, then press the **OK** button.
5. Use the ▲ ▼ button to select Reception settings, then press the **OK** button.



6. Use the ▲ ▼ button to select Fax reception reject, then press the **OK** button.



7. Use the ▲ ▼ button to select ON, then press the **OK** button.
8. Use the ▲ ▼ button to select the fax rejection condition, then press the **OK** button.
   You can select one of the three conditions below.

No sender info.*
Rejects faxes with no caller identification.

1-touch/code unset (MX860 series)*, Coded dial unset (MX330 series)*
Rejects faxes from the senders not registered to the speed dial codes.

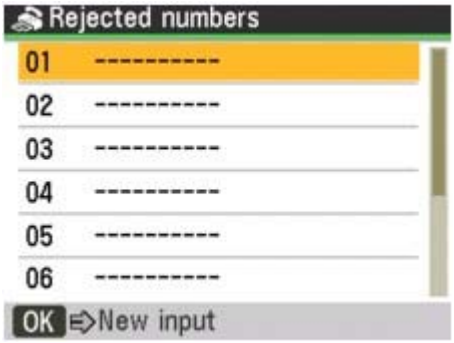
* This setting may not be available depending on the country or region of purchase.

Rejected numbers
Rejects faxes from the senders registered in the machine as rejected numbers.

If you select Rejected numbers, follow the procedure below to register a fax/telephone number to reject.

1. Select Yes when the confirmation screen is displayed.

   The list of rejected numbers is displayed.



2. Use the ▲▼ button to select the dial code to register, then press the **OK** button.

3. Use the Numeric buttons to enter the fax/telephone number to reject, then press the **OK** button.

   Data entry OK. is displayed on the LCD, then the LCD returns to the screen for registering a rejected number.

4. Repeat steps 2 and 3 to continue registering numbers to reject.

   You can register up to 10 rejected numbers.

Note

- When the machine rejects reception, Reception rejected. is displayed on the LCD.
- You can print the list of rejected numbers. For details, see Summary of Reports and Lists.
- Faxes with no caller identification are also rejected when 1-touch/code unset (MX860 series), Coded dial unset (MX330 series), or Rejected numbers is selected.

Registering/Editing/Deleting the Rejected Number on the TEL Number Registration Screen

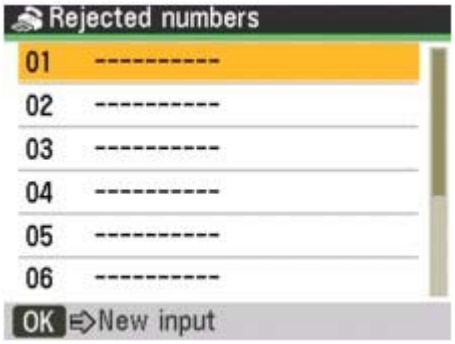
You can register/edit/delete a rejected number from TEL number registration.

1. **Press the FAX button, then press the Menu button.**

   The FAX menu screen is displayed.

2. **Use the ◄► button to select TEL number registration, then press the OK button.**

3. **Use the ▲▼ button to select Rejected numbers, then press the OK button.**



- **To register the number:**

  1. Use the ▲▼ button to select the dial code, then press the **OK** button.
  2. Use the Numeric buttons to enter the fax/telephone number to reject, then press the **OK** button.

     Data entry OK. is displayed on the LCD, then the LCD returns to the screen for registering a rejected number.
     Repeat steps 1 and 2 to continue to register the number to reject.

- **To edit the number:**

  1. Use the ▲▼ button to select the occupied dial code, then press the **OK** button.
  2. Select Edit, then press the **OK** button.
  3. Use the ◄ button to delete the number, enter the new number using the Numeric buttons, then press the **OK** button.

     Note

     - Holding down the ◄ button clears the number.
     - Data entry OK. is displayed on the LCD, then the LCD returns to the screen for registering a rejected number.

     Repeat steps 1 to 3 to continue to register the number to reject.

- **To delete the number:**

  1. Use the ▲▼ button to select the occupied dial code, then press the **OK** button.
  2. Select Delete, then press the **OK** button.
  3. Select Yes when Delete the registered number? is displayed on the LCD, then press the **OK** button.

     Data deleted. is displayed on the LCD, then the LCD returns to the screen for registering a rejected number.
     Repeat steps 1 to 3 to continue to delete the rejected number registered.

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Using the Caller ID Service to Reject Calls

If you subscribe to the Caller ID service, the machine detects the sender's Caller ID. If the sender's ID does not match the conditions specified in this setting, the machine rejects the phone call or fax reception from the sender.

1. Press the **FAX** button, then press the **Menu** button.

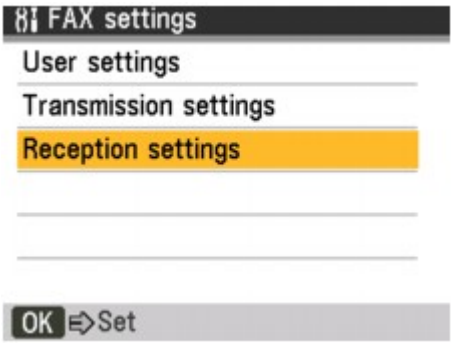
   The FAX menu screen is displayed.

2. Use the ◄ ► button to select Settings, then press the **OK** button.

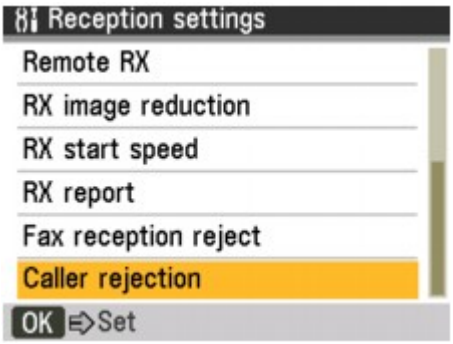
3. Use the ◄ ► button to select Device settings, then press the **OK** button.

4. Use the ▲ ▼ button to select FAX settings, then press the **OK** button.

5. Use the ▲ ▼ button to select Reception settings, then press the **OK** button.



6. Use the ▲ ▼ button to select Caller rejection, then press the **OK** button.



7. Use the ▲ ▼ button to select Yes, then press the **OK** button.

   You can now perform settings for Caller rejection.

8. Use the ▲ ▼ button to select the phone call or fax rejection condition, use the ◄ ► button to select the setting, then press the **OK** button.

   Set the conditions below.

   Anonymous no.
   Selects whether to reject a phone call or fax reception from a sender with no caller identification.

   Out of area
   Selects whether to reject a phone call or fax reception out of the subscribed service area.

   Rejected numbers

Selects whether to reject a phone call or fax reception from the numbers registered to Rejected numbers in Fax reception reject. For details, see Rejecting Fax Reception.
Reject: Rejects the phone call or fax reception matching the condition specified by this setting.
If you select Reject for Rejected numbers, Register rejected numbers? is displayed on the LCD.
Select Yes to register a fax/telephone number to reject. For details, see Rejecting Fax Reception.
Accept: Allows the phone call or fax reception matching the condition specified by this setting.

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.

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Document Stored in Memory

In the following cases, the machine is not able to print the received fax and will automatically store the fax in its memory.

- **Ink has run out.**
- **Paper has run out.**
- **A different size of paper from that specified by Page size is loaded.**
- **Page size is set to other than A4, 8.5"x11"(LTR), or 8.5"x14"(Legal) (MX330 series).**
- **Media type is set to other than Plain paper (MX330 series).**
- **OFF is selected for Auto print in User settings.**
- **You pressed the Stop button to cancel printing of a received fax.**

Important

- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

Note

- When confirming, printing, or deleting a document stored in memory, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents first.

To print a document in memory:

Printing a Document in Memory

To delete a document in memory:

Deleting a Document in Memory

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Printing a Document in Memory

If the machine was not able to send a fax or print a received fax, it stores the unsent or unprinted fax in its memory. If an error occurred during a fax transmission, the document is not stored in memory. You can print a list of stored documents (the memory list) or print a specified document.

Printing a Memory List or Specified Document in Memory

Printing All the Documents in Memory

Note

- The memory list shows the transaction number of the unsent or unprinted fax (TX/RX NO.), transaction mode, recipient's number, and the date and time of the transaction.

Printing a Memory List or Specified Document in Memory

1. **Load paper.**

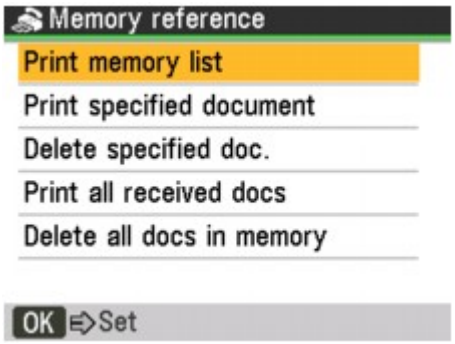
   Refer to Loading Paper / Originals.

2. **Press the FAX button, then press the Menu button.**

   The FAX menu screen is displayed.

3. **Use the ◄ ► button to select Memory reference, then press the OK button.**

4. **Print a specified document or memory list.**

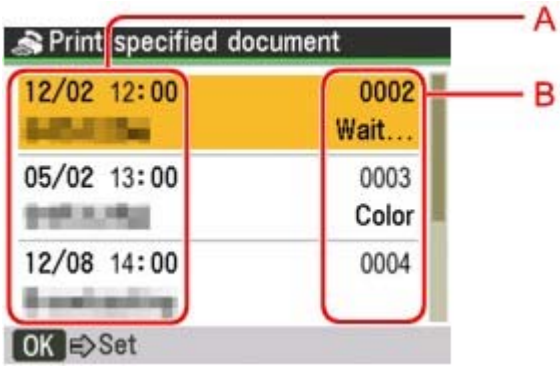


- **To print a memory list:**
  1. Use the ▲ ▼ button to select Print memory list, then press the **OK** button.
  2. Use the ▲ ▼ button to select Yes, then press the **OK** button.

     The memory list stored in memory is printed.

- **To print a specified document:**
  1. Use the ▲ ▼ button to select Print specified document, then press the **OK** button.
  2. Use the ▲ ▼ button to select the transaction number of the document you want to print, then press the **OK** button.

     The date and time of transaction and fax/telephone number, and the transaction number are displayed on a list screen of documents stored in memory.



A. Date and time of transaction and fax/telephone number

B. Transaction number (TX/RX NO.)

A transaction number from 0001 to 4999 indicates a document being sent.
A transaction number from 5001 to 9999 indicates a document being received.

3. Use the ▲▼ button to select Yes or No, then press the **OK** button.

If you select Yes, only the first page of the document will be printed. If you select No, all pages of the document will be printed.
To print other documents, repeat the procedure from steps 2 and 3.

Note

- If you select No to print all the pages of the document, and all the pages in memory have been printed, Delete the printed documents from memory? is displayed on the LCD. If you select Yes, printed pages in memory are deleted.
- If there are no documents stored in memory, There is no document in memory. is displayed, and the machine returns to the previous screen.

Printing All the Documents in Memory

1. Load paper.

Refer to Loading Paper / Originals.

2. Press the FAX button, then press the Menu button.

The FAX menu screen is displayed.

3. Use the ◄► button to select Memory reference, then press the OK button.

4. Use the ▲▼ button to select Print all received docs, then press the OK button.

5. Use the ▲▼ button to select Yes, then press the OK button.

Note

- Delete the printed documents from memory? is displayed on the LCD each time a document is printed. If you select Yes, the document is deleted from memory.
- If there are no documents stored in memory, There is no received document that can be printed. is displayed, and the machine returns to the previous screen.

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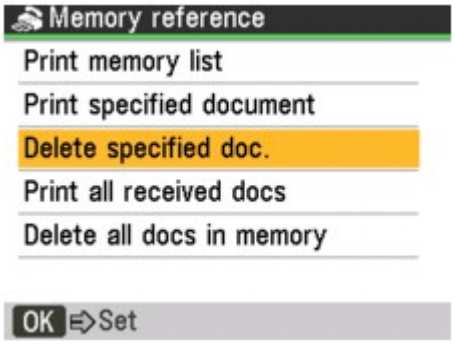
Deleting a Document in Memory

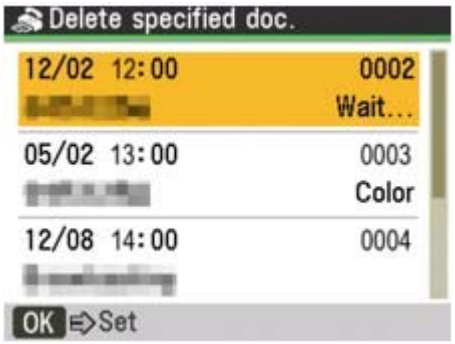
Deleting a Specified Document in Memory
Deleting All the Documents in Memory

Deleting a Specified Document in Memory

1. **Press the FAX button, then press the Menu button.**
   The FAX menu screen is displayed.
2. **Use the ◄ ► button to select Memory reference, then press the OK button.**
3. **Use the ▲ ▼ button to select Delete specified doc., then press the OK button.**



4. **Use the ▲ ▼ button to select the transaction number (TX/RX no.) of the document you want to delete, then press the OK button.**



5. **Use the ▲ ▼ button to select Yes, then press the OK button.**
   To delete other documents, repeat the procedure from steps 4 to 5.

Deleting All the Documents in Memory

1. **Press the FAX button, then press the Menu button.**
   The FAX menu screen is displayed.
2. **Use the ◄ ► button to select Memory reference, then press the OK button.**
3. **Use the ▲ ▼ button to select Delete all docs in memory, then press the OK button.**

4. **Use the ▲ ▼ button to select Yes, then press the OK button.**

Note

- This function is not available while the machine is receiving a fax.

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Summary of Reports and Lists

The table below shows the reports and lists that can be printed from the machine. Refer to the pages indicated for more details.

Report or List	Description
Activity report	Shows recent fax transactions performed by the machine. You can set the machine to automatically print the report after every 20 transactions. You can also print the report manually. ➡ Activity report
Fax/telephone number list	Lists the numbers and names registered for one-touch speed dials (MX860 series), coded speed dials, and group dials. ➡ Registering Recipients for Speed Dialing
User's data list	Lists the current settings of the machine and the registered sender information. ➡ User's Data List
Memory list	Lists the documents currently stored in the machine's memory. ➡ Document Stored in Memory
Rejected number list	Lists the rejected numbers. ➡ Rejected Number List
Caller history list	Lists the caller history (Available when Caller ID service is subscribed). ➡ Caller History List
TX (Transmission) report	Confirms whether a transmission has been completed successfully. If this setting is enabled, this report is printed after each fax transmission. ➡ TX report
RX (Reception) report	Confirms whether a reception has been completed successfully. If this setting is enabled, this report is printed after each fax reception. ➡ RX report
MULTI TX (Transmission) report	Printed after sequential broadcasting of a document. ➡ MULTI TX Report

Note

- When Auto print in User settings is set to OFF, the following reports are not printed automatically.
  Activity report
  TX (Transmission) report
  RX (Reception) report
  MULTI TX (Transmission) report

Activity Report

Prints the history of sent and received faxes. The machine is factory-set to print an Activity report after every 20 transactions. You can also disable automatic printing of this report, or print it manually.

Note

- For details on the Activity report settings, see Activity report.

- **Printing the Activity report manually**

1. **Load paper.**

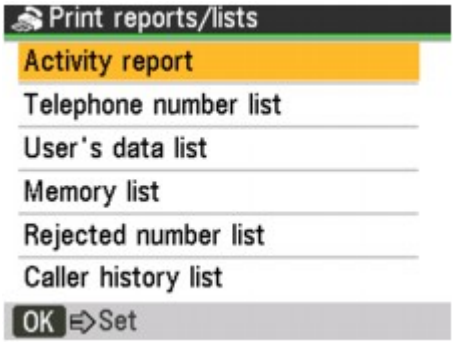
   Refer to Loading Paper / Originals.

2. **Press the FAX button, then press the Menu button.**

   The FAX menu screen is displayed.

3. **Use the ◄ ► button to select Print reports/lists, then press the OK button.**

4. **Use the ▲ ▼ button to select Activity report, then press the OK button.**



5. **Use the ▲ ▼ button to select Yes, then press the OK button.**

The Activity report is printed.

User's Data List

The User's data list enables you to confirm the current settings of your machine as well as the registered sender information.

Specifying the Basic Settings for the Machine

- **Printing the User's data list**

1. **Load paper.**

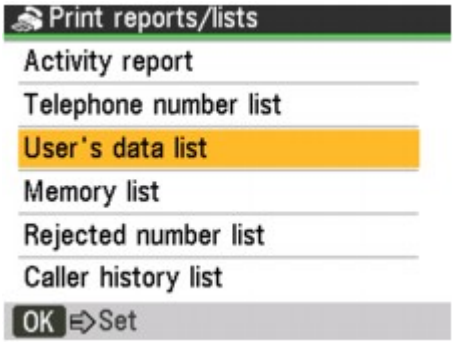
Refer to Loading Paper / Originals.

2. **Press the FAX button, then press the Menu button.**

The FAX menu screen is displayed.

3. **Use the ◄ ► button to select** **Print reports/lists, then press the OK button.**

4. **Use the ▲ ▼ button to select User's data list, then press the OK button.**



5. **Use the ▲ ▼ button to select Yes, then press the OK button.**

   The User's data list is printed.

Rejected Number List

- **Printing the Rejected number list**

1. **Load paper.**

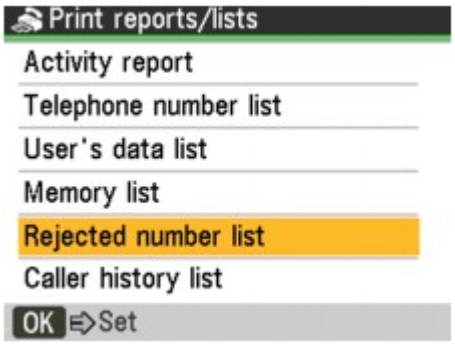
   Refer to Loading Paper / Originals.

2. **Press the FAX button, then press the Menu button.**

   The FAX menu screen is displayed.

3. **Use the ◄ ► button to select Print reports/lists, then press the OK button.**

4. **Use the ▲ ▼ button to select Rejected number list, then press the OK button.**



5. **Use the ▲ ▼ button to select Yes, then press the OK button.**

   The Rejected number list is printed.

Caller History List

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

- **Printing the Caller history list**

1. **Load paper.**

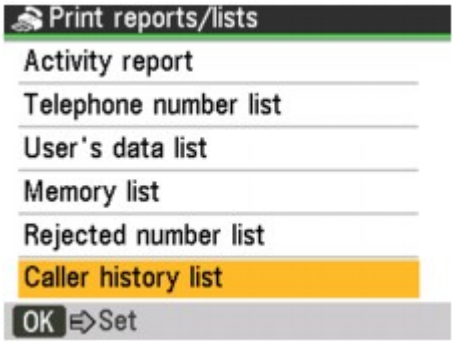
   Refer to Loading Paper / Originals.

2. **Press the FAX button, then press the Menu button.**

   The FAX menu screen is displayed.

3. **Use the ◄ ► button to select Print reports/lists, then press the OK button.**

4. **Use the ▲ ▼ button to select Caller history list, then press the OK button.**



5. **Use the ▲ ▼ button to select Yes, then press the OK button.**

   The Caller history list is printed.

TX Report

This machine can print a TX (transmission) report after sending a document, confirming whether the transmission has been completed successfully. At the time of purchase, TX reports are set to be printed only when a transmission error occurred. You can set the machine to print a report each time it sends a document, or disable printing of the report.

Note

- For details on the TX report settings, see TX report.
- For the errors that occur when you send a fax, see Errors when you send a fax.

Errors when you send a fax

If an error occurs when you send a fax, the error number is printed in the TX report (there are some errors for which the cause is also printed).
The causes corresponding to the error numbers are as follows.

No.	Cause	Action
#001	Document is jammed in the ADF.	The document is jammed in the ADF. Remove the document page jammed in the ADF. When the error is cleared, redo the operation. See Document Jams in the ADF.
#003	Document is too long.	You attempted to send a document longer than 15.75 inches / 400 mm. You cannot send a document longer than 15.75 inches / 400 mm from the ADF. #003 is also printed if it takes time to send a

		page. Divide the document or set the image quality (Fax resolution) to a lower setting, then resend it.
#005	No answer.	The recipient's fax machine does not respond. Contact the recipient and have the recipient check that the telephone line is connected correctly.
#012	Try again.	There is no paper in the recipient's fax machine. Contact the recipient and have the recipient load paper.
#017	No tone is detected.	The machine could not detect the dial tone. Dial tone detect in Transmission settings is set to ON. Set it to OFF, then send the fax.
#018	Line was busy.	The fax/telephone number you dialed is busy. Try dialing again after waiting for a moment.
#022	Try again.	The fax/telephone number registered to the speed dial is incorrect. Check the recipient's fax/telephone number, correct the fax/telephone number registered to the speed dial code, then send the document again.
#037	Memory is full.	The machine could not send a document because its memory is full. Resend the document after deleting contents in memory. See Deleting a Document in Memory.
#059	Transmission has been canceled due to a fax information mismatch.	Transmission has been canceled because the machine could not detect the recipient's fax machine information or the information did not match the dialed number. This error number is displayed when Check RX fax info is set to ON. For details, see Sending Faxes after Checking Information (Checking the Recipient's Information).
#085	Try again in black & white transmission.	The recipient's fax machine is not color-compatible. Resend the document in black & white.
STOP	The **Stop** button was pressed during transmission.	The **Stop** button was pressed to cancel transmission of the document. Resend it if necessary.

RX Report

This machine can print a RX (reception) report after receiving a document, confirming whether the reception has been completed successfully. At the time of purchase, the machine is set so that RX reports are not printed at all. You can set the machine to print a report each time it receives a document, or only when an error occurs.

Note

- For details on the RX report settings, see RX report.
- For the errors when you receive a fax, see Errors when you receive a fax.

Errors when you receive a fax

If an error occurs when you receive a fax, the error number is printed in the RX report (there are some errors for which the cause is also printed).
The causes corresponding to the error numbers are as follows.

No.	Cause	Action
#003	It takes too long to receive a	Contact the sender and have the sender divide

	page.	the fax or set the image quality (Fax resolution) to a lower setting and resend it.
#005	No answer.	When receiving a fax manually, the machine could not detect the signals from the sender's fax machine. Contact the sender and have the sender resend it, or set the machine to receive the fax automatically.
#037	Memory is full.	The machine could not receive a fax because its memory is full. Delete contents in memory, then ask the sender to resend the fax. See Deleting a Document in Memory.
#046	Reception has been rejected due to the specified fax rejection condition.	Reception has been rejected because the fax matches the fax rejection condition specified by Fax reception reject. For details, see Rejecting Fax Reception.
STOP	The **Stop** button was pressed during reception.	The **Stop** button was pressed to cancel reception of the fax. Contact the sender and have the sender resend it if necessary.

MULTI TX Report

This machine prints out a MULTI TX (transmission) report after sending the same document to several destinations, confirming whether the transmission to all the recipients has been completed successfully.

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Sending Faxes from a Computer

Sending a FAX
Creating an Address Book

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Sending a FAX

You can send faxes using the fax driver from applications that support document printing.

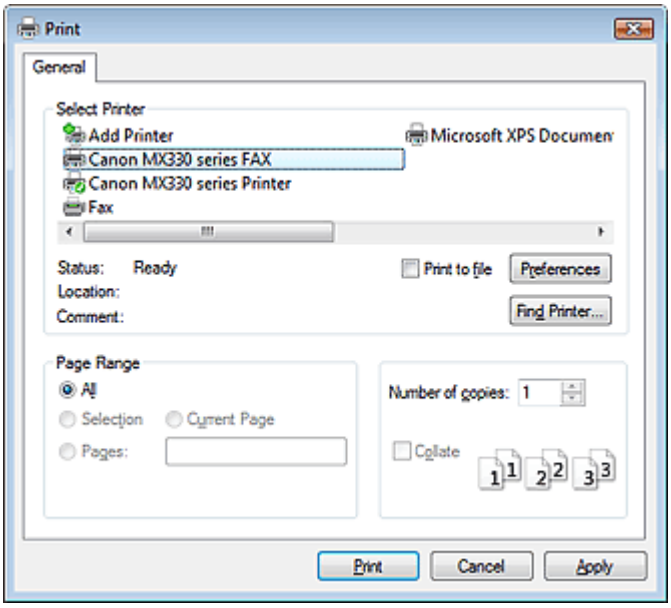
Note

- You can only specify one fax recipient. You cannot send a fax to two or more recipients in one operation.
- Only black and white transmission is supported.

1. Open the document you want to fax with an application (such as Word), and then click the Print command. (The command is Print... on the File menu.)

2. In Select Printer or Name in the Print dialog box, select Canon MX330 series FAX.

3. Click Print or OK.

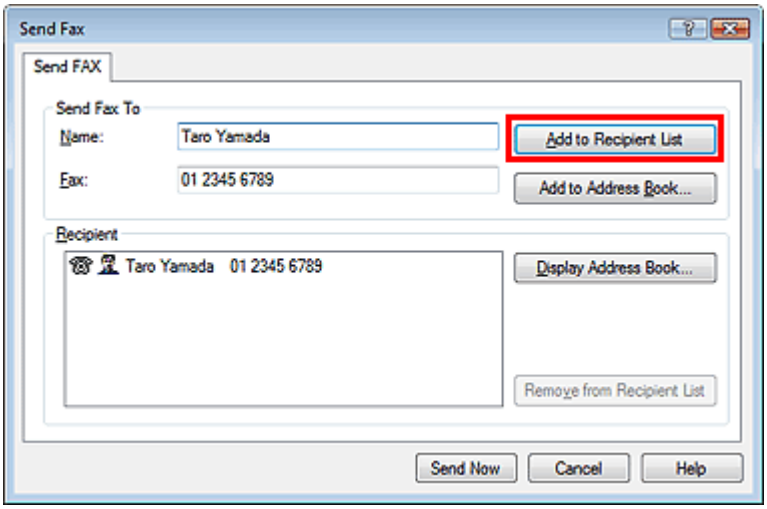


* Print dialog box in NotePad

Note

- You can specify the paper size and print orientation by clicking Preferences or Properties (for Windows 2000: Fax Options tab or Properties) in the Print dialog box.
  For details, see the help for the fax driver.

4. Enter the Name and Fax of the recipient in Send Fax To in the Send Fax dialog box, then click Add to Recipient List.

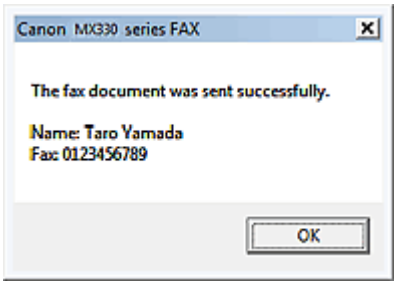


Note

- You can also register a recipient in the recipient list by following the instructions below:
  1. Click Display Address Book..., select a recipient from the recipient list
  2. Click Add to Recipient List
  3. Click OK
- For details on valid characters, see the help for the fax driver.
- You can register the recipient you entered to the address book by clicking Add to Address Book....
  For details on the address book, see "Creating an Address Book."

5. Click Send Now.

A confirmation message is displayed when transmission finishes.



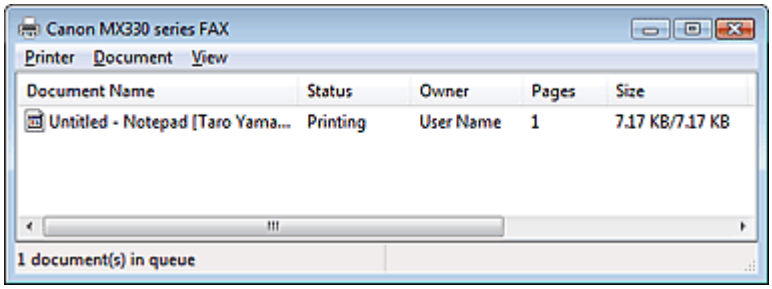
Important

- If you cannot send a fax because of line failure etc., see "Problems Sending Faxes."

Canceling Transmission

If you click Send Now in the Send Fax dialog box, the printer icon is displayed in the taskbar. Double-click this icon to display the list of fax jobs awaiting transmission or being sent.

Right-clicking a job and selecting Cancel stops transmission.



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Creating an Address Book

By using the address book, you can send a fax by simply specifying a recipient from it. You can register the recipient's name, fax number and other information in the address book.

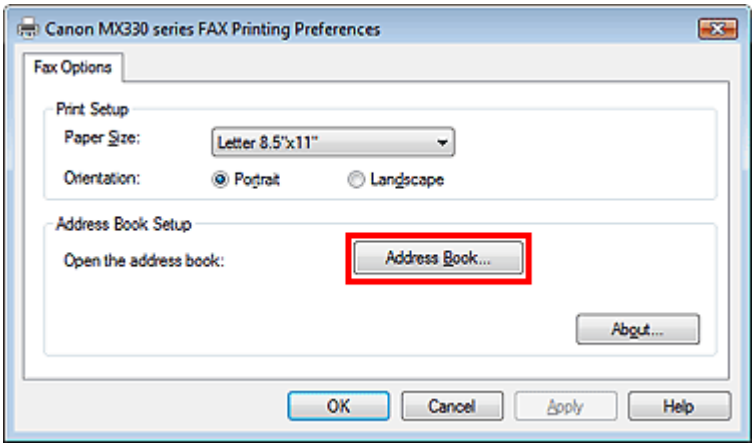
Registering a recipient (WAB contact) in the address book

You can register an individual recipient (Contact) in the address book.

1. On the Windows taskbar, click the Start button, then click Control Panel > Hardware and Sound > Printers. (For Windows XP: Click the Start button, then click Control Panel > Printers and Other Hardware > Printers and Faxes. For Windows 2000: Click the Start button, then click Settings > Printers.)

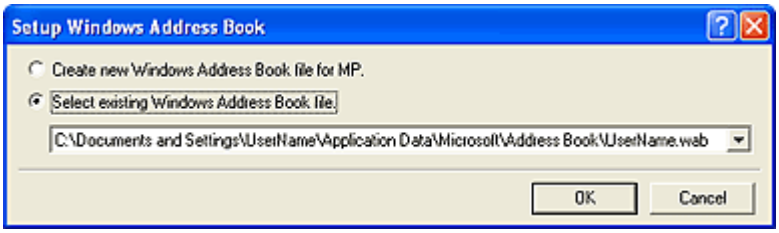
2. Right-click the printer icon for Canon MX330 series FAX, then click Printing Preferences....

3. In the Canon MX330 series FAX Printing Preferences dialog box, click Address Book....



Opening the address book for the First Time (Windows XP/Windows 2000)

In Windows XP/Windows 2000, when you open the address book for the first time, the Setup Windows Address Book dialog box will be displayed.



Creating a New Windows Address Book (WAB File) Exclusively for Faxing

Select Create new Windows Address Book file for MP., then click OK.

You can also change the setting later so as to be able to use another address book. For details, see the help for the fax driver.

Using an Existing Windows Address Book

Select this option if you do not create a new address book file exclusively for faxing.

Click Select existing Windows Address Book file., select an address book file from the list, then click OK.

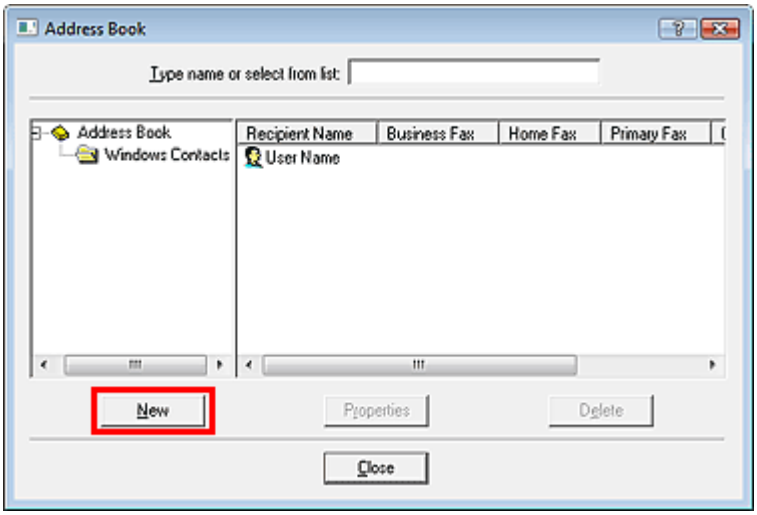
Using an existing Windows Address Book enables you to share it with other applications that use Windows Address Books.

This option cannot be selected if there is no Windows Address Book file created.

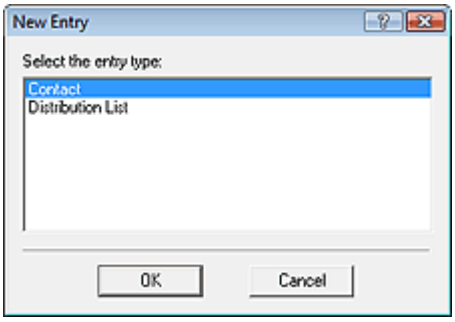
Note

- In Windows Vista, you can register an individual recipient (Contact) in the address book folder (Windows Address Book) as an address book file (.contact file) which can be used in multiple applications. However, you cannot change the address book you use, as only one address book can be created per user.
  To open the Windows Address Book, click the Start button, then click All Programs > Windows Contacts.
- In Windows XP/Windows 2000, you can change the address book you use to another existing address book by clicking the Address Book Profile... in the Canon MX330 series FAX Printing Preferences dialog box. For details, see the help for the fax driver.
- For details on how to open the Windows Address Book (the default address book of the operating system), see the help or manual for the applications that use Windows Address Book.

