Canon

E4500 series

Online Manual

English

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Using Online Manual

- Operating Environment
- Symbols Used in This Document
- Touch-enabled Device Users (Windows)
- Printing Online Manual
- Trademarks and Licenses
- Screenshots in This Manual

Symbols Used in This Document

Warning

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

Important

Instructions including important information that must be observed to avoid damage and injury or improper use of the product. Be sure to read these instructions.

Note

Instructions including notes for operation and additional explanations.

Basics

Instructions explaining basic operations of your product.

Note

- Icons may vary depending on your product.

Touch-enabled Device Users (Windows)

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

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Printing Network Settings

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

Important

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

1. Check that printer is turned on.
2. Load three or more sheets of A4 or Letter-sized plain paper.
3. Press **Setup** button.

   The **Setup menu** screen appears.
4. Select **Device settings** and press **OK** button.
5. Select **LAN settings** and press **OK** button.
6. Select **Print LAN details** and press **OK** button.

   The printer starts printing the network setting information.

The following information on the printer's network setting is printed out. (Some setting values are not displayed depending on the printer settings.)

Item Number	Item	Description	Setting
1	Product Information	Product information	–
1-1	Product Name	Product name	XXXXXXXX
1-2	ROM Version	ROM version	XXXXXXXX
1-3	Serial Number	Serial number	XXXXXXXX
2	Network Diagnostics	Network diagnostics	–
2-1	Diagnostic Result	Diagnostic result	XXXXXXXX
2-2	Result Codes	Result codes	XXXXXXXX
2-3	Result Code Details	Result code details	See Manually Solved Network Troubles to check details on the diagnostic result and result codes.
3	Wireless LAN	Wireless LAN	Enable/Disable
3-2	Infrastructure	Infrastructure	Enable/Disable
3-2-1	Signal Strength	Signal strength	0 to 100 [%]
3-2-2	Link Quality	Link quality	0 to 100 [%]

3-2-3	Frequency	Frequency	XX (GHz)
3-2-4	MAC Address	MAC address	XX:XX:XX:XX:XX:XX
3-2-5	Connection	Connection status	Active/Inactive
3-2-6	SSID	SSID	Wireless LAN network name (SSID)
3-2-7	Channel	Channel	XX (1 to 13)
3-2-8	Encryption	Encryption method	none/TKIP/AES
3-2-10	Authentication	Authentication method	none/auto/open/shared/WPA-PSK/WPA2-PSK
3-2-11	TCP/IPv4	TCP/IPv4	Enable/Disable
3-2-12	IP Address	IP address	XXX.XXX.XXX.XXX
3-2-13	Subnet Mask	Subnet mask	XXX.XXX.XXX.XXX
3-2-14	Default Gateway	Default gateway	XXX.XXX.XXX.XXX
3-2-15	TCP/IPv6	TCP/IPv6	Enable/Disable
3-2-16	Link Local Address	Link local address	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-17	Link Local Prefix Length	Link local prefix length	XXX
3-2-18	Stateless Address1	Stateless address 1	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-19	Stateless Prefix Length1	Stateless prefix length 1	XXX
3-2-20	Stateless Address2	Stateless address 2	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-21	Stateless Prefix Length2	Stateless prefix length 2	XXX
3-2-22	Stateless Address3	Stateless address 3	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-23	Stateless Prefix Length3	Stateless prefix length 3	XXX
3-2-24	Stateless Address4	Stateless address 4	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-25	Stateless Prefix Length4	Stateless prefix length 4	XXX
3-2-26	Default Gateway1	Default gateway 1	XXXX:XXXX:XXXX:XXXX

			XXXX:XXXX:XXXX:XXXX
3-2-27	Default Gateway2	Default gateway 2	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-28	Default Gateway3	Default gateway 3	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-29	Default Gateway4	Default gateway 4	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-2-33	IPsec	IPsec setting	Active/Inactive
3-2-34	Security Protocol	Security method	ESP/ESP & AH/AH/Blank (Not selected)
3-3	Wireless Direct/Access Point Mode	Operation mode for Wireless Direct	Enable/Disable
3-3-1	MAC Address	MAC address	XX:XX:XX:XX:XX:XX
3-3-2	Connection	Connection status	Active/Inactive
3-3-3	SSID	SSID	Wireless Direct network name (SSID)
3-3-4	Password	Password	Wireless Direct password
3-3-5	Channel	Channel	3
3-3-6	Encryption	Encryption method	AES
3-3-7	Authentication	Authentication method	WPA2-PSK
3-3-8	TCP/IPv4	TCP/IPv4	Enable/Disable
3-3-9	IP Address	IP address	XXX.XXX.XXX.XXX
3-3-10	Subnet Mask	Subnet mask	XXX.XXX.XXX.XXX
3-3-11	Default Gateway	Default gateway	XXX.XXX.XXX.XXX
3-3-12	TCP/IPv6	TCP/IPv6	Enable/Disable
3-3-13	Link Local Address	Link local address	XXXX:XXXX:XXXX:XXXX XXXX:XXXX:XXXX:XXXX
3-3-14	Link Local Prefix Length	Link local prefix length	XXX
3-3-15	IPsec	IPsec setting	Active/Inactive
3-3-16	Security Protocol	Security method	ESP/ESP & AH/AH/Blank (Not selected)
5	Other Settings	Other settings	–
5-1	Printer Name	Printer name	Printer name

5-2	Wireless Direct Dev-Name	Device name for wireless direct	Device name for wireless direct
5-4	WSD Printing	WSD printing setting	Enable/Disable
5-5	WSD Timeout	Timeout	1/5/10/15/20 [min]
5-6	LPD Printing	LPD printing setting	Enable/Disable
5-7	RAW Printing	RAW printing setting	Enable/Disable
5-9	Bonjour	Bonjour setting	Enable/Disable
5-10	Bonjour Service Name	Bonjour service name	Bonjour service name
5-11	LLMNR	LLMNR setting	Enable/Disable
5-12	SNMP	SNMP setting	Enable/Disable
5-14	DNS Server	Obtain DNS server address automatically	Auto/Manual
5-15	Primary Server	Primary server address	XXX.XXX.XXX.XXX
5-16	Secondary Server	Secondary server address	XXX.XXX.XXX.XXX
5-17	Proxy Server	Proxy server setting	Enable/Disable
5-18	Proxy Address	Proxy address	XXXXXXXXXXXXXXXXXXX
5-19	Proxy Port	Proxy port specification	1 to 65535
5-20	Cert. Fingerprt(SHA-1)	Certificate fingerprint(SHA-1)	xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx
5-21	Cert. Fingerprt(SHA-256)	Certificate fingerprint(SHA-256)	xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxx

("XX" represents alphanumeric characters.)

Default Network Settings

LAN Connection Defaults

Item	Default
Network name (SSID)	BJNPSETUP
Wi-Fi security	Disable
IP address (**IPv4**)	**Auto setup**
IP address (**IPv6**)	Auto setup
Set printer name*	XXXXXXXXXXXX
Enable/disable IPv6	**Enable**
Enable/disable WSD	**Enable**
Timeout setting	**15 minutes**
Enab./disab. Bonjour	**Enable**
Service name	Canon E4500 series
LPR setting	**Enable**
RAW protocol	**Enable**
LLMNR	**Enable**

("XX" represents alphanumeric characters.)

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

➡ LAN settings

Wireless Direct Defaults

Item	Default
WL Direct net.(SSID)	DIRECT-abXX-E4500series *1
Password	YYYYYYYYYY *2
Security method	**WPA2-PSK (AES)**
Confirm request	Displayed

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

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

Connecting with Wireless Direct

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

- Wireless connection (connecting devices via a wireless router)
- Direct wireless connection (connecting devices directly without a wireless router)

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

- **Connecting**
  1. Enable Wireless Direct for printer
  2. Connecting a smartphone/tablet/computer to the printer
- **Changing settings**

  ➡ Changing Wireless Direct Setting

Important

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

  ➡ Restrictions

Enable Wireless Direct for printer

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

   The **Setup menu** screen appears.
3. Select **Device settings** and press the **OK** button.
4. Select **LAN settings** and press the **OK** button.
5. Select **Wireless Direct** and press the **OK** button.
6. Select **Switch WL Direct** and press the **OK** button.
7. Check displayed message, select **Yes** and press the **OK** button.

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

   Note

   - After completing the settings, you can check the **Network name(SSID)**, **Security protocol**, and **WL Direct net.(SSID)** by pressing ◄► button.

- When displaying the **Security protocol**, a screen appears asking whether to display the password at the same time. To display the password, select **Yes**. To not display the password, select **No**.
- The password is required when connecting a device to the printer. Depending on the device you are using, no password is required.
- When you connect a Wi-Fi Direct compatible device to the printer, select the printer name from your device.
- To change the identifier (SSID) and the password, see below.

  ➡ Changing Wireless Direct Setting

Connecting a smartphone/tablet/computer to the printer

1. Enable Wi-Fi function on smartphone/tablet/computer.

   Enable Wi-Fi in the Settings menu on your smartphone/tablet/computer.

   For instructions on enabling the Wi-Fi function, refer to the instruction manual for your smartphone/tablet/computer.

2. Select "DIRECT-XXXX-E4500series" ("X" represents alphanumeric characters) from list on your smartphone/tablet/computer.

   Note

   - If "DIRECT-XXXX-E4500series" does not appear on the list, Wireless Direct is not enabled.

     See Changing Printer Setting to Use Wireless Direct to enable Wireless Direct.

3. Enter **Password** on smartphone/tablet/computer.

   The smartphone/tablet/computer is connected to the printer.

   Note

   - Check the password for the Wireless Direct.

     Check by one of the following methods.

     - Display on the LCD of the printer.

       ➡ LAN settings

     - Print the network settings.

       ➡ Printing Network Settings

   - Depending on the device you are using, entering the password is required to connect a device to the printer via Wi-Fi. Enter the password specified for the printer.
   - If the printer is set to display a confirmation screen in **Confirm request** of Changing Wireless Direct Setting, when the wireless direct compatible device connects to the printer, a confirmation screen asking for permission to connect is displayed on the printer LCD.

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

You can print from your smartphone or tablet by installing Canon PRINT Inkjet/SELPHY. Download it from App Store and Google Play.

- For iOS device
- For Android device

Changing Wireless Direct Setting

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

Note

- To change the Wireless Direct settings, you need to enable Wireless Direct in advance.
  - Enable Wireless Direct for printer

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

   The **Setup menu** screen appears.
3. Select **Device settings** and press the **OK** button.
4. Select **LAN settings** and press the **OK** button.
5. Select **Wireless Direct** and press the **OK** button.
6. Select a setting item.

   Press ◄► button to switch the desired setting item.

   - **Change name (SSID)**

     Change the identifier (SSID) for Wireless Direct.

     The identifier (SSID) is the printer's name (device name) displayed on a Wi-Fi Direct compatible device.

     Follow the procedure below to change the identifier (SSID).

     - To set manually

       1. Select **Manual setup** and press the **OK** button.
       2. Enter the new identifier (SSID).

          Use the numeric keypad to enter each digit.

          You can move the cursor by pressing the ◄► button.

          One character can be erased by pressing the **Back** button.

Press the * button on the numeric keypad to change the input mode (uppercase, lowercase, numbers).

Press the # button on the numeric keypad to change the symbols.

3. Confirm the input contents and press and hold **OK** button.
4. Check displayed message, press the **OK** button.

◦ To set automatically

1. Select **Auto update** and press **OK** button.
2. Select **Yes** and press **OK** button.

Note

- After completing the settings, you can check the **Network name(SSID)**, **Security protocol**, and **WL Direct net.(SSID)** by pressing ◄► button.
- When displaying the **Security protocol**, a screen appears asking whether to display the password at the same time. To display the password, select **Yes**. To not display the password, select **No**.

- **Change password**

Change the password for Wireless Direct.

◦ To set manually.

1. Select **Manual setup** and press the **OK** button.
2. Enter the new password (10 characters).

Use the numeric keypad to enter each digit.

You can move the cursor by pressing the ◄► button.

One character can be erased by pressing the **Back** button.

Press the * button on the numeric keypad to change the type of characters to enter (uppercase / lowercase, numbers).

3. Confirm the input contents and press and hold **OK** button.

◦ To set automatically

1. Select **Auto update** and press **OK** button.
2. Select **Yes** and press **OK** button.

Note

- After completing the settings, you can check the **Network name(SSID)**, **Security protocol**, and **WL Direct net.(SSID)** by pressing ◄► button.
- When displaying the **Security protocol**, a screen appears asking whether to display the password at the same time. To display the password, select **Yes**. To not display the password, select **No**.

- **Confirm request**

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

If you want the printer to display the screen to inform you a Wi-Fi Direct compatible device is connecting to the printer, select **Yes** and press the **OK** button.

Important

- To prevent an unauthorized access, we recommend you should select the setting to display the confirmation screen.

Note

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

Easy Understanding Network Connections

What is Wireless Connection

Connect the printer and devices (e.g. computer/smartphone/tablet) using a wireless router.

If you have a wireless router, we recommend you use one for wireless connection.



- Connection methods vary depending on the wireless router type.
- You can change network settings such as the network name (SSID) and security protocol on the printer.
- When the connection between a device and a wireless router is completed and (Wi-Fi icon) is displayed in the device's screen, you can connect the device to the printer using the wireless router.

What is Wireless Direct Connection

Connect the printer and devices (e.g. computer/smartphone/tablet) without using a wireless router.



- While you are using the printer with Wireless Direct, Internet connection from the printer becomes unavailable. In that case, web services for the printer cannot be used.
- If you connect a device connected to the Internet via a wireless router to the printer that is in the Wireless Direct, the connection between the device and wireless router will be disabled. In that case, the connection of the device may switch to a mobile data connection automatically depending on your device. Transmission fees for connecting to the Internet using a mobile data connection apply.
- In the Wireless Direct, you can connect up to five devices at the same time. If you try to connect a sixth device while five devices are already connected, an error will appear. If an error appears, disconnect a device you do not use and configure settings again.
- Network settings such as the network name (SSID) and security protocol are specified automatically.

➡ Connecting with Wireless Direct

USB Connection (Reference)

Note

- You can connect the printer and computer using a USB cable (USB connection). Prepare a USB cable. For details, see Switching Printer's Connection to Network or Terminal Devices.

Network Connection Settings/Setup

Perform connection setup for the printer and computer/smartphone/tablet.

For more on setup procedure, see the web page.

Connecting with Wireless Direct

➡ Connecting with Wireless Direct

Changing Network Settings

See below for changing connection settings for the printer and computer/smartphone/tablet.

- To change network connection method:
  - ➡ Switching Printer's Connection to Network or Terminal Devices
  - ➡ Changing the Connection Mode
- To add computer/smartphone/tablet to the printer:
  - ➡ Switching Printer's Connection to Network or Terminal Devices

Wi-Fi Connection Assistant

Wi-Fi Connection Assistant checks or diagnoses the settings of the printer and those of computer and restores the status of them if anything is wrong with network connection. Select either link below to download Wi-Fi Connection Assistant.

- ➡ Checking Printer Connection Status Using Wi-Fi Connection Assistant
- Performing/Changing Network Settings (Windows)

  For Windows, you can perform network settings using Wi-Fi Connection Assistant.

  - ➡ Wi-Fi Connection Assistant (Windows)
- Diagnosing and Repairing Network Settings (Windows/macOS)

  You can diagnose or repair network settings using Wi-Fi Connection Assistant.

  - **For Windows:**
    - ➡ Wi-Fi Connection Assistant (Windows)
  - **For macOS:**
    - ➡ Wi-Fi Connection Assistant (macOS)

Network Connection Tips

See below for tips on using the printer via network connection.

- ➡ Network Connection Tips (Windows/macOS)
- ➡ Handling Printer Configuration Using the Web Browser
- ➡ Countermeasures against Unauthorized Access

Troubleshooting

See Network FAQ for troubleshooting on network connection.

Notice/Restriction

See below for details.

- Restrictions on network settings:
  - ➡ Restrictions
- Notices when printing using web service:
  - ➡ Notice for Web Service Printing

Restrictions

When connecting another device while a device (such as a computer) is already connected to the printer, connect it using the same connection method as the connected device.
If you connect using a different connection method, the connection to the device in use will be disabled.

Connect via wireless router

- Make sure your device and the wireless router are connected. For details on checking these settings, see the manual supplied with the wireless router or contact its manufacturer.
  As for a device already connected to the printer without using a wireless router, reconnect it via a wireless router.
- Configuration, router functions, setup procedures and security settings of wireless routers vary depending on the system environment. For details, see the manual for your wireless router or contact its manufacturer.
- This printer does not support wireless networking standards using the 5 GHz band. Check if your device supports IEEE802.11n (2.4 GHz), IEEE802.11g or IEEE802.11b.
- If your device is set to the "IEEE802.11n only" mode, TKIP cannot be used as a security protocol. Change the security protocol for your device to something other than TKIP or change the setting to something other than "IEEE802.11n only."
  The connection between your device and the wireless router will be temporarily disabled while the setting is changed. Do not proceed to the next screen of this guide until setup is complete.
- For office use, consult your network administrator.
- Note that if you connect to a network with no security protection, your personal information could be disclosed to a third party.

Wireless Direct

Important

- If a device is connected to the Internet via a wireless router, and you then connect it to a printer in Wireless Direct mode, the existing connection between the device and wireless router will be disabled. In that case, the connection of the device may switch to a mobile data connection automatically depending on your device. When you connect to the Internet using a mobile data connection, charges may apply depending on your contract.
  - When you connect a device and the printer using Wireless Direct, the connection information will be saved to Wi-Fi settings. The device may be connected to the printer automatically even after disconnecting it or connecting it to another wireless router.
  - To prevent automatic connection to the printer in Wireless Direct mode, change the connection mode after using the printer, or set not to connect automatically in the Wi-Fi settings of the device.
    For details on changing the settings of your device, see the manual supplied with the device or contact its manufacturer.

- If you connect a device and the printer using Wireless Direct, Internet connection may become unavailable depending on your environment. In that case, web services for the printer cannot be used.

- In Wireless Direct mode, you can connect up to five devices at the same time. If you try to connect a sixth device while five devices are already connected, an error will appear.
  If an error appears, disconnect a device that does not use the printer, and then redo the settings.
- Devices connected to the printer using Wireless Direct cannot communicate with each other.
- Firmware updates for the printer are not available while using Wireless Direct.
- When a device has been connected to the printer without using a wireless router and you want to set it up again using the same connection method, disconnect it first. Disable the connection between the device and printer in the Wi-Fi setting screen.

Network Connection Tips (Windows/macOS)

- **Detect Same Printer Name**
- **Switching Printer's Connection to Network or Terminal Devices**

Detect Same Printer Name

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

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

- **For Windows:**

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

- **For macOS:**

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

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

Note

- Serial number may not appear on result screen.

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

➡ Printing Network Settings

Note

- Some models allow you to check the serial number on the LCD.

  ➡ System information

Switching Printer's Connection to Network or Terminal Devices

Check the following items when connecting a newly added computer to the LAN environment to the printer, changing the connection method from USB to LAN, or changing the wireless LAN (Wi-Fi) connection method.

- Connects to Another Computer via LAN/Changes from USB to LAN Connection
- Switching LAN Connection Method
- Reconfiguration Method of Wi-Fi Connection

Connects to Another Computer via LAN/Changes from USB to LAN Connection

To connect an additional computer to the printer via LAN, or to change from USB to LAN connection, refer to Setup Guide to setup.

Switching LAN Connection Method

If you want to switch the connection method to USB when the printer is used with a LAN connection, check the following item.

- **For Windows:**
  - Refer to Setup Guide to setup.
- **For macOS:**
  - Refer to Setup Guide to setup.

Reconfiguration Method of Wi-Fi Connection

Follow either procedure below to change Wi-Fi connection method (infrastructure or Wireless Direct).

- **For Windows:**
  - See Changing the Connection Mode.
  - Perform settings on the **Network Settings** screen on Wi-Fi Connection Assistant.

Important

- Before you perform settings using Wi-Fi Connection Assistant, turn on Easy Wireless (Easy WL) connect mode on the printer following the procedure below.

1. Check that printer is turned on.
2. Press and hold  (**Menu/Wireless connect**) button for 3 seconds.

LCD and Operation Panel

3. Perform operations following instructions on your computer, smartphone/tablet.

4. If message saying setup is completed appears, press **OK** button.

- **For macOS:**

  See Changing the Connection Mode.

Wi-Fi Connection Assistant (Windows)

- **Wi-Fi Connection Assistant**
- **Starting Up Wi-Fi Connection Assistant**
- **Diagnosing and Repairing Network Settings**
- **Performing/Changing Network Settings**
- **List of Models Which Does Not Support Diagnosis and Repair Function**
- **List of Models Which Does Not Support IPv6 Configuration via USB Connection**

Important

- Some functions may not be available depending on your model and software version.

Wi-Fi Connection Assistant

Wi-Fi Connection Assistant allows you to diagnose or repair the network status, and to perform printer settings on network.

Use Wi-Fi Connection Assistant for:

- Searching printers on network and performing initial network setup for detected printers
- Performing initial network setup by connecting the printer and computer using a USB cable (Not available for some models)
- Changing printer network settings
- Diagnosing the settings of the printer and those of computer on which Wi-Fi Connection Assistant is installed if anything is wrong with connection. In addition, Wi-Fi Connection Assistant repairs the status of the printer and computer (Not available for some models).

Important

- Depending on the printer you are using, an administrator password is already specified for the printer at the time of purchase. When you change the network settings, authentication by the administrator password is required.

  For details:

  ➡ Administrator Password

  For improving security, we recommend to change the administrator password.

  ➡ Change Administrator Password

- To use the printer over LAN, make sure you have the equipment necessary for the connection type, such as a wireless router or a LAN cable.
- When you install Wi-Fi Connection Assistant, disable block function of firewall.
- Do not change network settings using Wi-Fi Connection Assistant while printing is in progress.

Starting Up Wi-Fi Connection Assistant

Start up Wi-Fi Connection Assistant as shown below.

- In Windows 10, select **Start** > (**All apps** >) > **Canon Utilities** > **Wi-Fi Connection Assistant**.
- In Windows 8.1 or Windows 8, select **Wi-Fi Connection Assistant** on the **Start** screen to start Wi-Fi Connection Assistant. If **Wi-Fi Connection Assistant** is not displayed on the **Start** screen, select the **Search** charm and search for "Wi-Fi Connection Assistant".
- In Windows 7 or Windows Vista, click **Start** and select **All Programs**, **Canon Utilities**, **Wi-Fi Connection Assistant**, and then **Wi-Fi Connection Assistant**.

When you start up Wi-Fi Connection Assistant, a message appears. Check the message and select **Yes**. The screen below appears.



Select **Diagnose and Repair** or **Printer Network Setup** on the displayed screen.

- If you select **Diagnose and Repair**:

  ➡ Diagnosing and Repairing Network Settings

- If you select **Printer Network Setup**:

  ➡ Performing/Changing Network Settings

Diagnosing and Repairing Network Settings

Wi-Fi Connection Assistant diagnoses and repairs computer settings or connection between the computer and printer when a problem (e.g. cannot print from a printer on the network) occurs.

Important

- Some models do not support diagnosis and repair function.

  For details:

  ➡ List of Models Which Does Not Support Diagnosis and Repair Function

Follow the procedure below.

1. Start up Wi-Fi Connection Assistant.
2. Check the displayed message and select **Yes**.
3. Select **Diagnose and Repair** on the displayed screen.

   Perform operations following the instructions on the screen.

   Note

   - This function checks the following items:
     - whether the computer is connected to the router
     - whether a web page on the Internet can be viewed
     - whether the printer can be detected on the network
     - whether the signal strength or communication level is sufficient (when using Wi-Fi)
     - whether the printer port setting matches with the network setting

Performing/Changing Network Settings

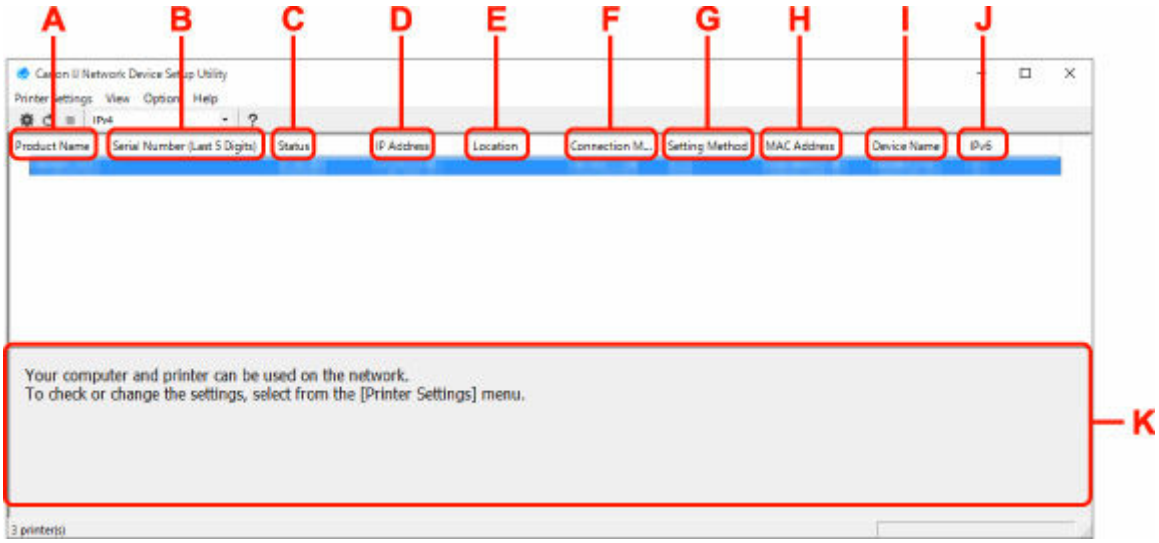
- Canon Wi-Fi Connection Assistant Screen
- Performing Network Settings

Canon Wi-Fi Connection Assistant Screen

- Items on Canon Wi-Fi Connection Assistant Screen
- Menus on Canon Wi-Fi Connection Assistant Screen
- Items on Canon Wi-Fi Connection Assistant Screen Toolbar

Items on Canon Wi-Fi Connection Assistant Screen

The screen below appears when you start up Wi-Fi Connection Assistant and select **Printer Network Setup**. Detected printers are listed on the screen and the items below are shown.



A: Product Name

Displays the product name of detected printer. The icon below appears on the left if the printer cannot be used.

: Appears when the printer requires setup or has not been configured.

: Appears when the IP address is duplicated to another printer.

: Appears when you cannot communicate with the printer.

Note

- If a printer you want to use is not detected, try to set the criteria for printer search.

  ➡ Setting Criteria for Printer Search/Searching Specific Printer

- Right-clicking a printer displays setting items or items to confirm.

B: Serial Number (Last 5 Digits)

Displays the last five digits of printer's serial number.

C: Status

Displays the printer status as shown below.

- **Available**

  Indicates the printer is available.

- **Setup Completed**

Appears after performing network setup and clicking **Set** to close the window.

- **Requires Setup**

  Indicates the printer is required to perform Wi-Fi setup.

  ➡ Performing/Changing Wi-Fi Settings

- **Not Set**

  Indicates the printer cannot be used on network, or IPv6 is disabled. Specify an IP address or enable IPv6 on **Network Settings...**.

  ➡ Performing/Changing Wi-Fi Settings

- **IP Address Overlap**

  Indicates the IP address is duplicated to another printer.

- **Unknown**

  Indicates the printer recognized as **Available** in the past cannot be used currently.

Note

- If **USB** is selected from the pulldown menu on the toolbar, nothing is displayed.

D: IP Address

Displays the printer IP address. Nothing is displayed if the printer status is **Requires Setup**.

Note

- If **USB** is selected from the pulldown menu on the toolbar, "-" is displayed.

E: Location

Displays the printer location if it is registered. Nothing is displayed if the printer status is **Requires Setup**.

Note

- If **USB** is selected from the pulldown menu on the toolbar, nothing is displayed.

➡ Assigning Printer Information

F: Connection Method

Displays printer connection method (wired LAN, Wi-Fi, or USB).

Note

- If **USB** is selected from the pulldown menu on the toolbar, **USB** is displayed.
- If the printer supports both of the LAN connection methods, the printer is recognized as two printers and they are displayed separately. (The same numbers are displayed on **Serial Number (Last 5 Digits)**.)
- If the printer does not support wired LAN, wired LAN is not displayed.
- If you are using Wi-Fi Connection Assistant on the computer which does not support Wi-Fi, Wi-Fi is not displayed.

G: Setting Method

Displays printer setting method.

- **Auto**

Appears if the printer is used by IP address specified automatically.

- **Manual**

  Appears if the printer is used by IP address specified manually.

Note

- If **USB** is selected from the pulldown menu on the toolbar, "-" is displayed.

H: MAC Address

Displays the MAC address of the detected printer.

Note

- If **USB** is selected from the pulldown menu on the toolbar, "-" is displayed.

I: Device Name

Displays the printer device name if it is registered.

Note

- If **USB** is selected from the pulldown menu on the toolbar, nothing is displayed.
- The printer with **Requires Setup** displayed on **Status** is not displayed.

➡ Assigning Printer Information

J: IPv6

On appears when an IPv6 address is assigned for the printer.

Note

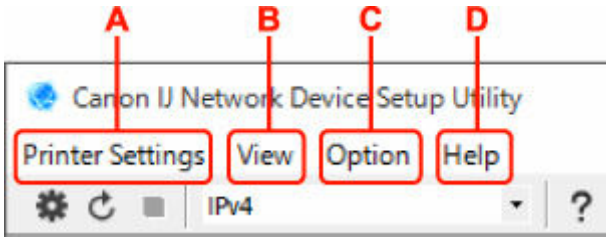
- If **USB** is selected from the pulldown menu on the toolbar, "-" is displayed.

K: Displays the printer status and operation guides.

Selecting a printer from the printer list displays its current status and what to do next.

Menus on Canon Wi-Fi Connection Assistant Screen

This section describes menus on **Canon Wi-Fi Connection Assistant** screen.



A: Printer Settings menu

➡ Printer Settings Menu

B: View menu

➡ View Menu

C: Option menu

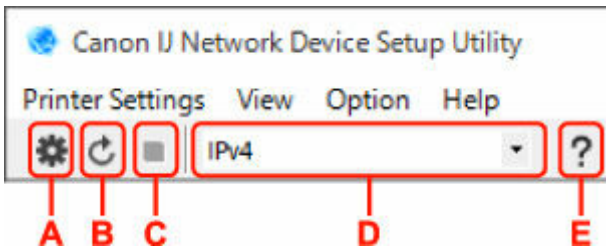
➡ Option Menu

D: Help menu

➡ Help Menu

Items on Canon Wi-Fi Connection Assistant Screen Toolbar

This section describes items on **Canon Wi-Fi Connection Assistant** Screen toolbar.



A: Perform wired or Wi-Fi setup.

Note

- This item has the same function as **Network Settings...** in the **Printer Settings** menu.

B: Redetects printers.

Note

- This item has the same function as **Update** in the **View** menu.

C: Stops detecting printers.

Note

- This item has the same function as **Cancel** in the **View** menu.

D: Switches the printer list. (IPv4, IPv6, or USB printers)

Note

- This item has the same function as **Switch View** in the **View** menu.
- You can also display the USB connected printer list. (Not available for some models.) In this case, select **USB**.

E: Displays this guide.

Note

- This item has the same function as **Online Manual** in the **Help** menu.

Performing Network Settings

- **Performing/Changing Wired LAN Connection (Ethernet Cable) Settings （Supported models only）**
- **Performing/Changing Wi-Fi Settings**
- **Assigning Printer Information**

Important

- Some functions may not be available depending on your model and software version.

Performing/Changing Wired LAN Connection (Ethernet Cable) Settings（Supported models only）

Follow the procedure below to perform/change wired LAN settings.

Important

- These settings are not available if your printer does not have a wired LAN connection.

Note

- For some models, you can perform network setup for a USB connected printer using Wi-Fi Connection Assistant. Select **USB** on **Switch View** under the **View** menu to display printers for which you can perform setup.

1. Start up Wi-Fi Connection Assistant.
2. Check the displayed message and select **Yes**.
3. Select **Printer Network Setup** on the displayed screen.

   Detected printers are listed.
4. Select printer to perform/change settings from printer list.

   Select the printer with **Wired LAN** displayed on **Connection Method** and **Available** displayed on **Status** to perform settings.

   You can perform settings for a printer with **Available** not displayed on **Status** via USB connection.

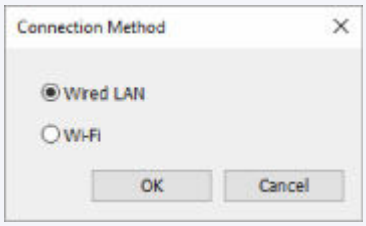
   To perform setup for a USB connected printer, select **USB** from the pulldown menu on the toolbar and select the printer to perform/change settings.
5. Select **Network Settings...** on **Printer Settings** menu.

   The **Confirm Printer Password** screen appears.

   For more on the password, refer to Administrator Password.

   ### Note

   - Clicking the ⚙ icon allows you to perform/change settings.
   - If you select a USB connected printer on step 4, the screen below appears after the **Confirm Printer Password** screen appears

     Select **Wired LAN** and click **OK**.

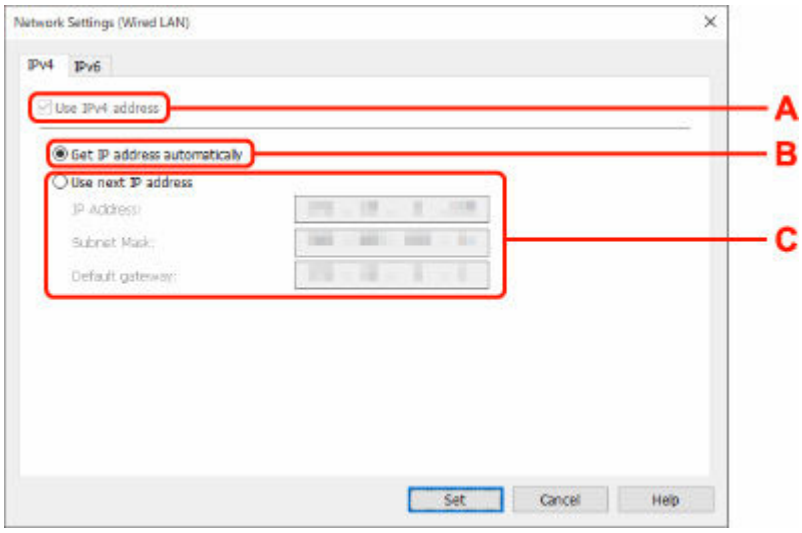
6. Enter password and click **OK**.

   The **Network Settings** screen appears.

7. Perform/change settings.

   You can switch the screen between IPv4 and IPv6. Click the tab to switch the protocol.

   - IPv4 settings



   A: Use IPv4 address

   Always selected. (displayed in a gray out state)

   B: Get IP address automatically

   Select this option to use an IP address automatically assigned by a DHCP server. DHCP server functionality must be enabled on your router.

   C: Use next IP address

   Select this option if no DHCP server functionality is available in your setup where you use the printer, or you want to use a fixed IP address.

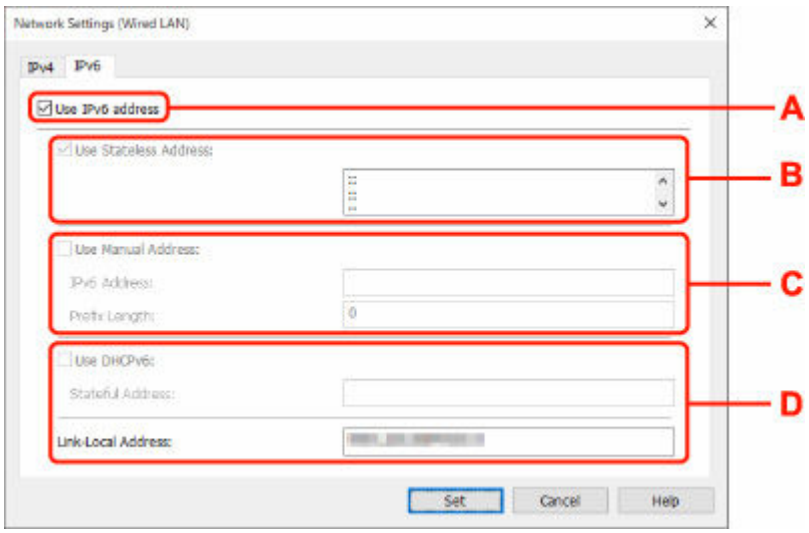
   Enter the IP address, subnet mask, and default gateway.

   - IPv6 settings

   Note

   - If you select a USB connected printer on step 4, you cannot perform IPv6 settings depending on the printer you are using.

     For details, see List of Models Which Does Not Support IPv6 Configuration via USB Connection.



A: Use IPv6 address

Select when you use the printer with IPv6 environment.

B: Use Stateless Address:

Select when you use an IP address assigned automatically. Use a router compatible with IPv6.

Note

- This setting item is not available depending on the printer you are using.

C: Use Manual Address:

Select this option if no DHCP server functionality is available in your setup where you use the printer, or you want to use a fixed IP address.

Enter the IP address and IP address prefix length.

Note

- This setting item is not available depending on the printer you are using.

D: Use DHCPv6:

Select when you obtain an IP address using DHCPv6.

Note

- This setting item is not available depending on the printer you are using.

8. Click **Set**.

Performing/Changing Wi-Fi Settings

Follow the procedure below to perform/change Wi-Fi settings.

Important

- Enable Easy wireless connect (Cableless setup) before performing printer setup. (Not required if you change the IP address.) For details, search for "NR049" on your printer's online manual and see the page shown.
- If you use a printer over the Wi-Fi, we highly recommend you perform security settings for Wi-Fi network using WPA/WPA2 from the viewpoint of security.

Note

- For some models, you can perform network setup for a USB connected printer using Wi-Fi Connection Assistant. Select **USB** on **Switch View** under the **View** menu to display printers.

1. Start up Wi-Fi Connection Assistant.

2. Check the displayed message and select **Yes**.

3. Select **Printer Network Setup** on the displayed screen.

   Detected printers are listed.

4. Select printer to perform/change settings from printer list.

   Select the printer with **Wi-Fi** displayed on **Connection Method** and **Available** or **Requires Setup** displayed on **Status** to perform settings.

   You can perform settings for a printer with **Available** or **Requires Setup** not displayed on **Status** via USB connection.

   To perform setup for a USB connected printer, select **USB** from the pulldown menu on the toolbar and select the printer to perform/change settings.

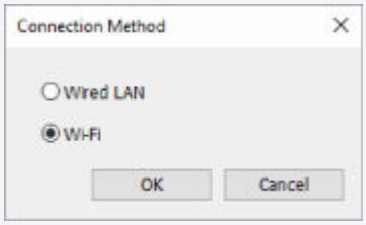
5. Select **Network Settings...** on **Printer Settings** menu.

   The **Confirm Printer Password** screen appears.

   For more on the password, refer to Administrator Password.

   ### Note

   - Clicking the ⚙ icon allows you to perform/change settings.
   - If you select a USB connected printer on step 4 and the selected printer is compatible with wired LAN, the screen below appears after the **Confirm Printer Password** screen appears

Select **Wi-Fi** and click **OK**.

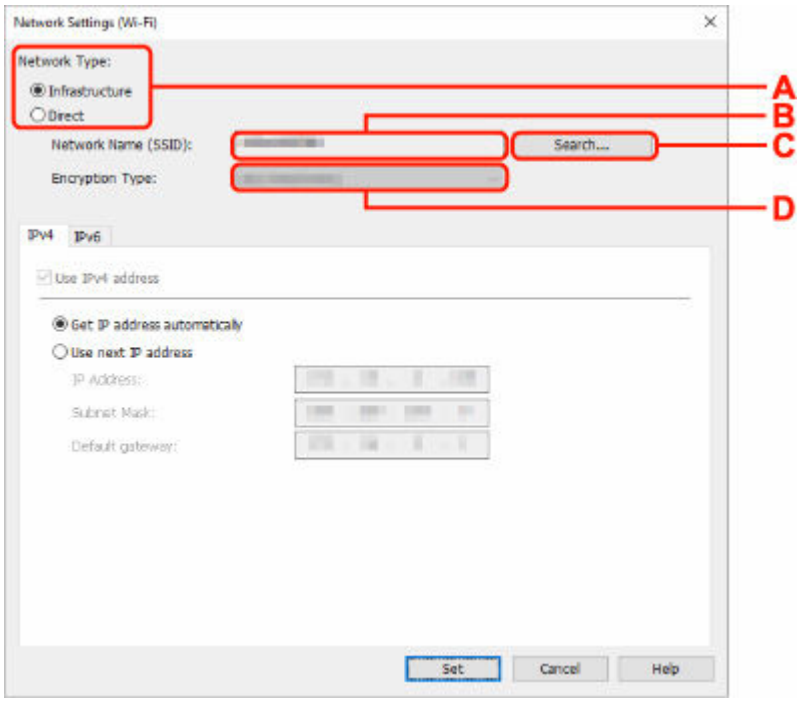
6. Enter password and click **OK**.

   The **Network Settings** screen appears.

7. Perform/change settings.

   You can switch the screen between IPv4 and IPv6. Click the tab to switch the protocol.

   - IPv4/IPv6 settings



A: Network Type:

Select the Wi-Fi mode.

- **Infrastructure**

  Connects the printer to the Wi-Fi with a wireless router.

- **Direct**

  Connects the printer to wireless communication devices (smartphone or tablet) without a wireless router.

Note

- If Wi-Fi is enabled on the computer and if you select a USB connected printer on step 4, you can select **Direct** depending on the printer you are using.
- If **Direct** is selected, all items are displayed in a gray out status and you cannot perform any settings.

  In addition, you cannot connect to Internet from your computer depending on your operating environment.

B: Network Name (SSID):

The network name (SSID) of the Wi-Fi currently used is displayed.

The network name (SSID) for Wireless Direct appears while in Wireless Direct.

C: Search...

The **Detected Wireless Routers** screen is displayed to select a wireless router to connect to. For a wireless router already connected to the computer, **Available** is displayed on **Communication Status**.

If you select a wireless router with **Not Connected** on **Communication Status** from the list, clicking **Set** displays the WPA/WPA2 or WEP setting screen for a wireless router.

➡ If WEP Details Screen Appears
➡ If WPA/WPA2 Details Screen Appears

D: Encryption Type:

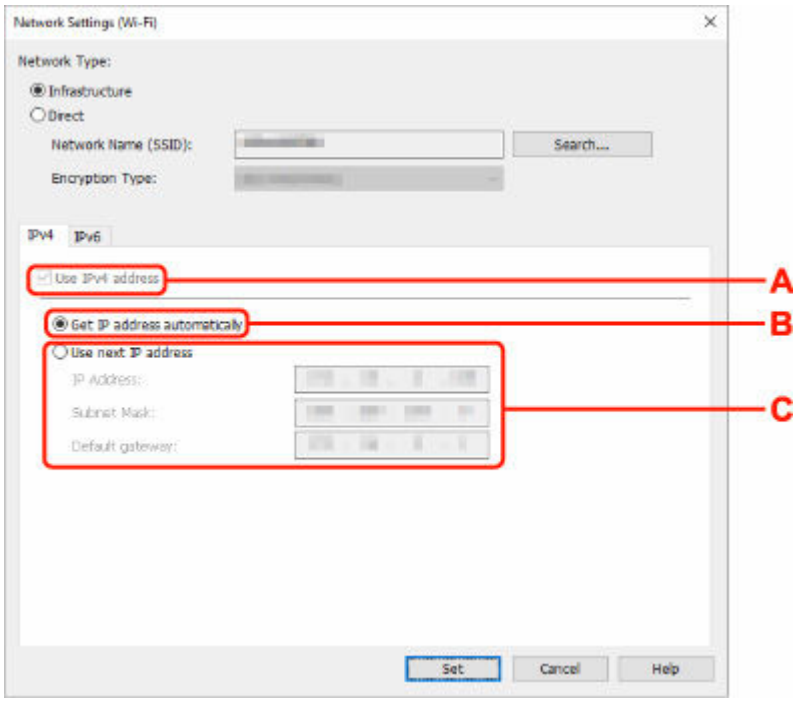
Displays the encryption method used over the Wi-Fi.

- IPv4 settings

Note

- The setting items below are available only when **Infrastructure** is selected for **Network Type:**.

  If **Direct** is selected, all items are displayed in a gray out status and you cannot perform any settings.



A: Use IPv4 address

Always selected. (displayed in a gray out state)

B: Get IP address automatically

Select this option to use an IP address automatically assigned by a DHCP server. DHCP server functionality must be enabled on your wireless router.

C: Use next IP address

Select this option if no DHCP server functionality is available in your setup where you use the printer, or you want to use a fixed IP address.

Enter the IP address, subnet mask, and default gateway.

- IPv6 settings

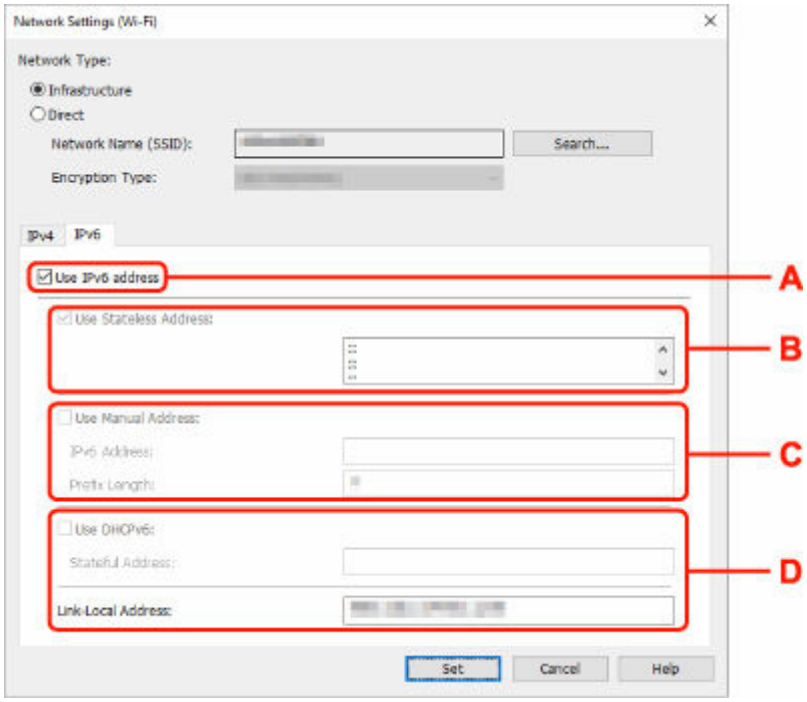
Note

- If you select a USB connected printer on step 4, you cannot perform IPv6 settings depending on the printer you are using.

  For details, see List of Models Which Does Not Support IPv6 Configuration via USB Connection.

- The setting items below are available only when **Infrastructure** is selected for **Network Type:**.

  If **Direct** is selected, all items are displayed in a gray out status and you cannot perform any settings.



A: Use IPv6 address

Select when you use the printer with IPv6 environment.

B: Use Stateless Address:

Select when you use an IP address assigned automatically. Use a router compatible with IPv6.

Note

- This setting item is not available depending on the printer you are using.

C: Use Manual Address:

Select this option if no DHCP server functionality is available in your setup where you use the printer, or you want to use a fixed IP address.

Enter the IP address and IP address prefix length.

Note

- This setting item is not available depending on the printer you are using.

D: Use DHCPv6:

Select when you obtain an IP address using DHCPv6.

Note

- This setting item is not available depending on the printer you are using.

8. Click **Set**.

Assigning Printer Information

Follow the procedure below to assign/change printer location name or device name.

The names appear on **Device Name:** and **Location:** on the **Canon Wi-Fi Connection Assistant** screen.

Note

- If **USB** is selected from the pulldown menu on the toolbar, this setting item is not available.

1. Start up Wi-Fi Connection Assistant.
2. Check the displayed message and select **Yes**.
3. Select **Printer Network Setup** on the displayed screen.

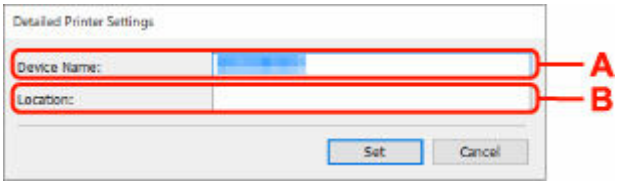
   Detected printers are listed.
4. Select printer to assign location name and device name.

   Select the printer with **Available** displayed on **Status**.
5. Select **Detailed Printer Settings...** on **Printer Settings** menu.

   The **Confirm Printer Password** screen appears.

   For more on the password, refer to Administrator Password.
6. Enter password and click **OK**.

   The **Detailed Printer Settings** screen appears.
7. Perform/change settings.



   The setting items below are available.

   A: Device Name:

   Assigns the device name.

   B: Location:

   Assigns the location name.
8. Click **Set**.

List of Models Which Does Not Support Diagnosis and Repair Function

The following models does not support "Diagnose and Repair" function of Wi-Fi Connection Assistant.

- G4000 series
- PRO-500 series
- PRO-1000 series
- MB2100 series
- MB2700 series
- MB5100 series
- MB5400 series
- iB4100 series
- PRO-520
- PRO-540
- PRO-540S
- PRO-560
- PRO-560S
- PRO-2000
- PRO-4000
- PRO-4000S
- PRO-6000
- PRO-6000S
- TS9000 series
- TS8000 series
- TS6000 series
- TS5000 series
- MG3000 series
- E470 series

List of Models Which Does Not Support IPv6 Configuration via USB Connection

For the following models, you can perform settings only for IPv4 using Wi-Fi Connection Assistant. (You cannot perform settings for IPv6.)

- iB4100 series
- MG3000 series
- E470 series
- G4000 series
- TS5000 series
- TS6000 series
- TS8000 series
- TS9000 series
- TR8500 series
- TR7500 series
- TS9100 series
- TS8100 series
- TS6100 series
- TS5100 series
- TS3100 series
- E3100 series
- TS300 series
- E300 series
- TR8580 series
- TS9180 series
- TS8180 series
- TS6180 series
- TR8530 series
- TR7530 series
- TS8130 series
- TS6130 series
- XK70 series
- XK50 series
- G4010 series
- G3010 series
- TR4500 series
- E4200 series
- TS6200 series
- TS6280 series
- TS6230 series
- TS8200 series
- XK80 series
- TS8280 series
- TS8230 series
- TS9500 series
- TS9580 series

- TR9530 series
- TS3300 series
- E3300 series

Wi-Fi Connection Assistant (macOS)

- Wi-Fi Connection Assistant
- Starting Up Wi-Fi Connection Assistant
- Diagnosing and Repairing Network Settings
- List of Models Which Does Not Support Diagnosis and Repair Function

Wi-Fi Connection Assistant

If anything is wrong with connection, Wi-Fi Connection Assistant diagnoses the settings of the printer and those of computer on which it is installed. In addition, Wi-Fi Connection Assistant restores the status of the printer and computer.

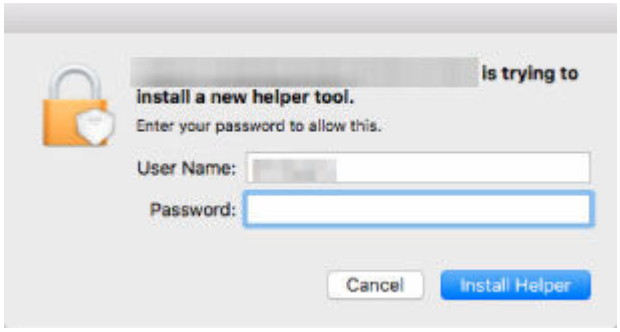
Important

- To use the printer over LAN, make sure you have the equipment necessary for the connection type, such as a wireless router or a LAN cable.
- When you install Wi-Fi Connection Assistant, disable block function of firewall.

Starting Up Wi-Fi Connection Assistant

Start up **Launchpad**, select **Canon Utilities**, and then select Wi-Fi Connection Assistant.

When you start up Wi-Fi Connection Assistant, the screen below appears.



Enter the password specified for your computer and select **Install Helper**. Wi-Fi Connection Assistant starts diagnosis and repair of network.

➡ Diagnosing and Repairing Network Settings

Diagnosing and Repairing Network Settings

Wi-Fi Connection Assistant diagnoses and repairs computer settings or connection between the computer and printer when a problem (e.g. cannot print from a printer on the network) occurs.

Important

- Some models do not support diagnosis and repair function.

  For details:

  ➡ List of Models Which Does Not Support Diagnosis and Repair Function

Wi-Fi Connection Assistant starts checking the computer settings when it starts up. Perform operations following the instructions on the screen.

Note

- This function checks the following items:
  - whether the computer is connected to the router
  - whether the printer can be detected on the network
  - whether the signal strength or communication level is sufficient (when using Wi-Fi)
  - whether the printer port setting matches with the network setting

List of Models Which Does Not Support Diagnosis and Repair Function

The following models does not support "Diagnose and Repair" function of Wi-Fi Connection Assistant.

- G4000 series
- PRO-500 series
- PRO-1000 series
- MB2100 series
- MB2700 series
- MB5100 series
- MB5400 series
- iB4000 series
- PRO-520
- PRO-540
- PRO-560
- PRO-540S
- PRO-560S
- PRO-2000
- PRO-4000
- PRO-6000
- PRO-4000S
- PRO-6000S
- TS9000 series
- TS8000 series
- TS6000 series
- TS5000 series
- MG3000 series
- E470 series

Handling Paper, Originals, FINE Cartridges, etc.

- Loading Paper
- Loading Originals
- Replacing a FINE Cartridge

Loading Paper

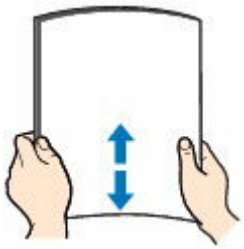
- Loading Plain Paper
- Loading Photo Paper
- Loading Envelopes

Loading Plain Paper

You can load plain paper.

1. Prepare paper.

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

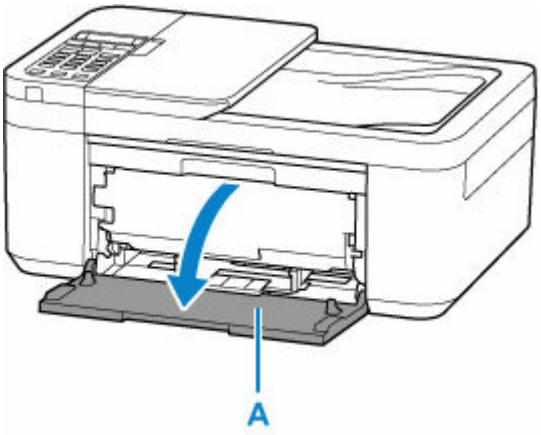


Note

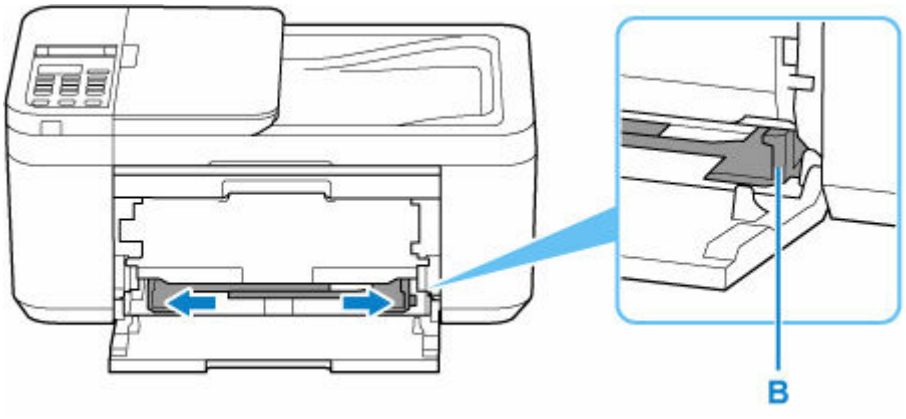
- Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams.
- If paper is curled, hold the curled corners and gently bend them in the opposite direction until the paper becomes completely flat.

  For details on how to flatten curled paper, see Check3 in Paper Is Smudged/Printed Surface Is Scratched/Ink Blots/Paper Curl.

2. Open the front cover (A) gently.



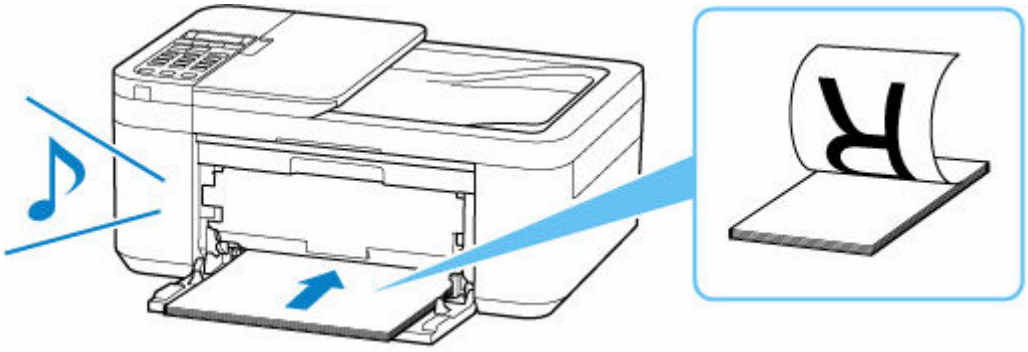
3. Slide right paper guide (B) to open both paper guides.



4. Load paper stack in portrait orientation WITH PRINT SIDE FACING DOWN, and place it in center of front tray.

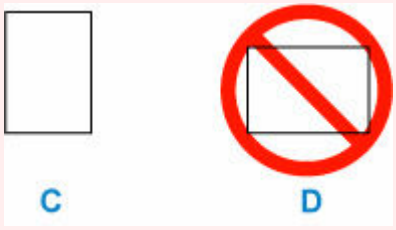
   Insert the leading edge of paper stack until you hear a sound.

   When you load paper stack, the registration screen of paper information is displayed on the LCD.



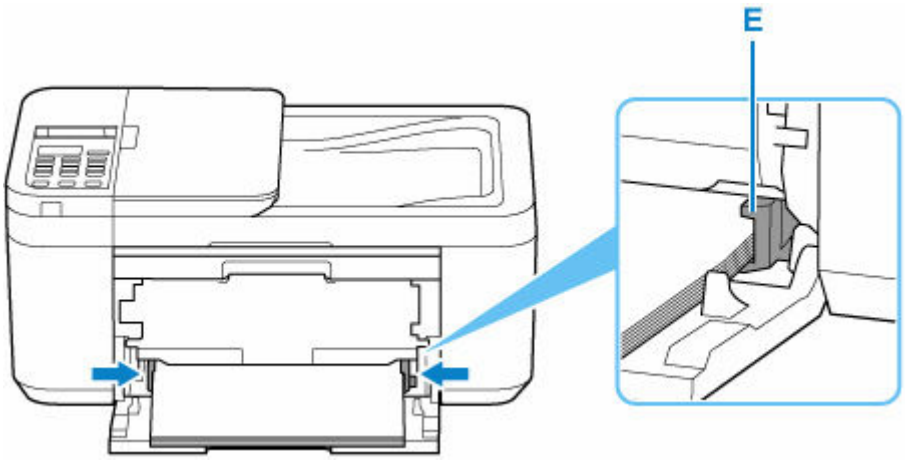
Important

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



5. Slide the right paper guide to align the paper guides with both sides of the paper stack.

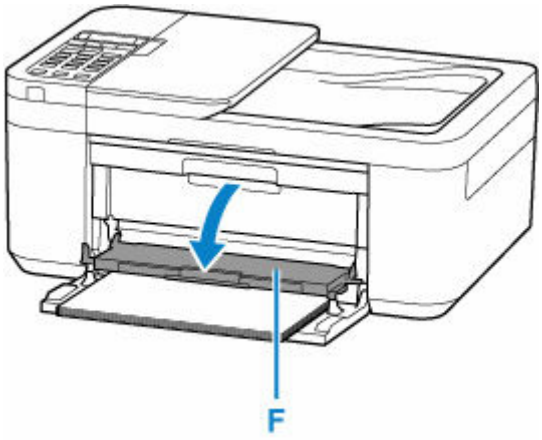
   Do not slide the paper guides too hard against the paper. The paper may not be fed properly.



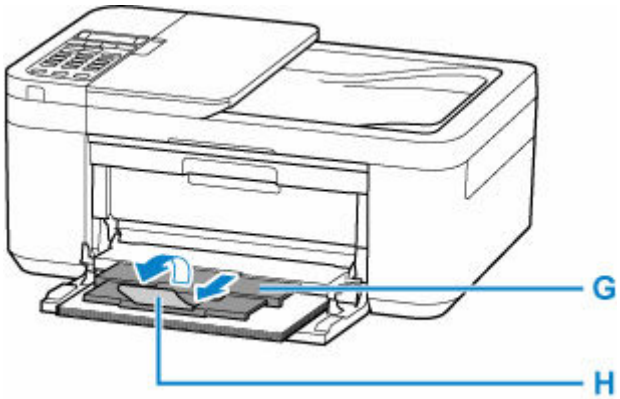
Note

- Keep the paper stack height below the tabs (E) of the paper guides.

6. Open the paper output tray (F).



7. Pull the paper output support (G) and open the output tray extension (H).



8. Press the **OK** button.



9. Use the ◄ ► button to select the size of the loaded paper in the front tray, then press the **OK** button.



Note

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

10. Use the ◄ ► button to select **Plain paper** and press the **OK** button.



Follow the instructions of any messages displayed to register the paper information.

Note

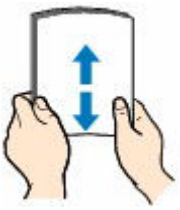
- There are various types of paper, such as paper with a special surface coating for printing photos at optimal quality and paper suitable for documents. Each media type has specific preset settings (how ink is used and sprayed, distance from nozzles, etc.), that allow you to print to that type with optimal image quality. The wrong paper settings may cause poor printout color quality or scratches on the printed surface. If you notice blurring or uneven colors, increase the print quality setting and try printing again.
- To prevent incorrect printing, this printer has a function that detects whether the information set for the paper loaded matches the paper settings. Before printing, make paper settings in accordance with the paper information. When this function is enabled, an error message is displayed if these settings do not match to prevent incorrect printing. When this error message is displayed, check and correct the paper settings.

Loading Photo Paper

You can load photo paper.

1. Prepare paper.

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

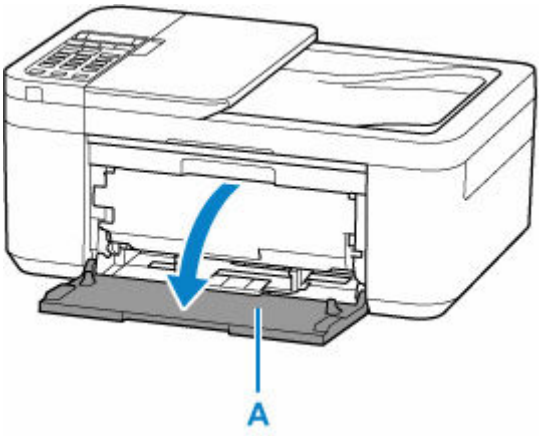
   

   Note

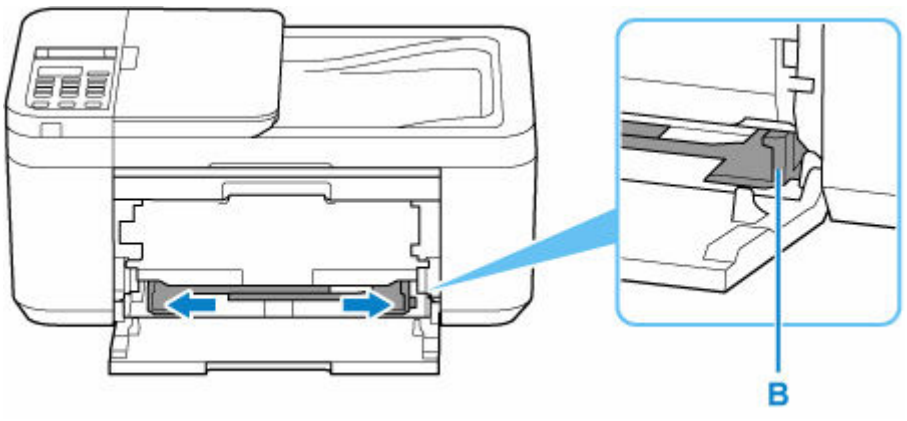
   - Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams.
   - If paper is curled, hold the curled corners and gently bend them in the opposite direction until the paper becomes completely flat.

     For details on how to flatten curled paper, see Check3 in Paper Is Smudged/Printed Surface Is Scratched/Ink Blots/Paper Curl.
   - When using Photo Paper Plus Semi-gloss SG-201, even if the sheet is curled, load one sheet at a time as it is. If you roll up this paper to flatten, this may cause cracks on the surface of the paper and reduce the print quality.

2. Open the front cover (A) gently.

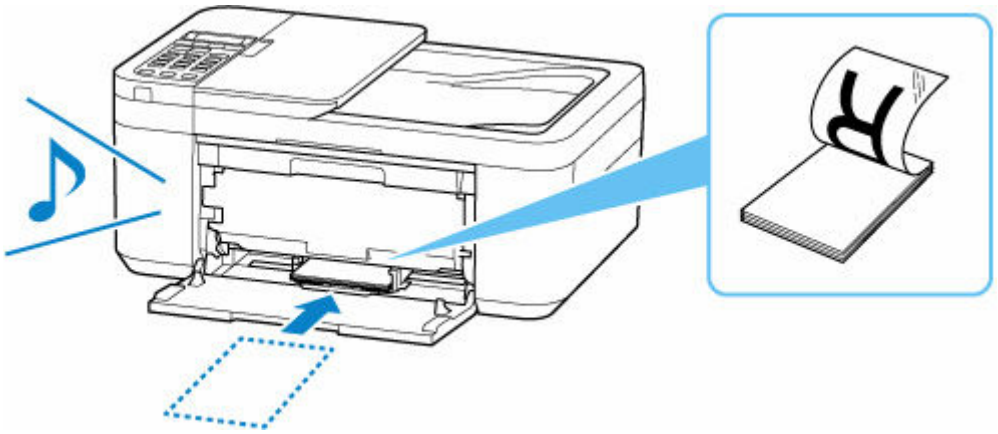
3. Slide right paper guide (B) to open both paper guides.



4. Load paper stack in portrait orientation WITH PRINT SIDE FACING DOWN, and place it in center of front tray.

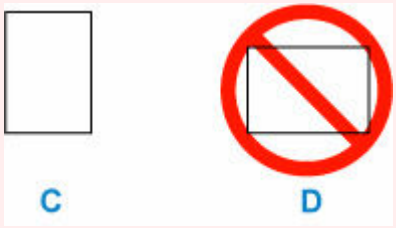
   Insert the leading edge of paper stack until you hear a sound.

   When you load paper stack, the registration screen of paper information is displayed on the LCD.



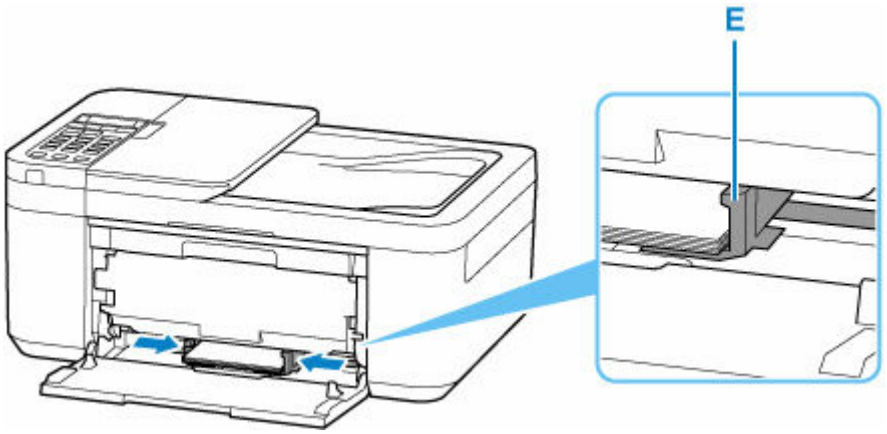
Important

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



5. Slide the right paper guide to align the paper guides with both sides of the paper stack.

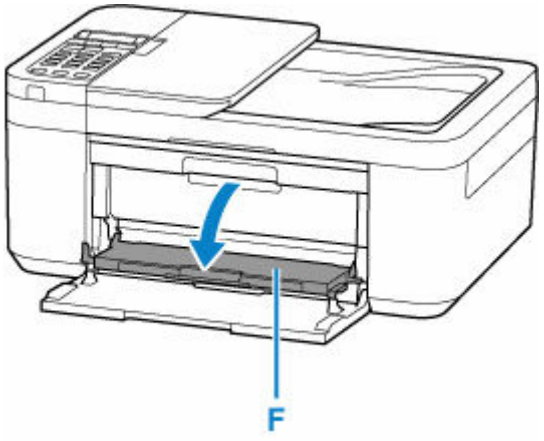
   Do not slide the paper guides too hard against the paper. The paper may not be fed properly.



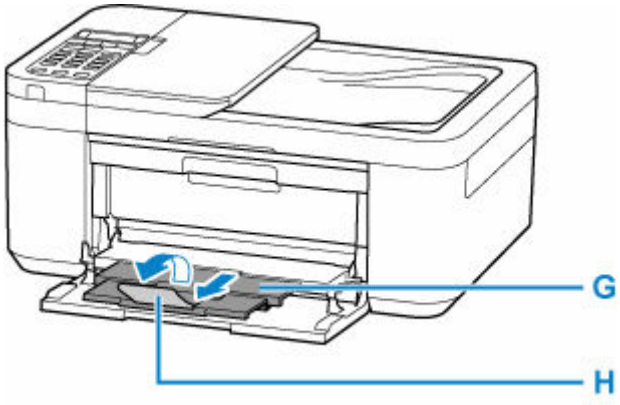
Note

- Keep the paper stack height below the tabs (E) of the paper guides.

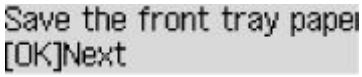
6. Open the paper output tray (F).



7. Pull the paper output support (G) and open the output tray extension (H).



8. Press the **OK** button.



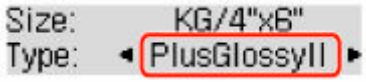
9. Use the ◄ ► button to select the size of the loaded paper in the front tray, then press the **OK** button.



Note

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

10. Use the ◄ ► button to select the type of the loaded paper in the front tray, then press the **OK** button.



Follow the instructions of any messages displayed to register the paper information.

Note

- There are various types of paper, such as paper with a special surface coating for printing photos at optimal quality and paper suitable for documents. Each media type has specific preset settings (how ink is used and sprayed, distance from nozzles, etc.), that allow you to print to that type with optimal image quality. The wrong paper settings may cause poor printout color quality or scratches on the printed surface. If you notice blurring or uneven colors, increase the print quality setting and try printing again.
- To prevent incorrect printing, this printer has a function that detects whether the information set for the paper loaded matches the paper settings. Before printing, make paper settings in accordance with the paper information. When this function is enabled, an error message is displayed if these settings do not match to prevent incorrect printing. When this error message is displayed, check and correct the paper settings.

Loading Envelopes

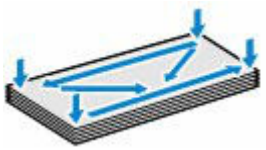
The address is automatically rotated and printed according to the envelope's direction by specifying with your computer properly.

Important

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

1. Prepare envelopes.

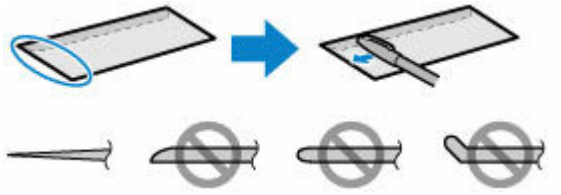
   - Press down on all four corners and edges of the envelopes to flatten them.

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

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

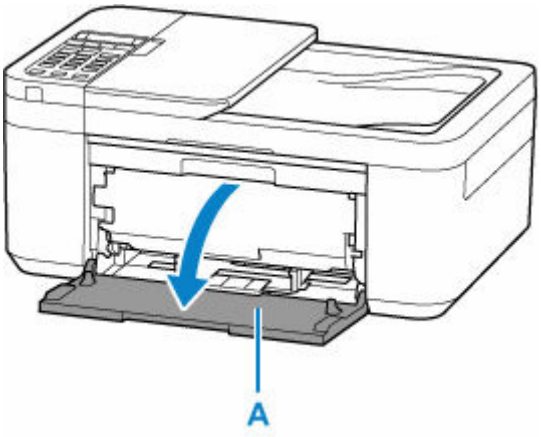
   

   The figures above show a side view of the leading edge of the envelope.

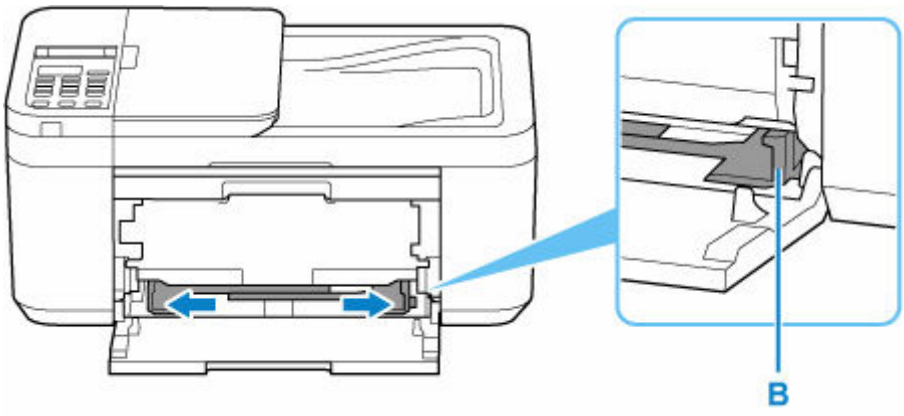
   Important

   - The envelopes may jam in the printer if they are not flat or the edges are not aligned. Make sure that no curl or puff exceeds 0.12 in. (3 mm).

2. Open the front cover (A) gently.

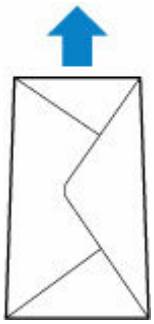


3. Slide right paper guide (B) to open both paper guides.



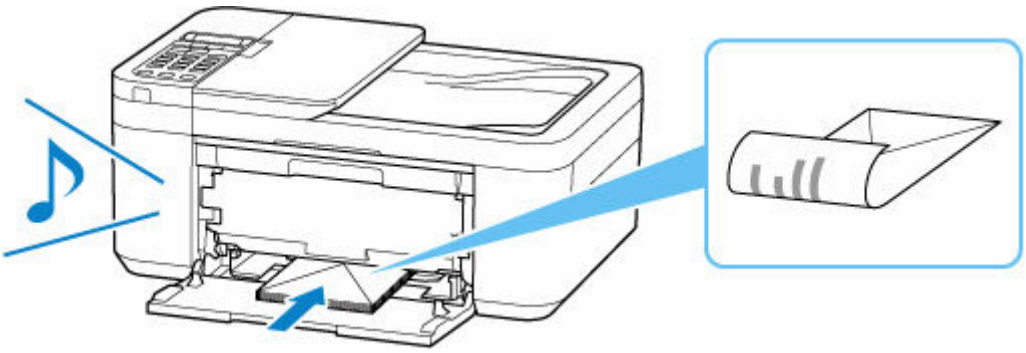
4. Load the envelopes in the center of the front tray WITH THE PRINT SIDE FACING DOWN.

Fold flap of the envelope and load the envelope in portrait orientation with the address side facing down.



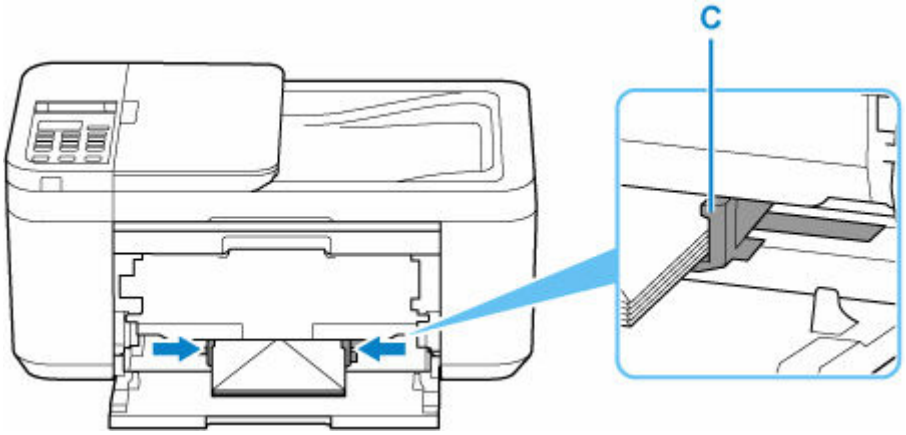
Insert the leading edge of envelopes until you hear a sound. Up to 5 envelopes can be loaded at once.

When you load envelopes, the registration screen of paper information is displayed on the LCD.



5. Slide the right paper guide to align both paper guides with both sides of the envelopes.

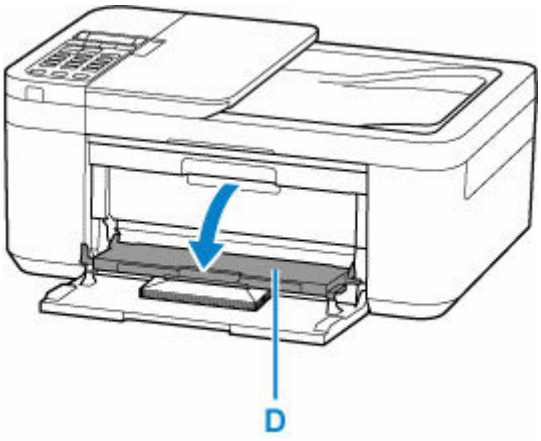
   Do not slide the paper guides too hard against the envelopes. The envelopes may not be fed properly.



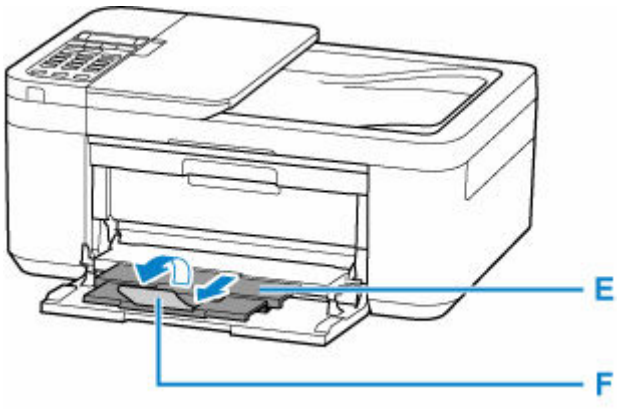
Note

- Keep the envelope stack height below the tabs (C) of the paper guides.

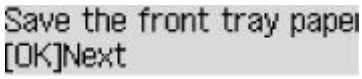
6. Open the paper output tray (D).



