Canon

MG2500 series

Online Manual

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

English

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Read Me First

- Notes on Online Manual Usage
- How to Print

Notes on Online Manual Usage

- Reproduction, diversion or copying of any text, photo or image published in the *Online Manual* (hereinafter referred to as "this guide"), in whole or in part, is prohibited.
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- Although the contents of this guide have been prepared with utmost care, please contact the service center if you find any incorrect or missing information.
- In principle, the descriptions in this guide are based on the product at the time of its initial sale.
- This guide does not disclose the manuals of all the products sold by Canon. See the manual supplied with the product when using a product that is not described in this guide.

How to Print

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

To set to print background colors and images, follow the steps below.

Note

- In Windows 8, print in the desktop version.

- **In Internet Explorer 9 or 10**

  1. Select (Tools) > **Print** > **Page setup...**.
  2. Select the **Print Background Colors and Images** checkbox.

- **In Internet Explorer 8**

  1. Press the Alt key to display the menus.
     Alternatively, from **Tools**, select **Toolbars** > **Menu Bar** to display the menus.
  2. Select **Page Setup...** from the **File** menu.
  3. Select the **Print Background Colors and Images** checkbox.

- **In Mozilla Firefox**

  1. Press the Alt key to display the menus.
     Alternatively, click **Firefox**, then select **Menu Bar** from the right arrow of **Options** to display the menus.
  2. Select **Page Setup...** from the **File** menu.
  3. Select the **Print Background (colors & images)** checkbox in **Format & Options**.

How to Use the Online Manual

Symbols Used in This Document

⚠ Warning

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

⚠ Caution

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

Important

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

Note

Instructions including notes for operation and additional explanations.

Basic

Instructions explaining basic operations of your product.

Note

- Icons may vary depending on your product.

Touch-enabled Device Users

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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- Microsoft is a registered trademark of Microsoft Corporation.
- Windows is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
- Windows Vista is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
- Internet Explorer is a trademark or registered trademark of Microsoft Corporation in the U.S. and/or other countries.
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Note

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

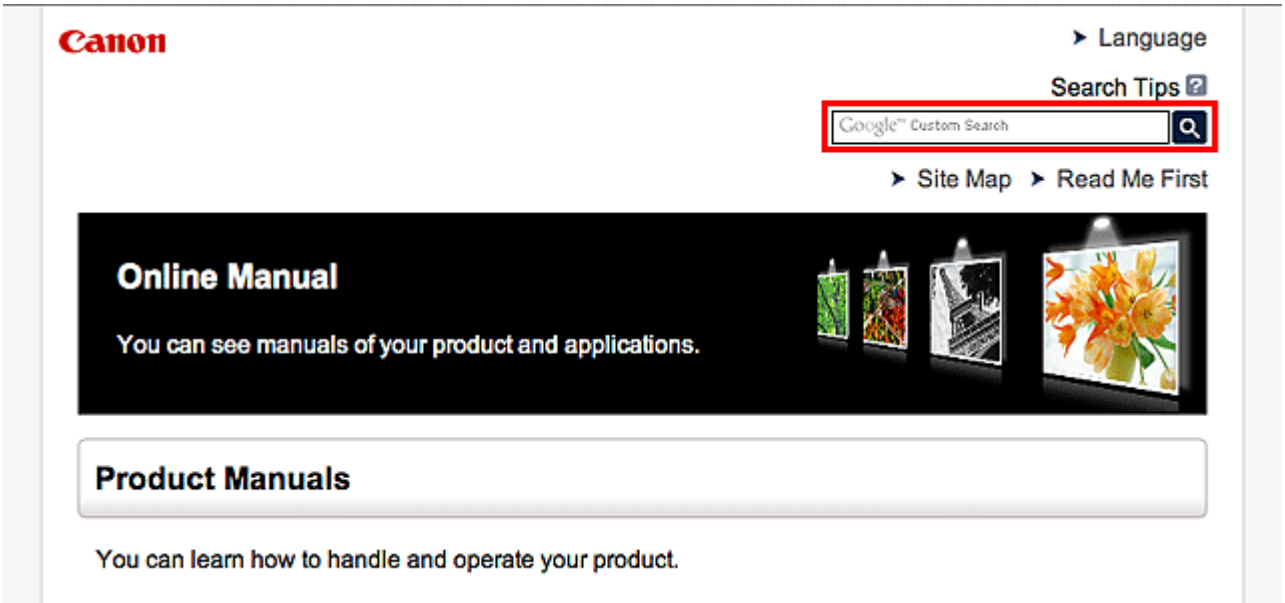
Enter keywords in the search window and click (Search).