4. In the Address Book dialog box, click New.



5. Click Contact in the New Entry dialog box, then click OK.

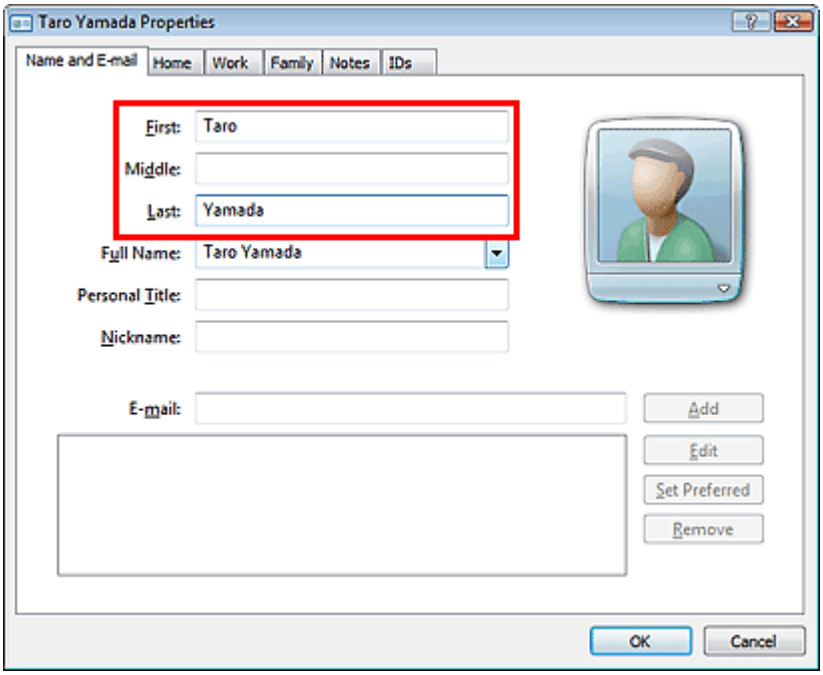


Note

- To send a fax, you can only specify one recipient. You cannot specify a Distribution List.

6. Enter the First, Middle, and Last of the contact in the Name and E-mail tab (Name tab when using other than Windows Vista) on the Properties screen.

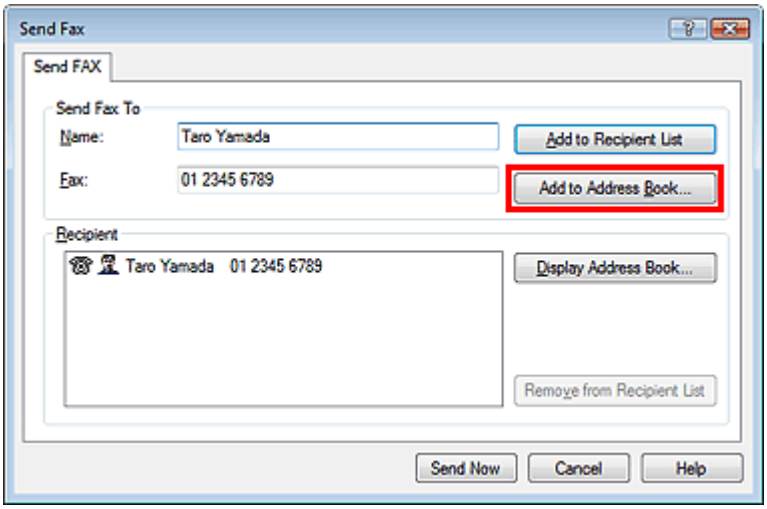
The recipient's name will be printed at the top of the fax received by the recipient.



7. Enter the fax number on the Home or Work tab, then click OK.

Note

- You can also register a recipient by clicking the Add to Address Book... button on the Send Fax dialog box after entering the recipient.



- If you upgrade from Windows XP to Windows Vista, the address book you created in Windows XP may not be reflected in Windows Vista. In this case, open the address book in the following procedure and reflect the information to a new address book.
  1. On the Windows taskbar, click the Start button, then click Control Panel > Appearance and Personalization > Folder Options.
  2. Click the View tab of the Folder Options dialog box, select Show hidden files and folders in Advanced settings, then click OK.
  3. On the Windows taskbar, click the Start button, click XXXX (user name), then double-click AppData > Roaming > Canon > MP5 to open the folder.
  4. Double-click the ".wab" file.
  The address book will be reflected in Windows Vista automatically.

Note

- In Windows XP/Windows 2000, you can use or import another Windows Address Book.
  For details, see the help for the fax driver.

Related Topic

- Edit or Remove a Recipient from an Address Book
- Search for a Recipient in an Address Book

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Edit or Remove a Recipient from an Address Book

You can change the recipients' names, fax numbers and other information, or delete recipients registered in the address book.

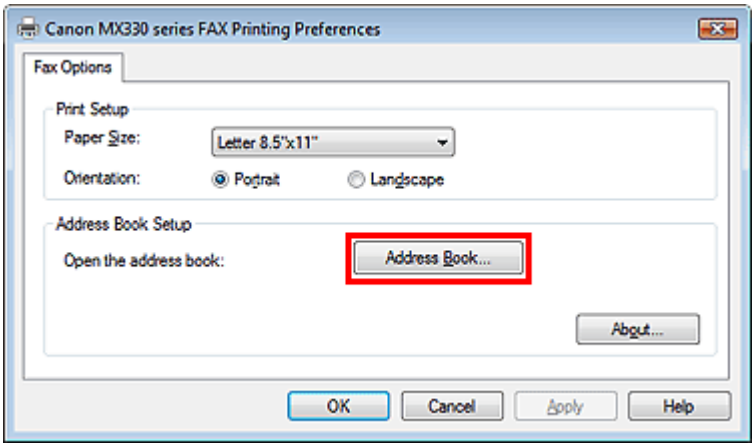
Editing Recipients in an address book

You can edit the contact information registered in the address book.

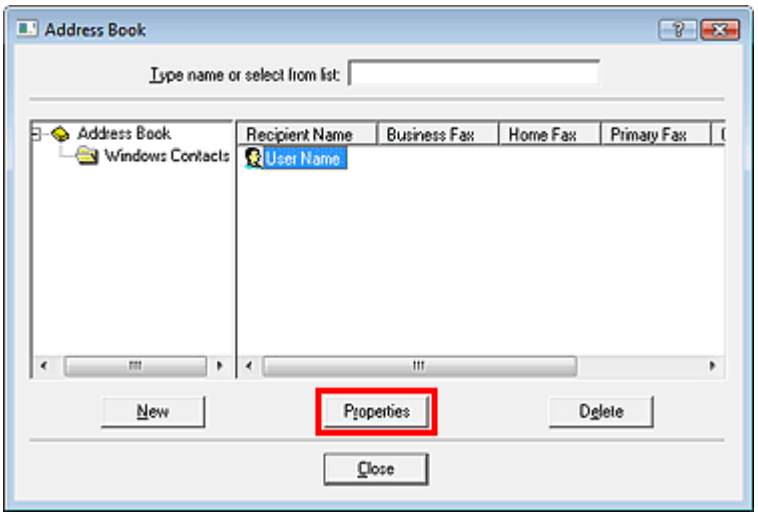
1. On the Windows taskbar, click the Start button, then click Control Panel > Hardware and Sound > Printers. (For Windows XP: Click the Start button, then click Control Panel > Printers and Other Hardware > Printers and Faxes. For Windows 2000: Click the Start button, then click Settings > Printers.)

2. Right-click the printer icon for Canon MX330 series FAX, then click Printing Preferences....

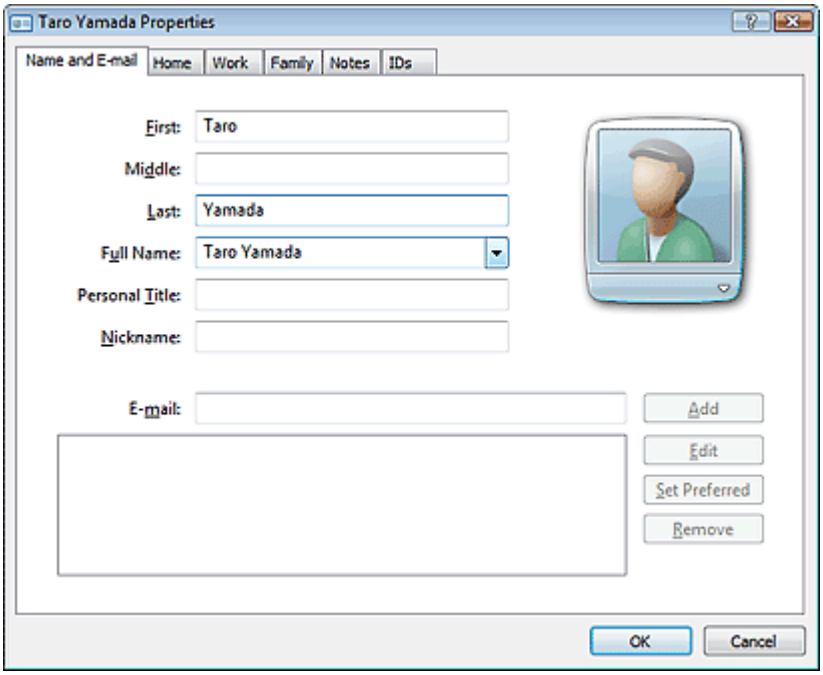
3. In the Canon MX330 series FAX Printing Preferences dialog box, click Address Book....



4. Select the recipient you want to edit from Contact Information in the Address Book dialog box, then click Properties.



5. Change information as needed on the Properties dialog box, then click OK.



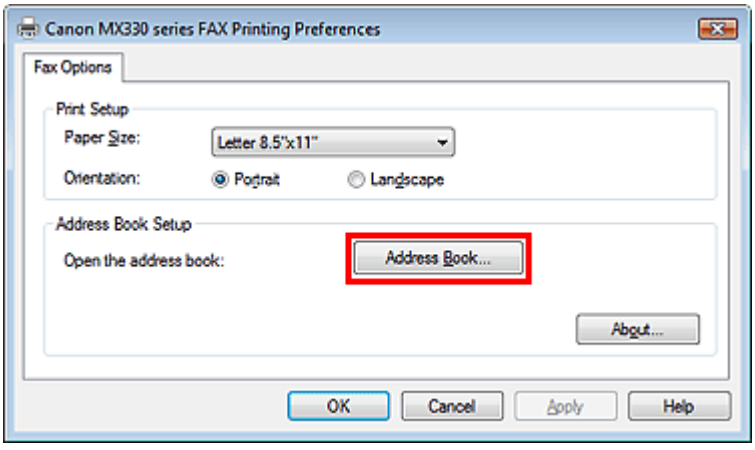
Removing Recipients from an address book

You can delete the contacts registered in the address book.

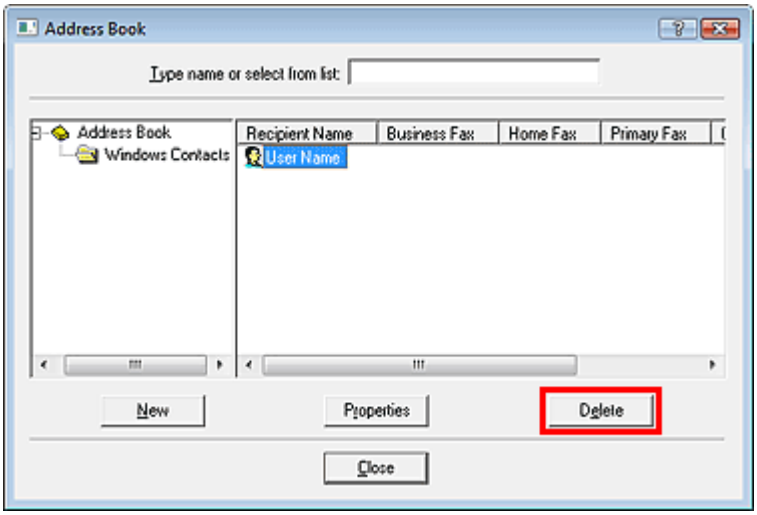
1. On the Windows taskbar, click the Start button, then click Control Panel > Hardware and Sound > Printers. (For Windows XP: Click the Start button, then click Control Panel > Printers and Other Hardware > Printers and Faxes. For Windows 2000: Click the Start button, then click Settings > Printers.)

2. Right-click the printer icon for Canon MX330 series FAX, then click Printing Preferences....

3. In the Canon MX330 series FAX Printing Preferences dialog box, click Address Book....



4. Select the recipient you want to delete from Contact Information in the Address Book dialog box, then click Delete.



5. When a confirmation message is displayed, click Yes.

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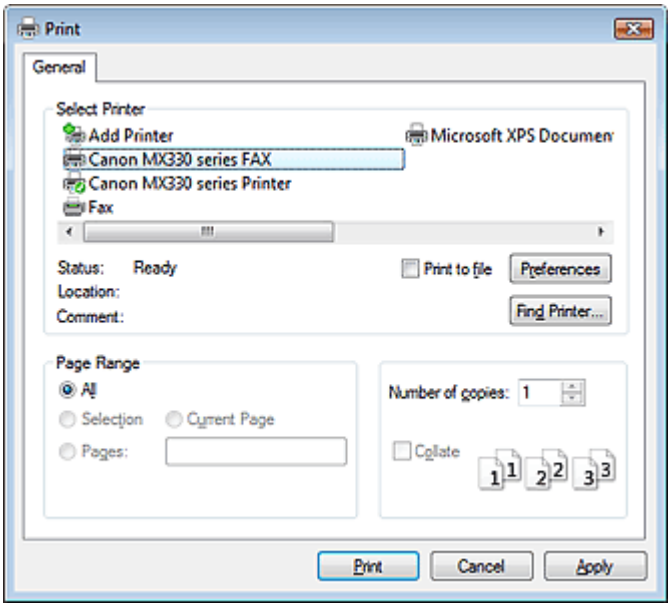
Search for a Recipient in an Address Book

You can search for recipients registered in the address book by name.

1. Open the document you want to fax with an application (such as Word), and then click the Print command. (The command is Print... on the File menu.)

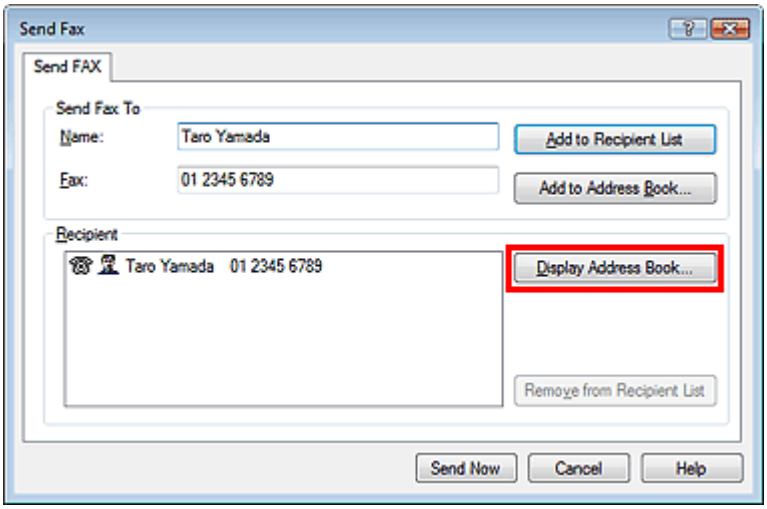
2. In Select Printer or Name in the Print dialog box, select Canon MX330 series FAX.

3. Click Print or OK.



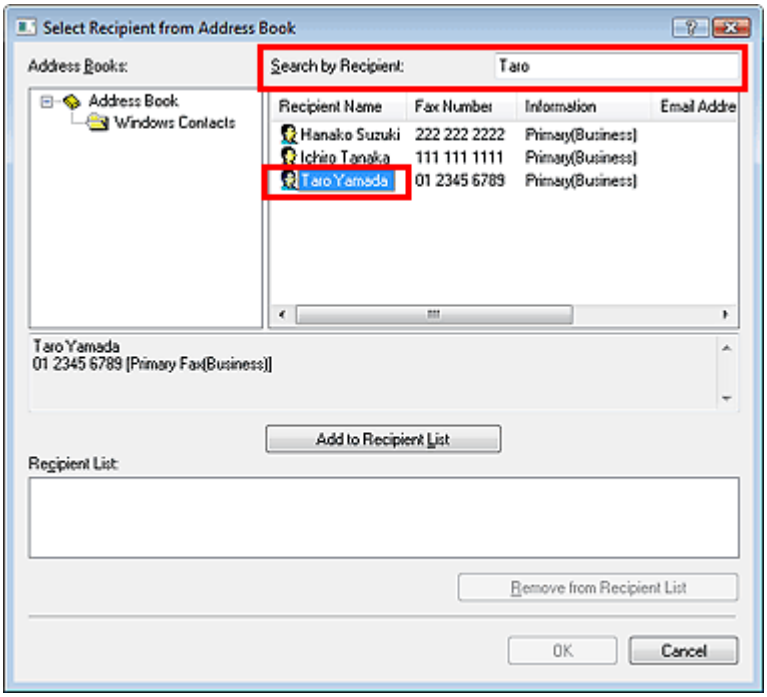
* Print dialog box in NotePad

4. Click Display Address Book... in Recipient in the Send Fax dialog box.



5. Enter the name of the recipient you want to search for in Search by Recipient in the Select Recipient from Address Book dialog box.

   If the entered name is found, the recipient will be displayed in the contact list with its name selected.



Note

- You cannot search by criteria other than name.

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Printing Photographs Directly from a Compliant Device or a Wireless Communication Device

Printing Photographs Directly from a Compliant Device

Printing Photographs from a Wireless Communication Device

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Printing Photographs Directly from a Compliant Device

Printing Photographs Directly from a Compliant Device
About PictBridge Print Settings

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Printing Photographs Directly from a Compliant Device

You can connect a PictBridge compliant device such as a digital camera, camcorder, or mobile phone using a USB cable recommended by the device's manufacturer, and print recorded images directly without using a computer.

Note

- When printing photos with the PictBridge compliant device connected to the machine, we recommend the use of the AC adapter supplied with the device. If you are using the device battery, be sure to charge it fully.
- Depending on the model or brand of your device, you may have to select a print mode compliant with PictBridge before connecting the device. You may also have to turn on the device or select Play mode manually after connecting the device to the machine.
  Perform necessary operations on the PictBridge compliant device before connecting it to this machine according to instructions given in the device's instruction manual.

1. Make sure that the machine is turned on.

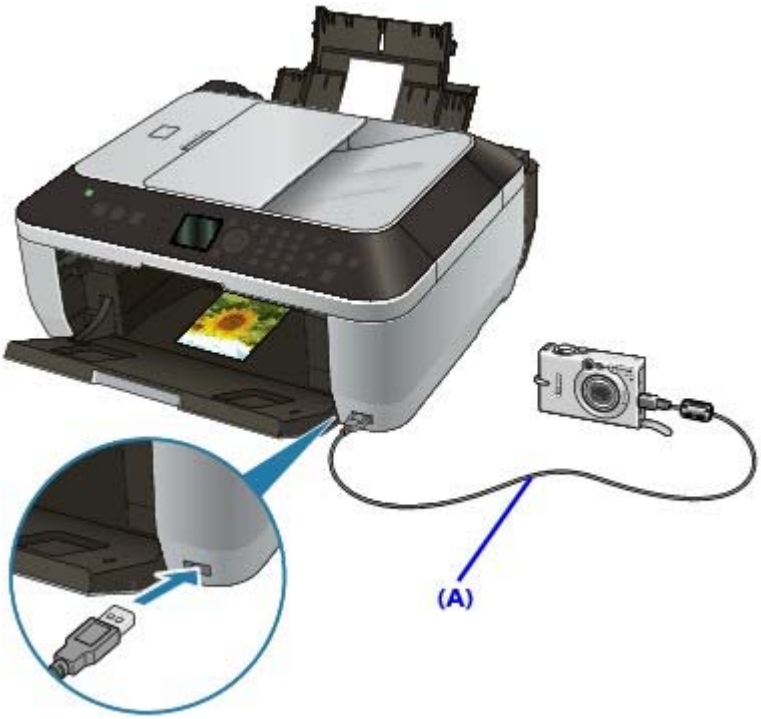
2. Load paper.

3. Make sure that the PictBridge compliant device is turned off.

4. Connect the PictBridge compliant device to the machine using a USB cable (A) recommended by the device's manufacturer.

   The PictBridge compliant device turns on automatically.
   If your device does not turn on automatically, turn it on manually.

   will appear on the LCD of the device when the machine is correctly connected.



5. Specify the print settings such as the paper type and layout.

   You can perform settings using the menu on the LCD of your PictBridge compliant device. Select the size and type of paper that you loaded in the machine.

   Settings on a PictBridge Compliant Device

   If your PictBridge compliant device does not have a setting menu, change the setting from the machine.

Settings on the Machine

6. Start printing from your PictBridge compliant device.

Important

- Never disconnect the USB cable during printing unless when explicitly allowed to by the PictBridge compliant device. When disconnecting the USB cable between the PictBridge compliant device and machine, follow the instructions given in the device's instruction manual.

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About PictBridge Print Settings

Settings on a PictBridge Compliant Device
Settings on the Machine

Settings on a PictBridge Compliant Device

This section describes the PictBridge function of the machine. For the print settings on a PictBridge compliant device, refer to the instructions given in the device's instruction manual.

Note

- In the following description, names of setting items are given according to those used in Canon-brand PictBridge compliant devices. Setting item names may be different depending on the brand or model of your device.
- Some setting items explained below may not be available on some devices. In this case, the settings made on the machine are applied. Also, when some items are set to Default on a PictBridge compliant device, the machine settings for these items are applied.
  Settings on the Machine

The following settings can be used when printing from a PictBridge compliant device.

Paper size	4" x 6"/10 x 15 cm, 5" x 7"*1, 8" x 10"/ 20 x 25 cm, A4, 8.5" x 11"(Letter), 4" x 7.1"/ 10.1 x 18 cm*2 *1 10x15 may appear on some PictBridge compliant device. *2 Hi Vision may appear on a non-Canon brand PictBridge compliant device.
Paper type	• Default (Selections based on the machine setting) • Photo: Photo Paper Plus Glossy II PP-201/Glossy Photo Paper "Everyday Use" GP-501/Photo Paper Glossy GP-502/Photo Paper Plus Semi-gloss SG-201 • Fast Photo: Photo Paper Pro II PR-201 • Plain: A4/Letter When Paper type is set to Plain, borderless printing will be disabled even when Layout is set to Borderless.
Layout	Default (Selections based on the machine setting), Index, Bordered, Borderless, 4-up * * Layout compatible with A4/Letter sized paper
Print date & file no.	Default (Off: No printing), Date, File No., Both, Off
Image optimize	Default *1, On (Exif Print), Off, Face*2, Red-Eye*2 *1 Photos are optimized for printing using the Photo optimizer pro function. *2 Can be selected only on certain Canon-brand PictBridge compliant devices. (May not be selected depending on the device.)
Trimming	Default (Off: No trimming), On (follow the camera's setting), Off

Settings on the Machine

You can change the PictBridge print settings from the PictBridge settings screen. Set the print settings to Default on the PictBridge compliant device when you want to print according to the settings on the machine.
This section describes the procedure to display the PictBridge settings screen. For setting items, see PictBridge settings.

1. **Make sure that the machine is turned on.**

2. **Press the Menu button.**

3. **Use the ◄ ► button to select Settings, then press the OK button.**

4. **Use the ◄ ► button to select Device settings, then press the OK button.**

5. **Use the ▲ ▼ button to select PictBridge settings, then press the OK button.**

   The PictBridge settings screen is displayed.

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Printing Photographs from a Wireless Communication Device

Setting the Page Size, Media Type, and Layout When Printing from a Mobile Phone
Printing via Bluetooth Communication

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Setting the Page Size, Media Type, and Layout When Printing from a Mobile Phone

When printing from a mobile phone through Bluetooth communication, select the page size, media type, layout, and etc. on the Mobilephone print setting screen. For details on how to print from a computer through Bluetooth communication, refer to About Bluetooth Communication.

* The default is borderless printing on 4" x 6" Photo Paper Plus Glossy II.

Displaying the Mobilephone print setting screen

This section describes how to display the Mobilephone print setting screen. For setting items, see Mobilephone print setting.

1. **Make sure that the machine is turned on.**

2. **Attach the optional Bluetooth Unit BU-30.**

   Insert the Bluetooth Unit BU-30 to the Direct Print Port.

3. **Press the Menu button.**

4. **Use the ◄ ► button to select Settings, then press the OK button.**

5. **Use the ◄ ► button to select Device settings, then press the OK button.**

6. **Use the ▲ ▼ button to select Mobilephone print setting, then press the OK button.**

   The Mobilephone print setting screen is displayed. For the setting items, see Mobilephone print setting.

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Printing via Bluetooth Communication

This section describes the procedure to print photos through Bluetooth communication from a mobile phone with the optional Bluetooth Unit BU-30.

When printing from a mobile phone through Bluetooth communication, refer also to your product's instruction manual.

For the procedure to print through Bluetooth communication from the computer, refer to About Bluetooth Communication.

Note

- Mobile phones supporting OPP (Object Push Profile) or BIP (Basic Imaging Profile) can be used to print photos.
  Depending on your mobile phone, you may not perform printing even if your mobile phone supports the profiles above. For information on the profiles your mobile phone supports, refer to your product's instruction manual.

Printing through Bluetooth Communication

1. **Make sure that the machine is turned on.**

2. **Load paper.**

3. **Attach the optional Bluetooth Unit BU-30.**

   Insert the Bluetooth Unit BU-30 to the Direct Print Port.

4. **Set the page size and layout.**

   Setting the Page Size, Media Type, and Layout When Printing from a Mobile Phone

5. **Start printing from a mobile phone.**

   - **For the device name, select the default value Canon XXX-1 (where "XXX" is your machine's name).**
   - **If you are required to input a passkey, input the default value "0000".**

     You can change the device name of the machine, passkey, and so on from the Bluetooth settings screen.
     Changing the Bluetooth Settings

     ## Note

- Communication is possible in a range of up to about 33 ft. / 10 m depending on the conditions below. Printing speed may vary depending on the following conditions:
  Presence of obstacles between the communication equipment, and radio conditions.
  Presence of magnetic fields, static electricity, or electromagnetic interference.
  Receiver sensitivity and antenna performance of the communication equipment.
- Video files cannot be printed.
- Depending on your device, data saved on a memory card may not be printed.
- **About transmittable data**
  - Due to security settings on the mobile phone, downloaded content or photos downloaded from a URL attached to an E-mail cannot be printed.
  - Depending on the size of a photo, it may take a while for this machine to start printing after starting wireless communication.
  - Printed quality and orientation (portrait or landscape) is determined automatically according to the shot photo size.
  - Depending on the photo size shot on the mobile phone, the edges of the image may be cut off when performing borderless printing; the margin size may change when printing with borders.
  - If the photo file is over 1.8 MB in size, it may not be possible to send the file.

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Changing the Bluetooth Settings

As preparation for printing through Bluetooth communication, you can change the settings such as the device name and passkey from the Bluetooth settings screen.
This section describes how to display the Bluetooth settings screen. For each setting item, see Bluetooth settings.

1. Make sure that the machine is turned on.
2. Attach the optional Bluetooth Unit BU-30.

   Insert the Bluetooth Unit BU-30 to the Direct Print Port.

3. Press the **Menu** button.
4. Use the ◄ ► button to select Settings, then press the **OK** button.
5. Use the ◄ ► button to select Device settings, then press the **OK** button.
6. Use the ▲ ▼ button to select Bluetooth settings, then press the **OK** button.

   The Bluetooth settings screen is displayed.

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Maintenance

Cleaning Your Machine
Performing Maintenance from a Computer

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Cleaning Your Machine

- Cleaning
- Cleaning the Exterior of the Machine
- Cleaning the Platen Glass and Document Cover
- Cleaning the ADF
- Cleaning the Inside of the Machine (Bottom Plate Cleaning)
- Cleaning the Protrusions Inside the Machine

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Cleaning

This section describes the cleaning procedure that is needed to maintain your machine.

Important

- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface. Paper tissue powder or fine threads may remain inside the machine and cause problems such as print head blockage and poor printing results. Be sure to use a soft cloth.
- Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine, as this may cause a malfunction or damage the machine's surface.

Cleaning the Exterior of the Machine
Cleaning the Platen Glass and Document Cover
Cleaning the ADF
Cleaning the Inside of the Machine (Bottom Plate Cleaning)
Cleaning the Protrusions Inside the Machine

Page top

Cleaning the Exterior of the Machine

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

Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
- The machine cannot receive faxes when the power is turned off.
- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials, as this may scratch the surface.

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Cleaning the Platen Glass and Document Cover

Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
- The machine cannot receive faxes when the power is turned off.
- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

With a clean, soft, lint-free cloth, wipe the Platen Glass (A), the inner side of the Document Cover (white sheet) (B), the glass of the ADF (C), and the inner side of the ADF (white area) (D) gently. Be sure not to leave any residue, especially on the Platen Glass.

Important

- The inner side of the Document Cover (white sheet) (B) is easily damaged, so wipe it gently.

Page top

Cleaning the ADF

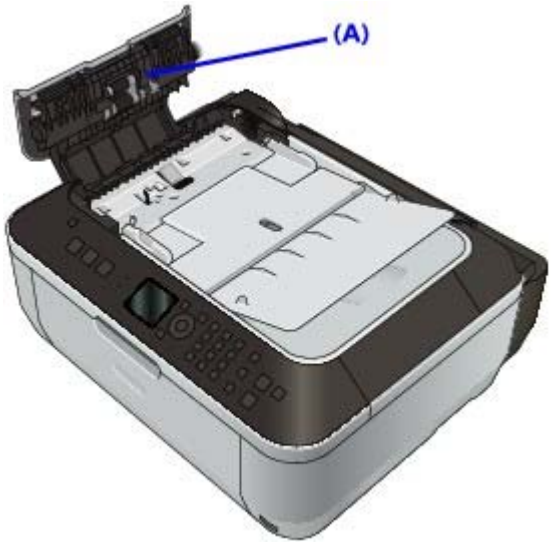
Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
- The machine cannot receive faxes when the power is turned off.
- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

1. Open the Document Tray.

2. Open the Document Feeder Cover.

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



4. After wiping, close the Document Feeder Cover by pushing it until it clicks into place.

5. Close the Document Tray.

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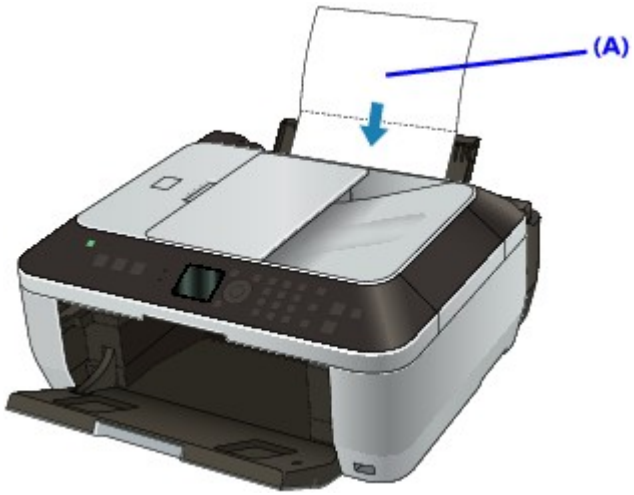
Cleaning the Inside of the Machine (Bottom Plate Cleaning)

This section explains how to clean the inside of the machine. If the inside of the machine becomes dirty, printed paper may get dirty, so we recommend performing cleaning regularly.

1. Make sure that the machine 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 this and only this sheet of paper with the open side facing to the front.



(A) Load the paper after unfolding it.

5. Press the **Menu** button.
6. Use the ◄ ► button to select Settings, then press the **OK** button.
7. Use the ◄ ► button to select Maintenance, then press the **OK** button.

   The Maintenance screen is displayed.
8. Use the ▲ ▼ button to select Bottom plate cleaning, then press the **OK** button.

   The confirmation screen is displayed.
9. Use the ▲ ▼ button to select Yes, then press the **OK** button.

   The paper cleans the inside of the machine as it feeds through the machine.
   Check the folded part of the ejected paper. If it is smudged with ink, perform Bottom Plate Cleaning again.
   If the problem is not resolved after performing cleaning again, the protrusions inside the machine may be stained. Clean them according to instructions.
   Cleaning the Protrusions Inside the Machine

Note

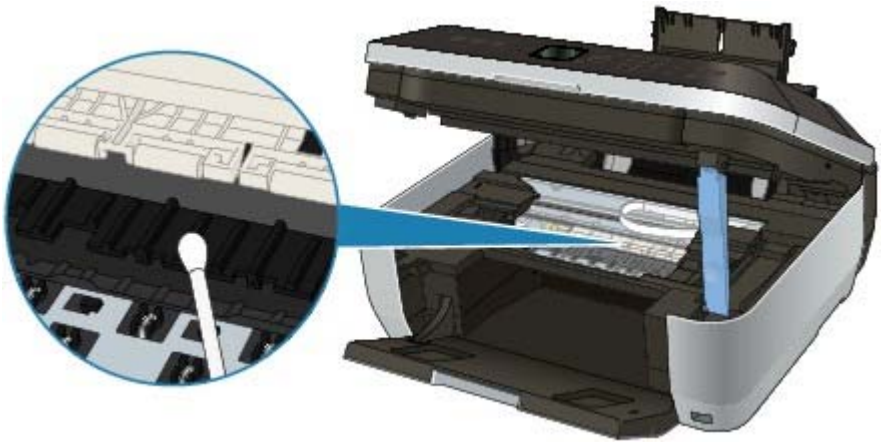
- When performing Bottom Plate Cleaning again, be sure to use a new sheet of paper.

Cleaning the Protrusions Inside the Machine

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

Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
- The machine cannot receive faxes when the power is turned off.
- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.



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Performing Maintenance from a Computer

- Cleaning the Print Heads
- Cleaning the Paper Feed Rollers
- Aligning the Print Head Position
- Checking the Print Head Nozzles
- Cleaning Inside the Machine

Page top

Cleaning the Print Heads

The print head cleaning function allows you to remove any blockages in the print head nozzles. Perform print head cleaning if printing is faint or a specific color fails to print, even though there is enough ink.

The procedure for cleaning the print heads is as follows:

Cleaning

1. Open the printer driver setup window

2. Click Cleaning on the Maintenance tab

   The Print Head Cleaning dialog box opens. Follow the instruction shown in the dialog box.
   Click Initial Check Items to display the items you need to check before performing Cleaning.

3. Execute cleaning

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

   Print head cleaning starts.

4. Complete cleaning

   The Nozzle Check dialog box opens after the confirmation message.