7. Pull the paper output support (E) and open the output tray extension (F).



8. Press the **OK** button.



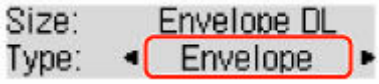
9. Use ◄ ► button to select size of loaded envelopes in front tray and press **OK** button.



Note

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

10. Use ◄ ► button to select **Envelope** and press **OK** button.



Follow the instructions of any messages displayed to register the paper information.

Note

- To prevent incorrect printing, this printer has a function that detects whether the information set for the paper loaded matches the paper settings. Before printing, make paper settings in accordance with the paper information. When this function is enabled, an error message is displayed if these settings do not match to prevent incorrect printing. When this error message is displayed, check and correct the paper settings.

Loading Originals

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

Where to Load Originals

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

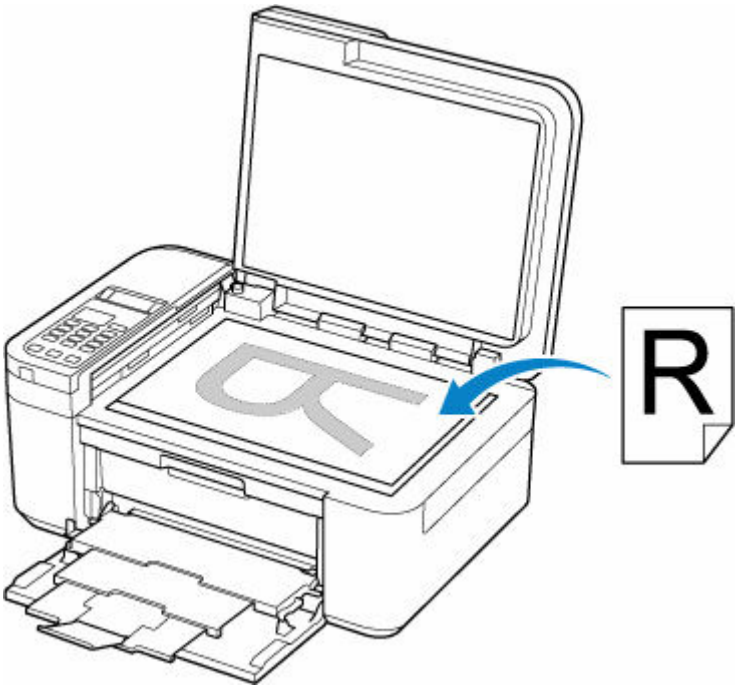
Select the position to load the original according to the size, type, or usage.

Note

- For details on the supported originals, see below.

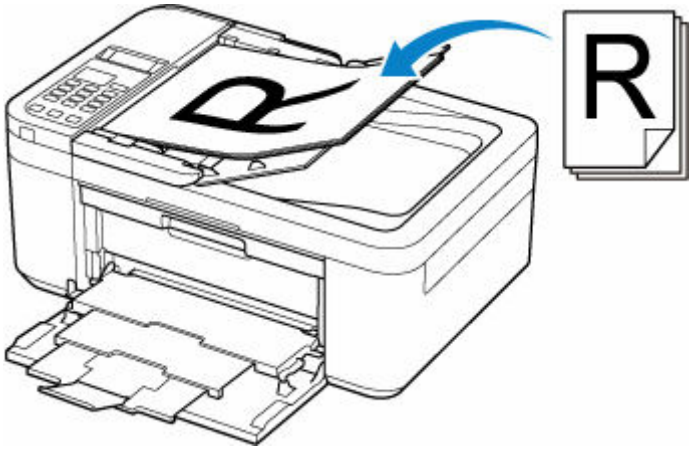
  Supported Originals

Loading Documents, Photos, or Book on Platen



Loading Two or More Sheets of Document of the Same Size and Thickness in the ADF

You can also load a sheet of document in the ADF.

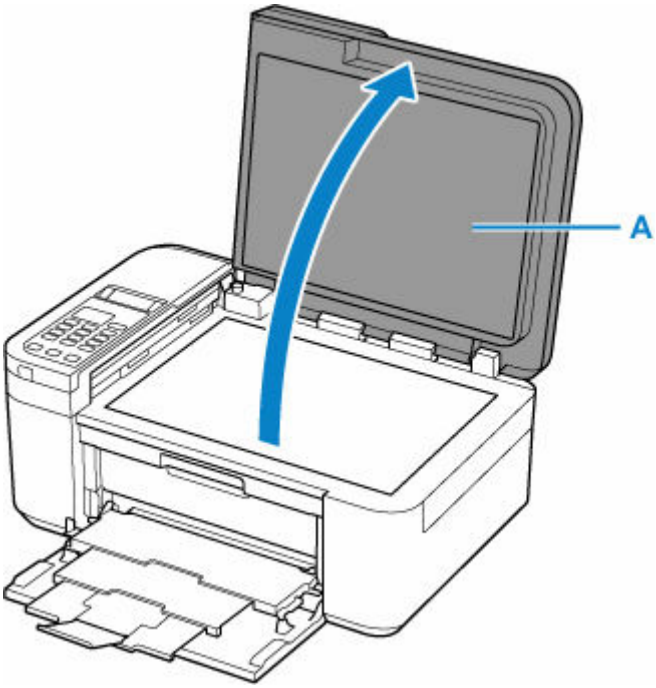


Note

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

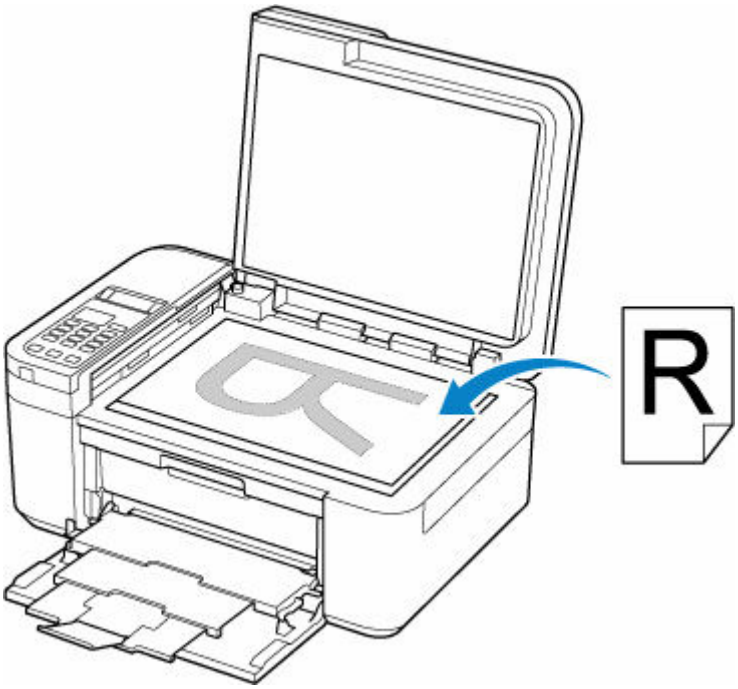
Loading Originals on Platen

1. Open the document cover (A).



2. Load original WITH SIDE TO SCAN FACING DOWN on platen.

- Loading Based on Use
- Supported Originals



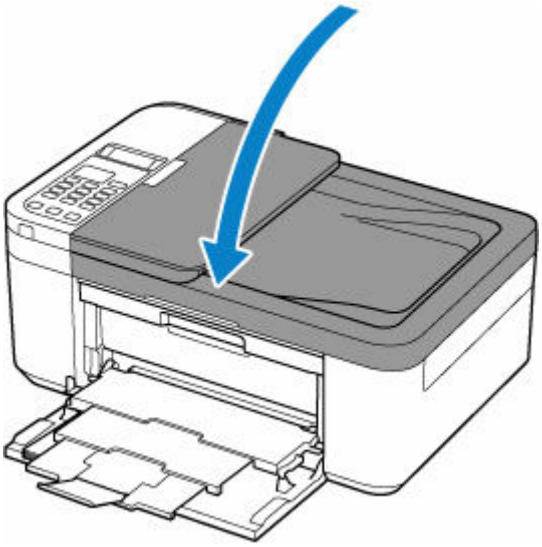
Important

- Be sure to observe the following when loading the original on the platen.

Failure to observe the following may cause the scanner to malfunction or the platen glass to break.

- Do not place any objects weighing 4.4 lb (2.0 kg) or more on the platen glass.
- Do not put any pressure of 4.4 lb (2.0 kg) or more on the platen glass, such as pressing down the original.

3. Close the document cover gently.



Important

- After loading the original on the platen, be sure to close the document cover before starting to copy, fax, or scan.

Loading Documents in the ADF (Auto Document Feeder)

Load A4, letter-size, legal-size originals in the ADF (Auto Document Feeder).

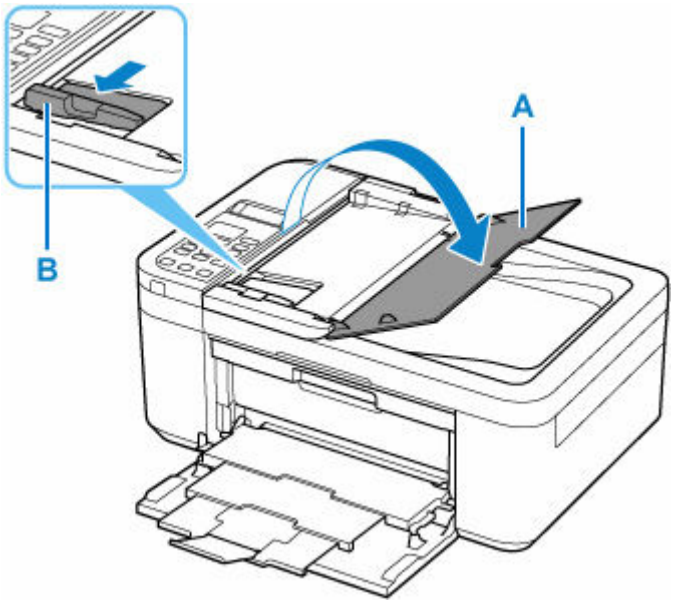
Important

- Be careful not to let anything get inside the document output slot. It may cause damage.

Note

- To scan a document at optimum quality, load it on the platen.
- The double-sided original cannot be scanned automatically with ADF.

1. Make sure any original has been removed from platen.
2. Open document tray (A).
3. Slide the document guide (B) all the way out.



4. Insert document WITH SIDE TO SCAN FACING UP in document tray, until you hear a beep sound.

   Insert the document until it stops.

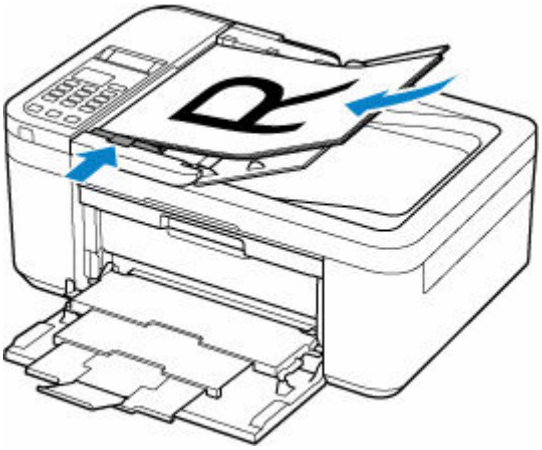
   Note

   - For details on the supported originals, see below.

     ➡ Supported Originals

5. Adjust document guide to match width of document.

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



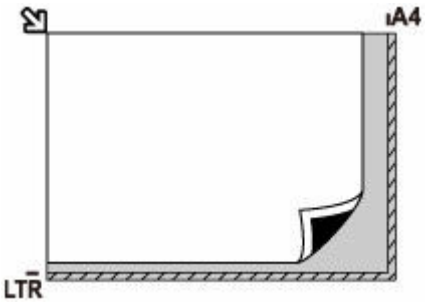
Loading Based on Use

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

Originals	Function	How to Load
Magazines, Newspapers, and Documents	**Copying or Faxing**	➡ Loading the Original to Be Aligned with the alignment mark
	Scanning by detecting the type and size of the original automatically If you scan using the operation panel, press the **SCAN** button and select **Auto scan** for **Original type**.	
	Scanning by specifying a standard size (A4, Letter, etc.) If you scan using the operation panel, press the **SCAN** button, select **Document** or **Photo** for **Original type**, and then specify a standard size (A4, Letter, etc.) for **Scan size**.	
Photos, Postcards, Business Cards, and Disc (BD/DVD/CD)	**Scanning only one original** If you scan using the operation panel, follow the operation below. • Press the **SCAN** button and select **Auto scan** for **Original type**. • Press the **SCAN** button, select **Photo** for **Original type**, and then specify **Auto scan(A) -Singl** for **Scan size**.	➡ Loading Only One Original in Center of Platen
	Scanning two or more originals If you scan using the operation panel, follow the operation below. • Press the **SCAN** button and select **Auto scan** for **Original type**. • Press the **SCAN** button, select **Photo** for **Original type**, and then specify **Auto scan(A) -Multi** for **Scan size**.	➡ Loading Two or More Originals on Platen

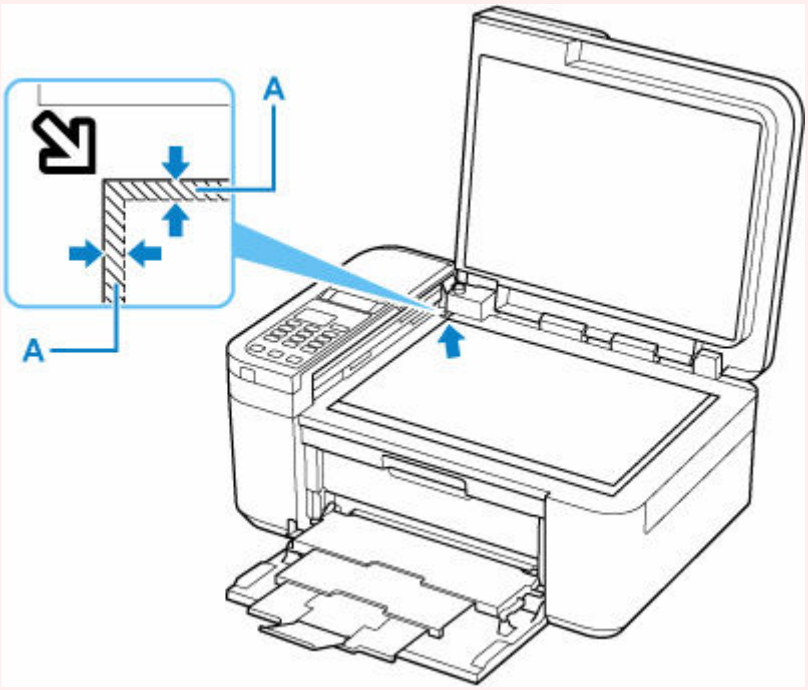
Loading the Original to Be Aligned with the alignment mark

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



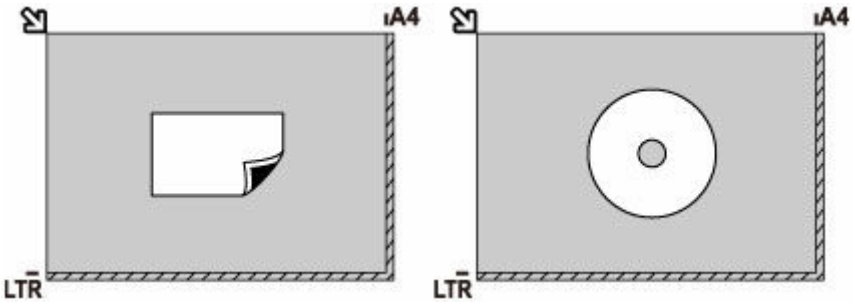
Important

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



Loading Only One Original in Center of Platen

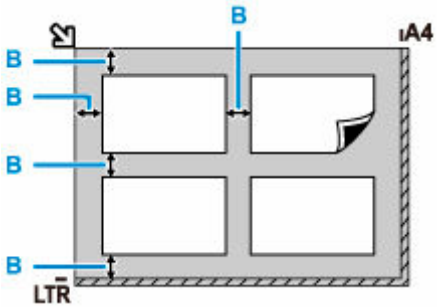
Place the original WITH THE SIDE TO SCAN FACING DOWN, with 0.40 in. (1 cm) or more space between the edges (diagonally striped area) of the platen. Portions placed on the diagonally striped area cannot be scanned.



Loading Two or More Originals on Platen

Place the originals WITH THE SIDE TO SCAN FACING DOWN. Allow 0.40 in. (1 cm) or more space between the edges (diagonally striped area) of the platen and the originals, and between the originals. Portions placed on the diagonally striped area cannot be scanned.

You can place up to 12 items.



B: More than 0.40 in. (1 cm)

Note

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

Supported Originals

Platen

Item	Details
Types of originals	• Text document, magazine, or newspaper • Printed photo, postcard, business card, or disc (BD/DVD/CD, etc.) • Documents that are not suitable for the ADF
Size (width x height)	Max. 8.5 x 11.7 in. (216 x 297 mm)
Quantity	One or more sheets*
Thickness	Max. 0.2 in. (5 mm)

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

Loading Based on Use

In the ADF (Auto Document Feeder)

Item	Details
Kind of original	Plain-paper documents with multiple pages of the same size, thickness, and weight
Size	A4, Letter, Legal Max. 8.5 x 14.0 in. (216 x 356 mm) Min. 8.3 x 11.0 in. (210 x 280 mm)
Quantity	• A4/Letter: Max. 20 sheets (20 lb (75 g /m^2) paper), up to 0.08 in. (2 mm) high • Legal: Max. 5 sheets (20 lb (75 g /m^2) paper), up to 0.02 in. (0.5 mm) high
Thickness	0.003 to 0.005 in. (0.07 to 0.13 mm)
Weight	16.0 to 25.3 lb (60 to 95 g /m^2)

Note

- Make sure any liquids on documents, such as glue, ink, or correction fluid are dry before loading.

  Do not load glued documents in the ADF, even if the glue is dry, because this may cause paper jams.
- Remove all staples, paper clips, or other fasteners before feeding documents.
- Load Legal-sized documents in the ADF.
- Do not load these kinds of documents in the ADF, which may cause paper jams.
  - Wrinkled or creased documents
  - Curled documents
  - Torn documents
  - Documents with holes
  - Glued documents

- Documents with sticky notes
- Documents on carbon paper
- Documents on coated paper
- Documents on onion skin or other thin paper
- Photos or excessively thick documents

Replacing a FINE Cartridge

- Replacing a FINE Cartridge
- Checking Ink Status on the LCD
- Ink Tips

Replacing a FINE Cartridge

When remaining ink cautions or errors occur, the error message will appear on the LCD to inform you of the error. In this state, the printer cannot print or scan. Check the error message and take appropriate action.

➡ When Error Occurred

While using the printer, the periphery of the paper output slot may become dirty with ink.

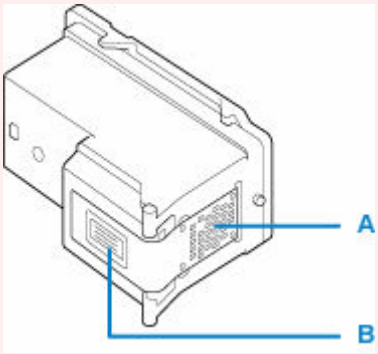
Before replacing the FINE Cartridge, clean the periphery of the paper output slot.

Replacing Procedure

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

Important

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



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

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

Note

- For Windows, 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.

  For information on how to configure this setting, see below.

  ➡ Setting the Ink to be Used

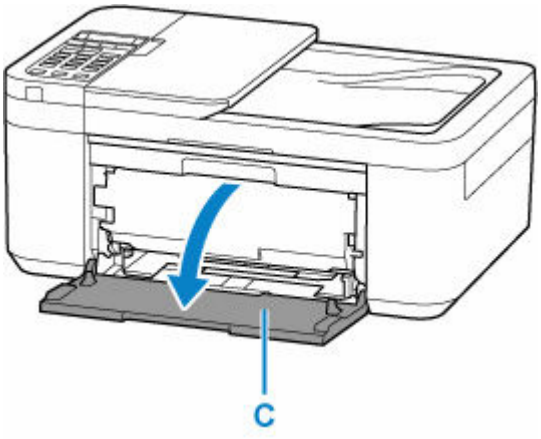
- Color ink may be consumed even when printing a black-and-white document or when black-and-white printing is specified.

  Both color ink and black ink are also consumed in the standard cleaning and deep cleaning of the print head, which may be necessary to maintain the performance of the printer. When ink runs out, replace the FINE cartridge immediately with a new one.

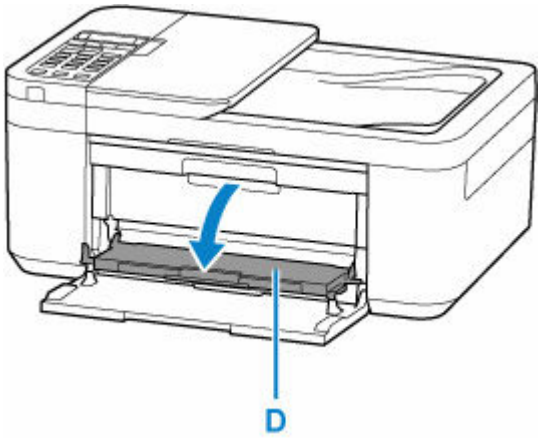
  ➡ Ink Tips

1. Check that printer is turned on.

2. Open the front cover (C) gently.

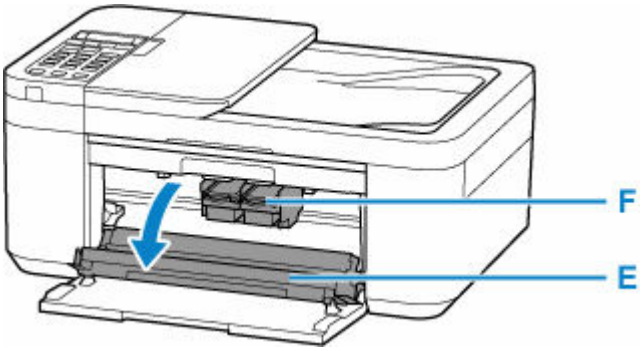


3. Open the paper output tray (D).



4. Open the paper output cover (E).

The FINE cartridge holder (F) moves to the replacement position.



⚠ Caution

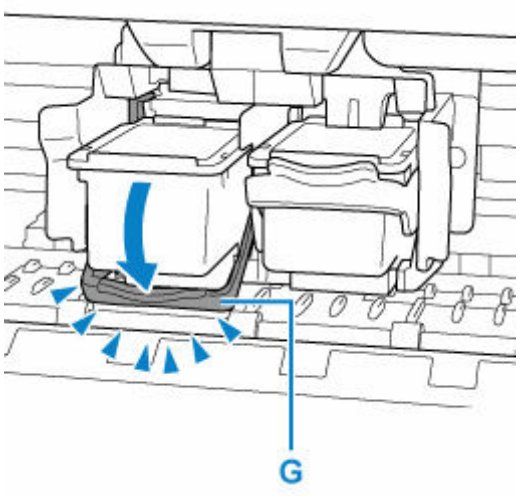
- Do not hold the FINE cartridge holder to stop or move it forcibly. Do not touch the FINE cartridge holder until it stops completely.

Important

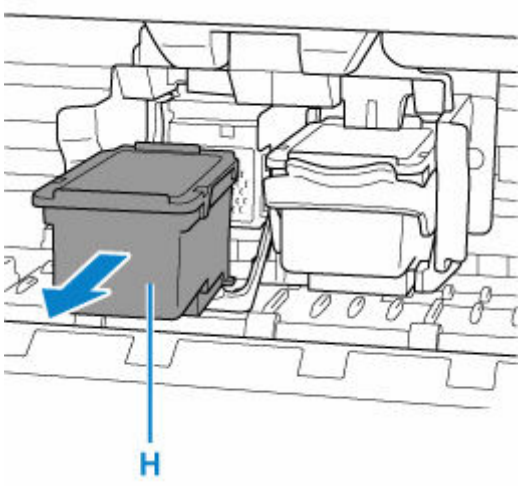
- Do not touch the metallic parts or other parts inside the printer.

5. Remove the empty FINE cartridge.

1. Push down the ink cartridge lock lever (G) of the empty FINE cartridge until it clicks.

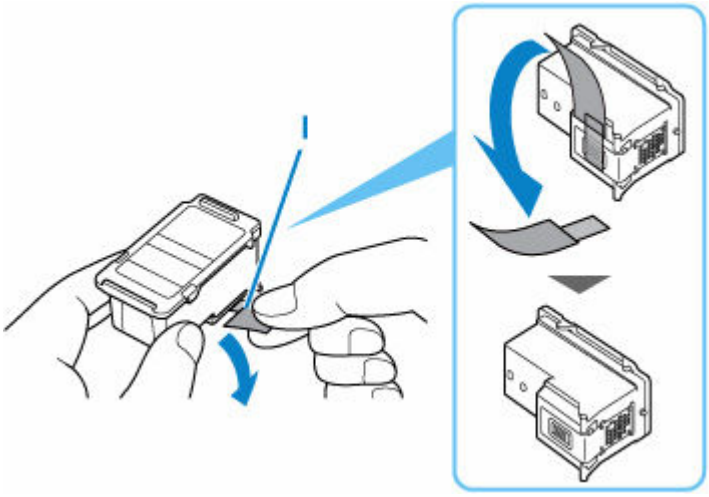


2. Remove the FINE cartridge (H).



6. Prepare a new FINE cartridge.

Take new FINE cartridge out of its package and remove protective tape (I) gently.



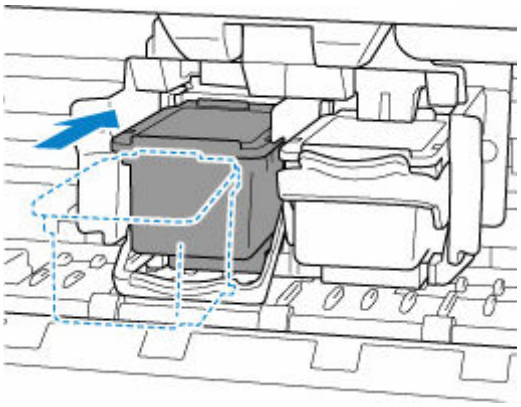
Important

- Do not touch the electrical contacts or print head nozzle on a FINE cartridge. The printer may not print properly if you touch them.

7. Install the FINE cartridge.

1. Insert the new FINE cartridge straight into the FINE cartridge holder all the way until it touches the back.

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



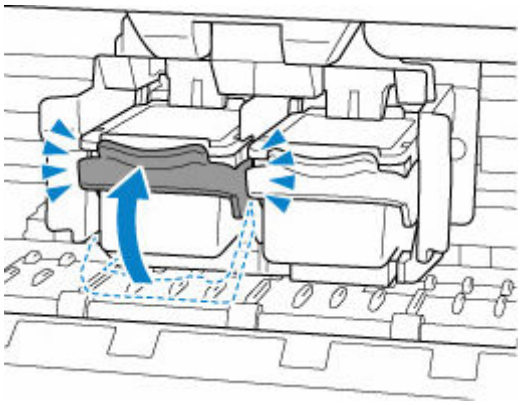
Important

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



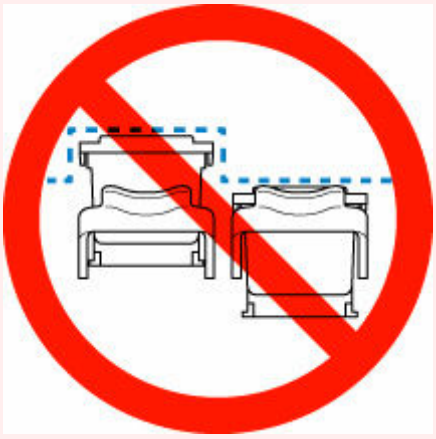
2. Push up the ink cartridge lock lever until it clicks.

   The FINE cartridge will be locked.

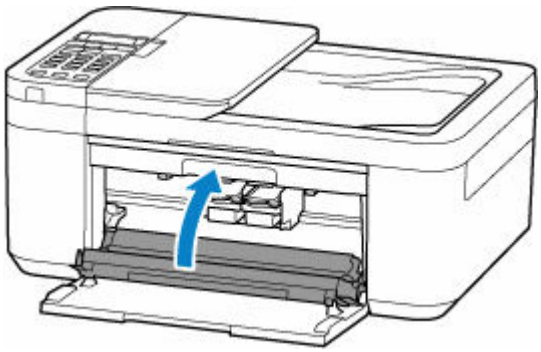


Important

- Check if the FINE cartridge is installed correctly.



8. Close the paper output tray.



Note

- If the error message appears on the LCD after the paper output tray is closed, take appropriate action.

  ➡ When Error Occurred

- If the print head is out of alignment, as indicated by misaligned printed ruled lines or similar symptoms, adjust the print head position.

Checking Ink Status on the LCD

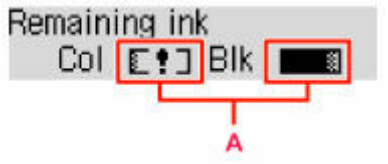
1. Check that printer is turned on.

2. Press **Setup** button, use ◄ ► button to select **Ink information**, and then press **OK** button.

   ➡ LCD and Operation Panel

3. Make sure **Remaining ink** appears and press **OK** button.

   A in the figure below shows remaining ink level.



   Example:

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

   The resulting print quality may not be satisfactory, if printing is continued under this condition.

Note

- You can also check the ink status on the LCD when you press the **COPY** or **FAX** button. The current remaining ink level will be displayed on the LCD for a few seconds.
- You can also check the ink status on the computer screen.
  - For Windows:

    ➡ Checking Ink Status from Your Computer
  - For macOS:

    ➡ Checking Ink Status from Your Computer

Ink Tips

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 printer has the function to automatically clean the ink jet nozzles to prevent clogging. In the cleaning procedure, used ink for nozzle cleaning is limited to a small amount.

Does black-and-white printing use color ink?

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

If Printing Is Faint or Uneven

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

Maintenance Procedure

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

Important

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

Note

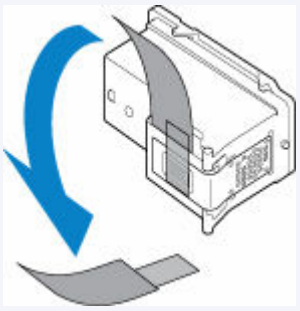
- Check if ink remains in the FINE cartridge.

  ➡ Checking the Ink Status on the LCD

- Check if the FINE cartridge is installed correctly.

  ➡ Replacing Procedure

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

- If an error message appears on the LCD, see When Error Occurred.
- For Windows, increasing the print quality in the printer driver settings may improve the print result.

  ➡ Changing the Print Quality and Correcting Image Data

When the Print Results Are Blurred or Uneven:

Step1 Print the nozzle check pattern.

From the printer

➡ Printing the Nozzle Check Pattern

From the computer

- For Windows:

  ➡ Printing a Nozzle Check Pattern

- For macOS:

  ➡ Printing a Nozzle Check Pattern

Step2 Examine the nozzle check pattern.

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



Step3 Clean the print head.

From the printer

➡ Cleaning the Print Head

From the computer

- For Windows:
  - ➡ Cleaning the Print Heads
- For macOS:
  - ➡ Cleaning the Print Heads

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

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



Step4 Clean the print head deeply.

From the printer

➡ Deep Print Head Cleaning

From the computer

- For Windows:
  - ➡ Cleaning the Print Heads
- For macOS:
  - ➡ Cleaning the Print Heads

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

If the problem is still not resolved:



Step5 Replace the FINE cartridge.

➡ Replacing a FINE Cartridge

Note

- If the problem is still not resolved after replacing the FINE cartridge, contact your nearest Canon service center to request a repair.

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

Step Align the print head.

From the printer

➡ Aligning the Print Head

From the computer

- For Windows:
  - ➡ Adjusting Print Head Position Manually
- For macOS:
  - ➡ Adjusting Print Head Position

Printing the Nozzle Check Pattern

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

Note

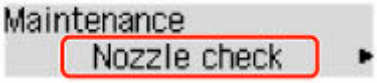
- If the remaining ink level is low, the nozzle check pattern will not be printed correctly. Replace the FINE Cartridge whose ink is low.

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

1. Check that printer is turned on.
2. Load a sheet of A4 or Letter-sized plain paper in the front tray.

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

   ➡ LCD and Operation Panel
4. Use the ◄ ► button to select **Nozzle check** and press the **OK** button.

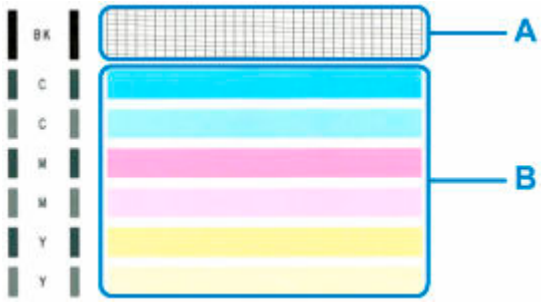
   The nozzle check pattern will be printed.

   Do not perform any other operations until the printer completes the printing of the nozzle check pattern.
5. Examine the nozzle check pattern.

Examining the Nozzle Check Pattern

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

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



If there are missing lines in the pattern A:



C: Good
D: Bad (lines are missing)

If there are horizontal streaks in the pattern B:



E: Good
F: Bad (horizontal streaks are present)

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



(Example: Magenta pattern is not printed)

If one of the above is applied, cleaning the print head is required.

Cleaning the Print Head

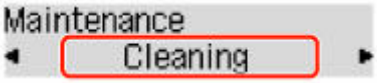
Clean the print head if lines are missing or if horizontal streaks are present in the printed nozzle check pattern. Cleaning unclogs the nozzles and restores the print head condition. Cleaning the print head consumes ink, so clean the print head only when necessary.

1. Check that printer is turned on.

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

   ➡ LCD and Operation Panel

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

   The printer starts cleaning the print head.

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

4. Check the print head condition.

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

Note

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

Deep Print Head Cleaning

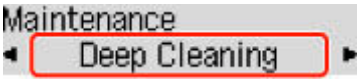
If print quality does not improve by the standard cleaning of the print head, clean the print head deeply. Cleaning the print head deeply consumes more ink than the standard cleaning of the print head, so clean the print head deeply only when necessary.

1. Check that printer is turned on.

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

   ➡ LCD and Operation Panel

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

   The printer starts cleaning the print head deeply.

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

4. Check the print head condition.

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

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

If the problem is still not resolved, replace the FINE cartridge with a new one. If the problem is still not resolved after replacing the FINE cartridge, contact your nearest Canon service center to request a repair.

Aligning the Print Head

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

Note

- If the remaining ink level is low, the print head alignment sheet will not be printed correctly.

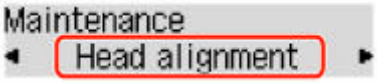
  Replace the FINE cartridge whose ink is low.

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

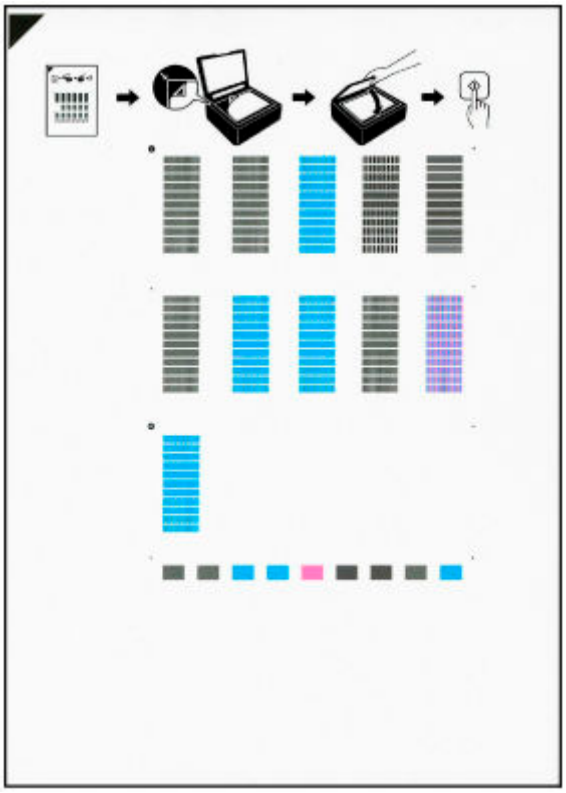
1. Check that printer is turned on.
2. Load a sheet of A4 or Letter-sized plain paper in the front tray.

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

   ➡ LCD and Operation Panel
4. Use the ◄ ► button to select **Head alignment** and then press the **OK** button.

   The print head alignment sheet will be printed.

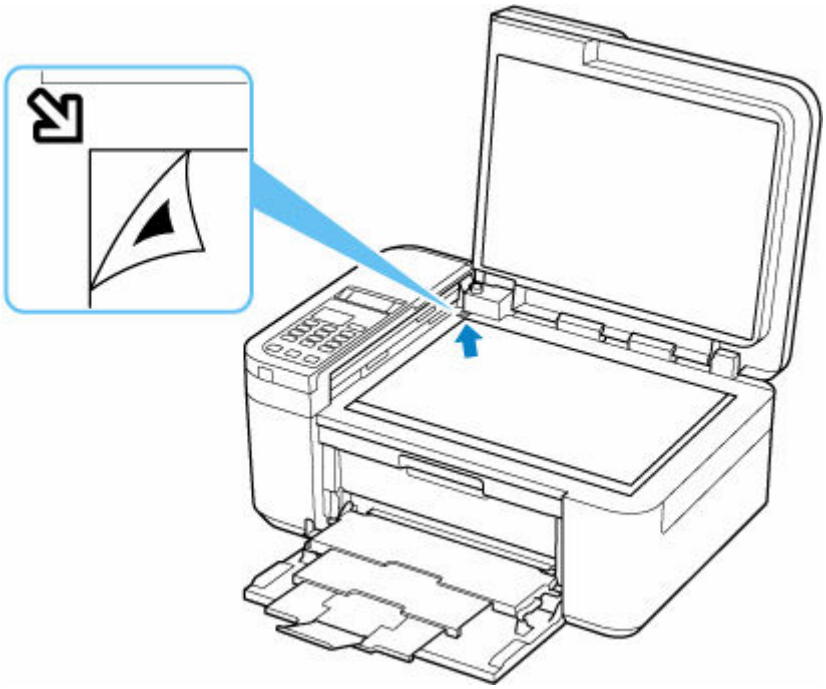


Important

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

5. Check message and place print head alignment sheet on platen.

Place the print head alignment sheet WITH THE PRINTED SIDE FACING DOWN and align the mark ◤ on the upper left corner of the sheet with the alignment mark ◪.



Note

- The print head alignment sheet cannot be scanned if it is loaded in the ADF (Auto Document Feeder).

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

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

   After the print head position adjustment completion message is displayed, remove the print head alignment sheet on the platen.

Important

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

  ➡ When Error Occurred

Note

- For Windows, when the print results are still not satisfactory after adjusting the print head position as described above, adjust the print head position manually from the computer.

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

Performing Maintenance Functions from Your Computer (macOS)

- Opening Remote UI for Maintenance
- Cleaning the Print Heads
- Adjusting Print Head Position
- Checking Ink Status from Your Computer

Opening Remote UI for Maintenance

You can perform maintenance of printer and change the settings from a Remote UI.
The following is the procedure to open a Remote UI.

1. Open **System Preferences**, and select **Printers & Scanners**
2. Select your model from the printer list, and click **Options & Supplies...**
3. Click **Show Printer Webpage...** in **General** tab

   Remote UI starts.

   Note

   - The password may have to be entered after Remote UI starts. In such a case, enter the password and click **OK**. In case you do not know the password, see "Passwords and cookies."

Related Topics

- Cleaning the Print Heads
- Adjusting Print Head Position
- Checking Ink Status from Your Computer
- Printing a Nozzle Check Pattern
- Managing the Printer Power
- Changing the Printer Operation Mode
- Reducing the Printer Noise

Cleaning the Print Heads

The print head Cleaning and Deep Cleaning functions allow you to clear up clogged print head nozzles. Perform print head Cleaning if printing results are not satisfactory or if a specific color fails to print, even though there is enough ink.

Cleaning

1. Select **Utilities** from Remote UI

2. Click **Cleaning**

   Before performing Cleaning, check the following items:

   Check whether the printer is on and open the printer's cover.
   Check the following items for each ink. Then, if necessary, perform **Cleaning**.

   - Is there ink remaining?
   - Did you push in the ink completely until you heard a clicking sound?
   - If the orange tape is there, has it been peeled off completely?
     Any remaining tape will hinder ink output.
   - Did you install the inks in their correct positions?

3. Perform Cleaning

   Click **Yes**.

   Print head Cleaning starts.

4. Complete Cleaning

   Next, the message for Nozzle Check pattern printing is displayed.

5. Check the results

   To check whether the print quality has improved, click **Yes**. To cancel the check process, click **No**.

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

Important

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

Deep Cleaning

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

1. Select **Utilities** from Remote UI

2. Click **Deep Cleaning**

   Before performing Deep Cleaning, check the following items:

   Check whether the printer is on and open the printer's cover.
   Check the following items for each ink. Then, if necessary, perform **Deep Cleaning**.

   - Is there ink remaining?
   - Did you push in the ink completely until you heard a clicking sound?
   - If the orange tape is there, has it been peeled off completely?
     Any remaining tape will hinder ink output.
   - Did you install the inks in their correct positions?

3. Perform Deep Cleaning

   Click **Yes**.

   Print head Deep Cleaning starts.

4. Complete Deep Cleaning

   Next, the message for Nozzle Check pattern printing is displayed.

5. Check the results

   To check whether the print quality has improved, click **Yes**. To cancel the check process, click **No**.

Important

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

Note

- If there is no sign of improvement after **Deep Cleaning**, turn off the printer, wait 24 hours, and then perform **Deep Cleaning** again. If there is still no sign of improvement, see "Ink Does Not Come Out."

Related Topic

- Printing a Nozzle Check Pattern

Adjusting Print Head Position

Any error in the print head installation position can cause color and line shifts. Adjusting the print head position improves print results.

Print Head Alignment - Auto

1. Select **Utilities** from Remote UI

2. Click **Print Head Alignment - Auto**

   A message appears.

3. Load paper in printer

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

4. Run head position adjustment

   Check that the printer power is on, and then click **Yes**.
   Head alignment starts. Proceed with the operations in accordance with the messages on the screen.

   Important

   - Do not open the front cover while printing is in progress; otherwise, printing will stop.

Note

- You can print and check the current settings by clicking on **Print the head alignment value**.

Checking Ink Status from Your Computer

You can check the detailed information such as the remaining ink level and the FINE cartridge types of your model.

If you select **Printer status** from Remote UI, the ink status appears as an illustration.

Estimated ink levels

You can check the types and levels of ink.
When ink levels are running low or an error occurs because there is no ink, a notification icon will appear.

Ink model number

You can look up the correct FINE cartridge for your printer.

Note

- To check the ink status, you can also display the pop-up menu of the Print dialog and select **Supply Levels**.

Cleaning

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

Cleaning Paper Feed Rollers

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

You need to prepare: a sheet of A4 or Letter-sized plain paper or cleaning sheet available on the market

1. Check that printer is turned on.

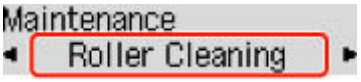
2. Remove any paper from the front tray.

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

   ➡ LCD and Operation Panel

4. Clean the paper feed rollers without paper.

   Use ◄ ► button to select **Roller Cleaning** and press **OK** button.

   The paper feed roller will rotate as it is cleaned without paper.

5. Clean the paper feed rollers with paper.

   1. Make sure that the paper feed rollers have stopped rotating, then load a sheet of A4 or Letter-sized plain paper or cleaning sheet available on the market in front tray.

      ➡ Loading Plain Paper

   2. Press the **OK** button.

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

If the problem is not resolved after cleaning the paper feed roller, contact your nearest Canon service center to request a repair.

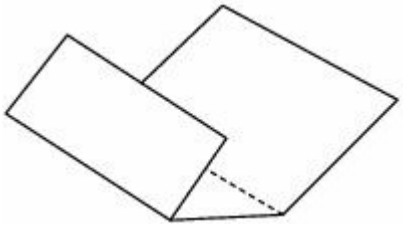
Cleaning Inside the Printer (Bottom Plate Cleaning)

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

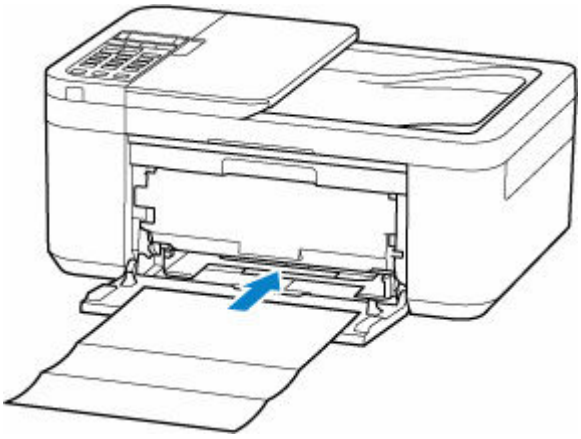
You need to prepare: a sheet of A4 or Letter-sized plain paper*

* Be sure to use a new piece of paper.

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



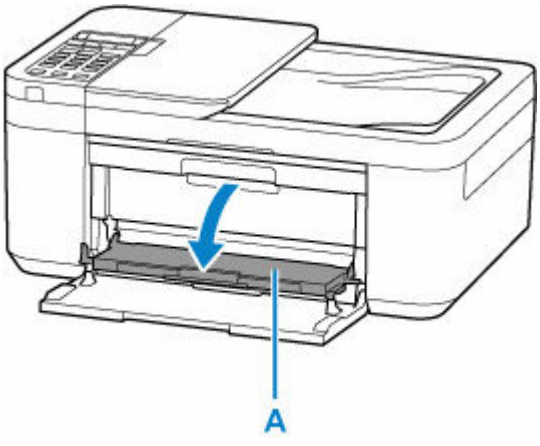
    3. Load only this sheet of paper in the front tray with the ridges of the creases facing up and the edge of the half with no crease facing to the far side.



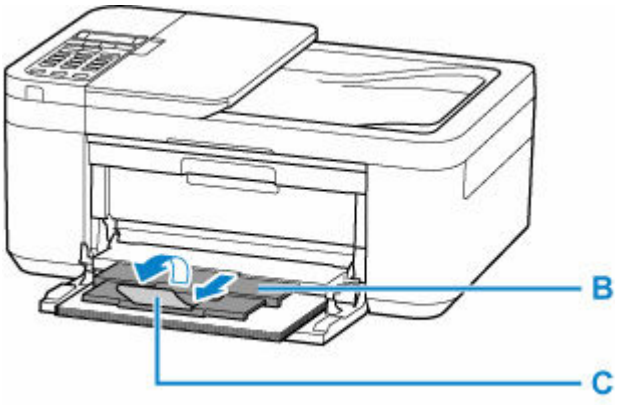
When you load paper, the registration screen of paper information is displayed on the LCD. Select **A4** or **Letter** for **Size:** and **Plain paper** for **Type:** and then press the **OK** button.



    4. Open the paper output tray (A).



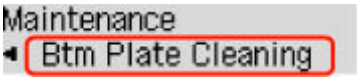
5. Pull the paper output support (B) and open the output tray extension (C).



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

   ➡ LCD and Operation Panel

4. Use the ◄ ► button to select **Btm Plate Cleaning** and then press the **OK** button.



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

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

Note

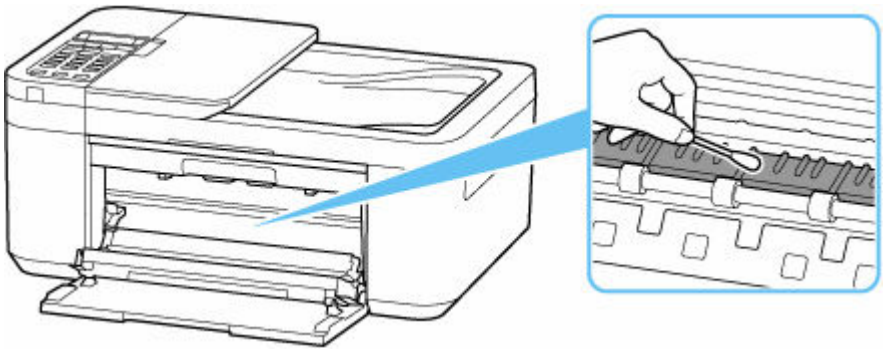
- When performing Bottom Plate Cleaning again, be sure to use a new piece of paper.

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

Important

- Before cleaning the printer, turn it off and unplug it.

- The power cannot be turned off while the printer is sending or receiving a fax, or when unsent faxes are stored in the printer's memory. Make sure the printer has finished sending or receiving faxes before turning it off.
- Remember that faxes cannot be sent or received while the printer is off.
- Unplugging the printer will reset the date/time setting and erase all documents in the printer's memory. Send faxes or print documents as needed before unplugging the printer.



Overview

- **Safety**
  - Safety Precautions
  - Regulatory Information
  - WEEE (EU & EEA)
- **Handling Precautions**
  - Canceling Print Jobs
  - Storing Printed Images
  - Legal Restrictions on Scanning/Copying
  - Printer Handling Precautions
  - Transporting Your Printer
  - When Repairing, Lending, or Disposing of the Printer
  - Keeping Print Quality High
- **Main Components and Their Use**
  - Main Components
  - Power Supply
  - LCD and Operation Panel
  - Entering Numbers, Letters, and Symbols
- **Changing Settings**
  - Changing Printer Settings from Your Computer (Windows)
  - Changing Printer Settings from Your Computer (macOS)
  - Changing Settings from Operation Panel
- **Specifications**

Safety

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

Safety Precautions

Safety Precautions

- This manual contains important notices and safety precautions about your printer.

  Do not use the printer in ways other than described in the accompanying manuals, as this may result in fire, electric shock or other unexpected accidents.

  Safety standard marks and declarations are only valid for the supported voltages and frequencies in the applicable countries or regions.

⚠ Warning

- Users with cardiac pacemakers:

  This product emits a low-level magnetic flux. If you feel abnormalities, please move away from the product and consult your doctor.

- Do not use the printer in the following cases:

  Stop use immediately, unplug the printer and call your local service representative to request repair.

  - Metal objects or liquids are spilt inside the printer.
  - The printer emits smoke, strange odors, or makes unusual noises.
  - The power cord or plug overheat or are broken, bent or damaged in any way.

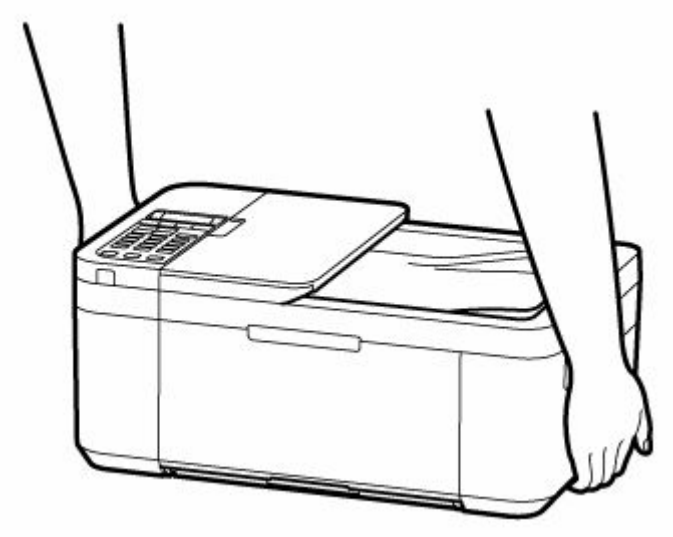
- Failure to adhere to the following may result in fire, electric shock, or injury:
  - Do not place product close to the flammable solvents such as alcohol or thinner.
  - Do not open or modify the printer.
  - Use only the power cord/cables that came with your printer. Do not use these cables with other devices.
  - Do not plug in to voltages or frequencies other than those specified.
  - Plug the power cord into the socket completely.
  - Do not plug in or unplug the power cord with wet hands.
  - Do not damage the power cord or other cables by twisting, bundling, tying, pulling or excessively bending them.
  - Do not place heavy objects on the power cord.
  - Do not connect multiple power cords to a single electrical outlet. Do not use multiple extension cords.
  - Do not leave the printer plugged in during lightning storms.
  - Always unplug the power cord and cables when cleaning. Do not use flammable sprays or liquids such as alcohol or thinners for cleaning.
  - Unplug the power cord once a month to check that it is not overheating, rusted, bent, scratched, split, or otherwise damaged.

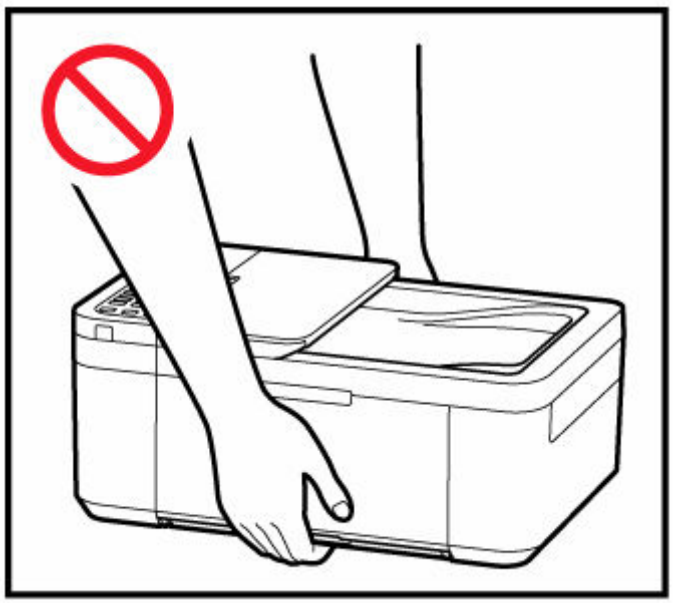
⚠ Caution

- Do not put your hands inside the printer while printing.
- Do not touch the print head or other metal parts immediately after printing.
- Ink
  - Keep ink out of reach of children.

- If ink is accidentally licked or swallowed, rinse out your mouth and drink one or two glasses of water. 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.

- Moving the printer
  - Hold the printer by its sides and carry it with both hands.





General Notices

Choosing a Location

Refer to "Specifications" in the Online manual for details on operating environment.

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

- Do not place the printer on a thick rug or carpet.
- Do not place the printer flush against a wall.

Power Supply

- Keep the area around the power outlet clear at all times so you can easily unplug the power cord if necessary.
- Never remove the plug by pulling on the cord.

General Notices

- Do not tilt the printer, stand it on end, or turn it upside down. This may cause ink to leak.
- Do not place anything on top of the printer. Be especially careful to avoid metal objects such as paper clips and staples, and containers holding flammable liquids such as alcohol or thinner.
- Be sure to observe the following when loading the original on the platen. Failure to observe the following may cause the scanner to malfunction or the platen glass to break.
  - Do not place any objects weighing 4.4 lb (2.0 kg) or more on the platen glass.
  - Do not put any pressure of 4.4 lb (2.0 kg) or more on the platen glass, such as pressing down the original.
- Do not attempt to open, disassemble or modify the FINE cartridges. Ink may leak and damage your printer.
- Do not throw FINE cartridges in the fire.

Regulatory Information

Interference

Do not use the printer around medical equipment or other electronic devices. Signals from the printer may interfere with the correct operation of these devices.

WEEE (EU&EEA)

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



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

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



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

Union Européenne, Norvège, Islande et Liechtenstein uniquement.



Ce symbole indique que ce produit ne doit pas être jeté avec les ordures ménagères, conformément à la directive DEEE (2012/19/UE) et à la réglementation de votre pays. Ce produit doit être confié au distributeur à chaque fois que vous achetez un produit neuf similaire, ou à un point de collecte mis en place par les collectivités locales pour le recyclage des Déchets des Équipements Électriques et Électroniques (DEEE). Le traitement inapproprié de ce type de déchet risque d'avoir des répercussions sur l'environnement et la santé humaine, du fait de la présence de substances potentiellement dangereuses généralement associées aux équipements électriques et électroniques. Parallèlement, votre entière coopération dans le cadre de la mise au rebut correcte de ce produit favorisera une meilleure utilisation des ressources naturelles. Pour plus d'informations sur les points de collecte des équipements à recycler, contactez vos services municipaux, les autorités locales compétentes, le plan DEEE approuvé ou le service d'enlèvement des ordures ménagères. Pour plus d'informations sur le retour et le recyclage des produits DEEE, consultez le site: www.canon-europe.com/weee.

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



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

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



Este símbolo indica que este producto no debe desecharse con los desperdicios domésticos, de acuerdo con la directiva RAEE (2012/19/UE) y con la legislación nacional. Este producto debe entregarse en uno de los puntos de recogida designados, como por ejemplo, entregándolo en el lugar de venta al comprar un producto similar o depositándolo en un lugar de recogida autorizado para el reciclado de residuos de aparatos eléctricos y electrónicos (RAEE). La manipulación inapropiada de este tipo de desechos podría tener un impacto negativo en el entorno y la salud humana, debido a las sustancias potencialmente

peligrosas que normalmente están asociadas con los RAEE. Al mismo tiempo, su cooperación a la hora de desechar correctamente este producto contribuirá a la utilización eficazde los recursos naturales. Para más información sobre cómo puede eliminar el equipo para su reciclado, póngase en contacto con las autoridades locales, con las autoridades encargadas de los desechos, con un sistema de gestión RAEE autorizado o con el servicio de recogida de basuras doméstico. Si desea más información acerca de la devolución y reciclado de RAEE, visite la web www.canon-europe.com/weee.

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



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

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



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

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



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

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



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

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



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

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



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

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



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

kierrätysjärjestelmän ylläpitäjältä ja jätehuoltoyhtiöltä. Lisätietoja sähkö- ja elektroniikkalaiteromun keräyksestä ja kierrätyksestä on osoitteessa www.canon-europe.com/weee.

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



Den här symbolen visar att produkten enligt WEEE-direktivet (2012/19/EU) och nationell lagstiftning inte får sorteras och slängas som hushållsavfall. Den här produkten ska lämnas in på en därför avsedd insamlingsplats, t.ex. på en återvinningsstation auktoriserad att hantera elektrisk och elektronisk utrustning (EE-utrustning) eller hos handlare som är auktoriserade att byta in varor då nya, motsvarande köps (en mot en). Olämplig hantering av avfall av den här typen kan ha en negativ inverkan på miljön och människors hälsa på grund av de potentiellt farliga ämnen som kan återfinnas i elektrisk och elektronisk utrustning. Din medverkan till en korrekt avfallshantering av den här produkten bidrar dessutom till en effektiv användning av naturresurserna. Kontakta ditt lokala kommunkontor, berörd myndighet, företag för avfallshantering eller ta del av en godkänd WEEE-organisation om du vill ha mer information om var du kan lämna den kasserade produkten för återvinning. För mer information om inlämning och återvinning av WEEE-produkter, se www.canon-europe.com/weee.

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



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

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



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

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



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

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



Tento symbol znamená, že podľa Smernice 2012/19/EÚ o odpade z elektrických a elektronických zariadení (OEEZ) a podľa platnej legislatívy Slovenskej republiky sa tento produkt nesmie likvidovať spolu s komunálnym odpadom. Produkt je potrebné odovzdať do určenej zberne, napr. prostredníctvom výmeny za kúpu nového podobného produktu, alebo na autorizované zberné miesto, ktoré spracúva odpad z elektrických a elektronických zariadení (EEZ). Nesprávna manipulácia s takýmto typom odpadu môže mať negatívny vplyv na životné prostredie a ľudské zdravie, pretože elektrické a elektronické zariadenia obsahujú potenciálne nebezpečné látky. Spoluprácou na správnej likvidácii produktu prispejete

k účinnému využívaniu prírodných zdrojov. Ďalšie informácie o mieste recyklácie opotrebovaných zariadení získate od miestneho úradu, úradu životného prostredia, zo schváleného plánu OEEZ alebo od spoločnosti, ktorá zaisťuje likvidáciu komunálneho odpadu. Viac informácií nájdete aj na webovej stránke: www.canon-europe.com/weee.

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



See sümbol näitab, et antud toodet ei tohi vastavalt elektri- ja elektroonikaseadmete jäätmeid käsitlevale direktiivile (2012/19/EL) ning teie riigis kehtivatele õigusaktidele utiliseerida koos olmejäätmetega. Antud toode tuleb anda selleks määratud kogumispunkti, nt müügipunkt, mis on volitatud üks ühe vastu vahetama, kui ostate uue sarnase toote, või elektri- ja elektroonikaseadmete jäätmete ümbertöötlemiseks mõeldud kogumispunkti. Täiendava teabe saamiseks elektri- ja elektroonikaseadmetest tekkinud jäätmete tagastamise ja ümbertöötlemise kohta võtke ühendust kohaliku omavalitsusega, asjakohase valitsusasutusega, asjakohase tootjavastutusorganisatsiooniga või olmejäätmete käitlejaga. Lisateavet leitate ka Interneti-leheküljelt www.canon-europe.com/weee.

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



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

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



Šis ženklas reiškia, kad gaminio negalima išmesti su buitinėmis atliekomis, kaip yra nustatyta Direktyvoje (2012/19/ES) ir nacionaliniuose teisė aktuose dėl EEĮ atliekų tvarkymo. Šį gaminį reikia atiduoti į tam skirtą surinkimo punktą, pvz., pagal patvirtintą keitimo sistemą, kai perkamas panašus gaminys, arba

į elektros ir elektroninės įrangos (EEĮ) atliekų perdirbimo punktą. Netinkamas tokios rūšies atliekų tvarkymas dėl elektros ir elektroninėje įrangoje esančių pavojingų medžiagų gali pakenkti aplinkai ir žmonių sveikatai. Padėdami užtikrinti tinkamą šio gaminio šalinimo tvarką, kartu prisidėsite prie veiksmingo gamtos išteklių naudojimo. Jei reikia daugiau informacijos, kaip šalinti tokias atliekas, kad jos būtų toliau perdirbamos, kreipkitės į savo miesto valdžios institucijas, atliekų tvarkymo organizacijas, patvirtintų EEĮ atliekų sistemų arba jūsų buitinių atliekų tvarkymo įstaigų atstovus. Išsamesnės informacijos apie EEĮ atliekų grąžinimo ir perdirbimo tvarką galite rasti apsilankę tinklalapyje www.canon-europe.com/weee.

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



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

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



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

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



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

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



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

Korisnici u Srbiji



Ovaj simbol označava da ovaj proizvod ne sme da se odlaže sa ostalim kućnim otpadom, u skladu sa WEEE Direktivom (2012/19/EU) i nacionalnim zakonima. Ovaj proizvod treba predati određenom centru za prikupljanje, npr. na osnovi "jedan-za-jedan" kada kupujete sličan novi proizvod, ili ovlašćenom centru za prikupljanje za reciklažu istrošene električne i elektronske opreme (EEE). Nepravilno rukovanje

ovom vrstom otpada može da ima moguće negativne posledice po životnu sredinu i ljudsko zdravlje usled potencijalno opasnih materijala koji se uglavnom vezuju za EEE. U isto vreme, vaša saradnja na ispravnom odlaganju ovog proizvoda će doprineti efikasnom korišćenju prirodnih resursa. Za više informacija o tome gde možete da predate vašu staru opremu radi recikliranje, vas molimo, da kontaktirate lokalne gradske vlasti, komunalne službe, odobreni plan reciklaže ili Gradsku čistoću. Za više informacija o vraćanju i recikliranju WEEE proizvoda, posetite stranicu www.canon-europe.com/weee.

Handling Precautions

- Canceling Print Jobs
- Storing Printed Images
- Legal Restrictions on Scanning/Copying
- Printer Handling Precautions
- Transporting Your Printer
- When Repairing, Lending, or Disposing of the Printer
- Keeping Print Quality High

Legal Restrictions on Scanning/Copying

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

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

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

Printer Handling Precautions

Be careful not to let anything get inside the document output slot. It may cause damage.

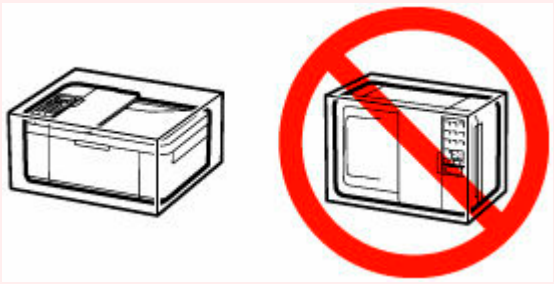


Transporting Your Printer

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

Important

- Pack the printer in a sturdy box so that it is placed with its bottom facing down, using sufficient protective material to ensure safe transport.
- With the FINE cartridge left installed in the printer, press the **ON** button to turn off the power. This allows the printer to automatically cap the print head, thus preventing it from drying.
- After packing, do not tilt the box containing the printer or turn it on its side or upside down. Doing so may cause the ink to leak during transport and cause damage to the printer.
- When a shipping agent is handling transport of the printer, have its box marked "THIS SIDE UP" to keep the printer with its bottom facing down. Mark also with "FRAGILE" or "HANDLE WITH CARE".



1. Turn the printer off.
2. Check that **ON** lamp is off and unplug power cord.

   Important

   - Do not unplug the printer while the **ON** lamp is lit or flashing, as it may cause malfunction or damage to the printer, making the printer unable to print.
3. Retract the paper output support with the output tray extension closed.
4. Close the front cover.
5. Unplug the printer cable from the computer and from the printer, then unplug the power cord from the printer.
6. Use adhesive tape to secure all the covers on the printer to keep them from opening during transportation. Then pack the printer in the plastic bag.
7. Attach the protective material to the printer when packing the printer in the box.

   Important

   - We recommend to hold and carry out this printer as shown in the figure below.



When Repairing, Lending, or Disposing of the Printer

If you have entered personal data, passwords and/or other security settings on the printer, such information may be stored in the printer.

When sending the printer for repair, lending or transferring the printer to another person, or disposing of the printer, please be sure to follow the steps below in order to delete such information and prevent third parties from accessing it.

- Press the **Setup** button, select **Device settings** > **Reset setting** > **All data**, and then select **Yes**.

For printers with fax capabilities, user information and speed dial numbers can be backed up to a computer by utilizing the Speed Dial Utility2 software before resetting the printer or deleting data. Backed up data can be restored to the repaired printer or another Canon printer.

- Registering Recipients Using Speed Dial Utility2 (Windows)
- Registering Recipients Using Speed Dial Utility2 (macOS)

Keeping Print Quality High

The key to printing with the optimal printing quality is to prevent the print head from drying or clogging. Always observe the following rules for optimal printing quality.

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.

Never unplug the power cord until the power is turned off!

If you press the **ON** button to turn off the power, the printer caps the print head (nozzles) automatically to prevent from drying. If you unplug the power cord from the wall outlet before the **ON** lamp is turned off, the print head will not be capped properly and this will cause drying or clogging.

When unplugging the power cord, check that the **ON** lamp is not lit.

Important

- If the power cord is unplugged, the date/time settings will be reset and all documents stored in the printer's memory will be lost. Send or print a necessary document before unplugging the power cord.

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 printer has not been used for a long time. We recommend you to use the printer at least once a month.

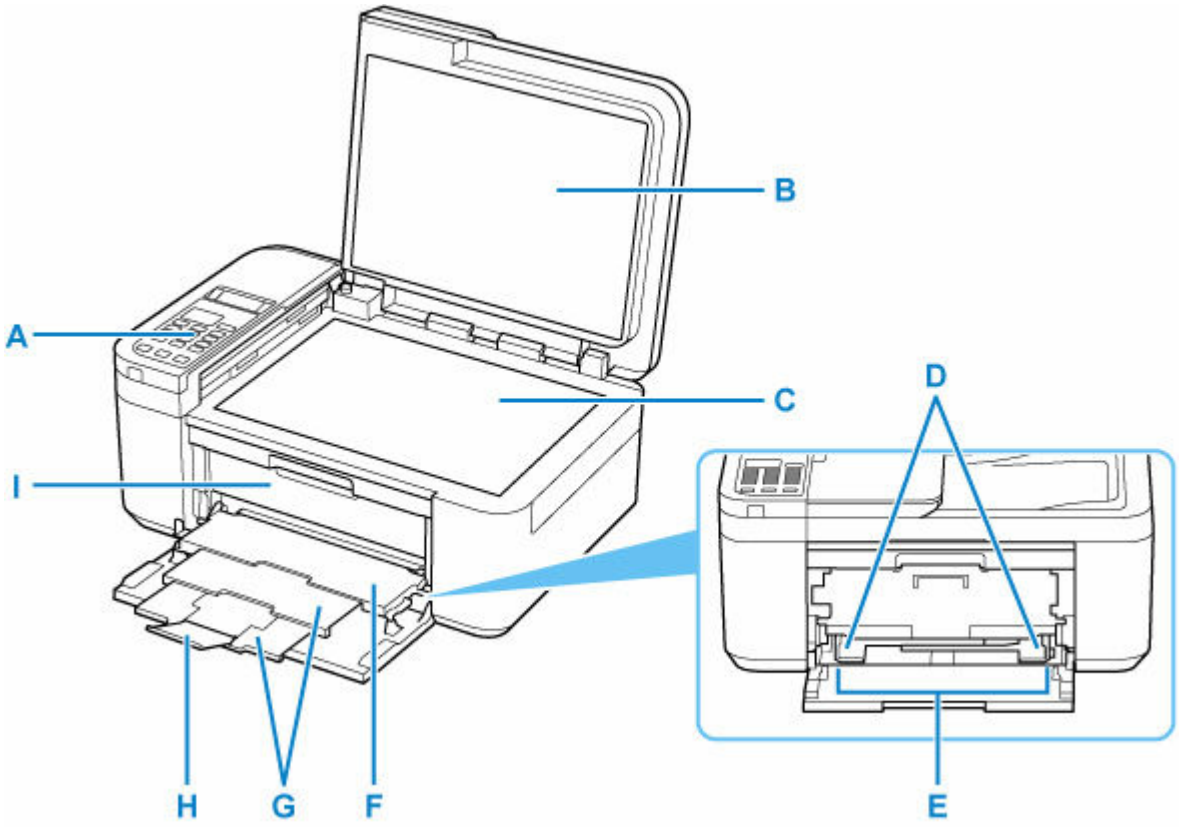
Main Components and Their Use

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

Main Components

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

Front View



A: Operation Panel

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

➡ Operation Panel

B: Document Cover

Open to load an original on the platen.

C: Platen

Load an original here.

D: Paper Guides

Align with both sides of the paper stack.

E: Front Tray

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

➡ Loading Plain Paper
➡ Loading Photo Paper
➡ Loading Envelopes

F: Paper Output Tray

Printed paper is ejected. Open before printing.

G: Paper Output Support

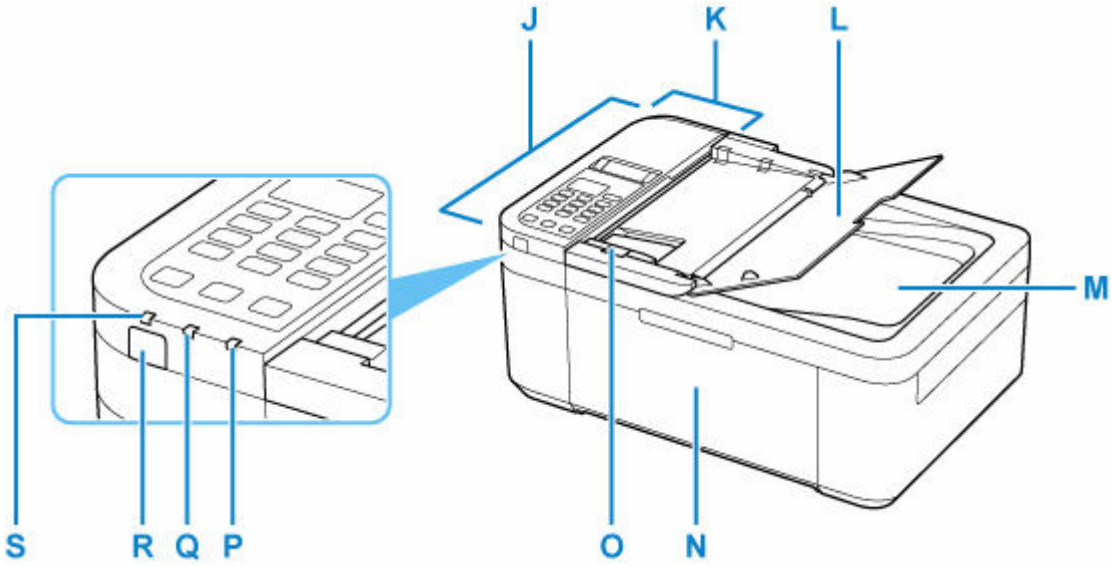
Extend to support ejected paper.

H: Output Tray Extension

Open to support ejected paper.

I: Paper Output Cover

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



J: ADF (Auto Document Feeder)

Load a document here. The documents loaded in the document tray are scanned automatically one sheet at a time.

➡ Loading Documents in the ADF (Auto Document Feeder)

K: Document Feeder Cover

Open when clearing jammed documents.

L: 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.

M: Document Output Slot

Documents scanned from the ADF are delivered here.

N: Front Cover

Open to load paper in the front tray.

O: Document Guide

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

P: Alarm lamp

Lights or flashes when an error occurs.

Q: FAX Memory lamp

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

R: ON button

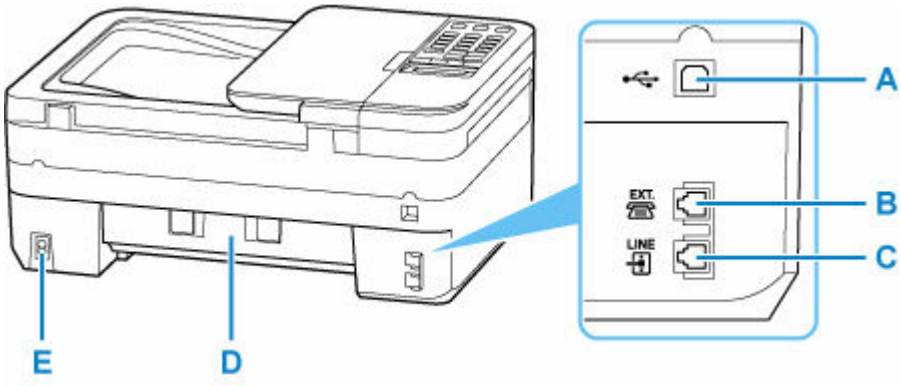
Turns the power on or off. Before turning on the power, make sure that the document cover is closed.

➡ Turning the Printer On and Off

S: ON lamp

Lights after flashing when the power is turned on.

Rear View



A: USB Port

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

B: External Device Jack

Connect an external device such as telephone or answering device.

C: Telephone Line Jack

Connect the telephone line.

D: Rear Cover

Open when removing jammed paper.

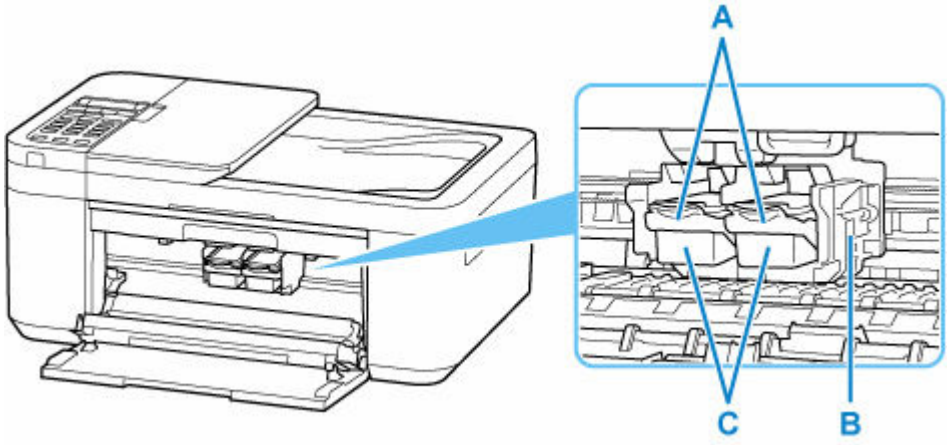
E: Power Cord Connector

Plug in the supplied power cord.

Important

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

Inside View



A: Ink Cartridge Lock Lever

Secures the installed FINE cartridge.

B: FINE Cartridge Holder

Install the FINE cartridge.

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

C: FINE Cartridge (ink cartridges)

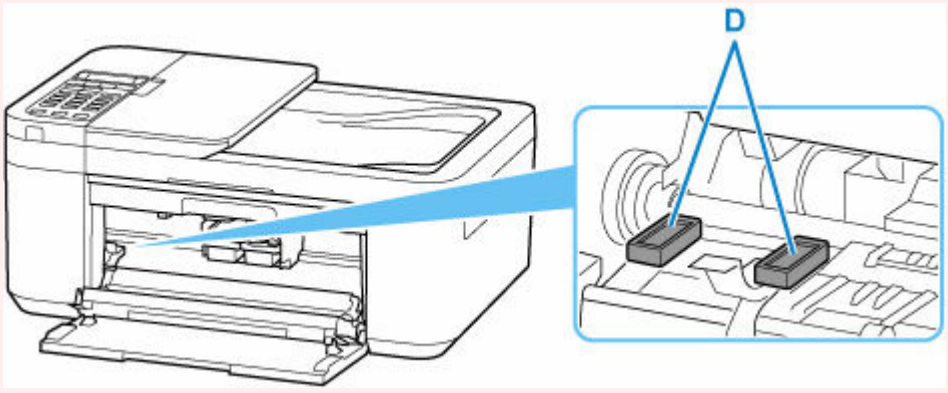
A replaceable cartridge that integrates print head and ink tank.

Note

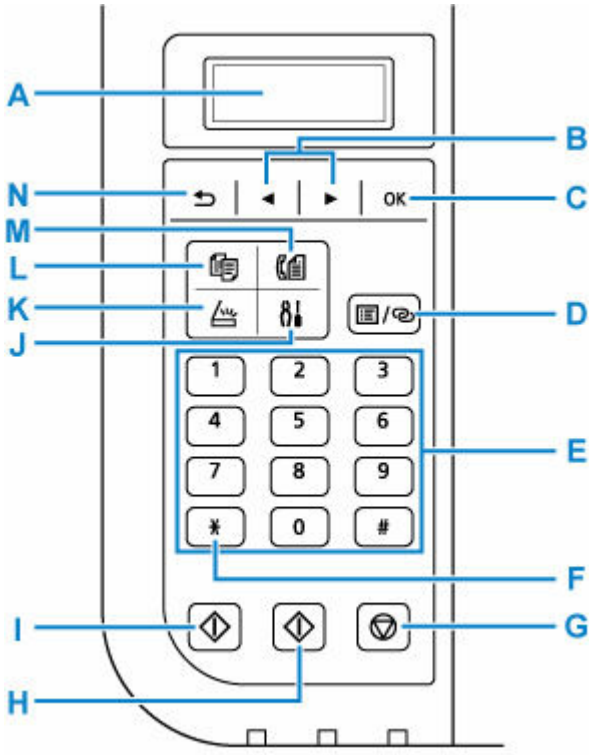
- For details on replacing a FINE cartridge, see Replacing a FINE Cartridge.

Important

- The area around the parts D may be splattered with ink. This does not affect the performance of the printer.
- Do not touch the parts D. The printer may not print properly if you touch them.