You can search for target pages in this guide.

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

Search Tips

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



Note

- The displayed screen may vary.

- **Searching for Functions**

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

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

- **Troubleshooting Errors**

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

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

Note

- The displayed screen varies depending on your product.

- **Searching for Application Functions**

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

  Example: When you want to learn how to print collages with My Image Garden
  Enter "My Image Garden collage" in the search window and perform a search

- **Searching for Reference Pages**

  You can search for reference pages described in this guide by entering your model name and a page title.
  You can find reference pages more easily by entering the function name as well.

  Example: When you want to browse the page referred to by the following sentence on a scanning procedure page
  Refer to "Color Settings Tab" for your model from Home of the *Online Manual* for details.
  Enter "(your product's model name) scan Color Settings Tab" in the search window and perform a search

Window Used in Operation Explanation

In this guide, most of the operations are described based on the windows displayed when Windows 8 operating system (called Windows 8 below) is used.

Useful Functions Available on the Machine

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

Useful Functions Available from Applications and the Main Unit

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

Useful Functions Available from Applications and the Main Unit

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

- Print Photos Easily
- Download Content Materials

Print Photos Easily Using an Application

Organize Images Easily

In My Image Garden, you can register the names of people and events to photos.
You can organize photos easily as you can display them not only by folder but also by calendar, event, and person. This also allows you to find the target photos easily when you search for them later on.

<Calendar View>

<People View>

Display Recommended Items in Slide Shows

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

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

1. In Image Display of Quick Menu, select the item you want to print.
2. Print the item with My Image Garden.

Place Photos Automatically

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

Other Various Functions

My Image Garden has many other useful functions.

Refer to "What You Can Do with My Image Garden" for details.

Download a Variety of Content Materials

CREATIVE PARK

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

CREATIVE PARK PREMIUM

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

Note

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

Overview of the Machine

- Safety Guide
  - Safety Precautions
  - Regulatory and Safety Information
- Main Components and Basic Operations
  - Main Components
  - About the Power Supply of the Machine
- Loading Paper / Originals
  - Loading Paper
  - Loading Originals
- Replacing a FINE Cartridge
  - Replacing a FINE Cartridge
  - Checking the Ink Status
- Maintenance
  - When Printing Becomes Faint or Colors Are Incorrect
  - Performing Maintenance from a Computer
  - Cleaning the Machine
- Changing the Machine Settings
  - Changing Machine Settings from Your Computer
  - Changing the Machine Settings Using the Operation Panel
- Tips for Ensuring Optimal Printing Quality
  - Useful Information about Ink
  - Key Points to Successful Printing
  - Be Sure to Make Paper Settings after Loading Paper
  - Canceling a Print Job
  - Machine Handling Precautions
  - Key to Enjoying Consistent Printing Quality
  - Precautions for Safe Transport of the Machine
- Legal Limitations on Use of Your Product and Use of Images
- Specifications

Safety Guide

- Safety Precautions
- Regulatory and Safety Information

Safety Precautions

Choosing a location

- Do not install the machine in a location that is unstable or subject to excessive vibration.
- Do not install the machine in locations that are very humid or dusty, in direct sunlight, outdoors, or close to a heating source.
  To avoid the risk of fire or electric shocks, use the machine under the operating environment specified in the Specification.
- Do not place the machine on a thick rug or carpet.
- Do not place the machine with its back attached to the wall.

Power supply

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

Working around the machine

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

Working around the machine (For the multifunction printer)

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

Print Heads/ink tanks and FINE Cartridges

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

Regulatory and Safety Information

For models containing lithium battery

- Dispose of used batteries according to the local regulations.
- Risk of explosion if battery is replaced by an incorrect type.

Users in the U.S.A.

FCC Notice (U.S.A. Only)
For 120V, 60Hz model
Model Number: K10392

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

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.
However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

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

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

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

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.

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.

Environmental Information

Reducing your environmental impact while saving money

Power Consumption and Activation Time

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

Energy Star®

The Energy Star® programme is a voluntary scheme to promote the development and purchase of energy efficient models, which help to minimise environmental impact.
Products which meet the stringent requirements of the Energy Star® programme for both environmental benefits and the amount of energy consumption will carry the Energy Star® logo accordingly.

Paper types

This product can be used to print on both recycled and virgin paper (certified to an environmental stewardship scheme), which complies with EN12281 or a similar quality standard. In addition it can

support printing on media down to a weight of 64g/m^2, lighter paper means less resources used and a lower environmental footprint for your printing needs.