5. Check the results

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

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

Deep Cleaning

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

1. Open the printer driver setup window

2. Click Deep Cleaning on the Maintenance tab

   The Deep Cleaning dialog box opens. Follow the instruction shown in the dialog box.
   Click Initial Check Items to display the items you need to check before performing Deep Cleaning.

3. Execute deep cleaning

   Make sure that the machine is on and then click Execute.
   Click OK when the confirmation message appears.

   Print head deep cleaning starts.

4. Complete deep cleaning

   The Nozzle Check dialog box opens after the confirmation message.

5. Check the results

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

process, click Cancel.

Important

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

Note

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

Related Topic

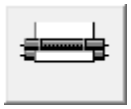
Checking the Print Head Nozzles

Page top

Cleaning the Paper Feed Rollers

The feed roller cleaning function allows you to clean the paper feed roller. Perform feed roller cleaning when there are paper particles sticking to the paper feed roller and paper is not fed properly.

The procedure for cleaning the feed rollers is as follows:



Roller Cleaning

1. Prepare the machine

   Remove all sheets of paper from the rear tray.

2. Open the printer driver setup window

3. Click Roller Cleaning on the Maintenance tab

   The confirmation message appears.

4. Execute paper feed roller cleaning

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

5. Complete paper feed roller cleaning

   After the rollers have stopped, follow the instruction in the message, load three sheets of plain paper into the rear tray, and click OK.

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

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Aligning the Print Head Position

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

The procedure for performing print head alignment is as follows:

Print Head Alignment

1. Open the printer driver setup window

2. Click Print Head Alignment on the Maintenance tab

   The Start Print Head Alignment dialog box opens.

3. Load paper in the machine

   Load two sheets of A4 size or Letter size plain paper into the rear tray.

4. Execute head alignment

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

   Note

   - To check the current setting before you adjust the print head position, click Print Alignment Value.

5. Check the printed pattern

   Enter the numbers of the patterns with the least amount of streaks in the associated boxes.
   Clicking the patterns with the least amount of streaks in the preview window, will automatically set their numbers in the associated boxes.

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

   Note

   - If you look at the print results and still cannot determine which pattern is the one with the least amount of streaks, see your machine manual.

6. Check the adjustment pattern that is printed next

   Follow the instruction in the message.

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Checking the Print Head Nozzles

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

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

Nozzle Check

1. Open the printer driver setup window

2. Click Nozzle Check on the Maintenance tab

   The Nozzle Check dialog box opens.
   To display a list of items that you should check before printing the check pattern, click Initial Check Items.

3. Load paper in the machine

   Load a sheet of A4 size or Letter size plain paper into the rear tray.

4. Print a nozzle check pattern

   Make sure that the machine is on and click Print Check Pattern.
   The nozzle check pattern is printed.

   Click OK when the confirmation message appears.
   The Pattern Check dialog box opens.

5. Check the print result

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

Related Topic

Cleaning the Print Heads

Page top

Cleaning Inside the Machine

The bottom plate cleaning function allows you to prevent smudges on the back side of the paper.
Perform bottom plate cleaning before you execute duplex printing.
Also perform bottom plate cleaning if ink smudges caused by something other than print data appear on the printed page.

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

The procedure for performing bottom plate cleaning is as follows:

Bottom Plate Cleaning

1. Open the printer driver setup window

2. Click Bottom Plate Cleaning on the Maintenance tab

   The Bottom Plate Cleaning dialog box opens.

3. Load paper in the machine

   As instructed in the dialog box, fold the A4 size or Letter size plain paper in half horizontally, and then unfold the sheet.
   Load the paper into the rear tray in the portrait orientation with the crest of the crease facing down.

4. Perform the bottom plate cleaning

   Make sure that the machine is on and click Execute.
   Bottom plate cleaning starts.

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About Bluetooth Communication

- Handling Precautions
- Preparation to Use the Bluetooth Unit
- Printing Data via Bluetooth Communication
- Basic Procedure for Printing via Bluetooth Communication
- Bluetooth Settings
- Troubleshooting
- Specifications

Page top

Handling Precautions

Shipping the Product

Page top

Shipping the Product

This product may not be used in countries or regions other than the country or region where it was purchased due to local laws and regulations. Please note that the use of this product in such countries or regions may lead to penalties and that Canon should not be liable for such punishment.

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Preparation to Use the Bluetooth Unit

Bluetooth Unit
Attaching to and Removing from the Printer

Page top

Bluetooth Unit

The Bluetooth Unit BU-30 (hereafter referred to as the Bluetooth unit) is an adaptor which can be used with a Canon IJ printer with Bluetooth interface.

By attaching the Bluetooth unit to a Canon IJ printer with Bluetooth interface, wireless printing from a Bluetooth enabled device, such as a computer or mobile phone, is possible.

Note

- Communication is possible in a range of up to about 33 ft. / 10 m depending on the conditions below. Printing speed may vary depending on the following conditions:
  -Presence of obstacles between the communication equipment and radio wave conditions.
  -Presence of magnetic fields, static electricity or electromagnetic interference.
  -Software and operating system to be used.
  -Receiver sensitivity and antenna performance of the communication equipment.

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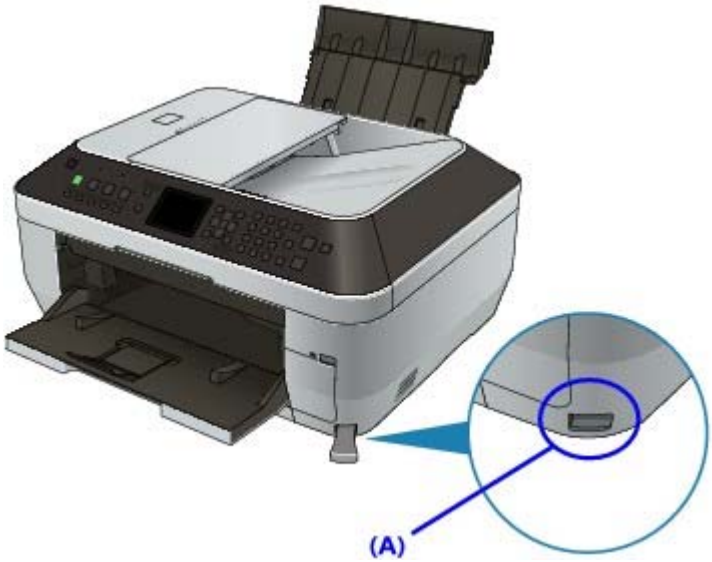
Attaching to and Removing from the Printer

Attaching the Bluetooth Unit to the Printer
Removing the Bluetooth Unit from the Printer

Attaching the Bluetooth Unit to the Printer

Attach the Bluetooth unit to the Direct Print Port (A) of the printer in accordance with the following procedure.

The external appearance may differ depending on the printer you are using.

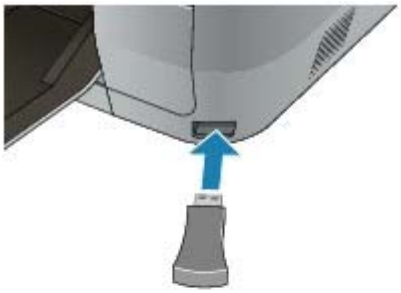


1. Make sure that the printer is turned on.

Make sure that any lamp on the Operation Panel is lit.

2. Insert the Bluetooth unit to the Direct Print Port of the printer.

Detach the cap from the Bluetooth unit. Store the cap in a safe location.



Note

- When the Bluetooth unit is properly attached to the printer with the **Power** lamp, the

Power lamp on the printer flashes twice. When the Bluetooth unit is properly attached to the printer without the **Power** lamp, the **COPY** button on the printer flashes twice.

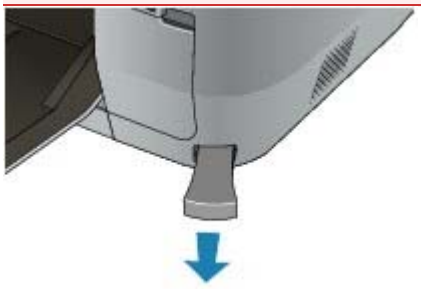
Removing the Bluetooth Unit from the Printer

Remove the Bluetooth unit from the Direct Print Port of the printer in accordance with the following procedure.

1. Remove the Bluetooth unit from the Direct Print Port of the printer.

Important

- Make sure that the lamp on the Bluetooth unit is neither lit nor flashing before you remove the Bluetooth unit.



Important

- Store the Bluetooth unit with the cap attached.

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Printing Data via Bluetooth Communication

- Preparation
- Installing the MP Drivers
- Setting the Printer
- Registering the Printer
- Deleting the Printer

Page top

Preparation

In order to print via Bluetooth communication with Windows, the following system requirements must be satisfied.

- **Computer**

  A computer in which an internal Bluetooth module is installed or a computer to which an optional Bluetooth adapter (available from various manufacturers) is attached.

- **OS**

  Microsoft Windows Vista (Satisfying any one of the following conditions is needed)

  - **Bluetooth Devices is displayed in Hardware and Sound under Control Panel**
  - **Bluetooth Stack for Windows by Toshiba Version 5.10.04 or later is installed**

    Microsoft Windows XP (Satisfying any one of the following conditions is needed)
  - **Windows XP SP2 or later is installed, and Bluetooth Devices is displayed in Printers and Other Hardware under Control Panel**
  - **Bluetooth Stack for Windows by Toshiba Version 3.00.10 or later is installed**

    For more information about how to confirm the version of Bluetooth Stack for Windows by Toshiba, see Check 2: Is unsupported Bluetooth driver used? .

In order to connect the Bluetooth unit and print via Bluetooth communication, the following steps are required.

1. Check that the Bluetooth unit is properly attached to the printer.

   See Attaching to and Removing from the Printer .

2. Install the MP Drivers.

   See Installing the MP Drivers .

3. Check the device name of the printer using the LCD.

   See Setting the Printer .

4. Register the printer as a Bluetooth device using Bluetooth Devices.

   - When using Windows Vista, and when Bluetooth Devices is displayed in Hardware and Sound under Control Panel
     Authenticate the printer as a Bluetooth device on Bluetooth Devices in Hardware and Sound under Control Panel.

     See Registering the Printer .
   - When using Windows XP SP2 or later, and when Bluetooth Devices is displayed in Printers and Other Hardware under Control Panel

     Authenticate the printer as a Bluetooth device on Bluetooth Devices in Printers and Other Hardware under Control Panel.

     See Registering the Printer .
   - When using a Toshiba Windows Vista or Windows XP computer

     Authenticate the printer as a Bluetooth device using Bluetooth Settings*.

     * When the computer which has Bluetooth Stack for Windows by Toshiba or the program attached to the Bluetooth adapter of the option manufactured by Toshiba is used, the computer can register a printer easily.

     Bluetooth Settings can be started by clicking Start and selecting All Programs, TOSHIBA, Bluetooth, and Bluetooth Settings.

     For details on Bluetooth Settings, refer to the software application's instruction manual.

The operations may vary depending on your operating program. In this case, refer to your computer's operation manual.

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Installing the MP Drivers

Note

- If you use the printer connecting with a computer, the MP Drivers have already been installed. In this case, move to the next step.
  Setting the Printer

Before connecting the Bluetooth unit to the printer for wireless printing, first the USB cable must be connected between the printer and computer, and the MP Drivers must be installed using the *Setup CD-ROM*.

Install the MP Drivers according to your setup manual.

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Setting the Printer

This section describes the procedures for checking the settings of the Bluetooth unit on the LCD of the printer in preparation for Bluetooth printing.

Canon IJ printers with the Bluetooth interface are divided into two types. One is equipped with a graphic LCD, and the other with a text LCD.

If you need more information about the Bluetooth settings, see Setting Bluetooth Printing.

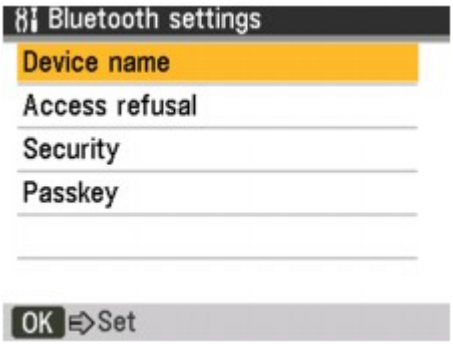
1. Make sure that the Bluetooth unit is attached and the printer is turned on.

For information about how to attach the Bluetooth unit, see Attaching to and Removing from the Printer.

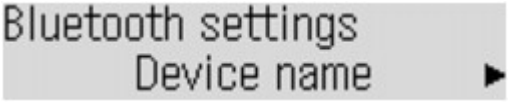
2. Display the Bluetooth settings screen on the LCD.

For information about how to display the Bluetooth settings screen, refer to Changing the Machine Settings on the LCD.

Graphic LCD



Text LCD



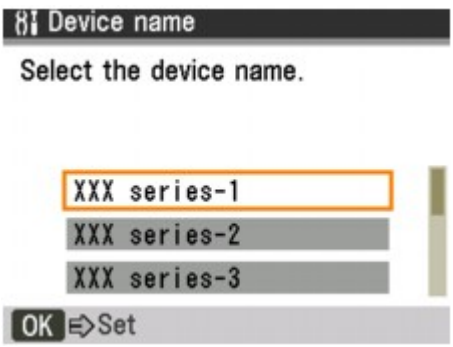
Note

- If the Bluetooth settings screen is not displayed on the LCD, the Bluetooth unit may not be attached correctly. Remove the Bluetooth unit from the printer and attach it once again.
- For details, see Attaching to and Removing from the Printer.
- If the Bluetooth settings screen still is not displayed, the Bluetooth unit may be faulty. In this case, contact the service center.

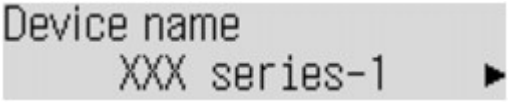
3. Select Device name.

The Device name screen is displayed.

Graphic LCD



Text LCD



4. Check the device name.

The device name is necessary to register the printer as a Bluetooth device. Be sure to note the device name.

Note

- If multiple printer units with the same model name are connected to the system, assigning a different device name to each printer is recommended for easy identification of the printer you will use. See Bluetooth Settings Screen.

After checking the device name, press the **OK** button on the printer.
After checking the Bluetooth settings using the LCD, register the printer on your computer.
Registering the Printer

Page top

Registering the Printer

Register the printer as a Bluetooth device using Bluetooth Devices under Control Panel.

Note

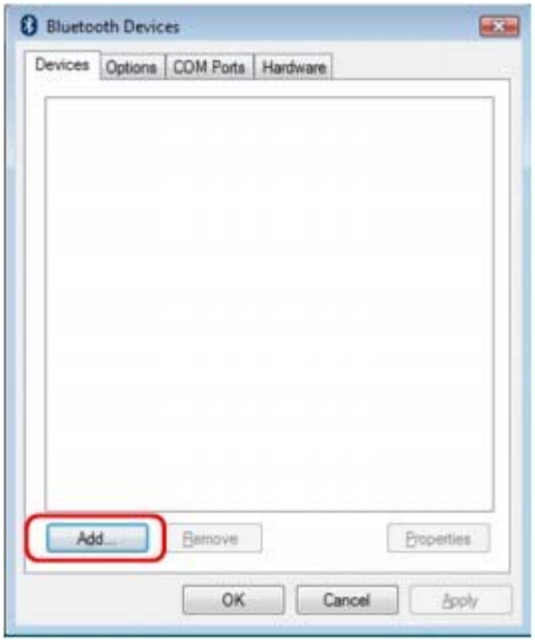
- The following procedure is described assuming that Windows Vista has been installed in your computer.
- Before registering the printer on Bluetooth Devices under Control Panel, enable the Bluetooth function of your computer.
  For more information, refer to your computer's operation manual.
- If you want to re-register the printer as a Bluetooth device, first delete the registered printer, and then re-register it.
  See Deleting the Printer.

1. Log into a user account with the administrator privilege.

2. Click Control Panel, then Bluetooth Devices under Hardware and Sound.

   In non-Vista Windows, click Control Panel, Printers and Other Hardware, then Bluetooth Devices.

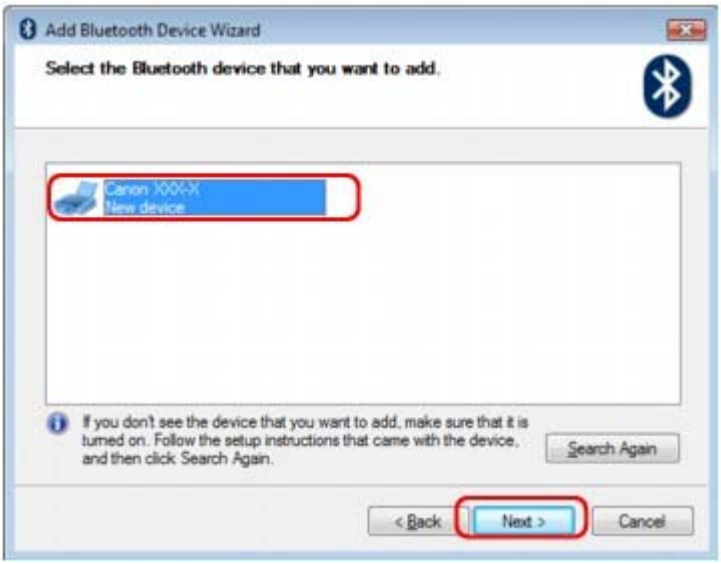
3. Click Add on the Devices sheet.



   Add Bluetooth Device Wizard will start.

4. Make sure that the printer is turned on, check the My device is set up and ready to be found check box and then click Next.

5. Select the device name of the printer and click Next.

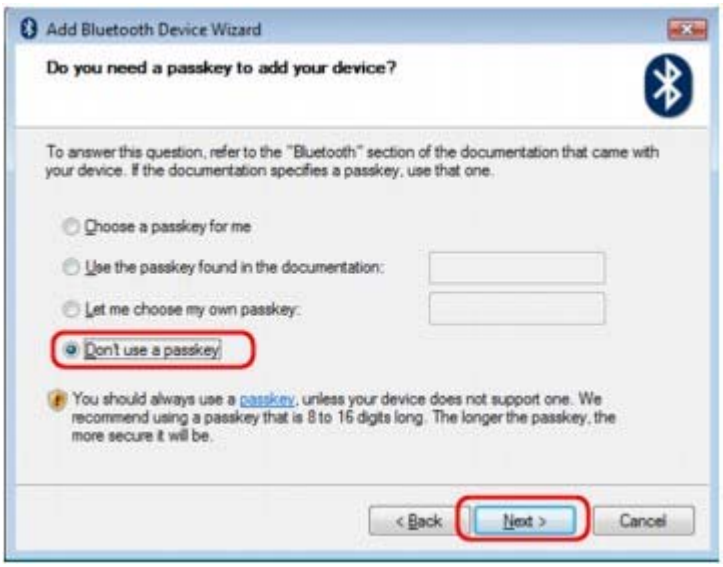


Select the same device name as that checked under Setting the Printer.

Note

- If the device name is not displayed, see Check 3: Is the printer name which you want to register displayed in Printer List?.

6. Select Don't use a passkey, and then Next.

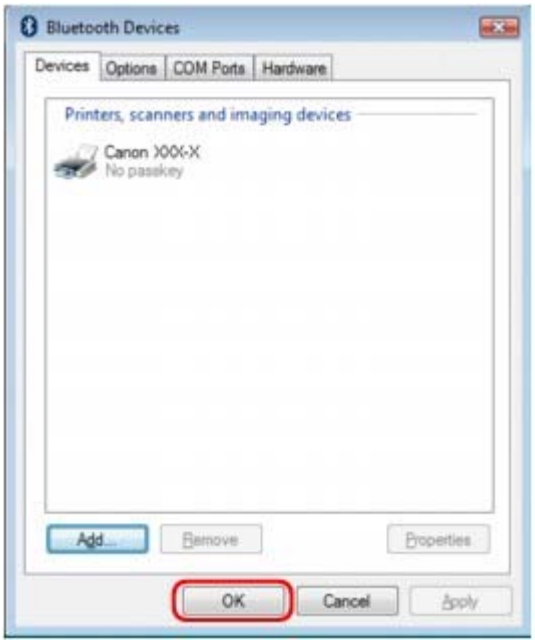


Note

- If you set a passkey on the printer, select Use the passkey found in the documentation and input the passkey then click Next.
  For more information about a passkey, see Bluetooth Settings Screen.

7. Click Finish.

8. Check that the device name selected at step 5 is registered on the Devices sheet, and click OK.



Now, the settings for printing via Bluetooth communication are ready.

Note

- In Windows Vista, the Windows needs to install driver software for your Bluetooth Peripheral Device screen may be displayed automatically. In this case, click Don't show this message again for this device.

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Deleting the Printer

This section describes the procedure to delete the registered printer.

If you want to re-register the printer as a Bluetooth device, first follow the procedure below to delete the printer, and then re-register it.

For the procedure to re-register the printer, see Registering the Printer.

1. Log into a user account with the administrator privilege.
2. Click Control Panel, then Printers under Hardware and Sound.

   When using non-Vista Windows, click Control Panel, then Printers and Faxes under Printers and Other Hardware.
3. Click the icon of the printer used for printing via Bluetooth communication.
4. Select Delete from the Organize menu.

   When using non-Vista Windows, select Delete from the File menu.

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Basic Procedure for Printing via Bluetooth Communication

Printing with Computers
Printing with Bluetooth Compliant Devices other than a Computer

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Printing with Computers

When using Bluetooth communication, also refer to the computer's instruction manual.

When printing from a Bluetooth compliant device other than a computer, see Printing with Bluetooth Compliant Devices other than a Computer.

Note

- Depending on your application program, operations may differ. For details, refer to the instruction manual of your software application.
  The steps described in this section are for printing in Windows Vista.
- Bluetooth communication distance: Approx. 33 ft./10 m in normal environment.
  The distance may vary depending on the radio conditions or the communication equipment.

1. Turn on the printer and load paper.

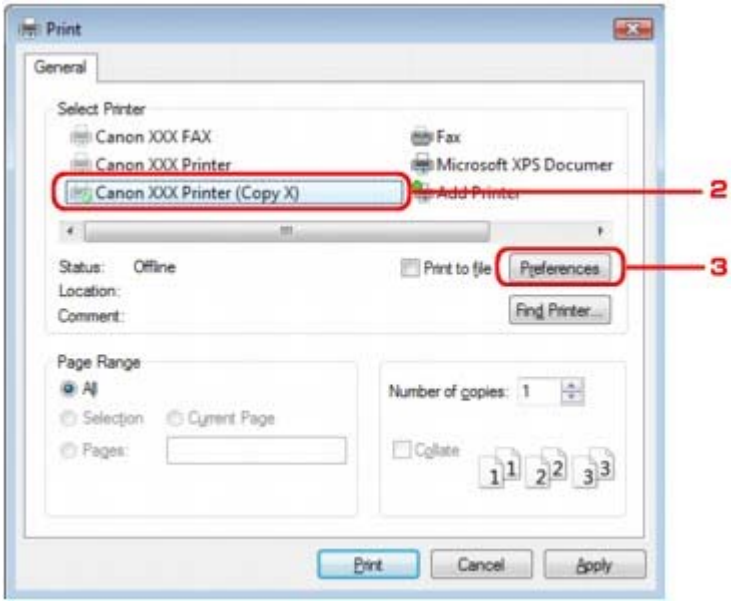
2. Create a document or open a file to print using an appropriate application software.

3. Open the printer properties dialog box.

1. Select Print on the application software's File menu.

   The Print dialog box opens.
2. Select the printer to which you attached the Bluetooth unit such as Canon XXX Printer (Copy X) from Select Printer.
3. Click Preferences (or Properties).

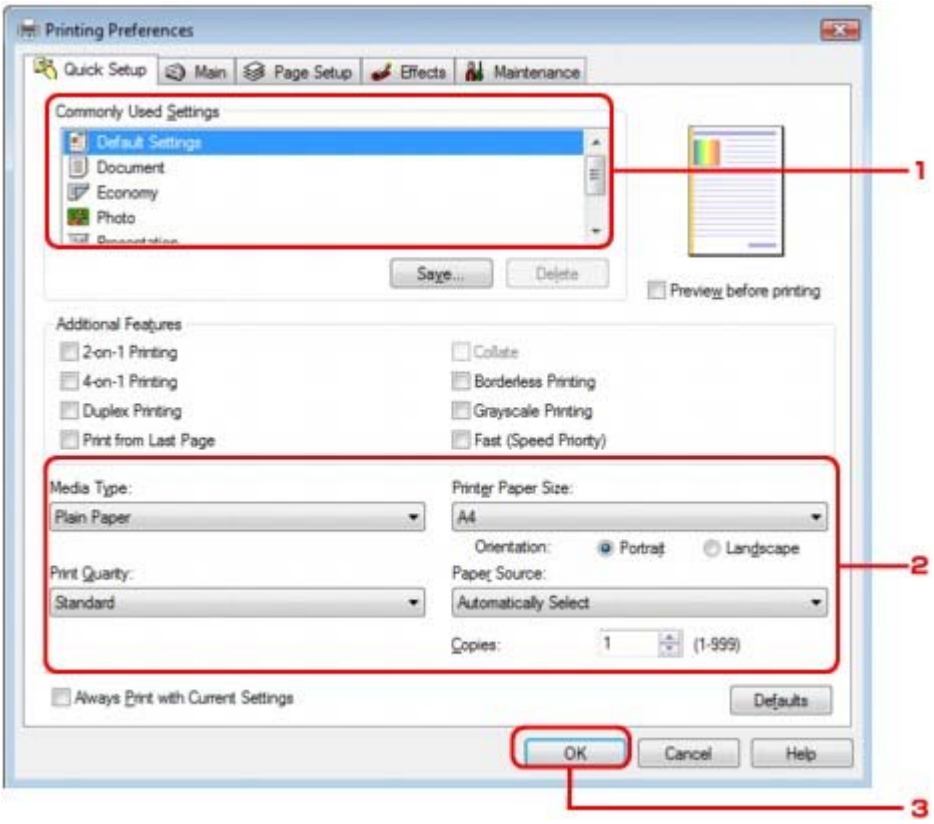
   The Quick Setup sheet of the Printing Preferences dialog box is displayed.



Note

- The printer registered on Bluetooth Devices is displayed as Canon XXX Printer (Copy X).
- "X" is a device name or a digit. The number of digits may differ depending on the printer.

4. Specify the required settings.



1. Select the print setting in Commonly Used Settings.
2. Confirm the required print settings in Media Type, Printer Paper Size, and so on.

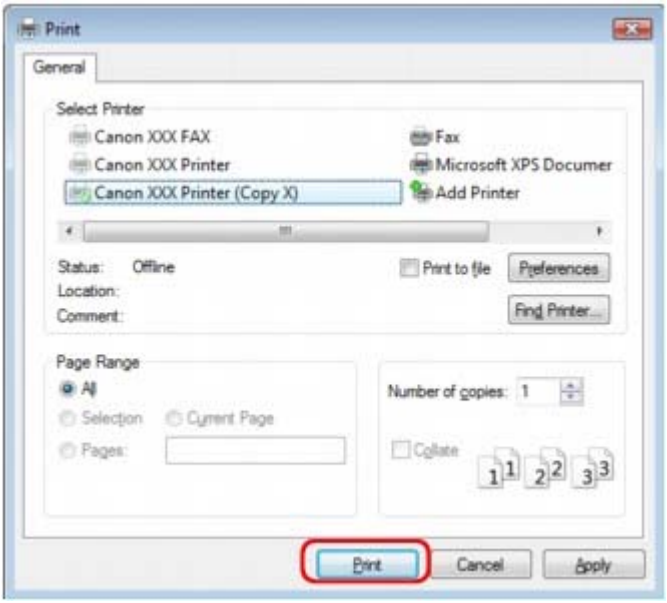
Note

- You can specify the advanced print settings on Main sheet and Page Setup sheet. For details on the print settings, refer to Various Printing Methods.

3. Click OK.

   The Print dialog box is displayed.

5. Click Print (or OK) to print the document.



Printing begins.

Note

- When you use a USB cable for printing, select Canon XXX Printer from Select Printer.
- To cancel a print job in progress, press the **Stop** button on the printer or click Cancel Printing on the printer status monitor. After printing is canceled, a sheet of paper may be ejected with no printing results.

To display the printer status monitor, click Canon XXX Printer (Copy X) on the taskbar.

- "X" is a device name or a digit. The number of digits may differ depending on the printer.

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Printing with Bluetooth Compliant Devices other than a Computer

The LCD of the printer allows you to perform settings for printing using Bluetooth compliant devices other than a computer.

When you print with one of these devices, also refer to your product's instruction manual.

When printing from a computer, see Printing with Computers.

Note

- Mobile phones, PDAs and digital cameras supporting OPP (Object Push Profile) or BIP (Basic Imaging Profile) can print photos.
  Depending on your product, you may not perform printing even if your product supports the profiles above. For details of profiles, refer to your product's instruction manual.

1. Turn on the printer and load paper.

2. Display the Mobilephone print setting or Mobile phone settings screen on the LCD and set the media type and the paper size.

   For information about how to display the Mobilephone print setting or Mobile phone settings screen, refer to Changing the Machine Settings on the LCD.

3. Start printing from the Bluetooth compliant device.

   When you select the device name, select the initial value of the printer "Canon XXX-1" (where "XXX" is your printer's name).
   If you are required to input the passkey, input the initial value "0000".
   You can change the device name of the printer or passkey on the Bluetooth settings screen on the LCD.
   Setting Bluetooth Printing

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Bluetooth Settings

Setting Bluetooth Printing
Bluetooth Settings Screen

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Setting Bluetooth Printing

1. Make sure that the printer is turned on, and attach the Bluetooth unit.

Note

- When the Bluetooth unit is properly attached to the printer with the **Power** lamp, the **Power** lamp on the printer flashes twice. When the Bluetooth unit is properly attached to the printer without the **Power** lamp, the **COPY** button on the printer flashes twice.

2. Display the Bluetooth settings screen on the LCD.

For information about how to display the Bluetooth settings screen, refer to Changing the Machine Settings on the LCD.

3. Select the contents which you want to set on the LCD.

Bluetooth Settings Screen

Note

- For information about how to set a media type and a paper size when printing from a mobile phone, refer to Changing the Machine Settings on the LCD.

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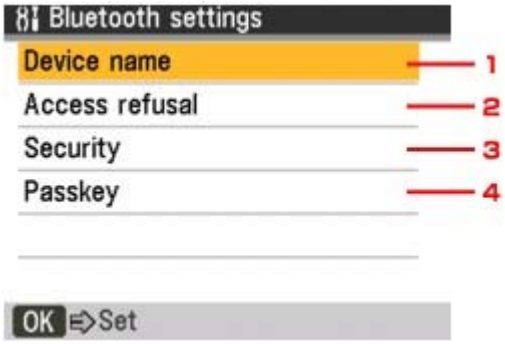
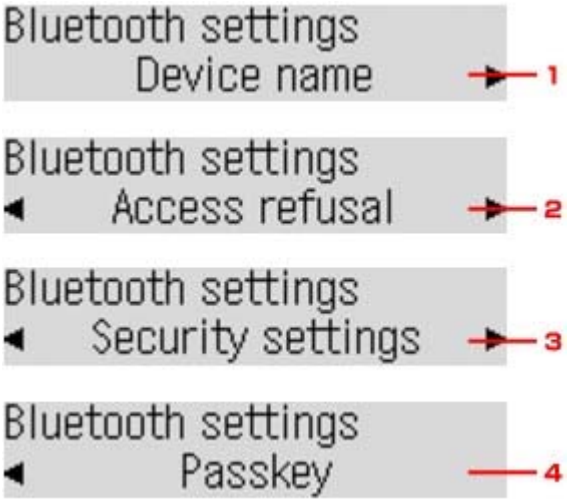
Bluetooth Settings Screen

Canon IJ printers with the Bluetooth interface are divided into two types. One is equipped with a graphic LCD, and the other with a text LCD.

- **Graphic LCD**



- **Text LCD**



1. Device name

Displays the device name of the printer to which the Bluetooth unit is attached.
Device name Screen

2. Access refusal

Selecting ON will disable searching of this printer by a Bluetooth-compatible device.
Access refusal Screen

3. Security/Security settings

Select Enable and then specify the security mode to activate the passkey set on the Passkey screen.
Security/Security settings Screen

4. Passkey

You can change the passkey. The passkey refers to an identification number to be determined. It is used to prevent unwanted access from other Bluetooth devices. The initial value is set to 0000.
Passkey Screen

Device name Screen

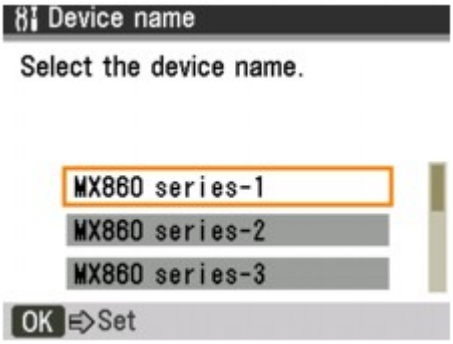
Allows you to set the device name of the printer on a Bluetooth device.

Ex:

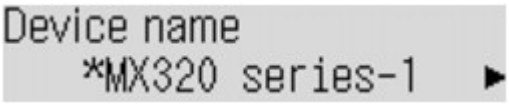
When you select MX860 series-2, the printer name displayed on the Bluetooth device is Canon MX860 series-2.

The initial value is set to MX860 series-1.

- **Graphic LCD**



- **Text LCD**



Access refusal Screen

When you search from a Bluetooth device, you can enable or disable the display of the printer name.

- **ON**

  Disables searching from a Bluetooth device.

- **OFF (Default setting)**

  Enables searching and printing from a Bluetooth device.

Security/Security settings Screen

- **Enable**

  Selecting Enable allows you to choose either of the security modes below.

  - Mode 3(recommended)
    This mode is activated on link level enforced security.
    The passkey will be required when a Bluetooth device communicates with the printer.
    Normally select this mode.
  - Mode 2
    This mode is activated on service level enforced security.
    The passkey will be required when printing through the Bluetooth communication.

  After setting the security mode, we recommend making a trial print through Bluetooth communication. If printing does not start, change the security mode and try again.

  Setting a passkey will prevent unwanted access from other Bluetooth devices. You can change the passkey on the Passkey screen.