Operation Panel



A: LCD (Liquid Crystal Display)

Displays messages, menu items, and the operational status.

B: ◄ and ► buttons

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

C: OK button

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

D: Menu/Wireless connect button

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

To set wireless router information in the printer directly from a smartphone or other such device (without having to do any procedures at the router), hold down this button.

E: Numeric buttons

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

F: Tone button

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

G: Stop button

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

H: Color button

Starts color copying, scanning, faxing, etc.

I: Black button

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

J: Setup button

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

K: SCAN button

Switches the printer to the scan mode.

L: COPY button

Switches the printer to the copy mode.

M: FAX button

Switches the printer to the fax mode.

N: Back button

Returns the LCD to the previous screen.

Power Supply

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

Checking that Power Is On

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

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



Note

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

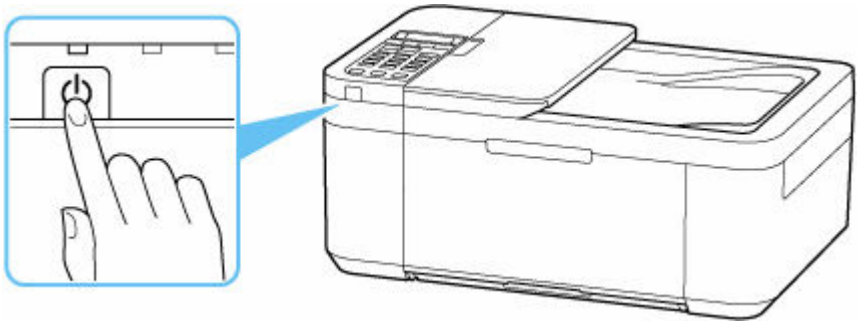
Turning the Printer On and Off

Turning on the printer

Press the ON button to turn on the printer.

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

➡ Checking that Power Is On



Note

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

  From the printer

  ➡ ECO settings

  From the computer

  – For Windows:

  ➡ Managing the Printer Power

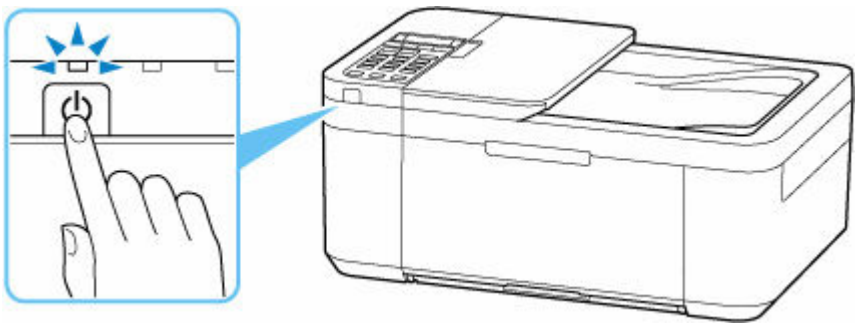
  – For macOS:

  ➡ Managing the Printer Power

Turning off the printer

Press the ON button to turn off the printer.

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



Important

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

Checking the Power Plug/Power Cord

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

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

⚠ Caution

- If you find anything unusual with the power plug/power cord described above, unplug the power cord and contact your nearest Canon service center to request a repair. Using the printer with one of the unusual conditions above may cause a fire or an electric shock.

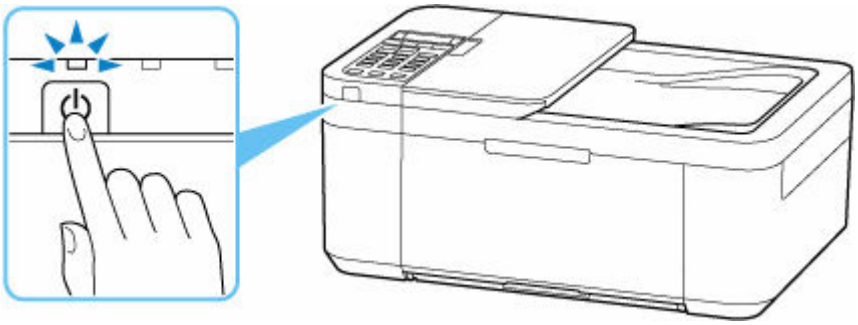
Unplugging the Printer

To unplug the power cord, follow the procedure below.

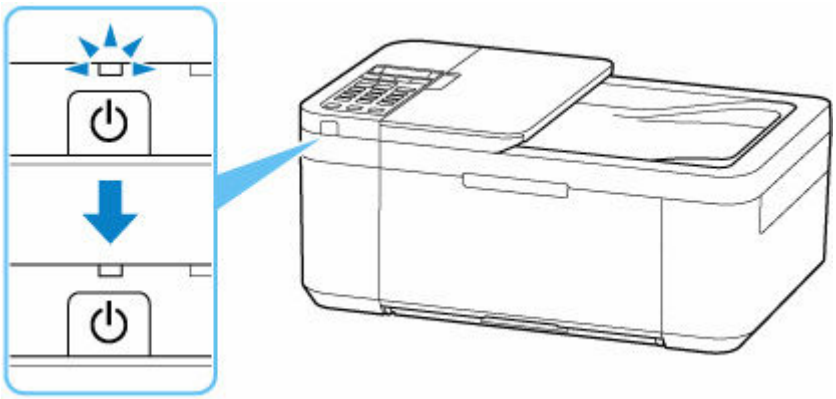
Important

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

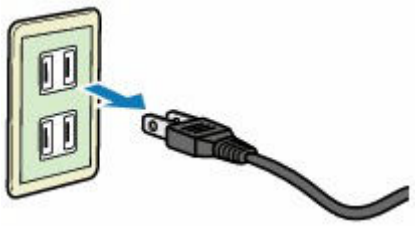
1. Press the **ON** button to turn the printer off.



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



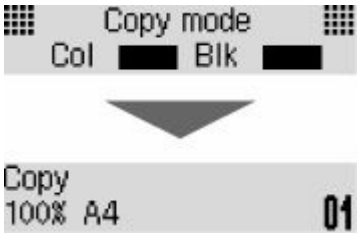
3. Unplug the power cord.



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

LCD and Operation Panel

The Copy standby screen appears when the printer is turned on.

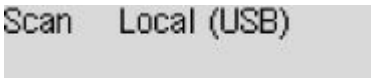


When the **COPY** button, **SCAN** button, **FAX** button, or **Setup** button is pressed, the display switches to copy mode, scan mode, fax mode, or setup menu screen.

Copy mode



Scan mode



Fax mode



Setup



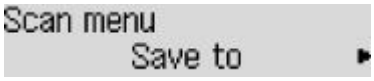
When the **Menu/Wireless connect** button is pressed in the Copy standby screen, Scan standby screen or Fax standby screen, the menu screen appears.

Copy menu



- Setting Items for Copying
- Special Copy Menu

Scan menu



- Setting Items for Scanning Using Operation Panel

Fax menu



In a menu or settings screen, use the ◄ ► button to select an item or option, and then press the **OK** button to proceed with the procedure.

Note

- For details on how to change settings, refer to Changing Settings from Operation Panel.

Network Status Indication

Wi-Fi setting and the network status indicate by the icon.



If the Wi-Fi icon appears on the LCD when the **SCAN** button or **Setup** button is pressed, it indicates that Wi-Fi is enabled and the printer is connected to the wireless router.

Depending on the signal state, the icon will change.

Signal strength: 81 % or more

You can use the printer over Wi-Fi without any problems.

Signal strength: 51 % or more

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

Signal strength: 50 % or less

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

Wi-Fi is enabled but the printer is not connected to the wireless router.

Note

- When Wi-Fi is disabled, the Wi-Fi icon is not displayed.

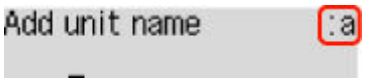
Entering Numbers, Letters, and Symbols

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

Switching the Input Mode

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

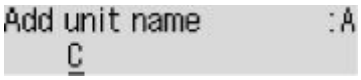
The current input mode appears at the upper right corner of the LCD.



Note

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

Entering Numbers, Letters, and Symbols



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

Use the Numeric buttons to enter the desired characters.

- To insert a space

  Press the # button five times.

- To delete the last entered character

  Press the **Back** button.

Editing Entered Numbers, Letters, and Symbols



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

- To insert a space

  Press the # button five times.

- To insert a character

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

- To delete a character

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

List of Characters Assigned to Each Numeric Button

For Fax/Telephone Number, Name, Number of Copies

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

*1 "SP" indicates a space.

For LAN Settings

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

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

*2 "SP" indicates a space.

Changing Settings

- Changing Printer Settings from Your Computer (Windows)
- Changing Printer Settings from Your Computer (macOS)
- Changing Settings from Operation Panel

Changing Printer Settings from Your Computer (Windows)

- Changing the Print Options
- Registering a Frequently Used Printing Profile
- Setting the Ink to be Used
- Managing the Printer Power
- Changing the Printer Operation Mode

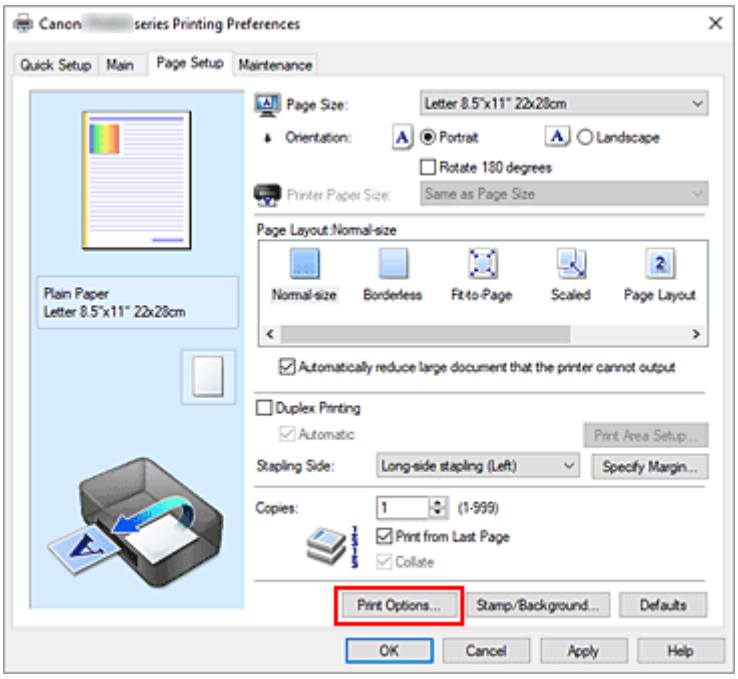
Changing the Print Options

You can change the detailed printer driver settings for print data that is sent from an application software.

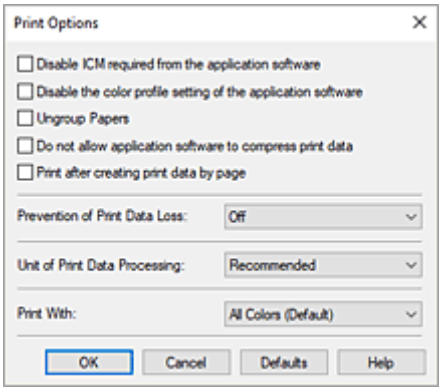
Specify this option if you encounter print failures such as part of an image data being cut off.

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.

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.

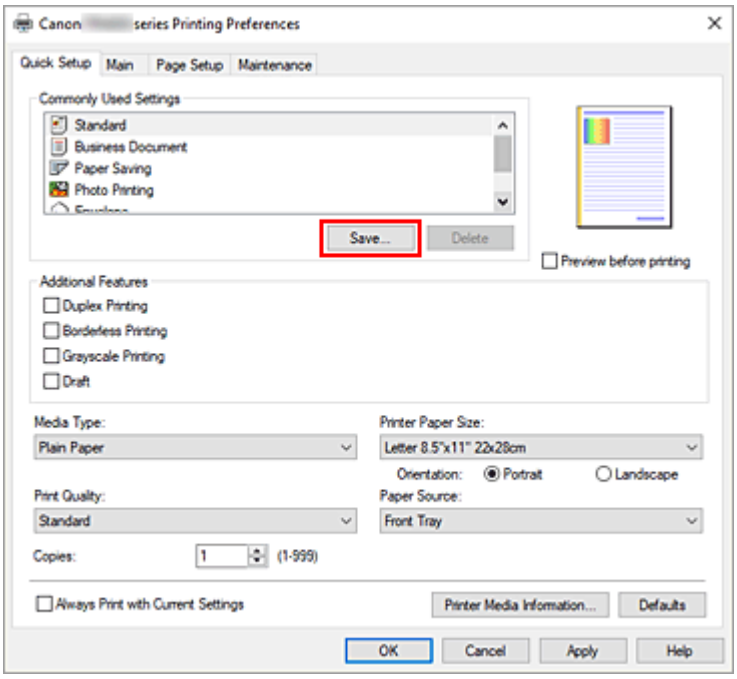
Registering a Printing Profile

1. Open the printer driver setup window

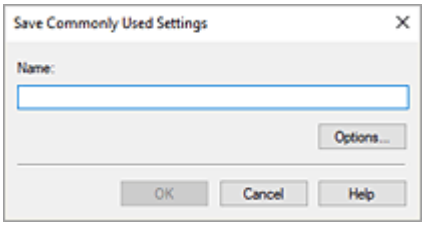
2. Set the necessary items

   From **Commonly Used Settings** on the **Quick Setup** tab, select the printing profile to be used and if necessary, change the settings after **Additional Features**.
   You can also register necessary items on the **Main** and **Page Setup** tabs.

3. Click **Save...**



   The **Save Commonly Used Settings** dialog box opens.



4. Save the settings

   Enter a name for the print settings to register in the **Name** field. If necessary, click **Options...**, set the items, and then click **OK**.
   In the **Save Commonly Used Settings** dialog box, click **OK** to save the print settings and return to the

Quick Setup tab.
The name and icon are displayed in **Commonly Used Settings**.

Important

- To save the page size, orientation, and number of copies that was set in each sheet, click **Options...**, and check each item.

Note

- When you re-install the printer driver or upgrade the printer driver version, the print settings that are already registered will be deleted from **Commonly Used Settings**.
  Registered print settings cannot be saved and preserved. If a profile is deleted, register the print settings again.

Deleting Unnecessary Printing Profile

1. Select the printing profile to be deleted

   Select the printing profile you want to delete from the **Commonly Used Settings** list on the **Quick Setup** tab.

2. Delete the printing profile

   Click **Delete**. When the confirmation message appears, click **OK**.
   The selected printing profile is deleted from the **Commonly Used Settings** list.

Note

- Printing profiles that are registered in the initial settings cannot be deleted.

Setting the Ink to be Used

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

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

   The **Print Options** dialog box appears.
3. Select the FINE cartridge to be used from **Print With**

   Select the FINE cartridge to be used for printing and click **OK**.
4. Click **OK** on the **Page Setup** tab

   When you perform printing, the specified FINE cartridge will be used.

Important

- When the following settings are specified, **Black Only** does not function because the printer uses the color FINE cartridge to print documents.
  - Other than **Plain Paper**, or **Envelope** is selected for **Media Type** on the **Main** tab
  - **Borderless** is selected from the **Page Layout** list on the **Page Setup** tab
- Do not detach the FINE cartridge that is not in use. Printing cannot be performed while either FINE cartridge is detached.

Managing the Printer Power

This function allows you to manage the printer power from the Canon IJ Printer Assistant Tool.

Power Off

The **Power Off** function turns off the printer. When you use this function, you will not be able to turn the printer on from the Canon IJ Printer Assistant Tool.

1. Open Canon IJ Printer Assistant Tool

2. Perform power off

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

   The printer power switches off.

   Important

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

Auto Power

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

1. Open the Canon IJ Printer Assistant Tool

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

   The **Auto Power Settings** dialog box will open.

   Note

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

3. If necessary, complete the following settings:

   Auto Power On

   Select the auto-power on setting.
   Select **Disable** to prevent the auto-power on feature from functioning.
   Check that the printer is on, and then click **OK** to change the printer settings.
   Select **Enable** to turn the printer on automatically when print data is sent to it.

Auto Power Off

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

4. Apply the settings

Click **OK**. When the confirmation message appears, click **OK**.

The setting is enabled after this. When you want to disable this function, select **Disable** from the list according to the same procedure.

Note

- When the printer is turned off, the Canon IJ Status Monitor message varies depending on the **Auto Power On** setting.
  When the setting is **Enable**, "Printer is standing by" is displayed. When the setting is **Disable**, "Printer is offline" is displayed.

Important

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

Changing the Printer Operation Mode

If necessary, switch between various modes of printer operation.
If you want to change printer settings, open one of the following two Custom Settings Tab, and configure settings.

- **Custom Settings** in the **Maintenance** Tab
- **Custom Settings** in Canon IJ Printer Assistant Tool

For functions related to print settings, go to **Custom Settings** in the **Maintenance** Tab. For other settings, go to **Custom Settings** in Canon IJ Printer Assistant Tool.

Custom Settings in the Maintenance Tab

1. Open the **Maintenance** Tab

2. Check that the printer power is on, and click **Custom Settings**

   The **Custom Settings** dialog box opens.

   Note

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

3. Configure settings

   If necessary, switch between various modes of printer operation.

4. Apply the settings

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

   The printer operates with the modified settings hereafter.

Custom Settings in Canon IJ Printer Assistant Tool

1. Open the Canon IJ Printer Assistant Tool

2. Check that the printer is on and then click **Custom Settings**

   The **Custom Settings** dialog box opens.

   Note

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

3. Configure settings

If necessary, switch between various modes of printer operation.

4. Apply the settings

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

The printer operates with the modified settings hereafter.

Changing Printer Settings from Your Computer (macOS)

- Managing the Printer Power
- Changing the Printer Operation Mode

Managing the Printer Power

Printer power supply is operated from Remote UI.

Energy saving settings

Energy saving settings allow you to set Auto power off and Auto power on.

Auto power off is the function wherein the printer automatically turns itself off, when data is not sent or the printer remains inactive for a certain period.
The Auto power on function automatically turns on the printer when data is received.

1. Selecting **Printer settings** from Remote UI

2. Click **Energy saving settings**

3. Complete the following settings:

   Auto power off
   Specify the time from the list. Printer automatically turns itself off, when data is not sent within the specified time or the printer has remained inactive.

   Auto power on
   When you check this check box, the printer automatically turns itself on when data is sent.

4. Apply the settings

   Click **OK**.
   The printer will operate with the changed settings hereafter.

Changing the Printer Operation Mode

If necessary, switch between various modes of printer operation.

1. Check whether the printer is on and select **Printer settings** from Remote UI

2. If necessary, complete the following settings:

   Print 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 prevent paper abrasion.

   Custom settings - Detect paper setting mismatch

   If the check box is deselected, at the time of printing from PC, you can continue to print without the message display even if the paper settings set in the Print dialog differs from the paper information registered to the printer.

   Ink drying wait time

   You can set the length of the printer rest time until printing of the next page begins. The wait time becomes longer as the value set in the list increases, and shorter as the value decreases.
   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.

3. Apply the settings

   Click **OK**.

   The printer operates with the modified settings hereafter.

Changing Settings from Operation Panel

- Changing Settings from Operation Panel
- Setting Items on Operation Panel
- Fax settings
- Print settings
- LAN settings
- Smartphone print
- Other dev. settings
- Language selection
- Firmware update
- Reset setting
- Feed settings
- ECO settings
- Quiet setting
- System information
- Checking the Total Number of Uses of Printer

Changing Settings from Operation Panel

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

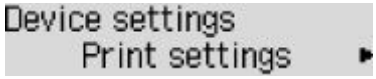
Note

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

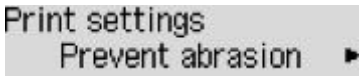
1. Check that printer is turned on.
2. Press the **Setup** button.

   The **Setup menu** screen is displayed.
3. Select **Device settings** and then press the **OK** button.

   The **Device settings** screen is displayed.
4. Select a setting item to adjust and then press the **OK** button.

   The setting screen for the selected item is displayed.
5. Select a setting item and then press the **OK** button.

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

For more on setting items on the operation panel:

➡ Setting Items on Operation Panel

Setting Items on Operation Panel

Items for Printer

- Fax settings
- Other dev. settings
- Language selection
- ECO settings
- Quiet setting

Items for Paper/Printing

- Print settings
- Smartphone print
- Feed settings

Items for Maintenance/Management

- LAN settings
- Firmware update
- Reset setting
- System information
- Checking the Total Number of Uses of Printer

Fax settings

Select this menu from **Setup menu**.

- Easy setup
- Add tel. number
- Fax user settings
- Adv. fax settings
- Auto print settings
- Security control

Note

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

Easy setup

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

Note

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

  For details on how to specify the setting:

  - Preparing for Faxing

Add tel. number

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

- Registering Recipients Using Operation Panel of Printer

Fax user settings

- **Add unit tel. number**

  Registers your fax/telephone number printed on sent faxes.

  - Registering User Information

- **Add unit name**

  Registers your name printed on sent faxes.

  - Registering User Information

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

  Selects the telephone line type setting for the printer.

  - Setting Telephone Line Type

Note

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

- **Tel. line auto select (China only)**

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

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

  ➡ Setting Telephone Line Type

Adv. fax settings

- **Err reduction (VoIP)**

  If you select **Reduce**, it may be possible to reduce the incidence of communication errors when connecting to internet line such as IP phone.

  Note

  - When **Reduce** is selected, V.34 (Super G3) cannot be used. Communication time generally becomes longer than when communicating with V.34 (super G3).
  - This setting has priority even if you select **33600 bps** for **TX start speed** or **RX start speed**.

- **Auto redial**

  Enables/disables automatic redialing.

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

- **Dial tone detect**

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

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

  Note

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

- **Pause time settings**

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

- **TTI position**

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

- **Remote RX**

  Enables/disables remote reception.

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

  ➡ Remote Reception

- **Color transmission**

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

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

  If you select **If incompat., B&W**, the printer sends documents in black & white when the recipient's fax device does not support color faxing.

- **RX image reduction**

  Enables/disables automatic reduction of incoming faxes so that they fit in the selected paper.

  If you select **ON**, you can select the image reduction direction.

- **Adv. communication**

  - **ECM TX**

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

    ➡ Transmission/Reception of Faxes Using ECM

  - **ECM RX**

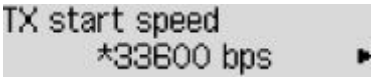
    Selects whether to receive faxes in Error Correction Mode (ECM).

    ➡ Transmission/Reception of Faxes Using ECM

  - **TX start speed**

    Selects the fax transmission speed.

    Ex:

    The following settings are available.

    33600 bps/14400 bps/9600 bps/4800 bps

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

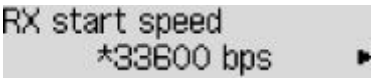
    Note

    - The * (asterisk) on the LCD indicates the current setting.
    - Some of settings are not available depending on the country or region of purchase.
    - When the telephone line condition or connection is poor, selecting a lower transmission start speed may solve transmission problems.

  - **RX start speed**

    Selects the fax reception speed.

    Ex:

    The following settings are available.

33600 bps/14400 bps/9600 bps/4800 bps

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

Note

- The * (asterisk) on the LCD indicates the current setting.
- Some of settings are not available depending on the country or region of purchase.
- When the telephone line condition or connection is poor, selecting a lower reception start speed may solve reception problems.

Auto print settings

- **Received documents**

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

  If you select **Do not print**, the received fax is stored in the printer's memory.

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

  ➡ Document Stored in Printer's Memory

- **Activity report**

  Selects whether to print ACTIVITY REPORT automatically.

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

  For details on the procedure to print ACTIVITY REPORT manually:

  ➡ Summary of Reports and Lists

- **TX report**

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

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

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

- **RX report**

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

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

- **Print when no ink**

  Sets whether to continue printing the received fax without storing it in the printer's memory when the ink has run out.

  However, part or all of the fax may not be printed since the ink has run out.

Security control

- **Fax no. re-entry**

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

  ➡ Preventing Mistransmission of Faxes

- **Check RX fax info**

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

  ➡ Preventing Mistransmission of Faxes

- **Hook setting**

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

- **Fax RX reject**

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

  ➡ Rejecting Fax Reception

- **Caller rejection**

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

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

  ➡ Using Caller ID Service to Reject Calls

  Note

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

Print settings

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

- **Prevent abrasion**

  Use this setting only if the print surface becomes smudged.

  Important

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

- **Amount of extension**

  Selects the amount of image that extends off the paper when printing in borderless (full).

  When performing Borderless Printing, slight cropping may occur at the edges since the printed 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.

  Important

  - Settings will become ineffective in the following situations:
    - Printing from a standard form.

  Note

  - When performing settings from application software or the printer driver, these settings will be prioritized.
  - If printouts contain margins even though you are printing in Borderless, specifying **Amount: Large** for this setting may help solve the problem.

- **Auto photo fix set.**

  Selecting **ON** will prioritize the printing of the Exif information in the image.

- **Prevent double-feed**

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

  Important

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

LAN settings

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

- Wi-Fi
- Wireless Direct
- Print LAN details

Wi-Fi

- **Wi-Fi enab./disable**

  Enables or disables Wi-Fi.

- **Wi-Fi setup**

  Selects the setup method for Wi-Fi connection.

  Note

  - You can also enter this setting menu by selecting **Wi-Fi setup** from the **Setup menu** screen and pressing the **OK** button.

  - **Easy WL connect**

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

  - **Manual connect**

    Select when you perform settings for Wi-Fi manually using the operation panel of the printer.

  - **WPS (Push button)**

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

  - **Other setup**

    - **Manual setup**

      Select when you perform settings for Wi-Fi manually.

    - **WPS (PIN code)**

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

- **Manual setup**

  For details on each setting item:

  Manual setup

Wireless Direct

- **Switch WL Direct**

  Enables/disables Wireless Direct.

- **Change name (SSID)**

  Changes the identifier (SSID/the printer's name displayed on a Wi-Fi Direct compatible device) for Wireless Direct.

- **Change password**

  Changes the password for Wireless Direct.

- **Confirm request**

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

- **Manual setup**

  For details on each setting item:

  ➡ Manual setup

Print LAN details

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

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

➡ Printing Network Settings

Important

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

Manual setup

- **Set printer name**

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

  ### Note

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

- **TCP/IP settings**

  Performs IPv4 or IPv6 setting.

- **WSD setting**

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

  - **Enable/disable WSD**

Selects whether WSD is enabled or disabled.

Note

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

◦ **Optimize WSD-In**

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

◦ **WSD scan from dev.**

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

◦ **Timeout setting**

Specifies the timeout length.

- **Bonjour settings**

Setting items when you use Bonjour.

◦ **Enab./disab. Bonjour**

Selecting **Enable** allows you to use Bonjour to perform the network settings.

◦ **Enter service name**

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

Note

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

- **LPR setting**

Enables/disables the LPR setting.

- **RAW protocol**

Enables/disables RAW printing.

- **LLMNR**

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

- **IPP settings**

Selecting **Enable** allows you to print via the network with the IPP protocol.

- **IPsec settings**

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

Other dev. settings

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

- **Date/time setting**

  Sets the current date and time.

  ➡ Setting Sender Information

  Important

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

- **Date display format**

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

- **DST setting**

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

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

  ➡ Setting Sender Information

  Note

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

- **Sound control**

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

  - **Keypad sound**

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

  - **Alarm sound**

    Selects whether the alarm is enabled or not.

  - **Line monitor sound**

    Selects whether the line monitor sound is enabled or not.

  - **Offhook alarm**

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

- **Country and region**

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

  Note

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

- **Key repeat**

  Selecting **ON** lets you quickly display candidate numbers or characters by holding down the ◄► button during character entry.

- **Orig. remov. remind.**

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

  Important

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

- **Wi-Fi pairing**

  In order to connect Canon PRINT Inkjet/SELPHY, multiple configurations will be performed.

  - **Enab./disab. pairing**

    Set the printer's Wi-Fi pairing function to enable or disable.

  - **Additional pairing**

    On another function permit or prohibit Canon PRINT Inkjet/SELPHY pairing.

  - **Del. paired devices**

    Cancel all Canon PRINT Inkjet/SELPHY pairing.

Language selection

Changes the language for LCD messages and menus.

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

Firmware update

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

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

Important

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

- **Install update**

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

  ### Note

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

- **Current version**

  You can check the current firmware version.

- **Update notification**

  You can set the printer to display the firmware update information on the LCD when the firmware update is available.

  When **Idle/Power off** is selected, the printer informs you of the update during idle and the update information also appears when you press the **ON** button.

- **Auto update setting**

  Select **ON** to automatically update the firmware to the latest version.

- **DNS server setup**

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

- **Proxy server setup**

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

Reset setting

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

You can set the settings back to the default.

- **Web service setup**

  Returns the Web service settings back to the default.

- **LAN settings**

  Returns the LAN settings back to the default.

- **Telephone no. data**

  Returns the telephone/fax number settings to default.

- **Setting data**

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

- **Fax settings**

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

- **All data**

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

Note

- You cannot set the following setting items back to the default:
  - The language displayed on the LCD
  - The current position of the print head
  - The cumulative usage count of copy, scan, fax, etc. registered in **Print usage stats**.
  - CSR (Certificate Signing Request) for encryption method (SSL/TLS) setting
  - The country or region selected for **Country and region**

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

  1. Displays **Add unit tel. number** or Displays **Add unit name**.

     ➡ Setting Sender Information

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

Feed settings

Select this menu from **Setup menu**.

Note

- By registering the paper size and the media type, the message can be displayed before printing starts when the paper size or the media type of the loaded paper differs from the paper settings.

  For details:

  ➡ Paper Settings

- **Save paper info**

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

- **Det. paper mismatch**

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

- **Detect reinsertion**

  If you select **ON**, the printer detects paper insertion and removal. When the paper information registration screen is displayed, register the paper size and the media type.

ECO settings

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

- Turning off Printer Automatically
- Turning on Printer Automatically
- Using Two-sided Printing

Turning off Printer Automatically

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

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

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

Turning on Printer Automatically

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

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

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

Using Two-sided Printing

Follow the procedure below to use duplex printing.

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

   The **Setup menu** screen is displayed.
3. Select **ECO settings** and then press the **OK** button.
4. Select **2-sidedPrintSetting** and then press the **OK** button.
5. Specify settings as necessary.
   - **Copy**

     Select two-sided copying as a default.
   - **Template print**

     Select two-sided printing of template forms on the printer as a default.
   - **Fax print**

     Select two-sided printing of sent/received faxes, reports, or lists as a default.

Quiet setting

Enables this function on the printer if you want to reduce the operating noise, such as when printing at night. In addition, you can specify the time range to reduce the operating noise.

Important

- Set the current date and time in advance.
  - Setting Sender Information

Follow the procedure below to perform setting.

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

   The **Setup menu** screen is displayed.
3. Select **Quiet mode** and then press the **OK** button.
4. Select **ON** or **Specify hrs of use** and then press the **OK** button.

   - When **ON** is selected:

     You can reduce the operating noise while printing is in progress.
   - When **Specify hrs of use** is selected:

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

     You can reduce the operating noise during the specified time.

   ### Important

   - Operating speed may be reduced compared to when **OFF** is selected.
   - This function may not be so effective depending on the printer's setting. Furthermore, certain noise, such as when the printer is preparing for printing, is not reduced.

System information

Select this menu from **Setup menu**.

- **Current version**

  Displays the current firmware version.

- **Printer name**

  Displays the printer name currently specified.

- **Serial number**

  Displays the printer serial number.

Checking the Total Number of Uses of Printer

The total number of uses of printer can be printed and checked.

1. Check that printer is turned on.
2. Load A4 or Letter-sized plain paper.
3. Press the **Setup** button.

   The **Setup menu** screen is displayed.
4. Select **Print usage stats** and then press the **OK** button.

   The total number of uses of printer is printed.

Specifications

General Specifications

Interface	**USB Port:** Hi-Speed USB * **Network Port:** Wi-Fi: IEEE802.11n / IEEE802.11g / IEEE802.11b * A computer that complies with Hi-Speed USB standard is required. Since the Hi-Speed USB interface is fully upwardly compatible with USB 1.1, it can be used at USB 1.1. USB and the network can be used at the same time.
Operating environment	**Temperature:** 41 to 95 °F (5 to 35 °C) **Humidity:** 10 to 90 % RH (no condensation) * The performance of the printer may be reduced under certain temperature and humidity conditions. Recommended conditions: **Temperature:** 59 to 86 °F (15 to 30 °C) **Humidity:** 10 to 80 % RH (no condensation) * For the temperature and humidity conditions of papers such as photo paper, refer to the paper's packaging or the supplied instructions.
Storage environment	**Temperature:** 32 to 104 °F (0 to 40 °C) **Humidity:** 5 to 95 % RH (no condensation)
Power supply	AC 100-240 V, 50/60 Hz (The supplied power cord is only for the country or region you purchased.)
Power consumption	**Printing (Copy):** 7 W or less *1 **Standby (minimum):** 0.8 W or less *1*2 **OFF:** 0.3 W or less *1 USB connection to a PC *2 The wait time for standby cannot be changed.
External dimensions (W x D x H)	Approx. 17.2 x 11.7 x 7.5 in. (Approx. 435 x 295 x 189 mm) * With the trays retracted.
Weight	Approx. 12.7 lb (Approx. 5.8 kg) * With the FINE Cartridges installed.

Scan Specifications

Scanner driver	**Windows:** TWAIN 1.9 Specification, WIA
Maximum scanning size	**Platen:** A4/Letter, 8.5 x 11.7 in. (216 x 297 mm) **ADF:** A4/Letter/Legal, 8.5 x 15.7 in. (216 x 399 mm)
Optical resolution (horizontal x vertical)	600 x 1200 dpi * * Optical Resolution represents the maximum sampling rate based on ISO 14473.
Gradation (Input / Output)	**Gray:** 16 bit/8 bit **Color:** RGB each 16 bit/8 bit

Fax Specifications

Applicable line	Public Switched Telephone Network (PSTN) IP phone line (IP phone line with quality of no problem at all by using in conversation)
Communication mode	Super G3, G3
Data compressing system	**Black:** MH, MR, MMR **Color:** JPEG
Modem speed	max. 33.6 kbps (Automatic fallback)
Transmission speed	**Black:** Approx. 3 seconds/page at 33.6 kbps (Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode.) **Color:** Approx. 1 minute/page at 33.6 kbps (Based on Canon COLOR FAX TEST SHEET.)
Gradation	**Black:** 256 levels **Color:** 24 bit Full Color (RGB each 8 bit)
Density adjustment	3 levels
Memory	**Transmission/reception:** approx. 50 pages (Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode.)
Fax resolution	**Black Standard:** 203 pels/in. x 98 lines/in. (8 pels/mm x 3.85 lines/mm) **Black Fine, Photo:** 203 pels/in. x 196 lines/in. (8 pels/mm x 7.7 lines/mm) **Black Extra fine:** 300 x 300 dpi **Color:** 200 x 200 dpi
Dialing	Automatic dialing

	• Recipient (max. 20 destinations) • Group dial (max. 19 destinations) Regular dialing Automatic redialing Manual redialing (max. 10 destinations)
Others	Activity report (after every 20 transactions) Sequential broadcasting (max. 21 destinations) Rejected numbers (max. 10 destinations) Err reduction (VoIP) * * For details, see "**Err reduction (VoIP)**" in "**Adv. fax settings**".

Network Specifications

Communication protocol	SNMP, HTTP, TCP/IP (IPv4/IPv6)
Wi-Fi	**Supported Standards:** IEEE802.11n / IEEE802.11g / IEEE802.11b **Frequency bandwidth:** 2.4 GHz **Channel:** 1-11 or 1-13 * Frequency bandwidth and available channels differ depending on country or region. **Communication distance:** Indoors 164 feet/50 m * Effective range varies depending on the installation environment and location. **Security:** WPA-PSK (TKIP/AES) WPA2-PSK (TKIP/AES) **Setup:** WPS (Push button configuration/PIN code method) Easy wireless connect

Minimum System Requirements

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

Windows

Operating System	Windows 10, Windows 8.1, Windows 7 SP1 Note: Operation can only be guaranteed on a PC with pre-installed operating system.
Amount of hard disk space required for installing the driver	1.5 GB or more The necessary amount of hard disk space may be changed without notice.

macOS

Operating System	macOS High Sierra 10.13.6 - macOS Big Sur 11

Other Supported OS

iOS, iPadOS, Android, Chrome OS

Some functions may not be available with the supported OS.

Refer to the Canon web site for details.

Information in this manual is subject to change without notice.

Information about Paper

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

Supported Media Types

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

- Media Types
- Page Sizes
- Paper Weight

Media Types

Genuine Canon paper

Note

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

Paper for printing documents:

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

Paper for printing photos:

- Photo Paper Pro Platinum <PT-101>
- Glossy Photo Paper "Everyday Use" <GP-501/GP-508>
- Photo Paper Glossy <GP-701>
- Photo Paper Plus Glossy II <PP-201/PP-208/PP-301>
- Photo Paper Pro Luster <LU-101>
- Photo Paper Plus Semi-gloss <SG-201>
- Matte Photo Paper <MP-101>

Paper for making original goods:

- Photo Stickers (16 stickers per sheet) <PS-108>
- Photo Stickers (Free Cutting) <PS-208>
- Photo Stickers (Variety Pack) <PS-808>
- Restickable Photo Paper <RP-101>
- Removable Photo Stickers <PS-308R>
- Magnetic Photo Paper <MG-101/PS-508>

Paper other than genuine Canon paper

- Plain Paper (including recycled paper)
- Envelopes

➡ Paper Load Limit
➡ Paper Settings on the Printer Driver and the Printer (Media Type) (Windows)

Page Sizes

You can use the following page sizes.

Note

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

Standard sizes:

- Letter
- Legal
- A5
- A4
- B5
- KG/4"x6"(10x15)
- 5"x7"(13x18cm)
- 8"x10"(20x25cm)
- Envelope Com 10
- Envelope DL

Special sizes

- Minimum size: 4.00 x 6.00 in. (101.6 x 152.4 mm)
- Maximum size: 8.50 x 26.61 in. (215.9 x 676.0 mm)

Paper Weight

You can use paper in the following weight range.

- Plain paper: From 17 to 28 lb (64 to 105 g /m^2)

Paper Load Limit

This section shows the paper load limits of the front tray and the paper output tray.

- Paper Load Limits of Front Tray
- Paper Load Limit of Paper Output Tray

Note

- Page sizes and media types differ depending on the country or region where the paper is sold. For details on page sizes and media types, access the Canon website.

Paper Load Limits of Front Tray

Genuine Canon Paper

Paper for printing documents:

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

Paper for printing photos:

Media Name <Model No.>	Front Tray
Photo Paper Pro Platinum <PT-101>*2 Glossy Photo Paper "Everyday Use" <GP-501/ GP-508>*2 Photo Paper Glossy <GP-701>*2 Photo Paper Plus Glossy II <PP-201/PP-208/PP-301>*2 Photo Paper Pro Luster <LU-101>*2 Photo Paper Plus Semi-gloss <SG-201>*2 Matte Photo Paper <MP-101>	A4, Letter, 5"x7"(13x18cm), 8"x10"(20x25cm): 10 sheets KG/4"x6"(10x15): 20 sheets

Paper for making original goods:

Media Name <Model No.>	Front Tray
Photo Stickers (16 stickers per sheet) <PS-108> Photo Stickers (Free Cutting) <PS-208> Photo Stickers (Variety Pack) <PS-808> Restickable Photo Paper <RP-101> Removable Photo Stickers <PS-308R> Magnetic Photo Paper <MG-101/PS-508>	1 sheet

Paper other than Genuine Canon Paper

Common Name	Front Tray
Plain Paper (including recycled paper)*1	Approx. 100 sheets (Legal: 10 sheets)
Envelopes	5 envelopes

*1 Normal feeding at maximum capacity may not be possible with some types of paper, or under very high or low temperature or humidity. In this case, load half the amount of paper or less.
*2 Feeding from a loaded stack of paper may leave marks on the printed side or prevent efficient feeding. In this case, load one sheet at a time.

Paper Load Limit of Paper Output Tray

Genuine Canon Paper

Paper for printing documents:

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

Paper other than Genuine Canon Paper

Common Name	Paper Output Tray
Plain Paper (including recycled paper)	Approx. 50 sheets (Legal: 10 sheets)

When continuing printing with paper other than the above, we recommend removing already printed paper or envelopes from the paper output tray to avoid smearing or discoloration.

Unsupported Media Types

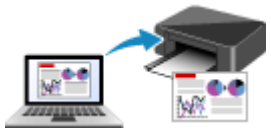
Do not use the following types of paper. Using such paper will cause not only unsatisfactory results, but also the printer to jam or malfunction.

- Folded, curled, or wrinkled paper
- Damp paper
- Paper thinner than a postcard, including plain paper or notepad paper cut to a small size (when printing on paper smaller than A5)
- Picture postcards
- Postcards
- Envelopes with a double flap
- Envelopes with an embossed or treated surface
- Envelopes whose gummed flaps are already moistened and adhesive
- Any type of paper with holes
- Paper that is not rectangular
- Paper bound with staples or glue
- Paper with an adhesive surface on the back such as label seal
- Paper decorated with glitter, etc.

Handling Paper

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

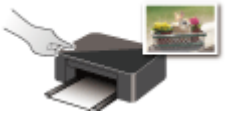
Printing



Printing from Computer



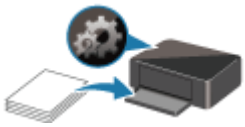
Printing from Smartphone/Tablet



Printing Using Operation Panel



Using PIXMA/MAXIFY Cloud Link



Paper Settings

Printing from Computer

- Printing from Application Software (Windows Printer Driver)
- Printing from Application Software (macOS AirPrint)
- Printing Using Canon Application Software
- Printing from Chrome OS

Printing from Application Software (Windows Printer Driver)

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

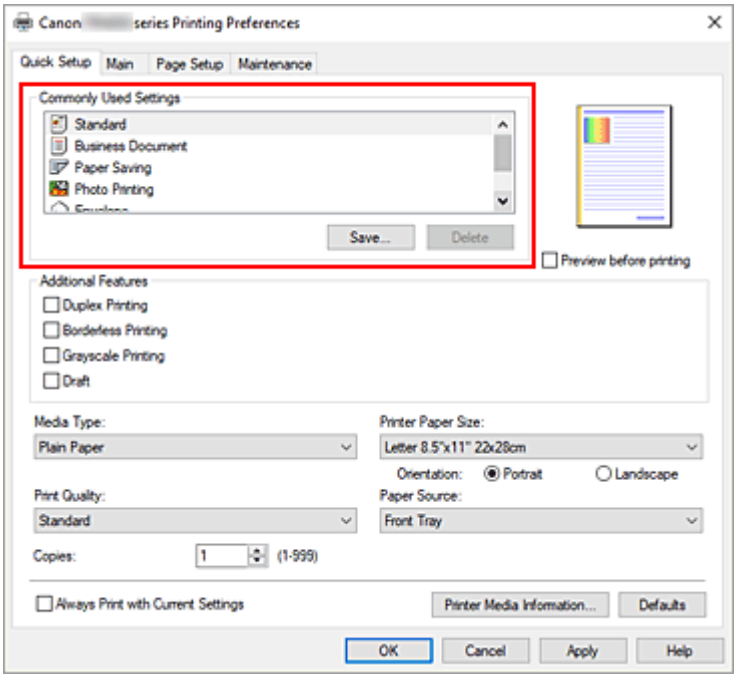
Basic Printing Setup

This section describes settings on the **Quick Setup** tab used for basic printing.

Basic Printing Setup

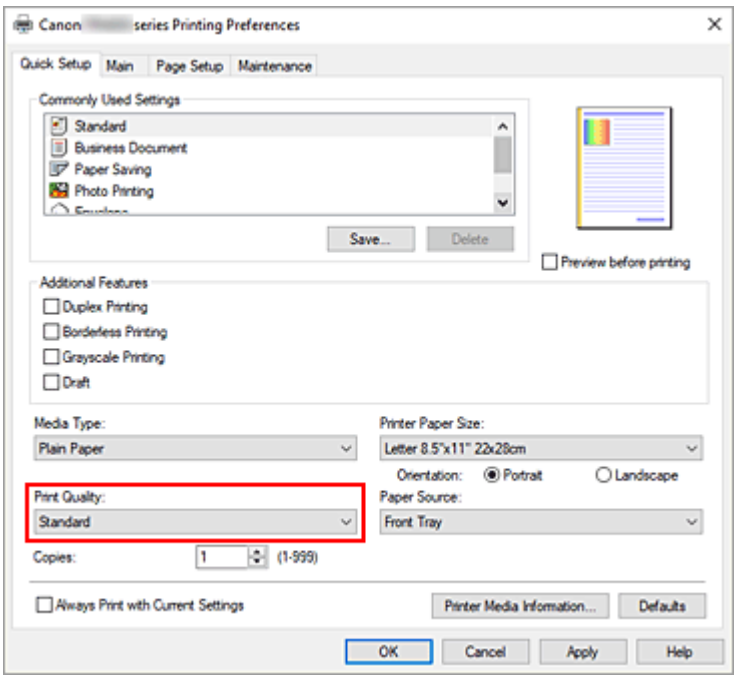
1. Check that printer is turned on
2. Load paper in printer
3. Open printer driver's setup screen
4. Select frequently used settings

   On the **Quick Setup** tab, use **Commonly Used Settings** to select from predefined print settings. When you select a print setting, the settings for **Additional Features**, **Media Type**, and **Printer Paper Size** automatically switch to the predefined values.



5. Select print quality

   For **Print Quality**, select from **High**, **Standard**, or **Draft**.

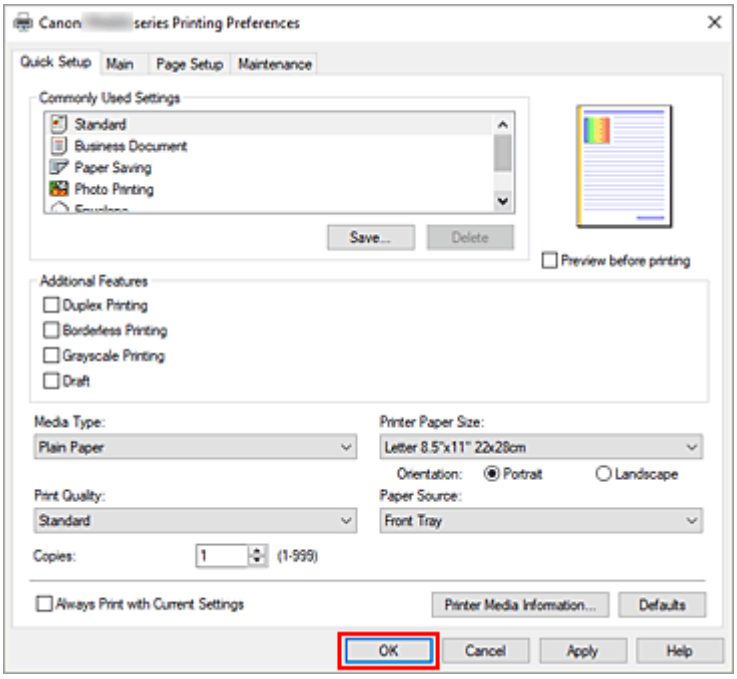


Important

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

6. Click **OK**

The printer will now print using these settings.



Important

- When you select **Always Print with Current Settings**, the settings on the **Quick Setup**, **Main**, and **Page Setup** tabs are saved, and those settings are used in subsequent printings.
- To register the current settings as a new preset, click **Save...** under **Commonly Used Settings**.

Note

- If the paper settings in the printer driver differ from the paper information registered on the printer, an error may occur. For instructions on what to do if an error occurs, see "Paper Settings."
  To check the current printer settings or to apply the printer settings to the printer driver, display the **Quick Setup** tab, click **Printer Media Information...**, and specify the settings in the dialog box that appears.
  For details about the paper information to be registered on the printer, see the following:
  - Paper Settings on the Printer Driver and the Printer (Media Type)
  - Paper Settings on the Printer Driver and the Printer (Paper Size)

Checking Printer Settings and Applying Settings to Printer Driver

1. Open printer driver setup window
2. On **Quick Setup** tab, click **Printer Media Information...**

   The **Printer Media Information** dialog box appears.
3. Confirm the printer settings

   Current printer settings are displayed in **Paper Source**, **Media Type**, and **Printer Paper Size**.
4. Apply settings

   To apply the printer settings to the printer driver, click **Set**.

   ### Note

   - If the paper size in **Feed settings** on the printer is set to **5"x7"**, the dialog will appear by clicking **Set**.
     Select the media type and paper size that match your purpose, and then click **OK**.
   - If communication with the printer is disabled, the **Printer Media Information...** dialog box will not appear or the printer driver will not be able to obtain printer media information.

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

When you use this printer, selecting a media type and paper size that matches the print purpose will help you achieve the best print results.
Depending on the media type you are using, specify the media type settings on the printer driver or the printer's operation panel as described below.

Canon genuine papers (Document Printing)

Media name <Model No.>	Media Type in the printer driver	Paper information registered on the printer
Canon Red Label Superior <WOP111>	**Plain Paper**	**Plain paper**
Canon Océ Office Colour Paper <SAT213>	**Plain Paper**	**Plain paper**
High Resolution Paper <HR-101N>	**High Resolution Paper**	**High Res**

Canon genuine papers (Photo Printing)

Media name <Model No.>	Media Type in the printer driver	Paper information registered on the printer
Photo Paper Plus Glossy II <PP-201/PP-208/PP-301>	**Photo Paper Plus Glossy II**	**PlusGlossyII**
Photo Paper Pro Platinum <PT-101>	**Photo Paper Pro Platinum**	**ProPlatinum**
Photo Paper Pro Luster <LU-101>	**Photo Paper Pro Luster**	**Pro Luster**
Photo Paper Plus Semi-gloss <SG-201>	**Photo Paper Plus Semi-gloss**	**Semi-gloss**
Glossy Photo Paper "Everyday Use" <GP-501/ GP-508>	**Glossy Photo Paper**	**Glossy**
Photo Paper Glossy <GP-701>	**Glossy Photo Paper**	**Glossy**
Matte Photo Paper <MP-101>	**Matte Photo Paper**	**Matte**

Canon genuine papers (Original Product)

Media name <Model No.>	Media Type in the printer driver	Paper information registered on the printer
Restickable Photo Paper <RP-101>	**Glossy Photo Paper**	**Glossy**
Removable Photo Stickers <PS-308R>	**Glossy Photo Paper**	**Glossy**
Magnetic Photo Paper <MG-101/PS-508>	**Glossy Photo Paper**	**Glossy**

Commercially available papers

Media name	Media Type in the printer driver	Paper information registered on the printer
Plain Paper (including recycled paper)	**Plain Paper**	**Plain paper**
Envelopes	**Envelope**	**Envelope**
Greeting Cards	**Inkjet Greeting Card**	**Others**

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

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

Printer Paper Size in the printer driver	Paper information registered on the printer
Letter 8.5"x11" 22x28cm	**Letter**
Legal 8.5"x14" 22x36cm	**Legal**
A5	**A5**
A4	**A4**
B5	**B5**
4"x6" 10x15cm	**KG/4"x6"**
5"x7" 13x18cm	**5"x7"**
8"x10" 20x25cm	**8"x10"**
Envelope Com 10	**Env. Com 10**
Envelope DL	**Envelope DL**
Custom Size	**Others**

Various Printing Methods

- Setting a Page Size and Orientation
- Setting the Number of Copies and Printing Order
- Perform Borderless Printing
- Scaled Printing
- Page Layout Printing
- Duplex Printing
- Setting Up Envelope Printing

Setting a Page Size and Orientation

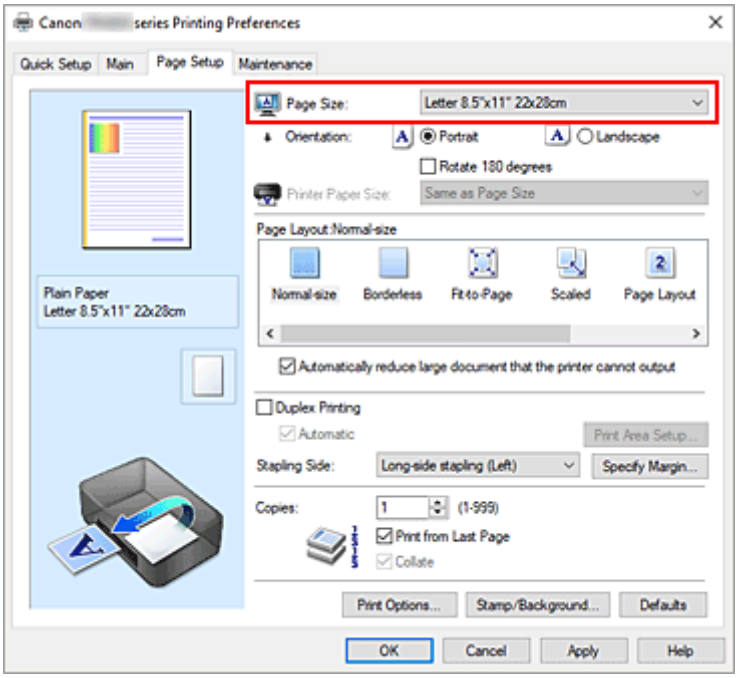
The paper size and orientation are essentially determined by the application software. When the page size and orientation set for **Page Size** and **Orientation** on the **Page Setup** tab are same as those set with the application software, you do not need to select them on the **Page Setup** tab.

When you are not able to specify them with the application software, 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. Set **Orientation**

   Select **Portrait** or **Landscape** for **Orientation**. Check **Rotate 180 degrees** check box when you want to perform printing with the original being rotated 180 degrees.

4. Click **OK**

   When you perform print, the document will be printed with the selected page size and the orientation.

Note

- If **Normal-size** is selected for **Page Layout**, then **Automatically reduce large document that the printer cannot output** is displayed.
  Normally, you can leave the check box checked. During printing, if you do not want to reduce large documents that cannot be printed on the printer, uncheck the check box.

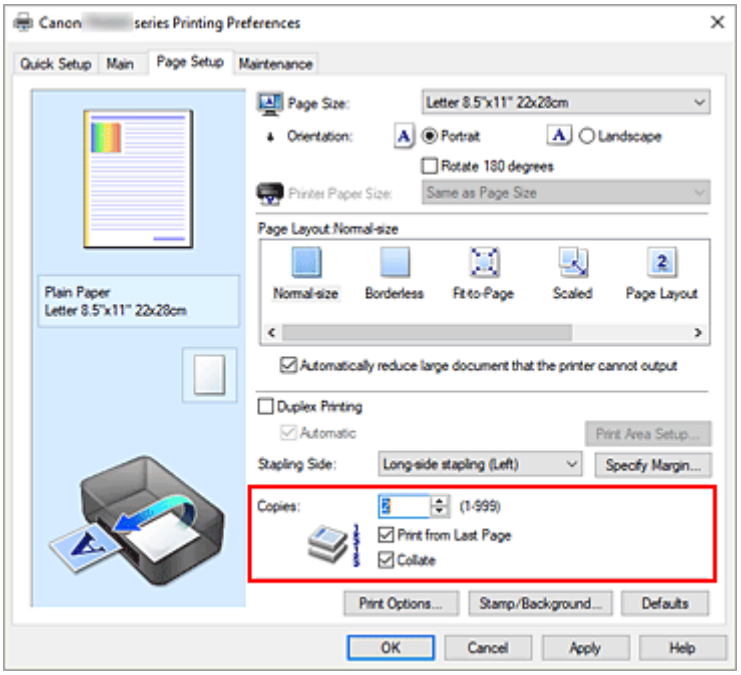
Setting the Number of Copies and Printing Order

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

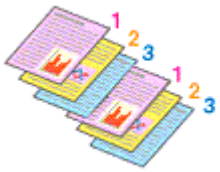
   For **Copies** on the **Page Setup** tab, specify the number of copies to be printed.



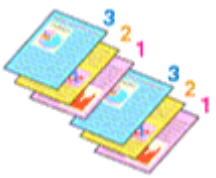
3. Specify the print order

   Check the **Print from Last Page** check box when you want to print from the last page in order, and uncheck the check box when you want to print from the first page.
   Check the **Collate** check box when you are printing multiple copies of a document and want to print out all pages in each copy together. Uncheck this check box when you want to print all pages with the same page number together.

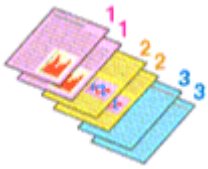
   - **Print from Last Page**: ☑ /**Collate**: ☑



   - **Print from Last Page**: ☐ /**Collate**: ☑



- **Print from Last Page**: ☑ /**Collate**: ☐



- **Print from Last Page**: ☐ /**Collate**: ☐



4. Click **OK**

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

Important

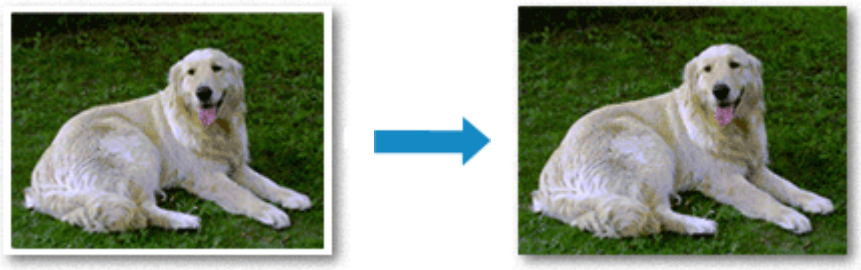
- When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order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

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 **Normal-size**, **Borderless**, **Fit-to-Page**, **Scaled**, and **Page Layout**.

Perform Borderless Printing

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



You can also set borderless printing in **Additional Features** on the **Quick Setup** tab.

Note

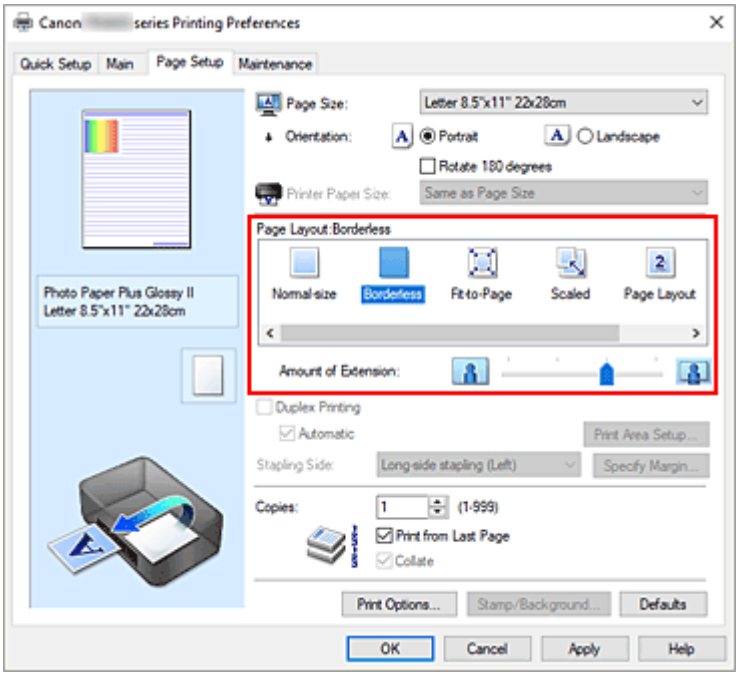
- You can also set **Amount of extension** on the operation panel of the printer, but the settings on the printer driver will be prioritized.

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. When you want to change it, 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

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



Important

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

5. Click **OK**

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

Important

- When 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.
- Depending on the type of the media used during borderless printing, the print quality may deteriorate at the top and bottom of the sheet or stains may form.
- When the ratio of the height to the width differs from the image data, a portion of the image may not be printed depending on the size of the media used.
  In this case, crop the image data with an application software according to the paper size.

Note

- When **Plain Paper** is selected for **Media Type** on the **Main** tab, borderless printing is not recommended. Therefore, the message for media selection appears.
  When you are using plain paper for test printing, select **Plain Paper**, and click **OK**.

Expanding the Range of the Document to Print

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

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

Important

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

Note

- When the **Amount of Extension** slider is set to the leftmost position, image data will be printed in the full size.
- When **Preview before printing** is checked on the **Main** tab, you can confirm whether there will be no margin before printing.

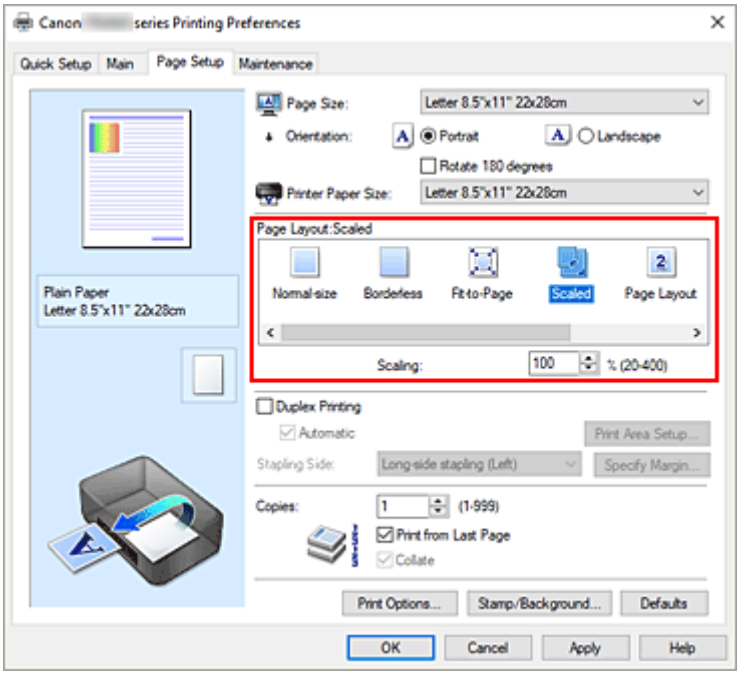
Scaled Printing



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 of the document

   Using **Page Size**, select the page size that is set with your application software.

4. Set the scaling rate by using one of the following methods:

   - Select a **Printer Paper Size**

     When the printer paper size is smaller than the **Page Size**, the page image will be reduced. When 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. Click **OK**

When you perform print, the document will be printed with the specified scale.

Important

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

Note

- Selecting **Scaled** changes the printable area of the document.

Page Layout Printing

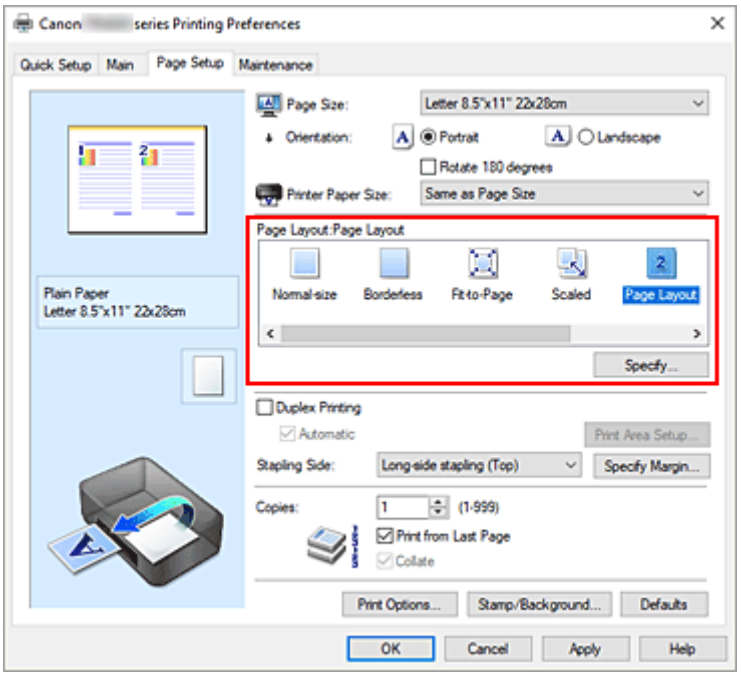
The page layout printing function allows you to print more than one page image on a single sheet of paper.



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.

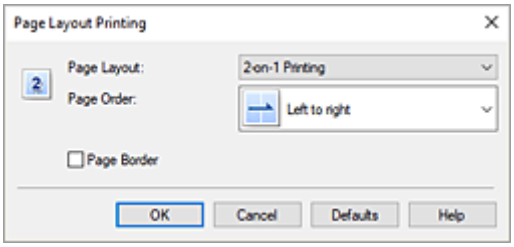


3. Select the print paper size

   Select the size of the paper loaded in the printer from the **Printer Paper Size** list.

4. Set the number of pages to be printed on one sheet and the page order

   If necessary, click **Specify...**, specify the following settings in the **Page Layout Printing** dialog box, and click **OK**.



Page Layout

To change the number of pages to be printed on a single sheet of paper, select the number of pages from the list.

Page Order

To change the page arrangement order, select a placement method from the list.

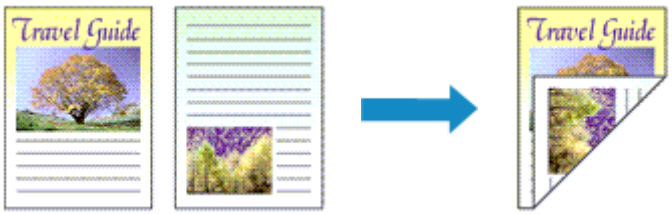
Page Border

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

Duplex Printing



You can also set duplex printing in **Additional Features** on the **Quick Setup** tab.

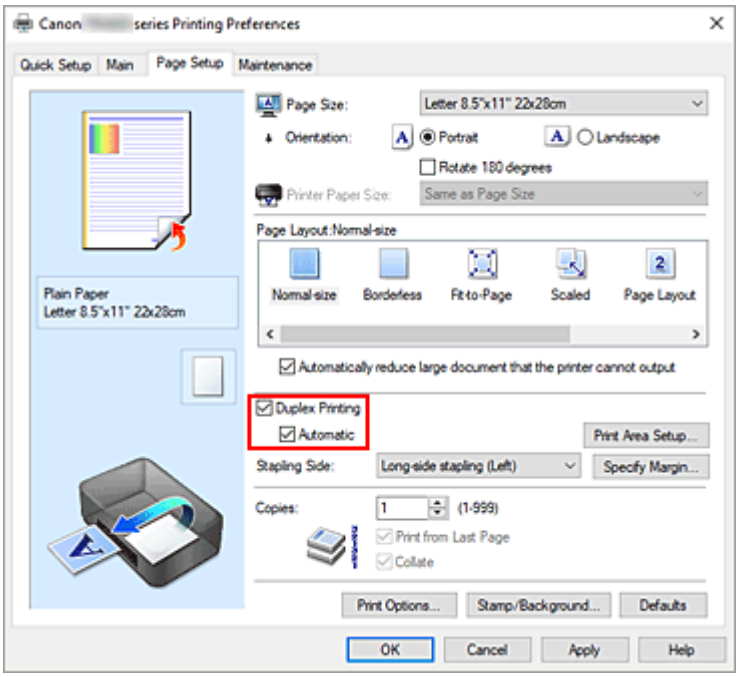
Performing Automatic Duplex Printing

You can perform the duplex printing without having to turn over the paper.

1. Open the printer driver setup window

2. Set automatic duplex printing

   Check the **Duplex Printing** check box on the **Page Setup** tab and confirm that **Automatic** is checked.

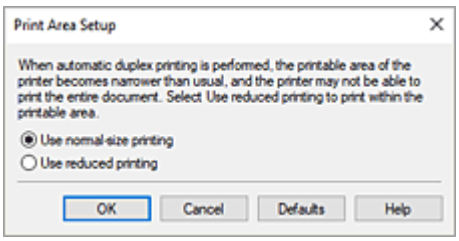


3. Select the layout

   Select **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** from the **Page Layout** list.

4. Set the print area

   When you perform duplex printing, the print area of the document becomes slightly narrower than usual and the document may not fit on one page.
   Click **Print Area Setup...**, select one of the following process methods, and then click **OK**.



Use normal-size printing

Print without reducing the page.

Use reduced printing

Reduce the page slightly during printing.

5. Specify the side to be stapled

The best **Stapling Side** is selected automatically from the **Orientation** and **Page Layout** settings. To change the setting, select another stapling side from the list.

6. Set the margin width

If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.

7. Complete the setup

Click **OK** on the **Page Setup** tab.
When you perform print, duplex printing will be started.

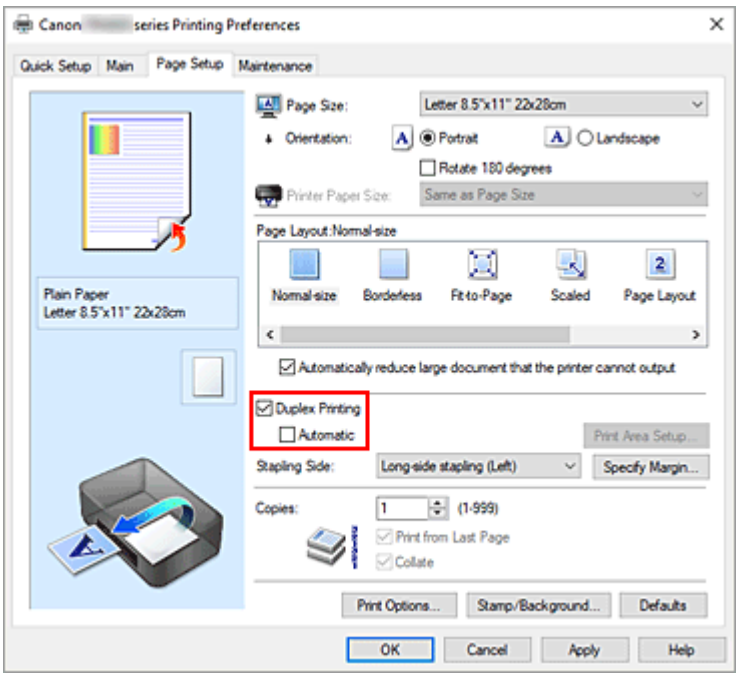
Performing Duplex Printing Manually

You can perform the duplex printing manually.

1. Open the printer driver setup window

2. Set duplex printing

Check the **Duplex Printing** check box and uncheck the **Automatic** check box on the **Page Setup** tab.



3. Select the layout

Select **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** from the **Page Layout** list.

4. Specify the side to be stapled

The best **Stapling Side** is selected automatically from the **Orientation** and **Page Layout** settings. To change the setting, select another stapling side from the list.

5. Set the margin width

If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.

6. Complete the setup

Click **OK** on the **Page Setup** tab.
When you perform print, the document is first printed on one side of a sheet of paper. After one side is printed, reload the paper correctly according to the message.
Press the **OK** button on the printer to print the opposite side.

Important

- Automatic duplex printing can be performed only when one of the following paper sizes is selected from **Page Size** on the **Page Setup** tab.
  - **Letter 8.5"x11" 22x28cm**, **A4**
- After printing the front page, there is an ink drying wait time before starting to print the back page (Operation stops temporarily). Do not touch the paper during this time. You can change the ink drying wait time at **Custom Settings** in the Canon IJ Printer Assistant Tool.

Related Topic

- Changing the Printer Operation Mode

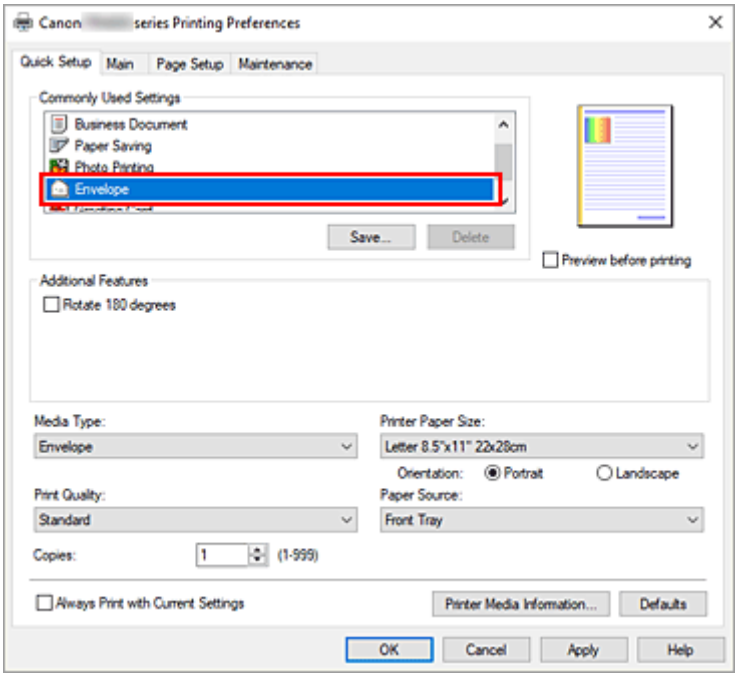
Setting Up Envelope Printing

1. Load envelope on the printer

2. Open the printer driver setup window

3. Select the media type

   Select **Envelope** from **Commonly Used Settings** on the **Quick Setup** tab.

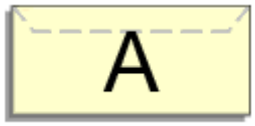


4. Select the paper size

   When the **Envelope Size Setting** dialog box is displayed, select **Envelope Com 10** or **Envelope DL**, and then click **OK**.

5. Set the orientation

   To print the addressee horizontally, select **Landscape** for **Orientation**.



Note

- If **Envelope Com 10** or **Envelope DL** is selected for **Printer Paper Size**, the printer rotates the paper 90 degrees to the left to print, regardless of the **Rotate 90 degrees left when orientation is [Landscape]** setting for **Custom Settings** in the **Maintenance** tab.

6. Select the print quality

Select **High** or **Standard** that matches your purpose for **Print Quality**.

7. Click **OK**

When you perform print, the information is printed on the envelope.

Note

- If the paper settings in the printer driver differ from the paper information registered on the printer, an error may occur. For instructions on what to do if an error occurs, see "Paper Settings."
  To check the current printer settings or to apply the printer settings to the printer driver, click **Printer Media Information...** from the **Quick Setup** tab, and specify the settings in the dialog box that appears.
  For details about the paper information to be registered on the printer, see the following:
  - Paper Settings on the Printer Driver and the Printer (Media Type)
  - Paper Settings on the Printer Driver and the Printer (Paper Size)

Overview of the Printer Driver

- **Canon IJ Printer Driver**
  - Opening Printer Driver's Setup Screen
- **Canon IJ Status Monitor**
  - Checking Ink Status from Your Computer
- **Instructions for Use (Printer Driver)**

Canon IJ Printer Driver

The Canon IJ printer driver (simply called printer driver below) is software that you install onto your computer so that it can communicate with the printer.

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

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

Installing the Printer Driver

To install the printer driver, install the driver from the Setup CD-ROM or our website.

Specifying the Printer Driver

To specify the printer driver, open the **Print** dialog box of the application software you are using, and select "Canon XXX" (where "XXX" is your model name).

Displaying the Manual from the Printer Driver

To display the description of a setup tab from the printer driver's setup screen, click **Help** on that tab.

Related Topic

➡ Opening Printer Driver's Setup Screen

Opening Printer Driver's Setup Screen

You can display the printer driver's setup screen from your application software or by clicking the printer icon.

Displaying the Printer Driver's Setup Screen from Your Application Software

Perform this procedure to set up the print settings during printing.

1. Select print command from application software

   The **Print** command can generally be found in the **File** menu.

2. Select your printer model, and click **Preferences** (or **Properties**)

   The printer driver's setup screen appears.

Note

- Depending on the application software you are using, the command and menu names, and the number of steps may vary. For details, refer to the operating instructions of your application software.

Displaying the Printer Driver's Setup Screen by Clicking the Printer Icon

From the setup screen you can perform printer maintenance operations such as print head cleaning, or set print settings to be shared by all application software.

1. Select **Control Panel** -> **Hardware and Sound** -> **Devices and Printers**

2. Right-click the icon of your model. When the menu appears, select **Printing preferences**

   The printer driver's setup screen appears.

Important

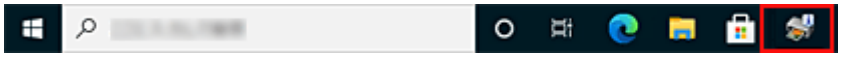
- Opening the printer driver setup window through **Printer properties** displays such tabs regarding the Windows functions as the **Ports** (or **Advanced**) tab. Those tabs do not appear when opening through **Printing preferences** or application software. For tabs regarding Windows functions, refer to the user's manual for the Windows.

Canon IJ Status Monitor

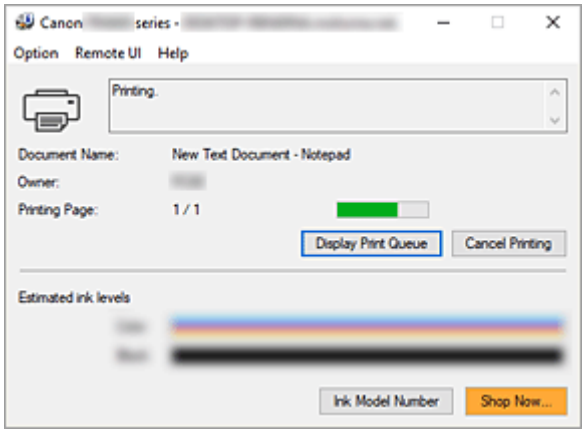
The Canon IJ Status Monitor displays the printer status and the printing progress. The printer status is shown by the images, icons, and messages in the status monitor.

Launching the Canon IJ Status Monitor

The Canon IJ Status Monitor launches automatically when print data is sent to the printer. When launched, the Canon IJ Status Monitor appears as a button on the task bar.



Click the button of the status monitor displayed on the task bar. The Canon IJ Status Monitor appears.

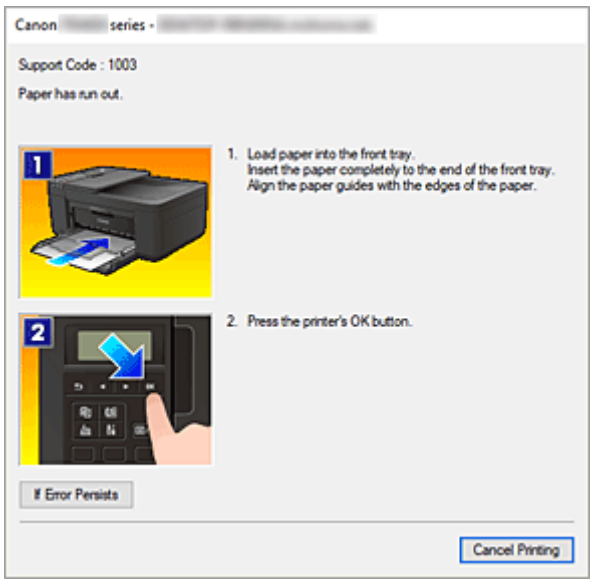


Note

- 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.
- The information displayed on the Canon IJ Status Monitor may differ depending on the country or region where you are using your printer.

When Errors Occur

The Canon IJ Status Monitor is automatically displayed if 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.