- **Disable (Default setting)**

  When you register the printer, you are not required to input a passkey.

Passkey Screen

When you select Enable on the Security or Security settings screen, you are required to set a passkey to register the printer on other Bluetooth devices.

After you change the passkey, you may be asked to input the passkey on the Bluetooth devices you were able to print from before the passkey was changed. In this case, input the new passkey.

- **Graphic LCD**

- **Text LCD**

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Troubleshooting

Troubleshooting
Printer Cannot be Registered
Printing Does Not Start

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Troubleshooting

This section describes how to solve the problems occurred during the use of the Bluetooth unit.

Problems related to the printer's hardware, MP Drivers installation, and so on, are also described in Troubleshooting.

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Printer Cannot be Registered

- ## Check 1: Have MP Drivers been installed?

  Install the MP Drivers referring to your setup manual.

- ## Check 2: Is unsupported Bluetooth driver used?

  Confirm that the Bluetooth driver installed on your computer is supported.

  - Toshiba Windows Vista or Windows XP computer
    In Windows Vista, click Start, and select All Programs, TOSHIBA, Bluetooth, then Bluetooth Settings.
    On the Bluetooth Settings dialog, click the help button, the version number, then make sure that the version number is 5.10.04 or later.
    In Windows XP, click Start, and select All Programs, TOSHIBA, Bluetooth, then Bluetooth Settings.
    On the Bluetooth Settings dialog, click the help button, the version number, then make sure that the version number is 3.00.10 or later.
  - Windows Vista (except for Toshiba Windows Vista computers)
    Log into a user account with the administrator privilege, and click Control Panel, then Hardware and Sound.

    Make sure that the Bluetooth Devices icon is displayed in the dialog.
  - Windows XP SP2 or later (except for Toshiba Windows XP computers)
    Log into a user account with the administrator privilege, click Control Panel, then Printers and Other Hardware.

    Make sure that the Bluetooth Devices icon is displayed in the dialog.

  The operations may vary depending on your operating program. In this case, refer to your computer's operation manual.

- ## Check 3: Is the printer name which you want to register displayed in Printer List?

  - Make sure that the printer is turned on.
    Make sure that any lamp on the Operation Panel is lit.
  - Make sure that the printer is not operating.
  - Check whether the Bluetooth unit is usable.
    Make sure that the Bluetooth settings screen can be displayed on the LCD of the printer. If the screen cannot be displayed, Bluetooth communication is disabled. Remove the Bluetooth unit from the printer and attach it again.
    Attaching to and Removing from the Printer
    Make sure that the Bluetooth settings screen can be displayed on the LCD of the printer, and try to register again.
  - Check whether access from a Bluetooth-compatible device is refused.
    Check the printer access setting displaying the Bluetooth settings screen on the LCD of the printer.

  1. Display the Bluetooth settings screen on the LCD of the printer.

     For information about how to display the Bluetooth settings screen, refer to Changing the Machine Settings on the LCD.

  2. Select Access refusal.

  3. Select OFF and press the **OK** button on the printer.

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Printing Does Not Start

- **Check 1: Is Bluetooth unit ready for use?**

  Make sure that the Bluetooth settings screen can be displayed on the LCD of the printer. If the screen cannot be displayed, Bluetooth communication is disabled. Remove the Bluetooth unit from the printer and attach it once again.

  Attaching to and Removing from the Printer

  Make sure that the Bluetooth settings screen can be displayed on the LCD of the printer, and try to print again.

  If the Bluetooth settings screen still is not displayed after you remove the Bluetooth unit from the printer and attach it again, the Bluetooth unit may be faulty. In this case, contact the service center.

- **Check 2: Is there a problem with the location of the printer or is the distance between the printer and computer too great?**

  The maximum communication distance between the printer and a computer is about 33 ft./10 m, but it varies depending on the following conditions:

  - Presence of obstacles between the communication equipment and radio wave conditions
  - Location where magnetic fields, static electricity, or radio interference occurs
  - Type of software and operating system used
  - Receiver sensitivity and antenna performance of the communication equipment

  Change the printer installation place or move the printer closer to the computer.

- **Check 3: Is the printer to be used selected correctly?**

  Follow the procedure described below to select the printer to which the Bluetooth unit is attached.

  1. Log into a user account with the administrator privilege.
  2. Click Control Panel, then Printers under Hardware and Sound.

     When using non-Vista Windows, click Control Panel, then Printers and Faxes under Printers and Other Hardware.
  3. Click the icon of the printer to be used for printing via Bluetooth communication.

     By default, the icon name is Canon XXX Printer (Copy X).

     Note

     - "X" is a device name or a digit. The number of digits may differ depending on the printer.
  4. Select Properties from the Organize (File in non-Vista Windows) menu.
  5. Click the Ports tab and select an applicable printer from Port.

     It may vary depending on how you authenticate the printer.
     When authenticating the printer as a Bluetooth device in Control Panel
     BTHnnn (Canon XXX Printer (Copy X)) ("n" is a digit).
     When authenticating the printer as a Bluetooth device using Bluetooth Settings built in the computer
     TBPnnn (Canon XXX Printer (Copy X)) ("n" is a digit)
     For more information about how to register the printer, see Register the printer as a Bluetooth device using Bluetooth Devices. in Preparation.
  6. Click OK.

- **Check 4: Is the message This document failed to print displayed?**

- Do not retry printing. Check the error message on the LCD.
  Clear the error according to An Error Message Is Displayed on the LCD .
- When you use a Microsoft Bluetooth driver, make sure that the Printing (HCRP) service is effective on your computer.
  Click Control Panel, Bluetooth Devices under Hardware and Sound (Printers and Other Hardware in non-Vista Windows), then select the printer to be used for Bluetooth communication and click Properties.
  Make sure that Printing (HCRP) on the Services sheet is checked.
  If Printing (HCRP) is not checked or the Printing (HCRP) service is not detected, follow the procedure below and register the printer again.

1. Click Control Panel, then Printers under Hardware and Sound.

   When using non-Vista Windows, click Control Panel, then Printers and Faxes under Printers and Other Hardware.

2. Click the icon of the printer for printing via Bluetooth communication.

3. Select Delete from the Organize (File in non-Vista Windows) menu.

4. Authenticate the printer as a Bluetooth device on Bluetooth Devices in Control Panel.

   For more information about the procedure, see Registering the Printer .

- This message is displayed when the print job is sent from the Bluetooth device while another print job through the USB port is being printed out.
  Printing will begin automatically when the print queue is finished.
- Printing cannot be carried out with Bluetooth communication from more than one computer at the same time. In this case, this message is displayed on the computer during standing by.
  Printing will begin automatically when the print queue is finished.

- **Check 5: Were the MP Drivers installed after printer registration on Bluetooth Devices?**

  If you have installed the MP Drivers after registering the printer as a Bluetooth device on Bluetooth Devices, delete the printer and then register it again.

  For more information about the procedure, see Preparation.

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Specifications

Communication method	Bluetooth v2.0
Maximum Speed	1.44 Mbps
Output	Bluetooth Power Class 2
Communication distance	Line-of-sight distance: approx. 33 ft./10 m * * It may vary depending on factors including the presence of obstacles between communication equipment, radio wave conditions, the presence of magnetic fields around microwave ovens and locations where electrostatic and radio interference occur, the types of software and operating systems used, and receiver sensitivity and antenna performance of communication equipment.
Profile	SPP (Serial Port Profile) OPP (Object Push Profile) BIP (Basic Imaging Profile) HCRP (Hardcopy Cable Replacement Profile)
Compatible PCs	A computer in which an internal Bluetooth module is installed or a computer to which an optional Bluetooth adapter (available from various manufacturers) is attached. OS/Software: Microsoft Windows Vista (Satisfying any one of the following conditions is needed) • Bluetooth Devices is displayed in Hardware and Sound under Control Panel • Bluetooth Stack for Windows by Toshiba Version 5.10.04 or later is installed Microsoft Windows XP (Satisfying any one of the following conditions is needed) • Windows XP SP2 or later is installed, and Bluetooth Devices is displayed in Printers and Other Hardware under Control Panel • Bluetooth Stack for Windows by Toshiba Version 3.00.10 or later is installed
Frequency band	2.4 GHz band (2.400 GHz to 2.4835 GHz)
Power supply	Supplied from the Direct Print Port on the printer, DC 4.4 V to 5.25 V
Maximum power consumption	500 mW (MAX)
Operating temperature	5 to 35˚C (41 to 95˚F)
Operating humidity	10 to 90% RH (no condensation)
Dimensions (Width x Depth x Height)	18.5 (W) x 47.5 (D) x 8.7 (H) mm (with cap attached) 0.73 (W) x 1.87 (D) x 0.35 (H) inches
Weight	Approx. 7 g (0.25 oz)

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Changing the Machine Settings

Changing the Machine Settings on the LCD
Changing Machine Settings from Your Computer

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Changing the Machine Settings on the LCD

- Changing the Machine Settings on the LCD
- FAX settings
- Print settings
- Advanced settings
- Mobilephone print setting
- Bluetooth settings
- PictBridge settings
- Language selection
- Reset setting

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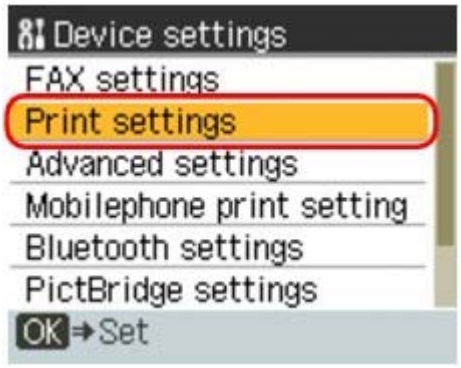
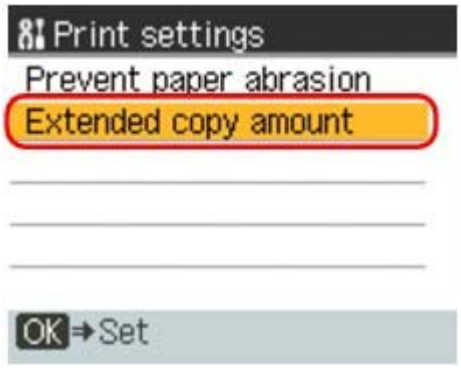
Changing the Machine Settings on the LCD

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

1. Make sure that the machine is turned on, then press the **Menu** button.
2. Use the ◄ ► button to select Settings, then press the **OK** button.
3. Use the ◄ ► button to select Device settings, then press the **OK** button.
   The Device settings screen is displayed.
4. Use the ▲ ▼ button to select a menu, then press the **OK** button.

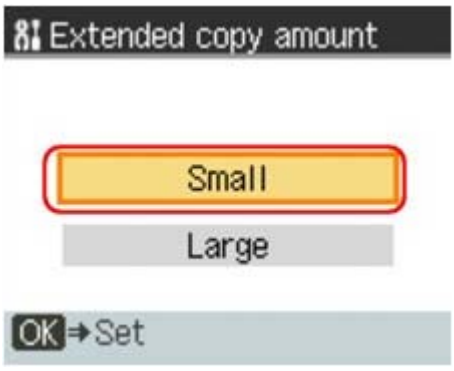


5. Use the ▲ ▼ button to select a menu, then press the **OK** button.



   The setting screen for the selected item is displayed.

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



- FAX settings
- Print settings
- Advanced settings
- Mobilephone print setting
- Bluetooth settings
- PictBridge settings
- Language selection
- Reset setting

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FAX settings

This section describes the setting items in User settings, Transmission settings, and Reception settings in the FAX settings menu.

User settings

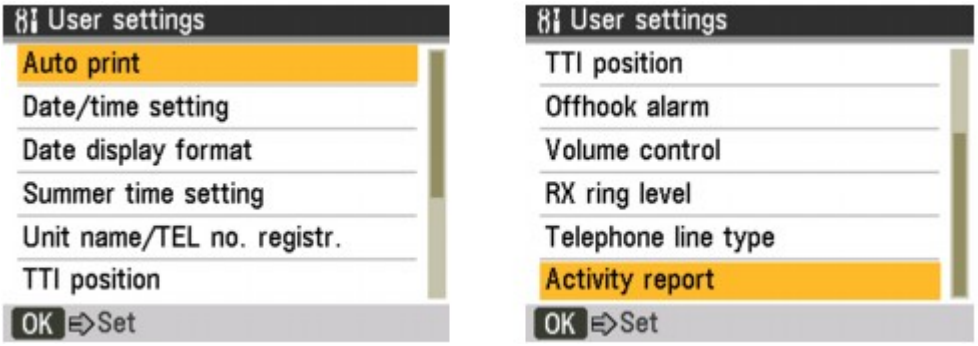
Transmission settings

Reception settings

Note

- Before changing the settings, you can confirm the current settings by printing the User's Data List. For details, see User's Data List.

User settings



- **Auto print**

  Sets whether the machine automatically prints the received fax. When this setting is set to OFF, received faxes are stored in memory.

  Document Stored in Memory

  ## Note

  - When this setting is set to OFF, the following reports are also not printed automatically.
    Activity report
    TX (Transmission) report
    RX (Reception) report
    MULTI TX (Transmission) report

    - Print when out of ink:
      Sets whether to continue printing the received fax without storing it in memory when the ink has run out. When this setting is set to ON, the machine prints the received fax forcibly even if the ink has run out.
      However, part or all of the fax may not be printed since the ink has run out.

- **Date/time setting**

  Sets the current date and time.

  Specifying the Basic Settings for the Machine

- **Date display format**

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

  Specifying the Basic Settings for the Machine

  Three date formats are available; YYYY/MM/DD, MM/DD/YYYY, and DD/MM/YYYY.

- **Summer time setting**

  Enables/disables the summer time setting. If you select ON, you can select additional sub-settings. This setting may not be available depending on the country or region of purchase.

  - Start date/time
    Sets the date and time that summer time starts.

Set month: Specify the month.
Set week: Specify the week.
Set day of week: Specify the day of the week.
Set shift time: Specify the hour (24-hour clock).

- End date/time
  Sets the date and time that summer time ends.
  Set month: Specify the month.
  Set week: Specify the week.
  Set day of week: Specify the day of the week.
  Set shift time: Specify the hour (24-hour clock).

- **Unit name/TEL no. registr.**

  Registers your name and fax/telephone number printed on sent faxes.

  ➡Specifying the Basic Settings for the Machine

- **TTI position**

  Selects the position of the sender information (outside or inside the image area). After selecting the position, select FAX or TEL to specify the mark to appear before the fax/telephone number printed on sent faxes.

  ➡Specifying the Basic Settings for the Machine

- **Offhook alarm**

  Enables/disables the alarm that alerts you if the handset of the telephone connected to the machine is not hung up properly.

- **Volume control**

  RX ring volume: Selects the ring volume when the machine receives a fax.

  Line monitor volume: Selects the line monitor volume.

- **RX ring level**

  Adjusts the level of the ringing sound the machine makes when it receives a fax. You can select either Standard or High.

- **Telephone line type**

  Specifies the type of telephone line connected to the machine (Rotary pulse or Touch tone).

  ➡Confirming the Telephone Line Connection

  Note

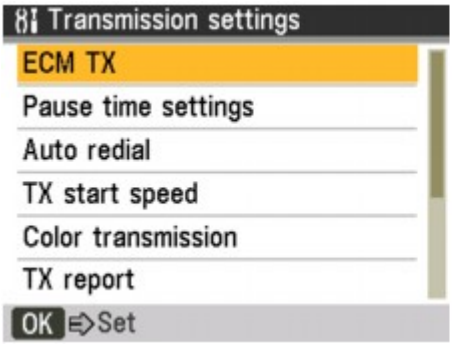
  - This setting may not be available depending on the country or region of purchase.

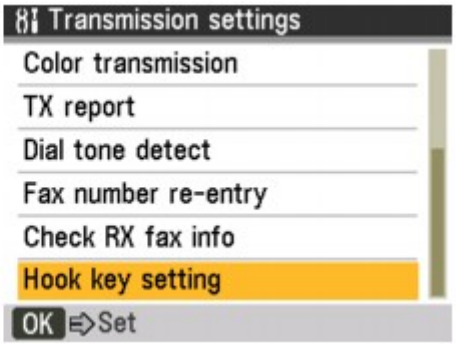
- **Activity report**

  Sets whether to print the Activity report automatically after every 20 transactions.

  ➡Activity Report

Transmission settings





- **ECM TX**

  This machine is set to send/receive faxes in Error Correction Mode (ECM) by default.

  ➡Transmission/Reception of Faxes Using ECM

  When the recipient's fax machine is compatible with ECM, the machine resends the fax after

correcting errors automatically. When the recipient's fax machine is not compatible with ECM, the fax will be sent/received in the standard mode.

ECM transmission can be disabled.

- **Pause time settings**

  Sets the length of time paused for each press of the **Redial/Pause** button.

- **Auto redial**

  Enables/disables automatic redialing.

  ➡Resending Faxes (Redialing a Busy Number)

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

- **TX start speed**

  Selects the fax transmission speed.

- **Color transmission**

  When faxing color documents using the ADF, selects whether to scan it in black & white if the recipient's fax machine does not support color faxing.

- **TX report**

  Enables/disables automatic printing of a transmission report after a fax transmission.

  ➡TX Report

  If you select Print error only or Print for each TX, you can enable/disable printing of the first page of the fax under the report.

- **Dial tone detect**

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

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

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

- **Fax number re-entry**

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

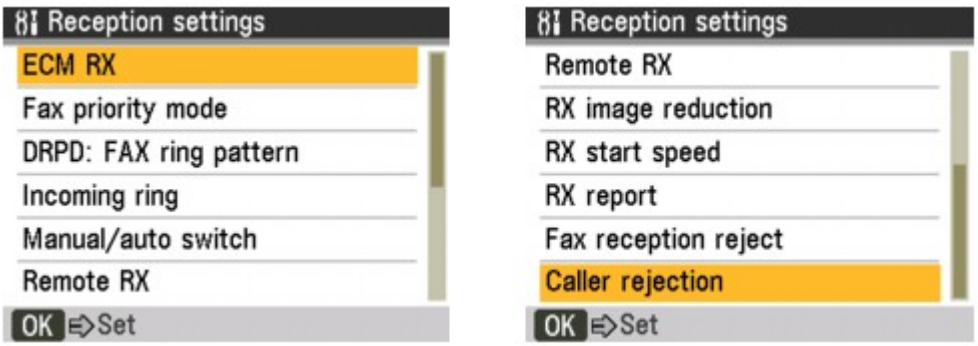
- **Check RX fax info**

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

- **Hook key setting (MX860 series)**

  If you select Disable, any operations using the **Hook** button is invalid.

Reception settings



- **ECM RX**

  This machine is set to send/receive faxes in Error Correction Mode (ECM) by default.

  ➡Transmission/Reception of Faxes Using ECM

  When the sender's fax machine is compatible with ECM, it resends the fax after correcting errors automatically. When the sender's fax machine is not compatible with ECM, the fax will

be sent/received in the standard mode.

ECM reception can be disabled.

- **Fax priority mode**

  Specifies the detailed settings when Receive mode settings is set to Fax priority mode.

  ➡Receiving Faxes

  - Ring start time
    Specifies the length of time, in seconds, to allow the machine to judge whether an incoming call is a fax or a voice call.
  - Telephone ring time
    Specifies the length of time, in seconds, that the machine rings for a voice call.
  - Default action
    Sets whether to receive the fax after the specified ring time has elapsed.

- **DRPD: Fax ring pattern**

  Sets the distinctive ring pattern of a call that the machine assumes is a fax call. If you subscribe to a DRPD service, set the ring pattern to match the pattern assigned by your telephone company.
  You can select the ring pattern from Normal ring, Double ring, Short-short-long, Short-long-short, and Other ring type.
  ➡Setting the Receive Mode
  This setting is available only in the US and Canada.

- **Incoming ring**

  MX860 series
  Selects whether to allow the external device to ring when the receive mode is set to Fax only mode or Fax priority mode.

  ➡Using Various Receiving Functions

  If you select ON, you can specify the number of times the external device rings.

  MX330 series
  Specifies the number of times the external device rings when the receive mode is set to Fax only mode or Fax priority mode.

  ➡Using Various Receiving Functions

- **Manual/auto switch**

  Sets whether to automatically receive faxes after the external device rang a specified length of time when Receive mode settings is set to TEL priority mode.

  ➡Receiving Faxes

  If you select ON, you can specify the length of time until automatic reception is started.

- **Remote RX**

  Enables/disables remote reception.

  ➡Remote Reception

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

- **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.

- **RX start speed**

  Selects the fax reception speed.

- **RX report**

  Sets whether to print a reception report after each reception.

  ➡RX Report

- **Fax reception reject**

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

  ➡Rejecting Fax Reception

  - No sender info.*

Rejects faxes with no caller identification.

- 1-touch/code unset (MX860 series)*, Coded dial unset (MX330 series)*
  Rejects faxes from senders not registered to speed dial codes.
  * This setting may not be supported depending on the country or region of purchase.
- Rejected numbers
  Rejects faxes from senders registered in the machine as rejected numbers.

- **Caller rejection**

  If you subscribe to the Caller ID service, the machine detects the sender's Caller ID. If the sender's ID does not match the conditions specified in this setting, the machine rejects the phone call or fax reception from the sender.

  If you select Yes, you can specify the following settings:

  - Anonymous no.
    Selects whether to reject a phone call or fax reception from a sender with no caller identification.
  - Out of area
    Selects whether to reject a phone call or fax reception out of the subscribed service area.
  - Rejected numbers
    Selects whether to reject a phone call or fax reception from the numbers registered to Rejected numbers in Fax reception reject. If you select Reject for this setting, Register rejected numbers? is displayed on the LCD. Select Yes to register a fax/telephone number to reject. For details, see Rejecting Fax Reception.

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.

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Print settings

- **Prevent paper abrasion**

  Use this setting only if the print surface becomes smudged.

  Important

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

- **Extended copy amount**

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

  Note

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

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Advanced settings

- ## Volume control

  Selects the volume.

  - Keypad volume
    Selects the beep volume when pressing the buttons on the Operation Panel.
  - Alarm volume
    Selects the alarm volume.

- ## Country select

  Selects the country where you are using the machine.

  ### Note

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

- ## Quiet mode

  Enables this function on the machine if you want to reduce the operating noise, such as when printing at night.

  Enabling this function reduces the noises generated in the following cases:

  - Copying
  - Printing from a PictBridge compliant device
  - Printing from a wireless communication device
  - Receiving the fax
  - Sending the fax
  - Printing a template form

  ### Important

  - Operating speed may be reduced compared to when this setting is set to OFF.
  - This function may not be so effective depending on the machine's setting.
    Furthermore, certain noise, such as when the machine is preparing for printing, is not reduced.

  ### Note

  - The noises generated while scanning or printing from the computer can also be reduced. To reduce these noises, you need to configure the settings on the computer.
    For the noises while scanning, refer to Scanner Tab.
    For the noises while printing from the computer, refer to Reducing the Machine Noise.

- ## Key repeat

  Enables/Disables continuous input by pressing and holding down the ▲, ▼, ◄, or ► button when setting the number of copies, the zoom ratio, etc.

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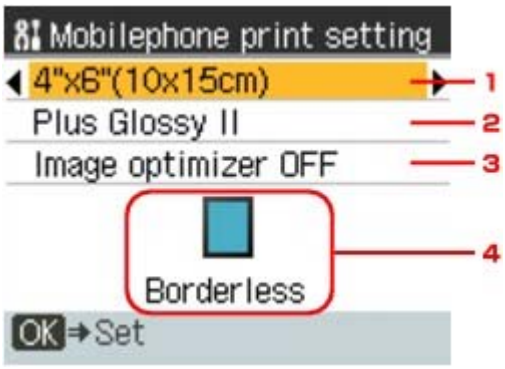
Mobilephone print setting

When printing from a mobile phone through Bluetooth communication, select the print settings such as page size, media type, layout, and so on. For details on how to print from a mobile phone through Bluetooth communication, see Printing Photographs from a Wireless Communication Device .

Note

- This menu is displayed only when the optional Bluetooth Unit is attached.



1. Select the page size for printing photos saved on a mobile phone.
2. Select the media type for printing photos saved on a mobile phone.
3. Select Image optimizer ON to correct and smooth out the jagged contours when printing.
4. Select the layout of the photos according to the paper for printing.

   Bordered x 1, x 2, x 4, x 8
   Borderless x 1, x 2, x 4, x 8
   Mixed 1, 2, 3

   Note

   - Mixed 1, Mixed 2, or Mixed 3 can be selected only when the page size is set to A4 or 8.5"x11"(LTR).

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Bluetooth settings

You can change the device name of the machine, passkey, and so on in the Bluetooth settings.
For details on how to print from a mobile phone through Bluetooth communication, see Printing Photographs from a Wireless Communication Device .
For details on how to print from a computer through Bluetooth communication, refer to About Bluetooth Communication.

Note

- Bluetooth settings is displayed only when the optional Bluetooth Unit is attached.

- **Device name**

  Specifies the name of this machine that is displayed on a Bluetooth-compatible device.

  For example, if you set it to XXX-2, the machine will be displayed as "Canon XXX-2" on the Bluetooth device. The default value is XXX-1 (where "XXX" is your machine's name).

- **Access refusal**

  Selecting ON will disable searching of this machine by a Bluetooth-compatible device.

- **Security**

  When you select Enable, the passkey set on the Passkey screen becomes effective. Setting the passkey prevents unwanted access from other Bluetooth devices. You can choose either of the security modes below.

  - Mode 3 (recommended)
    This mode is activated on link level enforced security.
    The passkey will be required when a Bluetooth device communicates with the machine.
    Normally select this mode.
  - Mode 2
    This mode is activated on service level enforced security.
    The passkey will be required when printing through Bluetooth communication.
    After setting the security mode, we recommend making a trial print through Bluetooth communication.
    If printing does not start, change the security mode and try again.

- **Passkey**

  Changes the passkey. The passkey is a four-digit number used to prevent unwanted access from other Bluetooth devices.

  The initial value is "0000".

  After you change the passkey, you may be required to input the new passkey on a Bluetooth device, even though it had previous access to the machine. In this case, input the new passkey on the device.

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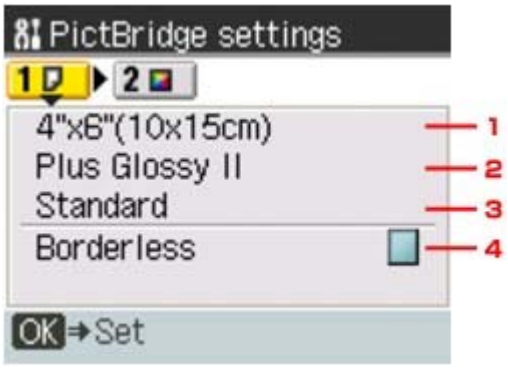
PictBridge settings

You can change the print settings when printing from a PictBridge compliant device.
Set the print settings to Default on the PictBridge compliant device when you want to print according to the settings on the machine.
See Settings on a PictBridge Compliant Device to change print settings from the PictBridge compliant device.

Note

- Use the ▲▼ button to select an item and use the ◄► button to specify the setting. To change the tab, use the ▲ button to return to the position of tab selection and use the ◄► button to select another tab.

Tab 1



1. **Select the paper size when printing directly from a PictBridge compliant device.**

   When you perform PictBridge settings from the machine, set Paper size to Default on the PictBridge compliant device.

2. **Select the media type when printing directly from a PictBridge compliant device.**

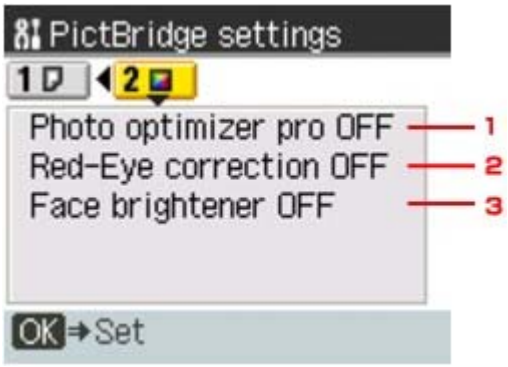
   When you perform PictBridge settings from the machine, set Paper type to Default on the PictBridge compliant device.

3. **Select the print quality when printing directly from a PictBridge compliant device.**

4. **Select bordered or borderless print.**

   When you perform PictBridge settings from the machine, set Layout to Default on the PictBridge compliant device.

Tab 2



1. **Photo optimizer pro**

Automatically optimizes brightness and tone of a photo.

2. **Red-Eye correction**

   Corrects red eyes in portraits caused by flash photography.

3. **Face brightener**

   Brightens a darkened face on a photo taken against the light.

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Language selection

Changes the language for LCD messages and menus.

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Reset setting

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

- **Telephone no. only**

  Reverts the telephone number settings to default.

- **Setting only**

  Reverts the machine settings other than the telephone number settings to default.

- **Reset both**

  Reverts both the telephone number and machine settings to default.

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Changing Machine Settings from Your Computer

- Changing the Print Options
- Registering a Frequently Used Printing Profile
- Setting the Ink Cartridge
- Managing the Machine Power
- Reducing the Machine Noise
- Changing the Machine Operation Mode

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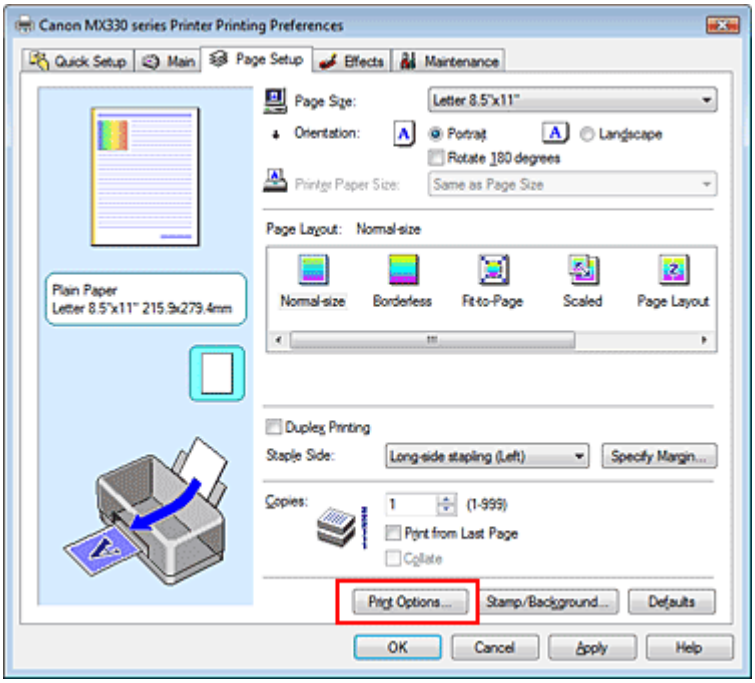
Changing the Print Options

You change detailed print driver settings for print data that is sent from an application software.

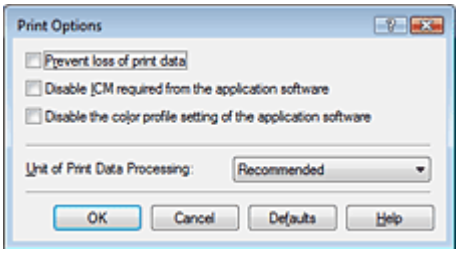
Specify this option if you encounter print failures such as part of an image data being cut off.

The procedure for changing the print options is as follows:

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



The Print Options dialog box opens.



3. Change the individual settings

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

The Page Setup tab is displayed again.

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Registering a Frequently Used Printing Profile

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

The procedure for registering a printing profile is as follows:

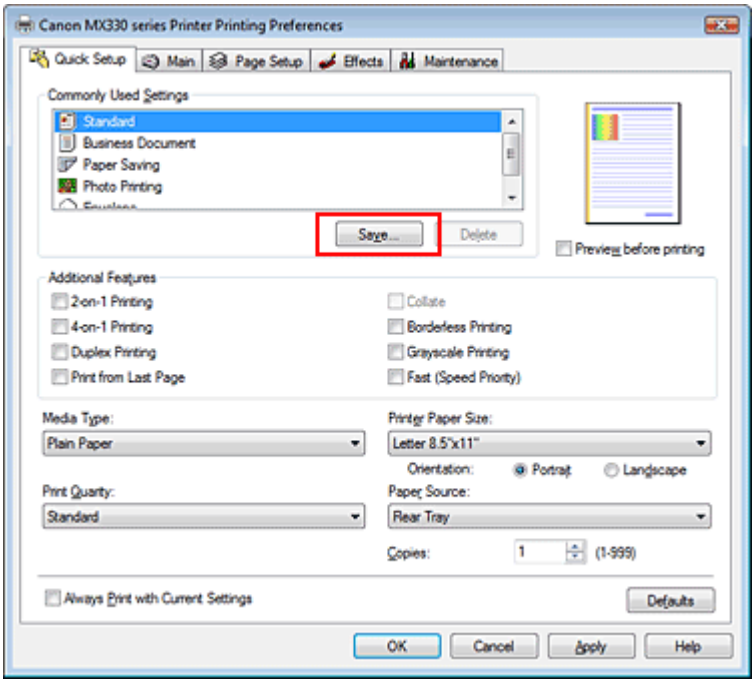
Registering a Printing Profile

1. Open the printer driver setup window

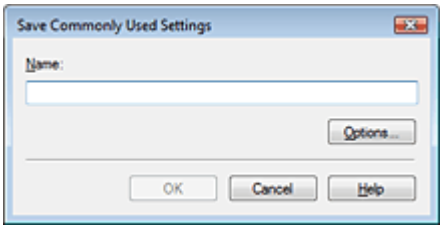
2. Set the necessary items

From Commonly Used Settings on the Quick Setup tab, select the printing profile to be used and change the settings after Additional Features, as necessary.
You can also set necessary items on the Main, Page Setup, and Effects tab.

3. Click Save...



The Save Commonly Used Settings dialog box opens.



4. Save the settings

Set Name, then click OK. Set the items in Options..., as necessary. The printing profile is saved, and the Quick Setup tab is displayed again.
The name and icon are added to the Commonly Used Settings list.

Note

- If you install the printer driver again or upgrade the version of the printer driver, the print settings you registered will be deleted from Commonly Used Settings.