Related Topic

- Canon IJ Status Monitor Description

Checking Ink Status from Your Computer

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

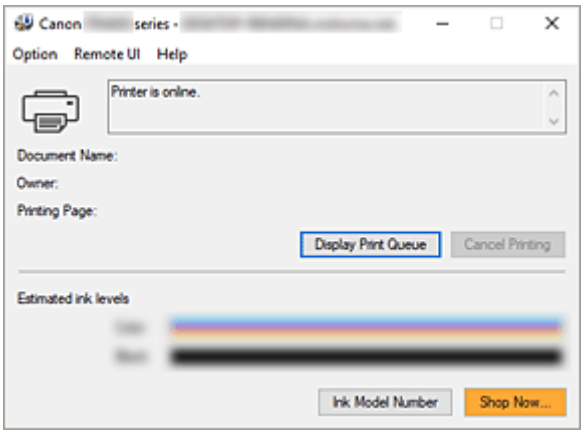
1. Open the printer driver setup window

2. Launching the Canon IJ Status Monitor

   On the **Maintenance** tab, click **View Printer Status**.

3. Display **Estimated ink levels**

   Ink status is displayed as an illustration.



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 of the **Maintenance** tab does not match the operating system interface language, the printer driver setup window 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, the following functions will not operate.
  - **Preview before printing** on the **Main** tab
  - **Prevention of Print Data Loss** in the **Print Options** dialog box on the **Page Setup** tab
  - **Page Layout**, **Tiling/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 are using a model that has a card slot, the card slot of the printer may become inaccessible. In such cases, restart the printer or turn it off and reconnect the USB cable.

Points to Note About Applications with Restrictions

- There are following restrictions in Microsoft Word (Microsoft Corporation).
  - When Microsoft Word has the same printing functions as the printer driver, use Word to specify them.
  - When **Fit-to-Page**, **Scaled**, or **Page Layout** is used for **Page Layout** on the **Page Setup** tab of the printer driver, the document may not print normally in certain versions of Word.
  - When **Page Size** in Word is set to "XXX Enlarge/Reduce," the document may not print normally in certain versions of Word.
    If this happens, follow the procedure below.
    1. Open Word's **Print** dialog box.
    2. Open the printer driver setup window, and on the **Page Setup** tab, set **Page Size** to the same paper size that you specified in Word.
    3. Set the **Page Layout** that you want, and then click **OK** to close the window.
    4. Without starting printing, close the **Print** dialog box.
    5. Open Word's **Print** dialog box again.

6. Open the printer driver setup window and click **OK**.
7. Start printing.

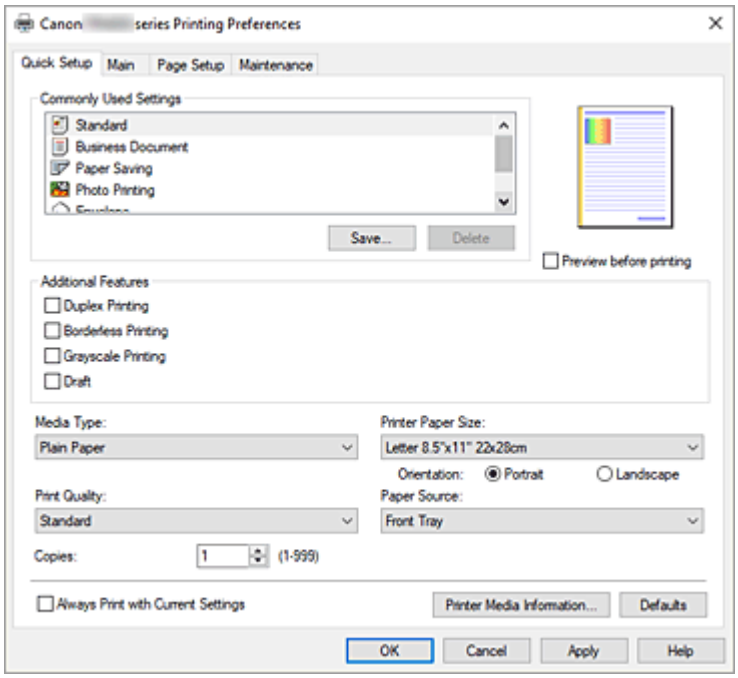
- If bitmap printing is enabled in Adobe Illustrator (Adobe Incorporated), printing may take time or some data may not be printed. Print after unchecking the **Bitmap Printing** check box in the **Print** dialog box.

Printer Driver Description

- Quick Setup Tab Description
- Main Tab Description
- Page Setup Tab Description
- Maintenance Tab Description
- Canon IJ Status Monitor Description

Quick Setup Tab Description

The **Quick Setup** tab is for registering commonly used print settings. When you select a registered setting, the printer automatically switches to the preset items.



Commonly Used Settings

The names and icons of frequently used printing profiles are registered. When you select a printing profile according to the purpose of the document, settings that match the purpose are applied.
In addition, functions that are thought to be useful for the selected printing profile are displayed in **Additional Features**.
You can also change a printing profile and register it under a new name. You can delete the registered printing profile.
You can rearrange the profiles either by dragging the individual profiles or by holding down the Ctrl key and pressing the up or down arrow keys.

Standard

These are the factory settings.
If **Page Size**, **Orientation**, and **Copies** were set from the application software, those settings have priority.

Business Document

Select this setting when printing a general document.
If **Page Size**, **Orientation**, and **Copies** were set from the application software, those settings have priority.

Paper Saving

Select this setting to save paper when printing a general document. The **2-on-1 Printing** and **Duplex Printing** check boxes are checked automatically.
If **Page Size**, **Orientation**, and **Copies** were set from the application software, those settings have priority.

Photo Printing

If you select this setting when printing a photo, the photo paper and photo size generally used are set. The **Borderless Printing** check box is checked automatically.

If **Orientation** and **Copies** were set from the application software, those settings have priority.

Envelope

If you select this setting for printing an envelope, **Media Type** is set automatically to **Envelope**. In the **Envelope Size Setting** dialog box, select the size of the envelope to be used.

Greeting Card

When selected for printing a greeting card, the **Media Type** is automatically set to **Inkjet Greeting Card**. The **Print Quality** is also set to **High**, and a check-mark is added to **Borderless Printing**.

Save...

Displays the **Save Commonly Used Settings** dialog box.

Click this button when you want to save the information that you set on the **Quick Setup**, **Main**, and **Page Setup** tabs to **Commonly Used Settings**.

Delete

Deletes a registered printing profile.

Select the name of the setting to be deleted from **Commonly Used Settings**, and click **Delete**. When a confirmation message is displayed, click **OK** to delete the specified printing profile.

Note

- Printing profiles that are registered in the initial settings cannot be deleted.

Settings Preview

The paper illustration shows how the original will be laid out on a sheet of paper.

You can check an overall image of the layout.

Preview before printing

Shows what the print result will look like before you actually print the data.

Check this check box to display a preview before printing.

Uncheck this check box if you do not want to display a preview.

Additional Features

Displays the frequently used, convenient functions for the printing profile that you selected for **Commonly Used Settings** on the **Quick Setup** tab.

When you move the mouse pointer near a function that can be changed, a description of that function is displayed.

To enable a function, check the corresponding check box.

For some functions, you can set detailed settings from the **Main** and **Page Setup** tabs.

2-on-1 Printing

Prints two pages of the document, side by side, on one sheet of paper.

To change the page sequence, click the **Page Setup** tab, select **Page Layout** for **Page Layout**, and click **Specify...**. Then in the **Page Layout Printing** dialog box that appears, specify the **Page Order**.

4-on-1 Printing

Prints four pages of the document, side by side, on one sheet of paper.

To change the page sequence, click the **Page Setup** tab, select **Page Layout** for **Page Layout**, and click **Specify...**. Then in the **Page Layout Printing** dialog box that appears, specify the **Page Order**.

Duplex Printing

Selects whether to print the document on both sides or one side of a sheet of paper.

To change the staple side or the margins, set the new values from the **Page Setup** tab.

Borderless Printing

Performs borderless printing without any margins on the paper.

With the borderless printing function, the document to be printed is enlarged, so that it extends slightly off the paper. In other words, the document is printed without any margin.

To adjust the amount that the document extends beyond the paper, click the **Page Setup** tab, choose **Borderless**, and enter the value in **Amount of Extension**.

Grayscale Printing

This function converts the data to monochrome data when printing your document.

Draft

This setting is appropriate for test printing.

Rotate 180 degrees

Prints the document by rotating it 180 degrees against the paper feed direction.

The width of print area and the amount of extension that are configured in other application software will be reversed vertically and horizontally.

Color/Intensity Manual Adjustment

Select when you set the **Color Correction** method and individual settings such as **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Contrast**, etc.

Media Type

Selects a type of printing paper.

Select a media type that matches the paper that is loaded in the printer. This ensures that printing is carried out properly for the specified paper.

Printer Paper Size

Selects the size of paper actually loaded into the printer.

Normally, the paper size is set automatically according to the output paper size setting, and the document is printed with no scaling.

When you set **2-on-1 Printing** or **4-on-1 Printing** in **Additional Features**, you can manually set the paper size with **Page Size** on the **Page Setup** tab.

If you select a paper size that is smaller than the **Page Size**, the document size will be reduced. If you select a paper size that is larger, the document size will be enlarged.

Also if you select **Custom...**, the **Custom Paper Size** dialog box opens and allows you to specify any vertical and horizontal dimensions for the paper size.

Orientation

Selects the printing orientation.

If the application used to create your document has a similar function, select the same orientation that you selected in that application.

Portrait

Prints the document so that its top and bottom positions are unchanged relative to the paper feed direction. This is the default setting.

Landscape

Prints the document by rotating it 90 degrees relative to the paper feed direction.

You can change the rotation direction by going to the **Maintenance** tab, opening the **Custom**

Settings dialog box, and then using **Rotate 90 degrees left when orientation is [Landscape]** check box.

To rotate the document 90 degrees to the left when printing, select the **Rotate 90 degrees left when orientation is [Landscape]** check box.

Print Quality

Selects your desired printing quality.

Select one of the following to set the print quality level that is appropriate for the purpose.

To set the print quality level individually, click the **Main** tab, and for **Print Quality**, select **Custom**.

The **Set...** becomes enabled. Click **Set...** to open the **Custom** dialog box, and then specify the desired settings.

High

Gives priority to print quality over printing speed.

Standard

Prints with average speed and quality.

Draft

This setting is appropriate for test printing.

Paper Source

The paper source of the media is being displayed.

Front Tray

Paper is always supplied from the front tray.

Copies

Specifies the number of copies you want to print. You can specify a value from 1 to 999.

Important

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

Always Print with Current Settings

Prints documents with the current settings starting from the next print execution.

When you select this function and then close the printer driver setup window, the information that you set on the **Quick Setup**, **Main**, and **Page Setup** tabs are saved and printing with the same settings is possible starting from the next print execution.

Important

- If you log on with a different user name, the settings that were set when this function was enabled are not reflected in the print settings.
- If a setting was specified on the application software, it has priority.

Printer Media Information...

Displays **Printer Media Information** dialog box.

You can check the printer settings and apply the checked settings to the printer driver.

Defaults

Restores all the settings you have changed to their default values.

Click this button to return all settings on the **Quick Setup**, **Main**, and **Page Setup** tabs to their default values (factory settings).

Save Commonly Used Settings dialog box

This dialog box allows you to save the information that you set on the **Quick Setup**, **Main**, and **Page Setup** tabs and add the information to the **Commonly Used Settings** list on the **Quick Setup** tab.

Name

Enter the name for the printing profile you wish to save.
Up to 255 characters can be entered.
The name appears, with its associated icon, in the **Commonly Used Settings** list on the **Quick Setup** tab.

Options...

Opens the **Save Commonly Used Settings** dialog box.
Changes the details of printing profile to be saved.

Save Commonly Used Settings dialog box

Select the icons of the printing profiles to be registered to **Commonly Used Settings**, and change the items to be saved in the printing profiles.

Icon

Select the icon for the printing profile you wish to save.
The selected icon appears, with its name, in the **Commonly Used Settings** list on the **Quick Setup** tab.

Save the paper size setting

Saves the paper size to the printing profile in **Commonly Used Settings**.
To apply the saved paper size when the printing profile is selected, check this check box.
If this check box is unchecked, the paper size is not saved, and consequently the paper size setting is not applied when the printing profile is selected. Instead the printer prints with the paper size specified with the application software.

Save the orientation setting

Saves the **Orientation** to the printing profile in **Commonly Used Settings**.
To apply the saved print orientation when the printing profile is selected, check this check box.
If this check box is unchecked, the print orientation is not saved, and consequently the **Orientation** setting is not applied when the printing profile is selected. Instead the printer prints with the print orientation specified with the application software.

Save the copies setting

Saves the **Copies** setting to the printing profile in **Commonly Used Settings**.
To apply the saved copies setting when the printing profile is selected, check this check box.
If this check box is unchecked, the copies setting is not saved, and consequently the **Copies** setting is not applied when the printing profile is selected. Instead the printer prints with the copies setting specified with the application software.

Custom Paper Size dialog box

This dialog box allows you to specify the size (width and height) of the custom paper.

Units

Select the unit for entering a user-defined paper size.

Paper Size

Specifies the **Width** and the **Height** of the custom paper. Measurement is shown according to the units specified in **Units**.

Printer Media Information dialog box

This dialog box allows you to check the printer settings and apply the checked settings to the printer driver.

Paper Source

The paper source of the media is being displayed.

Media Type

Displays the **Media Type** that is currently set on the printer.

To apply the displayed setting to the printer driver, click **Set**.

Page Size

Displays the **Page Size** that is currently set on the printer.

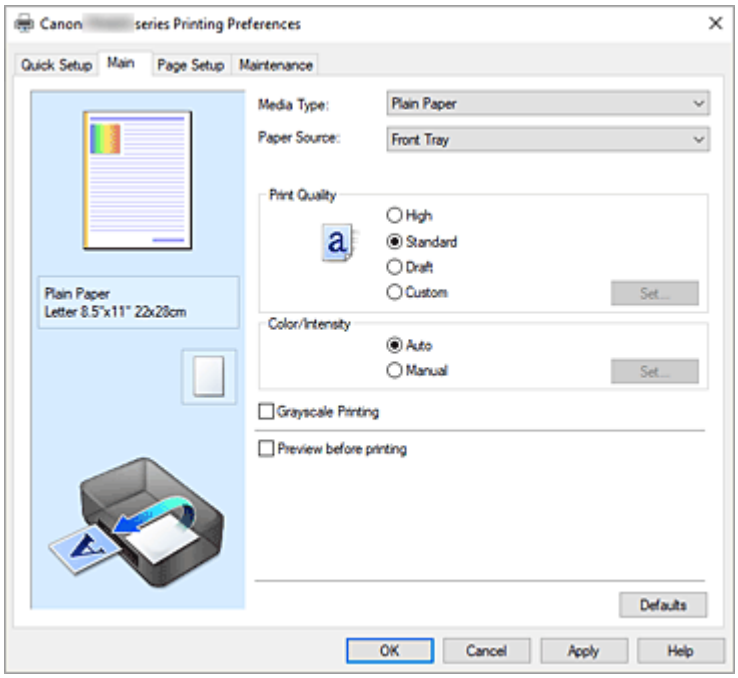
To apply the displayed setting to the printer driver, click **Set**.

Related Topics

- Basic Printing Setup
- Registering a Frequently Used Printing Profile
- Setting Up Envelope Printing
- Displaying the Print Results Before Printing
- Duplex Printing
- Perform Borderless Printing
- Printing a Color Document in Monochrome
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Contrast
- Setting Paper Dimensions (Custom Size)
- Setting a Page Size and Orientation
- Setting the Number of Copies and Printing Order

Main Tab Description

The **Main** tab allows you to create a basic print setup in accordance with the media type. Unless special printing is required, normal printing can be performed just by setting the items on this tab.



Settings Preview

The paper illustration shows how the original will be laid out on a sheet of paper.
You can check an overall image of the layout.

Media Type

Selects a type of printing paper.
Select a media type that matches the paper that is loaded in the printer. This ensures that printing is carried out properly for the specified paper.

Paper Source

Shows the source from which paper is supplied.

Front Tray

Paper is always supplied from the front tray.

Print Quality

Selects your desired printing quality.
Select one of the following to set the print quality level that is appropriate for the purpose.

Important

- Depending on the **Media Type** settings, the same print results may be produced even if the **Print Quality** is changed.

High

Gives priority to print quality over printing speed.

Standard

Prints with average speed and quality.

Draft

This setting is appropriate for test printing.

Custom

Select this when you want to set the printing quality level individually.

Set...

Select **Custom** for **Print Quality** to enable this button.

Open the **Custom** dialog box. You can then individually set the print quality level.

Color/Intensity

Selects color adjustment method.

Auto

Cyan, **Magenta**, **Yellow**, **Brightness**, **Contrast**, and so on are adjusted automatically.

Manual

Select when you set the individual settings such as **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Contrast**, etc. and **Color Correction** method.

Set...

Select **Manual** for **Color/Intensity** to enable this button.

In the **Manual Color Adjustment** dialog box, you can adjust individual color settings such as **Cyan**, **Magenta**, **Yellow**, **Brightness**, and **Contrast** on the **Color Adjustment** tab, and select the **Color Correction** method on the **Matching** tab.

Note

- If you want to use an ICC profile to adjust colors, use the **Manual Color Adjustment** dialog box to set the profile.

Grayscale Printing

This function converts the data to monochrome data when printing your document.

Check this check box to print a color document in monochrome.

Preview before printing

Shows what the print result will look like before you actually print the data.

Check this check box to display a preview before printing.

Defaults

Restores all the settings you have changed to their default values.

Clicking this button restores all the settings on the current screen to their default values (factory settings).

Custom dialog box

Set the quality level, and select the desired print quality.

Quality

You can use the slider bar to adjust the print quality level.

Important

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

Note

- The **High**, **Standard**, or **Draft** print quality modes are linked with the slider bar. Therefore when the slider bar is moved, the corresponding quality and value are displayed on the left. This is the same as when the corresponding radio button is selected for **Print Quality** on the **Main** tab.

Color Adjustment Tab

This tab allows you to adjust the color balance by changing the settings of the **Cyan**, **Magenta**, **Yellow**, **Brightness**, and **Contrast** options.

Preview

Shows the effect of color adjustment.
The color and brightness change when each item is adjusted.

Note

- The graphic is in monochrome when the **Grayscale Printing** check box is checked.

View Color Pattern

Displays a pattern for checking color changes produced by color adjustment.
If you want to display the preview image with a color pattern, check this check box.

Cyan / Magenta / Yellow

Adjusts the strengths of **Cyan**, **Magenta**, and **Yellow**.
Moving the slider to the right makes a color stronger, and moving the slider to the left makes a color weaker.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.
This adjustment changes the relative amount of ink of each color used, which alters the total color balance of the document. Use your application if you want to change the total color balance significantly. Use the printer driver only if you want to adjust the color balance slightly.

Brightness

Adjusts the brightness of your print. You cannot change the levels of pure white and black. However, the brightness of the colors between white and black can be changed. Moving the slider to the right brightens (dilutes) the colors, and moving the slider to the left darkens (intensifies) the colors. You can also directly enter brightness values that are linked to the slider bar. Enter a value in the range from -50 to 50.

Contrast

Adjusts the contrast between light and dark in the image to be printed.
Moving the slider to the right increases the contrast, moving the slider to the left decreases the contrast.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

Matching Tab

Allows you to select the method for adjusting colors to match the type of document to be printed.

Color Correction

Allows you to select **Driver Matching**, **ICM**, or **None** to match the purpose of the print operation.

Driver Matching

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

ICM

Adjusts the colors by using an ICC profile when printing.

Important

- If the application software is set so that ICM is disabled, **ICM** is unavailable for **Color Correction** and the printer may not be able to print the image data properly.

None

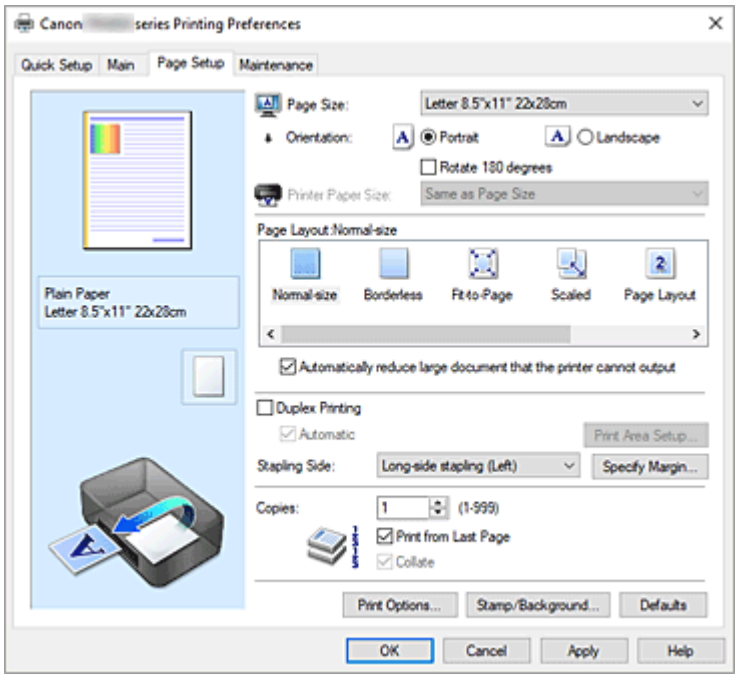
Disables color adjustment with the printer driver. Select this value when you are specifying an individually created printing ICC profile in an application software to print data.

Related Topics

- Setting the Print Quality Level (Custom)
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Contrast
- Specifying Color Correction
- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles
- Printing a Color Document in Monochrome
- Displaying the Print Results Before Printing

Page Setup Tab Description

The **Page Setup** tab allows you to determine how a document is to be arranged on the paper. Also, this tab allows you to set the number of copies and the order of printing. If the application which created the document has a similar function, set them with the application.



Settings Preview

The paper illustration shows how the original will be laid out on a sheet of paper.
You can check an overall image of the layout.

Page Size

Selects a page size.
Ensure that you select the same page size as you selected within the application.
If you select **Custom...**, the **Custom Paper Size** dialog box opens and allows you to specify any vertical and horizontal dimensions for the paper size.

Orientation

Selects the printing orientation.
If the application used to create your document has a similar function, select the same orientation that you selected in that application.

Portrait

Prints the document so that its top and bottom positions are unchanged relative to the paper feed direction. This is the default setting.

Landscape

Prints the document by rotating it 90 degrees relative to the paper feed direction.
You can change the rotation direction by going to the **Maintenance** tab, opening the **Custom Settings** dialog box, and then using **Rotate 90 degrees left when orientation is [Landscape]** check box.
To rotate the document 90 degrees to the left when printing, select the **Rotate 90 degrees left when orientation is [Landscape]** check box.

Rotate 180 degrees

Prints the document by rotating it 180 degrees against the paper feed direction.

The width of print area and the amount of extension that are configured in other application software will be reversed vertically and horizontally.

Printer Paper Size

Selects the size of paper actually loaded into the printer.

The default setting is **Same as Page Size** to perform normal-sized printing.

You can select a printer paper size when you select **Fit-to-Page**, **Scaled**, **Page Layout**, **Tiling/Poster**, or **Booklet** for **Page Layout**.

If you select a paper size that is smaller than the **Page Size**, the document size will be reduced. If you select a paper size that is larger, the document size will be enlarged.

Also if you select **Custom...**, the **Custom Paper Size** dialog box opens and allows you to specify any vertical and horizontal dimensions for the paper size.

Page Layout

Selects the size of the document you want to print and the type of printing.

Normal-size

This is the normal printing method. Select this when you do not specify any page layout.

Automatically reduce large document that the printer cannot output

If the printer cannot print the paper size of a document, the printer can automatically reduce the size when it prints the document.

Check this check box to reduce the size when printing the document.

Borderless

Chooses whether you are printing on a full page without any page margins or printing with page margins.

In borderless printing, originals are enlarged to extend slightly off the paper. Thus, printing can be performed without any margins (border).

Use **Amount of Extension** to adjust how much of the document extends off the paper during borderless printing.

Amount of Extension

Adjusts how much of the document extends off the paper during borderless printing.

Moving the slider to the right increases the amount of extension and allows you to perform borderless printing with no problems.

Moving the slider to the left reduces the amount of extension and expands the range of the document to print.

Fit-to-Page

This function enables you to automatically enlarge or reduce documents to fit to the paper size loaded in the printer without changing the paper size you specified in your application software.

Scaled

Documents can be enlarged or reduced to be printed.

Specify the size in **Printer Paper Size**, or enter the scaling ratio in the **Scaling** box.

Scaling

Specifies an enlargement or reduction ratio for the document you want to print.

Page Layout

Multiple pages of document can be printed on one sheet of paper.

Specify...

Opens the **Page Layout Printing** dialog box.

Click this button to set details on page layout printing.

Tiling/Poster

This function enables you to enlarge the image data and divide the enlarged data into several pages to be printed. You can also glue together these sheets of paper to create large printed matter, such as a poster.

Specify...

Opens the **Tiling/Poster Printing** dialog box.

Click this button to set details on tiling/poster printing.

Booklet

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.

Specify...

Opens the **Booklet Printing** dialog box.

Click this button to set details on booklet printing.

Duplex Printing

Selects whether to print the document automatically on both sides or one side of a sheet of paper.

Check this check box to print the document on both sides.

This function can be used only when **Plain Paper** is selected for **Media Type** and one of **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** is selected.

Automatic

Selects whether duplex printing is to be performed automatically or manually.

This check box will be enabled if **Booklet** is selected from the **Page Layout** list or the **Duplex Printing** check box is checked.

To perform duplex printing manually, uncheck this check box.

Print Area Setup...

Opens the **Print Area Setup** dialog box in which you can configure the print area for automatic duplex printing.

This button will be enabled if automatic duplex printing is set when **Borderless** is not selected.

Stapling Side

Selects the stapling margin position.

The printer analyzes the **Orientation** and **Page Layout** settings, and automatically selects the best stapling margin position. Check **Stapling Side**, and select from the list to change it.

Specify Margin...

Opens the **Specify Margin** dialog box.

You can specify the width of the margin.

Copies

Specifies the number of copies you want to print. You can specify a value from 1 to 999.

Important

- If the application used to create your document has a similar function, specify the number of copies with the application without specifying it here.

Print from Last Page

Check this check box when you want to print from the last page in order. If you do this, you do not need to sort the pages into their correct order after printing.

Uncheck this check box to print your document in normal order, starting from the first page.

Collate

Check this check box to group together the pages of each copy when you want to print multiple copies.

Uncheck this check box when you want to print with all pages of the same page number grouped together.

Important

- When 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. When 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 Options...

Opens the **Print Options** dialog box.

Changes detailed printer driver settings for print data that is sent from applications.

Stamp/Background...

Opens the **Stamp/Background** dialog box.

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.

Depending on the environment, **Stamp** and **Background** may not be available.

Custom Paper Size dialog box

This dialog box allows you to specify the size (width and height) of the custom paper.

Units

Select the unit for entering a user-defined paper size.

Paper Size

Specifies the **Width** and the **Height** of the custom paper. Measurement is shown according to the units specified in **Units**.

Page Layout Printing dialog box

This dialog box allows you to select the number of document pages to be placed on one sheet of paper, the page order, and whether a page border line is to be printed around each document page.
The settings specified in this dialog box can be confirmed in the settings preview on the printer driver.

Preview Icon

Shows the settings made on the **Page Layout Printing** dialog box.

You can check what the print result will look like before you actually print the data.

Page Layout

Specifies the number of document pages to fit on one sheet.

Page Order

Specifies the document orientation to be printed on a sheet of paper.

Page Border

Prints a page border line around each document page.
Check this check box to print the page border line.

Tiling/Poster Printing dialog box

This dialog box allows you to select the size of the image to be printed. You can also make settings for cut lines and paste markers which are convenient for pasting together the pages into a poster.
The settings specified in this dialog box can be confirmed in the settings preview on the printer driver.

Preview Icon

Shows the settings of the **Tiling/Poster Printing** dialog box.
You can check what the print result will look like.

Image Divisions

Select the number of divisions (vertical x horizontal).
As the number of divisions increases, the number of sheets used for printing increases. If you are pasting pages together to create a poster, increasing the number of divisions allows you to create a larger poster.

Print "Cut/Paste" in margins

Specifies whether to print the words "Cut" and "Paste" in the margins. These words serve as guidelines for pasting together the pages into a poster.
Check this check box to print the words.

Note

- Depending on the environment of the printer driver you are using, this function may not be available.

Print "Cut/Paste" lines in margins

Specifies whether to print cut lines that serve as guidelines for pasting together the pages into a poster.
Check this check box to print the cut lines.

Print page range

Specifies the printing range. Select **All** under normal circumstances.
Select **Pages** to specify a specific page or range.

Note

- If some of the pages have not been printed well, specify the pages that do not need to be printed by clicking them in the settings preview of the **Page Setup** tab. Only the pages shown on the screen will be printed this time.

Booklet Printing dialog box

This dialog box allows you to set how to bind the document as a booklet. Printing only on one side and printing a page border, can also be set in this dialog box.
The settings specified in this dialog box can be confirmed in the settings preview on the printer driver.

Preview Icon

Shows the settings made on the **Booklet Printing** dialog box.

You can check what the document will look like when printed as a booklet.

Margin for stapling

Specifies which side of the booklet is to be stapled.

Insert blank page

Selects whether to print the document on one side or both sides of the booklet.

Check this check box to print the document on one side of the booklet and select the side to be left blank from the list.

Margin

Specifies the width of the stapling margin.

The specified width becomes the stapling margin from the center of the sheet.

Page Border

Prints a page border line around each document page.

Check this check box to print the page border line.

Print Area Setup dialog box

When you perform duplex printing, the print area of the document becomes slightly narrower than usual. Therefore when a document that has small margins is printed, the document may not fit on one page. This dialog box allows you to set whether the page is to be reduced when printed so that the document fits in one page.

Use normal-size printing

Prints the document pages without reducing them. This is the default setting.

Use reduced printing

Slightly reduces each document page so that it fits on one sheet of paper during printing.

Select this setting when using automatic duplex printing to print a document with small margins.

Specify Margin dialog box

This dialog box allows you to specify the margin width for the side to be stapled. If a document does not fit on one page, the document is reduced when printed.

Margin

Specifies the width of the stapling margin.

The width of the side specified by **Stapling Side** becomes the stapling margin.

Print Options dialog box

Makes changes to print data that is sent to the printer.

Depending on the environment, this function may not be available.

Disable ICM required from the application software

Disables the ICM function required from the application software.

When an application software uses Windows ICM to print data, unexpected colors may be produced

or the printing speed may decrease. If these problems occur, checking this check box may resolve the problems.

Important

- Uncheck this check box under normal circumstances.
- This function does not work when **ICM** is selected for **Color Correction** on the **Matching** tab of the **Manual Color Adjustment** dialog box.

Disable the color profile setting of the application software

Checking this check box disables information in the color profile that was set on the application software.

When the information in the color profile set on the application software is output to the printer driver, the print result may contain unexpected colors. If this happens, checking this check box may resolve the problem.

Important

- Uncheck this check box under normal circumstances.
- Even when this check box is checked, only some of the information in the color profile is disabled, and the color profile can still be used for printing.

Ungroup Papers

Sets the display method of **Media Type**, **Page Size**, and **Printer Paper Size**.

To display the items separately, select the check box.

To display the items as a group, clear the check box.

Do not allow application software to compress print data

Compression of the application software print data is prohibited.

If the print result has missing image data or unintended colors, selecting this check box may improve the condition.

Important

- Uncheck this check box under normal circumstances.

Print after creating print data by page

The print data is created in page units, and printing starts after the processing of one page of print data is complete.

If a printed document contains unintended results such as streaks, selecting this check box may improve the results.

Important

- Uncheck this check box under normal circumstances.

Prevention of Print Data Loss

You can reduce the size of the print data that was created with the application software and then print the data.

Depending on the application software being used, the image data may be cut off or may not be printed properly. In such cases, select **On**. If you will not be using this function, select **Off**.

Important

- When using this function, the print quality may drop depending on the print data.

Unit of Print Data Processing

Selects the processing unit of the print data to be sent to the printer.

Select **Recommended** under normal circumstances.

Important

- A large amount of memory may be used for certain settings.
  Do not change the setting if your computer has a small amount of memory.

Print With

Specify the FINE cartridge to be used from the installed FINE cartridges.

Select from **All Colors (Default)**, **Color Only**, **Black Only**.

Important

- When the following settings are specified, **Black Only** does not function because the printer uses the color FINE cartridge to print documents.
  - Other than **Plain Paper** or **Envelope** is selected for **Media Type** on the **Main** tab
  - **Borderless** is selected from the **Page Layout** list on the **Page Setup** tab
- Do not detach the FINE cartridge that is not in use. Printing cannot be performed while either FINE cartridge is detached.

Stamp/Background dialog box

The **Stamp/Background** dialog box allows you to print a stamp and/or background over or behind the document pages. In addition to the pre-registered ones, you can register and use your original stamp or background.

Stamp

Stamp printing is a function that prints a stamp over a document.

Check this check box and select a title from the list to print a stamp.

Define Stamp...

Opens the **Stamp Settings** dialog box.

You can check the details of a selected stamp or save a new stamp.

Place stamp over text

Sets how the stamp is to be printed over the document.

Check the **Stamp** check box to enable this.

Check this check box to print a stamp over the printed document page. The printed data may be hidden behind the stamp.

Uncheck this check box to print the document data over the stamp. The printed data will not be hidden behind the stamp. However, the sections of the stamp that are overlapped by the document may be hidden.

Stamp first page only

Selects whether the stamp is to be printed on the first page only or on all pages when the document has two or more pages.

Check the **Stamp** check box to enable this.

Check this check box to print a stamp on the first page only.

Background

Background printing is a function that allows you to print an illustration or a similar object (bitmap) behind the document.

Check this check box to print a background and select a title from the list.

Select Background...

Opens the **Background Settings** dialog box.

You can register a bitmap as a background, and change layout method and intensity of the selected background.

Background first page only

Selects whether to print the background on the first page only or print on all pages when the document has two or more pages.

Check the **Background** check box to enable this.

Check this check box to print a background on the first page only.

Stamp Tab

The Stamp tab allows you to set the text and bitmap file (.bmp) to be used for a stamp.

Preview Window

Shows the status of the stamp configured in each tab.

Stamp Type

Specifies the stamp type.

Select **Text** to create a stamp with characters. Select **Bitmap** to create with a bitmap file. Select **Date/Time/User Name** to display the creation date/time and user name of the printed document.

The setting items in the **Stamp** tab change depending on the selected type.

- For **Text** registration, the characters must already be entered in **Stamp Text**. If necessary, change the **TrueType Font**, **Style**, **Size**, and **Outline** settings. 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. If necessary, change the settings of the **Size** and **Transparent white area**.
- For **Date/Time/User Name**, the creation date/time and user name of the printed object are displayed in **Stamp Text**. If necessary, change the settings of **TrueType Font**, **Style**, **Size**, and **Outline**. You can select the color of the stamp by clicking **Select Color...**.

When **Stamp Type** is **Text** or **Date/Time/User Name**

Stamp Text

Specifies the stamp text string.

Up to 64 characters can be entered.

For **Date/Time/User Name**, the creation date/time and user name of the printed object are displayed in **Stamp Text**.

TrueType Font

Selects the font for the stamp text string.

Style

Selects the font style for the stamp text string.

Size

Selects the font size for the stamp text string.

Outline

Selects a frame that encloses the stamp text string.

If a large font size is selected for **Size**, characters may extend outside of the stamp border.

Color/Select Color...

Shows the current color for the stamp.

To select a different color, click **Select Color...** to open the **Color** dialog box, and select or create a color you wish to use as a stamp.

When **Stamp Type** is **Bitmap**

File

Specifies the name of the bitmap file to be used as the stamp.

Select File...

Opens the dialog box to open a file.

Click this button to select a bitmap file to be used as a stamp.

Size

Adjusts the size of the bitmap file to be used as a stamp.

Moving the slider to the right increases the size, moving the slider to the left decreases the size.

Transparent white area

Specifies whether to make white-filled areas of the bitmap transparent.

Check this check box to make white-filled areas of the bitmap transparent.

Note

- Click **Defaults** to set **Stamp Type** to text, **Stamp Text** to blank, **TrueType Font** to Arial, **Style** to Regular, **Size** to 36 points, **Outline** unchecked, and **Color** to gray with the RGB values (192, 192, 192).

Placement Tab

The Placement tab allows you to set the position where the stamp is to be printed.

Preview Window

Shows the status of the stamp configured in each tab.

Position

Specifies the stamp position on the page.

Selecting **Custom** from the list allows you to enter values for the **X-Position** and **Y-Position** coordinates directly.

You can also change the stamp position by dragging the stamp in the preview window.

Rotation

Specifies the angle of rotation for the stamp. The angle can be set by entering the number of degrees.

Negative values rotate the stamp clockwise.

Note

- **Rotation** is enabled only when **Text** or **Date/Time/User Name** is selected for **Stamp Type** on the **Stamp** tab.

Note

- Click **Defaults** to set the stamp position to **Center** and the rotation to "0."

Save settings Tab

The **Save settings** tab allows you to register a new stamp or delete an unnecessary stamp.

Title

Enter the title to save the stamp you created.

Up to 64 characters can be entered.

Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

Stamps

Shows a list of saved stamp titles.

Specify a title to display the corresponding stamp in **Title**.

Save/Save overwrite

Saves the stamp.

Enter a title in **Title**, and then click this button.

Delete

Deletes an unnecessary stamp.

Specify the title of an unnecessary stamp from the **Stamps** list, and click this button.

Background Tab

The Background tab allows you to select a bitmap file (.bmp) to be used as a background or determine how to print the selected background.

Preview Window

Shows the status of the bitmap set on the **Background** tab.

File

Specifies the name of the bitmap file to be used as the background.

Select File...

Opens the dialog box to open a file.

Click this button to select a bitmap file (.bmp) to be used as the background.

Layout Method

Specifies how the background image is to be placed on the paper.

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

Adjusts the intensity of the bitmap to be used as a background.

Moving the slider to the right increases the intensity, and moving the slider to the left decreases the intensity. To print the background at the original bitmap intensity, move the slider to the rightmost position.

Note

- Depending on the environment, this function may not be available.
- Click **Defaults** to set **File** to blank, **Layout Method** to **Fill page**, and the **Intensity** slider to the middle.

Save settings Tab

The **Save settings** tab allows you to register a new background or delete an unnecessary background.

Title

Enter the title to save the background image you specified.
Up to 64 characters can be entered.

Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

Backgrounds

Shows a list of registered background titles.
Specify a title to display the corresponding background in **Title**.

Save/Save overwrite

Saves the image data as a background.
After inserting the **Title**, click this button.

Delete

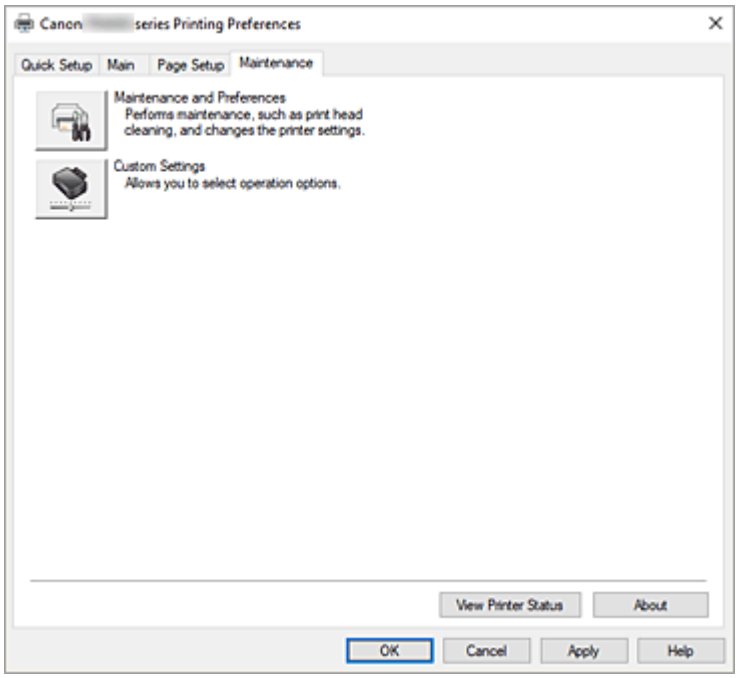
Deletes an unnecessary background.
Specify the title of an unnecessary background from the **Backgrounds** list, and then click this button.

Related Topics

- Setting Paper Dimensions (Custom Size)
- Setting a Page Size and Orientation
- Perform Borderless Printing
- Fit-to-Page Printing
- Scaled Printing
- Page Layout Printing
- Tiling/Poster Printing
- Booklet Printing
- Duplex Printing
- Setting the Stapling Margin
- Setting the Number of Copies and Printing Order
- Changing the Print Options
- Stamp/Background Printing

Maintenance Tab Description

The **Maintenance** tab allows you to start the Canon IJ Printer Assistant Tool or check the status of the printer.





Maintenance and Preferences

Canon IJ Printer Assistant Tool is started.

You can perform printer maintenance or change the settings of the printer.



Custom Settings

Opens the **Custom Settings** dialog box.

Perform this function to change the settings of this printer.

Note

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

View Printer Status

Starts the Canon IJ Status Monitor.

Perform this function when you want to check the printer status and how a print job is proceeding.

About

Opens the **About** dialog box.

The version of the printer driver, plus a copyright notice, can be checked.

In addition, the language to be used can be switched.

Custom Settings dialog box

When you click **Custom Settings**, the **Custom Settings** dialog box is displayed.
If necessary, switch between various modes of printer operation.

Rotate 90 degrees left when orientation is [Landscape]

On the **Page Setup** tab, you can change the rotation direction of the **Landscape** in the **Orientation**.
To rotate the print data 90 degrees to the left during printing, check this check box.

Important

- Do not change this setting while the print job is displayed in the print wait list. Otherwise, characters may be omitted or the layout may become corrupt.

Note

- If **Envelope Com 10** or **Envelope DL** is selected for **Page Size** on the **Page Setup** tab, the printer rotates the paper 90 degrees to the left to print, regardless of the **Rotate 90 degrees left when orientation is [Landscape]** setting.

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

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

About dialog box

When you click **About**, the **About** dialog box is displayed.
This dialog box displays the version, copyright, and module list of the printer driver. You can select the language to be used and switch the language displayed in the setup window.

Modules

Lists the printer driver modules.

Language

Specifies the language you wish to use in the printer driver setup window.

Important

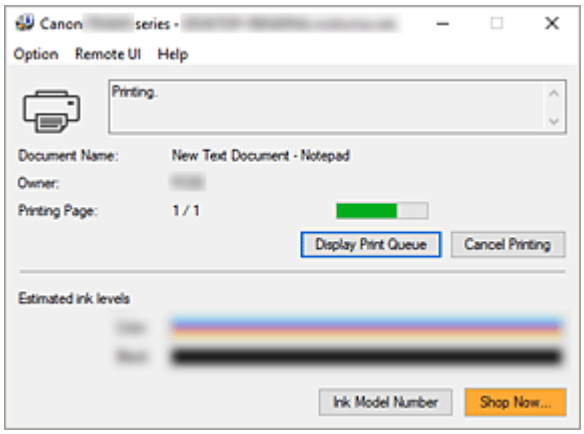
- If the font for displaying the language of your choice is not installed in your system, the characters will be garbled.

Allow Google Analytics to send information

To stop sending information, uncheck this check box.
The check box appears only if a user with administrator privileges is logged on. If information is not provided, the check box will not appear.

Canon IJ Status Monitor Description

The Canon IJ Status Monitor displays the printer status and the printing progress. The printer status is shown by the images, icons, and messages in the status monitor.



Features of the Canon IJ Status Monitor

The Canon IJ Status Monitor has the following functions:

Onscreen display of printer status

The status monitor displays the printer status in real-time.
You can check the progress of each document to be printed (print job).

Display of error content and correction procedure

The status monitor displays information on any errors that occur on the printer.
You can then immediately check what sort of action to perform.

Ink status display

Displays the ink status.
FINE cartridge types and ink levels can be confirmed.

Overview of the Canon IJ Status Monitor

The Canon IJ Status Monitor uses images, icons, and messages to display the printer status and the ink status.
During printing, you can check information about the document being printed and the print progress.
If an error occurs, the status monitor displays the error content and instructions on how to correct the error. Follow the message instructions.

Printer

Canon IJ Status Monitor shows an icon when a warning or error occurs to the printer.

: There is a warning.

: There has been an operator error.

: There is a notice about something other than a warning or an error.

: There has been an error which requires a service.

Document Name

Name of the document being printed.

Owner

Owner's name of the document being printed.

Printing Page

Page number of current page and the total page count.

Display Print Queue

The print queue, which controls the current document and documents waiting to be printed.

Cancel Printing

Cancels printing.

Estimated ink levels

Displays FINE cartridge types and estimated ink levels as images.

Also, if the remaining ink is low or empty, an icon or a message will appear (Ink level warning / Ink empty error).

Move the cursor onto the image to check detailed information such as the remaining ink levels and the names of FINE cartridges that the printer can use.

The colors are calibrated to match the color with the least amount of ink remaining, and then all colors are displayed at the same level.

Ink Model Number

You can look up the correct FINE cartridge for your printer.

Option Menu

If a printer message appears, select **Enable Status Monitor** to start the Canon IJ Status Monitor.

Select **Enable Status Monitor** to use the following commands:

Always Display Current Job

Displays the Canon IJ Status Monitor whenever a document is being printed.

Always Display on Top

Displays the Canon IJ Status Monitor in front of other windows.

Display Guide Message

Displays guide messages for complicated paper setting operations.

How to load paper

Displays a guide message if the other guide is not displayed when the printer begins printing for media types other than plain paper.

To hide this guide message, select the **Do not show this message again** check box.

To display the guide message again, click How to load paper on the **Display Guide Message** in the **Option** menu and enable this setting.

Display Warning Automatically

When a Low Ink Warning Occurs

Starts the Canon IJ Status Monitor window as a pop-up, and displays it in front of the other windows when a low ink warning occurs.

Display Firmware Update Notifications

Displays firmware update notifications.

If there's a firmware update available, a dialog box is displayed when you start printing.

If you add a check mark to **Do not show this message again** in this dialog box, you can prevent it from displaying again.

Start when Windows is Started

Automatically starts the Canon IJ Status Monitor when Windows is started.

Remote UI menu

You are able to open the printer's Remote User Interface.
You are able to check the printer status and run maintenance functions on the printer when connected to and using it through a network.

Note

- When the printer is being used via USB connection **Remote UI** will not display.

Printer Information

Allows you check detailed information, such as the printer status, the print progress, and remaining ink levels.

Maintenance

Allows you to run printer maintenance and change printer settings.

Download Security Certificate

Displays the **For secure communication** window.
This window allows you to download the route certificate, register it to the browser, and disable warning displays.

Help Menu

Select this menu to display Help information for the Canon IJ Status Monitor including version and copyright information.

Related Topic

Canon IJ Status Monitor

Installing the MP Drivers

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

1. Turn on the printer

2. Start the installer

   Double-click the icon of the downloaded file.
   The installation program starts.

   Important

   - A confirmation/warning dialog box may appear when starting, installing or uninstalling software. This dialog box appears when administrative rights are required to perform a task.
     When you are logged on to an administrator account, click **Yes** (or **Continue**, **Allow**) to continue.
     Some applications require an administrator account to continue. In such cases, switch to an administrator account, and restart the operation from the beginning.

3. Install the MP Drivers

   Take the appropriate action as described on the screen.

4. Complete the installation

   Click **Exit**.

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
- Deleting the Unnecessary MP Drivers
- Before Installing the MP Drivers

Printing from Application Software (macOS AirPrint)

- Printing Basic
- Perform Borderless Printing
- Adding Printer
- How to Open Printer Settings Screen
- Displaying the Printing Status Screen
- Deleting the Undesired Print Job
- Removing Printer That Is No Longer Required from List of Printers

Printing

This printer is compatible with the macOS standard printing system (AirPrint).
You can start printing right away after connecting this printer to your Mac without installing any special software.

Checking Your Environment

First, check your environment.

- AirPrint Operation Environment
  Mac running the latest version of OS
- Requirement
  The Mac and the printer must be connected by one of the following methods:
  - Connected to the same network over a **LAN**
  - Connected directly without wireless router (Direct Connection)
  - Connected by USB

Print from a Mac

1. Check that printer is turned on

   Note

   - If **Auto power on** is enabled, printer automatically turns itself on when receiving a print job.

2. Load paper in printer

3. Select paper size and paper type from printer

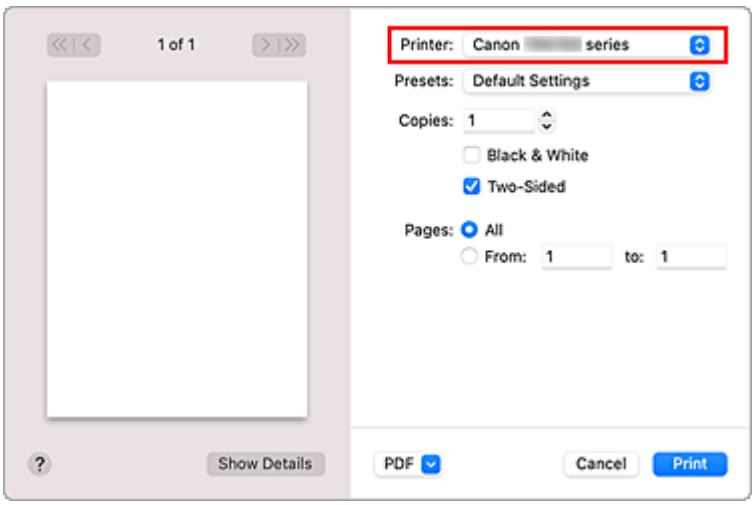
   Register the set paper size and paper type on the printer operation panel.
   For instructions, see "Paper Settings."

4. Start printing from your application software

   The Print dialog opens.

5. Select printer

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

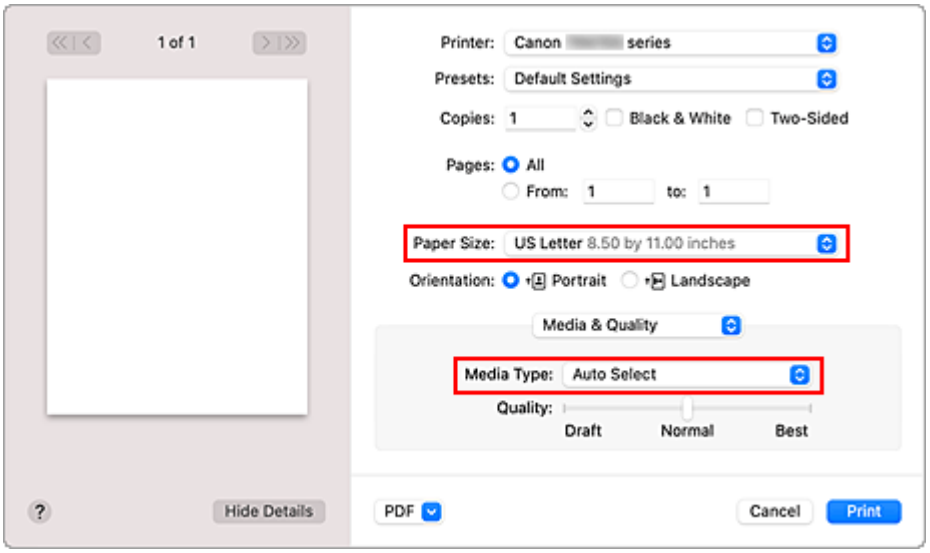


Note

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

6. Check print settings

Set items such as **Paper Size** to the appropriate size, as well as **Media Type** from **Media & Quality** of the pop-up menu.
Select **Auto Select** for **Media Type**.
Remove the **Two-Sided** check mark if you are not printing on both sides of the paper.



Important

- An error may occur if the paper size set in the print dialog is different from the paper size registered on the printer. Select the correct items on the print dialog and the printer that correspond to the paper being printed.
- If printing paper such as photo paper that cannot be printed on both sides, uncheck the **Two-Sided** checkbox.

Note

- Use the Print dialog to set general print settings such as the layout and the print sequence. For information about print settings, refer to macOS help.

7. Click **Print**

The printer prints according to the specified settings.

Note

- It can take the Wi-Fi a few minutes to get connected after the printer turns on. Print after checking that the printer is connected to the network.
- You cannot print if Bonjour settings of printer are disabled. Check **LAN** settings of printer and enable Bonjour settings.
- Refer to "Cannot Print Using AirPrint" for printing problems.
- The display of the settings screen may differ depending on the application software you are using.

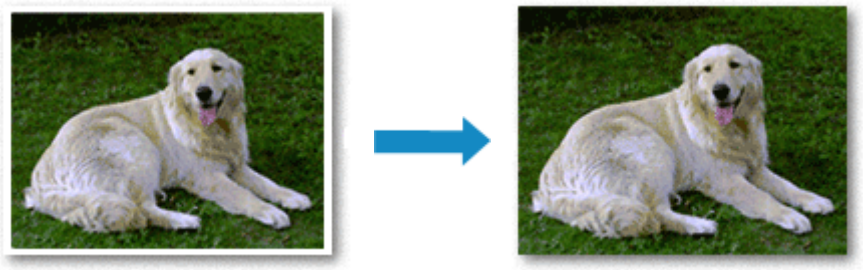
Printing of Envelopes

For printing on the envelope from a Mac, load the envelope in the correct orientation, and refer to the following.

Print result image	Orientation of print data
	 The print data is rotated by 180 degrees against the print result image.

Perform Borderless Printing

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



The procedure for performing borderless printing is as follows:

Setting Borderless Printing

1. Set the **Amount of extension** on the printer operation panel

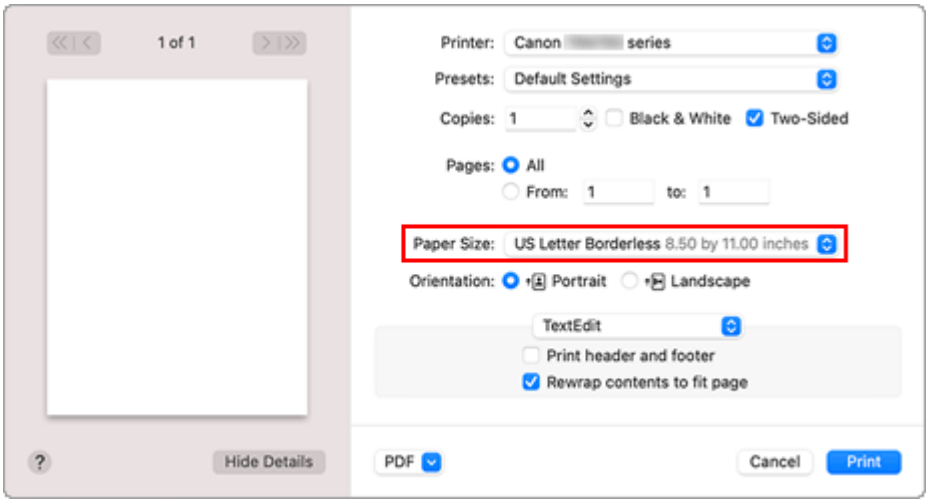
   For information on how to set the amount of extension, see "Print settings."

   Important

   - When the **Amount: Large** is set, the back side of the paper may become smudged.

2. Select sheet size for borderless printing

   Select **XXX Borderless** for **Paper Size** from the print dialog.



3. Click **Print**

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

Important

- Borderless printing only supports specific paper sizes. Make sure to select a paper size with the wording "Borderless" from the **Paper Size**.
- Print quality may deteriorate or the sheet may be stained at the top and bottom depending on the type of paper used.
- When the ratio of the height to the width differs from the image data, a portion of the image may not be printed depending on the size of the media used.
  In this case, crop the image data with an application software according to the paper size.
- When scaled printing or page layout printing is enabled, you cannot perform borderless printing.

Note

- The use of borderless printing is not recommended if **Plain Paper** is selected for **Media Type** in **Media & Quality**.

Expanding the Range of the Document to Print

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

If you are not satisfied with the borderless printing results, reduce the amount of extension in printer operation panel.

Important

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

Note

- When the **Amount: Minimum** slider is set to the leftmost position, image data will be printed in the full size.

Adding Printer

Procedure for adding printer to your Mac is explained.

To re-add a printer that was deleted, open **System Preferences** -> **Printers & Scanners**, click **+** next to the printer list, and then perform the procedure described below.

If your printer is connected via USB, and you connect the USB cable to a Mac, the printer is automatically added. The below procedure is not necessary in this case.

1. Check whether **Default** is selected in the displayed dialog

   Note

   - It may take a little time for your printer to appear.

2. Select the printer

   Select the printer listed as **Bonjour Multifunction**.

   Note

   - Check the following if printer does not appear.
     - Printer is on
     - Firewall function of the security software is off
     - Printer is either connected to the wireless router or directly connected to the PC (Direct Connection)

3. Select **Secure AirPrint** from **Use**

4. Click **Add**

   The printer is added to your Mac.

How to Open Printer Settings Screen

The settings screen of the printer can be displayed from your application software.

Opening the Page Setup Dialog

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

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

   The Page Setup dialog opens.

Opening the Print Dialog

Use this procedure to set the print settings before printing.

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

   The Print dialog opens.

Displaying the Printing Status Screen

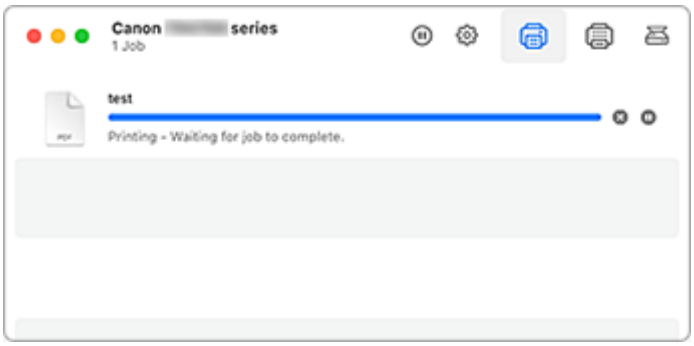
Check the print progress according to the following procedure:

1. Launch the printing status screen

   - If the print data has been sent to the printer
     The printing status screen opens automatically. To display the printing status screen, click the printer icon displayed on the Dock.
   - If the print data has not been sent to the printer
     Open **System Preferences**, and select **Printers & Scanners**.
     To display the printing status screen, select your printer model from the printer list, and then click **Open Print Queue...**.

2. Check the printing status

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



Deletes the specified print job.

Stops printing the specified document.

Resumes printing the specified document.

Stops printing all documents.

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

Important

- If an error occurs, an error message will appear on the printing progress confirmation screen.
- The content of the error message may differ depending on the OS version.
- The printer part names in the error message may differ from what is listed in this manual.
- If the content of the error message is difficult to understand, check the error message displayed on the printer operation panel.

Deleting the Undesired Print Job

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

1. Open **System Preferences**, and select **Printers & Scanners**
2. Select your model, and then click **Open Print Queue...**

   The print status check screen appears.
3. Select the unnecessary print job and click (Delete)

   The selected print jobs will be deleted.

Removing Printer That Is No Longer Required from List of Printers

The printer that is no longer in use can be removed from the list of printers.
Before removing the printer, remove the cable connecting the printer and PC.

You cannot remove the printer if you are not logged on as the administrator. For information about an administrative user, see **Users & Groups** from **System Preferences**.

1. Open **System Preferences**, and select **Printers & Scanners**

2. Delete printer from list of printers

   Select the printer you wish to remove from the list of printers and click **-**.

   Click **Delete Printer** when the confirmation message appears.

Printing Using Canon Application Software

- **Easy-PhotoPrint Editor Guide**

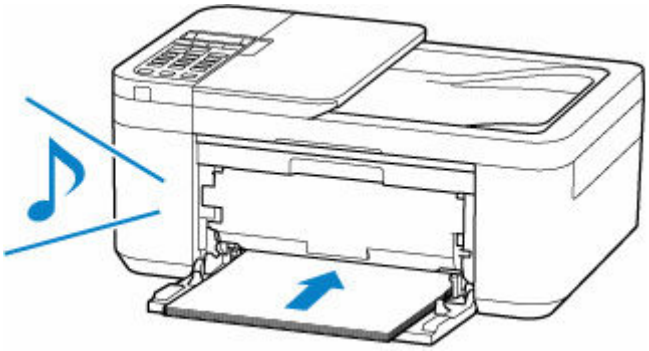
Printing from Smartphone/Tablet

- **Printing from iPhone/iPad/iPod touch (iOS)**
- **Printing from Smartphone/Tablet (Android)**

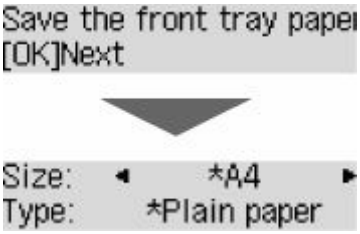
Paper Settings

By registering the paper size and the media type, the message is displayed before printing starts when the paper size or the media type of the loaded paper differs from the paper settings.

When you load paper on the front tray



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



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

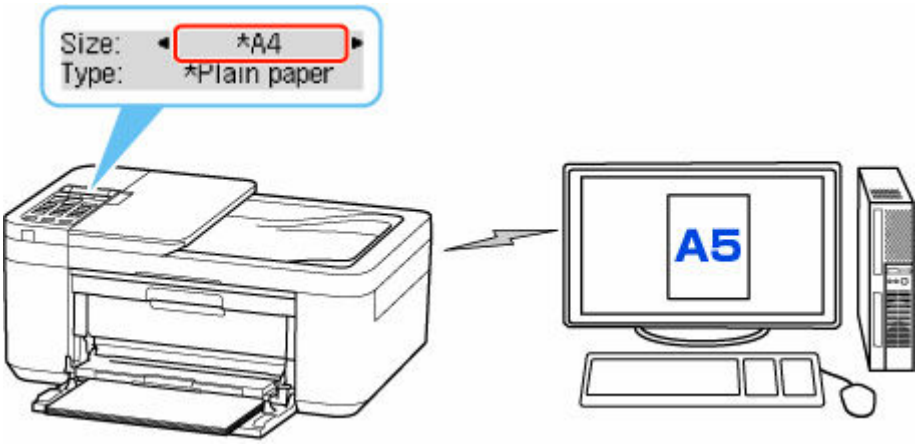
Important

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

When the paper settings for printing/copying are different from the paper information registered to the printer

Ex:

- Paper settings for printing/copying: A5
- Paper information registered to the printer: A4



When you start printing or copying, a message is displayed.

Check the contents of the displayed message, press the **OK** button and then choose one of the following.

Print on set paper

Select if you want to print/copy on the paper loaded without changing the paper settings.

For example, when the paper setting for printing/copying is A5 and the paper information registered to the printer is A4, the printer starts printing/copying on the paper loaded in the front tray without changing the paper size setting for printing/copying.

Replace the paper

Select if you want to print after replacing the paper of the front tray.

For example, when the paper size setting for printing/copying is A5 and the paper information registered to the printer is A4, you load A5 sized paper in the front tray before you start printing/copying.

The paper information registration screen is displayed after replacing the paper. Register the paper information according to the paper that you loaded.

Note

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

Cancel

Cancels printing.

Select when you change the paper settings specified for printing/copying. Change the paper settings and try printing/copying again.

Copying



Making Copies Basics



Reducing/Enlarging Copies



Two-Sided Copying



Collated Copying



Special Copy Menu

Making Copies

This section describes the basic procedure to perform standard copying.

1. Check that printer is turned on.
2. Load paper.
3. Press the **COPY** button.

   The Copy standby screen is displayed.
4. Load original document on platen or in ADF (Auto Document Feeder).
5. Confirm the page size (A) and magnification (B).



Note

- To change or confirm the page size, magnification, or other settings, press the **Menu/Wireless connect** button, then use the ◄► button to display the desired setting item.

  ➡ Setting Items for Copying
- Press the **COPY** button to reset the magnification to 100%.

6. Use the ◄► button or the Numeric buttons to specify the number of copies.
7. Press the **Black** button or the **Color** button.

   The printer starts copying.

   Remove the original on the platen or from the document output slot after copying is complete.

Important

- If you load the original on the platen, do not open the document cover or remove the original while **Scanning...** is displayed on the LCD.
- If you load the original in the ADF, do not move the original until copying is complete.

Note

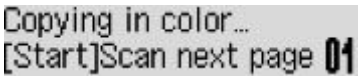
- If you load the original on the platen, you can add the copying job while printing.

  ➡ Adding the Copying Job (Reserve copy)

Adding the Copying Job (Reserve copy)

If you load the original on the platen, you can add the copying job while printing (Reserve copy).

The screen like shown below is displayed when you can reserve copy.



Load the original on the platen and press the same button (the **Color** button or the **Black** button) as the one which you previously pressed.

Note

- When **Print quality** is set **High**, or you load the original in the ADF, you cannot add the copying job.
- If you press the **Stop** button while reserve copying is in progress, the screen to select the method to cancel copying is displayed. If you select **Cancel all reserv.** then press the **OK** button, you can cancel copying all scanned data. If you select **Cancel last reserv.** then press the **OK** button, you can cancel the last copying job.
- If you set a document of too many pages to reserve copy, **Memory is full** may appear on the LCD. Press the **OK** button and wait a while, then try copying again.
- If **Try again** appears on the LCD when scanning, press the **OK** button, then press the **Stop** button to cancel copying. After that, copy the documents that have not been finished copying.

Setting Items for Copying

You can change the copy settings such as the page size, media type, and intensity.

In the copy mode, press the **Menu/Wireless connect** button, use the ◄► button to select a setting item, then press the **OK** button.

Use the ◄► button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

The LCD returns to the Copy standby screen when all the settings are complete.

Note

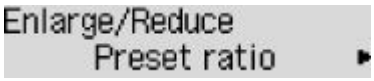
- The * (asterisk) on the LCD indicates the current setting.

- **Enlarge/Reduce**

  Select the reduction/enlargement method.

  ➡ Reducing/Enlarging Copies

  Ex:

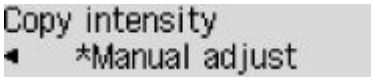
  ### Note

  - This setting item is displayed under the following conditions.
    - When standard copying is selected
    - When **Borderless copy** is selected for **Special copy**

- **Copy intensity**

  Change the intensity (brightness).

  Ex:

  ### Note

  - If you select **Auto adjust**, load the original on the platen.
  - If you select **Manual adjust**, use the ◄ button to decrease the intensity or the ► button to increase it.

- **Page size**

  Select the page size of the loaded paper.

  Ex:

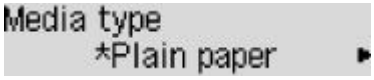
Note

- Some of setting items are not available depending on the country or region of purchase.

- **Media type**

  Select the media type of the loaded paper.

  Ex:

- **Print quality**

  Select the print quality according to the original.

  Ex:

  Note

  - Select **High** to copy in grayscale. Grayscale renders tones in a range of grays instead of black or white.

- **4-on-1 layout**

  Select the layout when copying four original pages onto a single sheet of paper by reducing each image. Four different layouts are available.

  Ex:

  Note

  - This setting item is displayed only when **4-on-1 copy** is selected for **Special copy**.

    ➡ Copying Four Pages onto Single Page

- **Collate**

  Select whether to obtain sorted printouts when making multiple copies of a multi-paged original.

  ➡ Collated Copying

  Ex:

  Note

  - This setting item is displayed when standard copying is selected.

- **2-sided**

  Select whether to perform two-sided copying.

Ex:



Note

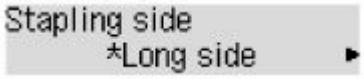
- This setting item is displayed only when **2-sided copy** is selected for **Special copy**.

  ➡ Two-Sided Copying

- **Stapling side**

  Select the orientation and the stapling side of the printed paper.

  Ex:



Note

- This setting item is displayed only when **2-sided copy** is selected for **Special copy**.

  ➡ Two-Sided Copying

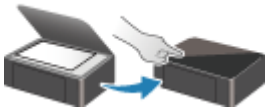
Scanning



Scanning from Computer (Windows)



Scanning from Computer (macOS)



Scanning from Operation Panel

Scanning from Computer (Windows)

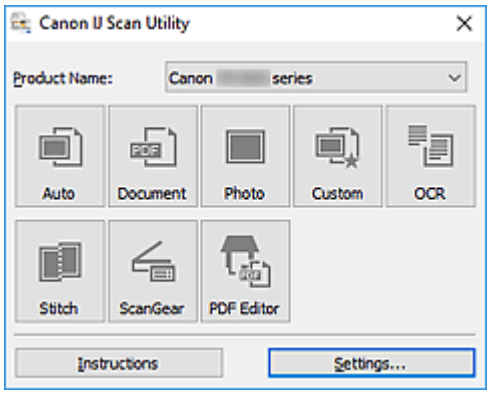
- **Scanning According to Item Type or Purpose (IJ Scan Utility)**
  - IJ Scan Utility Features
  - Scanning Easily (Auto Scan) Basics
  - Scanning Documents and Photos
  - Creating/Editing PDF Files
    - Setting Passwords for PDF Files
    - Editing Password-Protected PDF Files
- **Scanning Using Application Software (ScanGear)**
- **Scanning Tips**
  - Positioning Originals (Scanning from Computer)
  - Network Scan Settings
    - IJ Network Scanner Selector EX2 Menu and Setting Screen

Scanning According to Item Type or Purpose (IJ Scan Utility)

- **IJ Scan Utility Features**
- **Scanning Easily (Auto Scan)** Basics
- **Scanning Documents and Photos**
- **Creating/Editing PDF Files**
  - Setting Passwords for PDF Files
  - Editing Password-Protected PDF Files

IJ Scan Utility Features

Use IJ Scan Utility to scan and save documents, photos, or other items at one time by simply clicking the corresponding icon.



Multiple Scanning Modes

Auto allows for one click scanning with default settings for various items. **Document** will sharpen text in a document or magazine for better readability, and **Photo** is best suited for scanning photos.

Note

- For details on the IJ Scan Utility main screen, see IJ Scan Utility Main Screen.

Save Scanned Images Automatically

Scanned images are automatically saved to a preset folder. The folder can be changed as needed.

Note

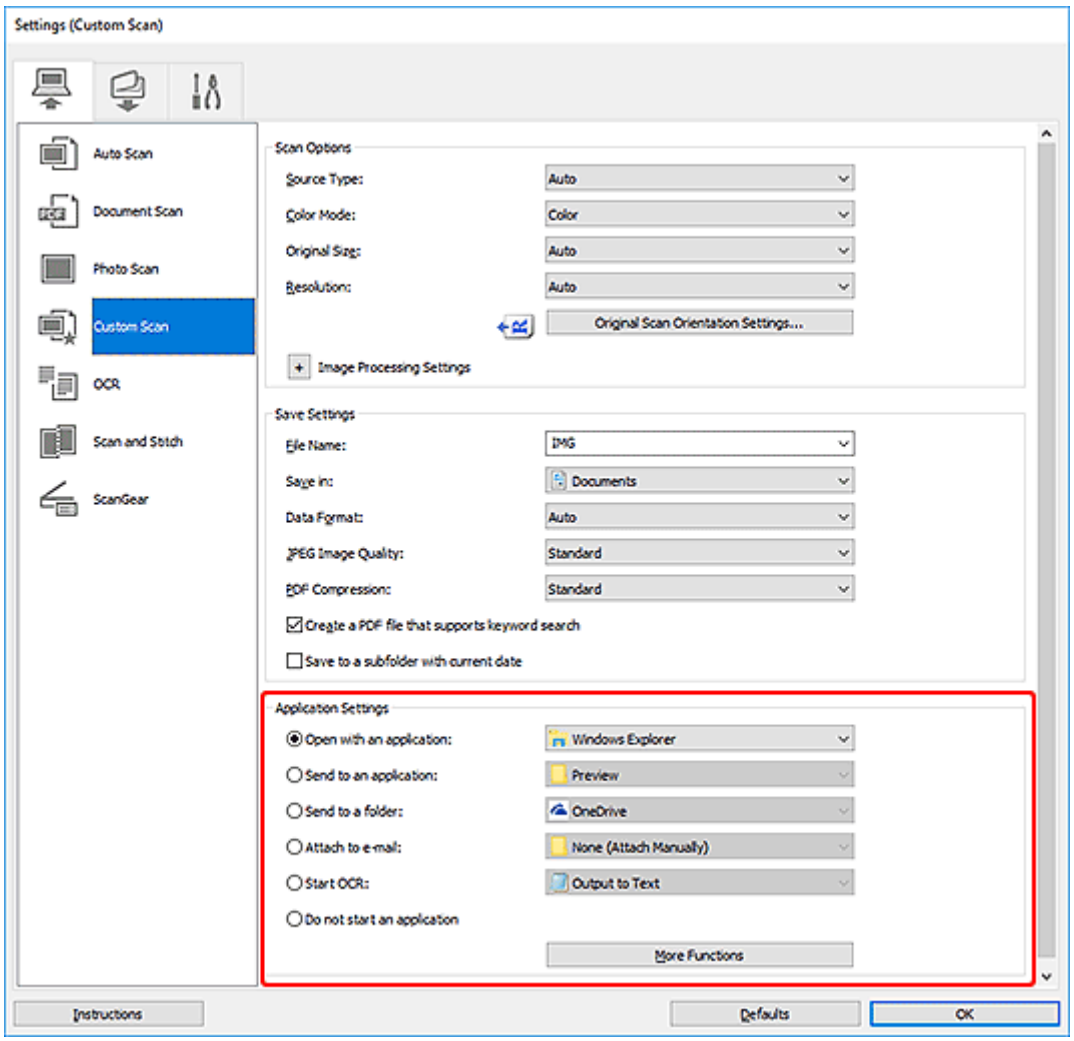
- The default save folders are as follows.
  - **Windows 10/Windows 8.1:**

    Documents folder
  - **Windows 7:**

    My Documents folder
- To change folder, see Settings Dialog Box.

Application Integration

Scanned images can be sent to other applications. For example, display scanned images in your favorite graphics application, attach them to e-mails, or extract text from images.



Note

- To set the applications to integrate with, see Settings Dialog Box.

Scanning Easily (Auto Scan)

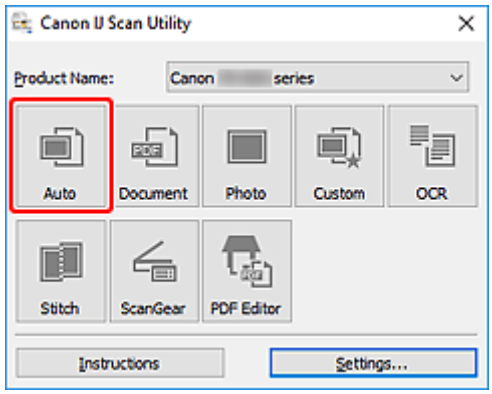
Auto Scan allows for automatic detection of the type of the item placed on the platen or ADF (Auto Document Feeder).

Important

- The following types of items may not be scanned correctly. In that case, adjust the cropping frames (scan areas) in whole image view of ScanGear (scanner driver), and then scan again.
  - Photos with a whitish background
  - Items printed on white paper, hand-written text, business cards, and other unclear items
  - Thin items
  - Thick items
- When scanning two or more documents from the ADF, place documents of the same size.

1. Make sure scanner or printer is turned on.
2. Place items on platen or ADF.

   Positioning Originals (Scanning from Computer)
3. Start IJ Scan Utility.
4. Click **Auto**.



Scanning starts.

Note

- To cancel the scan, click **Cancel**.
- Use the Settings (Scanning from a Computer) dialog box displayed by clicking **Settings...** to set where to save the scanned images and to make advanced scan settings.
- To scan a specific item type, see the following pages.

  Scanning Documents and Photos
  Scanning with Favorite Settings
  Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

Scanning Documents and Photos

Scan items placed on the platen with settings suitable for documents or photos.

Save documents in formats such as PDF and JPEG, and photos in formats such as JPEG and TIFF.

1. Place the item on the platen.

   ➡ Positioning Originals (Scanning from Computer)

2. Start IJ Scan Utility.

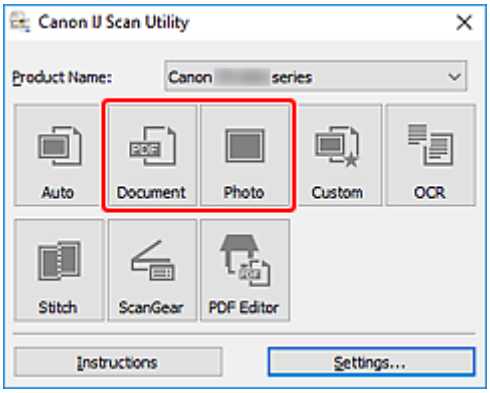
3. To specify the paper size, resolution, PDF settings, etc., click **Settings...**, and then set each item in the Settings (Scanning from a Computer) dialog box.

   Note

   - Once settings are made in the Settings dialog box, the same settings can be used for scanning from the next time.
   - In the Settings dialog box, specify image processing settings such as slant correction and outline emphasis, set the destination of the scanned images, and more, as needed.

   When setting is completed, click **OK**.

4. Click **Document** or **Photo**.

   Scanning starts.

Note

- To cancel the scan, click **Cancel**.

Creating/Editing PDF Files

You can create PDF files by scanning items placed on the platen or ADF (Auto Document Feeder). Add, delete, rearrange pages or make other edits in the created PDF files.

Important

- You can create or edit up to 100 pages of a PDF file at one time.
- Only PDF files created or edited in IJ Scan Utility or IJ PDF Editor are supported. PDF files created or edited in other applications are not supported.

Note

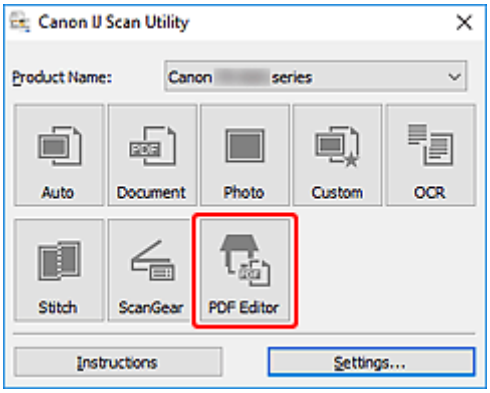
- You can also create PDF files from images saved on a computer.
- Selectable file formats are PDF, JPEG, TIFF, and PNG.
- Images whose number of pixels in the vertical or horizontal direction is 10501 or more cannot be used.
- When you select a password-protected PDF file, you must enter the password.

  ➡ Editing Password-Protected PDF Files

1. Place items on platen or ADF.

2. Start IJ Scan Utility.

3. Click **PDF Editor**.



IJ PDF Editor starts.