Registered print settings cannot be saved and preserved. In this case, register the print settings again.

Deleting Unnecessary Printing Profile

1. Select the printing profile to be deleted

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

2. Delete the printing profile

Click Delete. When the confirmation message appears, click OK.
The selected printing profile is deleted from the Commonly Used Settings list.

Note

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

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Setting the Ink Cartridge

When printing, you can specify the ink cartridge you use.
If one of the ink cartridges becomes empty, you can continue printing by specifying the ink cartridge that still has ink.

The procedure for specifying the ink cartridge is as follows:

Ink Cartridge Settings

1. Open the printer driver setup window

2. Click Ink Cartridge Settings on the Maintenance tab

   The Ink Cartridge Settings dialog box appears.

3. Select the ink cartridge to be used

   Select the ink cartridge to be used for printing and click OK.
   The specified ink cartridge will be used from the next printing.

Important

- When a media type other than Plain Paper, Hagaki, or Envelope is selected for Media Type on the Main tab, Black Only does not function. The machine also uses the color ink cartridge to print documents.
- Canon recommends that you use the ink cartridges installed in the machine and not remove them until the ink runs out.

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Managing the Machine Power

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

The procedure for managing the printer power is as follows:

Power Off

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

1. Open the printer driver setup window

2. Execute power off

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

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

Important

- You cannot receive faxes if the printer/machine is switched off.

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Reducing the Machine Noise

This function allows you to reduce the operating noise of the machine. Select if you wish to reduce the operating noise of the printer at night, etc.
Using this function may lower the print speed.

The procedure for changing the quiet mode settings is as follows:

Quiet Mode

1. Open the printer driver setup window

2. Click Quiet Mode on the Maintenance tab

   The Quiet Mode dialog box opens.

3. Set the silent function

   If necessary, specify one of the following items:

   Do not use quiet mode
   The operating noise of the machine is at normal volume.

   Always use quiet mode
   Select this option when you wish to reduce the operating noise of the machine.

   Use quiet mode within specified time
   The operating noise of the machine can be reduced during a specified period of time.
   Set the Start time and End time when you wish the quiet mode to be activated.

   Important

   - The time specified in Start time and in End time must be different.

4. Transmit the settings

   Make sure that the machine is on and click Send.
   Click OK when the confirmation message appears.

   The selected settings are enabled hereafter.

Note

- Depending on print quality settings, effects of the quiet mode may be less.

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Changing the Machine Operation Mode

This function allows you to change the machine settings, as necessary.

The procedure for configuring Custom Settings is as follows:

Custom Settings

1. Open the printer driver setup window

2. Make sure that the machine is on, and then click Custom Settings on the Maintenance tab

The Custom Settings dialog box opens.

Note

- If the machine is off or bi-directional communication is disabled, a message may appear because the computer cannot collect the machine status.
  If this happens, click OK to display the most recent settings specified on your computer.

3. If necessary, complete the following settings:

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 use this function.

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

4. Transmit the settings

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

After that, the machine operates with the modified settings.

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Troubleshooting

- If an Error Occurs
- The Machine Cannot Be Powered On
- An Error Message Is Displayed on the LCD
- A Message for Faxing Is Displayed on the LCD
- LCD Cannot Be Seen At All
- An Unintended Language Is Displayed on the LCD
- Cannot Install the MP Drivers
- Cannot Connect to Computer Properly
- Print Results Not Satisfactory
- Printing Does Not Start
- Copying/Printing Stops Before It Is Completed
- Machine Moves But Ink Is Not Ejected
- Printing Speed Is Not as Fast as Expected
- FINE Cartridge Holder Does Not Move to the Position for Replacing
- Paper Does Not Feed Properly
- Paper Jams
- Document Jams in the ADF
- Message Appears on the Computer Screen
- For Windows Users
- Error Message Appears on a PictBridge Compliant Device
- Cannot Print Properly from a Wireless Communication Device
- Problems with Scanning
- Software Problems
- MP Navigator EX Problems
- Problems with Faxing
- Problems Receiving Faxes
- Problems Sending Faxes
- Telephone Problems
- FAQs
- If You Cannot Resolve the Problem
- Instructions for Use (Printer Driver)
- General Notes (Scanner Driver)
- General Notes (Fax Driver)

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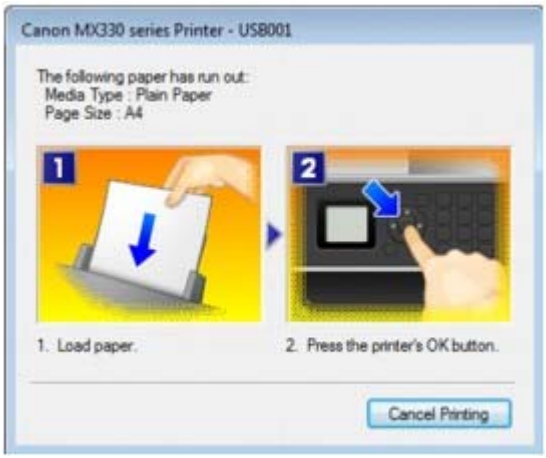
If an Error Occurs

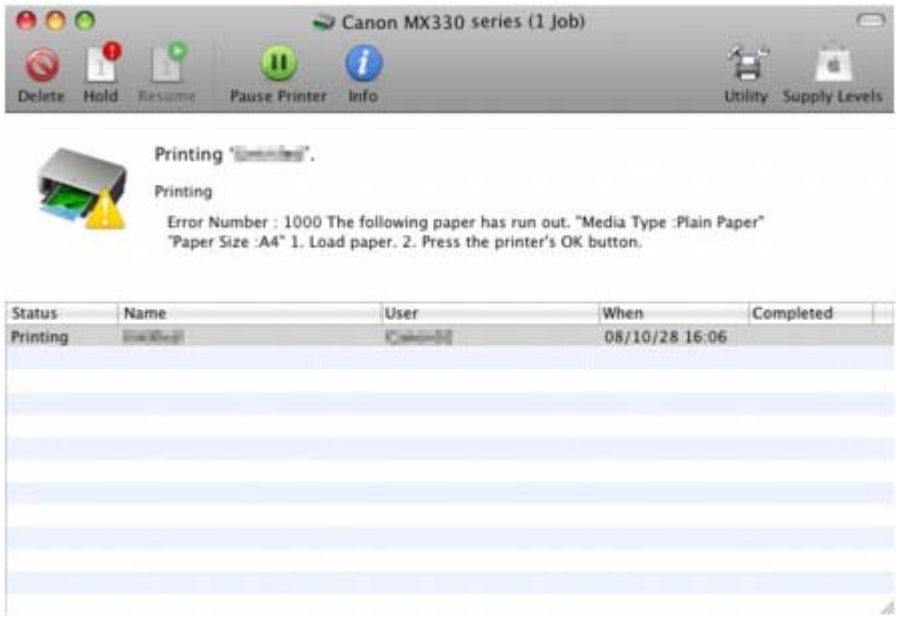
When an error occurs in printing such as the machine is out of paper or paper is jammed, a troubleshooting message is displayed automatically. Take the appropriate action described in the message. The message may vary depending on the version of your operating system.

Windows

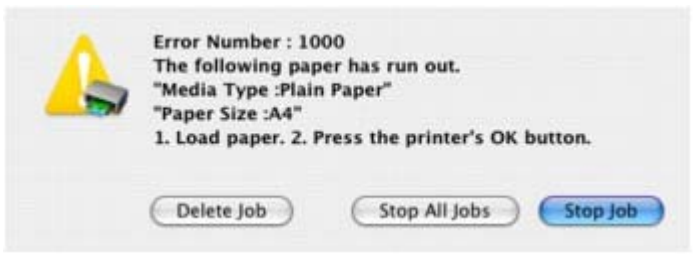


Macintosh

- **In Mac OS X v.10.5.x:**



- **In Mac OS X v.10.4.x or Mac OS X v.10.3.9:**



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The Machine Cannot Be Powered On

- **Check 1: Press the ON button.**
- **Check 2: Make sure that the power plug is securely plugged into the Power Cord Connector of the machine, then turn it back on.**
- **Check 3: Unplug the machine from the power supply, then plug the machine back in and turn the machine back on after leaving it for at least 5 minutes.**

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

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An Error Message Is Displayed on the LCD

If an error message is displayed on the LCD, take the corresponding action described below.

Message	Action
The following ink cartridge cannot be recognized. U051/U053/U059 The type of print head is incorrect. Install the correct print head. U052	The FINE Cartridge may not be installed properly, or the Cartridge may not be compatible with this machine. Open the Scanning Unit (Cover) and install the appropriate FINE Cartridge. If the error is not resolved, the FINE Cartridge may be damaged. Contact the service center.
One or more ink cartridges are not installed in place. U075 Some ink cartridges are not installed in place. U076	Make sure that each FINE Cartridge is installed in the correct position. ➡ Routine Maintenance
The following ink cartridge cannot be recognized. U140	The FINE Cartridge may not be compatible with this machine. Install the FINE Cartridge compatible with this machine. ➡ Routine Maintenance
The following ink cartridge cannot be recognized. U150	The FINE Cartridge may not be installed properly. Open the Scanning Unit (Cover) and install the appropriate FINE Cartridge. If the error is not resolved, the FINE Cartridge may be damaged. Contact the service center.
The ink may have run out. Replacing the ink cartridge is recommended. U162	Ink may have run out. The function for detecting the remaining ink level will be disabled since the ink level cannot be correctly detected. If you want to continue printing without this function, press the **Stop** button for at least 5 seconds. Canon recommends to use new genuine Canon cartridges in order to obtain optimum qualities. Please be advised that Canon shall not be liable for any malfunction or trouble caused by continuation of printing under the ink out condition. **Note** ■ If the function for detecting the remaining ink level is disabled, the ink cartridge in grey is displayed in the remaining ink volume screen on the LCD. ➡ Routine Maintenance ■ Since printing in this condition may cause the contents of the fax to be lost, the machine stores received faxes in memory without printing until the FINE Cartridge is replaced. Print the fax stored in memory manually after replacing the FINE Cartridge. You can set the machine to print received faxes forcibly without storing them in memory, but a part of contents or all contents of the fax may not be printed.
The ink has run out. Replace the ink cartridge. U163	Ink has run out. Replace the ink cartridge and close the Scanning Unit (Cover). If printing is in progress and you want to continue printing, press the **Stop** button for at least 5 seconds with the ink cartridge installed. Then printing can continue under the ink out condition. The function for detecting the remaining ink level will be disabled.

	Replace the empty ink cartridge immediately after the printing. The resulting print quality is not satisfactory, if printing is continued under the ink out condition. **Note** ■ If the function for detecting the remaining ink level is disabled, the ink cartridge in grey is displayed in the remaining ink volume screen on the LCD. ➡ Routine Maintenance ■ Since printing in this condition may cause the contents of the fax to be lost, the machine stores received faxes in memory without printing until the FINE Cartridge is replaced. Print the fax stored in memory manually after replacing the FINE Cartridge. You can set the machine to print received faxes forcibly without storing them in memory, but a part of contents or all contents of the fax may not be printed.
The ink absorber is almost full. Press OK to continue printing. Contact the service center.	The ink absorber is almost full. Press the machine's **OK** button to continue printing. Contact the service center.
Printer error has occurred. Contact the service center.	The machine error has occurred. Contact the service center.
Timeout error has occurred. Press OK.	Some errors occurred while copying and a certain time passed. Press the **OK** button to dismiss the error, and try to copy again.
Incompatible device detected. Remove the device.	• Check the device connected to the Direct Print Port. Printing photos directly is possible with a PictBridge compliant device or the optional Bluetooth Unit BU-30. • A communication time out occurs if an operation takes too long or if it takes too much time to send data. This may cancel printing. In such cases, disconnect and reconnect the USB cable. When printing from a PictBridge compliant device, depending on the model or brand of your device, you may have to select a PictBridge compliant print mode on the device before connecting it to the machine. You may also have to turn on your device or select Play mode manually after connecting the device to the machine. Perform necessary operations before connecting your device referring to its instruction manual. If the error is still not resolved, check if you can print another photograph.
An unsupported USB hub is connected. Remove the hub.	If a PictBridge compliant device is connected via a USB hub, remove the hub and connect it directly to the machine.
B200 Printer error has occurred. Unplug the power cord and contact the service center.	Turn off the machine, and unplug the power cord of the machine from the power supply. Contact the service center. **Important** ■ If you disconnect the power plug, all the documents stored in memory are deleted.
**** Printer error has occurred. Turn off power then back on again. If problem persists, see the manual.	"****" is displayed in the alphanumeric character and depends on the error occurred. • 5100 is displayed: Cancel printing, turn off the machine. Then clear the jammed paper or protective material that is preventing the FINE Cartridge Holder from moving, and turn on the machine again. **Important**

	▪ Be careful not to touch the components inside the machine. The machine may not print out properly if you touch it. ▪ If the problem is not resolved, contact the service center. ● In other cases: Turn off the machine, and unplug the power cord of the machine from the power supply. Plug the machine back in and turn the machine back on. If the problem is not resolved, contact the service center.
Document in ADF. Redo operation after checking document in ADF and pressing OK.	The document is jammed in the ADF. Remove the document page jammed in the ADF, then press the **OK** button. Operate again after resolving the error. ➡Document Jams in the ADF
Document size is too long. Redo operation after checking document on ADF and pressing OK.	The document is too long or is jammed in the ADF. Remove the document page jammed in the ADF, then press the **OK** button. After resolving the error, make sure that the document you are loading meets the machine's requirements before redoing the operation. ➡Document Jams in the ADF
Paper output tray is closed. Open the paper output tray and press OK.	Open the Paper Output Tray, then **OK** button.

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A Message for Faxing Is Displayed on the LCD

Message	Action
Auto redial	The machine is waiting to redial the recipient's number because the line was busy or the recipient did not answer when you tried to send a document. Wait for the machine to automatically redial the number. If you want to cancel automatic redialing, wait until the machine starts dialing the number, then press the **Stop** button. You can also delete the document from memory to cancel automatic redialing. ➡ Resending Faxes (Redialing a Busy Number)
This group dial cannot be used. Coded dial ##	* "##" represents a two-digit number. You selected a coded speed dial code to which a group is registered with the **Hook** button pressed. A coded speed dial code to which a group is registered cannot be used in this way.
This group dial cannot be used. One-touch ##	* "##" represents a two-digit number. You pressed a One-touch Speed Dial button to which a group is registered with the **Hook** button pressed. A One-touch Speed Dial button to which a group is registered cannot be used in this way.
Hang up the phone.	The handset is not placed in the handset cradle correctly. Replace the handset correctly.
Try again in black & white.	The recipient's fax machine is not color-compatible. Press the **Black** button to resend the fax. Alternatively, you can set Color transmission to Send in black & white. ➡ Color transmission
Failed to connect.	The telephone line cable with a modular plug may not be plugged in properly. Make sure that the cable is plugged in properly, and resend the fax after a while. If you still cannot send the fax, set Dial tone detect to OFF. ➡ Dial tone detect
Received in memory.	If the machine receives a fax under one of the following conditions, the machine will not be able to print the received fax and will store it in its memory. When the problem is resolved as described, the fax stored in memory is printed automatically. • Ink has run out: Check the ink level and take the appropriate action. ➡ Routine Maintenance **Note** ▪ You can set the machine to forcibly print a received fax even if the ink has run out. However, part or all of the fax may not be printed since ink has run out. Also, the contents of the fax will not be stored in memory. In addition, if the ink has already run out, we recommend that OFF be selected for Auto print in User settings to store the received fax in memory. When you print the fax stored in memory manually, check the ink level and take the appropriate action. ➡ Document Stored in Memory • Paper has run out: Load the paper and press the **OK** button.

	• A different size of paper from that specified by Page size is loaded: Load the same size of paper as that specified by Page size, then press the **OK** button. • Page size is set to other than A4, 8.5"x11"(LTR), or 8.5"x14"(Legal) (MX330 series): Set Page size to A4, 8.5"x11"(LTR), or 8.5"x14"(Legal). • Media type is set to other than Plain paper (MX330 series): Set Media type to Plain paper. • You pressed the **Stop** button to cancel printing of a fax: Press the **FAX** button. **Note** ▪ To print the received faxes automatically, select ON for Auto print in User settings. For details, see Auto print. ▪ When OFF is selected for Auto print in User settings, print the faxes stored in memory from the Memory reference screen. For details, see Printing a Document in Memory. ▪ If you did not print the fax stored in memory (e.g., if you did not resolve the problem by pressing the **Stop** button), you can delete or print the fax stored in memory later. For details, see Document Stored in Memory.
Busy/no signal	• The telephone number you dialed is busy. Try dialing again after waiting for a moment. ➡Resending Faxes (Redialing a Busy Number) • The fax number dialed is incorrect. Check the fax number and dial again. • The recipient's fax machine did not respond (after all automatic redialing attempts). Contact the recipient and have the recipient check the fax machine. For an overseas call, add pauses to the registered number. • The recipient is not using a G3 machine. The machine cannot send or receive documents to/from a fax machine that is incompatible with the G3 standard. Contact the recipient and ask the recipient to check whether the fax machine is G3 compatible. • The touch tone/rotary pulse setting on the machine is incorrect. Set the machine to match the telephone line you are using. ➡Confirming the Telephone Line Connection
Memory is full.	The machine's memory is full because it has sent/received too many documents, or a detailed document. • When sending a fax, divide it to resend. • When receiving a fax, print or delete documents in the machine's memory, then ask the sender to resend the fax. ➡Document Stored in Memory
Check the page size and press OK.	Paper other than A4, Letter-, or Legal-sized* paper is loaded. • When feeding from the Rear Tray, load A4, Letter, or Legal-sized paper. • MX860 series When feeding from the Cassette, load A4 or Letter-sized paper. * Legal may not be available depending on the country or region of purchase.
Change the paper.	The page size setting is set to a size other than A4, Letter-, or Legal-size. Set Page size to A4, 8.5"x11"(LTR), or 8.5"x14"(Legal) and Media type to Plain paper to print received faxes.

	* Legal may not be available depending on the country or region of purchase.
Fax info does not match.	Transmission has been canceled because the machine could not detect the recipient's fax machine information or the information did not match the dialed number. This message is displayed when Check RX fax info is set to ON. For details, see Sending Faxes after Checking Information (Checking the Recipient's Information).
Reception rejected.	Reception has been rejected because the fax matches the fax rejection condition specified by Fax reception reject. For details, see Rejecting Fax Reception.

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LCD Cannot Be Seen At All

- **If the Power lamp is off:**

  The machine is not powered on. Connect the power cord and press the **ON** button.

- **If the Power lamp is lit:**

  The LCD may be in the screen-saver mode. On the Operation Panel, press a button other than the **ON** button.

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An Unintended Language Is Displayed on the LCD

Select the language you want to be displayed according to the following procedure.

1. Press the **COPY** button and wait for about 5 seconds, then press **Menu** button.
2. Use the ◄ ► button to select Settings, then press the **OK** button.
3. Use the ◄ ► button to select Device settings, then press the **OK** button.
4. Press the ▼ button 4 times, then press the **OK** button.

   If the Bluetooth unit is connected to the machine, press the ▼ button 6 times, and then press the **OK** button.
5. Use the ▲ ▼ button to select the language for the LCD, then press the **OK** button.

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Cannot Install the MP Drivers

- **If the installation does not start even after the *Setup CD-ROM* is inserted into your computer's disc drive:**

Windows

Start the installation following the procedure below.

1. Click Start then Computer.

   In Windows XP, click Start then My Computer.

   In Windows 2000, double-click the My Computer icon on the desktop.

2. Double-click the CD-ROM icon on the displayed window.

   If the contents of the CD-ROM are displayed, double-click MSETUP4.EXE.

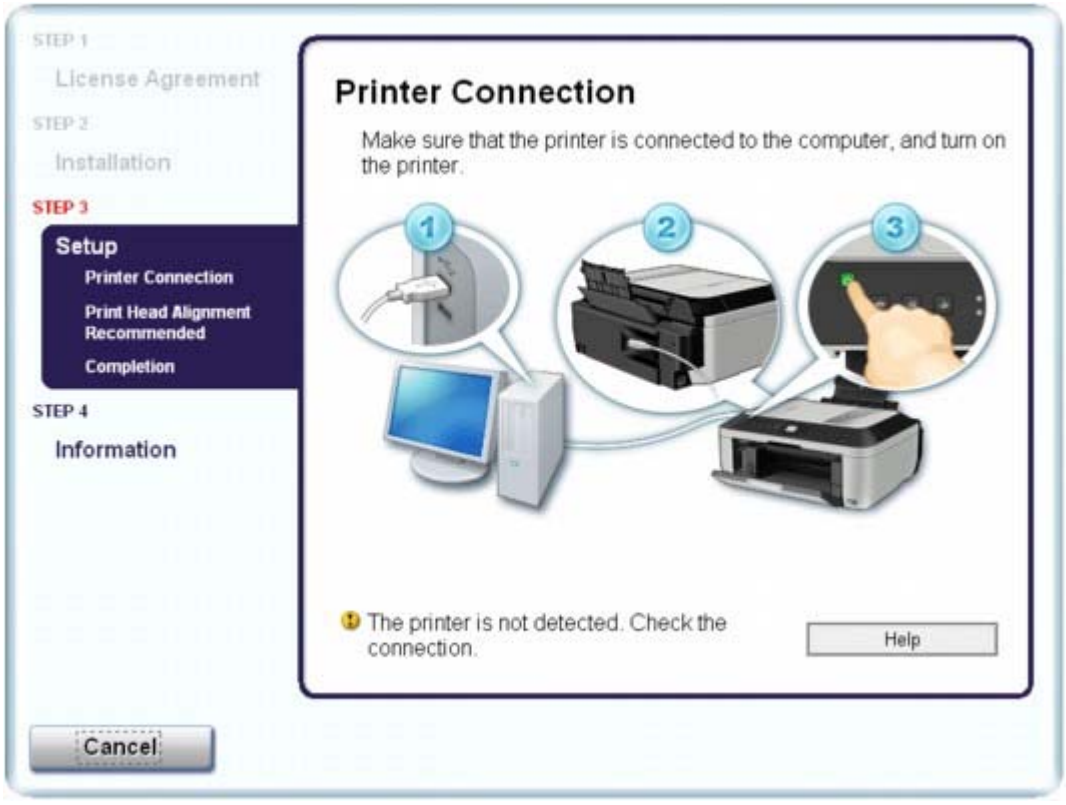
Macintosh

Double-click the CD-ROM icon on your desktop to start installation.

Note

- If the CD-ROM icon is not displayed, try the following:
  - Remove the CD-ROM from your computer, then insert it again.
  - Restart your computer.
- If the icon is still not displayed, try different discs and see if they are displayed. If other discs are displayed, there is a problem with the *Setup CD-ROM*. In this case, contact the service center.

- **If you are unable to proceed beyond the Printer Connection screen:**



If you are unable to proceed beyond the Printer Connection screen, make sure that the USB cable is securely plugged into the USB port of the machine and is connected to the computer, and then follow the procedure below to reinstall the MP Drivers.

Note

- In Windows Vista, The printer is not detected. Check the connection. may be displayed depending on the computer you use. In this case, wait for a while. If you still cannot proceed to the next step, follow the procedure below to reinstall the MP Drivers.

1. Click Cancel on the Printer Connection screen.
2. Click Start Over on the Installation Failure screen.
3. Click Back on the screen that appears next.
4. Click Exit on the PIXMA XXX screen, then remove the CD-ROM.
5. Turn the machine off.
6. Restart the computer.
7. Make sure that you have no application software running.
8. Follow the procedure described in your setup manual to reinstall the MP Drivers.

- **In other cases:**

Follow the procedure described in your setup manual to 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.

Uninstalling the MP Drivers

If you reinstall the MP Drivers, select Custom Install on the *Setup CD-ROM*.

Windows

Note

- If the installer was forced to be terminated due to a Windows error, the system may be in an unstable condition and you may not be able to install the drivers. Restart your computer before reinstalling.

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Cannot Connect to Computer Properly

Printing or Scanning Speed Is Slow/Hi-Speed USB Connection Does Not Work/ Windows "This device can perform faster" Message Is Displayed

If your system environment is not fully compatible with Hi-Speed USB, the machine will operate at a lower speed provided under USB 1.1. In this case, the machine operates properly but printing speed may slow down due to communication speed.

- **Check: Check the following to make sure that your system environment supports Hi-Speed USB connection.**
  - Does the USB port on your computer support Hi-Speed USB connection?
  - Do the USB cable, and the USB hub if you are using one, support Hi-Speed USB connection?
    Be sure to use a certified Hi-Speed USB cable. We recommend that the cable is no longer than around 10 feet / 3 meters.
  - Does the operating system of your computer support Hi-Speed USB connection?
    Obtain and install the latest update for your computer.
  - Does the Hi-Speed USB driver operate properly?
    Obtain the latest version of the Hi-Speed USB driver compatible with your hardware and reinstall it on your computer.

Important

- For details on Hi-Speed USB of your system environment, contact the manufacturer of your computer, USB cable, or USB hub.

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Print Results Not Satisfactory

If the print result is not satisfactory due to white streaks, misaligned lines, or uneven colors, confirm the paper and print quality settings first.

- **Check 1: Do the page size and media type settings match the size and type of the loaded paper?**

  When these settings are incorrect, you cannot obtain a proper print result.

  If you are printing a photograph or an illustration, incorrect paper type settings may reduce the quality of the printout color.

  Also, if you print with an incorrect paper type setting, the printed surface may be scratched.

  In borderless printing, uneven coloring may occur depending on the combination of the paper type setting and the loaded paper.

  The method of confirming the paper and print quality settings differs depending on what you do with your machine.

To copy by operating the machine	Confirm by using the Operation Panel on the machine. ➡ Setting Items
To print from a PictBridge compliant device	Confirm by using your PictBridge compliant device. ➡ Printing Photographs Directly from a Compliant Device Confirm by using the Operation Panel on the machine. ➡ Changing the Machine Settings on the LCD
To print from a wireless communication device	Confirm by using the Operation Panel on the machine. ➡ Changing the Machine Settings on the LCD
To print from a computer	Confirm by using the printer driver. ➡ Printing with Easy Setup

- **Check 2: Make sure that the appropriate print quality is selected according to the media type and printing data referring to the table in Check 1.**

  Select a print quality option suitable for the paper and image for printing. If you notice blurs or uneven colors, increase the print quality setting and try printing again.

  Note

  - When printing from a PictBridge compliant device, set the print quality setting by using the Operation Panel on the machine.
    You cannot make this setting from a PictBridge compliant device.
  - You cannot change the print quality setting when printing from a wireless communication device.

- **Check 3: If the problem is not resolved, there may be other causes.**

  See also the sections below:

  ➡ Cannot Print to End of Job

  ➡ No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks

  ➡ Colors Are Unclear

  ➡ Lines Are Misaligned

  ➡ Printed Paper Curls or Has Ink Blots

  ➡ Paper Is Smudged/Printed Surface Is Scratched

  ➡ Back of the Paper Is Smudged

  ➡ Vertical Lines Are Printed on the Sides of the Printout

Colors Are Uneven or Streaked

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Cannot Print to End of Job

- **Check 1: Is the size of the print data extremely large?**

  Windows

  Click Print Options on the Page Setup sheet. Then, select the Prevent loss of print data check box in the displayed dialog.

- **Check 2: Is the space of your computer's hard disk sufficient?**

  Delete unnecessary files to free disk space.

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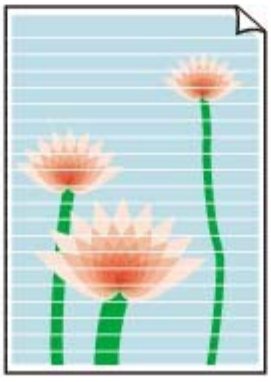
No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks

No Printing Results

Printing Is Blurred

Colors Are Wrong

White Streaks



- **Check 1: Did you confirm the paper and print quality settings?**

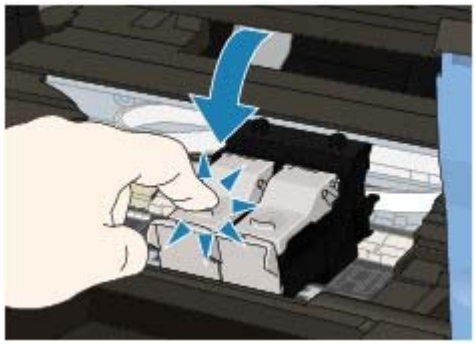
  Print Results Not Satisfactory

- **Check 2: Is the FINE Cartridge installed properly?**

If the Ink Cartridge Locking Cover is not closed securely, ink may not be ejected correctly.

Open the Scanning Unit (Cover), open the Ink Cartridge Locking Cover, then close the Ink Cartridge Locking Cover.

When you close the Ink Cartridge Locking Cover, push the Ink Cartridge Locking Cover until it clicks into place.



- **Check 3: Print the Nozzle Check Pattern and perform any necessary maintenance operations such as Print Head Cleaning.**

  Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

  Refer to Routine Maintenance for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

  - If the Nozzle Check Pattern is not printed correctly:
    After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.
  - If the problem is not resolved after performing the Print Head Cleaning twice:
    Perform the Print Head Deep Cleaning.
    If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.
  - If the problem is not resolved after performing the Print Head Deep Cleaning twice:
    Ink may have run out. Replace the FINE Cartridge.

- **Check 4: When a FINE Cartridge runs out of ink, replace it with a new one.**

- **Check 5: When using paper with one printable surface, make sure that the paper is loaded with the printable side facing up.**

  Printing on the wrong side of such paper may cause unclear prints or prints with reduced quality.

  Refer to the paper's instruction manual for detailed information on the printable side.

- **Check 6: Is the Platen Glass dirty?**

  Clean the Platen Glass.

  ➡Cleaning the Platen Glass and Document Cover

- **When copying, see also the sections below:**

- **Check 7: Check that the original is loaded correctly on the Platen Glass or in the ADF.**

  ➡Loading Paper / Originals

- **Check 8: Is the original document is loaded with the proper side facing up?**

  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.

- **Check 9: Did you copy a printout done by this machine?**

  Print from the digital camera directly, or reprint from the computer.

  If you copy a printout done by this machine, print quality may be reduced.

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Colors Are Unclear

- ## Check 1: Enable color correction.

  When printing photographs or other graphics, enabling color correction in the printer driver may improve color.

  Windows

  Select Vivid Photo in the Effects sheet in the printer properties dialog box.

  Macintosh

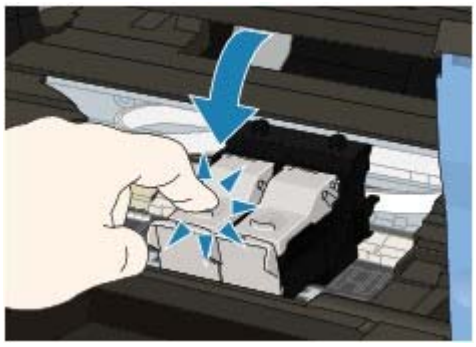
  Select Color Options in the pop-up menu in the Print dialog box, and then select Vivid Photo on the Color Mode.
  In Mac OS X v 10.4.x or Mac OS X v 10.3.9, select Special Effects in the Print dialog box, and then select Vivid Photo.

- ## Check 2: Is the FINE Cartridge installed properly?

  If the Ink Cartridge Locking Cover is not closed securely, ink may not be ejected correctly.

  Open the Scanning Unit (Cover), open the Ink Cartridge Locking Cover, then close the Ink Cartridge Locking Cover.

  When you close the Ink Cartridge Locking Cover, push the Ink Cartridge Locking Cover until it clicks into place.

- ## Check 3: When a FINE Cartridge runs out of ink, replace it with a new one.

- ## Check 4: Is the Nozzle Check Pattern printed properly?

  Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

  Refer to Routine Maintenance for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

  - If the Nozzle Check Pattern is not printed correctly:
    After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.
  - If the problem is not resolved after performing the Print Head Cleaning twice:
    Perform the Print Head Deep Cleaning.
    If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.
  - If the problem is not resolved after performing the Print Head Deep Cleaning twice:
    Ink may have run out. Replace the FINE Cartridge.

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.

Page top

Lines Are Misaligned

- **Check 1: Did you confirm the paper and print quality settings?**

  Print Results Not Satisfactory

- **Check 2: Perform Print Head Alignment.**

  If you did not align the Print Head after installation, straight lines may be printed misaligned.

  Routine Maintenance

  Windows

- **Check 3: Is the size of the print data extremely large?**

  Click Print Options on the Page Setup sheet. Then, select the Prevent loss of print data check box in the displayed dialog.

- **Check 4: Is the Page Layout Printing performed or the Binding margin function used?**

  When the Page Layout Printing or Binding margin function is being used, thin lines may not be printed. Try thickening the lines in the document.

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Printed Paper Curls or Has Ink Blots

Printed Paper Curls

Printed Paper Has Ink Blots

- **Check 1: Did you confirm the paper and print quality settings?**

  Print Results Not Satisfactory

- **Check 2: If the intensity is set high, reduce the Intensity setting in the printer driver and try printing again.**

  If you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion.

  - When printing from your computer

    Adjusting Intensity
  - When copying

    Setting Items

- **Check 3: Is Photo Paper used for printing photographs?**

  When printing data with high color saturation such as photographs or images in deep color, we recommend using Photo Paper Plus Glossy II or other Canon speciality paper.

  Loading Paper / Originals

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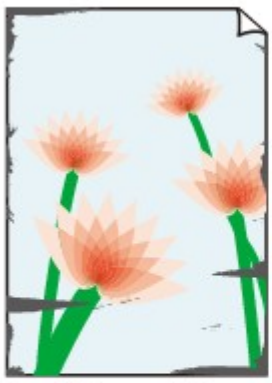
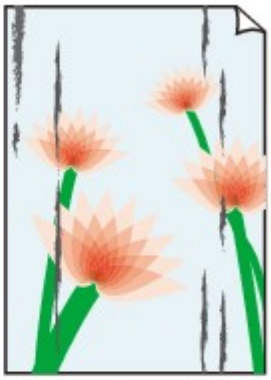
Paper Is Smudged/Printed Surface Is Scratched

Paper Is Smudged



The Edges of Paper Are Smudged



Printed Surface Is Smudged

Printed Surface Is Scratched

- **Check 1: Did you confirm the paper and print quality settings?**

  ➡Print Results Not Satisfactory

- **Check 2: Is the appropriate type of paper used? Check the followings:**

  - Check to see if the paper you are printing on is suitable for your printing purpose.
    ➡Loading Paper / Originals
  - When performing Borderless Printing, make sure that the paper you are using is suitable for Borderless Printing.
    If the paper you are using is not suitable for Borderless Printing, the print quality may be reduced at the top and bottom edges of the paper.
    ➡Printing Area

- **Check 3: Load the paper after correcting its curl.**

  - **For Plain Paper**

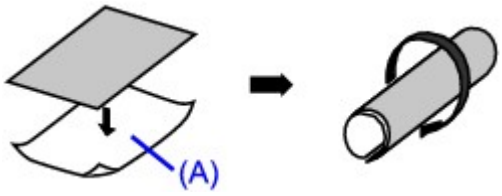
    Turn the paper over and reload it to print on the other side.

    Leaving the paper loaded on the Rear Tray for a long time may cause the paper to curl. In this case, load the paper with the other side facing up. It may resolve the problem.

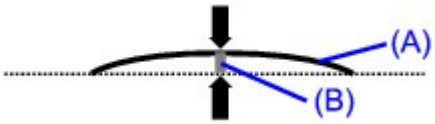
    We recommend putting unused paper back into the package and keeping it on a level surface.

  - **For Other Paper**

    1. With the printing side (A) facing up, cover the paper with a fresh sheet of plain paper to avoid staining or scratching the surface.
    2. Roll up the paper in the opposite direction to the paper curl as shown below.

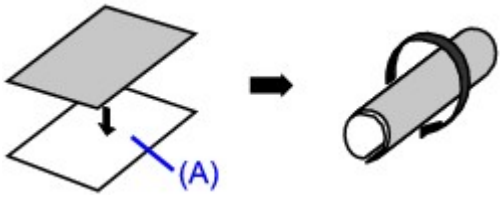
    3. Check to see that the paper curl is within approximately 0.08 to 0.2 inches / 2 to 5 mm (B) in height.



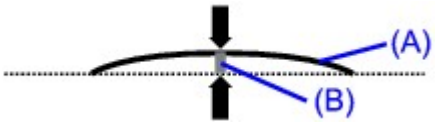
We recommend printing curl-corrected paper one sheet at a time.

Note

- **For Paper That Curls Inward When It Is Printed**
  Depending on the media type, the paper may be smudged or may not be fed properly even if it is not curled inward. In such cases, follow the procedure described below to curl the paper outward before printing. This may improve the print result.
  1. With the printing side (A) facing up, cover the paper with a fresh sheet of plain paper to avoid staining or scratching the surface.
  2. Roll up the paper as shown below.



  3. Check to see that the paper curl is within approximately 0.08 to 0.2 inches / 2 to 5 mm (B) in height.



We recommend printing paper that has been curled outward one sheet at a time.

- **Check 4: If you are printing on thick paper, select the Prevent paper abrasion setting.**

Selecting the Prevent paper abrasion setting will widen the clearance between the Print Head and the loaded paper. If you notice abrasion even with the media type set correctly to match the loaded paper, set the machine to prevent paper abrasion by using the Operation Panel or the printer driver.

Print speed is reduced if you are selecting the Prevent paper abrasion setting.

* Deactivate the Prevent paper abrasion setting once printing is complete. If not, this setting remains enabled for all subsequent print jobs.

- **To set by using the Operation Panel**

  Press the Menu button, select Settings, Device settings, and Print settings in this order, and then set Prevent paper abrasion to ON.
  ➡ Changing the Machine Settings on the LCD

- **To set by using the printer driver**

  Windows

  Open the printer properties dialog box, and in Custom Settings in the Maintenance sheet, select the Prevent paper abrasion check box, and then click Send.
  To open the printer properties dialog box, see Opening the Printer Properties Dialog Box (Windows).

  Macintosh

  In the Canon IJ Printer Utility, select Custom Settings in the pop-up menu, select the Prevent paper abrasion check box, and then click Send.
  To open the Canon IJ Printer Utility, see Opening the Canon IJ Printer Utility (Macintosh).

- **Check 5: If the intensity is set high, reduce the Intensity setting in the printer driver and try printing again.**

If you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion.

- When printing from your computer
  Reduce the Intensity setting in the printer driver and try printing again.

  Windows

  1. Open the printer properties dialog box.

     Opening the Printer Properties Dialog Box (Windows)

     Click Here: Printer Driver
     * Before clicking here to open the printer properties dialog box, quit the running application software.

  2. On the Main sheet, select Manual for Color/Intensity, and then click Set.

  3. Drag the Intensity slide bar on the Color Adjustment sheet to adjust the intensity.

  Macintosh

  1. Open the Print dialog box.

     Opening the Page Setup and Print Dialog Box (Macintosh)

  2. Select Color Options in the pop-up menu.

  3. Drag the Intensity slide bar to set the intensity.

- When copying
  Setting Items

- **Check 6: Is printing performed beyond the recommended printing area?**

  If you are printing beyond the recommended printing area of your printing paper, the lower edge of the paper may become stained with ink.

  Resize your original document in your application software.

  Printing Area

- **Check 7: Is the Platen Glass dirty?**

  Clean the Platen Glass.

  Cleaning the Platen Glass and Document Cover

- **Check 8: Is inside of the machine dirty?**

  When performing duplex printing, the inside of the machine may become stained with ink, causing the printout to become smudged.

  Perform the Bottom Plate Cleaning to clean the inside of the machine.

  Cleaning the Inside of the Machine (Bottom Plate Cleaning)

  Note

  - To prevent the inside of the machine from stains, set the paper size correctly.

- **Check 9: Set Ink Drying Wait Time longer.**

  Doing so gives the printed surface enough time to dry so that paper smudged and scratched are prevented.

  Windows

  1. Make sure that the machine is turned on.

  2. Open the printer properties dialog box.

     Opening the Printer Properties Dialog Box (Windows)

3. Click the Maintenance tab and then Custom Settings.
4. Drag the Ink Drying Wait Time slide bar to set the wait time, and then click Send.
5. Confirm the message and click OK.

Macintosh

1. Make sure that the machine is turned on.
2. Open the Canon IJ Printer Utility.
   Opening the Canon IJ Printer Utility (Macintosh)
3. Select Custom Settings in the pop-up menu.
4. Drag the Ink Drying Wait Time slide bar to set the wait time, and then click Send.
5. Confirm the message and click OK.

- **Check 10: Is the paper scratched by other loaded paper?**

  Depending on the media type, the paper may be scratched by other loaded paper when feeding from the Rear Tray. In this case, load one sheet at a time.

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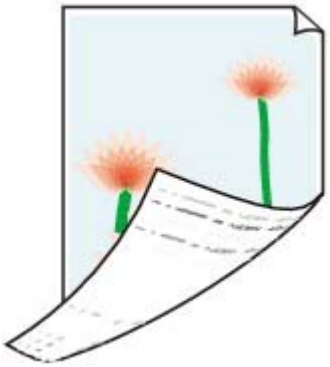
Back of the Paper Is Smudged



- **Check 1: Did you confirm the paper and print quality settings?**

  Print Results Not Satisfactory

- **Check 2: Perform the Bottom Plate Cleaning to clean the inside of the machine.**

  Cleaning the Inside of the Machine (Bottom Plate Cleaning)

Note

- When performing duplex printing or too much printing, the inside may become stained with ink.

Page top

Vertical Lines Are Printed on the Sides of the Printout

- **Check 1: Did you confirm the paper type and print quality settings?**

  Print Results Not Satisfactory

- **Check 2: Is the size of the loaded paper correct?**

  The margin may be smudged if the size of the loaded paper is larger than that specified in the printer driver.

  Set the paper size correctly according to the paper you loaded.

  Print Results Not Satisfactory

Note

- The direction of the vertical line pattern may vary depending on the image data or the print setting.
- This machine performs automatic cleaning when necessary to keep printouts clean. A small amount of ink is ejected for cleaning.
  Although ink is usually ejected on the ink absorber, it may be ejected on the paper if you load paper larger than that specified with the printer driver.

Page top

Colors Are Uneven or Streaked

Colors Are Uneven

Colors Are Streaked

- **Check 1: Did you confirm the paper and print quality settings?**

  Print Results Not Satisfactory

- **Check 2: Print the Nozzle Check Pattern and perform any necessary maintenance operations such as Print Head Cleaning.**

  Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

  Refer to Routine Maintenance for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

  - If the Nozzle Check Pattern is not printed correctly:
    After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.
  - If the problem is not resolved after performing the Print Head Cleaning twice:
    Perform the Print Head Deep Cleaning.
    If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.
  - If the problem is not resolved after performing the Print Head Deep Cleaning twice:
    Ink may have run out. Replace the FINE Cartridge.

- **Check 3: Perform Print Head Alignment.**

  Routine Maintenance

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Printing Does Not Start

- **Check 1: Make sure that the power plug is securely plugged in, then turn the machine on.**

  While the **Power** lamp is flashing green, the machine is initializing. Wait until the **Power** lamp stops flashing and remains lit green.

  Note

  - When printing large data such as a photo or graphics, it may take longer to start printing. While the **Power** lamp is flashing green, the computer is processing data and sending it to the machine. Wait until printing starts.

- **Check 2: Make sure that the USB cable is securely plugged in to the machine and the computer, then check the followings:**
  - If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device. Consult the reseller of the relay device for details.
  - There could also be a problem with the USB cable. Replace the USB cable and try printing again.

- **Check 3: Restart your computer if you are printing from the computer.**

  If there are any unnecessary print jobs, delete them.

  Deleting the Undesired Print Job

- **Check 4: Make sure that your machine's name is selected in the Print dialog box.**

  The machine will not print properly if you are using a driver for a different printer.

  In Windows, make sure that your machine's name is selected in the Print dialog box.

  In Macintosh, make sure that your machine's name is selected in Printer in the Print dialog box.

  Note

  - To make the machine the one selected by default, select Set as Default Printer (Windows), Default Printer or Make Default (Macintosh).

Windows

- **Check 5: Configure the printer port appropriately.**

  Configure "USBnnn" (where "n" is a number) as the printer port.

  1. Log on as a user account with administrator privilege.
  2. Click Control Panel, then Printer under Hardware and Sound.

     In Windows XP, click Control Panel, Printers and Other Hardware, then Printers and Faxes.
     In Windows 2000, click Control Panel then Printers.
  3. Right-click the Canon XXX Printer icon, then select Properties.
  4. Click the Ports tab to confirm the port settings.

     Make sure that a port named USBnnn (where "n" is a number) with Canon XXX Printer appearing in the Printer column is selected for Print to the following port(s).
     If the setting is incorrect, reinstall the MP Drivers or change the printer port to the correct one.

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Copying/Printing Stops Before It Is Completed

- ## Check 1: Has the machine been printing continuously for a long period?

  If the machine has been printing continuously for a long time, the Print Head may overheat. To protect the Print Head, the machine may stop printing at a line break for a period of time and then resume printing.

  In this case, interrupt your print session at a convenient time and turn the machine off for at least 15 minutes.

  Additionally, if the machine has been printing graphics or photos with intense colors continuously over a period of time, the machine may stop printing to protect the Print Head. In this case, printing will not resume automatically. Turn the machine off for at least 15 minutes.

  Caution

  - The Print Head and the surrounding area can become extremely hot inside the machine. Never touch the Print Head or nearby components.

- ## Check 2: Is the paper loaded?

  Make sure that paper is loaded in the Rear Tray.

  If the machine has run out of paper, load paper.

- ## Check 3: Do the printing documents have lots of photographs or illustrations?

  Printing large data such as photos or graphics takes time for the machine and the computer to process, during which the machine may appear to have stopped operating.

  In addition, when printing data that uses a large amount of ink continuously on plain paper, the machine may pause temporarily. In either case, wait until the process is complete.

  Note

  - If you are printing a document with a large printing area or printing multiple copies of a document, printing may pause to allow the ink to dry.

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Machine Moves But Ink Is Not Ejected

- ## Check 1: Are the Print Head nozzles clogged?

  Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

  Refer to Routine Maintenance for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

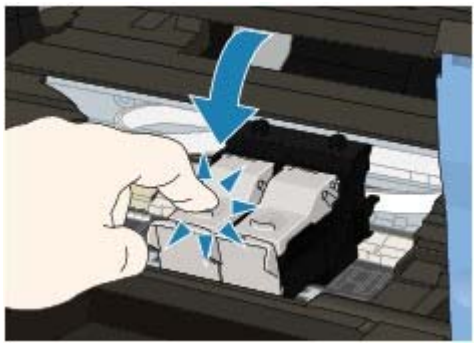
  - If the Nozzle Check Pattern is not printed correctly:
    After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.
  - If the problem is not resolved after performing the Print Head Cleaning twice:
    Perform the Print Head Deep Cleaning.
    If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. When you turn the machine off, do not unplug it from the power supply.
  - If the problem is not resolved after performing the Print Head Deep Cleaning twice:
    Ink may have run out. Replace the FINE Cartridge.

- ## Check 2: Is the FINE Cartridge installed properly?

  If the Ink Cartridge Locking Cover is not closed securely, ink may not be ejected correctly.

  Open the Scanning Unit (Cover), open the Ink Cartridge Locking Cover, then close the Ink Cartridge Locking Cover.

  When you close the Ink Cartridge Locking Cover, push the Ink Cartridge Locking Cover until it clicks into place.

- ## Check 3: When a FINE Cartridge runs out of ink, replace it with a new one.

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Printing Speed Is Not as Fast as Expected

- **Check 1: Is printing performed in Quiet Mode?**

  Print speed is reduced if you specified to print in Quiet Mode in the printer driver or Operation Panel. For faster printing, do not print in Quiet Mode.

  For information on the printer driver settings, refer to Reducing the Machine Noise.

  For information to make setting on the Operation Panel, see Changing the Machine Settings on the LCD.

- **Check 2: Is the print quality set too high?**

  Increase the printing speed setting in the printer driver. Setting to prioritize speed makes printing faster.

  Windows

  1. Open the printer properties dialog box.

     Opening the Printer Properties Dialog Box (Windows)

     Click Here: Printer Driver

     * Before clicking here to open the printer properties dialog box, quit the running application software.

  2. On the Main sheet, select Fast for the Print Quality setting.

     Depending on the media type, the Fast option may not be available.

  Macintosh

  1. Open the Print dialog box.

     Opening the Page Setup and Print Dialog Box (Macintosh)

  2. Select Quality & Media in the pop-up menu and then select Fast for the Print Quality setting.

     Depending on the media type, the Fast option may not be available.

Note

- Printing speed may not improve noticeably by following the instructions above, depending on your system environment.

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FINE Cartridge Holder Does Not Move to the Position for Replacing

- ## Check 1: Is the Power lamp off?

  Check if the **Power** lamp is lit green.

  The FINE Cartridge Holder will not move unless the power is on. If the **Power** lamp is off, close the Scanning Unit (Cover) and turn the machine on.

  While the **Power** lamp is flashing green, the machine is initializing. Wait until the **Power** lamp stops flashing and remains lit green, and then open the Scanning Unit (Cover) again.

- ## Check 2: Is an error message displayed on the LCD?

  Close the Scanning Unit (Cover), follow the directions displayed in the error message to resolve the error, and then reopen it. For details on how to resolve the error, see An Error Message Is Displayed on the LCD.

- ## Check 3: Has the Scanning Unit (Cover) been left open for 10 minutes or longer?

  If the Scanning Unit (Cover) is left open for more than 10 minutes, the FINE Cartridge Holder moves to the right to prevent the Print Head from drying out. Close and reopen the Scanning Unit (Cover) to return the FINE Cartridge Holder to the left.

- ## Check 4: Has the machine been printing continuously for a long period?

  Close the Scanning Unit (Cover), wait a while, then reopen it.

  If the machine has been printing continuously for a long time, the FINE cartridge Holder may not move to the center since the Print Head may overheat.

Note

- Opening the Scanning Unit (Cover) while printing moves the FINE Cartridge Holder to the right. Close the Scanning Unit (Cover), and reopen it after printing is complete.

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Paper Does Not Feed Properly

- **Check 1: Make sure of the following when you load paper.**
  - When loading two or more sheets of paper, align the edges of the sheets before loading.
  - When loading two or more sheets of paper, make sure that the paper stack does not exceed the paper load limit.
    However, proper feeding of paper may not be possible at this maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature and humidity). In such cases, reduce the sheets of paper you load at a time to less than half of the paper load limit.
  - Always load the paper in portrait orientation, regardless of the printing orientation.
  - When you load the paper on the Rear Tray, load the paper with the print side facing UP and slide the Paper Guides to align with the both side of the paper.

    Loading Paper / Originals

- **Check 2: Check to see if the paper you are printing on is not too thick or curled.**

  Loading Paper / Originals

- **Check 3: Make sure of the following when you load envelopes.**

  When printing on envelopes, refer to Loading Paper / Originals, 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.

- **Check 4: Make sure that there are not any foreign objects in the Rear Tray.**

If the paper tears in the Rear Tray, see Paper Jams to remove it.

If you drop the foreign object into the Rear Tray, turn off the machine, then remove the foreign object.

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Paper Jams

Important

- While the machine is receiving a fax (in memory), you cannot turn off the machine. Turn it off after receiving the fax. Do not disconnect the power plug while the machine is receiving a fax. If you disconnect the power plug, all the documents stored in memory are deleted.

Note

- If you need to turn off the machine to remove jammed paper during printing, press the **Stop** button to cancel print jobs before turning off the machine.

If the paper is jammed in the Paper Output Slot or the Rear Tray:

Remove the paper following the procedure below.

1. **Slowly pull the paper out, either from the Rear Tray or from the Paper Output Slot, whichever is easier.**

Note

- If the paper tears and a piece remains inside the machine, turn the machine off, open the Scanning Unit (Cover), and remove the paper.
  Be careful not to touch the components inside the machine.
  After removing all paper, close the Scanning Unit (Cover), and turn the machine back on.
- If you cannot pull the paper out, turn the machine off and turn it back on. The paper may be ejected automatically.

2. **Reload the paper, and press the OK button on the machine.**

   If you turned off the machine in step (1), all print jobs in the queue are canceled. Reprint if necessary.

Note

- When reloading the paper, confirm that you are using the correct paper and are loading it correctly.
  ➡ Loading Paper / Originals
- A5 sized paper is suited to printing documents consisting mainly of text. We do not recommend using such paper to print documents with photos or graphics, since the printout may curl and cause paper exit jams.

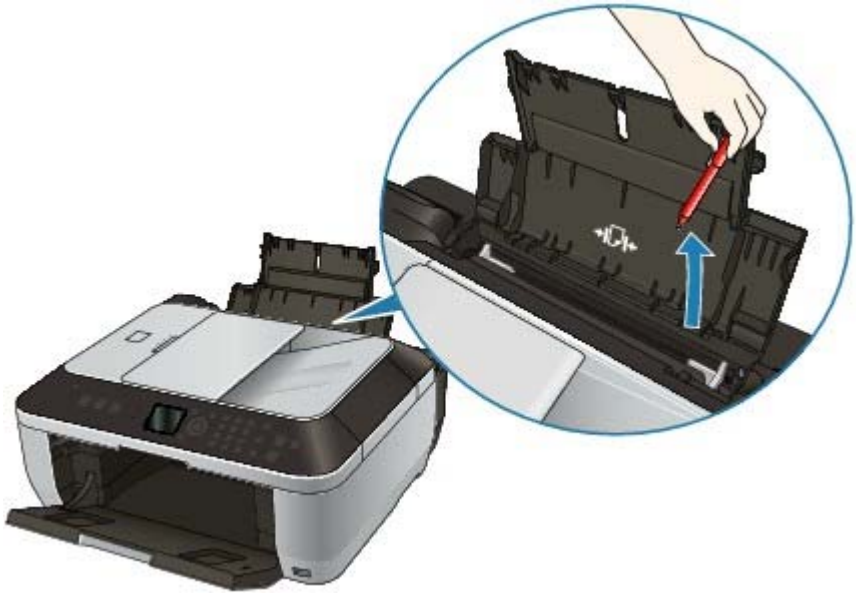
If you cannot remove the paper or the paper tears inside the machine, or if the paper jam error continues after removing the paper, contact the service center.

In other cases:

Make sure of the following:

- **Check 1: Are there any foreign objects around the Paper Output Slot?**
- **Check 2: Are there any foreign objects in the Rear Tray?**

If you drop the foreign object into the Rear Tray, turn off the machine, then remove the foreign object.



- **Check 3: Is the paper curled?**

Check 3: Load the paper after correcting its curl.

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Document Jams in the ADF

Important

- While the machine is receiving a fax (in memory), you cannot turn off the machine. Turn it off after receiving the fax. Do not disconnect the power plug while the machine is receiving a fax. If you disconnect the power plug, all the documents stored in memory are deleted.

If the Stop button is pressed while the machine is scanning the document:

If you press the **Stop** button during scanning, Document in ADF. Redo operation after checking document in ADF and pressing OK. appears on the LCD. Press the **OK** button so that the remaining document is automatically fed out.

Removing the jammed document from the Document Tray:

Remove the document following the procedure below.

1. **If printing is in progress, press the Stop button.**
2. **Turn off the machine.**
3. **If a multi-page document is loaded, remove any pages other than the jammed page from the ADF, then open the Document Feeder Cover.**

4. **Pull out the jammed document from the ADF.**

5. **Close the Document Feeder Cover, then turn on the machine.**

   When rescanning the document after clearing the error, rescan it from the first page.

If you cannot remove the document or the document tears inside the machine, or if the document

jam error continues after removing the document, contact the service center.

Note

- The document may not feed properly depending on the media type, or your environment, such as when the temperature and humidity are either too high or too low.
  In this case, reduce the number of document pages to approximately half of the loading capacity.
  If the document still jams, use the Platen Glass instead.

Removing the jammed document from the Document Output Slot:

If the document is jammed in the Document Output Slot, open the Document Output Slot as shown in the figure below and pull out the document.

When rescanning the document after clearing the error, rescan it from the first page.

If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact the service center.

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Message Appears on the Computer Screen

Error Number: B200 A printer error has occurred. Turn the printer off and unplug the power cord of the printer from the power supply. Then contact the service center. Is Displayed

Error Number: **** A printer error has occurred. Turn the printer off and then on again. If this doesn't clear the error, see the user's guide for more detail. Is Displayed

Windows Writing Error/Output Error/Communication Error

Macintosh Error Number: 300 Is Displayed

Macintosh Error Number: 1700 Is Displayed

Macintosh Ink Info Number: 1688 Is Displayed

Macintosh Ink Info Number: 1686 Is Displayed

Macintosh Error Number: 2001 Is Displayed

Macintosh Error Number: 2002 Is Displayed

Windows Other Error Messages

Windows The Inkjet Printer/Scanner/Fax Extended Survey Program Screen Is Displayed

Macintosh The Inkjet Printer/Scanner/Fax Extended Survey Program Icon Appears

Error Number: B200 A printer error has occurred. Turn the printer off and unplug the power cord of the printer from the power supply. Then contact the service center. Is Displayed

Turn off the machine, and unplug the power cord of the machine from the power supply.

Contact the service center.

Important

- If you disconnect the power plug, all the documents stored in memory are deleted.

Error Number: **** A printer error has occurred. Turn the printer off and then on again. If this doesn't clear the error, see the user's guide for more detail. Is Displayed

"****" is displayed in the alphanumeric character and depends on the error occurred.

- **5100 Is Displayed**

  Confirm the movement of the FINE Cartridge Holder blocked.

  Cancel printing from your computer, turn off the machine. Then clear the jammed paper or protective material that is preventing the FINE Cartridge Holder from moving, and turn on the machine again.

  Important

  - Be careful not to touch the components inside the machine. The machine may not print out properly if you touch it.
  - If the problem is not resolved, contact the service center.

- **Four-digit alphanumeric and "Printer error has occurred." Is displayed.**

  Turn off the machine, and unplug the power cord of the machine from the power supply.

  Turn the machine back on.

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

Windows Writing Error/Output Error/Communication Error

- **Check 1: If the Power lamp is off, make sure that the power plug is plugged in,**

then turn the machine on.

While the **Power** lamp is flashing green, the machine is initializing. Wait until the **Power** lamp stops flashing and remains lit green.

- **Check 2: Make sure that the printer port is configured appropriately in the MP Drivers.**

  * In the following instructions, "**XXX**" signifies your machine's name.

  1. **Log on as a user account with administrator privilege.**

  2. **Click Control Panel, then Printer under Hardware and Sound.**

     In Windows XP, click Control Panel, Printers and Other Hardware, then Printers and Faxes.
     In Windows 2000, click Control Panel then Printers.

  3. **Right-click the Canon XXX Printer icon, then select Properties.**

  4. **Click the Ports tab to confirm the port settings.**

     Make sure that a port named USBnnn (where "n" is a number) with Canon XXX Printer appearing in the Printer column is selected for Print to the following port(s).
     If the port setting is not correct, reinstall the MP Drivers or change the port setting according to the interface you are using.

- **Check 3: Make sure that the USB cable is securely plugged in to the machine and the computer.**
  - If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device. Consult the reseller of the relay device for details.
  - There could also be a problem with the USB cable. Replace the USB cable and try printing again.

- **Check 4: Make sure that the MP Drivers are installed correctly.**

  Uninstalling the MP Drivers and reinstall them following the procedure described in your setup manual.

- **Check 5: Check the status of the device on your computer.**

  Follow the procedure below to check the status of the device.

  1. **Click Control Panel, Hardware and Sound, then Device Manager.**

     If the User Account Control screen is displayed, follow the on-screen instructions.
     In Windows XP, click Control Panel, Performance and Maintenance, System, then click Device Manager on the Hardware sheet.
     In Windows 2000, click Control Panel, System, then Device Manager on the Hardware sheet.

  2. **Double-click Universal Serial Bus controllers then USB Printing Support.**

     If USB Printing Support is not displayed, make sure that the machine is correctly connected to the computer.
     ➡Check 3: Make sure that the USB cable is securely plugged in to the machine and the computer.

  3. **Click the General tab and make sure that there is no indication of a problem with the device.**

     If a device error is displayed, refer to Windows help to resolve the error.

Macintosh Error Number: 300 Is Displayed

- **Check 1: If the Power lamp is off, make sure that the power plug is plugged in, then turn the machine on.**

While the **Power** lamp is flashing green, the machine is initializing. Wait until the **Power** lamp stops flashing and remains lit green.

- **Check 2: Make sure that the USB cable is securely plugged in to the machine and the computer.**
  - If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device. Consult the reseller of the relay device for details.
  - There could also be a problem with the USB cable. Replace the USB cable and try printing again.
- **Check 3: Make sure that your machine's name is selected in the Print dialog box.**

  Opening the Page Setup and Print Dialog Box (Macintosh)

Macintosh Error Number: 1700 Is Displayed

- **Check: See The ink absorber is almost full. in An Error Message Is Displayed on the LCD and take the appropriate action.**

Macintosh Ink Info Number: 1688 Is Displayed

- **Check: See The ink has run out. in An Error Message Is Displayed on the LCD and take the appropriate action.**

Macintosh Ink Info Number: 1686 Is Displayed

- **Check: See The ink may have run out. in An Error Message Is Displayed on the LCD and take the appropriate action.**

Macintosh Error Number: 2001 Is Displayed

- **Check: See Incompatible device detected. in An Error Message Is Displayed on the LCD and take the appropriate action.**

Macintosh Error Number: 2002 Is Displayed

- **Check: See An unsupported USB hub is connected. in An Error Message Is Displayed on the LCD and take the appropriate action.**

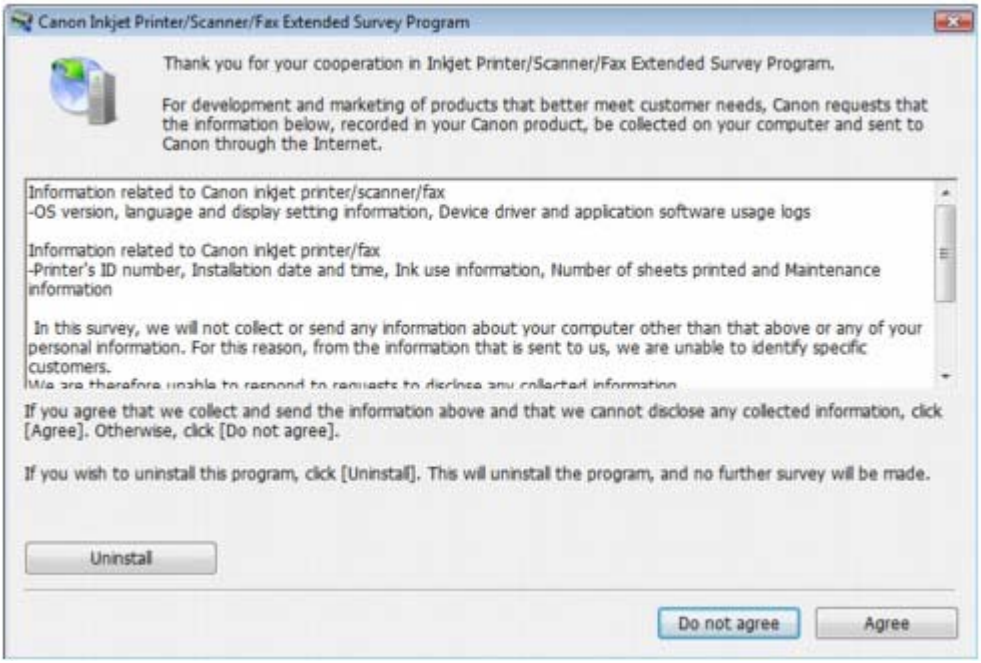
Windows Other Error Messages

- **Check: If an error message is displayed outside the 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"
    Quit other running applications to increase available memory.
    If you still cannot print, restart your computer and retry printing.
  - "Printer driver could not be found"
    Uninstall the printer driver according to the procedure described in Uninstalling the MP Drivers, and then reinstall it.
  - "Could not print Application name - File name"
    Try printing again once the current job is complete.

Windows The Inkjet Printer/Scanner/Fax Extended Survey Program Screen Is Displayed

If the Inkjet Printer/Scanner/Fax Extended Survey Program is installed, a confirmation screen asking for permission to send the printer usage information will be displayed three months and then six months after the installation. After that, it will be displayed every six months for about four years.

Read the instructions on the screen and follow the procedure below.



- **If you agree to participate in the survey program:**

  Click Agree, then follow the on-screen instructions. The printer usage information will be sent to Canon via the Internet. If you have followed the on-screen instructions, the information will be sent automatically from the second time onward and the confirmation screen will not be displayed again.

  ### Note

  - When the information is being sent, a caution screen such as an Internet security screen may be displayed. In this case, confirm that the program name is "IJPLMUI.exe", then allow it.
  - If you deselect the Send automatically from the next time check box, the information will not be sent automatically from the second time onward and a confirmation screen will be displayed at the time of the next survey. To send the information automatically, see Changing the confirmation screen setting:.

- **If you do not agree to participate in the survey program:**

  Click Do not agree. The confirmation screen will be closed, and the survey at that time is skipped. The confirmation screen will be displayed again three months later.

- **To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program:**

  To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program, click Uninstall, then follow the on-screen instructions.

- **Changing the confirmation screen setting:**

  1. Select items from the Start menu as shown below.
     - In Windows Vista, select the Start menu > Control Panel > Programs and Features > Uninstall a program.
     - In Windows XP, select the Start menu > Control Panel > Add or Remove Programs.
     - In Windows 2000, select the Start menu > Settings > Control Panel > Add/Remove Programs.

     ### Note

     - In Windows Vista, 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 on to an administrator account, click Continue or Allow to continue.

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 be displayed at the time of the next survey.
   If you select No, the information will be sent automatically.

Note

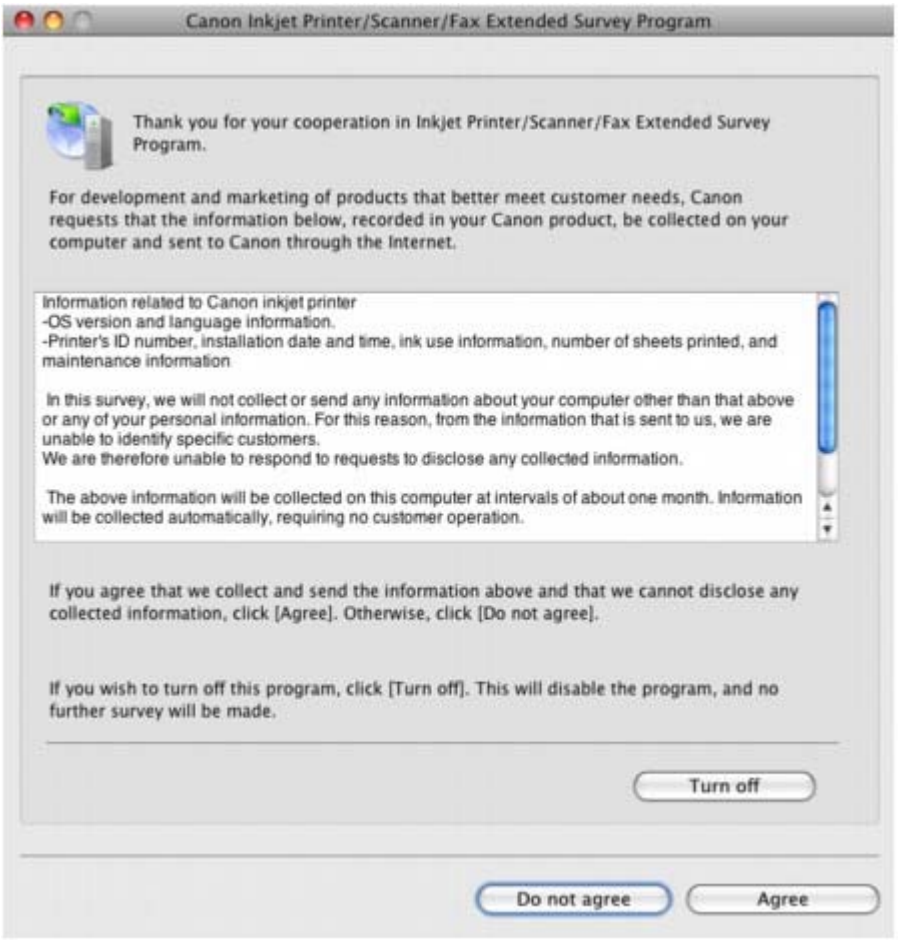
- If you select Uninstall (or Remove), the Inkjet Printer/Scanner/Fax Extended Survey Program is uninstalled. Follow the on-screen instructions.