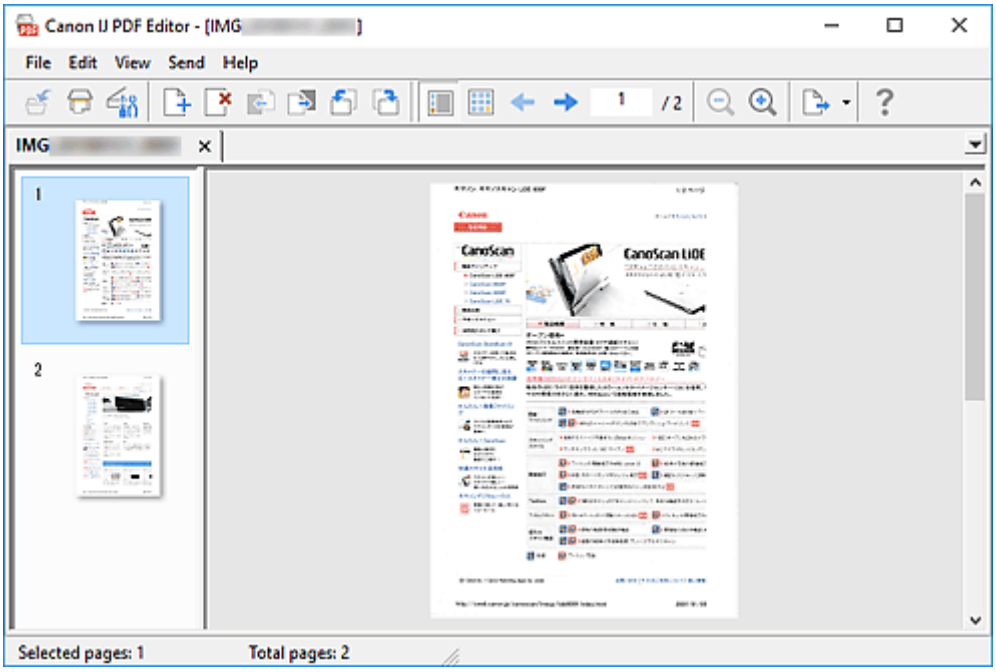
4. To specify the paper size, resolution, and other settings, click **Settings...** from the **File** menu, and then set each item in the Settings (Scanning from a Computer) dialog box.

Note

- Once settings are made in the Settings dialog box, the same settings can be used for scanning from the next time.
- In the Settings dialog box, specify image processing settings such as slant correction and outline emphasis.

When setting is completed, click **OK**.

5. Click (Scan) on Toolbar.



Scanning starts.

Note

- To open a file saved on the computer, click **Open...** from the **File** menu, and then select the file you want to edit.
- You can switch the view with the Toolbar buttons. For details, see PDF Edit Screen.

6. Add pages as needed.

When scanning and adding more items:

Place items, and then click (Scan) on the Toolbar.

When adding existing images or PDF files:

Click (Add Page) on the Toolbar. After the **Open** dialog box appears, select the image(s) or PDF file(s) you want to add, and then click **Open**.

Note

- You can also add images or PDF files from **Add Page from Saved Data...** in the **File** menu.

7. Edit pages as needed.

When changing page order:

Click the page you want to move, and then click (Page Up) or (Page Down) on the Toolbar to change the page order. You can also change the page order by dragging and dropping a page to the target location.

When deleting pages:

Click the page you want to delete, and then click  (Delete Page) on the Toolbar.

Note

- These buttons appear when two or more pages have been created.

8. Select **Save As...** in **File** menu.

   The **Save** dialog box appears.

9. Specify save settings.

   ➡ **Save** Dialog Box (PDF Edit Screen)

10. Click **Save**.

    The PDF file is saved.

Note

- When a password-protected PDF file is edited, the passwords will be deleted. Reset the passwords in the **Save** dialog box.

  ➡ Setting Passwords for PDF Files

- To overwrite a saved file, click  (Save) on the Toolbar.

Scanning Using Application Software (ScanGear)

- **What Is ScanGear (Scanner Driver)?**
- **Starting ScanGear (Scanner Driver)**
- **Scanning in Basic Mode**
- **ScanGear (Scanner Driver) Screens**
- **General Notes (Scanner Driver)**

Important

- Available functions and settings vary depending on your scanner or printer.

What Is ScanGear (Scanner Driver)?

ScanGear (scanner driver) is software required for scanning documents. Use the software to specify the output size, image corrections, and other settings.

ScanGear can be started from IJ Scan Utility or applications that are compatible with the standard TWAIN interface. (ScanGear is a TWAIN-compatible driver.)

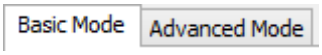
Features

Specify the document type, output size, and other settings when scanning documents and preview scan results. Make various correction settings or finely adjust the brightness, contrast, and other parameters to scan in a specific color tone.

Screens

There are two modes: Basic Mode and Advanced Mode.

Switch modes with the tabs on the upper right of the screen.

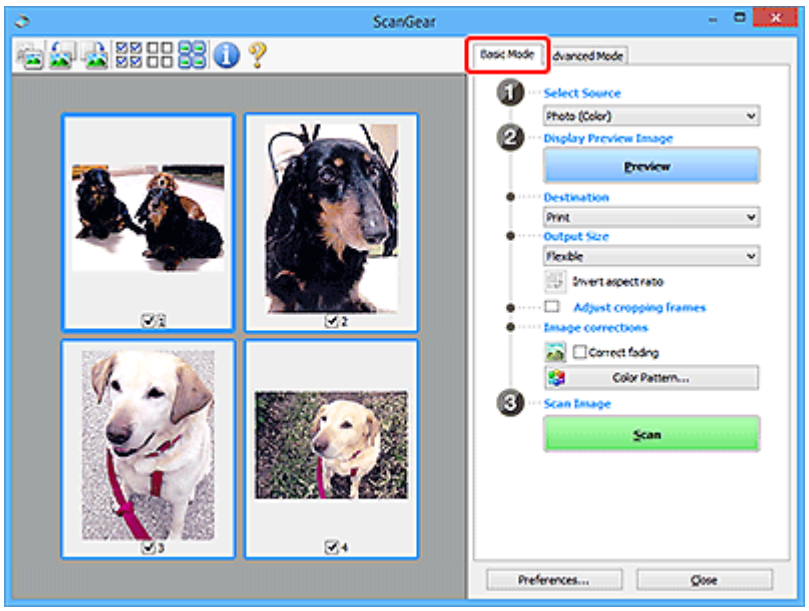


Note

- ScanGear starts in the last used mode.
- Settings are not retained when you switch modes.

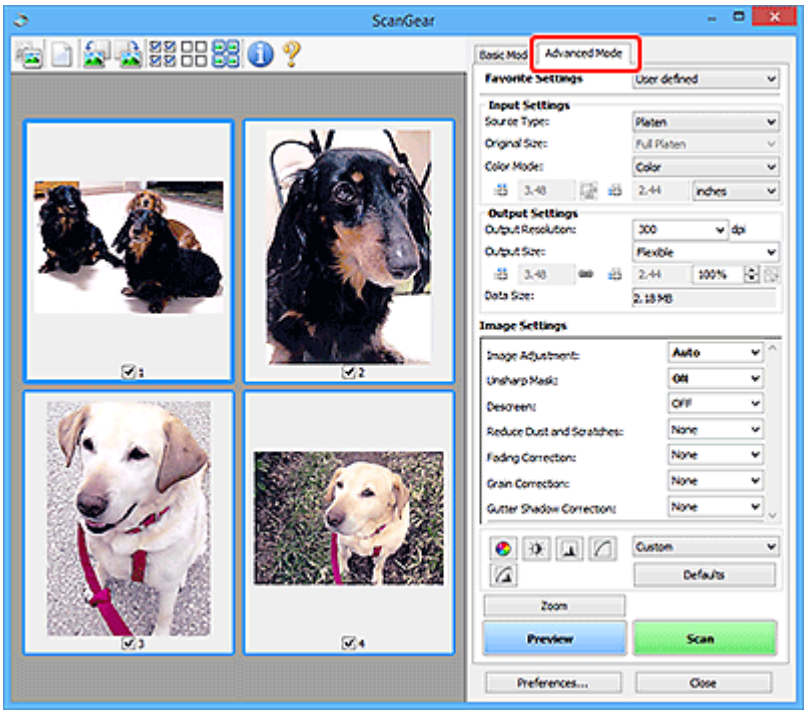
Basic Mode

Use the **Basic Mode** tab to scan easily by following three simple on-screen steps (1 , 2 , and 3).



Advanced Mode

Use the **Advanced Mode** tab to scan by specifying the color mode, output resolution, image brightness, color tone, and other settings.



Starting ScanGear (Scanner Driver)

Use ScanGear (scanner driver) to make image corrections and color adjustments when scanning. Start ScanGear from IJ Scan Utility or other applications.

Note

- If you have more than one scanner or have a network compatible model and changed the connection from USB connection to network connection, set up the network environment.

Starting from IJ Scan Utility

1. Start IJ Scan Utility.

   For details, click Home to return to the top page of the Online Manual for your model and search for "Starting IJ Scan Utility."

2. In IJ Scan Utility main screen, click ScanGear.

   The ScanGear screen appears.

Starting from Application

The procedure varies depending on the application. For details, see the application's manual.

1. Start application.

2. On application's menu, select machine.

   Note

   - A machine connected over a network, will have "Network" displayed after the product name.

3. Scan document.

   The ScanGear screen appears.

Scanning in Basic Mode

Use the **Basic Mode** tab to scan easily by following these simple on-screen steps.

To scan multiple documents at one time from the Platen, see Scanning Multiple Documents at One Time with ScanGear (Scanner Driver).

When scanning from the ADF (Auto Document Feeder), preview is not available.

Important

- The following types of documents may not be scanned correctly. In that case, click  (Thumbnail) on the Toolbar to switch to whole image view and scan.
  - Photos with a whitish background
  - Documents printed on white paper, hand-written text, business cards, and other unclear documents
  - Thin documents
  - Thick documents
- The following types of documents cannot be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to irregular shapes

Note

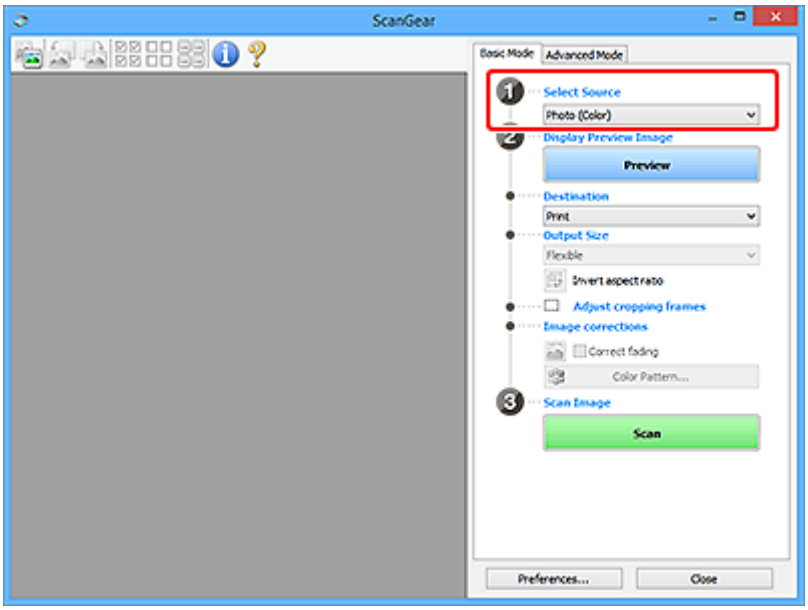
- Both sides of a two sided document can be scanned simultaneously on models with ADF duplex scanning support.

1. Place document on machine's Platen or ADF, and then start ScanGear (scanner driver).

   ➡ Positioning Originals (Scanning from Computer)

   ➡ Starting ScanGear (Scanner Driver)

2. Set **Select Source** to match your document.



Important

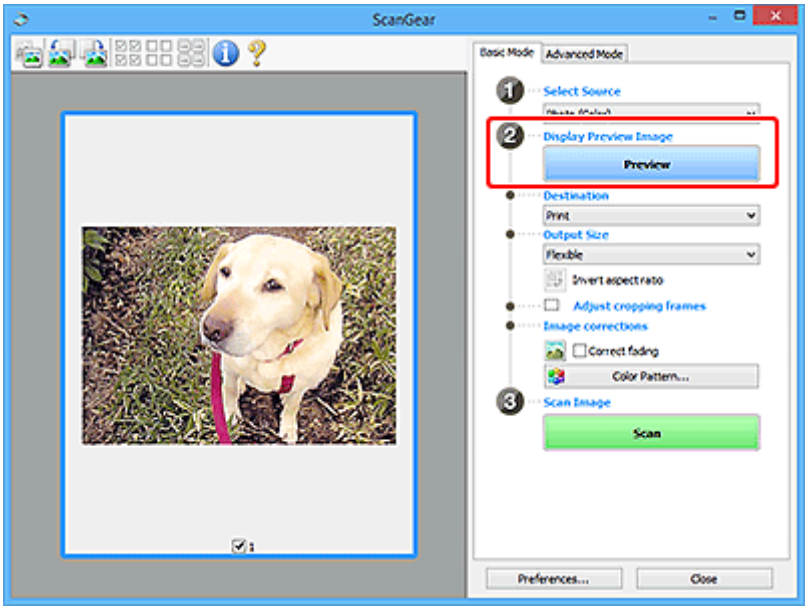
- Some applications do not support continuous scanning from the ADF. For details, see the application's manual.

Note

- To scan magazines containing many color photos, select **Magazine (Color)**.

3. Click **Preview**.

Preview image appears in the Preview area.



Important

- **Preview** is not available when scanning from the ADF.

Note

- Colors are adjusted based on the document type selected in **Select Source**.

4. Set **Destination**.

Note

- Skip ahead to Step 7 if an ADF option is selected in **Select Source**.

5. Set **Output Size**.

Output size options vary with the selected **Destination**.

6. Adjust cropping frames (scan areas) as needed.

Adjust the size and position of the cropping frames on the preview image.

➡ Adjusting Cropping Frames (ScanGear)

7. Set **Image corrections** as needed.

8. Click **Scan**.

   Scanning starts.

Note

- Click  (Information) to display a dialog box showing the document type and other details of the current scan settings.
- How ScanGear behaves after scanning is complete can be set from **Status of ScanGear dialog after scanning** on the **Scan** tab of the **Preferences** dialog box.

Related Topic

➡ **Basic Mode** Tab

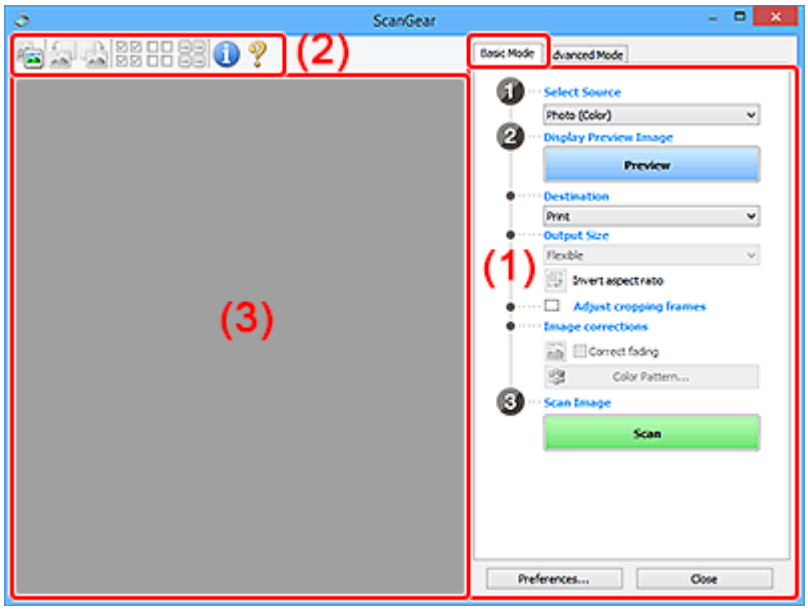
ScanGear (Scanner Driver) Screens

- Basic Mode Tab
- Advanced Mode Tab

Basic Mode Tab

Use the **Basic Mode** tab to scan easily by following these simple on-screen steps.

This section describes the settings and functions available on the **Basic Mode** tab.



- (1) Settings and Operation Buttons
- (2) Toolbar
- (3) Preview Area

Note

- The displayed items vary by document type and view.
- Preview is not available when scanning from the ADF (Auto Document Feeder).

(1) Settings and Operation Buttons

Select Source

Photo (Color)

Scan color photos.

Magazine (Color)

Scan color magazines.

Document (Color)

Scan documents in color.

Document (Grayscale)

Scan documents in black and white.

Document (Color) ADF Simplex

Scan documents from the ADF in color.

Document (Grayscale) ADF Simplex

Scan documents from the ADF in black and white.

Document (Color) ADF Duplex (only for models supporting ADF duplex scanning)

Scan both sides of documents from the ADF in color.

Document (Grayscale) ADF Duplex (only for models supporting ADF duplex scanning)

Scan both sides of documents from the ADF in black and white.

Important

- Some applications do not support continuous scanning from the ADF. For details, see the application's manual.

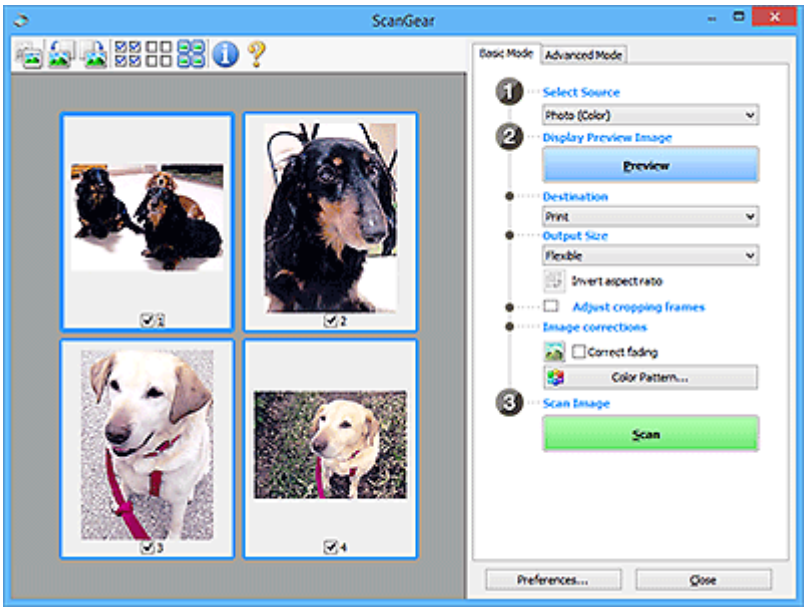
Note

- When you select a document type, the unsharp mask function will be active.
- When you select an option other than the ADF types, the image adjustment function which adjusts images based on the document type will also be active.
- When you select **Magazine (Color)**, the descreen function will be active.

Display Preview Image

Preview

Performs a trial scan.



Note

- 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

Adjust the cropping frames (scan areas) freely.

In thumbnail view:

Drag the mouse over a thumbnail to display a cropping frame. When a cropping frame is displayed, the portion within the cropping frame will be scanned. When no cropping frame is displayed, each frame is scanned individually.

In whole image view:

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.

Paper Size (such as L or A4)

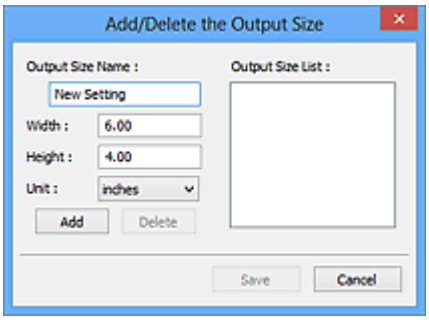
Select an output paper size. The portion within the cropping frame will be scanned at the size of the selected paper size. Drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

Monitor Size (such as 1024 x 768 pixels)

Select an output size in pixels. A cropping frame of the selected monitor size will appear and the portion within the cropping frame will be scanned. Drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

Add/Delete...

Displays the **Add/Delete the Output Size** dialog box for specifying custom output sizes. This option can be selected when **Destination** is **Print** or **Image display**.



In the **Add/Delete the Output Size** dialog box, multiple output sizes can be specified and then saved at one time. Saved items will be registered to the **Output Size** list and can be selected, along with the predefined items.

Adding:

Enter **Output Size Name**, **Width**, and **Height**, and then click **Add**. For **Unit**, select **inches** or **mm** if **Destination** is **Print**; if it is **Image display**, only **pixels** can be selected. The name of the added size appears in **Output Size List**. Click **Save** to save the items listed in **Output Size List**.

Deleting:

Select the output size you want to delete in **Output Size List**, and then click **Delete**. Click **Save** to save the items listed in **Output Size List**.

Important

- Predefined output sizes such as **A4** and **1024 x 768 pixels** cannot be deleted.

Note

- Save up to 10 items.
- An error message appears when you enter a value outside the setting range. Enter a value within the setting range.

Note

- For details on whether or how the cropping frame initially appears on a preview image, see **Cropping Frame on Previewed Images** in **Preview** Tab of the **Preferences** dialog box.



Invert aspect ratio

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

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 (ScanGear)

Image corrections

Correct the image to be scanned.

Important

- **Apply Auto Document Fix** and **Correct fading** are available when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box.

Note

- Available functions vary by the document type selected in **Select Source**.

Apply Auto Document Fix

Sharpens text in a document or magazine for better readability.

Important

- Scanning may take longer than usual when this checkbox is selected.
- The color tone may change from the source image due to corrections. In that case, deselect the checkbox and scan.
- Correction may not be applied properly if the scan area is too small.

Correct fading

Corrects photos that have faded with time or have a colorcast.

Correct gutter shadow

Corrects shadows that appear between pages when scanning open booklets.

Important

- Be sure to see **Gutter Shadow Correction** for precautions and other information on using this function.

Color Pattern...

Adjust the image's overall color. Correct colors that have faded due to colorcast or other reasons and reproduce natural colors while previewing color changes.

➡ Adjusting Colors Using a Color Pattern

Important

- This setting is not available when **Color Matching** is selected on the **Color Settings** tab of the **Preferences** dialog box.

Scan Image

Scan

Starts scanning.

Note

- When scanning starts, the progress appears. To cancel the scan, click **Cancel**.

Preferences...

Displays the **Preferences** dialog box for making scan/preview settings.

Close

Closes ScanGear (scanner driver).

(2) Toolbar

Adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

In thumbnail view:



In whole image view:



 **(Thumbnail) /**  **(Whole Image)**

Switches the view in the Preview area.

➡ (3) Preview Area

 **(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.

 **(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 croppable areas within the cropping frame.

 **(Check All Frames)**

Available when two or more frames are displayed.

Selects the checkboxes of the images in thumbnail view.

 **(Uncheck All Frames)**

Available when two or more frames are displayed.

Deselects the checkboxes of the images in thumbnail view.

 **(Select All Frames)**

Available when two or more frames are displayed.

Selects the images in thumbnail view and outlines them in blue.

 **(Select All Cropping Frames)**

Available when two or more cropping frames are specified.

Turns the cropping frames into thick broken lines and applies the settings to all of them.

 **(Remove Cropping Frame)**

Removes the selected cropping frame.

 **(Information)**

Displays the version of ScanGear, along with the document type and other details of the current scan settings.

 **(Open Guide)**

Opens this page.

(3) Preview Area

This is where a trial image appears after you click **Preview**. The results of image corrections, color adjustments, and other settings made in (1) Settings and Operation Buttons are also reflected.

When (Thumbnail) is displayed on Toolbar:

Cropping frames are specified according to the document size, and thumbnails of scanned images appear. Only the images with the checkbox selected will be scanned.



Note

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. To select multiple images, click them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.
- Double-click a frame to enlarge the image. Click (Frame Advance) at the bottom of the screen to display the previous or next frame. Double-click the enlarged frame again to return it to its original state.

When (Whole Image) is displayed on Toolbar:

Items on the Platen are scanned and appear as a single image. All portions in the cropping frames will be scanned.



Note

- Create cropping frame(s) on the displayed image. In thumbnail view, one cropping frame can be created per image. In whole image view, multiple cropping frames can be created.

  ➡ Adjusting Cropping Frames (ScanGear)

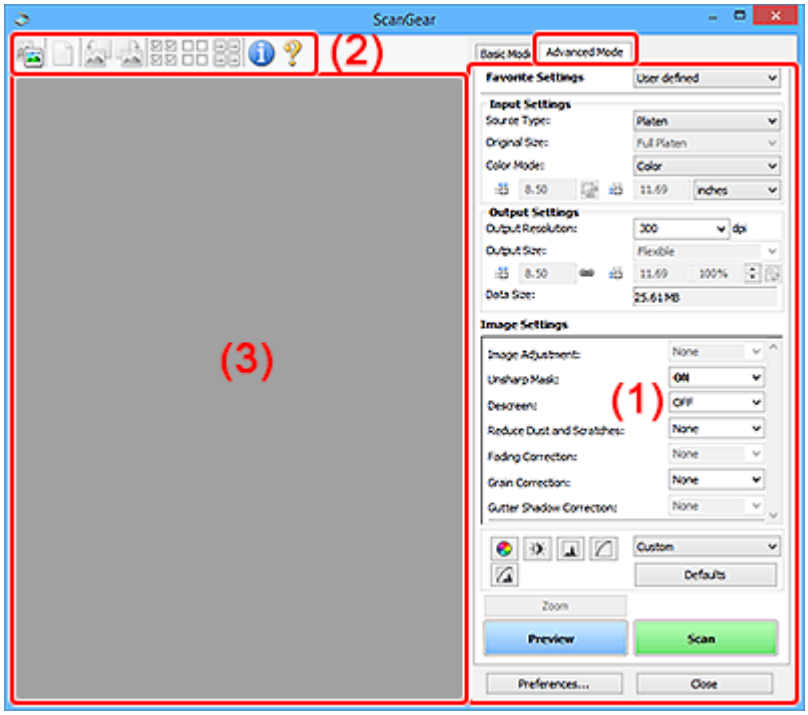
Related Topic

➡ Scanning in Basic Mode

Advanced Mode Tab

This mode allows you to make advanced scan settings such as the color mode, output resolution, image brightness, and color tone.

This section describes the settings and functions available on the **Advanced Mode** tab.



- (1) Settings and Operation Buttons
- (2) Toolbar
- (3) Preview Area

Important

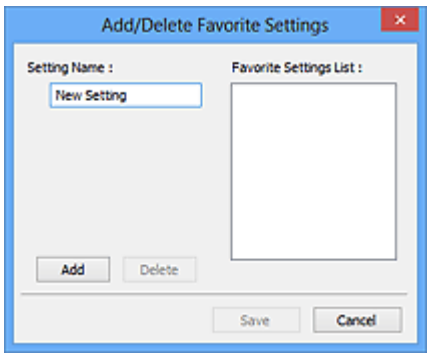
- The displayed items vary depending on your model, document type, and view.
- The preview function is not available when scanning from the ADF (Auto Document Feeder).

(1) 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) on the **Advanced Mode** tab, 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 to open the **Add/Delete Favorite Settings** dialog box.



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 and can be selected, along with the predefined items.

To delete an item, select it in **Favorite Settings List** and click **Delete**. Click **Save** to save the settings displayed in **Favorite Settings List**.

Note

- You can set **Add/Delete...** in **Favorite Settings** after preview.
- Save up to 10 items.

Input Settings

Specify the input settings such as the document type and size.

Output Settings

Specify the output settings such as the output resolution and size.

Image Settings

Enable/disable various image correction functions.

Color Adjustment Buttons

Fine corrections to the image brightness and color tones can be made including adjustments to the image's overall brightness or contrast and adjustments to its highlight and shadow values (histogram) or balance (tone curve).

Zoom

Zooms in on a frame, or zooms in on the image in the area specified with a cropping frame (scan area). When zoomed in, **Zoom** changes to **Undo**. Click **Undo** to return the display to its non-magnified state.

In thumbnail view:

When multiple images are displayed in thumbnail view, clicking this button zooms in on the selected frame. Click  (Frame Advance) at the bottom of the screen to display the previous or next frame.

Note

- You can also zoom in on an image by double-clicking the frame. Double-click the enlarged frame again to return it to its original state.

In whole image view:

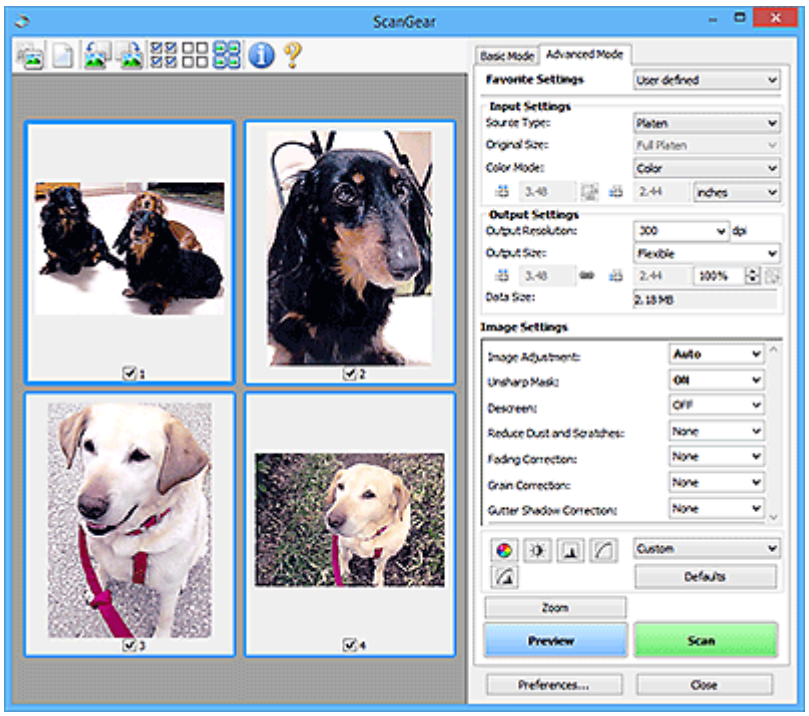
Rescans the image in the area specified with a cropping frame at higher magnification.

Note

- **Zoom** rescans the document 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 appears. To cancel the scan, click **Cancel**.
- When scanning is completed, a dialog box prompting you to select the next action may appear. Follow the prompt to complete. For details, refer to **Status of ScanGear dialog after scanning** in **Scan** Tab (**Preferences** dialog box).
- It will take time to process the images if the total size of the scanned images exceeds a certain size. In that case, a warning message appears; it is recommended that you reduce the total size. To continue, scan in whole image view.

Preferences...

Displays the **Preferences** dialog box for making scan/preview settings.

Close

Closes ScanGear (scanner driver).

(2) Toolbar

Adjust or rotate preview images. The buttons displayed on the Toolbar vary by view.

In thumbnail view:



In whole image view:



(Thumbnail) / (Whole Image)

Switches the view in the Preview area.

➡ (3) Preview Area

(Clear)

Deletes the preview image from the Preview area.

It also resets the Toolbar and color adjustment settings.

(Crop)

Allows you to specify the scan area by dragging the mouse.

(Move Image)

Allows you to drag the image until the part you want to see is displayed when an image enlarged in the Preview area does not fit in the screen. You can also move the image using the scroll bars.

(Enlarge/Reduce)

Allows you to zoom in on the Preview area by clicking the image. Right-click the image to 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.

(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 croppable areas within the cropping frame.

(Check All Frames)

Available when two or more frames are displayed.

Selects the checkboxes of the images in thumbnail view.

(Uncheck All Frames)

Available when two or more frames are displayed.

Deselects the checkboxes of the images in thumbnail view.

(Select All Frames)

Available when two or more frames are displayed.

Selects the images in thumbnail view and outlines them in blue.

(Select All Cropping Frames)

Available when two or more cropping frames are specified.

Turns the cropping frames into thick broken lines and applies the settings to all of them.

(Remove Cropping Frame)

Removes the selected cropping frame.

(Information)

Displays the version of ScanGear, along with the document type and other details of the current scan settings.

(Open Guide)

Opens this page.

(3) Preview Area

This is where a trial image appears after you click **Preview**. The results of image corrections, color adjustments, and other settings made in (1) Settings and Operation Buttons are also reflected.

When (Thumbnail) is displayed on Toolbar:

Cropping frames are specified according to the document size, and thumbnails of scanned images appear. Only the images with the checkbox selected will be scanned.



Note

- When multiple images are previewed, different outlines indicate different selection status.
  - Focus Frame (thick blue outline): The displayed settings will be applied.
  - Selected Frame (thin blue outline): The settings will be applied to the Focus Frame and Selected Frames simultaneously. To select multiple images, click them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.

When  (Whole Image) is displayed on Toolbar:

Items on the Platen are scanned and appear as a single image. All portions in the cropping frames will be scanned.



Note

- Create cropping frame(s) on the displayed image. In thumbnail view, one cropping frame can be created per image. In whole image view, multiple cropping frames can be created.

  ➡ Adjusting Cropping Frames (ScanGear)

Related Topic

➡ Scanning in Advanced Mode
➡ Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode

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 scanners or multifunction printers with scanner function to the same computer simultaneously. If multiple scanning devices are connected, you cannot scan from the operation panelor scanner buttons of the machine and also may experience errors while accessing the devices.
- Calibration may take time if the machine is connected via USB1.1.
- Scanning may fail if the computer has resumed from sleep or standby mode. In that case, follow these steps and scan again.

  If your model has no power button, perform Step 2 only.

  1. Turn off the machine.
  2. Exit ScanGear, then disconnect the USB cable from the computer and reconnect it.
  3. Turn on the machine.

  If scanning still fails, restart the computer.

- ScanGear cannot be opened in multiple applications at the same time. Within an application, ScanGear cannot be opened for the second time when it is already open.
- Be sure to close the ScanGear window before closing the application.
- When using a network compatible model by connecting to a network, the machine cannot be accessed from multiple computers at the same time.
- When using a network compatible model by connecting to a network, scanning takes longer than usual.
- Make sure that you have adequate disk space available when scanning large images at high resolutions. For example, at least 300 MB of free space is required to scan an A4 document at 600 dpi in full-color.
- ScanGear and WIA driver cannot be used at the same time.
- Do not enter the computer into sleep or hibernate state during scanning.

Applications with Restrictions on Use

- 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 (Auto Document Feeder).
- To import scanned images into Microsoft Office 2000, first save them using IJ Scan Utility, then import the saved files from the **Insert** menu.

- When scanning Platen size images into Microsoft Office 2003 (Word, Excel, PowerPoint, etc.), click **Custom Insert** in the **Insert Picture from Scanner or Camera** screen. Otherwise, images may not be scanned correctly.
- When scanning images into Microsoft Office 2007/Microsoft Office 2010 (Word, Excel, PowerPoint, etc.), use Microsoft Clip Organizer.
- 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 IJ Scan Utility first, then save and import it into the application.

Scanning Tips

- **Positioning Originals (Scanning from Computer)**
- **Network Scan Settings**
  - IJ Network Scanner Selector EX2 Menu and Setting Screen

Positioning Originals (Scanning from Computer)

This section describes how to load originals on the platen or ADF (Auto Document Feeder) for scanning. If items are not placed correctly they may not be scanned correctly.

Important

- Be sure to observe the following when loading the original on the platen. Failure to observe the following may cause the scanner to malfunction or the platen glass to break.
  - Do not place any objects weighing 4.4 lb (2.0 kg) or more on the platen glass.
  - Do not put any pressure of 4.4 lb (2.0 kg) or more on the platen glass, such as pressing down the original.
- Close the document cover when scanning.
- Do not touch the operation panel buttons or LCD (Liquid Crystal Display) when opening/closing the document cover. May result in unintended operation.

- Placing Items (Platen)
- Placing Documents (ADF (Auto Document Feeder))

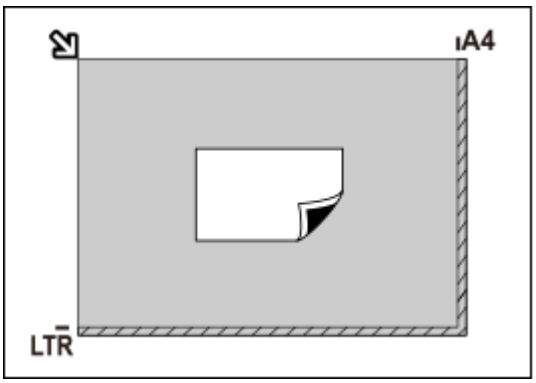
Placing Items (Platen)

Place items as described below to scan by detecting the item type and size automatically.

Important

- When scanning by specifying the paper size in IJ Scan Utility or ScanGear (scanner driver), align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to irregular shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.

Photos, Postcards, Business Cards, and BD/DVD/CD	Magazines, Newspapers, and Documents
 **Single item:** Place the item face-down on the platen, with 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and the item. Portions placed on the diagonally striped area cannot be scanned.	 Place the item face-down on the platen and align an upper corner of the item with the corner at the arrow (alignment mark) of the platen. Portions placed on the diagonally striped area cannot be scanned.

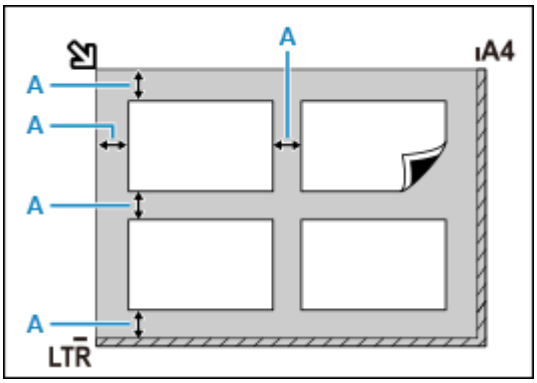


Important

- Large items (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format.

Multiple items:

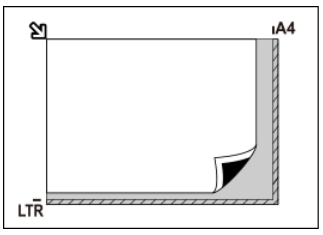
Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.



A : 0.4 inch (1 cm) or more

Note

- Place up to 12 items.
- Positions of slanted items (10 degrees or less) are corrected automatically.



Important

- For the portions in which items cannot be scanned, see Loading Originals.

Placing Documents (ADF (Auto Document Feeder))

Important

- Be careful not to let anything get inside the document output slot. It may cause damage.
- Place and align documents of the same size when scanning two or more documents.
- For supported document sizes when scanning from the ADF, see Supported Originals.

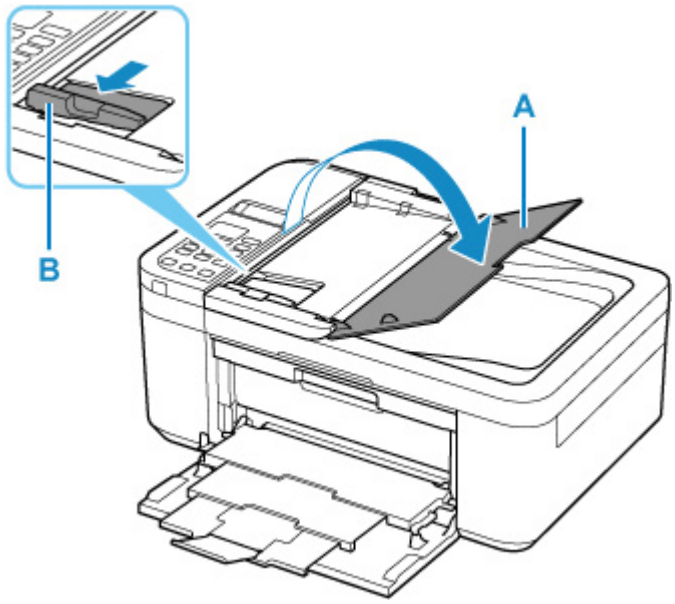
Note

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

1. Make sure any original has been removed from platen.

2. Open document tray (A).

3. Slide the document guide (B) all the way out.

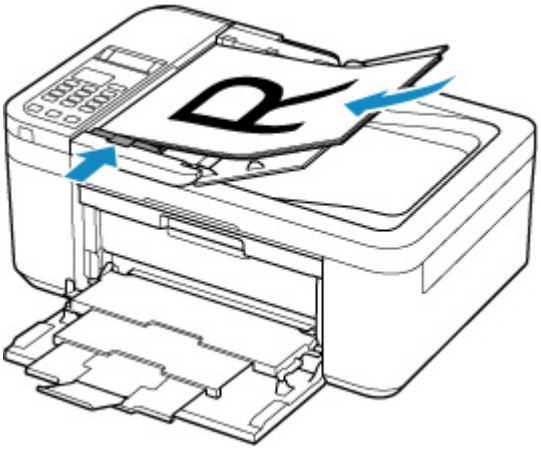


4. Load document with side to scan facing up in document tray.

   Insert the document until it stops.

5. Adjust document guide to match width of document.

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



Network Scan Settings

You can connect your scanner or printer to a network to share it among multiple computers or scan images into a specified computer.

Important

- Multiple users cannot scan at the same time.

Note

- Complete the network settings of your scanner or printer beforehand by following the instructions on our website.
- With network connection, scanning takes longer than USB connection.

Complete the following settings to enable scanning over a network.

Specifying Your Scanner or Printer

Use IJ Network Scanner Selector EX to specify the scanner you want to use. By specifying the scanner, you can scan over a network from your computer or the operation panel.

Important

- If the product you want to use is changed with IJ Network Scanner Selector EX, the product used for scanning with IJ Scan Utility changes as well. The product for scanning from the operation panel also changes.

  If your scanner or printer is not selected in IJ Scan Utility, check that it is selected with IJ Network Scanner Selector EX.

  Refer to "IJ Network Scanner Selector EX2 Menu and Setting Screen" for your model from Home of the Online Manual for details.
- To scan from the operation panel, specify your scanner or printer with IJ Network Scanner Selector EX beforehand.

1. Check that IJ Network Scanner Selector EX is running.

   If IJ Network Scanner Selector EX is running, (IJ Network Scanner Selector EX2) appears in the notification area on the desktop. Click to check the hidden icons as well.

   Note

   - If the icon is not displayed in the notification area on the desktop, follow the procedure below to start.

     - **Windows 10:**

       From the **Start** menu, click (**All apps** >) **Canon Utilities** > **IJ Network Scanner Selector EX2**.

     - **Windows 8.1:**

       Click **IJ Network Scanner Selector EX2** on the Start screen.

If **IJ Network Scanner Selector EX2** is not displayed on the Start screen, select the **Search** charm, then search for "IJ Network Scanner Selector EX2".

- **Windows 7:**

  From the **Start** menu, click **All Programs** > **Canon Utilities** > **IJ Network Scanner Selector EX2** > **IJ Network Scanner Selector EX2**.

The icon appears in the notification area on the desktop, and the Scan-from-PC Settings screen appears. In that case, skip ahead to Step 3.

2. In the notification area on the desktop, right-click (IJ Network Scanner Selector EX2), then select **Settings...**.

   The Scan-from-PC Settings screen appears.

3. Select your scanner or printer from **Scanners**.

   Normally, the MAC address of your scanner or printer is already selected after the network setup. In that case, you do not need to select it again.

   Important

   - If multiple scanners exist on the network, multiple model names appear. In that case, you can select one scanner per model.

4. Click **OK**.

Note

- The scanner selected in the Scan-from-PC Settings screen will be automatically selected in the Scan-from-Operation-Panel Settings screen as well.

Setting for Scanning with IJ Scan Utility

To scan from IJ Scan Utility using a scanner or printer connected to a network, specify your scanner or printer with IJ Network Scanner Selector EX, then follow the steps below to change the connection status between it and the computer.

1. Start IJ Scan Utility.

2. Select "Canon XXX series Network" (where "XXX" is the model name) for **Product Name**.

3. Click **Settings...** to use another scanner connected to a network.

4. Click (General Settings), then click **Select** in **Product Name**.

   The Scan-from-PC Settings screen of IJ Network Scanner Selector EX appears.

   Select the scanner you want to use and click **OK**.

5. In the **Settings (General Settings)** dialog box, click **OK**.

   The IJ Scan Utility main screen reappears. You can scan via a network connection.

Setting for Scanning from the Operation Panel

You can make the setting for scanning from the operation panel.

Important

- Set IJ Scan Utility to use your scanner or printer via a network connection beforehand.

  Setting for Scanning with IJ Scan Utility

1. Check that IJ Network Scanner Selector EX is running.

   If IJ Network Scanner Selector EX is running, (IJ Network Scanner Selector EX2) appears in the notification area on the desktop. Click to check the hidden icons as well.

   ### Note

   - If the icon is not displayed in the notification area on the desktop, follow the procedure below to start.

     - **Windows 10:**

       From the **Start** menu, click (**All apps** >) **Canon Utilities** > **IJ Network Scanner Selector EX2**.

     - **Windows 8.1:**

       Click **IJ Network Scanner Selector EX2** on the Start screen.

       If **IJ Network Scanner Selector EX2** is not displayed on the Start screen, select the **Search** charm, then search for "IJ Network Scanner Selector EX2".

     - **Windows 7:**

       From the **Start** menu, click **All Programs** > **Canon Utilities** > **IJ Network Scanner Selector EX2** > **IJ Network Scanner Selector EX2**.

     The icon appears in the notification area on the desktop, and the Scan-from-PC Settings screen appears. In that case, skip ahead to Step 3.

2. In the notification area on the desktop, right-click (IJ Network Scanner Selector EX2), then select **Settings...**.

   The Scan-from-PC Settings screen appears.

3. Click **Scan-from-Operation-Panel Settings**.

   The Scan-from-Operation-Panel Settings screen appears.

4. Select your scanner or printer from **Scanners** and click **OK**.

Select the MAC address of your scanner or printer.

Note

- When multiple scanners are connected via a network, you can select up to three scanners.

5. In the Scan-from-PC Settings screen, click **OK**.

Note

- If your scanner or printer does not appear, check the following, click **OK** to close the screen, then reopen it and try selecting again.
  - MP Drivers is installed
  - Network settings of your scanner or printer is completed after installing the MP Drivers
  - Network communication between your scanner or printer and computer is enabled

  If the problem is still not solved, see Network Communication Problems.

Scanning from Computer (macOS)

Scanning According to Item Type or Purpose (IJ Scan Utility Lite)

- IJ Scan Utility Lite Features
- Scanning Easily (Auto Scan) Basics
- Scanning Documents and Photos

Scanning Tips

- Positioning Originals (Scanning from Computer)

Important

- Available functions and settings vary depending on your scanner or printer.

Scanning According to Item Type or Purpose (IJ Scan Utility Lite)

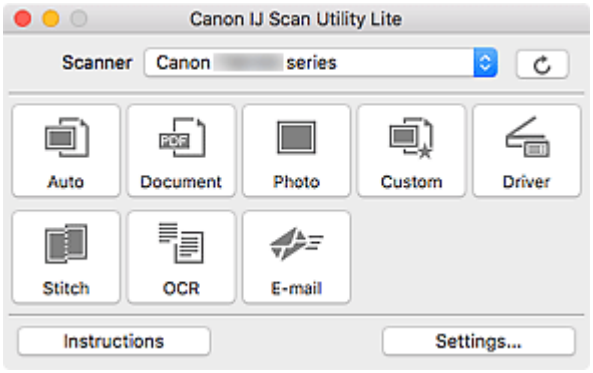
- **IJ Scan Utility Lite Features**
- **Scanning Easily (Auto Scan)** Basics
- **Scanning Documents and Photos**

Important

- Available functions and settings vary depending on your scanner or printer.

IJ Scan Utility Lite Features

Use IJ Scan Utility Lite to scan and save documents, photos, or other items at one time by simply clicking the corresponding icon.



Important

- The displayed items and available functions vary depending on your scanner or printer.

Multiple Scanning Modes

Auto allows for one click scanning with default settings for various items. **Document** will sharpen text in a document or magazine for better readability, and **Photo** is best suited for scanning photos.

Note

- For details on the IJ Scan Utility Lite main screen, see IJ Scan Utility Lite Main Screen.

Save Scanned Images Automatically

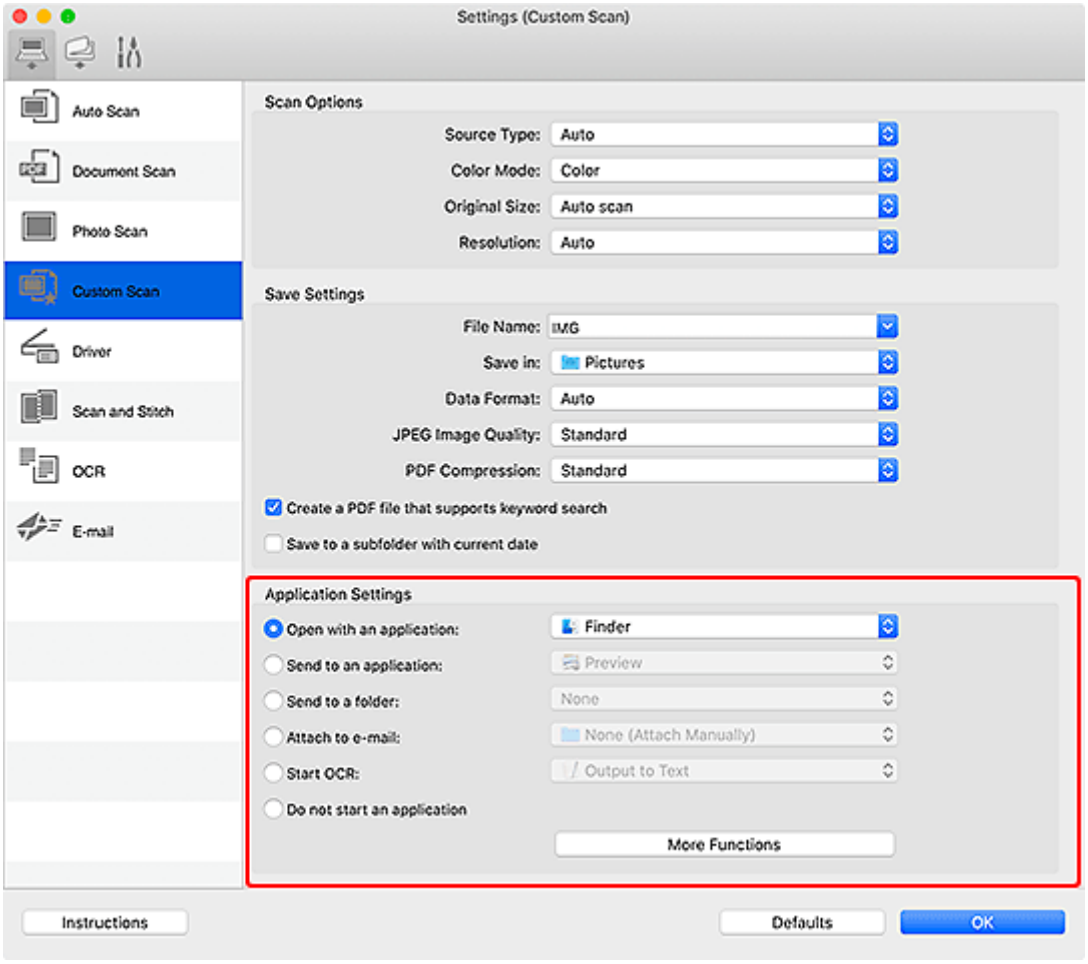
Scanned images are automatically saved to a preset folder. The folder can be changed as needed.

Note

- The default save folder is the **Pictures** folder.
- For how to specify a folder, see Settings Dialog.

Application Integration

Scanned images can be sent to other applications. For example, display scanned images in your favorite graphics application, attach them to e-mails, or extract text from images.



Note

- To set the applications to integrate with, see Settings Dialog.

Scanning Easily (Auto Scan)

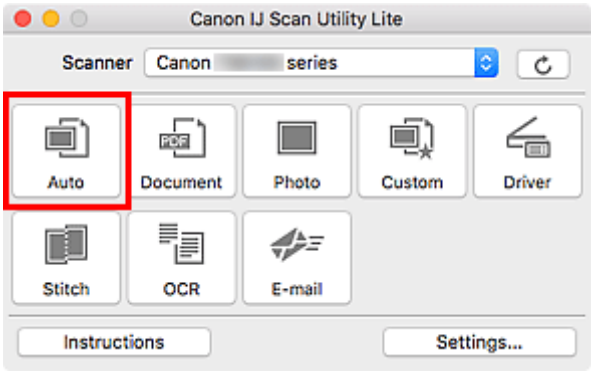
Auto Scan allows for automatic detection of the type of the item placed on the platen or ADF (Auto Document Feeder).

Important

- This function is not supported depending on your model.
- The following types of items may not be scanned correctly. In that case, adjust the cropping frames (selection boxes; scan areas) in the screen displayed by clicking **Driver** in the IJ Scan Utility Lite main screen, and then scan again.
  - Photos with a whitish background
  - Items printed on white paper, hand-written text, business cards, and other unclear items
  - Thin items
  - Thick items
- When scanning two or more documents from the ADF, place documents of the same size.

1. Check that scanner or printer is turned on.
2. Place items on platen or ADF.

   ➡ Positioning Originals (Scanning from Computer)
3. Start IJ Scan Utility Lite.
4. Click **Auto**.



Scanning starts.

Note

- To cancel the scan, click **Cancel**.
- Use the Settings (Scanning from a Computer) dialog to set where to save the scanned images and to make advanced scan settings.
- To scan a specific item type, see the following pages.

  ➡ Scanning Documents and Photos
  ➡ Scanning with Favorite Settings

➡ Scanning Multiple Documents at One Time from the ADF (Auto Document Feeder)

Scanning Documents and Photos

Scan items placed on the platen with settings suitable for documents or photos.

Save documents in formats such as PDF and JPEG, and photos in formats such as JPEG and TIFF.

1. Place the item on the platen.

   ➡ Positioning Originals (Scanning from Computer)

2. Start IJ Scan Utility Lite.

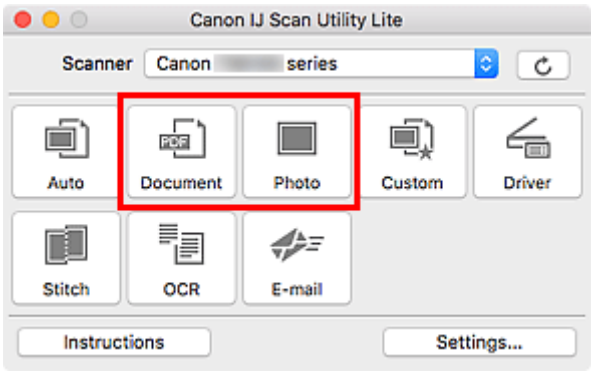
3. To specify the paper size, resolution, PDF settings, etc., click **Settings...**, and then set each item in the Settings dialog.

   Note

   - Once settings are made in the Settings dialog, the same settings can be used for scanning from the next time.
   - In the Settings dialog, specify image processing settings such as slant correction, set where to save the scanned images, and more, as needed.

   When setting is completed, click **OK**.

4. Click **Document** or **Photo**.



   Scanning starts.

Note

- To cancel the scan, click **Cancel**.

Scanning Tips

- Positioning Originals (Scanning from Computer)

Positioning Originals (Scanning from Computer)

This section describes how to load originals on the platen or ADF (Auto Document Feeder) for scanning. If items are not placed correctly they may not be scanned correctly.

Important

- Be sure to observe the following when loading the original on the platen. Failure to observe the following may cause the scanner to malfunction or the platen glass to break.
  - Do not place any objects weighing 4.4 lb (2.0 kg) or more on the platen glass.
  - Do not put any pressure of 4.4 lb (2.0 kg) or more on the platen glass, such as pressing down the original.
- Close the document cover when scanning.
- Do not touch the operation panel buttons or LCD (Liquid Crystal Display) when opening/closing the document cover. May result in unintended operation.
- When using a personal scanner in the upright position, the item type may not be detected automatically. In that case, specify the item type in IJ Scan Utility and scan.

- Placing Items (Platen)
- Placing Documents (ADF (Auto Document Feeder))
- Placing Items (When Using Stand)

Placing Items (Platen)

Place items as described below to scan by detecting the item type and size automatically.

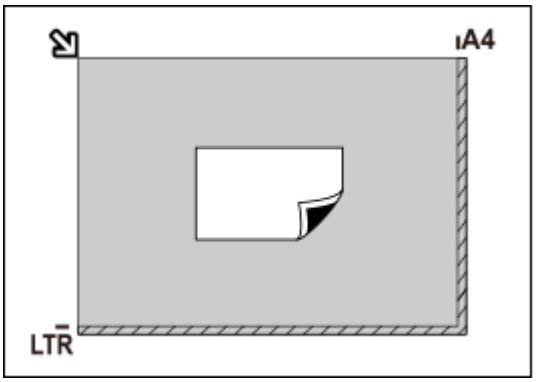
Important

- Depending on your model, the function to scan by automatically detecting the item type and size does not appear.
- When scanning by specifying the paper size, align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to irregular shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.
- If scanned by detecting the item type and size automatically, the response may differ. In that case, adjust the cropping frame (selection box) manually.

Photos, Postcards, Business Cards, and BD/DVD/CD	Magazines, Newspapers, and Documents
   	   Place the item face-down on the platen and align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.

Single item:

Place the item face-down on the platen, with 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and the item. Portions placed on the diagonally striped area cannot be scanned.

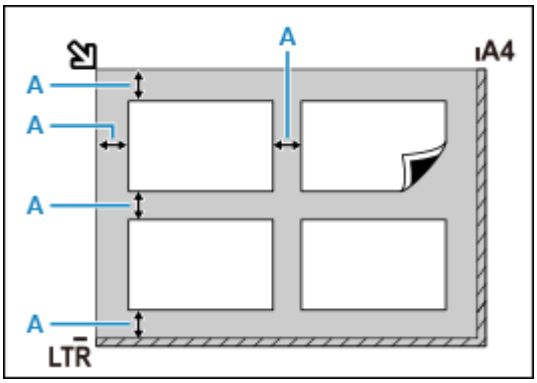


Important

- Large items (such as A4 size photos) that cannot be placed away from the edges/arrow (alignment mark) of the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format.

Multiple items:

Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.

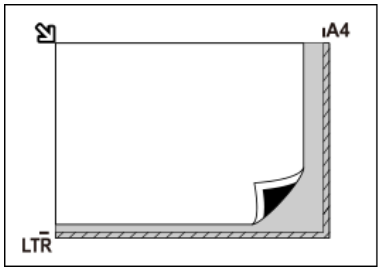


A : 0.4 inch (1 cm) or more

Note

- In IJ Scan Utility Lite, place up to 12 items.
- Positions of slanted items (10 degrees or less) are corrected automatically.

Portions placed on the diagonally striped area cannot be scanned.



Important

- **Inkjet All-In-One printer:**

  For the portions in which items cannot be scanned, click Home to return to the top page of the Online Manual for your model and search for "Loading Originals."

- **Personal scanner:**

  For the portions in which items cannot be scanned, click Home to return to the top page of the Online Manual for your model and search for "Items You Can Place & How to Place Items."

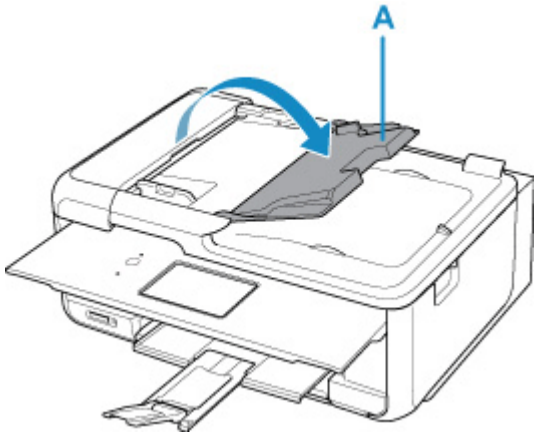
Placing Documents (ADF (Auto Document Feeder))

Important

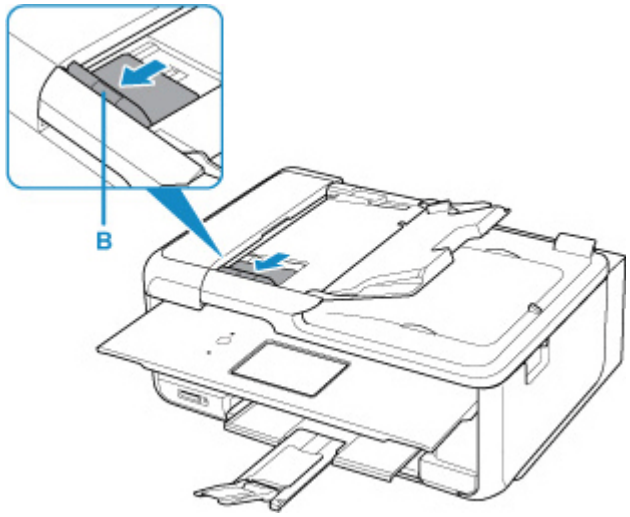
- Place and align documents of the same size when scanning two or more documents.
- For supported document sizes when scanning from the ADF, click Home to return to the top page of the Online Manual for your model and search for "Supported Originals."

1. Make sure any original has been removed from platen.

2. Open document tray (A).



3. Slide the document guide (B) all the way out.

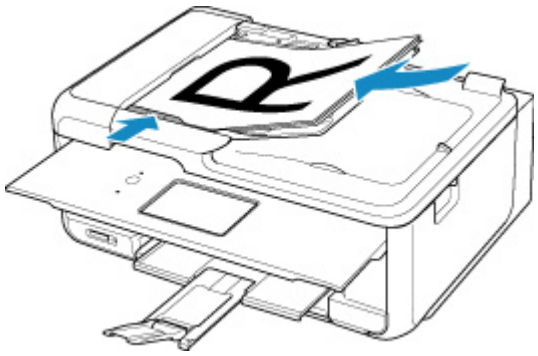


4. Load document with side to scan facing up in document tray.

   Insert the document until it stops.

5. Adjust document guide to match width of document.

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



Note

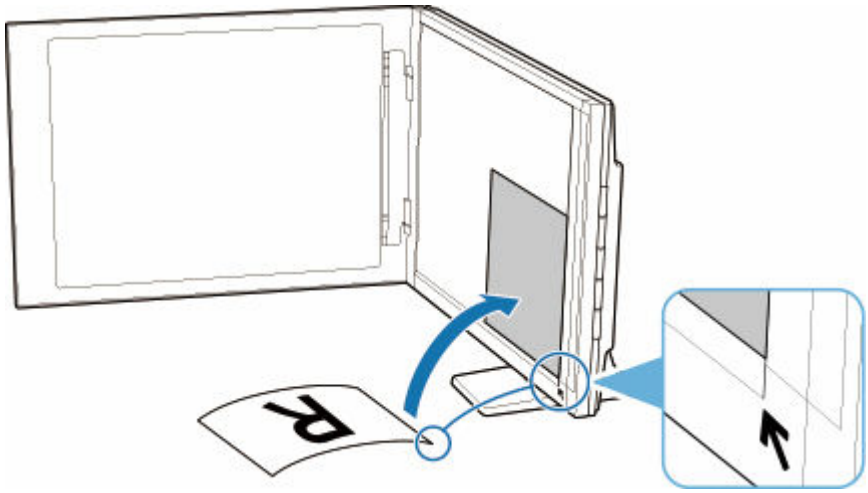
- When scanning duplex documents, place the front sides facing up. They will not be scanned correctly if placed the other way around.

Placing Items (When Using Stand)

1. Place item on platen.

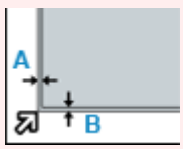
    1. Open the document cover.

    2. Place the item with the side to scan facing the platen, and then align it with the alignment mark.



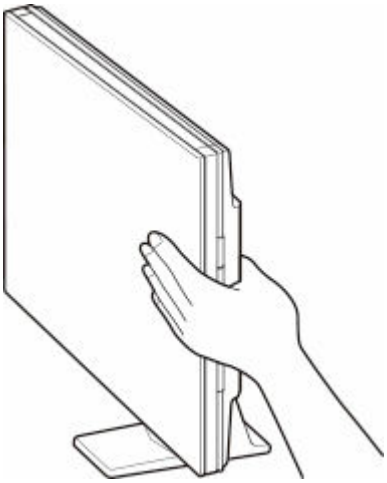
Important

- If you open the document cover wide, the scanner may fall over.
- Portions placed over (A) (0.094 inch (2.4 mm) from the left edge of the platen) or (B) (0.106 inch (2.7 mm) from the front edge) cannot be scanned.



2. Gently close document cover.

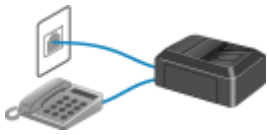
While scanning, hold the document cover gently with your hand to keep it closed.



Important

- Keep these points in mind when using the scanner in the upright position.
  - Do not subject the scanner to vibration during operation. The correct image results may not be obtained (for example, images may blur).
  - The item type may not be detected automatically. In that case, specify the item type in IJ Scan Utility and scan.

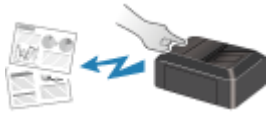
Faxing



Preparing for Faxing



Registering Recipients



Sending Faxes Using Operation Panel of Printer



Sending Faxes from Computer (Windows)



Sending Faxes from Computer (Mac OS)



Receiving Faxes



Other Useful Fax Functions

Preparing for Faxing

Connect the printer to the telephone line and set up the printer before using the faxing functions. Then specify the basic setting such as sender information, date/time, and daylight saving time.

Important

- If the Power Disconnects:

  If there is a power failure or if you accidentally unplug the power cord, the date/time settings will be reset.

  - The settings for user information and directory will be retained.
  - All faxes stored in the printer's memory, such as unsent and received faxes, will be lost.

  If the power disconnects, the following will apply:

  - You will not be able to send or receive faxes, make copies, or scan originals.
  - When you are connecting the telephone, whether or not you can use it depends upon your telephone line or telephone.

Setting Up Printer

The printer must be set up depending on your telephone line and use of the faxing function.

All Setup

 FAX Setup Guide

Individual Setup

Step1 Connecting Telephone Line

Step2 Setting Telephone Line Type

Step3 Setting Receive Mode

Step4 Setting Sender Information

Note

- You can set the fax setting according to the instruction on the LCD.

  ➡ Easy setup

  If you set up according to the instruction on the LCD, the receive mode is set to **Tel. priority mode** or **Fax only mode**. To receive faxes with **DRPD** or **Network switch**, change the receive mode.

  ➡ Setting Receive Mode

Connecting Telephone Line

The connection method differs depending on your telephone line.

- If you connect the printer to wall telephone line directly/If you connect the printer with the xDSL splitter:

  ➡ Basic Connection (Connecting with General Telephone line)

- If you connect the printer to another line such as an xDSL:

  ➡ Connecting Various Lines

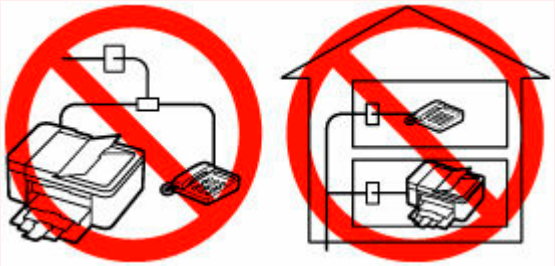
If the connection is incorrect, the printer cannot send/receive faxes. Connect the printer correctly.

Important

- Do not connect fax devices and/or telephones in parallel (US and Canada only).

  If two or more fax devices and/or telephones are connected in parallel, the following problems may occur and the printer may not operate properly.

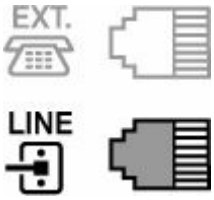
  - If you pick up the handset of the telephone that is connected in parallel during fax transmission or reception, the fax image may be corrupted or a communication error may occur.
  - Such services as Caller ID, etc. may not operate properly on the telephone.

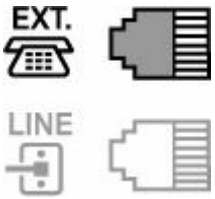
  If you cannot avoid parallel connections, set the receive mode to **Tel. priority mode**, understanding that the above problems may occur. You will only be able to receive faxes manually.

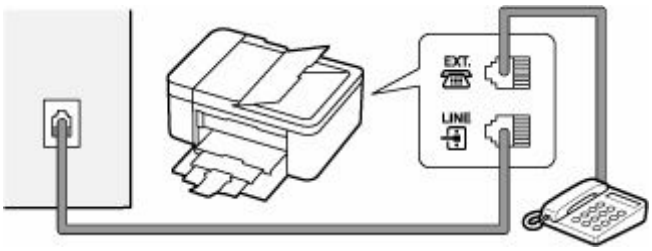
Basic Connection (Connecting with General Telephone line)

Make sure that the printer is turned off, connect one end of supplied telephone line cable to the telephone line jack near the "LINE" mark of the printer, then connect the other end to the telephone line jack on the wall or to the telephone line jack of the xDSL splitter.



When you connect the telephone to the printer, make sure that the printer is turned off, connect one end of the modular cable to the external device jack near the "EXT." mark of the printer, then connect the other end to the telephone line jack of the telephone.





Important

- Be sure to connect the telephone line before the printer is turned on.

  If you connect the telephone line when the printer is turned on, turn the printer off and unplug the power cord. Wait for 1 minute then connect the telephone line and power plug.

Note

- Refer to Rear View for the position of the telephone line jack and the external device jack.
- Before connecting a telephone or answering machine, remove the Telephone connector cap.
- **For users in the UK:**

  If the connector of the external device cannot be connected to the jack on the printer, you will need to purchase a B.T. adapter to connect as follows:

  Attach the B.T. adapter to the modular cable connecting the external device, then connect the B.T. adapter to the external device jack.

Connecting Various Lines

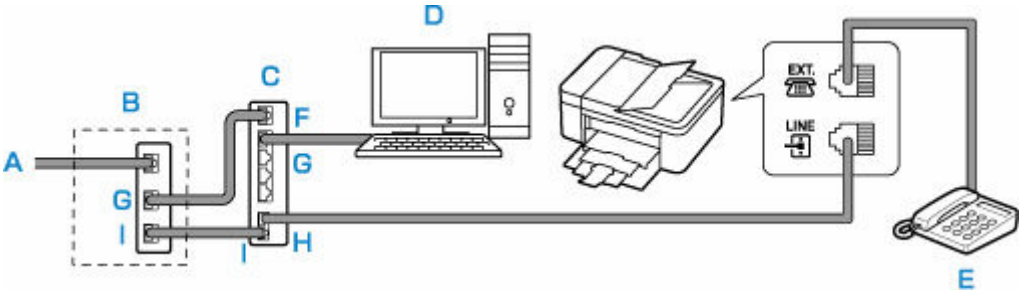
This section introduces how to connect various lines.

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

Note

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

- **Connecting to an Internet Telephone**



A: Digital Subscriber Line
B: xDSL modem (splitter may not be built-in to the modem)
C: Broadband router compatible with Internet Telephone
D: Computer
E: Telephone or answering machine
F: WAN (Wide Area Network) port
G: LAN (Local Area Network) port
H: TEL port
I: LINE port

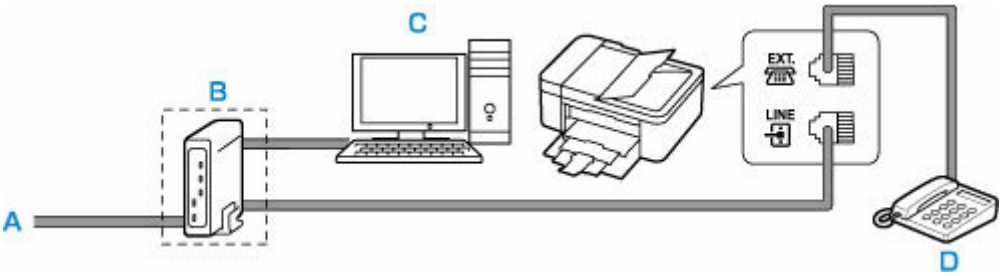
* Port configurations and names may vary depending on the product.

Note

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

  ➡ Setting Telephone Line Type

- **Connecting to an xDSL**



A: Analog Subscriber Line
B: xDSL modem (splitter may not be built-in to the modem)
C: Computer
D: Telephone or answering machine

Important

- When the splitter is not built-in to the xDSL modem, do not branch the telephone line before the splitter (wall side). And also, do not connect splitters in parallel. The printer may not be able to operate properly.

Note

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

➡ Setting Telephone Line Type

- **Connecting to an ISDN Line**

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

Setting Telephone Line Type

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

Important

- **For users in China**

  After plugging the power cord and turning on the printer, the telephone line type is selected automatically. However, if the printer is connected to the control device such as an xDSL modem or terminal adapter, the telephone line type may not be selected correctly.

  In this case, set the line type manually.

  For details on how to set the Telephone line type manually in China:

  ➡ Setting the Telephone Line Type Manually in China

Note

- **Telephone line type** will not appear in countries or regions where **Rotary pulse** is not supported.
- You can print USER'S DATA LIST to check the current setting.

  ➡ Summary of Reports and Lists

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

   The **Setup menu** screen is displayed.
3. Select **Fax settings**, then press the **OK** button.
4. Select **Fax user settings**, then press the **OK** button.
5. Select **Telephone line type**, then press the **OK** button.
6. Select a telephone line type, then press the **OK** button.

   Rotary pulse
   Select when your telephone line type is pulse dialing.

   Touch tone
   Select when your telephone line type is tone dialing.

   ### Note

   - The * (asterisk) on the LCD indicates the current setting.
7. Press the **FAX** button to return to the Fax standby screen.

Setting the Telephone Line Type Manually in China

This section describes the procedure to set the telephone line type manually in China.

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

   The **Setup menu** screen is displayed.
3. Select **Fax settings**, then press the **OK** button.
4. Select **Fax user settings**, then press the **OK** button.
5. Select **Tel. line auto select**, then press the **OK** button.

   The current telephone line type is displayed.

   Note

   - If you do not need to change the telephone line type, press the **FAX** button to return to the Fax standby screen.
6. Select **OFF**, then press the **OK** button.
7. Select a telephone line type, then press the **OK** button.

   Rotary pulse
   Select when your telephone line type is pulse dialing.

   Touch tone
   Select when your telephone line type is tone dialing.

   Note

   - The * (asterisk) on the LCD indicates the current setting.
8. Press the **FAX** button to return to the Fax standby screen.

Setting Receive Mode

Set the receiving operation (receiving mode).

For details on how to set the receive mode:

➡ Setting Receive Mode

You can select the appropriate mode.

For details on the selectable receive mode:

➡ About Receive Mode

For details on the advanced settings of the receive mode:

➡ Advanced Settings of Receive Mode

Note

- The receiving operation procedure varies depending on the selected receive mode.

  For details on receiving method depending on each receive mode:

  ➡ Receiving Faxes

- If you want to use a single telephone line for faxes and voice calls, you need to connect a telephone or an answering machine to the external device jack of this printer.

  For details on how to connect the telephone or the answering machine to the printer:

  ➡ Basic Connection (Connecting with General Telephone line)

Setting Receive Mode

This section describes the procedure to select the receive mode.

1. Check that printer is turned on.
2. Press the **FAX** button.

   The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
4. Select **Receive mode set.**, then press the **OK** button.
5. Select the receive mode, then press the **OK** button.

   The confirmation message for the advanced settings appears.

   Note

   - The ★ (asterisk) on the LCD indicates the current setting.
   - For details on the receive mode:

     ➡ About Receive Mode

- **DRPD** is available only in the US and Canada.
- **Network switch** may not be available depending on the country or region of purchase.
- Refer to Receiving Faxes for information on receiving faxes or the procedure for each receive mode.

6. If you make the advanced settings, select **Yes** and press the **OK** button. If not, select **No** and press the **OK** button.

   Make the advanced settings as necessary.

   ➡ Advanced Settings of Receive Mode

About Receive Mode

You can select the receive mode suitable for your fax use conditions: whether you use a dedicated line for fax, etc.

- **Tel. priority mode**

  Select when mainly receiving voice calls (with a telephone or answering machine connected to the printer).

  Receiving operation:

  1. When a call incomes, the telephone will ring.
  2. Pick up the handset.

     If the call is a voice call, talk on the telephone.

     If the call is a fax, hang up the handset after the printer starts receiving the fax.

  Note

  - The telephone may not ring when a call incomes even if it is connected to the printer, depending on the type or settings of the telephone.

- **DRPD or Network switch**

  Select when receiving voice calls (with a telephone or answering machine connected to the printer) and subscribing to a ring pattern detection service provided by your telephone company.

  Receiving operation:

  1. When a call incomes, the telephone will ring.
  2. The printer detects a fax call by the fax ring pattern.

     If the call is a fax, the printer will receive the fax automatically.

     If the printer does not detect the fax ring pattern, the telephone will continue ringing.

  Note

  - The telephone may not ring when a call incomes even if it is connected to the printers, depending on the type or settings of the telephone.

- **Fax only mode**

  Select when not receiving voice calls.

  Receiving operation:

  1. When a fax incomes, the printer will receive the fax automatically.

Advanced Settings of Receive Mode

You can specify the advanced settings of each receive mode.

Note

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

- **Advanced setting in Tel. priority mode**

  You can specify the following setting items.

  - **Manual/auto switch**

    If you select **ON**, the printer automatically receives faxes after the external device rang a specified length of time.

    Use the ◄► button or the Numeric buttons to specify the length of time until automatic reception is started.

  - **User-friendly RX**

    If you select **ON**, the printer automatically switches from telephone calling to fax reception by detecting the fax signal (CNG signal) when you lift the handset of the telephone or the answering machine answers. When you have an answering machine connected to the printer, select **ON** to switch to fax reception automatically after the answering machine answers.

    If you select **OFF**, the printer does not switch from telephone calling to fax reception automatically even if the printer detects the fax signal (CNG signal). Select **OFF** if you want the printer not to switch automatically during a call.

  ### Note

  - If you subscribe to Duplex Ringing service in Hong Kong, the number of times the external device rings specified with **Incoming ring** in **Fax only mode** is available in **Tel. priority mode**.

    If you want to specify the number of times the external device rings in **Tel. priority mode**, select **Fax only mode** for **Receive mode set.** under **Fax menu**, specify the number of times the external device rings with **Incoming ring**, then switch to **Tel. priority mode** for **Receive mode set.**.
  - If you subscribe to Duplex Ringing service in Hong Kong, we recommend that **Manual/auto switch** be set to **OFF**.

- **Advanced setting in Fax only mode**

  You can specify the following setting item.

  - **Incoming ring**

Use the ◄ ► button or the Numeric buttons to specify the number of times the external device rings when incoming.

- **Advanced setting in DRPD**

  You can specify the following setting items.

  - **DRPD: Fax ring pat.**

    Sets the distinctive ring pattern of a call that the printer assumes is a fax call.

    If you subscribe to a DRPD service, set the ring pattern to match the pattern assigned by your telephone company.

    ➡ Setting the DRPD Ring Pattern (US and Canada only)

  - **Incoming ring**

    You can specify the number of times the external device rings when incoming.

- **Advanced setting in Network switch**

  You can specify the following setting item.

  - **Incoming ring**

    You can specify the number of times the external device rings when incoming.

Setting the DRPD Ring Pattern (US and Canada only)

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

To use DRPD, follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company.

Note

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

1. Check that printer is turned on.
2. Press the **FAX** button.

   The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
4. Select **Receive mode set.**, then press the **OK** button.
5. Select **DRPD**, then press the **OK** button.

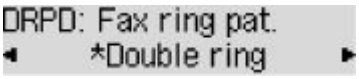
The confirmation screen asking whether to make advanced settings is displayed.

6. Select **Yes**, then press the **OK** button.

7. Select **DRPD: Fax ring pat.**, then press the **OK** button.

   The **DRPD: Fax ring pat.** screen is displayed.

8. Select the ring pattern that your telephone company assigned to your fax number, then press the **OK** button.

   Select from **Normal ring**, **Double ring**, **Short-short-long**, or **Short-long-short**.

   Note

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

9. Press the **FAX** button to return to the Fax standby screen.

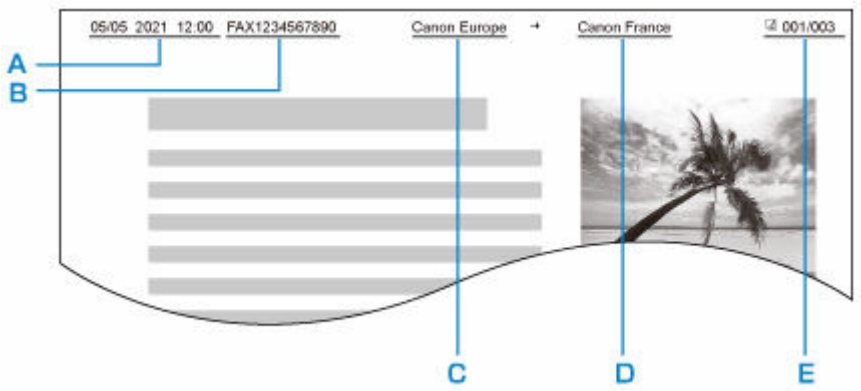
Setting Sender Information

You can set the sender information such as user information and date/time.

- About Sender Information
- Setting Date and Time
- Setting Daylight Saving Time (Summer Time)
- Registering User Information

About Sender Information

If the unit name and unit fax/telephone number are registered, they are printed with date and time as sender information on the recipient's fax.



A: Date and time of transmission
B: Unit fax/telephone number
C: Unit name
D: The registered recipient's name is printed when sending faxes.
E: Page number

Note

- You can print USER'S DATA LIST to confirm the sender information you have registered.
  - Summary of Reports and Lists
- When sending faxes in black & white, you can select whether to print the sender information inside or outside the image area.

  Specify the setting on **TTI position** in **Adv. fax settings** under **Fax settings**.
  - Adv. fax settings
- You can select the date print format from three formats: **YYYY/MM/DD**, **MM/DD/YYYY**, and **DD/MM/YYYY**.

  Select the date print format on **Date display format** under **Other dev. settings**.
  - Other dev. settings

Setting Date and Time

This section describes the procedure to set the date and time.

1. Check that printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

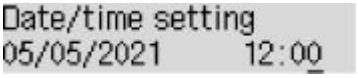
3. Select **Device settings**, then press the **OK** button.

4. Select **Other dev. settings**, then press the **OK** button.

5. Select **Date/time setting**, then press the **OK** button.

6. Set the date and time.

   Use the ◄► button to move the cursor under the desired position, then use the Numeric buttons to enter the date and time.

   Enter the time in 24-hour format.

   Enter only the last two digits of the year.

7. Press the **OK** button.

8. Press the **FAX** button to return to the Fax standby screen.

Setting Daylight Saving Time (Summer Time)

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

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

Important

- Not all the latest information of all countries or regions is applied for **DST setting** by default. You need to change the default setting according to the latest information of your country or region.

Note

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

1. Check that printer is turned on.

2. Press the **Setup** button.

   The **Setup menu** screen is displayed.

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

4. Select **Other dev. settings**, then press the **OK** button.

5. Select **DST setting**, then press the **OK** button.

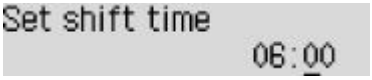
6. Select **ON**, then press the **OK** button.

   To disable summer time, select **OFF**.

7. Set the date and time when summer time starts.

   1. Select **Start date/time**, then press the **OK** button.
   2. Make sure that **Set month** is selected, then press the **OK** button.
   3. Select the month when summer time starts, then press the **OK** button.
   4. Make sure that **Set week** is selected, then press the **OK** button.
   5. Select the week when summer time starts, then press the **OK** button.
   6. Make sure that **Set day of week** is selected, then press the **OK** button.
   7. Select the day of the week when summer time starts, then press the **OK** button.
   8. Make sure that **Set shift time** is selected, then press the **OK** button.
   9. Use the ◄► button to move the cursor under the desired position, use the Numeric buttons to enter the time (in 24-hour format) when summer time starts, then press the **OK** button.

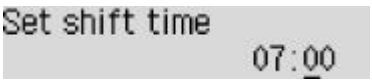
      Precede single digits with a zero.

8. Set the date and time when summer time ends.

   1. Use the ◄► button to select **End date/time**, then press the **OK** button.
   2. Make sure that **Set month** is selected, then press the **OK** button.
   3. Use the ◄► button to select the month when summer time ends, then press the **OK** button.
   4. Make sure that **Set week** is selected, then press the **OK** button.
   5. Use the ◄► button to select the week when summer time ends, then press the **OK** button.
   6. Make sure that **Set day of week** is selected, then press the **OK** button.
   7. Use the ◄► button to select the day of the week when summer time ends, then press the **OK** button.
   8. Make sure that **Set shift time** is selected, then press the **OK** button.
   9. Use the ◄► button to move the cursor under the desired position, use the Numeric buttons to enter the time (in 24-hour format) when summer time ends, then press the **OK** button.

      Precede single digits with a zero.

9. Press the **FAX** button to return to the Fax standby screen.

Registering User Information

This section describes the procedure to register the user information.

Note

- Before sending a fax, be sure to enter your name and fax/telephone number in **Add unit tel. number** and **Add unit name** on the **Fax user settings** screen (for US only).

1. Check that printer is turned on.

2. Press the **Setup** button.

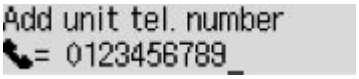
   The **Setup menu** screen is displayed.

3. Select **Fax settings**, then press the **OK** button.

4. Select **Fax user settings**, then press the **OK** button.

5. Enter the unit fax/telephone number.

   1. Make sure that **Add unit tel. number** is selected, then press the **OK** button.
   2. Use the Numeric buttons to enter the unit fax/telephone number.

   3. Press the **OK** button.

   ### Note

   - You can enter the fax/telephone number up to 20 digits, including spaces.
   - For details on how to enter or delete characters:

     ➡ Entering Numbers, Letters, and Symbols

6. Enter the unit name.

   1. Make sure that **Add unit name** is selected, then press the **OK** button.
   2. Use the Numeric buttons to enter the unit name.

   3. Press the **OK** button.

   ### Note

   - You can enter the name up to 24 characters, including spaces.
   - For details on how to enter or delete characters:

➡ Entering Numbers, Letters, and Symbols

7. Press the **FAX** button to return to the Fax standby screen.

Registering Recipients

- Registering Recipients Using Operation Panel of Printer
- Registering Recipients Using Speed Dial Utility2 (Windows)
- Registering Recipients Using Speed Dial Utility2 (macOS)

Registering Recipients Using Operation Panel of Printer

Registering recipients in the printer's directory in advance allows you to dial fax/telephone numbers simply.

The following methods to register are available:

- Recipient registration

  Registering the recipient's fax/telephone number and name allows you to send a fax by selecting a registered recipient in the printer directory.

  ➡ Registering Fax/Telephone Number of Recipients

- Group dial registration

  You can combine two or more recipients registered in advance into a group. You can send the same document to all the registered recipients in the group.

  ➡ Registering Recipients in Group Dial

You can register up to 20 recipients in total of individual recipients and group dials.

Note

- To change the registered information of the recipient or the group dial, see Changing Registered Information.
- To delete the registered information of the recipient or the group dial, see Deleting Registered Information.
- To print a list of the recipient's fax/telephone numbers and names registered, see Printing List of Registered Destinations.
- You can register, change, or delete the registered information of the recipient or the group dial using Speed Dial Utility on the computer.
  - For Windows:

    ➡ Registering Recipients Using Speed Dial Utility2 (Windows)
  - For macOS:

    ➡ Registering Recipients Using Speed Dial Utility2 (macOS)

Registering Fax/Telephone Number of Recipients

Before you can use the printer's directory, you need to register the recipients' fax/telephone numbers. Follow the procedure below to register the recipients' fax/telephone numbers.

1. Check that printer is turned on.
2. Press the **FAX** button.

   The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
4. Select **Directory**, then press the **OK** button.
5. Select **Add directory entry**, then press the **OK** button.

   Note

   - You can select **Add directory entry** from **Add tel. number** in **Fax settings** after pressing the **Setup** button.
6. Select **Recipient**, then press the **OK** button.

   The screen to select an ID number is displayed.

7. Use the ◄► button or the Numeric buttons to select an unregistered ID number, then press the **OK** button.

   Note

   - If you already registered the recipient, the fax/telephone number is displayed next to the ID number. If you already registered the group dial, **(Not available)** is displayed.
8. Select a registration method, then press the **OK** button.
9. Register the recipients' fax/telephone number.

   - **From outgoing log** is selected as the registration method:

     The screen to select the fax/telephone number from the outgoing call logs is displayed.

     1. Select a fax/telephone number, then press the **OK** button.

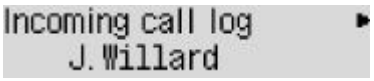
        The fax/telephone number selected from the outgoing call logs is displayed.

2. Check the fax/telephone number, then press the **OK** button.

   The fax/telephone number is registered to the printer and the screen to enter the recipient's name is displayed.

- **From incoming log** is selected as the registration method:

  The screen to select the fax/telephone number or the name from the incoming call logs is displayed.



1. Select a fax/telephone number or a name, then press the **OK** button.

   The fax/telephone number selected from the incoming call logs is displayed.

2. Check the fax/telephone number, then press the **OK** button.

   The fax/telephone number is registered to the printer and the screen to enter the recipient's name is displayed.

Note

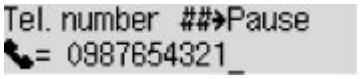
- This registration method may not be available depending on the country or region of purchase.

- **Enter directly** is selected as the registration method:

  The screen to enter the fax/telephone number is displayed.



1. Use the Numeric buttons to enter the fax/telephone number you want to register.



2. Press the **OK** button.

   The fax/telephone number is registered to the printer and the screen to enter the recipient's name is displayed.

Note

- You can enter the fax/telephone number up to 60 digits (40 digits for the US, Canada, Korea and some regions of Latin America), including spaces.

  ➡ Entering Numbers, Letters, and Symbols

- Press the # button twice to enter a pause.
- When **Telephone line type** in **Fax user settings** under **Fax settings** is set to **Rotary pulse**, you can enter a tone ("T") by pressing the **Tone** button.

10. Use the Numeric buttons to enter the recipient's name.



If you select a name on **From incoming log** in step 9, the name may be already entered. If you do not change the name, go to step 11.

Note

- You can enter the name up to 16 characters, including spaces.

  Entering Numbers, Letters, and Symbols

11. Press the **OK** button to finalize registration.

Note

- To register another recipient's number and name, select an unregistered ID number and operate in the same procedure.
- To return to the Fax standby screen, press the **FAX** button.
- You can check the recipient's numbers and names you have registered by printing RECIPIENT TELEPHONE NUMBER LIST.

  Printing List of Registered Destinations

Registering Recipients in Group Dial

If you register two or more registered recipients to a group dial, you can send the same document successively to all recipients registered to the group dial.

1. Check that printer is turned on.
2. Press the **FAX** button.

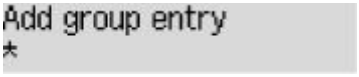
   The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
4. Select **Directory**, then press the **OK** button.
5. Select **Add directory entry**, then press the **OK** button.

   Note

   - You can select **Add directory entry** from **Add tel. number** in **Fax settings** after pressing the **Setup** button.
6. Select **Group dial**, then press the **OK** button.

   The screen to select an ID number is displayed.

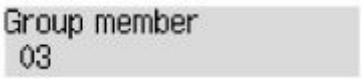
   

7. Use the ◄► button or the Numeric buttons to select an unregistered ID number, then press the **OK** button.

   Note

   - If you already registered the recipient, **(Not available)** is displayed next to the ID number. If you already registered the group dial, the registered group name is displayed.

   The **Group member** screen is displayed.

8. Register the registered recipient as a member of the group dial.
   1. Press the **Menu/Wireless connect** button.
   2. Choose a recipient to register as a member.

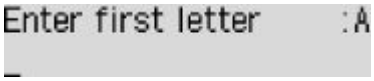
      You can choose a recipient with the two methods. The method can be switched by pressing the # button.

- When **Add to group** is displayed on the LCD:



Use the ◄► button to select a recipient's ID number to register to the group dial.

- When **Enter first letter** is displayed on the LCD:



After you use the Numeric buttons to enter the first letter of the recipient's name you want to search, the registered recipients are displayed in alphabetical order.



Use the ◄► button to select a recipient's ID number to register to the group dial.

3. Press the **OK** button.

The selected recipient is registered as a member of the group dial.



4. Press the **Menu/Wireless connect** button to display the screen to select an ID number, then add another member.

Repeat this step to register the other recipient to the same group dial.

Note

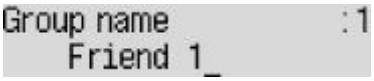
- You can check the recipient's ID number and name registered to the group dial by using the ◄► button.

9. Press the **OK** button after finishing registering the member you want to register to the group dial.

The screen to enter the group name is displayed.



10. Use the Numeric buttons to enter the group name.



Note

- You can enter the name up to 16 characters, including spaces.

➡ Entering Numbers, Letters, and Symbols

11. Press the **OK** button to finalize registration.

Note

- To register another group, select an unregistered ID number and operate in the same procedure.
- To return to the Fax standby screen, press the **FAX** button.
- You can check the recipients you have registered to the group dial by printing GROUP DIAL TELEPHONE NO. LIST.

  Printing List of Registered Destinations

Changing Registered Information

To change information registered for recipient and group dial, follow the procedure below.

1. Check that printer is turned on.
2. Press the **FAX** button.

   The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
4. Select **Directory**, then press the **OK** button.
5. Select **Add directory entry**, then press the **OK** button.

   Note

   - You can select **Add directory entry** from **Add tel. number** in **Fax settings** after pressing the **Setup** button.
6. Change the registered information.
   - To change the recipient's information:
     1. Select **Recipient**, then press the **OK** button.
     2. Use the ◄► button or the Numeric buttons to select a recipient's ID number, then press the **OK** button.
     3. Select **Edit**, then press the **OK** button.

        The screen to select a registration method is displayed as well as when you register the recipient.
     4. Select a registration method, then press the **OK** button.
     5. Change the recipient's fax/telephone number.
        - **From outgoing log** is selected as the registration method:

          The screen to select the fax/telephone number from the outgoing call logs is displayed. After you use the ◄► button to select a fax/telephone number and press the **OK** button, the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.
        - **From incoming log** is selected as the registration method:

          The screen to select the fax/telephone number or the name from the incoming call logs is displayed. After you use the ◄► button to select a fax/telephone number or a name and press the **OK** button, the editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

Note

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

◦ **Enter directly** is selected as the registration method:

The editing screen is displayed. Change the recipient's fax/telephone number, then press the **OK** button.

Note

- You can enter the fax/telephone number up to 60 digits (40 digits for the US, Canada, Korea and some regions of Latin America), including spaces.

  Entering Numbers, Letters, and Symbols

- Press the # button twice to enter a pause.
- When **Telephone line type** in **Fax user settings** under **Fax settings** is set to **Rotary pulse**, you can enter a tone ("T") by pressing the **Tone** button.

6. Change the recipient's name, then press the **OK** button.

Note

- You can enter the name up to 16 characters, including spaces.

  Entering Numbers, Letters, and Symbols

- To change a group dial:

1. Select **Group dial**, then press the **OK** button.
2. Use the ◄► button or the Numeric buttons to select an ID number of group dial to change, then press the **OK** button.
3. Select **Edit**, then press the **OK** button.
4. Edit the member of the group dial.

   To add a member, press the **Menu/Wireless connect** button to display the screen to select an ID number and then add another member.

   To delete a member, select a member to delete and then press the **Tone** button.

5. Change the group name, then press the **OK** button.

Note

- You can enter the name up to 16 characters, including spaces.

  Entering Numbers, Letters, and Symbols

Note

- To return to the Fax standby screen, press the **FAX** button.

Deleting Registered Information

To delete information registered for recipient and group dial, follow the procedure below.

1. Check that printer is turned on.
2. Press the **FAX** button.

   The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
4. Select **Directory**, then press the **OK** button.
5. Select **Add directory entry**, then press the **OK** button.

   Note

   - You can select **Add directory entry** from **Add tel. number** in **Fax settings** after pressing the **Setup** button.
6. Delete the registered information.
   - To delete the recipient's information:
     1. Select **Recipient**, then press the **OK** button.
     2. Use the ◄► button or the Numeric buttons to select a recipient's ID number, then press the **OK** button.
     3. Select **Delete**, then press the **OK** button.
     4. Select **Yes**, then press the **OK** button.
   - To delete a group dial:
     1. Select **Group dial**, then press the **OK** button.
     2. Use the ◄► button or the Numeric buttons to select an ID number of group dial to delete, then press the **OK** button.
     3. Select **Delete**, then press the **OK** button.
     4. Select **Yes**, then press the **OK** button.

   Note

   - To return to the Fax standby screen, press the **FAX** button.

Printing List of Registered Destinations

You can print a list of the fax/telephone numbers and can keep it near the printer to refer to when dialing.

1. Check that printer is turned on.
2. Load paper.
3. Press the **FAX** button.

   The Fax standby screen is displayed.
4. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
5. Select **Print reports/lists**, then press the **OK** button.
6. Select **Directory list**, then press the **OK** button.
7. Select an item to print, then press the **OK** button.
   - If you selected **Recipient**:

     The confirmation screen asking if you print the list alphabetically by name is displayed.

     If you select **Yes** and press the **OK** button, RECIPIENT TELEPHONE NUMBER LIST is printed in alphabetical order.

     If you select **No** and press the **OK** button, RECIPIENT TELEPHONE NUMBER LIST is printed in the order of the ID number.
   - If you selected **Group dial**:

     GROUP DIAL TELEPHONE NO. LIST is printed.

Registering Recipients Using Speed Dial Utility2 (Windows)

About Speed Dial Utility2

Speed Dial Utility2 is a utility for forwarding the telephone directory registered on the printer to a computer and registering/changing it on the computer. In addition, you can register the telephone directory edited on the computer to the printer. You can also save them on the computer as a backup.

For safety reasons, it is recommended that you backup the registered data on the computer using Speed Dial Utility2.

- Starting Up Speed Dial Utility2
- Speed Dial Utility2 Dialog box
- Saving Registered Telephone Directory on Printer to Your Computer
- Registering a Fax/telephone Number Using Speed Dial Utility2
- Changing a Fax/telephone Number Using Speed Dial Utility2
- Deleting a Fax/telephone Number Using Speed Dial Utility2
- Changing Sender Information Using Speed Dial Utility2
- Registering/Changing Rejected Number Using Speed Dial Utility2
- Registering Telephone Directory Has been Saved on Your Computer to Printer

Starting Up Speed Dial Utility2

Important

- Before starting up Speed Dial Utility2, make sure that the printer is connected to the computer correctly.
- Do not plug in or unplug any cables while the printer is in operation, or when the computer is in sleep or standby mode.
- If your printer is compatible with LAN connection, make sure that the printer is connected to the computer with LAN connection to use Speed Dial Utility2 via LAN connection.
- The password entry screen may appear during startup or operation. If it appears, enter the administrator password, and then click **OK**. If you do not know the administrator password, contact the administrator of the printer.

Follow the procedure below to start up Speed Dial Utility2.

1. Make sure printer is turned on.

2. Start up Speed Dial Utility2.

   - For Windows 10, click **Start** button and select **All apps**, **Canon Utilities**, and then **Speed Dial Utility2**.
   - For Windows 8.1 or Windows 8, select **Speed Dial Utility2** on the **Start** screen to start Speed Dial Utility2. If **Speed Dial Utility2** is not displayed on the **Start** screen, select the **Search** charm, and then search for "Speed Dial Utility2".
   - For Windows 7 or Windows Vista, click **Start** and select **All programs**, **Canon Utilities**, **Speed Dial Utility2**, and then **Speed Dial Utility2**.

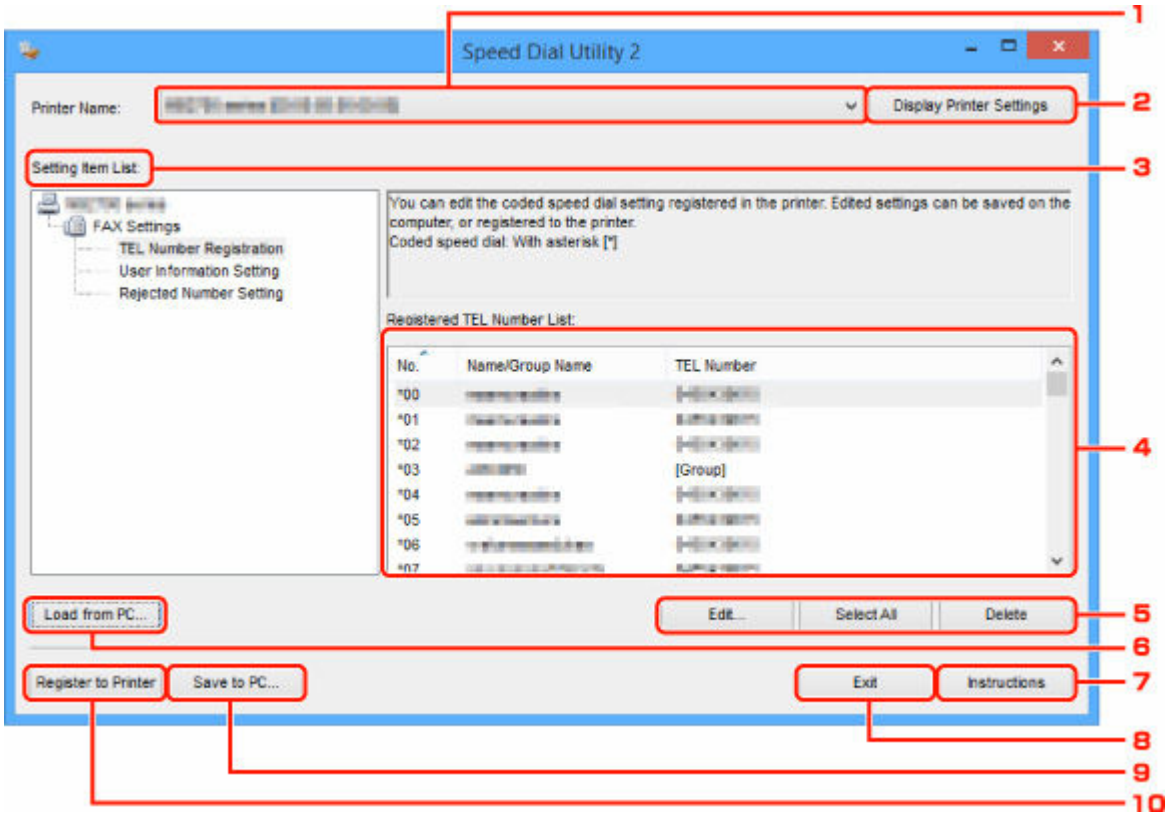
   Speed Dial Utility2 starts up.

Note

- You can also start up Speed Dial Utility2 from Quick Utility Toolbox.

Speed Dial Utility2 Dialog box

The following items are on the **Speed Dial Utility2** dialog box.



1. Printer Name:

Selects the printer for editing the telephone directory using Speed Dial Utility2.

Behind printer name, printer's MAC address is displayed.

Note

- For checking printer's MAC address, refer to "Checking Network Information" for your model from Home of the Online Manual.
- For printer that supports both wireless LAN connection and wired LAN connection, MAC address of wired LAN connection is displayed regardless of the connection method.

2. Display Printer Settings

Loads the telephone directory registered on the printer that selected for **Printer Name:** into Speed Dial Utility2.

3. Setting Item List:

Selects a setting item for editing. Choose one item from **TEL Number Registration**, **User Information Setting**, and **Rejected Number Setting**.

4. Registered information list

Displays the registered information selected for **Setting Item List:**.

Note

- By clicking on the item name, you can sort the display order.

5. Edit.../Select All/Delete

Edits the item that selected for **Setting Item List:**, or deletes the item, or selects all the items.

When multiple items on the registered information list are selected, you cannot use the **Edit...** button.

6. Load from PC...

Displays the telephone directory saved on the computer.

7. Instructions

Displays this guide.

8. Exit

Quits Speed Dial Utility2. Information registered or edited using Speed Dial Utility2 is neither saved on the computer nor registered on the printer.

9. Save to PC...

Saves the telephone directory edited using Speed Dial Utility2 on the computer.

10. Register to Printer

Registers the telephone directory edited using Speed Dial Utility2 to the printer.

Saving Registered Telephone Directory on Printer to Your Computer

Follow the procedure below to save the telephone directory (includes recipients' name, recipients' fax/telephone number, group dial, user's name, user's fax/telephone number, and rejected numbers) that registered on the printer to the computer.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **Save to PC...**.
4. Enter file name on displayed screen, and then click **Save**.

Note

- The data of the telephone directory (RSD file, *.rsd) can be imported to other printer.

  Registering Telephone Directory Has been Saved on Your Computer to Printer

Registering a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to register fax/telephone numbers.

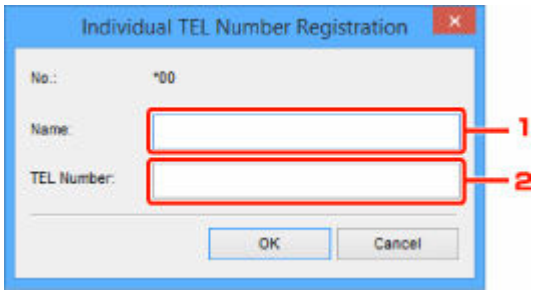
Note

Before you register fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

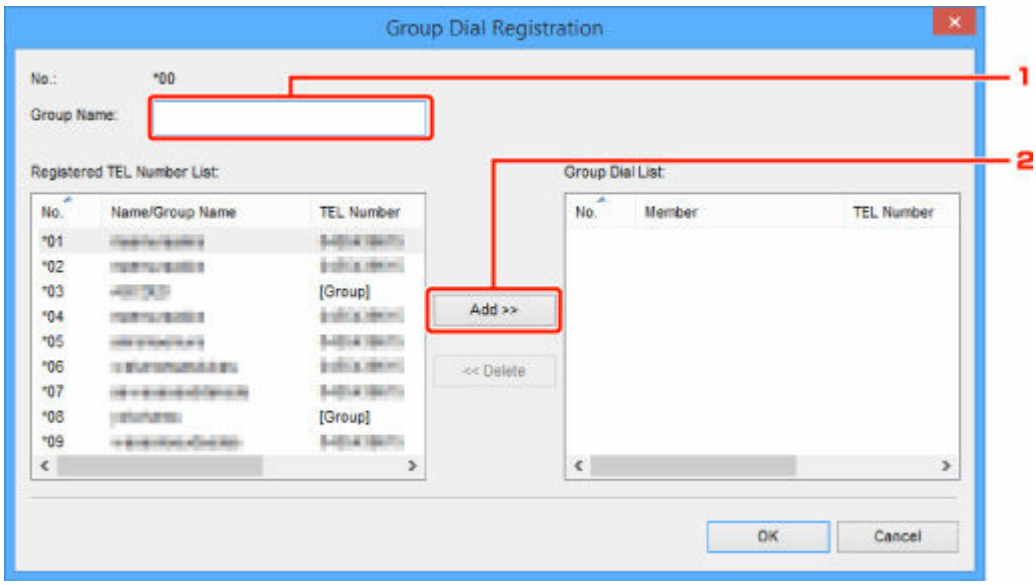
1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **TEL Number Registration** from **Setting Item List:**.

   The list of registered fax/telephone numbers is displayed.
4. Select an unoccupied code from list, and then click **Edit...**.

   The **Individual or Group Selection** dialog box is displayed.
5. Click **Register individual TEL number** or **Register group dial**, and then click **Next...**.
   - If **Register individual TEL number** is selected:

     1. Enter name.
     2. Enter fax/telephone number.
   - If **Register group dial** is selected:



1. Enter group name.
2. Select a code you want to add to group dial, and then click **Add >>**.

Note

- You can only add the numbers that have already been registered.

6. Click **OK**.

To continue registering fax/telephone numbers or a group dial, repeat steps 4 to 6.

- To save the registered information on the computer.
  1. Click **Save to PC...**.
  2. Enter file name on displayed screen, and then click **Save**.
- To register the registered information to the printer:
  1. Click **Register to Printer**.
  2. When message appears, check it and click **OK**.

     The information is registered to the printer.

Changing a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to change fax/telephone numbers.

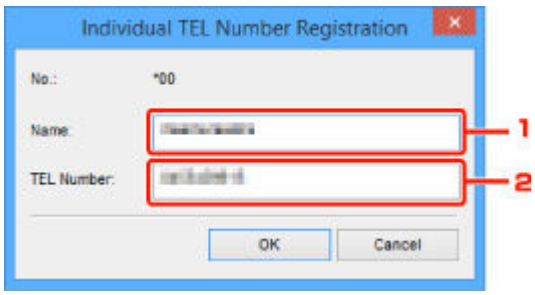
Note

- Before you change fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **TEL Number Registration** from **Setting Item List:**.

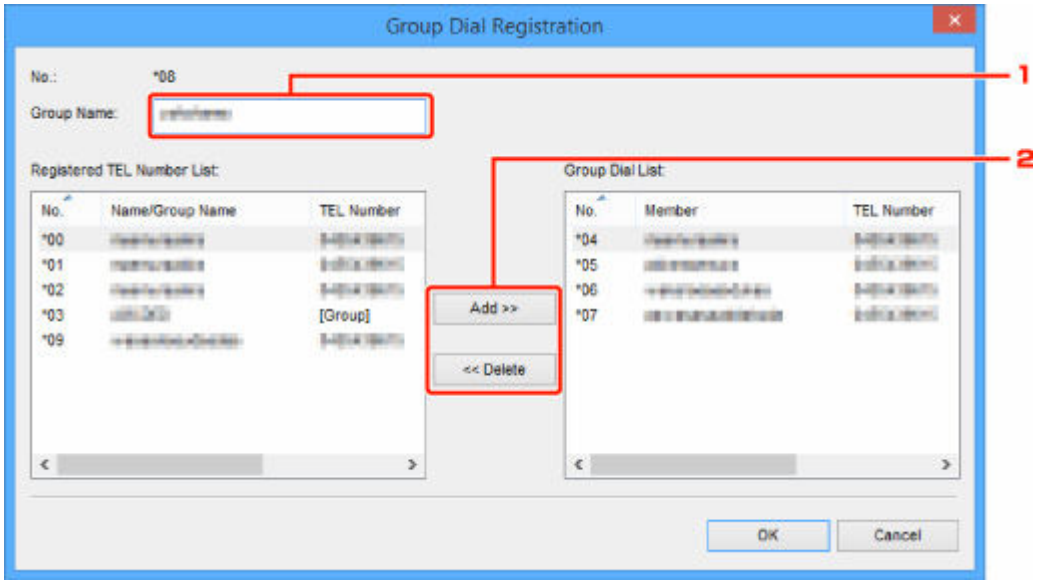
   The list of registered fax/telephone numbers is displayed.
4. Select a code to change from list, and then click **Edit...**.

   - If an individual fax/telephone number is selected:



     1. Enter a new name.
     2. Enter a new fax/telephone number.

   - If a group dial is selected:



     1. Enter a new group name.

2. Add or delete a member to/from group dial.

   To add a member:

   Select a code to add to group dial, and then click **Add >>**.

   To delete a member:

   Select a code to delete from group dial, and then click **<< Delete**.

5. Click **OK**.

To continue changing fax/telephone numbers or group dials, repeat steps 4 and 5.

- To save the edited information on the computer.
  1. Click **Save to PC...**.
  2. Enter file name on displayed screen, and then click **Save**.
- To register the edited information to the printer:
  1. Click **Register to Printer**.
  2. When message appears, check it and click **OK**.

     The information is registered to the printer.

Deleting a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to delete fax/telephone numbers.

Note

- Before you delete fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **TEL Number Registration** from **Setting Item List:**.

   The list of registered fax/telephone numbers is displayed.
4. Select a code to delete from list, and then click **Delete**.

   Note

   - To delete all fax/telephone numbers on the list, click **Select All**, and then **Delete**.
5. When confirmation screen appears, click **OK**.

   The selected fax/telephone number is deleted.

   To continue deleting fax/telephone numbers, repeat steps 4 and 5.

   - To save the edited information on the computer.
     1. Click **Save to PC...**.
     2. Enter file name on the displayed screen, and then click **Save**.
   - To register the edited information to the printer:
     1. Click **Register to Printer**.
     2. When message appears, check it and click **OK**.

        The information is registered to the printer.

Changing Sender Information Using Speed Dial Utility2

Follow the procedure below to change the user's name or fax/telephone number.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **User Information Setting** from **Setting Item List:**.

   The user's information is displayed.
4. Select an item to change, and then click **Edit...**.

   The **User Information** dialog box is displayed.
5. Enter new user's name on **User Name** and new fax/telephone number in **TEL Number**, and then click **OK**.
   - To save the edited information on the computer:
     1. Click **Save to PC...**.
     2. Enter file name on displayed screen, and then click **Save**.
   - To register the edited information to the printer:
     1. Click **Register to Printer**.
     2. When message appears, check it and click **OK**.

        The information is registered to the printer.

Registering/Changing Rejected Number Using Speed Dial Utility2

Follow the procedure below to register, change, or delete rejected numbers.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **Rejected Number Setting** from **Setting Item List:**.

   The list of rejected numbers is displayed.

   - To register a rejected number:
     1. Select an unoccupied code from list, and then click **Edit...**.
     2. Enter fax/telephone number in **Rejected Number** dialog box, and then click **OK**.
   - To change a rejected number:
     1. Select a code to change from list, and then click **Edit...**.
     2. Enter fax/telephone number in **Rejected Number** dialog box, and then click **OK**.
   - To delete a rejected number:
     1. Select a code to delete from list, and then click **Delete**.

        The selected fax/telephone number is deleted.

        Note

        - To delete all fax/telephone numbers on the list, click **Select All**, and then **Delete**.

Registering Telephone Directory Has been Saved on Your Computer to Printer

You can load the data of the telephone directory (RSD file, *.rsd) and register it to your printer.

The data of the telephone directory (RSD file, *.rsd) that is exported from other printer can be loaded and registered to your printer.

Note

- In Speed Dial Utility2, the data of the telephone directory (RSD file, *.rsd) that is exported using Speed Dial Utility can be loaded.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **Load from PC...**.
4. Select a data of telephone directory (RSD file, *.rsd) to register to your printer.
5. Click **Open** on dialog box.

   The selected telephone directory is displayed.

   Note

   - If you select the data of the telephone directory (RSD file, *.rsd) that is exported from other printer, the confirmation message appears. Click **OK**.

6. Click **Register to Printer**.

   The telephone directory that has been saved on the computer is registered to your printer.

Registering Recipients Using Speed Dial Utility2 (Mac OS)

About Speed Dial Utility2

Speed Dial Utility2 is a utility for forwarding the telephone directory registered on the printer to a computer and registering/changing it on the computer. In addition, you can register the telephone directory edited on the computer to the printer. You can also save them on the computer as a backup.

For safety reasons, it is recommended that you backup the registered data on the computer using Speed Dial Utility2.

- Starting Up Speed Dial Utility2
- Speed Dial Utility2 Dialog
- Saving Registered Telephone Directory on Printer to Your Computer
- Registering a Fax/telephone Number Using Speed Dial Utility2
- Changing a Fax/telephone Number Using Speed Dial Utility2
- Deleting a Fax/telephone Number Using Speed Dial Utility2
- Changing Sender Information Using Speed Dial Utility2
- Registering/Changing Rejected Number Using Speed Dial Utility2
- Registering Telephone Directory Has been Saved on Your Computer to Printer

Starting Up Speed Dial Utility2

Important

- Before starting up Speed Dial Utility2, make sure that the printer is connected to the computer correctly.
- Do not plug in or unplug any cables while the printer is in operation, or when the computer is in sleep or standby mode.
- If your printer is compatible with LAN connection, make sure that the printer is connected to the computer with LAN connection to use Speed Dial Utility2 via LAN connection.
- The password entry screen may appear during startup or operation. If it appears, enter the administrator password, and then click **OK**. If you do not know the administrator password, contact the administrator of the printer.

Follow the procedure below to start up Speed Dial Utility2.

1. Select **Applications** on **Go** menu of Finder.
2. Double-click **Canon Utilities** folder.
3. Double-click **Speed Dial Utility2** folder.
4. Double-click **Speed Dial Utility2**.

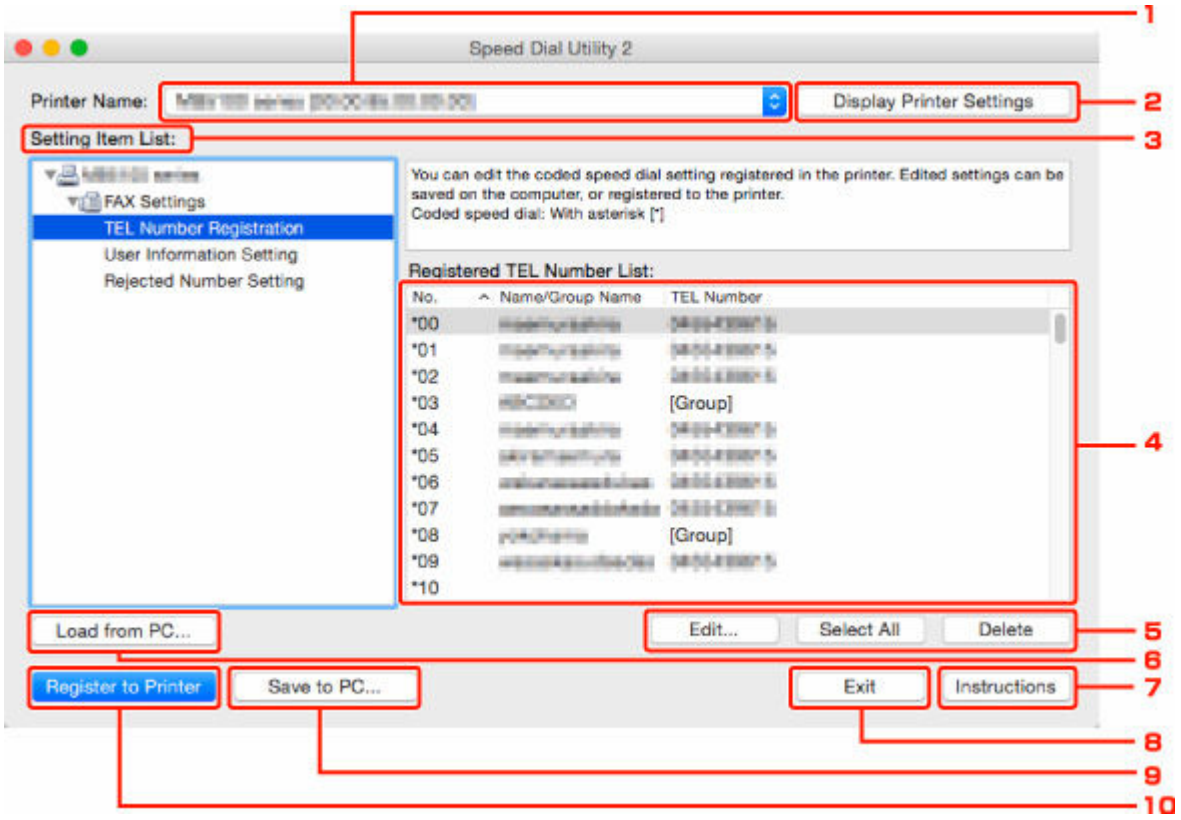
   Speed Dial Utility2 starts up.

Note

- You can also start up Speed Dial Utility2 from Quick Utility Toolbox.

Speed Dial Utility2 Dialog

The following items are on the **Speed Dial Utility2** dialog.



1. Printer Name:

Selects the printer for editing the telephone directory using Speed Dial Utility2.

Behind printer name, printer's MAC address is displayed.

Note

- For checking printer's MAC address, refer to "Checking Network Information" for your model from Home of the Online Manual.
- For printer that supports both wireless LAN connection and wired LAN connection, MAC address of wired LAN connection is displayed regardless of the connection method.

2. Display Printer Settings

Loads the telephone directory registered on the printer that selected for **Printer Name:** into Speed Dial Utility2.

3. Setting Item List:

Selects a setting item for editing. Choose one item from **TEL Number Registration**, **User Information Setting**, and **Rejected Number Setting**.

4. Registered information list

Displays the registered information selected for **Setting Item List:**.

Note

- By clicking on the item name, you can sort the display order.

5. Edit.../Select All/Delete

Edits the item that selected for **Setting Item List:**, or deletes the item, or selects all the items.

When multiple items on the registered information list are selected, you cannot use the **Edit...** button.

6. Load from PC...

Displays the telephone directory saved on the computer.

7. Instructions

Displays this guide.

8. Exit

Quits Speed Dial Utility2. Information registered or edited using Speed Dial Utility2 is neither saved on the computer nor registered on the printer.

9. Save to PC...

Saves the telephone directory edited using Speed Dial Utility2 on the computer.

10. Register to Printer

Registers the telephone directory edited using Speed Dial Utility2 to the printer.

Saving Registered Telephone Directory on Printer to Your Computer

Follow the procedure below to save the telephone directory (includes recipients' name, recipients' fax/telephone number, group dial, user's name, user's fax/telephone number, and rejected numbers) that registered on the printer to the computer.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **Save to PC...**.
4. Enter file name on displayed screen, and then click **Save**.

Note

- The data of the telephone directory (RSD file, *.rsd) can be imported to other printer.

  Registering Telephone Directory Has been Saved on Your Computer to Printer

Registering a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to register fax/telephone numbers.

Note

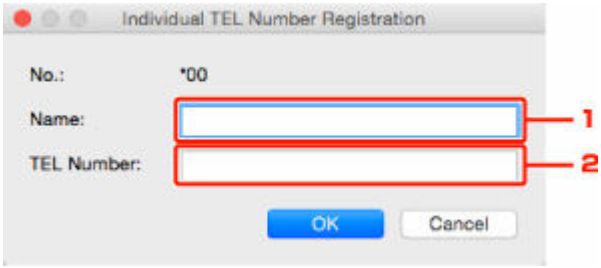
Before you register fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **TEL Number Registration** from **Setting Item List:**.

   The list of registered fax/telephone numbers is displayed.
4. Select an unoccupied code from list, and then click **Edit...**.

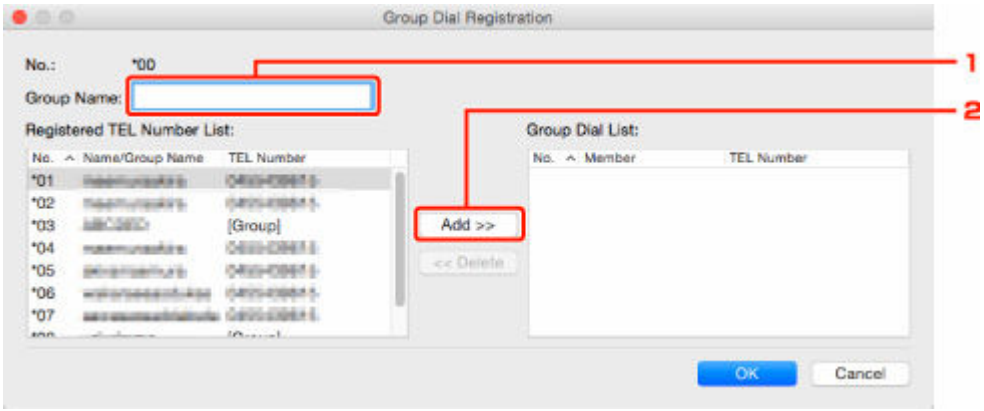
   The **Individual or Group Selection** dialog is displayed.
5. Click **Register individual TEL number** or **Register group dial**, and then click **Next...**.

   - If **Register individual TEL number** is selected:



     1. Enter name.
     2. Enter fax/telephone number.

   - If **Register group dial** is selected:



     1. Enter group name.
     2. Select a code you want to add to group dial, and then click **Add >>**.

Note

- You can only add the numbers that have already been registered.

6. Click **OK**.

To continue registering fax/telephone numbers or a group dial, repeat steps 4 to 6.

- To save the registered information on the computer.
  1. Click **Save to PC...**.
  2. Enter file name on displayed screen, and then click **Save**.
- To register the registered information to the printer:
  1. Click **Register to Printer**.
  2. When message appears, check it and click **OK**.

     The information is registered to the printer.

Changing a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to change fax/telephone numbers.

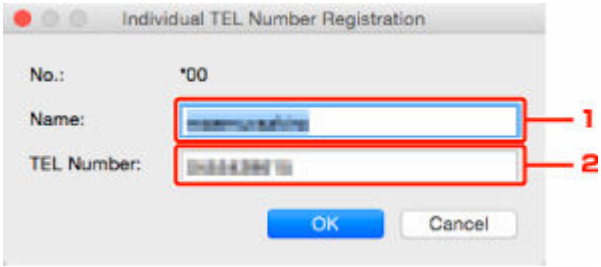
Note

- Before you change fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **TEL Number Registration** from **Setting Item List:**.

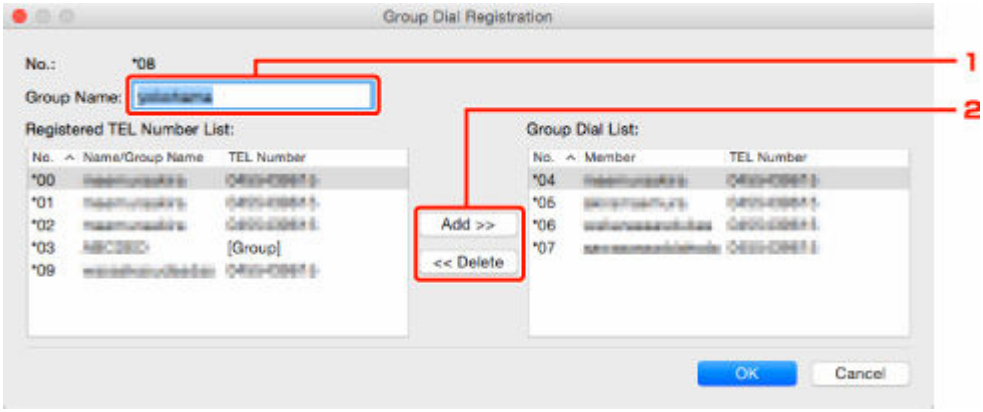
   The list of registered fax/telephone numbers is displayed.
4. Select a code to change from list, and then click **Edit...**.

   - If an individual fax/telephone number is selected:



     1. Enter a new name.
     2. Enter a new fax/telephone number.

   - If a group dial is selected:



     1. Enter a new group name.
     2. Add or delete a member to/from group dial.

        To add a member:

        Select a code to add to group dial, and then click **Add >>**.

        To delete a member:

        Select a code to delete from group dial, and then click **<< Delete**.

5. Click **OK**.

To continue changing fax/telephone numbers or group dials, repeat steps 4 and 5.

- To save the edited information on the computer.
  1. Click **Save to PC...**.
  2. Enter file name on displayed screen, and then click **Save**.
- To register the edited information to the printer:
  1. Click **Register to Printer**.
  2. When message appears, check it and click **OK**.

     The information is registered to the printer.

Deleting a Fax/telephone Number Using Speed Dial Utility2

Follow the procedure below to delete fax/telephone numbers.

Note

- Before you delete fax/telephone numbers using Speed Dial Utility2, make sure that no fax operations are in progress.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **TEL Number Registration** from **Setting Item List:**.

   The list of registered fax/telephone numbers is displayed.
4. Select a code to delete from list, and then click **Delete**.

   Note

   - To delete all fax/telephone numbers on the list, click **Select All**, and then **Delete**.
5. When confirmation screen appears, click **OK**.

   The selected fax/telephone number is deleted.

   To continue deleting fax/telephone numbers, repeat steps 4 and 5.

   - To save the edited information on the computer.
     1. Click **Save to PC...**.
     2. Enter file name on the displayed screen, and then click **Save**.
   - To register the edited information to the printer:
     1. Click **Register to Printer**.
     2. When message appears, check it and click **OK**.

        The information is registered to the printer.

Changing Sender Information Using Speed Dial Utility2

Follow the procedure below to change the user's name or fax/telephone number.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **User Information Setting** from **Setting Item List:**.

   The user's information is displayed.
4. Select an item to change, and then click **Edit...**.

   The **User Information** dialog is displayed.
5. Enter new user's name on **User Name** and new fax/telephone number in **TEL Number**, and then click **OK**.
   - To save the edited information on the computer:
     1. Click **Save to PC...**.
     2. Enter file name on displayed screen, and then click **Save**.
   - To register the edited information to the printer:
     1. Click **Register to Printer**.
     2. When message appears, check it and click **OK**.

        The information is registered to the printer.

Registering/Changing Rejected Number Using Speed Dial Utility2

Follow the procedure below to register, change, or delete rejected numbers.

1. Start up Speed Dial Utility2.

2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.

3. Click **Rejected Number Setting** from **Setting Item List:**.

   The list of rejected numbers is displayed.

   - To register a rejected number:
     1. Select an unoccupied code from list, and then click **Edit...**.
     2. Enter fax/telephone number in **Rejected Number** dialog, and then click **OK**.
   - To change a rejected number:
     1. Select a code to change from list, and then click **Edit...**.
     2. Enter fax/telephone number in **Rejected Number** dialog, and then click **OK**.
   - To delete a rejected number:
     1. Select a code to delete from list, and then click **Delete**.

        The selected fax/telephone number is deleted.

        Note

        - To delete all fax/telephone numbers on the list, click **Select All**, and then **Delete**.

Registering Telephone Directory Has been Saved on Your Computer to Printer

You can load the data of the telephone directory (RSD file, *.rsd) and register it to your printer.

The data of the telephone directory (RSD file, *.rsd) that is exported from other printer can be loaded and registered to your printer.

Note

- In Speed Dial Utility2, the data of the telephone directory (RSD file, *.rsd) that is exported using Speed Dial Utility can be loaded.

1. Start up Speed Dial Utility2.
2. Select a printer from **Printer Name:** list box, and then click **Display Printer Settings**.
3. Click **Load from PC...**.
4. Select a data of telephone directory (RSD file, *.rsd) to register to your printer.
5. Click **Open** on dialog.

   The selected telephone directory is displayed.

   Note

   - If you select the data of the telephone directory (RSD file, *.rsd) that is exported from other printer, the confirmation message appears. Click **OK**.

6. Click **Register to Printer**.

   The telephone directory that has been saved on the computer is registered to your printer.

Sending Faxes Using Operation Panel of Printer

- Sending Faxes by Entering Fax/Telephone Number Basic
- Resending Faxes (Redialing Busy Number)
- Setting Items for Sending Faxes

Sending Faxes by Entering Fax/Telephone Number

This section describes dialing and sending faxes directly by entering the fax/telephone numbers.

Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, we recommend that you send them after speaking on the telephone.

  ➡ Sending Fax after Speaking on Telephone

1. Check that printer is turned on.

2. Press the **FAX** button.

   The Fax standby screen is displayed.

3. Load documents on platen or in ADF (Auto Document Feeder).

   Important

   - When sending a double-sided document, load the document on the platen. Double-sided documents cannot be automatically scanned and sent from the ADF.

   Note

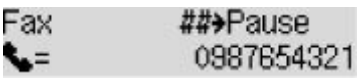
   - For details on the types, conditions of document, and how to load the document:

     ➡ Loading Originals

4. Adjust the scan contrast and resolution as necessary.

   ➡ Setting Items for Sending Faxes

5. Use the Numeric buttons to dial the recipient's fax/telephone number.

   Use the following buttons to dial the recipient's fax/telephone number.

   Numeric buttons:
   Enters the number.

   ► button:
   Enters a space.

   ◄ button:
   Deletes the last character you entered.

 # button:

By pressing this button once, "#" is entered. By pressing this button one more time, "P" is entered.

6. Press the **Black** button or the **Color** button.

The printer starts scanning the document.

Important

- Color transmission is available only when the recipient's fax device supports color faxing.
- Do not open the document cover until scanning is completed.

7. Start sending.

- **If you load the document in the ADF:**

  The printer scans the document automatically and starts sending the fax.

  Note

  - To cancel a fax transmission, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
  - If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, **Original in ADF [OK]Eject the original** is displayed on the LCD. By pressing the **OK** button, the remaining documents are automatically ejected.

- **If you load the document on the platen:**

  After scanning the document, the confirmation screen asking you if you load the next document is displayed.

  To send the scanned document, press the **OK** button to start sending it.

  To send two or more pages, follow the message to load the next page, and press the **Color** or **Black** button. After scanning all pages, press the **OK** button to start sending.

  Note

  - To cancel sending the fax, press the **Stop** button.

Note

- When your printer is connected to a PBX (Private Branch Exchange) system, refer to the operating instructions of the system for details on dialing the recipient's fax/telephone number.
- In case the printer was not able to send a fax, such as when the recipient's line was busy, it has the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default.

  ➡ Automatic Redialing
- Unsent documents, such as those pending redial, are stored in the printer's memory. They are not stored in the case of a sending error.

  ➡ Document Stored in Printer's Memory

- Do not unplug the power cord until all documents are sent. If you unplug the power cord, all unsent documents stored in the printer's memory are lost.

Resending Faxes (Redialing Busy Number)

There are two methods of redialing: Automatic redialing and Manual redialing.

- Automatic Redialing

  If you send a document and the recipient's line is busy, the printer will redial the number after a specified interval.

  ➡ Automatic Redialing

- Manual Redialing

  You can redial to the recipients dialed using the Numeric buttons.

  ➡ Manual Redialing

Important

- It may be possible that faxes will reach unintended recipients due to the misdialing or incorrect registration of fax/telephone numbers. When you send important documents, we recommend that you send them after speaking on the telephone.

  ➡ Sending Fax after Speaking on Telephone

Note

- Automatic redialing is enabled by default.
- For details on the basic sending operations:

  ➡ Sending Faxes by Entering Fax/Telephone Number

Automatic Redialing

You can enable or disable automatic redialing. If you enable automatic redialing, you can specify the maximum number of redial attempts and the length of time the printer waits between redial attempts.

Enable and specify the automatic redialing setting on **Auto redial** in **Adv. fax settings** under **Fax settings**.

➡ Adv. fax settings

Important

- While automatic redialing, the unsent fax is stored in the printer's memory temporarily until the sending fax is complete. If a power failure occurs or you unplug the power cord before automatic redialing is complete, all faxes stored in the printer's memory are deleted and not sent.

Note

- To stop automatic redialing, wait until the printer starts redialing, then press the **Stop** button.
- To cancel automatic redialing, delete the unsent fax from the printer's memory while the printer is on-standby for a redial operation. For details, see Deleting Document in Printer's Memory.

Manual Redialing

Follow the procedure below for manual redialing.

1. Check that printer is turned on.
2. Press the **FAX** button.

   The Fax standby screen is displayed.
3. Load documents on platen or in ADF (Auto Document Feeder).
4. Adjust the scan contrast and resolution as necessary.

   ➡ Setting Items for Sending Faxes
5. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
6. Select **Redial**, then press the **OK** button.

7. Select the recipient's number to redial, then press the **OK** button.
8. Press the **Black** button or the **Color** button.

   Important

   - Color transmission is available only when the recipient's fax device supports color faxing.

Note

- For manual redialing, the printer memorizes up to 10 recent recipients dialed by entering the fax/telephone numbers. Note that the printer does not memorize any recipients dialed using the redial function or selecting from the directory.
- To cancel manual redialing, press the **Stop** button. To cancel a fax transmission while it is in progress, press the **Stop** button, then follow the instructions on the LCD.
- If documents remain in the ADF after the **Stop** button is pressed while scanning is in progress, **Original in ADF [OK]Eject the original** is displayed on the LCD. By pressing the **OK** button, the remaining documents are automatically ejected.

Setting Items for Sending Faxes

If you select **Fax TX settings** after pressing the **Menu/Wireless connect** button on the Fax standby screen, you can specify the settings of the scan contrast and the scan resolution.

Adjust the scan contrast and resolution following the procedure below.

1. Press the **Menu/Wireless connect** button on the Fax standby screen.

   The **Fax menu** screen is displayed.

2. Select **Fax TX settings**, then press the **OK** button.

3. Select **Scan contrast**, then press the **OK** button.

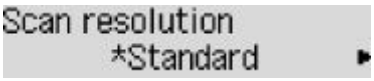
4. Select the scan contrast, then press the **OK** button.

   The ◄ button decreases the scan contrast, and the ► button increases the scan contrast.

5. Select **Scan resolution**, then press the **OK** button.

6. Select the scan resolution.

   Note

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

   Standard

   Suitable for text-only documents.

   Fine

   Suitable for fine-print documents.

   Extra fine

   Suitable for detailed illustration or fine-print quality documents.

   If the recipient's fax device is not compatible with **Extra fine** (300 x 300 dpi), the fax will be sent in the **Standard** or **Fine** resolution.

   Photo

   Suitable for photographs.

   Note

   - When sending a color fax, documents are always scanned in the same resolution (200 x 200 dpi). The image quality (compression rate) is determined by which scan resolution is selected, except that **Extra fine** and **Photo** provide the same image quality.

7. Press the **OK** button.

   The LCD returns to the Fax standby screen.

Sending Faxes from Computer (Windows)

- Sending a FAX (Fax Driver) Basic
- Creating an Address Book (Fax Driver)
- Edit or Remove a Recipient from an Address Book (Fax Driver)
- Search for a Recipient in an Address Book (Fax Driver)
- Cannot Send Faxes from Computer
- How to Open the Setting Screen of the Fax Driver
- General Notes (Fax Driver)

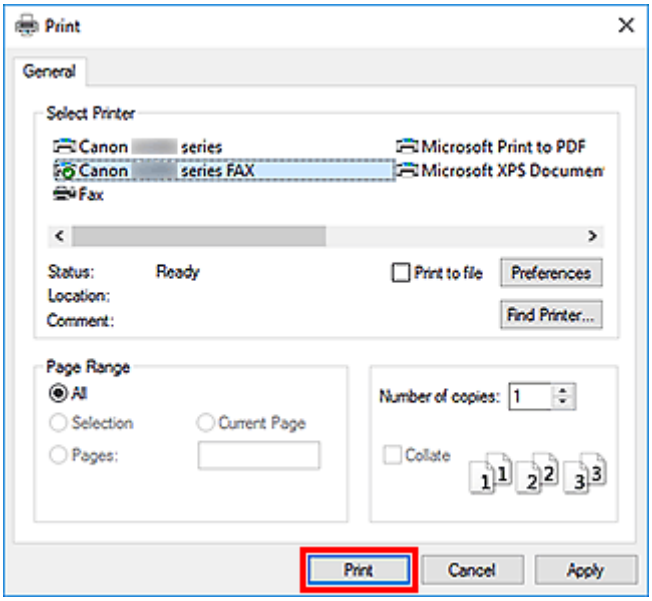
Sending a FAX (Fax Driver)

You can send faxes using the fax driver from applications that support document printing.

Note

- Only black and white transmission is supported.

1. Make sure that the machine is turned on.
2. Open the document you want to fax with an application (such as Notepad), and then click the Print command. (The command is **Print...** on the **File** menu.)
3. In **Select Printer** or **Name** in the **Print** dialog box, select **Canon XXX series FAX** (where "XXX" is the model name).
4. Click **Print** or **OK**.

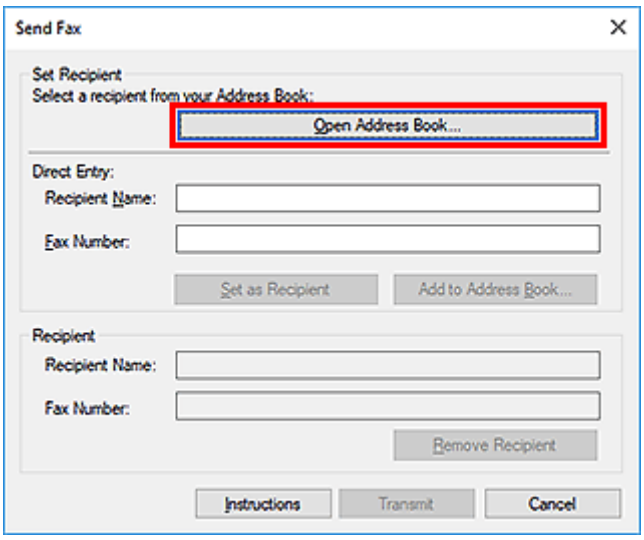


* **Print** dialog box in Notepad

Note

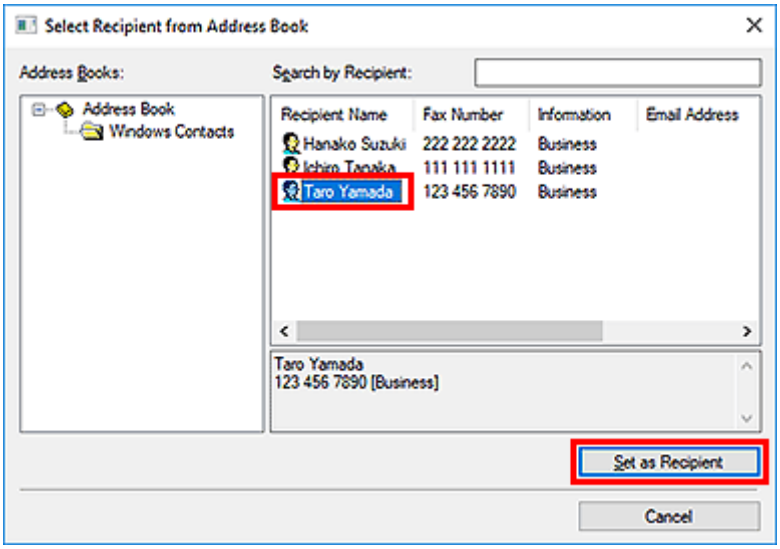
- Click **Preferences** or **Properties** in the **Print** dialog box to open the print settings dialog box of the fax driver in which you can set the paper size and print orientation. For details on how to open the print settings dialog box of the fax driver, see "How to Open the Setting Screen of the Fax Driver."

5. Click **Open Address Book...** in **Set Recipient** in the **Send Fax** dialog box.



6. Select a recipient from **Recipient Name** in the **Select Recipient from Address Book** dialog box, then click **Set as Recipient**.

   The selected recipient is reflected in **Recipient** in the **Send Fax** dialog box.



Important

- You cannot specify a recipient if there is no recipient registered in the address book. Register the recipient in the address book and reopen the address book.

  For details on how to register recipients in the address book, see "Creating an Address Book (Fax Driver)."

- If the recipient's fax/telephone number is entered incorrectly or the registered fax/telephone number is incorrect, the fax may be sent to an unexpected recipient. When sending an important fax, it is recommended that you send it after confirming the entered information and recipient's status.

Note

- You can also specify **Recipient** by entering the **Recipient Name** and **Fax Number** in **Direct Entry** in the **Send Fax** dialog box and then clicking **Set as Recipient**.

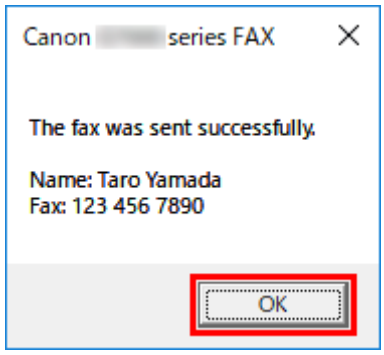
- For details on valid characters, see "General Notes (Fax Driver)."
- You can send faxes even if only the **Fax Number** is entered.
- You can register the recipient you entered to the address book by clicking **Add to Address Book...**. For details on how to register recipients in the address book, see "Creating an Address Book (Fax Driver)."

- Add the outside line access number before the fax number as needed.

  (Example: When the outside line access number is "0" and the fax number is "XXX-XXXX", enter "0XXX-XXXX".)

7. Click **Transmit**.

When a confirmation message is displayed, click **OK**.



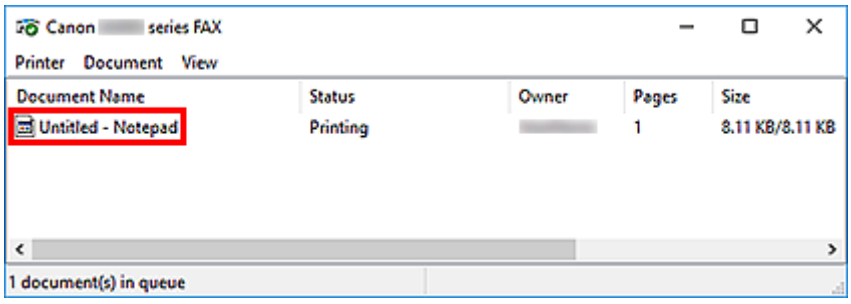
Important

- If you cannot send a fax due to line failure or other problem, see "Cannot Send Faxes from Computer."

Canceling Transmission

If you click **Transmit** 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.



Creating an Address Book (Fax Driver)

By using the address book, you can send a fax by simply specifying a recipient from it.

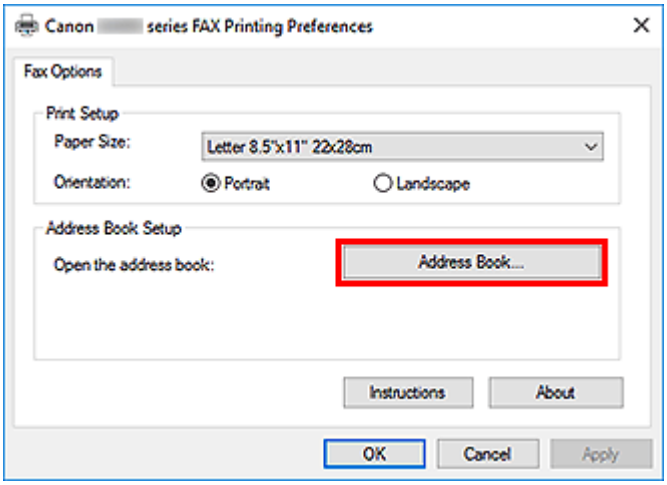
You can register the recipient's name, fax number and other information in the address book.

Registering a recipient (WAB contact) in the address book

You can register an individual recipient (Contact) in the address book.

1. Open the print settings dialog box of the fax driver.

2. Click **Address Book...** in the displayed dialog box.



Note

- Once an individual recipient (Contact) is registered in the address book folder (Windows Contacts) as an address book file (.contact file), it 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.

  Follow the steps below to open Windows Contacts.

  - **Windows 10:**

    Search for "Contacts" from **Search** box.

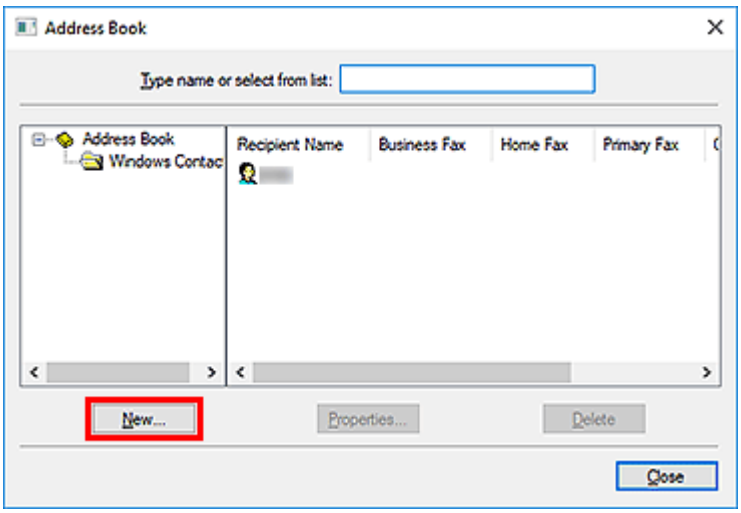
  - **Windows 8.1/Windows 8:**

    Select the **Search** charm, then search for "Contacts".

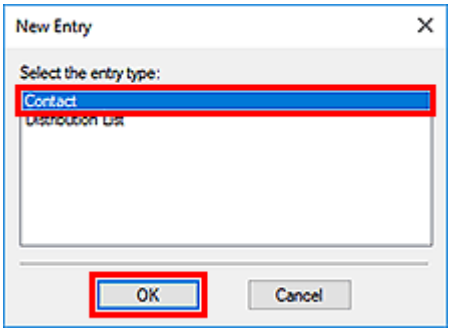
  - **Windows 7/Windows Vista:**

    Select **XXXX (user name)** from the **Start** menu, then double-click **Contacts**.

3. In the **Address Book** dialog box, click **New...**.



4. Select **Contact** in the **New Entry** dialog box, then click **OK**.

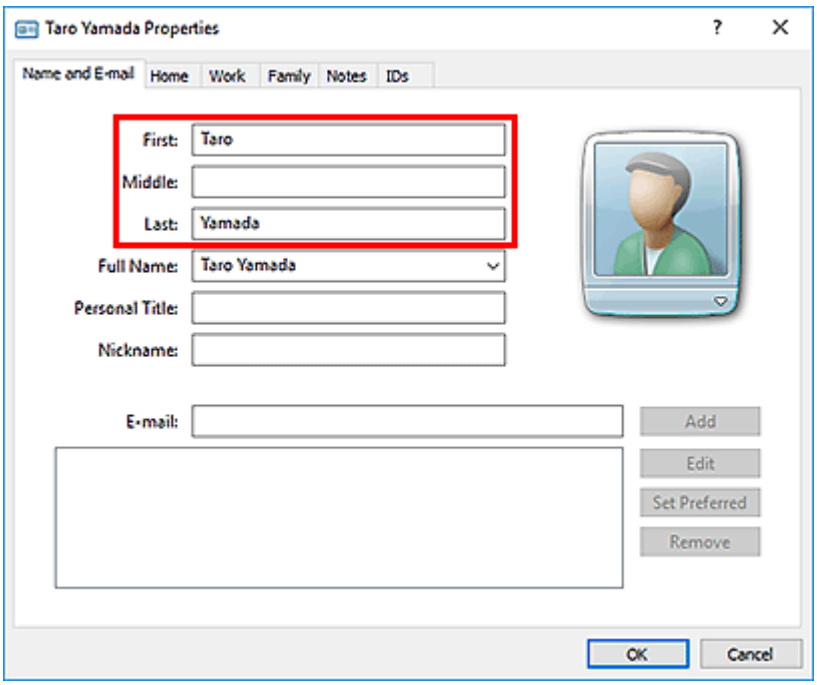


Note

- For faxing, you can only specify the **Contact** (one recipient). You cannot specify a **Distribution List**.

5. On **Name and E-mail** tab of Properties dialog box, enter **First** and **Last**.

The recipient's name will be printed at the top of the fax received by the recipient.

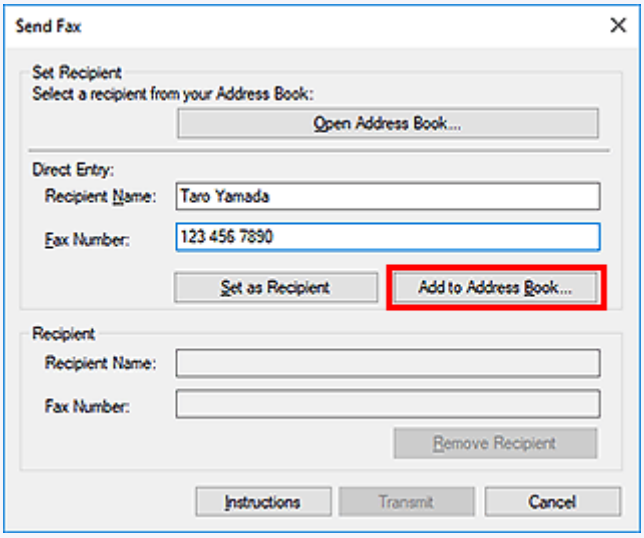


6. Enter the fax number on the **Home** or **Work** tab, then click **OK**.

An individual recipient (Contact) is registered in the address book.

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.



- Add the outside line access number before the fax number as needed.

  (Example: When the outside line access number is "0" and the fax number is "XXX-XXXX", enter "0XXX-XXXX".)

- 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. Select **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. From the **Start** menu, select **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.

Related Topic

- Edit or Remove a Recipient from an Address Book (Fax Driver)
- Search for a Recipient in an Address Book (Fax Driver)

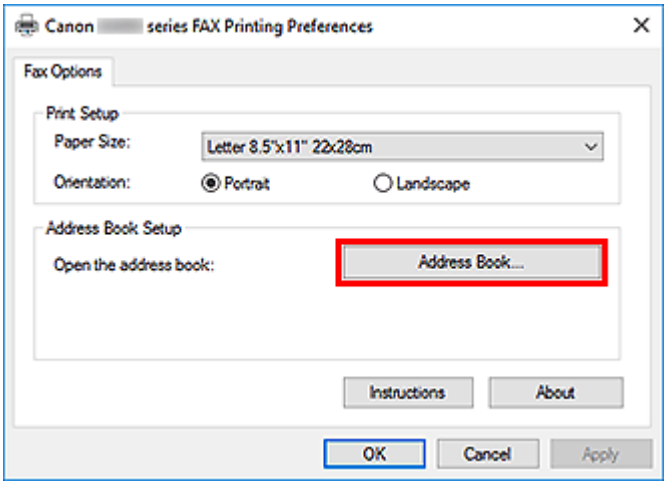
Edit or Remove a Recipient from an Address Book (Fax Driver)

You can change the recipients' names, fax numbers and other information, or delete recipients registered in the address book.

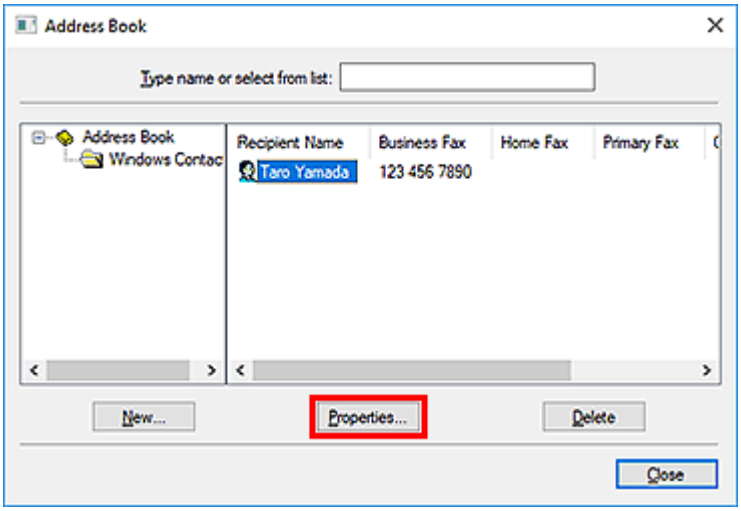
Editing Recipients in an address book

1. Open the print settings dialog box of the fax driver.

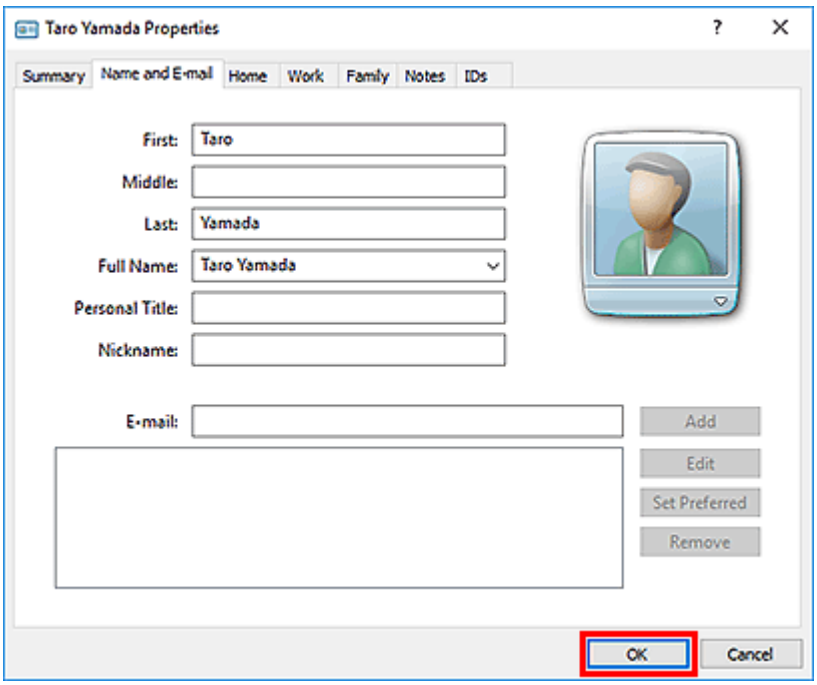
2. Click **Address Book...** in the displayed dialog box.



3. Select the recipient you want to edit from the **Address Book** dialog box, then click **Properties...**.



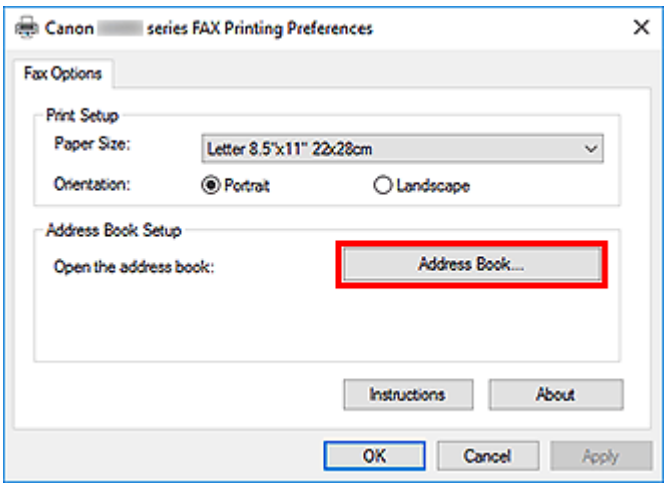
4. Change information as needed on the Properties dialog box, then click **OK**.



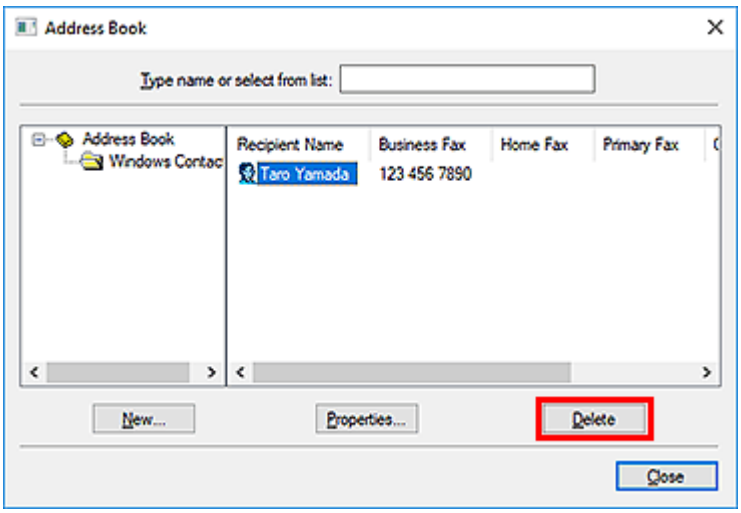
Removing Recipients from an address book

1. Open the print settings dialog box of the fax driver.

2. Click **Address Book...** in the displayed dialog box.



3. Select the recipient you want to delete from the **Address Book** dialog box, then click **Delete**.



4. When a confirmation message is displayed, click **Yes**.

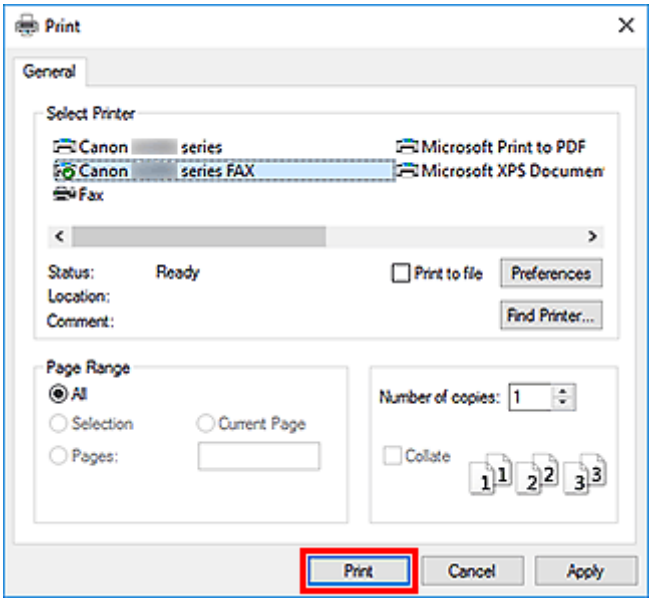
Search for a Recipient in an Address Book (Fax Driver)

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 Notepad), and then click the Print command. (The command is **Print...** on the **File** menu.)