Macintosh The Inkjet Printer/Scanner/Fax Extended Survey Program Icon Appears

If the Inkjet Printer/Scanner/Fax Extended Survey Program is installed, the printer usage information is scheduled to be sent three months and then six months after the installation. After that, it is scheduled to be sent every six months for about four years. The Inkjet Printer/Scanner/Fax Extended Survey Program icon appears in the Dock when it is time to send the printer usage information.

In Mac OS X v.10.3.9, the Inkjet Printer/Scanner/Fax Extended Survey Program is not installed.

Read the instructions on the screen after clicking the icon, then follow the procedure below.



- **If you agree to participate in the survey program:**

  Click Agree, then follow the on-screen instructions. The printer usage information will be sent to Canon via the Internet. If you have followed the on-screen instructions, the information will be sent automatically from the second time onward and the confirmation screen will not be displayed again.

Note

- If you deselect the Send automatically from the next time check box, the information will not be sent automatically from the second time onward and the Inkjet Printer/Scanner/Fax Extended Survey Program icon will appear in the Dock at the time of the next survey.

- **If you do not agree to participate in the survey program:**

  Click Do not agree. The confirmation screen will be closed, and the survey at that time is skipped. The confirmation screen will be displayed again three months later.

- **To stop sending the information:**

  Click Turn off. The Inkjet Printer/Scanner/Fax Extended Survey Program is stopped, and the information will not be sent. To resume the survey, see Changing the setting:.

- **To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program:**

  1. Stop the Inkjet Printer/Scanner/Fax Extended Survey Program.

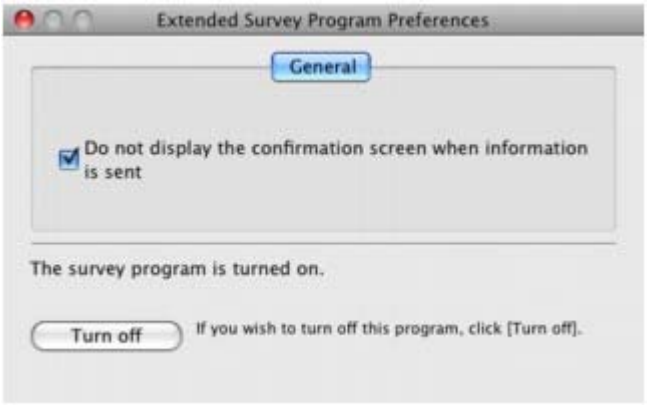
     ➡Changing the setting:
  2. Select Applications from the Go menu, and double-click the Canon Utilities folder, then the Canon Inkjet Printer/Scanner/Fax Extended Survey Program folder.
  3. Place the Canon Inkjet Printer/Scanner/Fax Extended Survey Program.app file into the Trash.
  4. Restart the computer.

     Empty the Trash and restart your computer.

- **Changing the setting:**

  To display the confirmation screen every time the printer usage information is sent or to resume surveying, follow the procedure below.

  1. Select Applications from the Go menu, and double-click the Canon Utilities folder, then the Canon Inkjet Printer/Scanner/Fax Extended Survey Program folder.
  2. Double-click the 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, the Inkjet Printer/Scanner/Fax Extended Survey Program icon will appear in the Dock at the time of the next survey. Click the icon, then follow the on-screen instructions.
  - Turn off/Turn on button:
    Click the Turn off button to stop the Inkjet Printer/Scanner/Fax Extended Survey Program.
    Click the Turn on button to restart the Inkjet Printer/Scanner/Fax Extended Survey Program.

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For Windows Users

Printer Status Monitor Is Not Displayed

- **Check: Is the printer status monitor enabled?**

  Make sure that Enable Status Monitor is selected on the Option menu of the printer status monitor.

  1. **Open the printer properties dialog box.**

     Opening the Printer Properties Dialog Box (Windows)

  2. **On the Maintenance sheet, click View Printer Status.**

  3. **Select Enable Status Monitor on the Option menu if it is not selected.**

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Error Message Appears on a PictBridge Compliant Device

The following are the possible errors that may occur when printing directly from a PictBridge compliant device and the countermeasures to clear them.

Note

- This section describes errors that are indicated on Canon-brand PictBridge compliant devices. The error messages and operations may vary depending on the device you are using. For errors on non-Canon PictBridge compliant devices, check the error message on the LCD and take the appropriate action to clear the error. For details, see An Error Message Is Displayed on the LCD .
- For the errors indicated on the PictBridge compliant device and their solution, also refer to the instruction manual of the device. For other troubles on the device, contact the manufacturer.

Error Message on the PictBridge Compliant Device	Action
"Printer in use"	If the machine is printing from the computer or warming up, wait until the job ends. When it is ready, the machine starts printing automatically.
"No paper"	Load paper on the Rear Tray, and select Continue* in the display on your PictBridge compliant device. * To resume printing, you can also press the **OK** button on the machine instead of selecting Continue on the device.
"Paper Error"	The Paper Output Tray is closed. Open the Paper Output Tray, then press the **OK** button on the machine.
"Paper jam"	Select Stop in the display on your PictBridge compliant device to stop printing. Remove the jammed paper, load new paper, press the **OK** button on the machine, and try printing again.
"Printer cover open"	Close the Scanning Unit (Cover) on the machine.
"No print head"	The FINE Cartridge is not installed or the Cartridge may not be compatible with this machine. Check: See The following ink cartridge cannot be recognized. in An Error Message Is Displayed on the LCD and take the appropriate action.
"Waste tank full"/"Ink absorber full"	The ink absorber is nearly full. Check: See The ink absorber is almost full. in An Error Message Is Displayed on the LCD and take the appropriate action.
"No ink"/"Ink cassette error"	• The FINE Cartridge has or may have run out of ink. • The FINE Cartridge may not be installed properly or may not be compatible with this machine. Check the error message on the LCD and take the appropriate action to resolve the error. ➡An Error Message Is Displayed on the LCD
"Hardware Error"	FINE Cartridge errors have occurred. Replace the FINE Cartridge. ➡Routine Maintenance
"Printer error"	An error requiring servicing may have occurred. (The **Power** lamp flashes green and **Alarm** lamp flashes orange alternately.) Disconnect the USB cable between the machine and the PictBridge compliant device, turn off the machine, and unplug the power cord of the machine from the power supply. Plug the power cord of the machine back in, turn on the

	machine, and then reconnect the PictBridge compliant device to the machine. If the same error occurs, contact the service center.

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Cannot Print Properly from a Wireless Communication Device

- **Check: Is printing possible through Bluetooth communication?**

  Printing via Bluetooth Communication

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Problems with Scanning

- Scanner Does Not Work
- ScanGear (Scanner Driver) Does Not Start
- Error Message Appears and the ScanGear (Scanner Driver) Screen Does Not Appear
- Scan Quality (Image Displayed on the Monitor) Is Poor
- Scanned Image Is Surrounded by Extra White Areas
- Cannot Scan Properly with Multi Crop
- Cannot Scan Properly in Auto Scan Mode
- Slow Scanning Speed
- "There is not enough memory." Message Is Displayed
- Computer Stops Operating during Scanning
- Scanner Does Not Work After Upgrading Windows

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Scanner Does Not Work

Check: Restart the computer.

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ScanGear (Scanner Driver) Does Not Start

Check 1: Make sure that the MP Drivers are installed.

If it is not installed, insert the *Setup CD-ROM* into the computer's disc drive, then select Custom Install and install MP Drivers.

Check 2: On the File menu of the application, select Select Source and select the machine.

Important

- Do not select the model name that includes WIA in it.

Note

- The operation may differ depending on the application.

Check 3: Start from a TWAIN-compliant application.

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Error Message Appears and the ScanGear (Scanner Driver) Screen Does Not Appear

Check 1: Make sure that the machine 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 hub, remove it from the hub and connect it to a USB port on the computer.

Check 4: Make sure that the MP Drivers are installed.

If it is not installed, insert the *Setup CD-ROM* into the computer's disc drive, then select Custom Install and install MP Drivers.

Check 5: On the File menu of the application, select Select Source and select the machine.

Note

- The operation may differ depending on the application.

Check 6: Make sure that the application is TWAIN-compliant.

You cannot open ScanGear (scanner driver) from applications not supporting TWAIN.

Check 7: Exit ScanGear (scanner driver) if it is running on another application.

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Scan Quality (Image Displayed on the Monitor) Is Poor

Check 1: Increase the scanning resolution.

➡ Resolution

Check 2: Set the scale to 100%.

Some applications do not display images clearly if the image is too small.

Check 3: If moire (stripe pattern) appears, take the following measures and scan again.

- On the Basic Mode tab of ScanGear (scanner driver), select Magazine(Color) in Select Source.
- On the Advanced Mode tab of ScanGear (scanner driver), set Descreen in Image Settings to ON.
  ➡ Image Settings

  Note

  - If moire appears when you scan a digital print photo, take the above measures and scan again.
- If you use MP Navigator EX, set Document Type to Magazine(Color) or enable Descreen in the Scan Settings dialog box and scan again.
  ➡ Scan Settings Dialog Box (Photos/Documents)

Check 4: Check the monitor's color depth.

From the Start menu, select Control Panel > Appearance and Personalization > Adjust screen resolution to open the Display Settings dialog box. Set the color depth to Medium (16 bit) or Highest (32 bit).

- **Windows XP:**

  From the Start menu, select Control Panel > Display to open the Display Properties dialog box. On the Settings tab, set Colors to Medium (16 bit) or Highest (32 bit).
- **Windows 2000:**

  From the Start menu, select Settings > Control Panel > Display to open the Display Properties dialog box. On the Settings tab, set Colors to High Color (16 bit) or True Color (32 bit).

Check 5: Clean the Platen and Document Cover.

See "Cleaning the Exterior of the Machine" to clean the parts.

Check 6: If the document is in poor condition (dirty, faded, etc.), use Reduce Dust and Scratches, Fading Correction, Grain Correction, etc. in Image Settings on the Advanced Mode tab of ScanGear (scanner driver).

➡ Image Settings

Check 7: If the color tone of images with consistent color tone (such as the sky) is different from the original document, take the following measures and scan again.

- On the Advanced Mode tab of ScanGear (scanner driver), set Auto Tone in Image Settings to OFF.
  ➡ Image Settings
- Open the Preferences dialog box from the Advanced Mode tab of ScanGear (scanner driver) and set Color Matching on the Color Settings tab.
  ➡ Color Settings Tab

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Scanned Image Is Surrounded by Extra White Areas

Check: Specify the scan area.

Click (Auto Crop) in ScanGear (scanner driver) to automatically set the scan area for your document. You can also manually specify the scan area, for example when there are white margins along the document.

Adjusting Cropping Frames

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Cannot Scan Properly with Multi Crop

Check 1: Make sure that the documents are placed correctly.

Placing Documents

Check 2: Scan each item individually without using Multi Crop.

Some applications do not support multiple image scanning.

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Cannot Scan Properly in Auto Scan Mode

Check 1: Make sure that the documents are placed correctly.

Placing Documents

Check 2: Multiple image scanning may not be supported.

Some applications do not support multiple image scanning. In that case, scan each item individually.

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Slow Scanning Speed

Check 1: To view the image on a monitor, set the output resolution to around 150 dpi. To print, set it to around 300 dpi.

Resolution

Check 2: Set Fading Correction, Grain Correction, etc. to None.

Image Settings

Check 3: In MP Navigator EX, deselect the Correct slanted document checkbox and scan again.

Scan Settings Dialog Box

Check 4: In MP Navigator EX, deselect the Detect the orientation of text documents and rotate images checkbox and scan again.

Scan Settings Dialog Box

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"There is not enough memory." Message Is Displayed

Check 1: Exit other applications and try again.

Check 2: Reduce the resolution or output size and scan again.

Resolution

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Computer Stops Operating during Scanning

Check 1: Restart the computer, reduce the output resolution in ScanGear (scanner driver) and scan again.

Check 2: Delete unnecessary files to obtain sufficient free hard disk space, then scan again.

Error message may appear when scanning a large document at high resolution.

Check 3: For Location of Temporary Files in MP Navigator EX, specify a folder on a drive with sufficient free space.

See "General Tab" for details.

Check 4: Multiple devices may be connected to USB ports.

Disconnect other devices.

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Scanner Does Not Work After Upgrading Windows

Check: Disconnect the machine from the computer, then uninstall and reinstall the MP Drivers and MP Navigator EX.

- **Step 1: Uninstall the MP Drivers.**

  See "Uninstalling the MP Drivers" for details.

- **Step 2: Uninstall MP Navigator EX.**

  1. From the Start menu, select (All) Programs > Canon Utilities > MP Navigator EX 2.1 > MP Navigator EX Uninstall.
  2. When a confirmation appears, click Yes.
  3. When uninstallation is complete, click OK.

     MP Navigator EX is uninstalled.

- **Step 3: Reinstall the MP Drivers and MP Navigator EX.**

  Insert the *Setup CD-ROM* into the computer's disc drive, then select Custom Install and reinstall the MP Drivers and MP Navigator EX.

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Software Problems

E-mail Software Program You Want to Use Does Not Appear in the Screen for Selecting an E-mail Software Program

Scanned Image Is Printed Enlarged (Reduced)

Scanned Image Is Enlarged (Reduced) on the Computer Monitor

Scanned Image Does Not Open

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E-mail Software Program You Want to Use Does Not Appear in the Screen for Selecting an E-mail Software Program

Check 1: MP Navigator EX may not support the e-mail software program.

The following e-mail software programs are supported. (Image are attached to the mail message automatically.)

- Windows Mail (Windows Vista)
- Outlook Express (Windows XP/Windows 2000)
- Microsoft Outlook

Check 2: If an e-mail software program does not operate properly, check that the program's MAPI is enabled.

To enable MAPI, refer to the manual of the e-mail software program.

Check 3: If using an e-mail software program other than the ones listed above, select None (Attach Manually) when prompted to select a program and attach the scanned image manually.

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Scanned Image Is Printed Enlarged (Reduced)

Check: Set the printing size in the application.

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Scanned Image Is Enlarged (Reduced) on the Computer Monitor

Check 1: Change the display setting in the application.

You cannot reduce the display size in "Paint." To reduce the display size, open the images in an application that accompanies the machine.

For details, refer to the application's manual. If you have any questions, contact the manufacturer of the application.

Check 2: Change the resolution setting in ScanGear (scanner driver) and scan again.

The higher the resolution, the larger the resulting image will be.

Resolution

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Scanned Image Does Not Open

Check: If the file format is not supported by the application, scan the image again and save it in a popular file format such as JPEG.

For details, refer to the application's manual. If you have any questions, contact the manufacturer of the application.

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MP Navigator EX Problems

- Cannot Scan at the Correct Size
- Position or Size of the Image Cannot be Detected Correctly When Scanning Using the Operation Panel
- Document Is Placed Correctly, but the Scanned Image Is Slanted
- Document Is Placed Correctly, but the Orientation Changes in the Scanned Image

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Cannot Scan at the Correct Size

Check 1: Make sure that the documents are placed correctly.

Placing Documents

Check 2: Set Document Size to the actual document size and scan again.

If the matching size is not found, scan at a larger size and trim the image.

See the Toolbar (Trimming) in "Correct/Enhance Images Window" for details.

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Position or Size of the Image Cannot be Detected Correctly When Scanning Using the Operation Panel

Check 1: Make sure that the documents are placed correctly.

Placing Documents

Check 2: Check that the MP Navigator EX settings are correctly set according to the document.

If you cannot scan properly with Auto Mode using the Operation Panel, specify the document type on the Scanner Button Settings tab of the Preferences dialog box.

Scanner Button Settings Tab (Save)

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Document Is Placed Correctly, but the Scanned Image Is Slanted

Check: In MP Navigator EX, deselect the Correct slanted document checkbox and scan again.

Scan Settings Dialog Box (Photos/Documents)

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Document Is Placed Correctly, but the Orientation Changes in the Scanned Image

Check: In MP Navigator EX, deselect the Detect the orientation of text documents and rotate images checkbox and scan again.

Scan Settings Dialog Box (Photos/Documents)

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Problems with Faxing

This section mainly describes the problems you may encounter when using a fax.

- Problems Receiving Faxes
- Problems Sending Faxes
- Telephone Problems

Note

- For details on messages for faxing displayed on the LCD, see A Message for Faxing Is Displayed on the LCD.

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Problems Receiving Faxes

Cannot Receive a Fax, Cannot Print a Fax
Machine Does Not Switch Automatically between Voice and Fax Calls
Quality of Received Fax is Poor
Errors Often Occur When You Receive a Fax

Cannot Receive a Fax, Cannot Print a Fax

- **Check 1: Is the power turned on?**
  - You cannot receive faxes if the power is turned off. Press the **ON** button to turn the power on.
  - If you disconnected the power cord without turning off the power (one of the buttons on the Operation Panel is lit), reconnecting it turns on the power automatically.
  - If you disconnected the power cord after pressing the **ON** button to turn off the power (no buttons on the Operation Panel are lit), reconnect it, then press the **ON** button to turn on the power.
  - If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.

- **Check 2: Is the machine's memory full?**

  Either print or delete documents in the machine's memory to free it up, then ask the sender to resend the fax.

  Document Stored in Memory

- **Check 3: Does an error occur during reception?**
  - Check the LCD for an error message.

    A Message for Faxing Is Displayed on the LCD
  - Print the Activity report and check for an error.

    Activity Report

- **Check 4: Is the telephone line connected correctly?**

  Check that the telephone line is connected correctly to the Telephone Line Jack and that the telephone (or another external device such as an answering machine or a computer modem) is connected correctly to the External Device Jack. Refer to your setup manual.

- **Check 5: Is a different size of paper from that specified by Page size loaded?**

  If a different size of paper from that specified by Page size is loaded for printing faxes, incoming faxes will not be printed completely and will be stored in memory. Load the same size of paper as that specified by Page size, then press the **OK** button on the machine. For MX860 series, load Legal-sized paper* on the Rear Tray.
  * Legal may not be available depending on the country or region of purchase.

- **Check 6: Is Page size set to other than A4, 8.5"x11"(LTR), or 8.5"x14"(Legal)? (MX330 series)**

  If Page size is set to other than A4, 8.5"x11"(LTR), or 8.5"x14"(Legal), the received fax will not be printed and will be stored in memory (Memory Reception). Set Page size to A4, 8.5"x11"(LTR), or 8.5"x14"(Legal).

- **Check 7: Is paper loaded?**

  If paper is not loaded in the Cassette (MX860 series) or on the Rear Tray, received faxes will be stored in memory without being printed. Load paper in the Cassette (MX860 series) or on the Rear Tray, then press the **OK** button.

- **Check 8: Has the ink run out?**

  If the ink has run out, received faxes will be stored in memory without being printed. Check the ink level and take the appropriate action, then print the faxes in memory.

  Document Stored in Memory

Note

- If the machine was receiving faxes in the fax mode, printing will start automatically after checking the ink level and taking appropriate action.
  For details, refer to Routine Maintenance.
- You can set the machine to forcibly print a received fax even if the ink has run out.
  However, part or all of the fax may not be printed since ink has run out.
  Also, the contents of the fax will not be stored in memory.
  In addition, if the ink has already run out, we recommend that OFF be selected for Auto print in User settings to store the received fax in memory once. When you print the fax stored in memory manually, check the ink level and take the appropriate action. For details, see Document Stored in Memory.

- **Check 9: Is the machine set to the appropriate receive mode?**

  Check the receive mode setting and change it to a mode suited to your connection if necessary.

  ➡Setting the Receive Mode

- **Check 10: Is Fax reception reject set to ON?**

  Set Fax reception reject to OFF.

  ➡Fax reception reject

- **Check 11: Is Caller rejection set to Yes?**

  Set Caller rejection to No.

  ➡Caller rejection

Machine Does Not Switch Automatically between Voice and Fax Calls

- **Check: Is the receive mode set to Fax priority mode?**

  If the receive mode is set to Fax only mode, there will be no automatic switching between voice and fax calls. Set the receive mode to Fax priority mode, DRPD*1, or Network switch*2. If the receive mode is TEL priority mode and an answering machine is connected to the machine, check whether a proper message is played back when the answering machine answers.

  ➡Setting the Receive Mode

  *1 This setting is available only in the US and Canada.

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

Quality of Received Fax is Poor

- **Check 1: Is ECM RX set to OFF?**

  Set ECM RX to ON.

  ➡ECM RX

  If ECM RX is enabled, the sender's fax machine resends the fax after correcting errors automatically.

- **Check 2: Is the sender's original document or the scanning area of the sender's fax machine dirty?**

  The image quality of the fax is mainly determined by the sender's fax machine. Contact the sender and ask the sender to check whether the scanning area of the fax machine is dirty.

- **Check 3: Is ECM transmission/reception enabled although the line/connection is poor, or is the sender's fax machine compatible with ECM?**

  - On your machine, select ON for ECM RX on Reception settings.
    ➡ECM RX
  - Contact the sender and ask the sender to check whether the machine is set to enable ECM transmission.
  - If the sender's or recipient's fax machine is not compatible with ECM, the fax will be sent/received in the standard mode.
  - Reduce the reception start speed.
    ➡RX start speed

- **Check 4: Did you confirm the paper and print quality settings?**

  Print Results Not Satisfactory

Errors Often Occur When You Receive a Fax

- **Check 1: Check the telephone line condition or the connection.**

  If the telephone line or connection is poor, reducing the reception start speed may correct the error.
  Reduce the reception start speed.

  RX start speed

- **Check 2: Is the sender's fax machine operating normally?**

  Contact the sender and ask the sender to check whether the fax machine is operating normally.

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Problems Sending Faxes

Cannot Send a Fax
Cannot Perform Sequential Broadcasting by Redialing, or Cannot Dial Using the Numeric Buttons
Cannot Send a Fax Clearly
Errors Often Occur When You Send a Fax

Cannot Send a Fax

- **Check 1: Is the power turned on?**
  - You cannot send faxes if the power is turned off. Press the **ON** button to turn the power on.
  - If you disconnected the power cord without turning off the power (one of the buttons on the Operation Panel is lit), reconnecting it turns on the power automatically.
  - If you disconnected the power cord after pressing the **ON** button to turn off the power (no buttons on the Operation Panel are lit), reconnect it, then press the **ON** button to turn on the power.
  - If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is resolved.
- **Check 2: Is the document being sent from memory?**

  When the **In Use/Memory** lamp is flashing, another document is being sent from memory. Wait until the machine finishes sending it.
- **Check 3: Is the telephone line connected to the External Device Jack?**

  Reconnect it to the Telephone Line Jack. Refer to your setup manual.
  If you still cannot send a fax, there is a problem with the telephone line. Contact your telephone company and the manufacturer of your terminal adapter or telephone adapter.
- **Check 4: Is the telephone line type set correctly?**

  Check the telephone line type setting and change it as necessary.

  Confirming the Telephone Line Connection
- **Check 5: Is Hook key setting set to Disable? (MX860 series)**

  When you send a fax manually, dial the number with Hook key setting set to Enable, or dial the number using the telephone connected to the machine.
- **Check 6: Is Dial tone detect set to ON?**

  Resend the fax after a while. If you still cannot send the fax, set Dial tone detect to OFF.

  Dial tone detect
- **Check 7: Is the fax number registered correctly for speed dialing?**

  Make sure that the fax number is registered correctly for speed dialing.

  Registering Recipients for Speed Dialing
- **Check 8: Does an error occur during transmission?**
  - Check the LCD for an error message.
    A Message for Faxing Is Displayed on the LCD
  - Print the Activity report and check for an error.
    Printing the Activity report manually
- **Check 9: Is the telephone line connected correctly?**

  Check that the telephone line is connected correctly to the proper jack. If so, then there is a problem with your telephone line. Contact your telephone company.
- **Check 10: Is the document loaded properly?**

  Remove the document, then reload it on the Platen Glass or in the ADF.

Loading Paper / Originals

- **Check 11: Does a printer error occur?**

  Check the error message on the LCD, then resolve the problem.

  An Error Message Is Displayed on the LCD

  If you are in a hurry, press the **Stop** button to close the message, then send the fax.

Cannot Perform Sequential Broadcasting by Redialing, or Cannot Dial Using the Numeric Buttons

- **Check: Have you already selected the recipient from the redial history, or already dialed a number by using the Numeric buttons?**

  You can dial one recipient by selecting from the redial history or by using the Numeric buttons as the recipient of sequential broadcasting. Select the recipient from the one-touch dial (MX860 series) or coded speed dial code list.

Cannot Send a Fax Clearly

- **Check 1: Is the document loaded correctly?**

  Remove the document, then reload it on the Platen Glass or in the ADF.

  Loading Paper / Originals

- **Check 2: Is the Platen Glass and/or the inner side of the Document Cover dirty?**

  Clean the Platen Glass and/or the inner side of the Document Cover, then reload the document.

  Cleaning the Platen Glass and Document Cover

- **Check 3: Is the image quality setting or the scan contrast setting suitable for the document?**

  On the LCD, select an image quality setting and a scan contrast setting that are suitable for the document.

  Sending Faxes

- **Check 4: Is the original document loaded with the wrong side facing upwards or downwards?**

  When loading a document on the Platen Glass, the side to be scanned should be face down.
  When loading a document in the ADF, the side to be scanned should be face up.

- **Check 5: Are you scanning thick or curled documents?**

  Thick or curled documents may not be sent as good quality faxes, because of a shadow or distortion caused when such documents are scanned.
  Press on the Document Cover with your hand when scanning.

Errors Often Occur When You Send a Fax

- **Check: Check the telephone line condition or the connection.**

  If the telephone line or connection is poor, reducing the transmission start speed may correct the error.
  Reduce the transmission start speed.

  TX start speed

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Telephone Problems

Cannot Dial
Telephone Disconnects During a Call

Cannot Dial

- **Check 1: Is the telephone line connected correctly?**

  Check that the telephone line is connected correctly. Refer to your setup manual.

- **Check 2: Is the telephone line type set correctly?**

  Check the telephone line type setting and change it as necessary.

  Confirming the Telephone Line Connection

Telephone Disconnects During a Call

- **Check: Is the telephone line or the telephone (or a peripheral device such as an external telephone, an answering machine, or a computer modem) connected correctly?**

  Check that the telephone line and the telephone (or a peripheral device such as an external telephone, an answering machine, or a computer modem) are connected correctly.

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FAQs

- No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks
- Machine Moves But Ink Is Not Ejected
- Cannot Install the MP Drivers
- Printing Does Not Start
- Copying/Printing Stops Before It Is Completed
- Windows Writing Error/Output Error/Communication Error
- Print Results Not Satisfactory
- Paper Jams
- Paper Does Not Feed Properly

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If You Cannot Resolve the Problem

If you cannot resolve the problem with any of the workarounds in this chapter, please contact the seller of the machine or the service center.

Canon support staff are trained to be able to provide technical support to satisfy customers.

Caution

- If the machine emits any unusual sound, smoke, or odor, turn it off immediately. Unplug the power cord from the outlet and contact the seller or the service center. Never attempt to repair or disassemble the machine yourself.
- Attempts by customers to repair or take apart the machine will invalidate any warranty regardless of whether the warranty has expired.

Before contacting the service center, confirm the following:

- Product name:
  * Your machine's name is located on the front cover of the setup manual.
- Serial number: please refer to the setup manual
- Details of the problem
- What you tried to solve the problem, and what happened

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Instructions for Use (Printer Driver)

This printer driver is subject to the following restrictions. Keep the following points in mind when using the printer driver.

Restrictions on the Printer Driver

- With some applications, the Copies setting in the Page Setup tab of the printer driver may not be enabled.
  In this case, use the copies setting in the Print dialog box of the application software.
- If the selected Language in the About dialog box does not match the operating system interface language, the driver screen may not be displayed properly.
- Do not change the Advanced tab items of the printer properties. If you change any of the items, you will not be able to use the following functions correctly.
  Also, if Print to file is selected in the Print dialog box of the application software and with applications that prohibit EMF spooling, such as Adobe Photoshop LE and MS Photo Editor, the following functions will not operate.
  - Preview before printing on the Main tab
  - Prevent loss of print data in the Print Options dialog box
  - Page Layout, Poster, Booklet, Duplex Printing, Specify Margin..., Print from Last Page, Collate, and Stamp/Background... on the Page Setup tab
- Since the resolution in the preview display differs from the printing resolution, text and lines in the preview display may appear different from the actual print result.
- With some applications, the printing is divided into multiple print jobs.
  To cancel printing, delete all divided print jobs.
- If image data is not printed correctly, display the Print Options dialog box from the Page Setup tab and change the setting of Disable ICM required from the application software. This may solve the problem.
- If you use the Bluetooth option and perform one of the actions listed below, the print job may not end and "Printing" may remain displayed on the status monitor even after printing ends and the printout is ejected. If this happens, either click the Cancel Printing button on the Status Monitor or cancel that print job from the print job queue of the printer.
  - If you move the machine during printing to a location where radio waves cannot reach or if the radio wave status becomes poor
  - If you turn off the machine
- If you are using a Bluetooth printer and you cancel printing after a printer error occurs, you may not be able to execute subsequent printing operations. If this happens, turn off the machine and turn it back on again.
- If you are using Bluetooth, you cannot use the operation panel on the machine while the status monitor is displayed from View Printer Status... on the Maintenance tab.
- Software windows may not appear correctly on Windows Vista when fonts are set to Larger scale. If you want to display the windows with Larger scale fonts, set the desktop theme to Windows Classic as follows:
  1. Select Control Panel from the Start menu.
  2. Select Appearance and Personalization -> Personalization -> Theme.
     The Theme Settings dialog box opens.
  3. At the Theme Settings dialog box, click the Themes tab, and select Windows Classic from Theme.
  4. Click OK.

Desktop changes to Windows Classic display.

Points to Note with Applications

- There are following restrictions in Microsoft Word (Microsoft Corporation).
  - If Microsoft Word has the same printing functions as the printer driver, use Word to specify them.
  - When selecting Scaled, Fit-to-Page, or Page Layout from the Page Layout list on the Page Setup tab, the selected printing function may not be effective, depending on the version of Word.
    If this happens, follow the procedure below.
    1. Open Word's Print dialog box.
    2. Open the printer driver setup window, specify Page Layout on the Page Setup tab, and click OK.
    3. Without starting printing, close the Print dialog box.
    4. Open Word's Print dialog box again.
    5. Open the printer driver setup window again and click OK.
    6. Start printing.
- Illustrator/Adobe Systems Inc.
  If Bitmap Printing takes effect, printing may take time or some data may not be printed. Print after clearing the Bitmap Printing check box in the Print dialog box.

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General Notes (Scanner Driver)

ScanGear (scanner driver) is subject to the following restrictions. Keep these points in mind when using it.

Scanner Driver Restrictions

- When using the NTFS file system, the TWAIN data source may not be invoked. This is because the TWAIN module cannot be written to the winnt folder for security reasons. Contact the computer's administrator for help.
- Some computers (including laptops) connected to the machine may not resume correctly from standby mode. In that case, restart the computer.
- Do not connect two or more machines 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.
- Software screens may not appear correctly on Windows Vista when font size is set to Larger scale. If you want to display the screens with Larger scale fonts, change the theme in Appearance and Personalization to Windows Classic as follows:
  1. From the Start menu, select Control Panel.
  2. Select Appearance and Personalization > Personalization > Theme.
  The Theme Settings dialog box opens.
  3. On the Theme tab of the Theme Settings dialog box, select Windows Classic under Theme.
  4. Click OK.
  Desktop changes to Windows Classic view.
- Use the default display font size of the OS. Otherwise, software screens may not appear correctly.
- Scanning may fail if the computer has resumed from sleep or standby mode. In that case, follow these steps and scan again.
  1. Turn off the machine.
  2. Exit ScanGear (scanner driver), then disconnect the USB cable from the computer and reconnect it.
  3. Turn on the machine.
- ScanGear (scanner driver) cannot be opened in multiple applications at the same time. Within an application, ScanGear (scanner driver) cannot be opened for the second time when it is already open.
- Be sure to close the ScanGear (scanner driver) window before closing the application.
- Make sure that you have adequate disk space available when scanning large images at high resolutions. For example, at least 300 MB of free space is required to scan an A4 document at 600 dpi in full-color.
- ScanGear (scanner driver) and WIA driver cannot be used at the same time.
- Do not enter the computer into sleep or hibernate state during scanning.
- Calibration may take time if the machine is connected via USB 1.1.

Applications with Restrictions on Use

- If you start Media Center included in Windows XP Media Center Edition 2005, you may not be able to scan using the Operation Panel of the machine. In that case, restart the computer.
- You cannot scan images with Media Center included in Windows Vista™ and Windows XP Media Center Edition 2005. Scan with other applications such as MP Navigator EX.
- In some applications, you may encounter a problem when you use Multi-Crop in the Advanced Mode tab of ScanGear (scanner driver). In that case, scan each document individually, changing Paper Size according to the document.
- In some applications, if you select the View scanned images checkbox in the Auto Scan Mode tab of ScanGear (scanner driver), the window displaying the thumbnails of the scanned images may close automatically.

- Some applications may not display the TWAIN user interface. In that case, refer to the application's manual and change the settings accordingly.
- Some applications do not support continuous scanning of multiple documents. In some cases, only the first scanned image is accepted, or multiple images are scanned as one image. For such applications, do not scan multiple documents from the ADF.
- When scanning platen size images into a Microsoft Office application (such as Word, Excel or PowerPoint), click Custom Insert in the Insert Picture from Scanner or Camera screen. Otherwise, images may not be scanned correctly.
- Images may not be scanned correctly in some applications. In that case, increase the operating system's virtual memory and retry.
- When image size is too large (such as when scanning large images at high resolution), your computer may not respond or the progress bar may remain at 0% depending on the application. In that case, cancel the action (for example by clicking Cancel on the progress bar), then increase the operating system's virtual memory or reduce the image size/resolution and retry. Alternatively, scan the image via MP Navigator EX first, then save and import it into the application.

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General Notes (Fax Driver)

This fax driver is subject to the following restrictions. Keep the following points in mind when using the fax driver.

- **Microsoft Excel 2002 may not always work correctly when sending a document as a fax using the fax driver and with the option Allow A4/Letter Paper Resizing. Follow the instructions below to solve the problem:**

  1. Click Options... from the Tools menu.
  2. Uncheck the Allow A4/Letter Paper Resizing option on the International tab.

- **If you use a network compatible printer, the following message appears to stop sending if you send a fax from your computer to a printer on the network when someone else is sending from another computer:**

  "The fax transmission was unsuccessful. Check the followings and send your fax again:
  - cable connections
  - printer status
  - recipient information
  - recipient's fax line is not busy
  - (when connected to the network) fax is not being sent from other computer"

- **If you assign the fax driver to the Bluetooth port, you cannot send a fax from the computer.**

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Appendix

Printing Area
Deleting the Undesired Print Job
Updating the MP Drivers
Uninstalling the On-Screen Manuals
Transporting the Machine
Opening the Printer Properties Dialog Box (Windows)
Opening the Page Setup and Print Dialog Box (Macintosh)
Opening the Canon IJ Printer Utility (Macintosh)
Sharing the Printer on a Network

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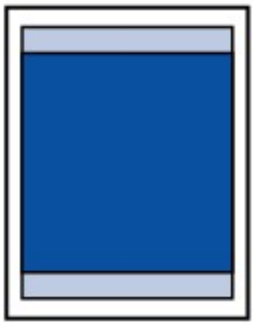
Printing Area

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

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

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

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



Note

- Borderless Printing
  - By selecting Borderless Printing option, you can make prints with no margins.
  - When performing Borderless Printing, slight cropping may occur at the edges since the printed image is enlarged to fill the whole page.
  - For Borderless Printing, use the following paper:
    - Glossy Photo Paper "Everyday Use" GP-501
    - Photo Paper Glossy GP-502
    - Photo Paper Plus Semi-Gloss SG-201
    - Photo Paper Pro Platinum PT-101
    - Photo Paper Plus Glossy II PP-201
    - Photo Paper Pro II PR-201
    - Matte Photo Paper MP-101

    Performing Borderless Printing on any other type of paper may substantially reduce printing quality and/or result in printouts with altered color hues.
    Borderless Printing on plain paper may result in printouts with reduced quality. Use them only for test printing. You can perform Borderless Printing on plain paper only when printing from your computer.
  - Depending on the type of paper, Borderless Printing may reduce the print quality at the top and bottom edges of the paper or cause these parts to become smudged.
- In Borderless Copying, you can specify the amount of extension by Extended copy amount in Device setting.

  Changing the Machine Settings on the LCD

Letter, Legal

Envelopes

Other Sizes than Letter, Legal, Envelopes

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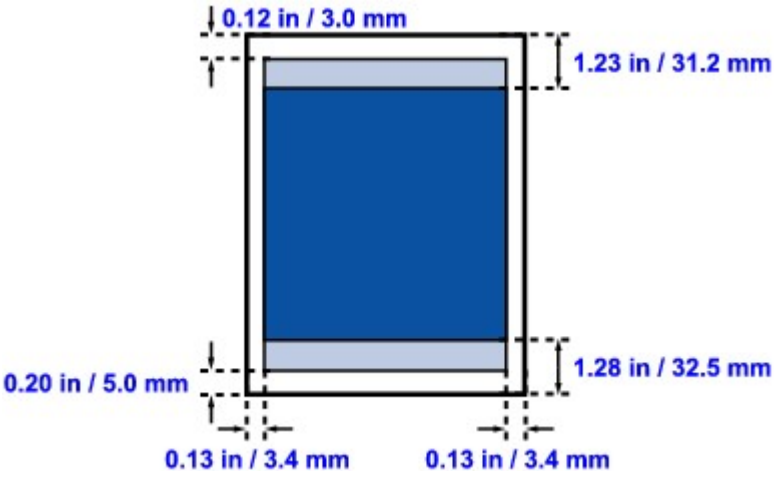
Other Sizes than Letter, Legal, Envelopes

Size	Printable Area (width x height)
A5	5.56 x 7.95 inches / 141.2 x 202.0 mm
A4	8.00 x 11.38 inches / 203.2 x 289.0 mm
B5	6.90 x 9.80 inches / 175.2 x 249.0 mm
4" x 6" / 10 x 15 cm	3.73 x 5.69 inches / 94.8 x 144.4 mm
4" x 8" / 10 x 20 cm*	3.73 x 7.69 inches / 94.8 x 195.2 mm
5" x 7" / 13 x 18 cm*	4.73 x 6.69 inches / 120.2 x 169.8 mm
8" x 10" / 20 x 25 cm	7.73 x 9.69 inches / 196.4 x 246.0 mm
Wide	3.73 x 6.80 inches / 94.8 x 172.6 mm

* This page size can be used only when printing from your computer.



Recommended printing area

Printable area

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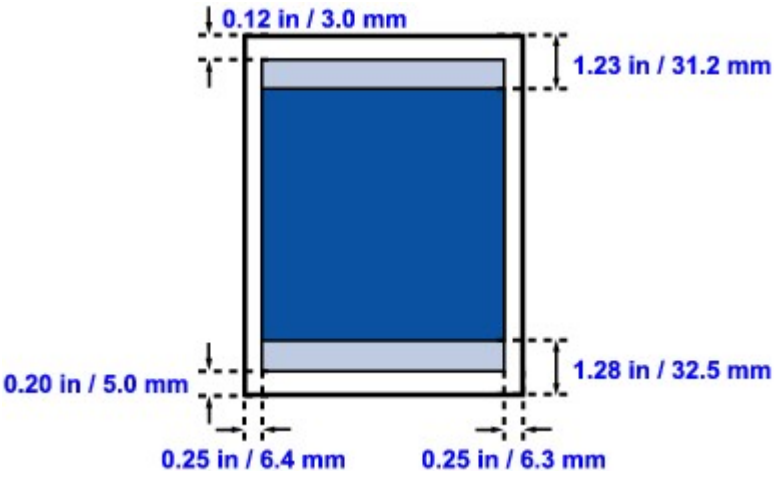
Letter, Legal

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



Recommended printing area

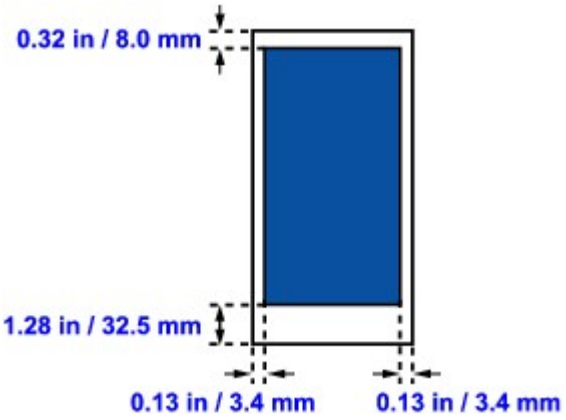
Printable area

Page top

Envelopes

Size	Recommended Printing Area (width x height)
European DL*	4.06 x 7.07 inches / 103.2 x 179.5 mm
US Comm. Env. #10*	3.86 x 7.91 inches / 98.0 x 200.8 mm

* This page size can be used only when printing from your computer.



Recommended printing area

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Deleting the Undesired Print Job

If the printer does not start printing, the print job data cancelled or failed may be remaining.
Delete the undesired print job by using the Canon IJ Status Monitor.

1. Display the Canon IJ Status Monitor

Click the Status Monitor button displayed on the Task Bar.
The Canon IJ Status Monitor appears.

2. Display the print jobs

Click Display Print Queue....
The print queue window opens.

3. Delete the print jobs

Select Cancel All Documents from the Printer menu.
When the confirmation message appears, click Yes.

The print job is deleted.

Important

- Users who have not been granted access permission for printer management cannot delete the print job of another user.

Note

- When you perform this operation, all print jobs are deleted. If the print queue list contained a necessary print job, start the printing process over from the beginning.

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Updating the MP Drivers

Obtaining the Latest MP Drivers
Uninstalling the MP Drivers
Before Installing the MP Drivers
Installing the MP Drivers

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Obtaining the Latest MP Drivers

The MP Drivers include a printer driver, scanner driver (ScanGear), and fax driver.

By updating the MP Drivers to the latest version of the MP Drivers, unresolved problems may be solved.

Access our web site through the Internet and download the latest MP Drivers for your model.

Important

- You can download the MP Drivers for free, but any Internet access charges incurred are your responsibility.
- Before installing the latest MP Drivers, delete the previously installed version.
  For information on how to delete the MP Drivers, refer to Uninstalling the MP Drivers.

Related Topics

Before Installing the MP Drivers

Installing the MP Drivers

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Uninstalling the MP Drivers

The MP Drivers you no longer use can be deleted.
When deleting the MP Drivers, first exit all programs that are running.

The procedure to delete the unnecessary MP Drivers is as follows:

If There is an Uninstaller

1. Start the uninstaller

- In Windows Vista or Windows XP, select the Start menu -> All Programs -> "Your model name" -> MP Drivers Uninstaller.
- In Windows 2000, select the Start menu -> Programs -> "Your model name" -> MP Drivers Uninstaller.

The MP Drivers Uninstaller dialog box is displayed.

Important

- In Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling or starting software.
  This dialog box appears when administrative rights are required to perform a task.
  If you are logged on to an administrator account, click Continue or Allow to continue.
  Some applications require an administrator account to continue. If you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

2. Execute the uninstaller

Click Execute. When the confirmation message appears, click Yes.
When all the files have been deleted, click Complete.

The deletion of the MP Drivers is completed.

Important

- Printer driver, fax driver, and scanner driver (ScanGear) will be deleted if you uninstall the MP Drivers.

If There is No Uninstaller

If there is no uninstaller in the Start menu of Windows Vista, follow these steps:

1. Select the printer to be deleted

Select the Start menu -> Control Panel -> Hardware and Sound -> Printers.
Click the model to delete, then press the Alt key on your keyboard. On the File menu, click Delete.

2. Delete the printer

If the User Account Control dialog box appears, click Continue. Then when the confirmation message appears, click Yes.
The icon is deleted.

3. Select the printer driver to be deleted

Press the Alt key. On the File menu, select Run as administrator, and then click Sever Properties....
If the User Account Control dialog box appears, click Continue.

Click the Drivers tab. In the Installed printer drivers list, click the printer to delete.

4. Delete the printer driver

When you click Remove..., Remove Driver And Package dialog box is displayed.

Select Remove driver and driver package, and then click OK.
In the confirmation dialog box, click Yes.

When data collection is completed in the Remove Driver Package dialog box, click Delete.

5. Click OK.

The deletion of the printer driver is complete.

Important

- You may not be able to delete the printer driver properly from the Installed printer drivers list.
  If this happens, restart your computer, and try again.

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Before Installing the MP Drivers

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

Check the Machine Status

- Properly connect the personal computer and the machine. For details on connection instructions, refer to the "Install the Software" in the manual: Getting Started.
- Turn off the machine.

Check the Personal Computer Settings

- Terminate all running applications.
- In Windows Vista, log on as a user who has the administrator rights.
  In Windows XP, log on as the computer administrator.
  In Windows 2000, log on as a member of the Administrators group.

Note

- If an old version of the MP Drivers is already installed, first delete (uninstall) that version. For instructions on deleting the MP Drivers, see Uninstalling the MP Drivers.

Related Topics

Obtaining the Latest MP Drivers
Installing the MP Drivers

Page top

Installing the MP Drivers

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

The procedure for installing the downloaded MP Drivers is as follows:

1. Turn off the machine

Important

- If you turn on the computer while the machine is on, the Windows Plug and Play function is executed automatically, and the Found New Hardware window (Windows Vista) or Found New Hardware Wizard window (Windows XP, Windows 2000) is displayed. In this case, click Cancel.

2. Start the installer

Double-click the icon of the downloaded file.
The installation program starts.

Important

- In Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling or starting software.
  This dialog box appears when administrative rights are required to perform a task.
  If you are logged on to an administrator account, click Continue or Allow to continue.
  Some applications require an administrator account to continue. If you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

3. Install the driver

At the Welcome window, click Next.
Read the contents of the License Agreement window. After checking the contents, click Yes.
Installation of the MP Drivers begins.

After the Installation Complete window is displayed, check that the machine and the computer are connected through a cable.

To select the connection port for your machine manually, check the Select printer port check box, and click Manual selection. At the Select printer port window, select the connection destination, and then click OK.

4. Complete the installation

Click Complete.
Turn on the machine, and wait awhile until the connection is recognized.

This procedure installs the MP Drivers.

Depending on the environment you are using, a message prompting you to restart the computer may be displayed. To complete the installation properly, restart the computer.

Important

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

Related Topics

Obtaining the Latest MP Drivers
Before Installing the MP Drivers

Uninstalling the On-Screen Manuals

Follow the procedure below to uninstall all of the installed on-screen manuals from your computer.

Before uninstalling the on-screen manuals, exit all on-screen manuals that are opening.

Windows

All of the installed on-screen manuals will be deleted at the same time.

1. Click Start > All Programs (Programs in Windows 2000) > Canon XXX Manual (where "**XXX**" is your machine's name) > Uninstall.
2. Click OK when the confirmation message appears.

Note

- When the message prompting you to restart your computer is displayed, click OK to restart your computer.

Macintosh

On-screen manuals other than printer driver's help and scanner driver's help are uninstalled at a time.

1. Select Applications on the Go menu.
2. Double-click the Canon Utilities folder, and then the IJ Manual folder.
3. Drag the folder of your machine's name into the trash.
4. Drag the Canon XXX On-screen Manual icon (where "**XXX**" is your machine's name) on your desktop into the trash.

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Transporting the Machine

When relocating the machine, pack the machine using the original packing materials.

If you do not have the original packing materials, pack the machine carefully using protective material and place it inside a sturdy box.

Important

- Do not transport or store the machine slanted, vertically, or upside-down, as the ink may leak and damage the machine.

1. Turn the machine off.
2. Confirm that the **Power** lamp is off and unplug the machine.

   Important

   - Do not unplug the machine while the **Power** lamp is lit or flashing green, as it may cause malfunction or damage to the machine, making the machine unable to print.
3. Retract the Paper Support, then close the Paper Output Tray.
4. Disconnect the printer cable from the computer and from the machine, and then disconnect the power plug from the machine.
5. Use adhesive tape to secure all the covers on the machine to keep them from opening during transportation. Then pack the machine in the plastic bag.
6. Attach the protective material to the machine when packing the machine.

   Important

   - Pack the machine with the FINE Cartridges left installed in the machine.

   Note

   - Clearly label the box as "FRAGILE" or "HANDLE WITH CARE".

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Opening the Printer Properties Dialog Box (Windows)

The printer driver setup window can be displayed through the application software in use or the Start menu of the Windows.

Open the Printer Properties Dialog Box through the Application Software

Follow the procedure below to configure print settings when printing.

1. Select the command you perform printing on the application software in use.

In general, select Print on the File menu to open the Print dialog box.

2. Select your model name and click Preferences (or Properties).

The printer properties dialog box opens.

Note

- Depending on application software you use, command names or menu names may vary and there may be more steps. For details, refer to the user's manual of your application software.

Open the Printer Properties Dialog Box through the Start Menu

Follow the procedure below to perform maintenance operations such as print head cleaning, or to configure print settings that are common for all application software.

1. Select items from the Start menu as shown below.

- In Windows Vista, select the Start menu > Control Panel > Hardware and Sound > Printers.
- In Windows XP, select the Start menu > Control Panel > Printers and Other Hardware > Printers and Faxes.
- In Windows 2000, select the Start menu > Settings > Printers.

2. Right-click your model name icon and then select Printing Preferences from the displayed menu.

The printer properties dialog box opens.

Important

- Opening the printer properties dialog box through Properties displays such tabs regarding the Windows functions as the Ports (or Advanced) tab. Those tabs do not appear when opening through Printing Preferences or application software. About tabs regarding Windows functions, refer to the user's manual for the Windows.

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Opening the Page Setup and Print Dialog Box (Macintosh)

You can open the Page Setup dialog box and the Print dialog box from the application program you are using.

Opening the Page Setup Dialog Box

Open the Page Setup dialog box to specify page (paper) settings before printing.

1. **Select Page Setup... on the File menu in your application program.**

   The Page Setup dialog box opens.

Opening the Print Dialog Box

Open the Print dialog box to specify print settings before printing.

1. **Select Print... on the File menu in your application program.**

   The Print dialog box opens.

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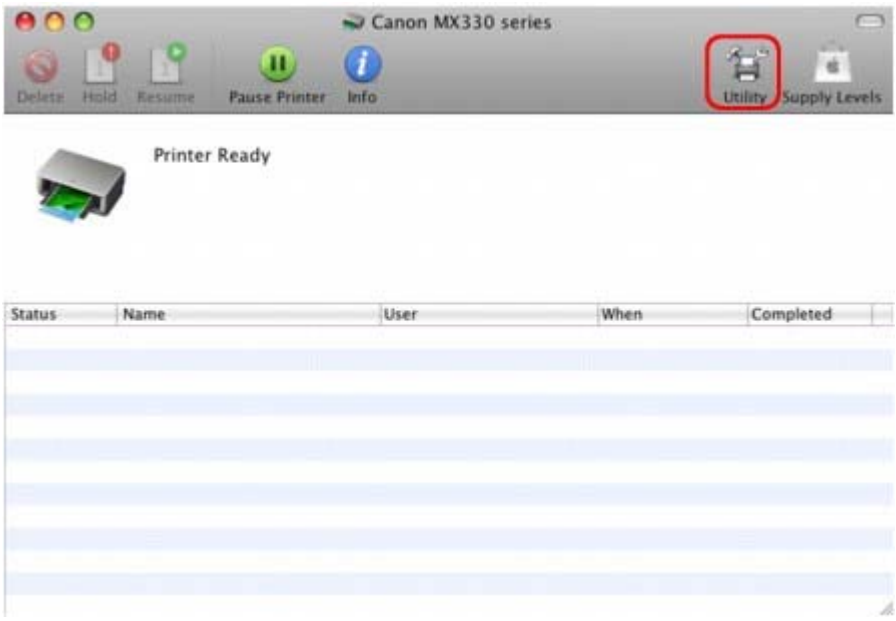
Opening the Canon IJ Printer Utility (Macintosh)

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

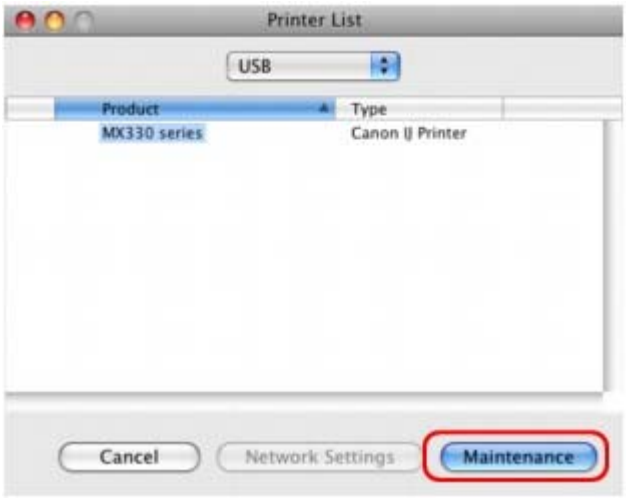
In Mac OS X v.10.5.x

1. **Select System Preferences on the Apple menu.**
2. **Click Print & Fax.**
3. **Select your machine's name in the Printers and click Open Print Queue....**
   The job list of your machine is displayed.
4. **Click Utility.**



The Printer List opens.

5. **Select your machine's name in the Product list and click Maintenance.**



The Canon IJ Printer Utility starts up.

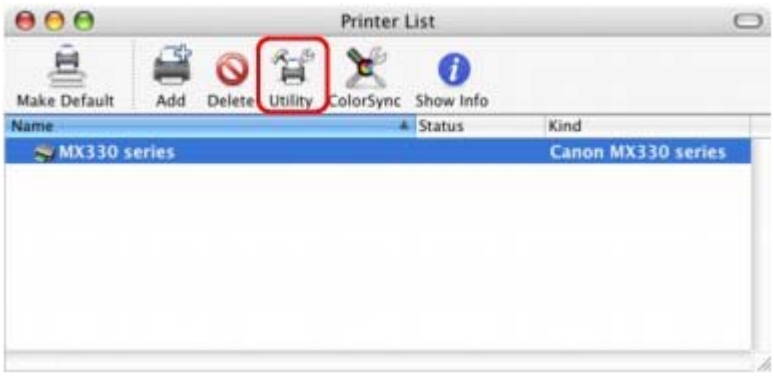
In Mac OS X v.10.4.x or Mac OS X v 10.3.9

1. **Select Applications on the Go menu.**

2. **Double-click the Utilities folder, and then double-click the Printer Setup Utility icon.**

   The Printer List opens.

3. **Select your machine's name in the Name list and click Utility.**



4. **Select your machine's name in the Product list and click Maintenance.**

   The Canon IJ Printer Utility starts up.

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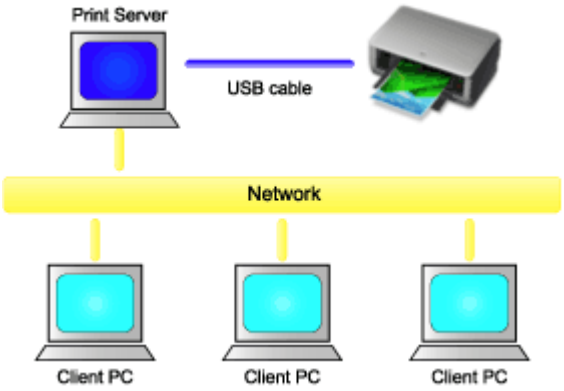
Sharing the Printer on a Network

If multiple computers are being used in the network environment, you can share the printer connected to one computer with other computers.
The Windows versions of the computers connected to the network do not necessarily have to be the same.



- **Settings on Print Server**

  Describes the procedure for setting up a computer directly connected to a printer with a USB cable.

- **Settings on Client PC**

  Describes the procedure for setting up those computers that will use this printer through the network.
  When you execute print, the data is sent through the print server system to the printer.

Important

- In case an error occurred when a document is printed by the client system to a shared printer, the error message of Canon IJ Status Monitor will be displayed both on the client system and the print server system. For regular printing, Canon IJ Status Monitor will be displayed only on the client system.

Note

- Install the printer driver from the Setup CD-ROM that accompanies the machine on the print server system and each of the client systems according to the OS of each system.

Related Topic

Restrictions on Printer Sharing

Settings on Print Server

To use a printer in a network, set printer sharing on the print server system.

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

1. Install the printer driver on the print server system

For details on installation instructions, refer to the "Install the Software" in the manual: Getting Started.

2. Select items from the Start menu as shown below:

- In Windows Vista, select the Start menu -> Control Panel -> Hardware and Sound -> Printers.
- In Windows XP, select the Start menu -> Control Panel -> Printers and Other Hardware -> Printers and Faxes.
- In Windows 2000, select the Start menu -> Settings -> Printers.

The Printers window (Windows Vista, Windows 2000) or Printers and Faxes window (Windows XP) is displayed.

3. Click the icon for the model name of printer to be shared

- In Windows Vista, press the Alt key on your keyboard and then select Run as administrator -> Sharing... from the displayed File menu.
- In Windows XP or Windows 2000, select Sharing... from the File menu.

Note

- Windows XP may display a message recommending the user to use the Network Setup Wizard to set up sharing.
  When this message appears, choose not to use the wizard and then set up sharing.

4. Set sharing

Select Share this printer (Windows Vista, Windows XP) or Shared as (Windows 2000) on the Sharing tab to set a shared name as desired, and click OK.

Important

- In Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling, or starting software.
  This dialog box appears when administrative rights are required to perform a task.
  If you are logged on to an administrator account, click Continue or Allow to continue.
  Some applications require an administrator account to continue. If you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

This completes the setup on the print server system. Next, set up the client systems.

Settings on Client PC

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

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

In Windows Vista

1. Install the printer driver on the client systems

To install the driver, load the Setup CD-ROM that comes with the machine, and select Custom Install.
For details on connection instructions, refer to the "Install the Software" in the manual: Getting Started.

Note

- During the installation, a screen prompting you to turn the printer on appears. Click Manual Selection and then select an appropriate port to complete your installation.

2. Start the wizard

Select the Start menu -> Network -> Add a printer.
The Add Printer window appears.

3. Add a printer

Select Add a network, wireless or Bluetooth printer, and click the icon for the printer that you have configured on the print server system to be shared, and then click Next.

Note

- If the icon for the printer is not displayed, check that the printer is actually connected to the print server.
- It may take some time for the icon for the printer to appear.

4. Complete the setup

Take the appropriate action as described on the screen and then click Finish.
The icon for the shared printer will be created in the Printers window.

This completes the setup on the client systems. You can now share the printer in the network.

In Windows XP/Windows 2000

1. Install the printer driver on the client systems

To install the driver, load the Setup CD-ROM that comes with the machine, and select Custom Install.
For details on connection instructions, refer to the "Install the Software" in the manual: Getting Started.

Note

- During the installation, a screen prompting you to turn the printer on appears. Click Manual Selection and then select an appropriate port to complete your installation.

2. Start the wizard

- In Windows XP, select the Start menu -> Control Panel -> Printers and Other Hardware -> Printers and Faxes -> Add a printer.
- In Windows 2000, select the Start menu -> Settings -> Printers -> Add a printer.

When Welcome to the Add Printer Wizard screen appears, click Next.

3. Add a printer

Select A network printer, or a printer attached to another computer (Windows XP) or Network printer (Windows 2000), then click Next.

On the Specify a Printer window (Windows XP) or Locate Your Printer window (Windows 2000), click Next and then search for the print server system.

Click the icon for the printer that you have configured on the print server system to be shared, and then click Next.

Note

- If the icon for the printer is not displayed, check that the printer is actually connected to the print server.

4. Complete the setup

Take the appropriate action as described on the screen and then click Finish.
The icon for the shared printer will be created in the Printers and Faxes window (Windows XP) or Printers window (Windows 2000).

This completes the setup on the client systems. You can now share the printer in the network.

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Restrictions on Printer Sharing

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

If you are sharing a printer in a network

- A print completion message may be displayed. To disable the message display, follow the procedure below.
  - **In Windows Vista:**

    Press the Alt key from the Printers window on the client system. Open Run as administrator -> Server Properties... from the displayed File menu.

    Uncheck Show informational notifications for network printers on the Advanced tab, and then restart the computer.
  - **In Windows XP or Windows 2000:**

    Open Server Properties from the File menu of the Printer and Faxes window (Windows XP) or the Printers window (Windows 2000) on the print server system.

    Uncheck Notify when remote documents are printed on the Advanced tab, and then restart the computer.
- The bi-directional communication function is disabled so that the correct printer status may not be recognized.

  If a client user opens the printer driver properties and then clicks OK with the Enable bidirectional support check box on the Ports tab unchecked, the bi-directional function of the printer server system may also be disabled.
  In this case, check Enable bidirectional support check box on both the print server system and the client system.
- When you print from a client system, you cannot use Canon IJ Preview.
- If the functions on the Maintenance tab cannot be set properly from a client system, they may be grayed out. In this case, change the settings from the print server.

  When you change the settings of the print server, you should delete the icon of the shared printer from the client system, and then specify the shared settings again in the client system.

If the same printer driver is installed in the print server system and the client system as the local printer

- The net crawl function may automatically create a network printer icon on the client system.

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Easy-PhotoPrint EX

Using Easy-PhotoPrint EX

--- Transforming Your Photos into Creative Works of Art ---

Easy-PhotoPrint EX allows you to create albums, calendars and stickers easily using photos taken with digital cameras.

You can also print borderless photos easily.

Start Easy-PhotoPrint EX

Click Here: Easy-PhotoPrint EX

Note

- See the section below for details on how to use Easy-PhotoPrint EX.
  Printing with the Bundled Application Software

Create a Personalized Photo Album

Creating a personalized photo album is an easy task if you use Easy-PhotoPrint EX!

All you need to do is select which photos to use, select a layout, then load paper into your printer and print. After you bind the printed sheets, you'll have the one and only album of your memories!

You can change the layout and background, and attach comments to photos.

You can also select the size and orientation.

You can arrange a photo across the left and right pages.

CHECK!

Select a theme (background design) to create a single-themed album.

Decorate Items with Text and Frames

You can add text and frames to photos. Attach a description of the photo in an album, and add a frame to enhance the photo's atmosphere.

CHECK! ▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪

Select Album to add text and frames. You cannot decorate photos with Photo Print.

Create a Calendar Using Your Favorite Photos

Create calendars easily with Easy-PhotoPrint EX. Create your own calendar using your favorite photos! It'll be exciting to turn the calendar pages.

You can use all kinds of photos.

You can also create 2-month, 6-month and 12-month calendars.

Create Stickers

Create stickers easily with Easy-PhotoPrint EX!

Create stickers of your favorite photos and share them with your friends!

CHECK! ▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪

You can add text to photos.

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MP Navigator EX

Using MP Navigator EX

MP Navigator EX is an application that enables you to easily scan photos and documents. It is suitable even for beginners.

Start MP Navigator EX

Click Here: MP Navigator EX

Note

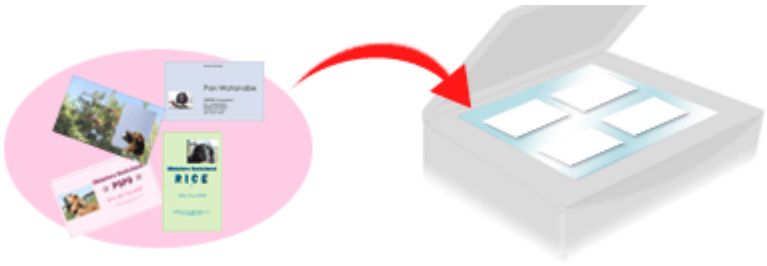
- See "Let's Try Scanning" for details on how to scan images using MP Navigator EX.

Scan Photos and Documents

You can scan easily by navigating through MP Navigator EX screens. You can also save/print scanned images using MP Navigator EX.

Scan Small Documents at One Time

You can scan multiple small documents (photos, cards, etc.) at one time. It is useful as you do not need to scan multiple times.

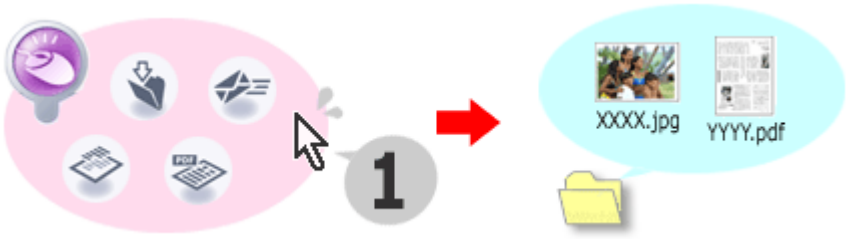


Scan Large Documents

You can easily scan documents that are larger than the Platen using MP Navigator EX. It allows you to scan the left and right halves of a document separately and combine them back into one image.

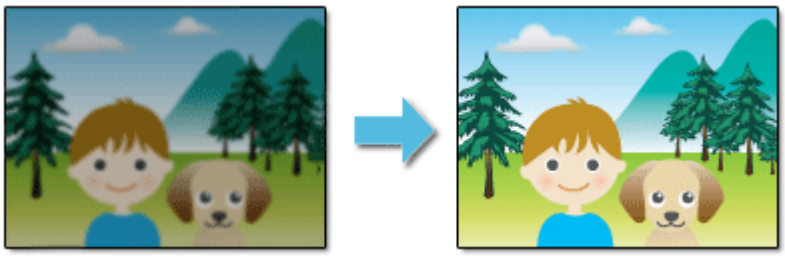
Scan with One-click

In One-click Mode, MP Navigator EX completes from scanning to saving, with a click of an icon. One-click Mode also allows you to scan and save images as PDF files or attach them to e-mail automatically.



Scan and Correct/Enhance Photos

You can easily correct/enhance scanned photos using MP Navigator EX. You do not need to use other applications.



For details on how to use MP Navigator EX, refer to "Scanning with the Bundled Application Software ."

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Advanced Guide

About Solution Menu

Quick Shortcut!! Solution Menu

Solution Menu is a menu window that provides quick access from your desktop to Canon applications, manuals, and online product information.

Important

- The number and types of buttons displayed in the window may vary depending on your printer and region.

Starting Solution Menu

Click Here: Solution Menu

To start from desktop, see below.

Double-click the Canon Solution Menu icon on the desktop. Alternatively, from the Start menu, select (All) Programs > Canon Utilities > Solution Menu > Solution Menu.

From the next time, Solution Menu starts when Windows starts.

If the Start Solution Menu when Windows starts checkbox at the bottom left of the window is not selected, Solution Menu does not start when Windows starts.

Note

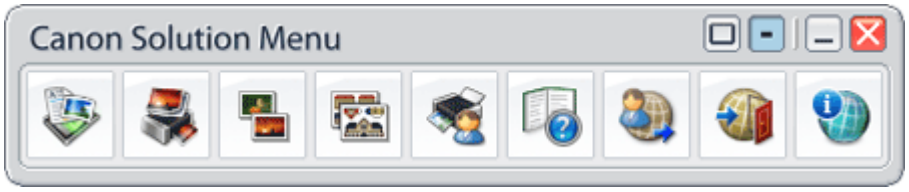
- Solution Menu will start automatically when you install it using the *Setup CD-ROM* that accompanies the printer.

Changing the Window Size

Click (window size: large) or (window size: small) on the title bar to change the window size (large or small).

Solution Menu opens with the last used window size next time it is started.

- When screen size is small



Starting an Application

1. Point to a button on the window to display the description of each application.
2. By clicking each button, the introduced application starts.

   Follow the same steps to view the manuals or online product information.

Important

- Internet connection is required to access the online information. Internet connection fees apply.

Exiting Solution Menu

Click (Close) on the title bar.

Restriction on Use of Solution Menu

This software is subject to the following restriction. Keep this point in mind when using it.

- All icons of the installed applications that support Solution Menu are displayed in the window. After the installation, you cannot rearrange the icons or delete only the icons.

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