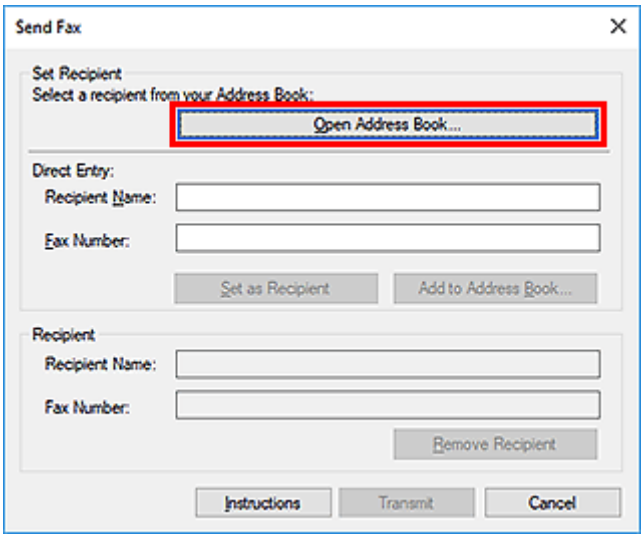
2. In **Select Printer** or **Name** in the **Print** dialog box, select **Canon XXX series FAX** (where "XXX" is the model name).

3. Click **Print** or **OK**.



* **Print** dialog box in Notepad

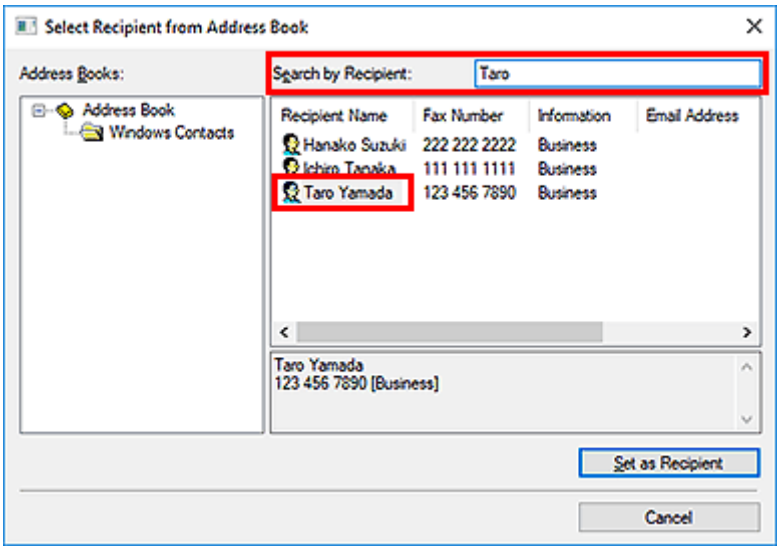
4. Click **Open Address Book...** in **Set Recipient** in the **Send Fax** dialog box.



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.

   While the name is selected, click **Set as Recipient** to enter it as the recipient.



Important

- You cannot search by criteria other than name.

Cannot Send Faxes from Computer

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.

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.

Important

- Confirm that all lamps on the operation panel are off before unplugging the power cord, then unplug the power cord.

  If a power failure occurs or you unplug the power cord, all faxes stored in the machine's memory are deleted.

Note

- If the faxes stored in the machine's memory are deleted by a power failure or unplugging the power cord, the list of the faxes deleted from the machine's memory will be printed after turning the machine on.

Check 2 Is a document being sent from memory or a fax being received into memory?

When the message for the transmission/reception is displayed on the machine's LCD (Liquid Crystal Display) monitor, a fax is being sent from/received into machine's memory. Wait until the transmission/reception is complete.

Check 3 Is the telephone line type set correctly?

Check the telephone line type setting and change it as necessary.

Check 4 Is **Dial tone detect** set to **ON**?

Resend the fax after a while.

If you still cannot send the fax, select **OFF** for **Dial tone detect** in **Advanced FAX settings** under **FAX settings**.

Check 5 Is the recipient's fax number correct?

Check the recipient's fax number, then send the document again.

➡ Sending a FAX (Fax Driver)

Note

- For details on how to change the recipients registered in the address book, see "Edit or Remove a Recipient from an Address Book (Fax Driver)."

Check 6 Does an error occur during transmission?

Check if a message is displayed in the computer screen.

If displayed, check the message, then resolve the error.

Check 7 Does a printer error occur?

Check if a message is displayed on the LCD monitor.

If a support code is displayed, see "Support Code List" for your model from Home of the Online Manual.

If no support code is displayed, see "A Message Is Displayed" for your model from Home of the Online Manual.

If you are in a hurry, press the **Stop** button to close the message, then send the fax.

Check 8 Is the telephone line connected correctly?

Reconnect the telephone line cable to the telephone line jack.

If the telephone line is connected correctly, then there is a problem with your telephone line. Contact your telephone company and the manufacturer of your terminal adapter or telephone adapter.

How to Open the Setting Screen of the Fax Driver

The following explains how to display the print settings dialog box or the Properties dialog box of the fax driver from your application or from the fax/printer icon.

Opening the Print Settings Dialog Box of the Fax Driver from an Application

1. Click the Print command in the application.

   In general, you can open the **Print** dialog box by selecting Print from the File menu.

2. Select "your model name," then click **Preferences** (or **Properties**).

   The print settings dialog box of the fax driver appears.

Opening the Print Settings Dialog Box of the Fax Driver from the Fax/ Printer Icon

- **Windows 10/Windows 8.1/Windows 8/Windows 7:**

  1. Select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.

  2. Right-click the **Canon XXX series** icon or **Canon XXX series FAX** icon and select **Printing Preferences**, then **Canon XXX series FAX**. (Where "XXX" is the model name.)

- **Windows Vista:**

  1. Select **Control Panel** > **Hardware and Sound** > **Printers**.

  2. Right-click the **Canon XXX series FAX** icon (where "XXX" is the model name) and select **Printing Preferences...**.

Opening the Properties Dialog Box of the Fax Driver from the Fax/ Printer Icon

- **Windows 10/Windows 8.1/Windows 8/Windows 7:**

  1. Select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.

  2. Right-click the **Canon XXX series** icon or **Canon XXX series FAX** icon and select **Printer Properties**, then **Canon XXX series FAX**. (Where "XXX" is the model name.)

- **Windows Vista:**

  1. Select **Control Panel** > **Hardware and Sound** > **Printers**.

  2. Right-click the **Canon XXX series FAX** icon (where "XXX" is the model name) and select **Properties**.

General Notes (Fax Driver)

This fax driver is subject to the following restrictions.

Keep the following points in mind when using the fax driver.

- The fax driver may not work correctly when sending a Microsoft Excel 2002 document as a fax with the **Allow A4/Letter Paper Resizing** option checked in Microsoft Excel 2002. 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.

- When using a network compatible printer, you cannot send faxes from multiple computers at the same time. If you try to send a fax from a computer while a fax is being sent from another computer, a message appears and your fax cannot be sent.

  Make sure that a fax is not being sent from another computer.

- If you assign the fax driver to the Bluetooth port, you cannot send a fax from the computer.
- You can use the following characters for **Fax Number**:

Character	Explanation
0 - 9 * #	For use in telephone and fax numbers.
, p	To place a pause between numbers.
P	To place a pause at the end of a sequence of numbers.
T	Numbers after the T will be sent as a tone signal.
+ - ( ), space	To make the number easier to read. You cannot insert a space at the front of a number.

  *You cannot use ".", "R", "M", or "E".

- You can enter the following number of characters in **Recipient Name** and **Fax Number**.

  Recipient Name: Up to 16 characters

  Fax Number: Up to 60 characters

  * The number of characters you can enter differs in some regions.

- The fax driver does not work correctly if you uncheck the **Enable printer pooling** option on the **Ports** tab of the **Canon XXX series FAX Properties** dialog box (where "XXX" is the model name). Check that the option is checked.

For details on how to open the **Canon XXX series FAX Properties** dialog box, see "Opening the Properties Dialog Box of the Fax Driver from the Fax/Printer Icon."

Sending Faxes from Computer (Mac OS)

- Sending Faxes Using AirPrint
- General Notes (Fax Transmission Using AirPrint)

Sending Faxes Using AirPrint

You can send faxes from a printer using AirPrint.

To send faxes, add your printer to your computer.

Checking Environment

First, check your environment.

- **AirPrint operation environment**

  A computer running Mac OS.

  Note

  - For supported operating system versions, click Home to return to the top page of the Online Manual for your model and search for "Specifications."

- **Requirement**

  The computer and your printer must be connected correctly.

Adding Printer to Computer

1. Open **System Preferences** and select **Printers & Scanners** (**Print & Scan**).
2. Click **+** to display printer list.
3. Select printer model name with **Bonjour Multifunction** displayed.

   Note

   - If the printer does not appear, check the following.
     - The printer is turned on.
     - The firewall function of the security software is off.
     - The printer is connected to the access point or directly connected to the computer.
   - If using the printer with USB connection, select **USB Multifunction**.

4. Select **Secure AirPrint** or **AirPrint** from **Use**.
5. Click **Add**.

Sending Fax

Note

- Only black and white transmission is supported.

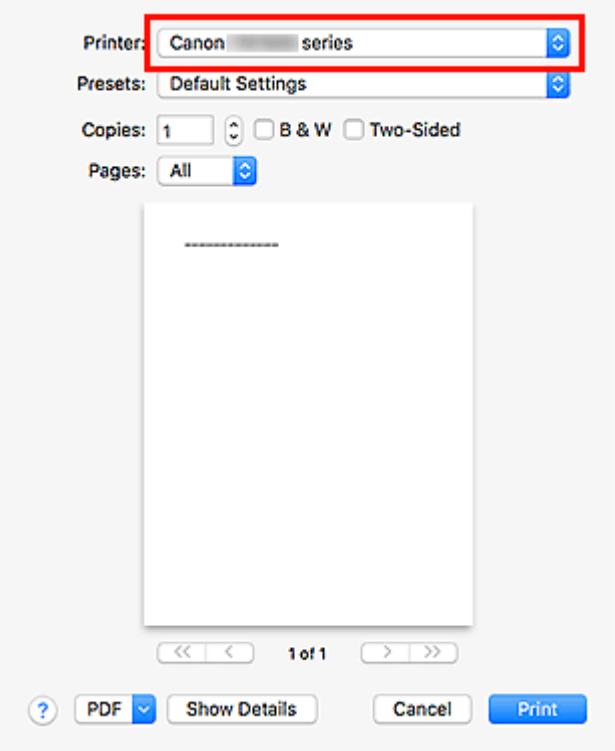
1. Make sure printer is on.

2. In application, open document to fax.

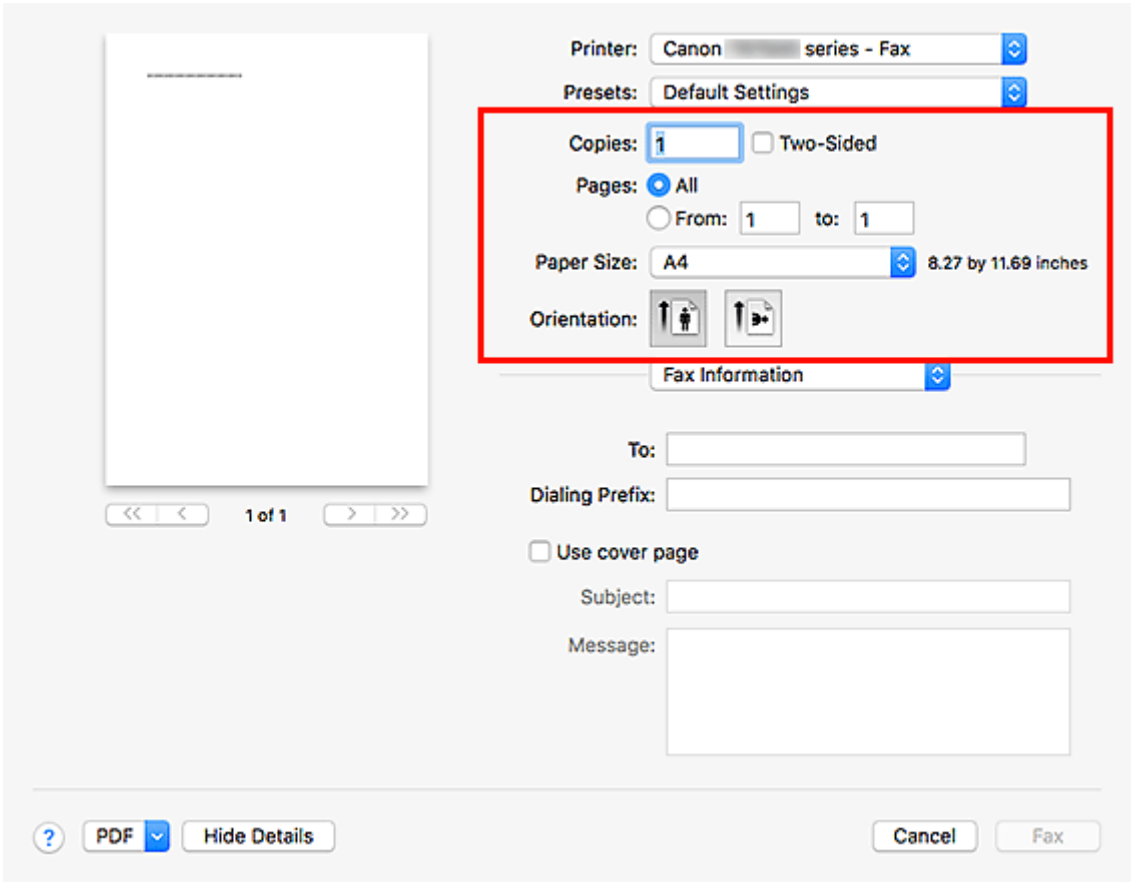
3. Open Print dialog.

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

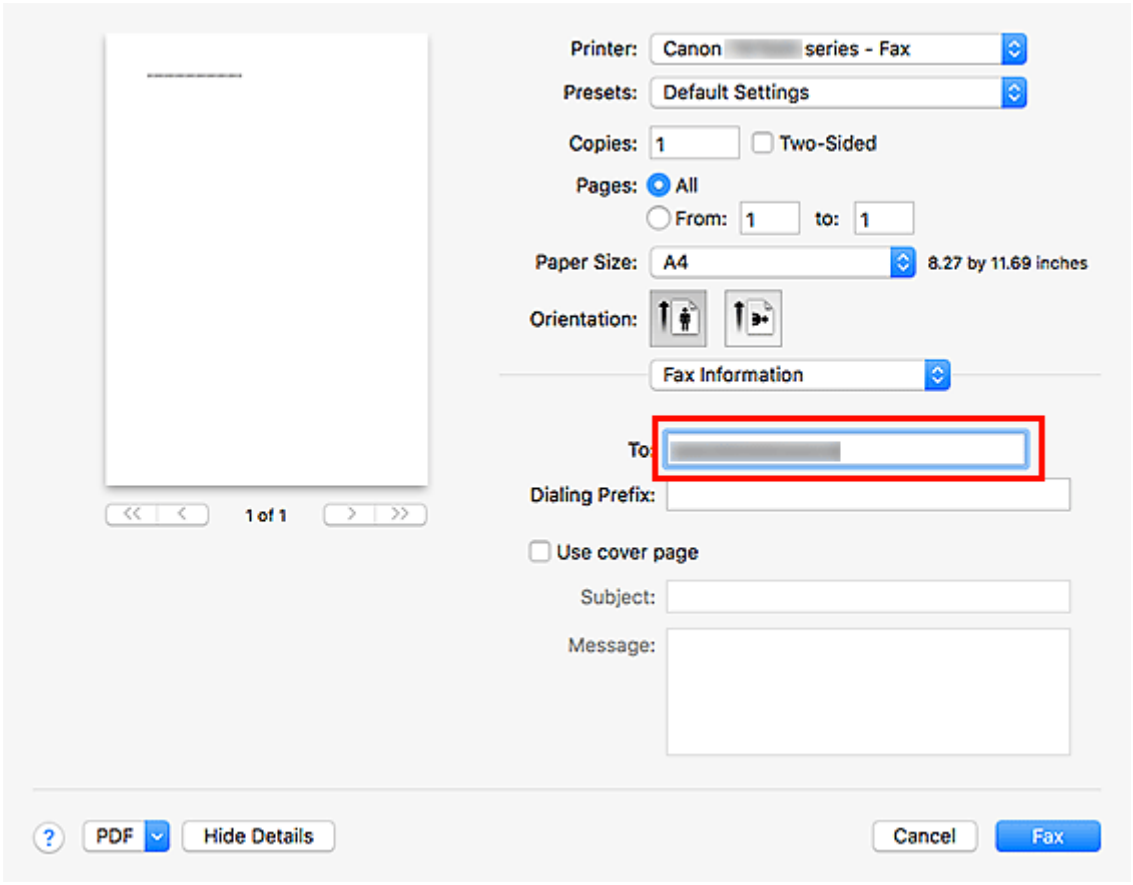
4. Select **Canon XXX series - Fax** (where "XXX" is the model name) from **Printer** list.



5. Specify fax paper settings as needed.



6. Enter fax/telephone numbers in **To**.



If you specify a dialing prefix, enter the code in **Dialing Prefix** and specify the cover page settings as needed.

7. Click **Fax**.

   The number is dialed automatically and the fax is sent.

   Note

   - To cancel sending the fax, press the printer's **Stop** button.

Automatic Redialing

If the fax could not be sent (for example, when the recipient was busy), the number is redialed automatically according to the automatic redialing setting of the printer.

You can enable or disable automatic redialing. If you enable automatic redialing, you can specify the maximum number of redial attempts and the length of time the printer waits between redial attempts.

Note

- To cancel automatic redialing, wait until redialing starts, and then press the printer's **Stop** button.
- For more details, click Home to return to the top page of the Online Manual for your model and search for "FAX settings."

General Notes (Fax Transmission Using AirPrint)

Sending faxes is subject to the following restrictions.

- Enter the characters in **To** and **Dialing Prefix** so that the total number of characters is within 40 characters.
- You can use the following characters for **To**:

Character	Explanation
0 - 9 * #	For use in telephone and fax numbers.
+ space	To make the number easier to read. You cannot insert a space at the front of a number.

- You can use the following characters for **Dialing Prefix**:

Character	Explanation
0 - 9 * #	For use in telephone and fax numbers.
p	To place a pause between numbers.
T	Numbers after the T will be sent as a tone signal.
+ space	To make the number easier to read. You cannot insert a space at the front of a number.

Receiving Faxes

- Receiving Faxes
- Changing Paper Settings
- Memory Reception

Receiving Faxes

This section describes the preparation necessary for receiving a fax and how to receive a fax.

Preparing for Receiving a Fax

Prepare for receiving a fax according to the following procedure.

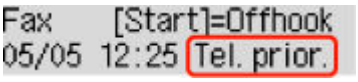
1. Check that printer is turned on.

2. Press the **FAX** button.

   The Fax standby screen is displayed.

3. Make sure of the receive mode setting.

   Make sure of the receive mode setting displayed on the Fax standby screen.

   Note

   - For details on how to change the receive mode:

     ➡ Setting Receive Mode

4. Load paper.

   Load the sheets of plain paper.

5. Specify the paper settings as necessary.

   ➡ Changing Paper Settings

   This completes the preparation for receiving fax.

   When a fax is received, it is printed on the loaded paper automatically.

Receiving a Fax

Depending on the selected receive mode, the receive operation varies.

Note

- For details on the receive mode:

  ➡ Setting Receive Mode

- You can specify the advanced settings of each receive mode.

  For details on the advanced settings of the receive mode:

  ➡ Advanced Settings of Receive Mode

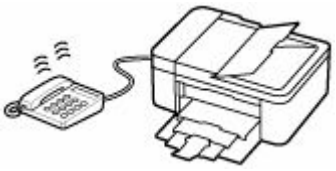
- If the printer was not able to print a received fax, the printer stores the unprinted fax temporarily in its memory.

  ➡ Memory Reception

When Tel. priority mode is selected:

- **When the call is a fax:**

  The telephone will ring when a call incomes.



  Pick up the handset. If you hear the fax tone, wait for at least 5 seconds after it stops, then hang up the handset.



  The printer will receive the fax.



Note

- If the printer will not switch to fax reception, press the **FAX** button, then the **Color** or **Black** button to receive the fax.
- To receive a fax without picking up the handset, set **Manual/auto switch** of the advanced setting to **ON**. **RX start time** allows you to specify the number of seconds until the printer switches to fax reception.
- If you have subscribed to Duplex Ringing service in Hong Kong, the telephone will ring a specified number of times when there is an incoming call with a fax distinctive ring pattern. Then, the printer will switch to fax reception automatically without the handset being picked up.

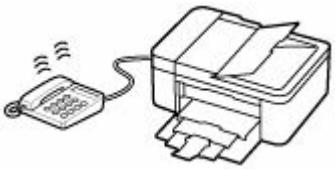
  The number of times to ring the telephone until switching to fax reception can be changed.
- Set the printer to enable you to initiate fax reception from a connected telephone (remote reception).

  ➡ Remote Reception
- **When the answering machine is connected to the printer:**
  - If the answering machine is set to the answering mode, set **User-friendly RX** of the advanced setting to **ON**. If the call is a fax, the printer will receive the fax automatically.

- If the answering mode is turned off on the answering machine, pick up the handset. If you hear the fax tone, wait for at least 5 seconds after it stops, then hang up the handset.
- If **Manual/auto switch** of the advanced setting is set to **ON**, set **RX start time** to longer than the time before the answering machine starts playing the answering message. After making this setting, we recommend that you call the answering machine using a mobile phone, etc. to confirm that messages are recorded successfully in the answering machine.
- Set your answering machine to answering mode and adjust it as follows:
  - The entire message should be no longer than 15 seconds.
  - In the message, tell your callers how to send a fax.

- **When the call is a voice call:**

  The telephone will ring when a call incomes.



  Pick up the handset, and talk on the telephone.



Note

- If the printer unexpectedly switches to fax reception during telephone calls, set **User-friendly RX** of the advanced setting to **OFF**.
- If **Manual/auto switch** of the advanced setting is set to **ON**, you must answer an incoming call by picking up the handset within the time specified in **RX start time**. Otherwise the printer will switch to fax reception.

When Fax only mode is selected:

- **When the call is a fax:**

  The printer will receive the fax automatically.



Note

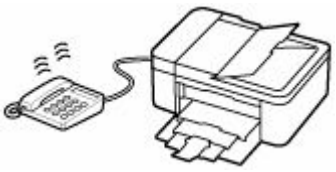
- If a telephone is connected to the printer, the telephone will ring when a call incomes.

- You can change the number of times to ring the telephone with **Incoming ring** of the advanced setting.

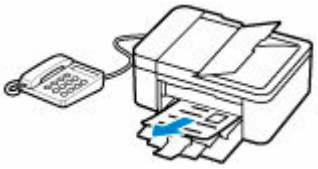
When DRPD or Network switch is selected:

- **When the call is a fax:**

  The telephone will ring when a call incomes.



  The printer will receive the fax automatically when the fax ring pattern is detected.



Note

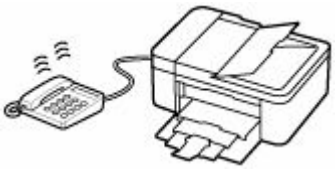
- You can change the number of times to ring the telephone.

  ➡ Advanced Settings of Receive Mode

- **When the call is a voice call:**

  The telephone will ring when a call incomes.

  When the printer does not detect the fax ring pattern, the telephone will continue ringing.



  Pick up the handset, and talk on the telephone.



Note

- To use this feature, you need to subscribe to a compatible service provided by your telephone company.
- **For DRPD**

  You need to select the appropriate ring pattern on the printer.

  ➡ Setting the DRPD Ring Pattern (US and Canada only)

- **For Network switch**

  The name of this service varies depending on the country or region of purchase. This setting may not be also available depending on the country or region of purchase.

Changing Paper Settings

This printer prints received faxes to paper loaded in the printer beforehand. You can use the operation panel to change the paper settings for printing faxes. Make sure that the settings are appropriate for the loaded paper.

Important

- If the size of loaded paper is different from that specified in the paper size setting, **Check page size Press [OK]** are displayed on the LCD. In this case, load the same size of paper as that specified in the paper size setting, then press the **OK** button.

  You can also press the **Stop** button to close the message and print the stored documents in the printer's memory later.

  ➡ Printing Document in Printer's Memory

- If no paper is loaded, or paper has run out while printing is in progress, the error message for no paper is displayed on the LCD. In this case, load paper and press the **OK** button.

  You can also press the **Stop** button to close the message and print the stored documents in the printer's memory later.

  ➡ Printing Document in Printer's Memory

Note

- If the sender sends a document that is larger than Letter-size or Legal-size, such as 11 x 17 inches, the sender's printer may send the fax automatically reduced in size or divided, or send only a part of the original.

1. Check that printer is turned on.
2. Press the **FAX** button.

   The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
4. Select **Fax paper settings**, then press the **OK** button.
5. Select a setting item, then press the **OK** button.
6. Specify the settings.

   Use the ◄► button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

   The LCD returns to the Fax standby screen when all the settings are complete or when pressing the **FAX** button.

Note

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

Page size

Select the page size from **A4**, **Letter**, or **Legal**.

Note

- Some of page sizes are not available depending on the country or region of purchase.

Media type

The paper type is set to **Plain paper**.

2-sided

Select whether to perform two-sided printing when printing faxes, reports, or lists.

Memory Reception

If the printer was not able to print the received fax, the received fax is stored in the printer's memory. The **FAX Memory** lamp is lit and **Fax saved in memory** is displayed at the Fax standby screen.

Important

- If you unplug the power cord, all faxes stored in the printer's memory are deleted. The next time you turn the printer on, press the **OK** button after a confirmation screen is displayed. The list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed.

If the printer receives a fax under one of the following conditions, the received fax will be automatically stored in the printer's memory.

- **The printer is set to store received faxes in its memory:**

  When **Do not print** is selected for **Received documents** in **Auto print settings** under **Fax settings**, the received faxes are stored in the printer's memory.

  You can print the faxes stored in the printer's memory from **Memory reference** in the **Fax menu** screen.

  ➡ Printing Document in Printer's Memory

  ### Note

  - To print the received faxes automatically, select **Print** for **Received documents** in **Auto print settings** under **Fax settings**.

    ➡ Auto print settings

- **An error has occurred on the printer:**

  If you select **Print** for **Received documents** in **Auto print settings** under **Fax settings**, a received fax will be printed automatically. However, if any of the following errors occurs, the received fax will not be printed. It will instead be stored in the printer's memory.

  When the error is resolved, the fax stored in the printer's memory is printed automatically.

  - The amount of remaining ink is insufficient to print a fax:

    Replace the FINE cartridge.

    ➡ Replacing a FINE Cartridge

    ### Note

    - You can set the printer to forcibly print a received fax even if the ink has run out.

      Set **Print when no ink** in **Auto print settings** under **Fax settings** to **Print**.

      However, part or all of the fax may not be printed since the ink has run out.

      Also, the contents of the fax will not be stored in the printer's memory.

      If the ink has already run out, we recommend that **Do not print** be selected for **Received documents** in **Auto print settings** under **Fax settings** to store the received fax in the printer's memory. After you replace the FINE cartridge and select **Print** for **Received documents** in **Auto print settings**, the fax stored in the printer's memory will be printed automatically.

➡ Auto print settings

- Paper has run out:

  Load the paper and press the **OK** button.

- A different size of paper from that specified by **Page size** in **Fax paper settings** is loaded:

  Load the same size of paper as that specified by **Page size** in **Fax paper settings**, and then press the **OK** button.

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

  To resume printing of the fax, display the Fax standby screen by pressing the **FAX** button again.

Note

- The printer can store up to max. 50 pages* (max. 30 documents) of faxes in the printer's memory.

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

- If the printer's memory becomes full during memory reception, only pages which already have been received are stored in the memory. Print the received faxes stored in the printer's memory, and then delete them from the printer's memory and have the sender resend the faxes.

  ➡ Document Stored in Printer's Memory

Other Useful Fax Functions

- Document Stored in Printer's Memory

Document Stored in Printer's Memory

If the sending faxes is not complete or the printer was not able to print the received faxes, these faxes are stored in the printer's memory.

If an error occurred during a fax transmission, the document is not stored in the printer's memory.

In the following cases, the printer is not able to print the received fax and will automatically store the fax in its memory.

- The amount of remaining ink is insufficient to print a fax.
- Paper has run out.
- A different size of paper from that specified by **Page size** in **Fax paper settings** is loaded.
- **Do not print** is selected for **Received documents** in **Auto print settings** under **Fax settings**.
- You pressed the **Stop** button to cancel printing of a received fax.

Important

- If you unplug the power cord of the printer, all faxes stored in the printer's memory are deleted.

  For details on how to unplug the power cord, refer to Unplugging the Printer.

You can print or delete the faxes stored in the printer's memory.

- To print a document in the printer's memory:

  ➡ Printing Document in Printer's Memory

- To delete a document in the printer's memory:

  ➡ Deleting Document in Printer's Memory

Note

- When confirming, printing, or deleting a document stored in the printer's memory, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

  For details on how to print MEMORY LIST, see Printing Document in Printer's Memory.

Printing Document in Printer's Memory

You can print a specified document in the printer's memory or print all the received documents in its memory at a time.

When printing a specified document, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

1. Check that printer is turned on.
2. Load paper.
3. Press the **FAX** button.

   The Fax standby screen is displayed.
4. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
5. Select **Memory reference**, then press the **OK** button.

   Note

   - If no document is stored in the printer's memory, **No documents in memory** is displayed on the LCD.
6. Select a print menu, then press the **OK** button.

   Print memory list

   You can print a list of the documents in the printer's memory (MEMORY LIST).

   MEMORY LIST shows the transaction number of the unsent or unprinted fax (TX/RX NO.), transaction mode, recipient's number, and the date and time of the transaction.

   A transaction number from "0001" to "4999" on MEMORY LIST indicates a document being sent. A transaction number from "5001" to "9999" on MEMORY LIST indicates a document being received.

   Print specified doc.

   You can specify the document and print it.

   If you select this menu, the document selection screen is displayed.

   Note

   - A transaction number from "0001" to "4999" indicates a document being sent. A transaction number from "5001" to "9999" indicates a document being received.
   - Each mark before the transaction number indicates the following:

     No mark: Indicates a black and white document.

     ★: Indicates a color document.

: Indicates the document during transmission.

: Indicates the document sent with sequential broadcasting.

- By pressing the # button or the **Tone** button, the transaction number displayed on the LCD is switched to transaction time or fax/telephone number.

Specify the document and print it following the procedure below.

1. Select the transaction number (TX/RX no.) of the document you want to print, then press the **OK** button.
2. Select whether to print only the first page of the document, then press the **OK** button.
   - If you select **Yes**:

     Only the first page of the document will be printed.

     The document is still stored in the printer's memory.
   - If you select **No**:

     All pages of the document will be printed.

     The screen to confirm whether to delete the printed document in the printer's memory is displayed.

     If you select **Yes** and press the **OK** button, the printed document in the printer's memory is deleted.

Note

- If there is not the specified document in the printer's memory, **No document** is displayed, and the printer returns to the previous screen.
- To return to the Fax standby screen, press the **Stop** button.

Print all RX docs

If you select this menu, the confirmation screen is displayed.

You can print all the received documents in the printer's memory.

If you select **Yes** and press the **OK** button, all the documents in the printer's memory will be printed.

Each time a document is printed, the screen to confirm whether to delete the printed document in the printer's memory is displayed.

If you select **Yes** and press the **OK** button, the printed document in the printer's memory is deleted.

Deleting Document in Printer's Memory

You can delete a specified document in the printer's memory or delete all the documents in its memory at a time.

Note

- When deleting a specified document, you specify it by its transaction number (**TX/RX no.**). If you do not know the transaction number for your target document, print the list of documents (MEMORY LIST) first.

  Printing Document in Printer's Memory

1. Check that printer is turned on.
2. Press the **FAX** button.

   The Fax standby screen is displayed.
3. Press the **Menu/Wireless connect** button.

   The **Fax menu** screen is displayed.
4. Select **Memory reference**, then press the **OK** button.

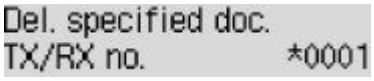
   Note

   - If no document is stored in the printer's memory, **No documents in memory** is displayed on the LCD.
5. Select a delete menu, then press the **OK** button.

   Del. specified doc.

   You can specify the document and delete it.

   If you select this menu, the document selection screen is displayed.

   Note

   - A transaction number from "0001" to "4999" indicates a document being sent. A transaction number from "5001" to "9999" indicates a document being received.
   - Each mark before the transaction number indicates the following:

     No mark: Indicates a black and white document.

     *: Indicates a color document.

     #: Indicates the document during transmission.

     &: Indicates the document sent with sequential broadcasting.

- By pressing the # button or the **Tone** button, the transaction number displayed on the LCD is switched to transaction time or fax/telephone number.

Specify the document and delete it following the procedure below.

1. Select the transaction number (**TX/RX no.**) of the document you want to delete, then press the **OK** button.

   The confirmation screen is displayed.

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

   The specified document will be deleted from printer's memory.

   Note

   - To return to the Fax standby screen, press the **Stop** button.

Delete all docs

If you select this menu, the confirmation screen is displayed.

You can delete all the documents in the printer's memory.

If you select **Yes** and press the **OK** button, all the documents in the printer's memory will be deleted.

Frequently Asked Questions



Error

- List of Support Codes for Printer Errors
- When Error Occurred
- Message Is Displayed
- Four-Digit Alphanumeric Code Is Displayed on LCD



Network

- Manually Solved Network Troubles
- Cannot Find Printer on Network (Windows/macOS)
- Switching Printer's Connection to Network or Terminal Devices
- Connecting with Wireless Direct
- Printing Network Settings
- Checking Status Code
- Network Key (Password) Unknown

For other questions about network, click here.



Print

- Printer Does Not Print
- Printouts Are Blank/Blurry or Fuzzy/Inaccurate or Bleeding Colors/Streaks or Lines
- Printout (Copy) Results Are Unsatisfactory
- What to Do When Paper Is Jammed
- Cannot Print Using AirPrint



Installation

- Failed to MP Drivers (Printer Driver) Installation (Windows)
- Updating MP Drivers (Printer Driver) in Network Environment (Windows)
- Cannot Proceed Beyond Printer Connection Screen (Cannot Find Printer Connected via USB)
- Searching Printer by IP Address or Host Name During Setup



Fax

- Cannot Send a Fax
- Cannot Print a Fax/"Fax received. Saved in memory." Appears
- Cannot Receive a Fax/Cannot Receive a Color Fax
- FAX Setup Guide

Solve Problems

Printer Does Not Work

- Printer Does Not Turn On
- Printer Turns Off Unexpectedly or Repeatedly
- Wrong Language Appears in LCD
- LCD Is Off
- USB Connection Problems

- Printer Does Not Print
- Printing (Copying) Stops
- Cannot Print Using AirPrint
- Cannot Find Printer on Network (Windows/macOS)
- Ink Does Not Come Out
- What to Do When Paper Is Jammed
- Printer Does Not Pick Up or Feed the Paper/"No Paper" Error
- Automatic Duplex Printing Problems
- Printout (Copy) Results Are Unsatisfactory
- Scanning Problems (Windows)
- Scanning Problems (macOS)
- Scan Results Are Unsatisfactory (Windows)
- Scan Results Are Unsatisfactory (macOS)
- Cannot Print (Scan) from Smartphone/Tablet
- Cannot Send a Fax
- Cannot Print a Fax/"Fax received. Saved in memory." Appears
- Cannot Receive a Fax/Cannot Receive a Color Fax
- Cannot Dial
- Telephone Disconnects During a Call

Cannot Set Correctly (Network)

- Cannot Find Printer on Network (Windows/macOS)
- Manually Solved Network Troubles
- Network Key (Password) Unknown
- Cannot Remember Printer's Administrator Password
- Printer Cannot Be Used After Replacing Wireless Router or Changed Router Settings
- Message Appears on Computer During Setup
- Checking Network Information of Printer
- Restoring Printer's LAN Settings to Defaults

Cannot Set Correctly (Installation)

- Failed to MP Drivers (Printer Driver) Installation (Windows)
- Updating MP Drivers (Printer Driver) in Network Environment (Windows)

Error or Message Appears

- When Error Occurred
- Message Is Displayed
- Message for Faxing Is Displayed on Fax Standby Screen
- Four-Digit Alphanumeric Code Is Displayed on LCD
- List of Support Codes for Printer Errors
- IJ Scan Utility Error Messages (Windows)
- IJ Scan Utility Lite Error Messages (macOS)
- ScanGear (Scanner Driver) Error Messages (Windows)

Operation Problems

- Network Communication Problems
- Printing Problems

- Problems While Printing (Scanning) from Smartphone/Tablet
- Scanning Problems (Windows)
- Scanning Problems (macOS)
- Faxing Problems
- Mechanical Problems
- Installation and Download Problems
- Errors and Messages
- If You Cannot Solve a Problem

Network FAQ

Here are frequently asked questions on network. Select a connection method you are using, or you want to use.



Wireless LAN



Wireless Direct

Wireless LAN

Cannot Find Printer

- Cannot Find Printer on Network (Windows/macOS)
- Cannot Proceed Beyond Printer Connection Screen (Cannot Find Printer Connected via USB)
- Searching Printer by IP Address or Host Name During Setup
- Detect Same Printer Name
- Switching Printer's Connection to Network or Terminal Devices

Cannot Print or Connect

- Manually Solved Network Troubles
- Printer Cannot Be Used After Replacing Wireless Router or Changed Router Settings
- Connecting Printer and Wireless Router Using Easy Wireless (Easy WL) Connect
- Cannot Connect Smartphone/Tablet to Wireless Router
- Switching Printer's Connection to Network or Terminal Devices
- Cannot Find Printer on Network (Windows/macOS)

LAN Setting Tips/Changing LAN Settings

- Network Key (Password) Unknown
- Cannot Remember Printer's Administrator Password
- Checking Network Information of Printer
- Restoring Printer's LAN Settings to Defaults
- Checking Wireless Router SSID/Key
- Checking Wireless Router Network Name (SSID) for Smartphone/Tablet
- Privacy Separator/SSID Separator/Network Separation Function
- Default Network Settings
- Printing Network Settings
- Switching Printer's Connection to Network or Terminal Devices
- Checking Status Code

Printing/Scanning from Smartphone/Tablet

- Connecting Printer and Wireless Router Using Easy Wireless (Easy WL) Connect
- Cannot Connect Smartphone/Tablet to Wireless Router
- Checking Wireless Router Network Name (SSID) for Smartphone/Tablet
- Setting Up Using Smartphone/Tablet

- Cannot Print (Scan) from Smartphone/Tablet
- Downloading Canon PRINT Inkjet/SELPHY

Problems while Using Printer

- Message Appears on Computer During Setup
- Cannot Find Printer on Network (Windows/macOS)
- No Ink Level Appears in Printer Status Monitor (Windows)

Wireless Direct

Cannot Print or Connect

- Manually Solved Network Troubles
- Cannot Find Printer on Network (Windows/macOS)

LAN Setting Tips/Changing LAN Settings

- Network Key (Password) Unknown
- Cannot Remember Printer's Administrator Password
- Checking Network Information of Printer
- Restoring Printer's LAN Settings to Defaults
- Default Network Settings
- Switching Printer's Connection to Network or Terminal Devices
- Printing Network Settings
- Checking Status Code

Printing/Scanning from Smartphone/Tablet

- Cannot Print (Scan) from Smartphone/Tablet
- Downloading Canon PRINT Inkjet/SELPHY

Problems while Using Printer

- Message Appears on Computer During Setup
- Cannot Find Printer on Network (Windows/macOS)
- No Ink Level Appears in Printer Status Monitor (Windows)

Network Communication Problems

- Cannot Find Printer on Network (Windows/macOS)
- Wireless Router Problems
- Printer Settings/Smartphone/Tablet Troubles for Network

Cannot Find Printer on Network (Windows/macOS)

- Cannot Find Printer on Network

Cannot Find Printer on Network

In the following cases, set up the printer again.

- When you buy a new computer or wireless router
- When you change the settings on your wireless router
- When the connection method (Wi-Fi / USB) of the printer is changed
- When you forget the administrator password of the printer

  From the **Setup menu** screen, select **Device settings** > **Reset setting** > **All data** to reset the administrator password to the default setting, and then redo setup.

  ➡ Reset setting

For more on the setup procedure, click here.

In Other Cases Than Above:

If the printer suddenly stops working, even though you have not changed the settings of the device or network to which it is connected, or if you cannot find the printer during the setup process, check and solve the problem, using Wi-Fi Connection Assistant. After the condition improves, redo the setup of the printer.

Wi-Fi Connection Assistant is a powerful solution tool for network problems.

Step1 Check Basic Items for Network.

Step2 Solve Problems, Using Wi-Fi Connection Assistant.

Step3 If the Solution Tool Does not Solve the Problem.

Step1 : Check Basic Items for Network.

Check1 Check power status.

Check your printer and the network device (wireless router, etc.) are turned on.

If you are in the process of setting up, interrupt it and check if the wireless router (modem) is turned on and then check if the printer is turned on.

1. Check if network device such as router is turned on.

   If network devices are not turned on, turn on the power. If the network devices are on, turn them off and on again.

   It may take a while for the network device to become ready for use once they are turned on.

   Proceed once the network device such as router is ready for use.

2. Check if printer is turned on

   If printer is not turned on, turn on the power. If the printer is on, turn it off and on again.

Proceed once you complete checking the power status above.

Check2 Check PC network connection.

If your computer and network devices (wireless router, etc.) are fully configured, your computer is ready to connect to the network.

1. Check the settings of the network device (wireless router, etc.).

   Connect to the Internet and see if you can browse any web page. If you cannot view web pages on your computer, check wireless router network connection settings, such as IP address filtering, MAC address filtering, and DHCP function.

   To check the network name (SSID) of the wireless router the printer is connected to, print the network settings.

   ➡ Printing Network Settings

   Note

   - Depending on the wireless router, note that different network name (SSID) is assigned for a bandwidth (2.4 GHz or 5 GHz) or its usage (for PC or game machine), using alphanumeric characters at the end of network name (SSID).
   - For more on checking the settings of the wireless router, refer to the instruction manual supplied with the wireless router or contact the manufacturer.

   If you use an encryption key, specify it for the network name (SSID) you are using. For details, see Setting an Encryption Key.

2. Check PC network connection.

   For the procedures, refer to the instruction manual supplied with the computer, or contact the manufacturer.

Once you complete setting up the wireless router and your computer, configure the settings on your computer in order to view web pages, using the information of the wireless router.

Proceed once you complete checking the network connection above.

Check3 Check printer's Wi-Fi settings.

Make sure Wi-Fi icon is displayed on the LCD when **Setup** button is pressed.

Note

- When you press the **Setup** button, the icon is displayed only for a short time.

  Press the **Setup** button to display the icon again.

If Wi-Fi or Wi-Fi icon is not displayed:

The printer is not set to use Wi-Fi.

From the **Setup menu** screen, select **Device settings** > **LAN settings** > **Wi-Fi** > **Wi-Fi enab./disable** in this order and select **Enable**.

If Wi-Fi icon is displayed:

Wi-Fi icon indicates that the wireless router and the printer are not connected. Reconsider the locations of the wireless router and the printer. Also, revisit the location of the wireless router and printer at the next check.

Check4 Check location of wireless router.

Make sure the printer is not placed too far away from the wireless router.

The printer can be up 50 m (164 ft.) from the wireless router indoors if unobstructed. Make sure the printer is close enough to the wireless router to be used.

Place the printer and wireless router where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a Wi-Fi due to a wall, place the printer and the computer in the same room.

In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

Step2 : Solve Problems, Using Wi-Fi Connection Assistant.

Diagnose and repair the network connections using Wi-Fi Connection Assistant.

Download Wi-Fi Connection Assistant from the below page, and install it on your computer.

➡ Checking Printer Connection Status Using Wi-Fi Connection Assistant

Refer to below in regard to starting up Wi-Fi Connection Assistant.

- **For Windows:**

  ➡ Starting Up Wi-Fi Connection Assistant

- **For macOS:**

  ➡ Starting Up Wi-Fi Connection Assistant

Step3 : If the Solution Tool Does not Solve the Problem.

Check1 Make sure **Enable bidirectional support** is selected in **Ports** sheet of **Printer properties** dialog box. (Windows)

If not, select it to enable the bidirectional support.

Check2 Make sure security software's firewall is off.

If your security software's firewall is on, a message may appear warning you that Canon software is attempting to access the network. If this warning message appears, set security software to always allow access.

If you are using any programs that switch between network environments, check their settings. Some programs use a firewall by default.

Check3 If printer is connected to AirPort Base Station via LAN, make sure you use alphanumeric characters for network name (SSID). (macOS)

Check4 Solve network troubles manually.

See below.

- Manually Solved Network Troubles

Cannot Proceed Beyond Printer Connection Screen (Cannot Find Printer Connected via USB)

If you cannot proceed beyond the **Printer Connection** screen, check the following.

Check1 Make sure USB cable is securely plugged in to printer and computer.

Connect the printer and the computer using a USB cable as the illustration below. The USB port is located at the back of the printer.



Important

- Check the orientation of the "Type-B" connector and connect to the printer. For details, refer to the instruction manual supplied with the USB cable.

Check2 Follow procedure below to connect printer and computer again.

Important

- For macOS, make sure the lock icon is on the lower left of the **Printers & Scanners** screen.

  If the  icon (locked) is displayed, click the icon to unlock. (The administrator name and the password are necessary to unlock.)

1. Unplug USB cable from printer and computer and connect it again.
2. Make sure no printer operation is in progress and turn off.
3. Turn on printer.

Check3 Follow the steps below to install MP Drivers (Printer Driver) again.

1. Download the latest MP Drivers (Printer Driver).
2. Turn off printer.

3. Shut down computer.

   After shutting down, restart your computer and install the latest MP Drivers (Printer Driver) downloaded in step 1.

Wireless Router Problems

- **Network Key (Password) Unknown**
- **Printer Cannot Be Used After Replacing Wireless Router or Changed Router Settings**

Network Key (Password) Unknown

Use the Wi-Fi Connection Assistant to diagnose and repair network status.

Select the link below to download Wi-Fi Connection Assistant and install it.

➡ Checking Printer Connection Status Using Wi-Fi Connection Assistant

See below for starting up Wi-Fi Connection Assistant

- **For Windows:**

  ➡ Starting Up Wi-Fi Connection Assistant

- **For macOS:**

  ➡ Starting Up Wi-Fi Connection Assistant

If the problem persists after diagnosis and repair with Wi-Fi Connection Assistant, check the following items.

➡ WPA/WPA2 Key Set for Wireless Router Unknown, Cannot Connect
➡ Setting an Encryption Key

Q WPA/WPA2 Key Set for Wireless Router Unknown, Cannot Connect

A

For more on setting up a wireless router, see the instruction manual provided with the wireless router or contact its manufacturer. Make sure your computer can communicate with the wireless router.

Q Setting an Encryption Key

A

Select either WPA, WPA2, or WPA/WPA2.

Make sure your computer can communicate with the wireless router using the settings you have selected. For more on setting up a wireless router, see the instruction manual provided with the wireless router or contact its manufacturer.

- **Using WPA/WPA2 (Windows)**

  The authentication method, Wi-Fi password, and dynamic encryption type must be identical among the wireless router, the printer, and your computer.

  Enter the Wi-Fi password configured on the wireless router.

  Either TKIP (basic encryption) or AES (secure encryption) is selected automatically as the dynamic encryption method.

  For details, see If WPA/WPA2 Details Screen Appears.

Note

- This printer supports WPA/WPA2-PSK (WPA/WPA2-Personal) and WPA2-PSK (WPA2-Personal).

Printer Cannot Be Used After Replacing Wireless Router or Changed Router Settings

When you replace a wireless router, redo the network setup for the printer according to the replaced one.

Refer to Setup Guide to setup.

Note

- Wi-Fi Connection Assistant allows you to diagnose and repair the network status.

  Select the link below to download Wi-Fi Connection Assistant and install it.

  ➡ Checking Printer Connection Status Using Wi-Fi Connection Assistant

  See below for starting up Wi-Fi Connection Assistant.

  - **For Windows:**

    ➡ Starting Up Wi-Fi Connection Assistant

  - **For macOS:**

    ➡ Starting Up Wi-Fi Connection Assistant

If this does not solve the problem, see below.

➡ Cannot Communicate with Printer After Enabling MAC/IP Address Filtering or Encryption Key on Wireless Router

➡ With Encryption On, Cannot Communicate with Printer After Changing Encryption Type at Wireless Router

Cannot Communicate with Printer After Enabling MAC/IP Address Filtering or Encryption Key on Wireless Router

Check1 Check wireless router setting.

To check the wireless router setting, see the instruction manual provided with the wireless router or contact its manufacturer. Make sure the computer and the wireless router can communicate with each other under this setting.

Check2 If filtering MAC addresses or IP addresses at wireless router, check that MAC addresses or IP addresses for computer, network device, and printer are registered.

Check3 If using WPA/WPA2 key or a password, make sure encryption key for computer, network device, and printer matches key set for wireless router.

The length or format of the Wi-Fi password and authentication method must be identical among the wireless router, the printer, and your computer.

For details, see Setting an Encryption Key.

With Encryption On, Cannot Communicate with Printer After Changing Encryption Type at Wireless Router

If you change the encryption type for the printer and it subsequently cannot communicate with the computer, make sure the encryption type for the computer and the wireless router matches the type set for the printer.

- Cannot Communicate with Printer After Enabling MAC/IP Address Filtering or Encryption Key on Wireless Router

Printer Settings/Smartphone/Tablet Troubles for Network

- Manually Solved Network Troubles
- Checking Network Information of Printer
- Printing Network Settings
- Restoring Printer's LAN Settings to Defaults
- Default Network Settings
- Connecting with Wireless Direct

Manually Solved Network Troubles

- Cannot Find Printer on Network/Cannot Printing
- Cannot Connect to Printer through Wireless Direct

Cannot Find Printer on Network/Cannot Printing

Printing Out Network Settings Information:

Follow the procedure below to print out the network settings information.

Step1 Check that printer and wireless router are turned on.

Turn the wireless router back on.

Wait about five minutes and then turn the printer back on.

Step2 Check your devices (e.g. computer/smartphone/tablet) are connected to Internet.

Make sure that devices and the wireless router are connected to via Wi-Fi or wired LAN, and that the Internet can be used without problems.

Step3 Check that Wi-Fi setting of your printer is enabled.

When your printer has an LCD, make sure the Wi-Fi icon indicating Wi-Fi is displayed.

Step4 Move printer and various devices (e.g. computer/smartphone/tablet) close to wireless router.

If the distance between the printer and devices and the wireless router is too far, the communication quality is poor. Place the printer and devices closer to the wireless router.

Step5 Print out network settings information

Print out the network settings information on your printer.

- Printing Network Settings

Checking Printed Network Settings Information:

From the printed network settings information, check the entries in item "2-2"

C-0

It is connected correctly. If, nevertheless, the printer is not found on the network or printing is not possible, check the following items.

Note

- If codes other than "C-0" are displayed at the same time in the item "2-2" see also the correspondence of the other codes.

Check1 Check that security software's firewall is off.

A message may appear warning you that Canon software is attempting to access the network. If this warning message appears, set the security software to always allow access.

Quit the security software and make sure that the printer is recognized and ready to use. If so, the cause is the firewall setting. Change the firewall settings so that the printer is recognized and ready to use. For details, contact the manufacturer of the security software.

If you are using any programs that switch between network environments, check their settings. Some programs use a firewall by default.

Check2 Does network name (SSID) of printer match network name (SSID) setting of wireless router that communicates?

Check the "3-2-6" item in the printed network settings information and the network name (SSID) of the wireless router you want to connect to. If they are not matched, check the SSID and password of the wireless router you want to connect to, and then setup manually.

Check3 Is privacy separator, SSID separator, or Network separation function enabled on wireless router?

If it is enabled, disable these functions before performing the setup. To check the settings of the wireless router, refer to the instruction manual provided with it or contact its manufacturer.

Check4 If MP Drivers (Printer Driver) are not installed, install them. (Windows)

Click here and install the MP Drivers (Printer Driver).

C-1

The printer's Wi-Fi setting is disabled. (You can also check if the Wi-Fi icon Wi-Fi does not appear on the printer's screen.)

Enable the Wi-Fi setting in the printer's settings screen.

C-3

No IP address is assigned. (You can also check that the item "3-2-12" in the printed network settings information is blank.)

Check the following items.

Check1 Is printer set to obtain an IP address automatically, or is wireless router requesting manual addressing?

Refer to the wireless router's manual to enable DHCP (auto-acquisition) settings on the wireless router or to set a valid IP address on the printer.

Check2 When you set printer's IP address manually, correct IP address may not be set.

Check the network name (SSID) and the password of the wireless router you want to connect to, the IP address applicable range, and then enter the appropriate IP address on the printer side. If you are unsure, set the printer's IP address to automatic (DHCP).

C-5

Unable to connect to the specified network. Check the following items.

Check1 Check status of printer and network device (e.g. wireless router) and your computer/smartphone/tablet.

Use 2.4 GHz frequency band to communicate with this printer and a wireless router. A typical wireless router can use the 2.4 GHz and 5 GHz frequency bands. In many cases, each frequency band is assigned a different network name (SSID). Verify the network name (SSID) and password for the frequency band you connect to.

Match the network name (SSID) set for the printer with that for 2.4 GHz frequency band of the wireless router.

Check2 Password on your wireless router may not match password you entered.

Passwords are case sensitive.

Enter the password correctly.

Check3 Monitor signal status and move printer and wireless router as necessary.

- Place the printer and wireless router where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor.
- Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a Wi-Fi due to a wall, place the printer and the computer in the same room.
- After changing the installation location, print out the network settings information again and check the status of the signal. Compare with the value in section "3-2-1" in the printed network settings information to determine the installation location.

Check4 Check wireless channel number of Wi-Fi you are using on computer.

Make sure that the wireless channel number on the wireless router is included in the wireless channel number you checked. If the wireless channel number set for the wireless router is not included, change the wireless channel number of the wireless router.

Check5 In case of Wi-Fi connection, check if computer that can be accessed by wireless router is restricted.

The wireless router settings may be limiting the number of devices that can be connected at the same time. Remove or relax the restrictions.

To check the settings of the wireless router, refer to the instruction manual provided with it or contact its manufacturer.

Note

- To check the MAC address or IP address of your computer, see Checking Computer IP Address or MAC Address.

Check6 If problem occurs only when wireless router is in energy-saving mode, turn off energy-saving mode of wireless router.

If the problem seems to occur suddenly, it may be resolved by updating the wireless router firmware (e.g. update interval of a key, problems of DHCP update interval, etc.). For details, refer to the wireless router's instruction manual.

Check7 If printer is connected to AirPort Base Station via LAN, make sure you use alphanumeric characters for network name (SSID). (macOS)

C-4

No default gateway is set.

When you set the IP address of the printer manually, enter a valid default gateway IP address. If you don't know the default gateway, set the IP address to automatic.

C-7

There may be a problem with the signal.

Check the following items.

Check Monitor signal status and move printer and wireless router as necessary.

- Place the printer and wireless router where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor.
- Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a Wi-Fi due to a wall, place the printer and the computer in the same room.
- After changing the installation location, print out the network settings information again and check the status of the signal. Compare with the value in section "3-2-1" in the printed network settings information and place the printer in the location with a higher value.

Note

- In some cases, "C-7" and "C-9" are displayed at the same time. In that case, refer to both items.

C-8

Too many clients are connected.

Wireless Direct does not allow more than 5 devices to be connected.

If you want to connect additional devices to the printer, unplug any devices that are not in use before adding them.

C-9

The noise level is high and does not differ from the signal level due to various devices other than the printer.

- If devices (microwave oven, external hard disk drive, and other USB 3.0 devices) that emit radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the printer and the wireless router as far away from interference sources as possible.
- After you change the location of the printer, check the signal quality. Compare the value of "3-2-2" in the network settings information and place the printer in the location with a higher value.

Note

- In some cases, "C-7" and "C-9" are displayed at the same time. In that case, refer to both items.

C-10

No IP address is assigned by the wireless router.

Check the following items.

Check1 Password on your wireless router may not match password you entered.

Passwords are case sensitive.

Enter the password correctly.

Check2 Set up printer again and reconnect to Wi-Fi.

Check3 Check DHCP on wireless router. If DHCP is off, set it on.

To check the settings of the wireless router, refer to the instruction manual provided with it or contact its manufacturer.

C-11

The network name (SSID) remains the default value (The network name (SSID) has not been set). Check the network name (SSID) of the wireless router.

Verify the network name (SSID) and password of the wireless router you want to connect to, and then set it up manually.

Note

- Wi-Fi Connection Assistant allows you to diagnose and repair the network status.

  Select the link below to download Wi-Fi Connection Assistant and install it.

  ➡ Checking Printer Connection Status Using Wi-Fi Connection Assistant

  See below for starting up Wi-Fi Connection Assistant.

  – **For Windows:**

  ➡ Starting Up Wi-Fi Connection Assistant

  – **For macOS:**

  ➡ Starting Up Wi-Fi Connection Assistant

Cannot Connect to Printer through Wireless Direct

Check1 Check power status of printer and other devices (e.g. computer/smartphone/tablet).

Turn on the printer or devices.

If the power is already turned on, cycle the power switch.

Check2 Check settings of your device (e.g. computer/smartphone/tablet).

Make sure Wi-Fi is enabled on your device.

For details, refer to the device's instruction manual.

Check3 Print out network settings information.

See "Step1" to "Step5" in Cannot Find Printer on Network/Cannot Printing.

In the printed network settings information, check if the item "2-2" is not "C-8". If this is the case, the number of connected printers is too many.

Wireless Direct does not allow more than 5 devices to be connected.

When you want to connect additional devices, disconnect any devices that are not in use before adding them.

Check4 Check that printer is selected as connection for various devices (e.g. computer/smartphone/tablet).

Select the network name (SSID) for Wireless Direct specified for the printer as the connection destination for devices.

Check the destination on your device.

For details, refer to your device's instruction manual or visit the manufacturer's website.

To check the network name (SSID) for Wireless Direct specified for the printer, display it using the operation panel of the printer or print out the network settings information of the printer.

- Display on the LCD.
  - ➡ LAN settings
- Print the network settings.
  - ➡ Printing Network Settings

Check5 Check that Wireless Direct password set for printer is entered correctly.

To check the password specified for the printer, display it using the operation panel of the printer or print out the network settings information of the printer.

- Display on the LCD.
  - ➡ LAN settings
- Print the network settings.

➡ Printing Network Settings

Check6 Check that printer is not placed too far away from device.

If the distance between the printer and the device is too far, wireless communication becomes poor. Place the printer and the device close to each other.

Checking Network Information of Printer

- Checking Printer IP Address or MAC Address
- Checking Computer IP Address or MAC Address
- Checking Communication Between the Computer, the Printer, and the Wireless Router
- Checking Network Setting Information

Checking Printer IP Address or MAC Address

To check the printer's IP Address or MAC address, print out the network settings information.

- Printing Network Settings

For Windows, you can check the network setting information on the computer screen.

- Canon Wi-Fi Connection Assistant Screen

Checking Computer IP Address or MAC Address

To check the IP Address or MAC address of your computer, follow the instructions below.

- **For Windows:**

  1. Select **Command Prompt** from **Start**.
  2. Enter "ipconfig/all" and press **Enter**.

     The IP address and MAC address of your computer appear. If your computer is not connected to a network, the IP address does not appear.

- **For macOS:**

  1. Select **System Preferences** from Apple menu, and then click **Network**.
  2. Make sure network interface used by computer is selected, and then click **Advanced**.

     Make sure **Wi-Fi** is selected as network interface.
  3. Click **TCP/IP** to check the IP address, or click **Hardware** to check the MAC address.

Checking Communication Between the Computer, the Printer, and the Wireless Router

Perform a ping test to check if communication is taking place.

- **For Windows:**

  1. Select **Command Prompt** from **Start**.
  2. Type the ping command and press **Enter**.

     The ping command is as follows: ping XXX.XXX.XXX.XXX

     "XXX.XXX.XXX.XXX" is the IP address of the target device.

     If communication is taking place, a message like the one shown below appears.

     Reply from XXX.XXX.XXX.XXX: bytes=32 time=10ms TTL=255

     If **Request timed out** appears, communication is not taking place.

- **For macOS:**

  1. Start **Network Utility** as shown below.

     Select **Computer** from **Go** menu of Finder, double-click **Macintosh HD** > **System** > **Library** > **CoreServices** > **Applications** > **Network Utility**.

  2. Click **Ping**.
  3. Make sure **Send only XX pings** (XX are numbers) is selected.
  4. Enter IP address of target printer or target wireless router in **Enter the network address to ping**.
  5. Click **Ping**.

     "XXX.XXX.XXX.XXX" is the IP address of the target device.

     A message such as the following appears.

     64 bytes from XXX.XXX.XXX.XXX: icmp_seq=0 ttl=64 time=3.394 ms

     64 bytes from XXX.XXX.XXX.XXX: icmp_seq=1 ttl=64 time=1.786 ms

     64 bytes from XXX.XXX.XXX.XXX: icmp_seq=2 ttl=64 time=1.739 ms

     --- XXX.XXX.XXX.XXX ping statistics ---

     3 packets transmitted, 3 packets received, 0% packet loss

     If "100% packet loss" appears, communication is not taking place. Otherwise, computer is communicating with target device.

Checking Network Setting Information

To check the printer's network settings information, print out the network settings information.

➡ Printing Network Settings

Restoring Printer's LAN Settings to Defaults

Important

- After initialization, all network connection information of the printer will be deleted, and printing, scanning, and faxing over the network will no longer be possible. To use the printer over a network again after restoring printer's LAN settings to defaults, refer to Setup Guide to redo setup.

Initialize the network setting using the printer's operation panel.

Reset setting

Problems While Printing (Scanning) from Smartphone/Tablet

- Cannot Print (Scan) from Smartphone/Tablet

Cannot Print (Scan) from Smartphone/Tablet

If you cannot Print (Scan) from your smartphone/tablet, it is possible that your smartphone/tablet cannot communicate with the printer.

Check the cause of your problem according to the connection method.

- Cannot Communicate with Printer via Wi-Fi
- Cannot Communicate with Printer while It Is in Wireless Direct

Note

- For problems on printing with other connection methods or more on performing settings of each connection method:
  - Using PIXMA/MAXIFY Cloud Link
  - Printing from iOS Device (AirPrint)

Q Cannot Communicate with Printer via Wi-Fi

A

If your smartphone/tablet cannot communicate with the printer, check the following.

Check1 Check power status of printer, network devices (e.g. wireless router), and your smartphone/tablet.

- Turn on the printer or your device.
- If the power is already turned on, cycle the power switch.
- It may be necessary to resolve wireless router problems (e.g. update interval of a key, problems of DHCP update interval, energy saving mode) or to update the wireless router firmware.

For details, contact the manufacturer of your wireless router.

Check2 Check settings of your smartphone/tablet.

Make sure Wi-Fi is enabled on your device.

For details, refer to your device's instruction manual.

Check3 Is printer connected to wireless router?

- Use the Wi-Fi icon on the LCD to check the connection status between the printer and wireless router. Wi-Fi icon is displayed, when **Setup** button is pressed.

  If the Wi-Fi icon is not displayed, Wi-Fi is disabled. Turn on wireless communication on the printer.
- Make sure the network settings of the printer (e.g. network name (SSID) or network key (password), etc.) are identical with those of the wireless router.

  To check the settings of the wireless router, refer to the instruction manual provided with it or contact its manufacturer.

  To check the current network settings of the printer, print out the network setting information of the printer.

➡ Printing Network Settings

Note

- If you have a computer, Wi-Fi Connection Assistant allows you to diagnose and repair the network status.

  Select the link below to download Wi-Fi Connection Assistant and install it.

  ➡ Checking Printer Connection Status Using Wi-Fi Connection Assistant

  See below for starting up Wi-Fi Connection Assistant.

  – **For Windows:**

    ➡ Starting Up Wi-Fi Connection Assistant

  – **For macOS:**

    ➡ Starting Up Wi-Fi Connection Assistant

Check4 Are network settings of your smartphone/tablet identical with those of wireless router?

Make sure the network settings of the printer (e.g. network name (SSID) or network key password) are identical with those of the wireless router.

To check the settings of your smartphone/tablet, refer to the instruction manual provided with it.

If the network settings of your smartphone/tablet are not identical with those of the wireless router, change the network settings of it to match with those of the wireless router.

Check5 Check that printer is not placed too far away from wireless router.

If the distance between the printer and wireless router is too far, wireless communication becomes poor. Place the printer and wireless router close to each other.

Check6 Check that wireless signal is strong. Monitor signal status and move printer and wireless router as necessary.

Place the printer and wireless router where there are no obstacles between them. Wireless communication between different rooms or floors is generally poor. Wireless communication can be impeded by building materials containing metal or concrete. If the printer cannot communicate with the computer over a Wi-Fi due to a wall, place the printer and the computer in the same room.

In addition, if a device like a microwave oven that emits radio waves of the same frequency bandwidth as a wireless router is nearby, it may cause interference. Place the wireless router as far away from interference sources as possible.

Check the signal strength on the LCD.

➡ LCD and Operation Panel

Q Cannot Communicate with Printer while It Is in Wireless Direct

A

If your smartphone/tablet cannot communicate with the printer in the Wireless Direct, check the following.

Check1 Check power status of printer and device (e.g. smartphone/tablet).

Turn on the printer or your device.

If the power is already turned on, cycle the power switch.

Check2 Is Wireless Direct enabled?

From the **Setup menu** screen, select **Device settings** > **LAN settings** > **Wireless Direct** > **Switch WL Direct** in this order and select **Yes**.

Check3 Check settings of device (e.g. smartphone/tablet).

Make sure Wi-Fi is enabled on your device.

For details, refer to your device's instruction manual.

Check4 Check that printer is selected as connection for devices (e.g. smartphone/tablet).

Select the network name (SSID) for Wireless Direct specified for the printer as the connection destination for devices.

Check the destination on your device.

For details, refer to your device's instruction manual or visit the manufacturer's website.

To check the network name (SSID) for Wireless Direct specified for the printer, display it using the operation panel of the printer or print out the network settings information of the printer.

- Display on the LCD.

  ➡ LAN settings

- Print the network settings.

  ➡ Printing Network Settings

Check5 Check that wireless direct password set for printer is entered correctly.

To check the password specified for the printer, display it using the operation panel of the printer or print out the network settings information of the printer.

- Display on the LCD.

  ➡ LAN settings

- Print the network settings.

  ➡ Printing Network Settings

Check6 Check that printer is not placed too far away from devices.

If the distance between the printer and devices is too far, wireless communication becomes poor. Place the printer and devices close to each other.

Check7 Check that 5 devices are already connected.

Wireless Direct does not allow more than 5 devices to be connected.

Note

- This web page is a common page across models. Depending on the specifications of the printer you are using, some of the features described (scanner/copy, etc.) may not apply.

  For details about the functions of your printer, see Specifications.

Printing Problems

- Printer Does Not Print
- Ink Does Not Come Out
- Printer Does Not Pick Up or Feed the Paper/"No Paper" Error
- Printout (Copy) Results Are Unsatisfactory

Printer Does Not Print

Check1 Make sure printer is turned on.

If not, make sure the printer is securely plugged in and press **ON** button to turn on.

The **ON** lamp flashes while the printer is initializing. Wait until the **ON** lamp stops flashing and remains lit.

Note

- If you are printing large data such as photos or other graphics, printing may take longer to start. The **ON** lamp flashes while the computer is processing data and sending it to the printer. Wait until printing starts.

Check2 Make sure printer is properly connected to computer.

If you are using a USB cable, make sure it is securely connected to both the printer and the computer. When the USB cable is securely plugged in, check the following:

- If you are using a relay device such as a USB hub, disconnect it, connect the printer directly to the computer, and retry the printing. If printing starts normally, there is a problem with the relay device. Contact the vendor of the relay device.
- There could also be a problem with the USB cable. Replace the USB cable and retry the printing.

If you use the printer with a network connection, make sure the printer is correctly set up for network use.

➡ Cannot Find Printer on Network (Windows/macOS)

Note

- Wi-Fi Connection Assistant allows you to diagnose and repair the network status.

  Select the link below to download Wi-Fi Connection Assistant and install it.

  ➡ Checking Printer Connection Status Using Wi-Fi Connection Assistant

  See below for starting up Wi-Fi Connection Assistant.

  - **For Windows:**

    ➡ Starting Up Wi-Fi Connection Assistant

  - **For macOS:**

    ➡ Starting Up Wi-Fi Connection Assistant

Check3 Make sure paper settings match information set for front tray.

If the paper settings do not match the information set for the front tray, an error message appears on the LCD. Follow the instructions on the LCD to solve the problem.

Note

- You can select whether the message which prevents misprinting is displayed.
  - To change the message view setting when printing or copying using the printer's operation panel:
    - Feed settings
  - To change the message view setting when printing or copying using the printer driver:
    - Changing the Printer Operation Mode (Windows)
    - Changing the Printer Operation Mode (macOS)

Check4 If printing from a computer, delete unnecessary print jobs.

- **For Windows:**
  - Deleting the Undesired Print Job
- **For macOS:**
  - Deleting the Undesired Print Job

Check5 Is your printer's printer driver selected when printing?

The printer will not print properly if you are using a printer driver for a different printer.

- **For Windows:**

  Make sure "Canon XXX series" (where "XXX" is your printer's name) is selected in the Print dialog box.

  ### Note

  - If multiple printers are registered to your computer, set your printer as default printer to make the one selected by default.

- **For macOS:**

  Make sure your printer's name is selected in **Printer** in the Print dialog.

  ### Note

  - If multiple printers are registered to your computer, select **Set as Default Printer** from **System Preferences** > **Printers & Scanners** for a printer to make the one selected by default.
    - Default Printer Keeps Changing (Windows)

Check6 Are you trying to print a large data file? (Windows)

If you are trying to print a large data file, it takes a long time to start printing.

If the printer does not start printing after a certain period of time, select **On** for **Prevention of Print Data Loss** on the **Print Options** dialog box.

For details, refer to Page Setup Tab Description.

Important

- Selecting **On** for **Prevention of Print Data Loss** may reduce print quality.

- After printing is completed, select **Off** for **Prevention of Print Data Loss**.

Check7 If printing from your computer, restart the computer.

Restart the computer and try printing again.

Ink Does Not Come Out

Check1 Make sure of the estimated ink levels in the FINE cartridges.

When a FINE cartridge runs out of ink, replace empty FINE cartridges with a new one.

- Checking Ink Status on the LCD
- Replacing a FINE Cartridge

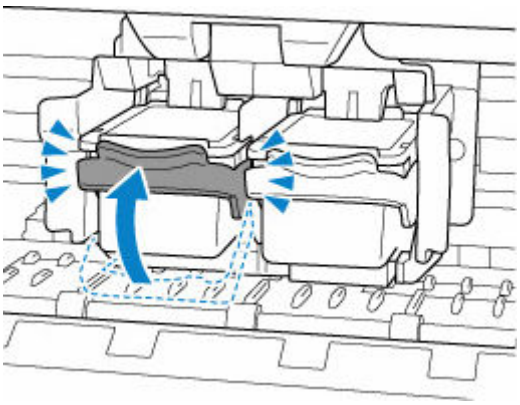
Check2 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly. Retract the output tray extension and the paper output tray, open the cover, remove the FINE cartridges and then check the following.

- Check that there is no orange tape left on the FINE cartridge.

  If the orange tape remains on the FINE cartridge, peel it off.

- Then install the FINE cartridges again. Push up the ink cartridge lock lever until it clicks into place.



After confirming that the FINE cartridge is installed properly, close the cover.

Check3 Are the print head nozzles clogged?

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

Step1 Print the nozzle check pattern.

After printing the nozzle check pattern, examine the pattern.

- **For Windows:**
  - Printing a Nozzle Check Pattern
- **For macOS:**
  - Printing a Nozzle Check Pattern

If the pattern is not printed correctly, go to the next step.

Step2 Clean the print head.

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

- **For Windows:**

  ➡ Clean the print head

- **For macOS:**

  ➡ Clean the print head

If it does not improve, go to the next step.

Step3 Clean the print head again.

After cleaning the print head again, print the nozzle check pattern and check the result.

If it still does not improve, go to the next step.

Step4 Clean the print head deeply.

After cleaning the print head deeply, print the nozzle check pattern and check the result.

- **For Windows:**

  ➡ Clean the print head deeply

- **For macOS:**

  ➡ Clean the print head deeply

If it does not improve, turn off the printer for more than 24 hours without disconnecting the power plug, and go to the next step.

Step5 Clean the print head deeply again.

After cleaning the print head deeply again, print the nozzle check pattern and check the result.

If it still does not improve, go to the next step.

Step6 Replace the FINE cartridge.

If problem is not resolved after performing print head deep cleaning twice, the print head may be damaged, or ink may have run out. Replace the FINE cartridge.

➡ Replacing a FINE Cartridge

For details on printing the nozzle check pattern, print head cleaning, and print head deep cleaning, see If Printing Is Faint or Uneven.

Printer Does Not Pick Up or Feed the Paper/"No Paper" Error

Check1 Make sure paper is loaded.

➡ Loading Paper

When the paper is loaded correctly, you will hear a beep.

Check2 When loading paper, consider the following.

- When loading two or more sheets of paper, align the edges of the sheets before loading the paper.
- When loading two or more sheets of paper, make sure the paper stack does not exceed the paper load limit.

  However, paper may not feed correctly at the maximum capacity, depending on the type of paper or environmental conditions (very high or low temperature and humidity). In such cases, reduce the amount of paper you load at a time to less than half of the paper load limit.
- Always load the paper in portrait orientation, regardless of the printing orientation.
- When you load the paper on the front tray, place the print side facing DOWN and align the right and left paper guides with the paper stack.

  ➡ Loading Paper

Check3 Is paper too thick or curled?

➡ Unsupported Media Types

Check4 When loading envelopes, consider the following.

When printing on envelopes, see Loading Envelopes, and prepare the envelopes before printing.

Once you have prepared the envelopes, load them in portrait orientation. If the envelopes are placed in landscape orientation, they will not feed properly.

Check5 Make sure media type and paper size settings match with loaded paper.

Check6 If multiple sheets of plain paper is fed from the printer, select the setting for preventing double-feed of plain paper.

If multiple sheets of plain paper is fed from the printer, select the setting for preventing double-feed of plain paper using the operation panel or your computer.

* After printing is finished, disable the setting for preventing double-feed of plain paper; otherwise, the setting is applied from the next time.

- To set by using the operation panel

Press the **Setup** button, select **Device settings** > **Print settings** in this order, and then set **Prevent double-feed** to **ON**.

➡ Changing Settings from Operation Panel

- To set by using your computer (Windows)

1. Open Canon IJ Printer Assistant Tool.

   ➡ Maintenance Tab Description

2. Select **Select Printer...** and select printer you are using from pulldown menu and select **OK**.

3. Select **Custom Settings**.

4. Select the **Prevent paper double-feed** check box.

5. Select **OK** on the displayed screen.

Check7 Clean paper feed roller.

➡ Cleaning Paper Feed Rollers

Note

- Cleaning the paper feed roller abrades it, so do this only when necessary.

If the measures above do not solve the problem, contact your nearest Canon service center to request a repair.

Printout (Copy) Results Are Unsatisfactory

If the print results are unsatisfactory due to white streaks, misaligned/distorted lines, or uneven colors, check the paper and print quality settings first.

Check1 Do page size and media type settings match size and type of loaded paper?

If these settings do not match, it is not possible to obtain the proper result.

If you are printing a photograph or an illustration, an incorrect paper type setting may reduce the quality of the printout color.

Also, if you print with an incorrect paper type setting, the printed surface may be scratched.

In borderless printing, uneven coloring may occur depending on the combination of the paper type setting and the loaded paper.

The method for checking the paper and print quality settings differs depending on what you are using your printer for.

- **Copying/Printing**

  Check the settings using the operation panel.

  ➡ Setting Items for Copying

- **Printing from your computer**

  Check the settings using the printer driver.

  ➡ Basic Printing Setup

- **Printing from your smartphone/tablet using Canon PRINT Inkjet/SELPHY**

  Check the settings on Canon PRINT Inkjet/SELPHY.

  ➡ Print Photos from Your Smartphone

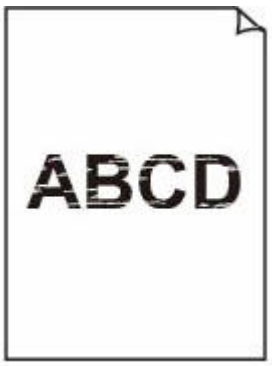
Check2 Make sure appropriate print quality is selected (see list above).

Select a print quality suited to the paper and to what you are printing. If you notice blurs or uneven colors, increase the print quality setting and retry the printing.

Check3 If problem is not resolved, click on illustration that corresponds to problem.



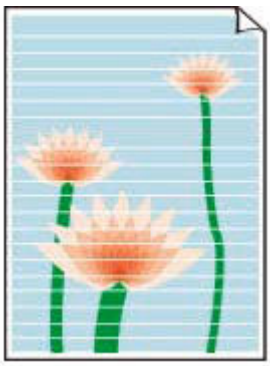
Printouts Are Blank



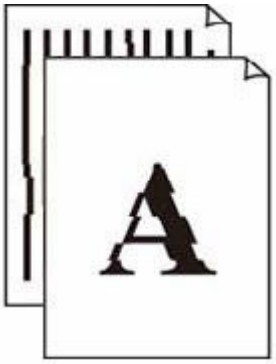
Blurry or Fuzzy



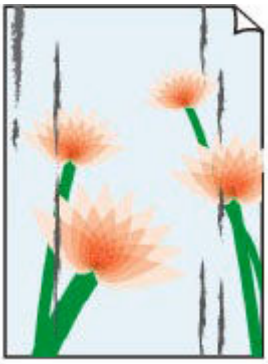
Inaccurate or Bleeding Colors



Streaks or Lines



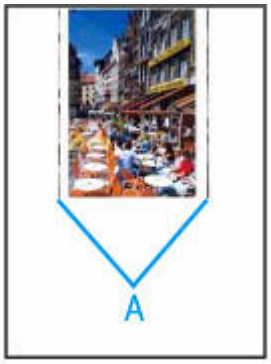
Lines Are Misaligned/Distorted



Paper Is Smudged/ Printed Surface Is Scratched



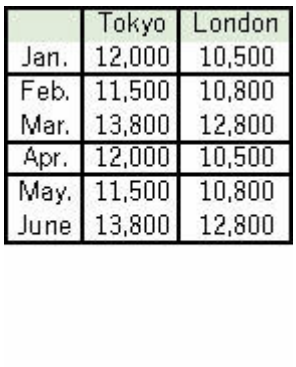
Ink Blots/Paper Curl



Vertical Line Next to Image

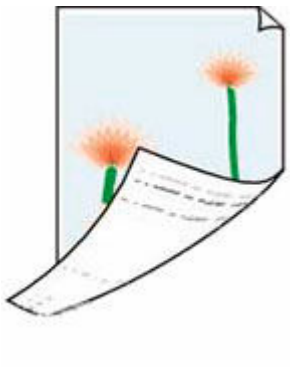


Images Incomplete/ Cannot Complete Printing



	Tokyo	London
Jan.	12,000	10,500
Feb.	11,500	10,800
Mar.	13,800	12,800
Apr.	12,000	10,500
May.	11,500	10,800
June	13,800	12,800

Lines Incomplete or Missing (Windows)



Back of Paper Is Smudged



Uneven Colors



Streaked Colors

Note

- This web page is a common page across models. Depending on the specifications of the printer you are using, some of the features described (scanner/copy, etc.) may not apply.

  For details about the functions of your printer, see Specifications.

Printouts Are Blank/Blurry or Fuzzy/Inaccurate or Bleeding Colors/ Streaks or Lines



Note

- If black does not print, is faint, or has a blue or red tint, refer to this web page.

Check1 Check paper and print quality settings.

➡ Printout (Copy) Results Are Unsatisfactory

Check2 Make sure of the estimated ink levels in the FINE cartridges.

When a FINE cartridge runs out of ink, replace empty FINE cartridges with a new one.

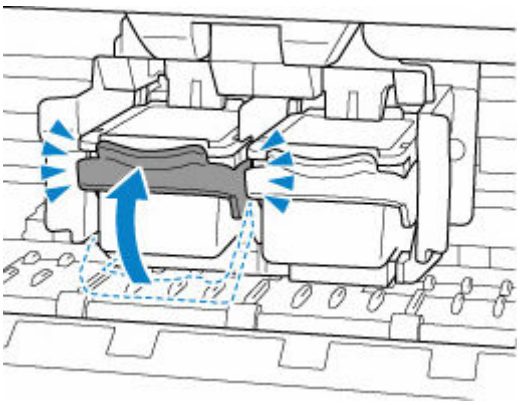
➡ Checking Ink Status on the LCD
➡ Replacing a FINE Cartridge

Check3 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly. Retract the output tray extension and the paper output tray, open the cover, remove the FINE cartridges and then check the following.

- Check that there is no orange tape left on the FINE cartridge.

  If the orange tape remains on the FINE cartridge, peel it off.
- Then install the FINE cartridges again. Push up the ink cartridge lock lever until it clicks into place.



After confirming that the FINE cartridge is installed properly, close the cover.

Check4 Are the print head nozzles clogged?

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

Step1 Print the nozzle check pattern.

After printing the nozzle check pattern, examine the pattern.

- **For Windows:**
  - Printing a Nozzle Check Pattern
- **For macOS:**
  - Printing a Nozzle Check Pattern

If the pattern is not printed correctly, go to the next step.

Step2 Clean the print head.

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

- **For Windows:**
  - Clean the print head
- **For macOS:**
  - Clean the print head

If it does not improve, go to the next step.

Step3 Clean the print head again.

After cleaning the print head again, print the nozzle check pattern and check the result.

If it still does not improve, go to the next step.

Step4 Clean the print head deeply.

After cleaning the print head deeply, print the nozzle check pattern and check the result.

- **For Windows:**
  - Clean the print head deeply
- **For macOS:**
  - Clean the print head deeply

If it does not improve, turn off the printer for more than 24 hours without disconnecting the power plug, and go to the next step.

Step5 Clean the print head deeply again.

After cleaning the print head deeply again, print the nozzle check pattern and check the result.

If it still does not improve, go to the next step.

Step6 Replace the FINE cartridge.

If problem is not resolved after performing print head deep cleaning twice, the print head may be damaged, or ink may have run out. Replace the FINE cartridge.

➡ Replacing a FINE Cartridge

For details on printing the nozzle check pattern, print head cleaning, and print head deep cleaning, see If Printing Is Faint or Uneven.

Check5 When using paper with one printable surface, check the correct printable side of the paper.

Printing on the wrong side of such paper may cause unclear prints or prints with reduced quality.

When you load paper on the front tray, load paper with the printable side facing down.

Refer to the instruction manual supplied with the paper for detailed information on the printable side.

- **When copying, see also the sections below:**

Check6 Is platen glass or glass of ADF dirty?

Clean the platen glass or the glass of ADF.

➡ Cleaning Platen and Document Cover

➡ Cleaning the ADF (Auto Document Feeder)

Note

- If the glass of ADF is dirty, black streaks appear on the paper as shown below.



Check7 Make sure original is properly loaded on platen or ADF.

When you load the original on the platen, load it with the side to be copied facing down.

When you load the original on the ADF, load it with the side to be copied facing up.

➡ Loading Originals

Check8 Is copy source a printed paper by printer?

If you use a printout done by this printer as the original, print quality may be reduced depending on the condition of the original.

Print from the printer directly, or reprint from the computer if you can reprint from it.

Lines Are Misaligned/Distorted



Note

- For the case of misaligned or distortion, refer to this web page.

Check1 Check paper and print quality settings.

➡ Printout (Copy) Results Are Unsatisfactory

Check2 Perform print head alignment.

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

➡ Aligning the Print Head

Note

- If the problem is not resolved after performing the print head alignment, perform print head alignment manually from your computer.

  – **For Windows:**

    ➡ Adjusting Print Head Position Manually

Check3 Increase print quality and try printing again.

Increasing the print quality using the operation panel or the printer driver may improve the print result.

Paper Is Smudged/Printed Surface Is Scratched/Ink Blots/ Paper Curl



Check1 Check paper and print quality settings.

➡ Printout (Copy) Results Are Unsatisfactory

Check2 Check paper type.

Make sure you are using the right paper for what you are printing. To print data with high color saturation such as photographs or images with dark colors, we recommend that you use Photo Paper Plus Glossy II or other Canon specialty paper.

➡ Supported Media Types

Check3 Correct curl before loading paper.

When using Photo Paper Plus Semi-gloss, even if the sheet is curled, load one sheet at a time as it is. Rolling this paper in the opposite direction to flatten it may crack the paper surface and reduce the print quality.

We recommend putting unused paper back into the package and storing it flat.

- **Plain Paper**

  Turn the paper over and reload it to print on the other side.

- **Other Paper such as envelope**

  If the paper corners curl more than 0.1 in. / 3 mm (A) in height, the paper may smudge or may not feed properly. Follow the instructions below to correct the paper curl.



1. Roll up paper in opposite direction to paper curl as shown below.

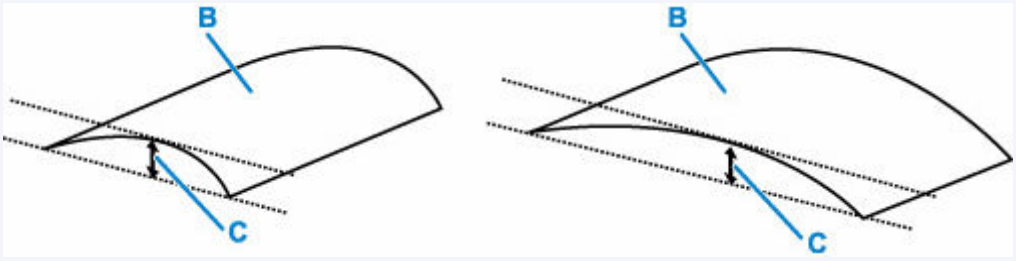


2. Check that paper is now flat.

   We recommend printing curl-corrected paper one sheet at a time.

Note

- Depending on paper type, the paper may smudge or may not feed properly even if it is not curled inward. Follow the instructions below to curl the paper outward up to 0.1 in. / 3 mm (C) in height before printing. This may improve the print result.



(B) Print side

We recommend feeding paper that has been curled outward one sheet at a time.

Check4 Set printer to prevent paper abrasion.

Adjusting the setting to prevent paper abrasion will widen the clearance between the print head and the paper. If you notice abrasion even with the media type set correctly to match the paper, set the printer to prevent paper abrasion using the operation panel or the computer.

This may reduce the print speed.

* Once you have finished printing, undo this setting. Otherwise, it will apply to subsequent print jobs.

- **From operation panel**

  Press the **Setup** button and select **Device settings** > **Print settings** in this order, and then set **Prevent abrasion** to **ON**.

  ➡ Changing Settings from Operation Panel

- **From computer (Windows):**

  1. Check that printer is turned on.
  2. Open Canon IJ Printer Assistant Tool.

     ➡ Opening the Maintenance Tool (Canon IJ Printer Assistant Tool)
  3. Select **Custom Settings**.
  4. Select **Prevents paper abrasion** check box and select **OK**.

5. Check message and select **OK**.

- **From computer (macOS):**

  Adjust the setting to prevent paper abrasion from Remote UI.

  ➡ Opening Remote UI for Maintenance

Check5 If brightness is set low, increase brightness setting and try printing again.

If you are printing with a low brightness setting on plain paper, the paper may absorb too much ink and become wavy, causing paper abrasion.

- Printing from your computer (Windows)

  Check the brightness setting in the printer driver.

  ➡ Adjusting Brightness

- Copying

  ➡ Setting Items for Copying

Check6 Is platen glass or glass of ADF dirty?

Clean the platen glass or the glass of ADF.

➡ Cleaning Platen and Document Cover

➡ Cleaning the ADF (Auto Document Feeder)

Note

- If the glass of ADF is dirty, black streaks appear on the paper as shown below.



Check7 Is paper feed roller dirty?

Clean paper feed roller.

➡ Cleaning Paper Feed Rollers

Note

- Cleaning the paper feed roller abrades it, so do this only when necessary.

Check8 Is inside of printer dirty?

During duplex printing, ink may stain the inside of the printer, smudging the printout.

Perform bottom plate cleaning to clean inside of printer.

➡ Cleaning Inside the Printer (Bottom Plate Cleaning)

Note

- To prevent staining inside the printer, be sure to set the correct paper size.

Check9 Set longer ink drying time.

This allows the printed surface to dry, preventing smudges and scratches.

- **For Windows:**

  1. Check that printer is turned on.
  2. Open Canon IJ Printer Assistant Tool.

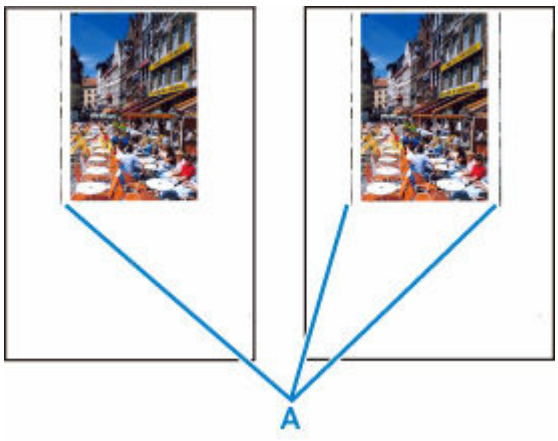
     ➡ Opening the Maintenance Tool (Canon IJ Printer Assistant Tool)
  3. Select **Custom Settings**.
  4. Drag **Ink Drying Wait Time** slide bar to set the wait time and select **OK**.
  5. Check message and select **OK**.

- **For macOS:**

  Set the waiting time using Remote UI.

  ➡ Opening Remote UI for Maintenance

Vertical Line Next to Image



Check Is loaded paper size correct?

If the loaded paper is larger than the size you specified, vertical lines (A) may appear in the left margin or the both margins.

Set the paper size to match the loaded paper.

➡Printout (Copy) Results Are Unsatisfactory

Note

- The direction or pattern of the vertical lines (A) may vary depending on the image data or the print setting.
- This printer performs automatic cleaning when necessary to keep printouts clean. A small amount of ink is ejected for cleaning.

  Although the ink is normally ejected onto the ink absorber at the outer edge of the paper, it may get onto the paper if the loaded paper is larger than the set size.

Images Incomplete/Cannot Complete Printing



If the printing of photos, images, stops in the middle of printing and cannot be printed to the end, check the following items.

Check1 Select setting not to compress printing data. (Windows)

If you select the setting not to compress the printing data with an application software you are using, the printing result may be improved.

Click **Print Options** on **Page Setup** sheet of the printer driver. Select the **Do not allow application software to compress print data** check box and click **OK**.

Important

- Clear the check box once printing is complete.

Check2 Are you trying to print a large data file? (Windows)

If you are trying to print a large data file, printing may not be performed properly due to missing print data.

Select **On** for **Prevention of Print Data Loss** on the **Print Options** dialog box of the printer driver.

For details, refer to Page Setup Tab Description.

Important

- Selecting **On** for **Prevention of Print Data Loss** may reduce print quality.
- After printing is completed, select **Off** for **Prevention of Print Data Loss**.

Check3 Your hard disk may not have sufficient free space to store job.

Delete unnecessary files to free up disk space.

Lines Incomplete or Missing (Windows)



	Tokyo	London
Jan.	12,000	10,500
Feb.	11,500	10,800
Mar.	13,800	12,800
Apr.	12,000	10,500
May.	11,500	10,800
June	13,800	12,800

Check1 Are you using Page Layout Printing or Binding Margin function?

When the Page Layout Printing or Binding margin function is in use, thin lines may not be printed. Try thickening the lines in the document.

Check2 Are you trying to print a large data file? (Windows)

If you are trying to print a large data file, printing may not be performed properly due to missing print data.

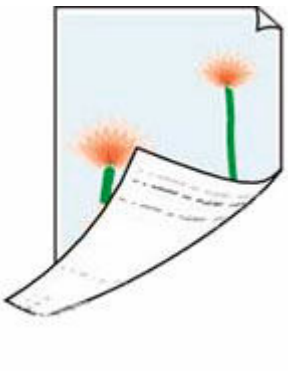
Select **On** for **Prevention of Print Data Loss** on the **Print Options** dialog box of the printer driver.

For details, refer to Page Setup Tab Description.

Important

- Selecting **On** for **Prevention of Print Data Loss** may reduce print quality.
- After printing is completed, select **Off** for **Prevention of Print Data Loss**.

Back of Paper Is Smudged



Check1 Check paper and print quality settings.

➡ Printout (Copy) Results Are Unsatisfactory

Check2 Perform bottom plate cleaning to clean inside of printer.

➡ Cleaning Inside the Printer (Bottom Plate Cleaning)

Note

- During borderless printing, duplex printing, or too much printing, ink may stain the inside of the printer.

Uneven or Streaked Colors




Check1 Increase print quality and try printing again.

Increasing the print quality using the operation panel or the printer driver may improve the print result.

Check2 Perform print head alignment.

➡ Aligning the Print Head

Note

- For Windows, if the problem is not resolved after performing the print head alignment, perform print head alignment manually from your computer.

  – **For Windows:**

    ➡ Adjusting Print Head Position Manually

Scanning Problems (Windows)

- Scanning Problems

Scanning Problems

- Scanner Does Not Work
- ScanGear (Scanner Driver) Does Not Start

Scanner Does Not Work

Check 1 Make sure that your scanner or printer is turned on.

Check 2 Connect the USB cable to a different USB port on the computer.

Check 3 If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

Check 4 With network connection, check the connection status and reconnect as needed.

Check 5 Restart the computer.

ScanGear (Scanner Driver) Does Not Start

Check 1 Make sure MP Drivers is installed.

If not installed, install MP Drivers from the Setup CD-ROM or our website.

Check 2 Select your scanner or printer on the application's menu.

Important

- If your scanner or printer name is displayed multiple times, select the one that does not include WIA.

Note

- The operation may differ depending on the application.
- Use the WIA driver when scanning from a WIA-compliant application.

  Scanning with WIA Driver

Check 3 Make sure that the application supports TWAIN.

You cannot start ScanGear (scanner driver) from applications not supporting TWAIN.

Check 4 Scan and save images with IJ Scan Utility and open the files in your application.

Scanning Problems (macOS)

- Scanning Problems

Scanning Problems

- Scanner Does Not Work
- Scanner Driver Does Not Start

Scanner Does Not Work

Check 1 Check that your scanner or printer is turned on.

Check 2 With network connection, check the connection status and reconnect as needed.

Check 3 With USB connection, connect the USB cable to a different USB port on the computer.

Check 4 If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

Check 5 Restart the computer.

Check 6 To scan from the printer's operation panel with USB connection, click **Scan-from-Operation-Panel Settings** in the **Settings (General Settings)** dialog, and then check that the following checkboxes are selected.

- Your scanner or printer
- **Enables scanning from the operation panel**

Scanner Driver Does Not Start

Check 1 Make sure the application software supports AirPrint.

Check 2 Select your scanner or printer on the application's menu.

Note

- The operation may differ depending on the application.

Check 3 Scan and save images with IJ Scan Utility Lite and open the files in your application.

Check 4 Your scanner may be locked. (Personal scanners only)

If IJ Scan Utility Lite or the application is running, exit it. Slide the scanner lock switch to the release position ( ), then reconnect the USB cable.

Faxing Problems

- Problems Sending Faxes
- Problems Receiving Faxes/Cannot Print a Fax
- Telephone Problems
- Poor Quality Fax Received

Problems Sending Faxes

- Cannot Send a Fax
- Errors Often Occur When Send a Fax

Cannot Send a Fax

If you cannot send a fax, check the following items.

Check1 Check that the telephone line is connected correctly according to the following items.

- Reconnect the telephone line cable to the telephone line jack (LINE), and plug the other end into the telephone wall jack or telephone jack.
  ➡ Connecting Telephone Line
- If "**Line is busy**" is displayed on the screen, the line is being used by the attached phone. Please check back later.
- If you do not hear anything from the printer when you press the **Black** button, the telephone line connection may be incorrect or there may be a problem with the telephone line. Check that the connection method of the telephone line is correct, and contact your telephone company and the manufacturer of your terminal adapter.
- If you only hear a beep when you press the **Black** button, select **Fax settings** > **Security control** > **Hook setting** and then select **Enable**.
  ➡ FAX settings

Check2 Is telephone line type set correctly?

Check the telephone line type setting and change it as necessary.

➡ Setting Telephone Line Type

Check3 Is **Dial tone detect** set to **ON**?

Select **Fax settings** > **Adv. fax settings** > **Dial tone detect** and then select **OFF**.

➡ FAX settings

Check4 Is fax/telephone number registered correctly in printer's directory?

Check the recipient's fax/telephone number, correct the fax/telephone number registered in the printer's directory, and then send the document again.

➡ Changing Registered Information

Check5 Is printer's memory full?

Delete contents in memory, and then send a fax again.

➡ Document Stored in Printer's Memory

Check6 Is document loaded properly?

Remove the document, and then reload it on the platen or in the ADF.

➡ Loading Originals

Check7 Does a printer error occur?

Ensure that an error message is displayed on the LCD. When an error message is displayed on the LCD, check the cause.

For messages, refer to Message Is Displayed.

Press **Stop** button and if the message is closed, you can send the fax.

Errors Often Occur When Send a Fax

Check Check telephone line condition or connection.

If errors occur frequently when using an Internet telephone, it is possible that they can be reduced by selecting **Reduce** for **Fax settings** > **Adv. fax settings** > **Err reduction (VoIP)**.

For details, see **Err reduction (VoIP)**.

➡ FAX settings

Note

- If selecting **Reduce** does not reduce errors, select **Do not reduce**.

In addition, when using an Internet telephone, it is possible that errors occur more often if **4800 bps** or **9600 bps** is selected for **TX start speed**.

Select **14400 bps** or **33600 bps**.

If the telephone line or connection is poor when using a general telephone, reducing the transmission start speed may correct the error.

Reduce the transmission start speed on **TX start speed** in **Fax settings** > **Adv. fax settings** > **Adv. communication**.

➡ FAX settings

Problems Receiving Faxes/Cannot Print a Fax

- **Cannot Print a Fax/"Fax received. Saved in memory." Appears**

Cannot Print a Fax/"Fax received. Saved in memory." Appears

Check1 Is a different size of paper from that specified by **Page size** in **Fax paper settings** loaded?

If a different size of paper from that specified by **Page size** is loaded for printing faxes, the received faxes will not be printed and will be stored in the printer's memory (Memory Reception). Load the same size of paper as that specified by **Page size**, then press **OK** button.

Check2 Make sure there is enough ink left to print.

- If there is not enough ink left to print, received faxes will be stored in the printer's memory without being printed (Memory Reception). Printing starts automatically after replacing the FINE cartridge.

  Document Stored in Printer's Memory

- You can also set to print received faxes even when the ink level is low.

  Select **Fax settings** > **Auto print settings** > **Print when no ink** and then select **Print**.

  However, if you run out of ink while printing a fax with this setting, the fax content will be output as a blank page from the middle, and the fax content will be erased from the printer's memory as printed.

Check3 Is paper loaded?

If paper is not loaded, received faxes will be stored in the printer's memory without being printed (Memory Reception). Select **Fax**, Load paper, and then press **OK** button.

Telephone Problems

- Cannot Dial
- Telephone Disconnects During a Call

Cannot Dial

Check1 Is telephone line cable connected correctly?

Check that the telephone line cable is connected correctly.

➡ Connecting Telephone Line

Check2 Is telephone line type of printer or external device set correctly?

Check the telephone line type setting and change it as necessary.

➡ Setting Telephone Line Type

Telephone Disconnects During a Call

Check Is telephone line cable or telephone (or a peripheral device such as an external telephone, an answering device, or a computer modem) connected correctly?

Check that the telephone line cable and the telephone (or a peripheral device such as an external telephone, an answering device, or a computer modem) are connected correctly.

➡ Connecting Telephone Line

Poor Quality Fax Received

Check1 Check scan settings of sender's fax device.

Ask the sender to adjust the scan settings of the fax device.

Check2 Is **ECM RX** set to **OFF**?

Select **Fax settings** > **Adv. fax settings** > **Adv. communication** > **ECM RX** in this order and select **ON**.

If **ECM RX** is enabled, the sender's fax device resends the fax after correcting errors automatically.

➡ FAX settings

Check3 Is sender's original document or scanning area of sender's fax device dirty?

The image quality of the fax is mainly determined by the sender's fax device. Contact the sender and ask the sender to check whether the scanning area of the fax device is dirty.

Check4 Is ECM transmission/reception enabled although the line/connection is poor, or is the sender's fax device compatible with ECM?

- Select **Fax settings** > **Adv. fax settings** > **Adv. communication** > **ECM RX** in this order and select **ON**.

  ➡ FAX settings
- Contact the sender and ask the sender to check whether the fax device is set to enable ECM transmission.

  If the sender's or recipient's fax device is not compatible with ECM, the fax will be sent/received without automatic error correction.
- Reduce the reception start speed on **RX start speed** in **Fax settings** > **Adv. fax settings** > **Adv. communication**.

  ➡ FAX settings

Check5 Did you confirm paper and print quality settings?

➡ Printout (Copy) Results Are Unsatisfactory

Mechanical Problems

- Printer Does Not Turn On
- Printer Turns Off Unexpectedly or Repeatedly
- USB Connection Problems
- Wrong Language Appears in LCD

Printer Does Not Turn On

Check1 Press **ON** button.

➡ Power Supply

Check2 Make sure power plug is securely connected to printer, and then turn on again.

Check3 Unplug printer, leave it for at least 2 minutes, and then plug it back in and turn on again.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Printer Turns Off Unexpectedly or Repeatedly

Check If printer is set to turn off automatically after a certain time, disable this setting.

If you have set the printer to turn off automatically after a specified time, the power will shut off by itself once that time has elapsed.

- **To disable the setting from the operation panel:**

  1. Check that printer is turned on.
  2. Press the **Setup** button, use the ◄ ► button to select **ECO settings**, and press the **OK** button.

     ➡ LCD and Operation Panel
  3. Use the ◄ ► button to select **EnergySaveSettings** and then press the **OK** button.
  4. Use the ◄ ► button to select **Auto power off** and then press the **OK** button.
  5. Use the ◄ ► button to select **OFF** and then press the **OK** button.

     The setting to shut off the power automatically is disabled.

- **To disable the setting from the computer:**

  For Windows, use Canon IJ Printer Assistant Tool or ScanGear (scanner driver) to disable the setting.

  Follow the procedure below to disable the setting using Canon IJ Printer Assistant Tool.

  1. Open Canon IJ Printer Assistant Tool.

     ➡ Opening the Maintenance Tool (Canon IJ Printer Assistant Tool)
  2. Select **Auto Power**.
  3. Select **Disable** for **Auto Power Off**.
  4. Select **OK**.
  5. Select **OK** on the displayed screen.

     The setting to shut off the power automatically is disabled.

Note

- See below for details on how to disable the setting from ScanGear (scanner driver).

  ➡ Scanner Tab

USB Connection Problems

If the printer connected to the computer via USB is not recognized, check the following items.

➡ USB Connection Not Recognized

The following problems may occur even though the USB connection is recognized.

- Printing (scanning) is slow.
- Hi-Speed USB connection does not work.
- A message such as "**This device can perform faster**" appears. (Windows)

If the above is the case, check the following.

➡ USB Connection Does Not Work Properly

Note

- If your system environment does not support Hi-Speed USB, the printer operates at the slower speed of Full-Speed or Low-Speed. In this case, the printer works properly but printing or scanning speed may slow down due to the communication speed.

USB Connection Not Recognized

Check1 Check that printer is turned on.

Check2 Connect USB cable properly.

As the illustration below, the USB port is at the back of the printer.



Important

- Check the orientation of the "Type-B" connector and connect to the printer. For details, refer to the instruction manual supplied with the USB cable.

Check3 Check that **Enable bidirectional support** is selected in **Ports** sheet of **Printer properties** dialog box. (Windows)

If not, select it to enable bidirectional support.

➡ Opening Printer Driver's Setup Screen

USB Connection Does Not Work Properly

Check Check following to make sure your system environment supports Hi-Speed USB connection.

- Does the USB port on your computer support Hi-Speed USB connection?
- Does the USB cable or the USB hub support Hi-Speed USB connection?

  Be sure to use a certified Hi-Speed USB cable. We recommend that the USB cable be no longer than 10 feet / 3 meters or so.
- Is the Hi-Speed USB driver working properly on your computer?

  Make sure the latest Hi-Speed USB driver is working properly and install the latest version of the Hi-Speed USB driver for your computer, if necessary.

Important

- For more information, contact the manufacturer of your computer, USB cable, or USB hub.

Wrong Language Appears in LCD

Follow the instructions below to select your language.

1. Press **Setup** button and wait a little.
2. Press ► button 2 times and press **OK** button.
3. Press ► button 4 times and press **OK** button.
4. Use ◄► button to select language for LCD and press **OK** button.

   The desired language appears on the LCD.

Installation and Download Problems

- Failed to MP Drivers (Printer Driver) Installation (Windows)
- Updating MP Drivers (Printer Driver) in Network Environment (Windows)

Failed to MP Drivers (Printer Driver) Installation (Windows)

If the MP Drivers (Printer Driver) were not installed correctly, make sure that all **Windows Updates** have been applied. If all **Windows Updates** have not been applied, apply all **Windows Updates**.

After confirming **Windows Update**, perform the following operations to install the MP Drivers (Printer Driver).

1. Open screen to uninstall MP Drivers (Printer Driver).

   For Windows 10:

   Select **Settings** > **Apps**.

   For Windows 8.1 / Windows 7:

   Select **Control Panel** > **Programs and Features**.

2. Check if there is "**Canon XXX series MP Drivers**" or "**Canon XXX series Printer Driver**" you want to install in list.

   "XXX" is the model name.

3. If you find MP Drivers (Printer Driver) for printer you want to install, uninstall it.

   If not found, proceed to the next step.

4. Restart computer.

   After restarting, install the latest MP Drivers (Printer Driver).

Updating MP Drivers (Printer Driver) in Network Environment (Windows)

Download the latest MP Drivers (Printer Driver) in advance.

Download the latest MP Drivers (Printer Driver) for your model on the download page of the Canon website.

After the download is completed, overwrite and install the new version of the MP Drivers (Printer Driver) according to the specified installation procedure.

Note

- The network settings on the printer are not affected, so the printer can be used on the network without redoing settings.

Errors and Messages

- Four-Digit Alphanumeric Code Is Displayed on LCD
- When Error Occurred
- Message Is Displayed

Four-Digit Alphanumeric Code Is Displayed on LCD

A message is displayed on the printer's LCD or your computer screen.

Some errors may display a four-digit alphanumeric code along with the error message. The characters represent a "support code" (error number).

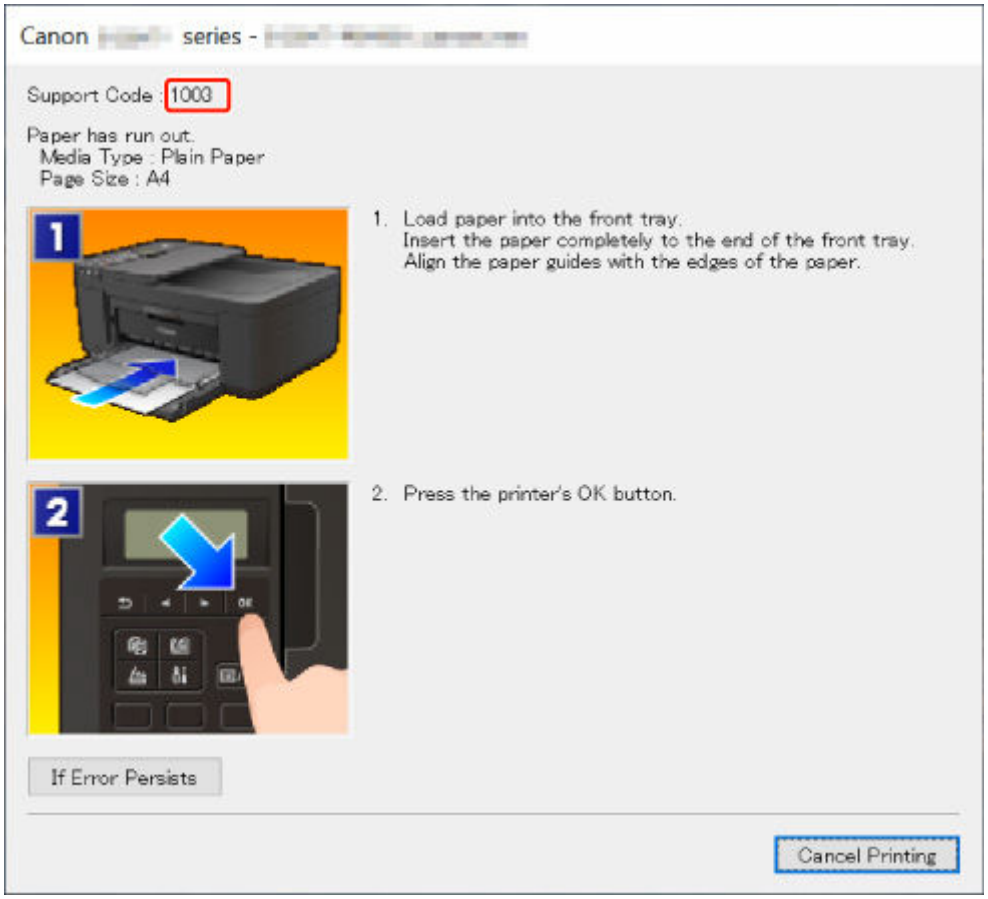
For details on each support code, see List of Support Codes for Printer Errors.

When Error Occurred

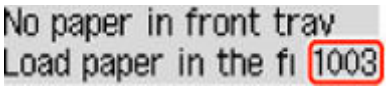
If an error occurs in printing, for example, if the paper runs out or jams, a troubleshooting message is displayed automatically. For some errors, a support code (error number) is also displayed.

Take the appropriate action described in the message.

When a Support Code and a Message are displayed on the Computer Screen (Windows):



When a Support Code and a Message are displayed on the Printer's LCD:



For details on how to resolve errors with Support Codes, see List of Support Codes for Printer Errors.

For details on how to resolve errors without Support Codes, see Message Is Displayed.

Message Is Displayed

This section describes some of the messages.

If a message is displayed on the printer's LCD, see below.

➡ Message Is Displayed on the Printer's LCD

If a message is displayed on the computer, see below.

➡ Error Regarding Automatic Duplex Printing Is Displayed
➡ Error Regarding Power Cord Being Unplugged Is Displayed (Windows)
➡ Writing Error/Output Error/Communication Error (Windows)
➡ Other Error Messages (Windows)

Message Is Displayed on Printer's LCD

Check the message and take appropriate action.

- **Cannot connect to the server; try again**

  The printer cannot connect to the server due to a communication error.

  Press the printer's **OK** button to cancel the error and try again after a while.

- **Check page size**

  The size of the loaded paper is different from the paper size set in **Page size** in **Fax paper settings**.

  Press the printer's **OK** button to cancel the error.

  Check **Media type** and **Page size** in **Fax paper settings**, and then reload the paper accordingly.

- **Data error**

  A power failure has occurred or the power cord has been unplugged when the faxes are stored in the printer's memory.

  Press the printer's **OK** button to cancel the error.

  The list of the faxes deleted from the printer's memory (MEMORY CLEAR REPORT) will be printed. For details, refer to Summary of Reports and Lists.

  See Unplugging the Printer to unplug the printer correctly.

  Important

  - If a power failure occurs or you unplug the power cord, all the faxes stored in the printer's memory are deleted.

- **Hang up phone**

  The handset is not placed in the handset cradle correctly.

  Replace the handset correctly.

Note

- See Message for Faxing Is Displayed on Fax Standby Screen for the message displayed on the fax standby screen.

Error Regarding Automatic Duplex Printing Is Displayed

Check See Automatic Duplex Printing Problems and take the appropriate action.

Error Regarding Power Cord Being Unplugged Is Displayed (Windows)

The printer may have been unplugged while it was on.

Check the error message displayed on the computer and click **OK**.

The printer starts printing.

See Unplugging the Printer to unplug the printer correctly.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

Writing Error/Output Error/Communication Error (Windows)

Check1 If the **ON** lamp is off, make sure printer is plugged in and turn on.

The **ON** lamp flashes while the printer is initializing. Wait until the **ON** lamp stops flashing and remains lit.

Check2 Make sure printer is properly connected to computer.

If you are using a USB cable, make sure it is securely connected to both the printer and the computer. When the USB cable is securely plugged in, check the following:

- If you are using a relay device such as a USB hub, disconnect it, connect the printer directly to the computer, and retry the printing. If printing starts normally, there is a problem with the relay device. Contact the vendor of the relay device.
- There could also be a problem with the USB cable. Replace the USB cable and retry the printing.

If you use the printer over a LAN, make sure the printer is correctly set up for network use.

Check3 Make sure MP Drivers are installed correctly.

Uninstall the MP Drivers following the procedure described in Deleting the Unnecessary MP Drivers and click here to reinstall them.

Check4 When printer is connected to your computer with a USB cable, check device status from your computer.

Follow the procedure below to check the device status.

1. Select **Control Panel** > **Hardware and Sound** > **Device Manager**.

   Note

   - If the **User Account Control** screen is displayed, select **Continue**.

2. Open **USB Printing Support Properties**.

Double-click **Universal Serial Bus controllers** and **USB Printing Support**.

Note

- If the **USB Printing Support Properties** screen is not displayed, make sure the printer is correctly connected to the computer.

  Check2 Make sure printer is properly connected to computer.

3. Click **General** tab and check for a device problem.

   If a device error is shown, see Windows Help to resolve it.

Other Error Messages (Windows)

Check If an error message is displayed somewhere other than printer status monitor, check the following:

- **"Could not spool successfully due to insufficient disk space"**

  Delete any unnecessary files to increase the amount of free space on the disk.

- **"Could not spool successfully due to insufficient memory"**

  Close other applications to increase the available memory.

  If you still cannot print, restart your computer and retry the printing.

- **"Printer driver could not be found"**

  Uninstall the MP Drivers following the procedure described in Deleting the Unnecessary MP Drivers and click here to reinstall them.

- **"Could not print Application name** - File name"

  Try printing again once the current job is complete.

List of Support Codes for Printer Errors

Support codes are displayed on the printer's LCD and your computer screen when errors occur.

A "support code" is an error number, and is displayed along with an error message.

When an error occurs, check the support code and take the appropriate action in response.

Support Codes Displayed on Printer's LCD and Computer Screen

- **1000 to 1ZZZ**

  1003 1200 1203 1250 1300 1303 1304 1309 1310 1401 1403 1430

  1485 15A1 15A2 1682 1684 1686 1688 168A 1702 1703 1704 1705

  1712 1713 1714 1715 1890

- **2000 to 2ZZZ**

  2110 2120 2700 2801 2802 2803 2900 2901

- **3000 to 3ZZZ**

  3402 3403 3404 3405 3406 3407 3412 3413 3434 3435 3436 3437

  3438 3440 3441 3446 3447

- **4000 to 4ZZZ**

  4103 4104 495A

- **5000 to 5ZZZ**

  5011 5012 5040 5050 5100 5200 5205 5206 5B02 5B03 5B04 5B05

  5B12 5B13 5B14 5B15

- **6000 to 6ZZZ**

  6000 6500 6800 6801 6900 6901 6902 6910 6930 6931 6932 6933

  6936 6937 6938 6939 693A 6940 6941 6942 6943 6944 6945 6946

  6D01

- **7000 to 7ZZZ**

  7500 7600 7700 7800

- **9000 to 9ZZZ**

  9500

- **A000 to ZZZZ**

  B20B

Note

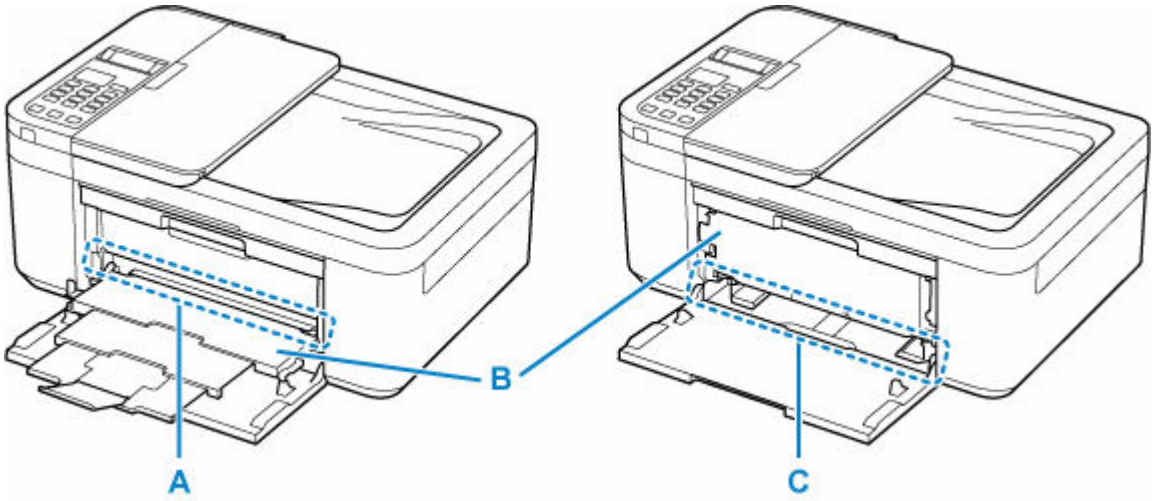
- For information on how to deal with paper jams, see What to Do When Paper Is Jammed.
- If the paper is not jammed (the support code is not displayed) and the paper is not fed normally, see What to Do If Paper Is Not Fed Normally.

What to Do When Paper Is Jammed

If a paper jam occurs during printing (when the support code 1300/1303/1304 is displayed), follow the procedure below.

Note

- If the paper is not jammed (the support code is not displayed) and the paper is not fed normally, see What to Do If Paper Is Not Fed Normally.
- If the document is jammed in the ADF (Auto Document Feeder), see What to Do When Document is Jammed in ADF (Auto Document Feeder) (2801).



Check1 Is the jammed paper visible in the paper output slot (A)?

If the paper output tray (B) is closed, open it and check if the jammed paper is visible in the paper output slot (A).

➡ Removing Jammed Paper through Paper Output Slot

Check2 Is the jammed paper visible in the feed slot of the front tray (C)?

Raise the paper output tray (B), remove any paper other than the jammed paper on the front tray, and then check if the jammed paper is visible in the feed slot of the front tray (C).

➡ Removing Jammed Paper through Feed Slot of Front Tray

Check3 If the jammed paper is not visible in the paper output slot or the feed slot.

➡ Removing Jammed Paper inside Printer

Removing Jammed Paper through Paper Output Slot

1. Hold jammed paper firmly with both hands and pull it out slowly.

   Slowly pull out the paper so as not to tear it.



Note

- If you cannot pull out the paper, turn the printer back on without pulling forcibly. The paper may be ejected automatically.

  The printer cannot be turned off while it is sending or receiving a fax, or when the received fax or the unsent fax is stored in the printer's memory. Make sure that all faxes have been sent and received, press the printer's **Stop** button to stop printing, and then turn off the printer.

  Do not unplug the power cord after turning off the printer. If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

- If the paper cannot be pulled out or is torn, open the printer's paper output cover and remove jammed paper inside the printer.

  ➡ Removing Jammed Paper inside Printer

2. Press printer's **OK** button.

   The printer resumes printing. Reprint the page you were printing if it was not printed properly due to the paper jam.

   If you turned off the printer in step 1, all jobs in the print queue are canceled. Redo the printing.

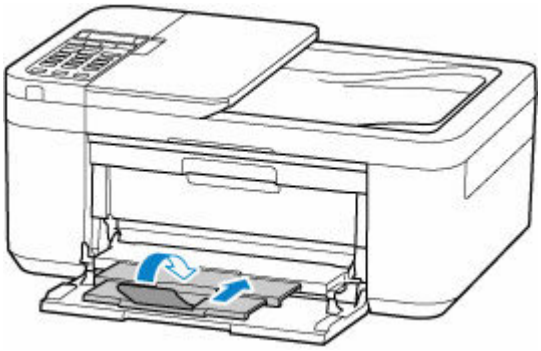
Note

- When reloading the paper, make sure you are using suitable paper and loading it correctly.
- We recommend using paper sizes other than A5 to print documents with photos or graphics. A5 paper may curl and jam as it leaves the printer.

If the measures above do not solve the problem, a bit of paper may remain in the printer. See Removing Jammed Paper inside Printer.

Removing Jammed Paper through Feed Slot of Front Tray

1. Retract output tray extension and paper output support.

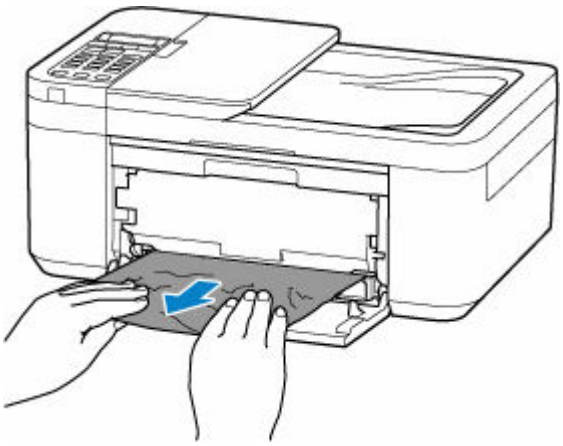


2. Close paper output tray.



3. Hold jammed paper firmly with both hands and pull it out slowly.

Slowly pull out the paper so as not to tear it.



Note

- If the paper cannot be pulled out or is torn, open the printer's rear cover and remove jammed paper from the rear side.

  ➡ Removing Jammed Paper from Rear Side

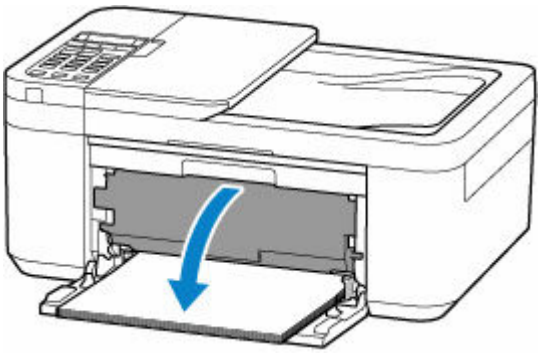
4. Load paper in front tray.

➡ Loading Plain Paper
➡ Loading Photo Paper
➡ Loading Envelopes

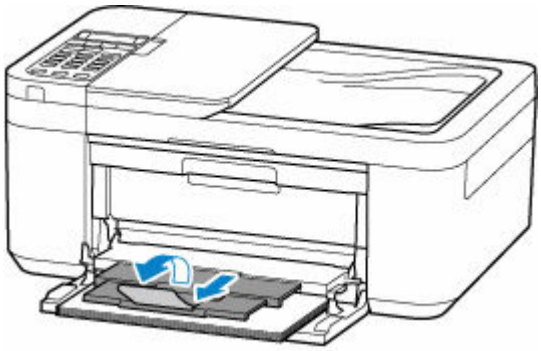
Note

- Make sure you are using suitable paper and loading it correctly.
- We recommend using paper sizes other than A5 to print documents with photos or graphics. A5 paper may curl and jam as it leaves the printer.

5. Open paper output tray.



6. Pull paper output support and open output tray extension.



7. Press printer's **OK** button.

The printer resumes printing. Reprint the page you were printing if it was not printed properly due to the paper jam.

If the measures above do not solve the problem, a bit of paper may remain in the printer. See Removing Jammed Paper inside Printer.

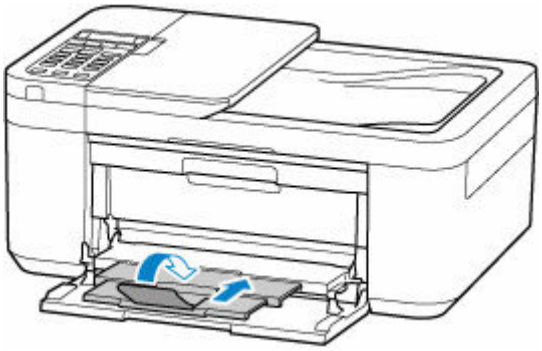
Removing Jammed Paper inside Printer

Important

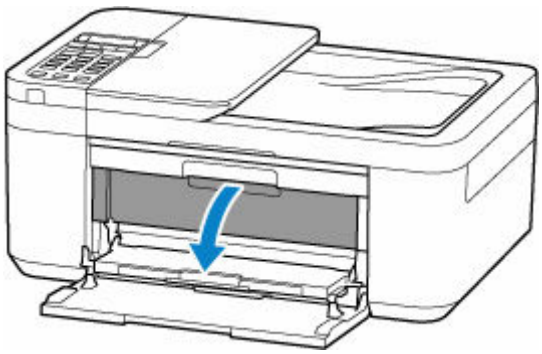
- The printer cannot be turned off while it is sending or receiving a fax, or when the received fax or the unsent fax is stored in the printer's memory. Make sure that all faxes have been sent and received, press the printer's **Stop** button to stop printing, and then turn off the printer.
- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

1. Turn off printer and unplug it.

2. Retract output tray extension and paper output support.



3. Open paper output cover.



Important

- Do not touch the clear film (A).

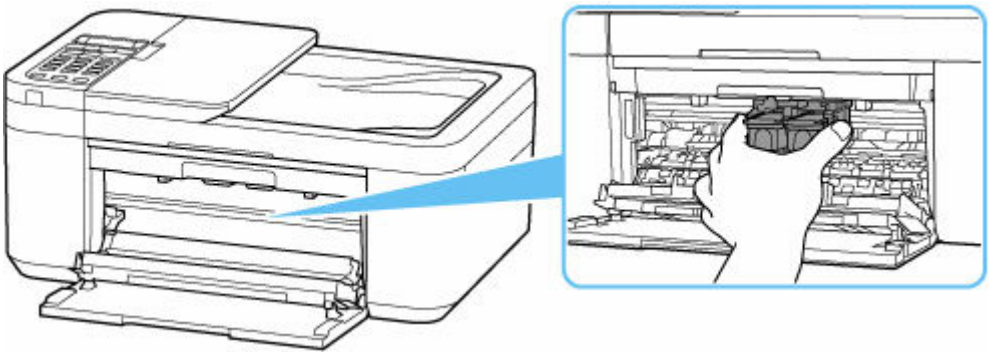


If you soil or scratch this part by touching it with paper or your hand, it could damage the printer.

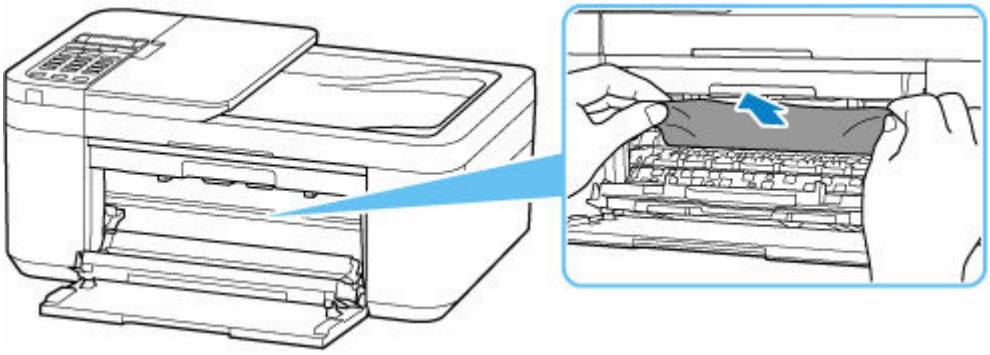
4. Check if jammed paper is under FINE cartridge holder.

   If the jammed paper is under the FINE cartridge holder, move the FINE cartridge holder to the far right or left, whichever makes it easier to remove the paper.

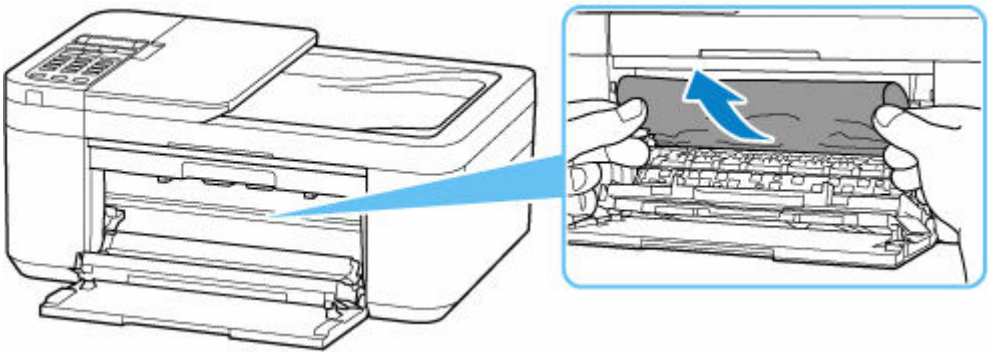
   When moving the FINE cartridge holder, hold the top of the FINE cartridge holder and slide it slowly to the far right or left.



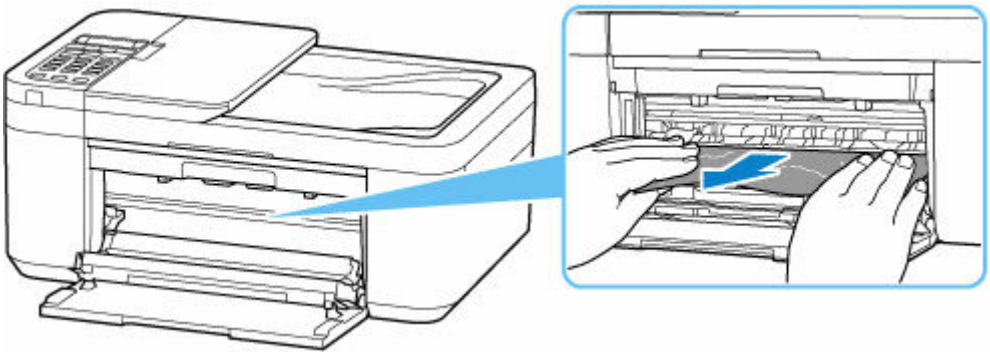
5. Hold jammed paper firmly with both hands.



   If the paper is rolled up, pull it out and grasp the edges of the paper.



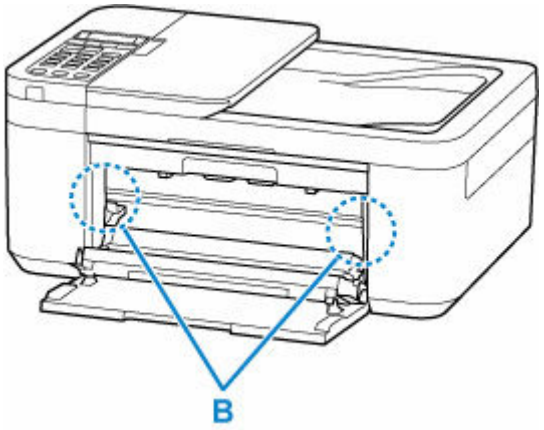
6. Slowly pull out jammed paper so as not to tear it.



7. Make sure all jammed paper is removed.

   If the paper tears when you pull out it, a bit of paper may remain in the printer. Check the following and remove any remaining paper.

   - Any paper left under the FINE cartridge holder?
   - Any small bits of paper left in the printer?
   - Any paper left in the left and right empty spaces (B) in the printer?



8. Close paper output tray.



9. Plug printer back in and turn printer back on.

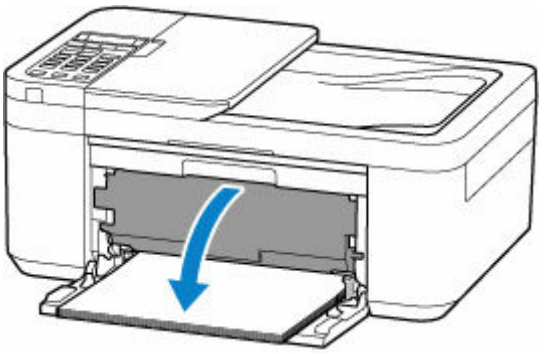
10. Load paper.

    - Loading Plain Paper
    - Loading Photo Paper
    - Loading Envelopes

Note

- Make sure you are using suitable paper and loading it correctly.
- We recommend using paper sizes other than A5 to print documents with photos or graphics. A5 paper may curl and jam as it leaves the printer.

11. Open paper output tray.



12. Pull paper output support and open output tray extension.



13. Redo printing.

All jobs in the print queue are canceled. Redo the printing.

If the measures above do not solve the problem, see Removing Jammed Paper from Rear Side.

Removing Jammed Paper from Rear Side

Important

- The printer cannot be turned off while it is sending or receiving a fax, or when the received fax or the unsent fax is stored in the printer's memory. Make sure that all faxes have been sent and received, press the printer's **Stop** button to stop printing, and then turn off the printer.
- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

1. Turn off printer and unplug it.

2. Retract output tray extension and paper output support, and close paper output tray, front cover, and document tray.

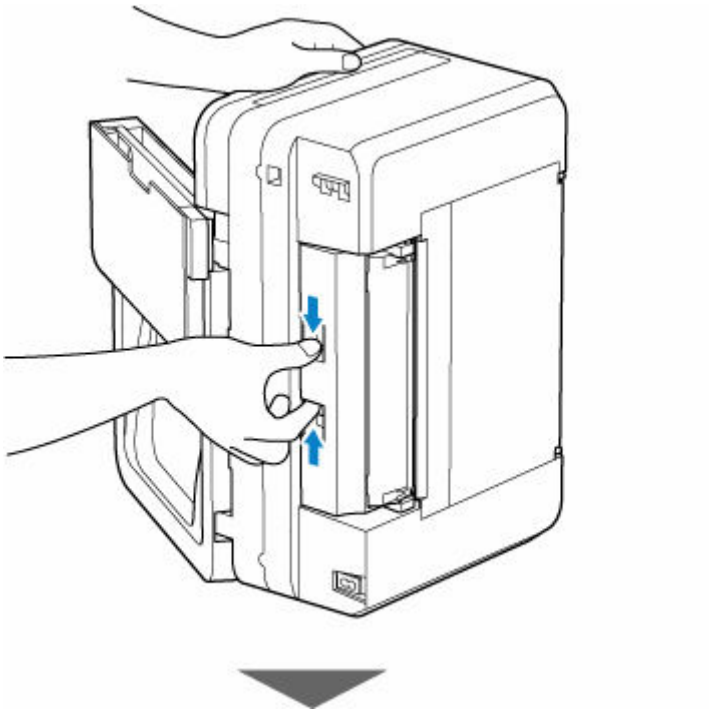
3. Open document cover and stand printer with right side of printer facing down.

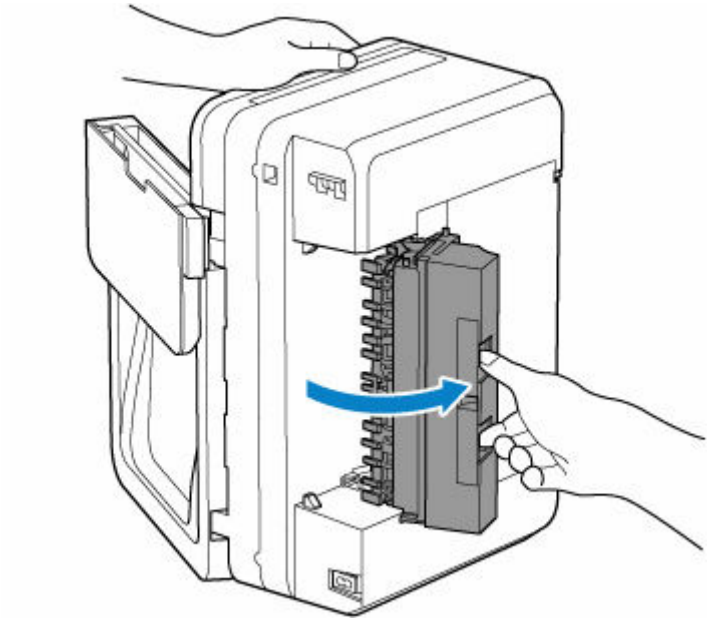
   Important

   - Stand the printer on a wide and flat surface such as a desk.
   - Hold the printer firmly with both hands and be careful not to hit it against hard objects.
   - Use the document cover as a support to prevent the printer from falling over.

4. Open rear cover.

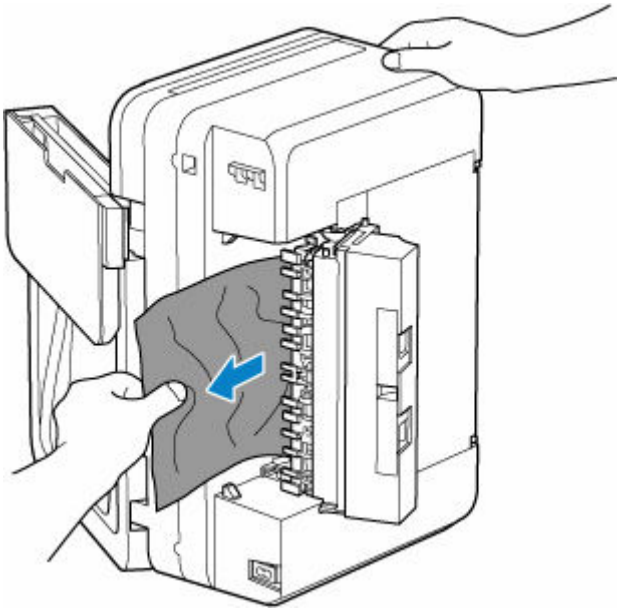
   When you open the rear cover, support the printer with your hand so that it does not fall over.





5. Hold jammed paper firmly and pull it out slowly.

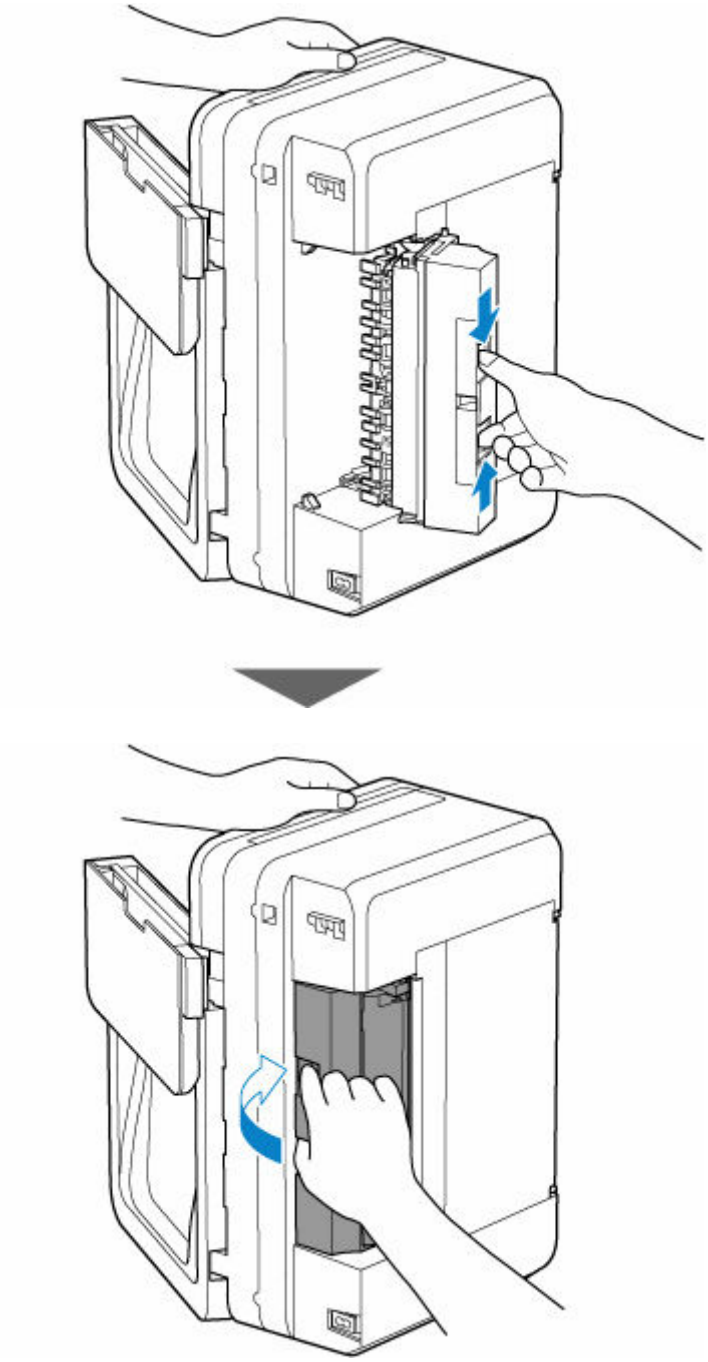
   When you pull the jammed paper, support the printer with your hand so that it does not fall over.



Note

- If the paper is rolled up, pull it out and grasp the edges of the paper.

6. Close rear cover.



7. Return printer to its original orientation.

8. Plug printer back in and turn printer back on.

9. Load paper.

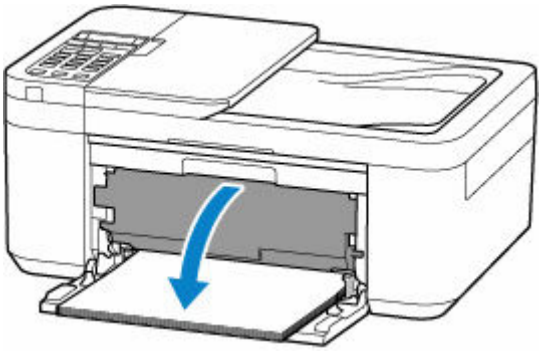
   - Loading Plain Paper
   - Loading Photo Paper
   - Loading Envelopes

Note

- Make sure you are using suitable paper and loading it correctly.

- We recommend using paper sizes other than A5 to print documents with photos or graphics. A5 paper may curl and jam as it leaves the printer.

10. Open paper output tray.



11. Pull paper output support and open output tray extension.



12. Redo printing.

All jobs in the print queue are canceled. Redo the printing.

If the measures above do not solve the problem, contact your nearest Canon service center to request a repair.

1003

Cause

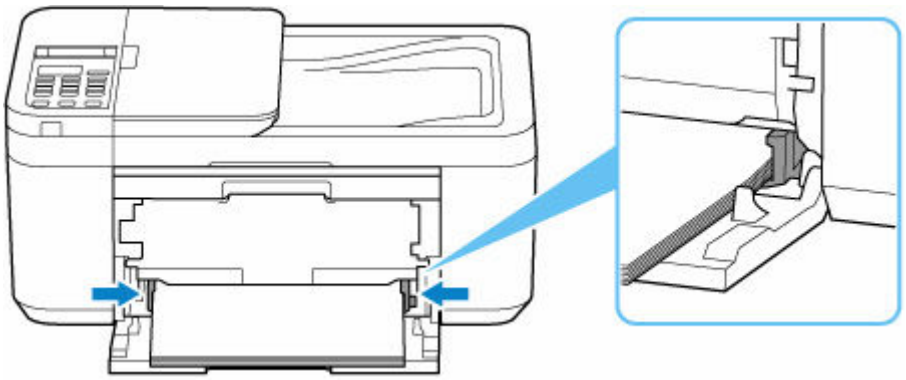
Possible causes include the following.

- There is no paper in the front tray.
- Paper is not loaded in the front tray properly.

What to Do

Take the corresponding actions below.

- Load paper in the front tray.
  - Loading Plain Paper
  - Loading Photo Paper
  - Loading Envelopes
- Insert the paper until the leading edge of the paper touches the far end of the front tray and you hear a beep sound.
- Align the paper guides of the front tray with both edges of the paper.



After carrying out the above measures, open the paper output tray, pull out the paper output support and open the output tray extension.

Then, follow the message displayed on the printer's LCD.

Note

- To cancel printing, press the printer's **Stop** button.

1200

Cause

Paper output cover is open.

What to Do

Close the paper output cover and wait for a while.

Do not forget to close it, such as after replacing FINE cartridges.

1203

Cause

Paper output cover is opened during printing.

What to Do

If paper remains inside the printer, slowly pull out the paper with both hands and close the paper output cover.

Press the printer's **OK** button to resolve the error.

The printer ejects one blank sheet of paper and resumes printing from the next paper.

The printer will not reprint the page that was printed when the paper output cover is opened. Retry printing.

Important

- Do not open or close the paper output cover during printing, as this can damage the printer.

1250

Cause

Paper output tray is closed.

What to Do

Open the paper output tray, pull out the paper output support, and open the output tray extension. The printer resumes printing.

1401

Cause

FINE cartridge is not installed.

What to Do

Install the FINE cartridge.

If the error is not resolved, the FINE cartridge may be damaged. Contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

Note

- To cancel printing, press the printer's **Stop** button.

1430

Cause

FINE cartridge cannot be recognized.

What to Do

Remove the FINE cartridge and reinstall it.

If the error is not resolved, the FINE cartridge may be damaged. Replace the FINE cartridge with a new one.

➡ Replacing a FINE Cartridge

If this still does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

1485

Cause

Appropriate ink cartridge is not installed.

What to Do

Printing cannot be executed because the ink cartridge is not compatible with this printer.

Install the appropriate ink cartridge.

If you want to cancel printing, press the printer's **Stop** button.

1682

Cause

FINE cartridge cannot be recognized.

What to Do

Replace the FINE cartridge.

Replacing a FINE Cartridge

If the error is not resolved, the printer may be damaged. Contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

1686

Cause

The ink may have run out.

What to Do

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 printer's **Stop** button for at least 5 seconds.

Canon recommends to use new genuine Canon cartridges in order to obtain optimum qualities.

Please be advised that Canon shall not be liable for any malfunction or trouble caused by using a non-genuine Canon ink cartridge or by using non-genuine Canon ink.

1688

Cause

The ink has run out.

What to Do

Replace the ink cartridge and close the cover.

If printing is in progress and you want to continue printing, press the printer's **Stop** button for at least 5 seconds with the ink cartridge installed. Then printing can continue under the ink out condition.

The function for detecting the remaining ink level will be disabled.

Replace the empty ink cartridge immediately after the printing. The resulting print quality is not satisfactory, if printing is continued under the ink out condition.

168A

Cause

Possible causes include the following.

- FINE cartridge is not installed properly.
- FINE cartridge incompatible with this printer is installed.

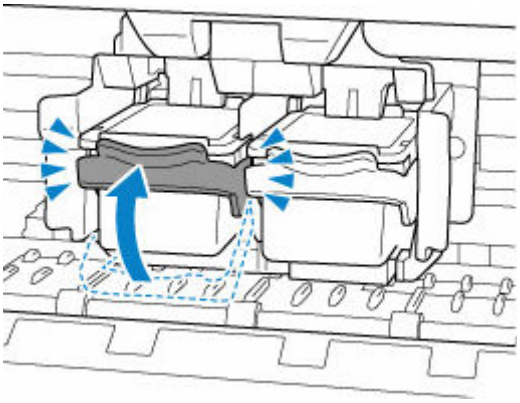
What to Do

Retract the output tray extension and the paper output support, open the paper output cover, and then remove the FINE cartridges.

Make sure the FINE cartridges are compatible with this printer and install the appropriate FINE cartridges properly.

➡ Replacing a FINE Cartridge

Push up the ink cartridge lock lever until it clicks.



Close the paper output cover.

Shipping Tape etc. Are Still Attached (1890)

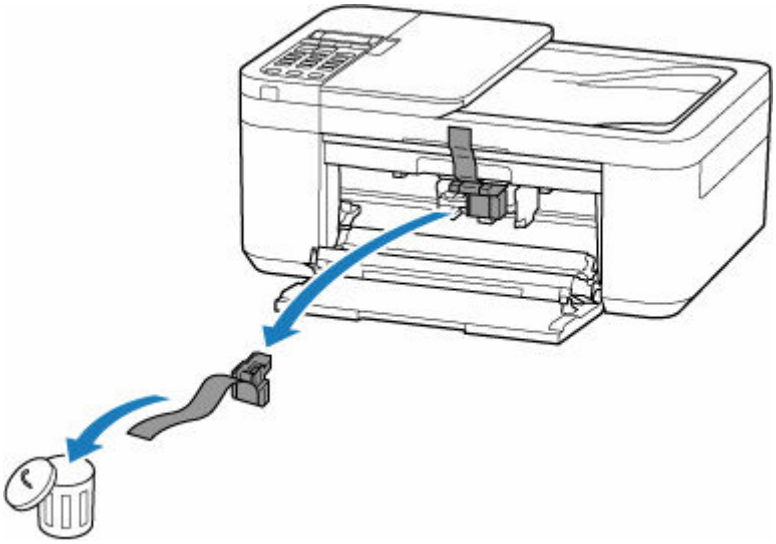
Cause

Shipping tape or protective material may still be attached to FINE cartridge holder.

What to Do

Retract the output tray extension and the paper output support, open the paper output cover, and then make sure that shipping tape and protective material have been removed from the FINE cartridge holder.

If the shipping tape or protective material is still there, remove it and close the paper output cover.



In the case of the first printer setup, click here, select your printer name on the page, and follow the instructions.

2110

Cause

Paper settings specified when printing/copying do not match the paper information for the front tray registered on the printer.

Note

- For the appropriate combination of the paper settings specified on the printer driver and the paper information registered on the printer, refer to the following.
  - Paper Settings on the Printer Driver and the Printer (Media Type) (Windows)
  - Paper Settings on the Printer Driver and the Printer (Paper Size) (Windows)
- For copying, make the paper settings for copying match the paper information for the front tray registered on the printer.
- For how to register paper information on the printer, refer to the following.
  - Paper Settings

If the paper settings specified when printing differ from the paper information for the front tray registered on the printer, the following message is displayed on the printer's LCD.

- Paper settings specified on the printer driver when printing:

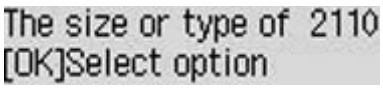
  Paper size: **A5**

  Media type: **Plain paper**

- Paper information for the front tray registered on the printer:

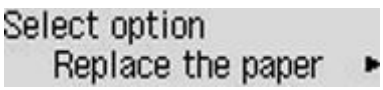
  Paper size: **A4**

  Media type: **Plain paper**



What to Do

Press the printer's **OK** button to display the screen below.



Use the ◄ ► buttons to select the appropriate action and press the printer's **OK** button.

Note

- Depending on the settings, some of the options below may not be displayed.

Print on set paper

Select this option to print/copy on the loaded paper with the paper settings specified when printing/copying.

For example, when the paper size specified when printing is A5 and the paper information for the front tray is registered as A4, select this option to print on an A4 paper loaded in the front tray with the A5 setting.

Replace the paper

Select this option to print/copy after changing the paper in the front tray.

For example, when the paper size specified when printing is A5 and the paper information for the front tray is registered as A4, select this option to print after changing the paper in the front tray with an A5 paper.

After changing the paper, the paper information registration screen for the front tray is displayed. Register the paper information on the printer according to the loaded paper.

Note

- For the appropriate combination of the paper settings specified on the printer driver and the paper information registered on the printer, refer to the following.
  - Paper Settings on the Printer Driver and the Printer (Media Type) (Windows)
  - Paper Settings on the Printer Driver and the Printer (Paper Size) (Windows)

Cancel

Cancels printing/copying.

Select this option when you want to change the paper settings specified when printing/copying. Change the paper settings and try printing/copying again.

Note

- You can configure the setting to hide the misprint prevention message. When set to hide the message, printing/copying begins regardless of whether the paper settings specified when printing/copying and the paper information of the front tray registered on the printer match.
  - To change whether to display the misprint prevention message when printing/copying without using the printer driver:
    - Feed settings
  - To change whether to display the misprint prevention message when printing using the printer driver:
    - Maintenance Tab Description (Windows)
    - Changing the Printer Operation Mode (macOS)

2900

Cause

Scanning print head alignment sheet failed.

What to Do

Press the printer's **OK** button to cancel the error and take the corresponding actions below.

- Make sure the print head alignment sheet is set in the correct position and orientation on the platen.
- Make sure the platen and the print head alignment sheet are not dirty.
- Load A4 or Letter size plain paper in the front tray.
- Check the print head condition by printing the nozzle check pattern.

After carrying out the above actions, perform automatic print head alignment again.

If the error is still not resolved, press the printer's **OK** button to cancel the error and perform manual print head alignment.

2901

Cause

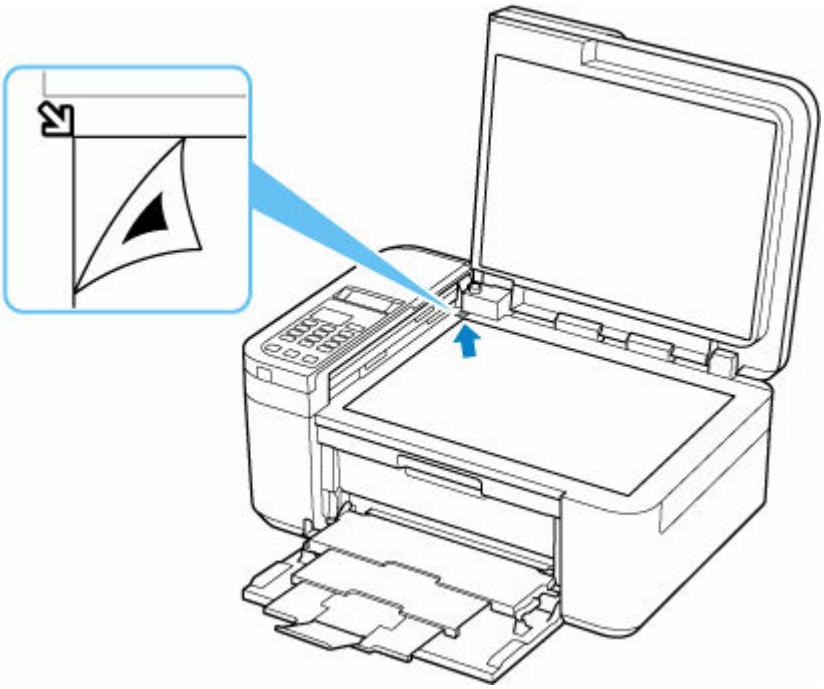
Print head alignment pattern has been printed and printer is waiting to scan sheet.

What to Do

Scan the printed alignment pattern.

1. Load print head alignment sheet on platen.

   Place the printed side down and align the mark ◤ in the upper left corner of the sheet with the alignment mark ⇲.



2. Slowly close the document cover and press printer's **Color** button or **Black** button.

   The printer starts scanning the print head alignment sheet, and automatically adjusts the print head position.

4103

Cause

Cannot perform printing with current print settings.

What to Do

Press the printer's **Stop** button to cancel printing.

Change the print settings specified when printing and retry printing.

5100

Cause

Printer error has occurred.

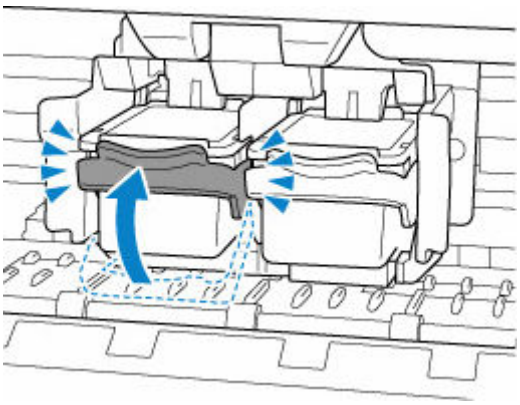
What to Do

Cancel printing and turn off the printer.

Check the following:

- Make sure the FINE cartridges are properly installed.

  Push up the ink cartridge lock lever until it clicks.



- Make sure FINE cartridge holder motion is not impeded by stabilizer, jammed paper, etc.

  Remove any impediment.

Important

- When clearing an impediment to FINE cartridge holder motion, be careful not to touch the clear film (A).



  If you soil or scratch this part by touching it with paper or your hand, it could damage the printer.

Turn the printer back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

5200

Cause

Printer error has occurred.

What to Do

Turn off printer and unplug it.

After a while, plug in the printer again and turn it back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

5B02

Cause

Printer error has occurred.

What to Do

Contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.

Note

- In the case of warnings or errors caused by remaining ink levels, the printer cannot print or scan.

6000

Cause

Printer error has occurred.

What to Do

If the paper is jammed, refer to the following.

What to Do When Paper Is Jammed

Turn off printer and unplug it.

Plug in the printer again and turn it back on.

If this does not solve the problem, contact your nearest Canon service center to request a repair.

Important

- If you unplug the power cord, all the faxes stored in the printer's memory are deleted.