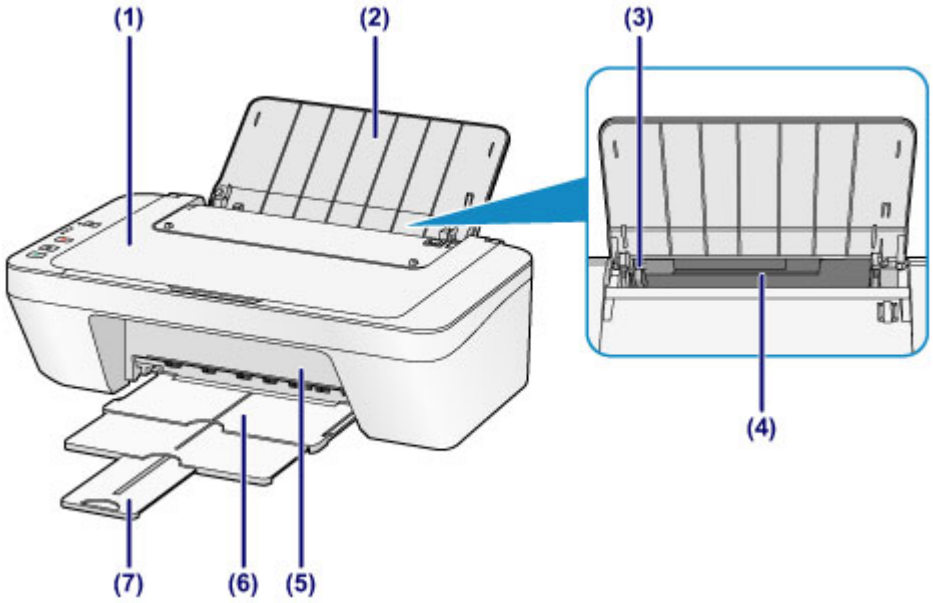
Main Components and Basic Operations

- Main Components
- About the Power Supply of the Machine

Main Components

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

Front View



(1) document cover

Open to load an original on the platen glass.

(2) paper support

Open to load paper in the rear tray.

(3) paper guide

Slide to align with the left side of the paper stack.

(4) rear tray

Load various sizes or types of paper which you can use on the machine. Two or more sheets of the same size and type of paper can be loaded at the same time, and fed automatically one sheet at a time.

➡Loading Plain Paper / Photo Paper

➡Loading Envelopes

(5) cover

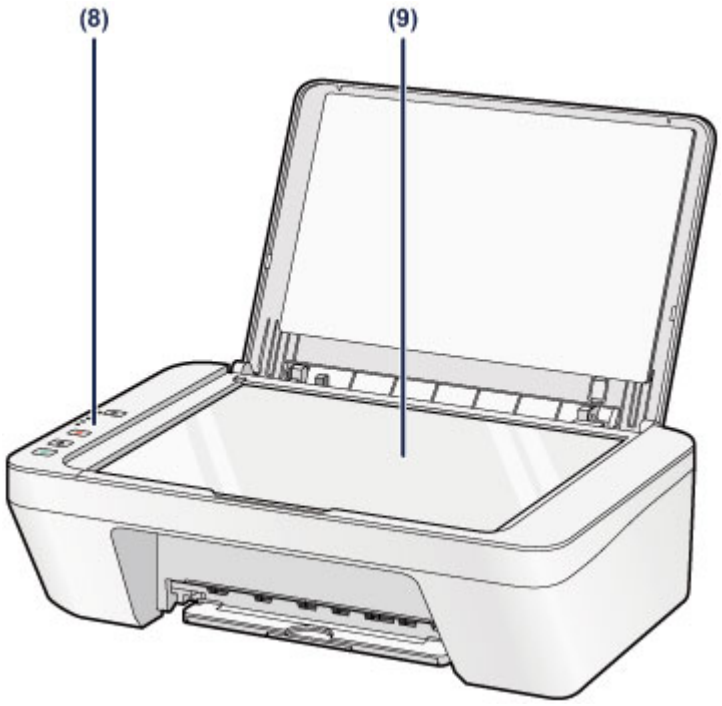
Open to replace the FINE cartridge or remove jammed paper inside the machine.

(6) paper output tray

Printed paper is ejected. Pull out it before printing.

(7) output tray extension

Extend to support ejected paper. Extend it when printing.



(8) operation panel

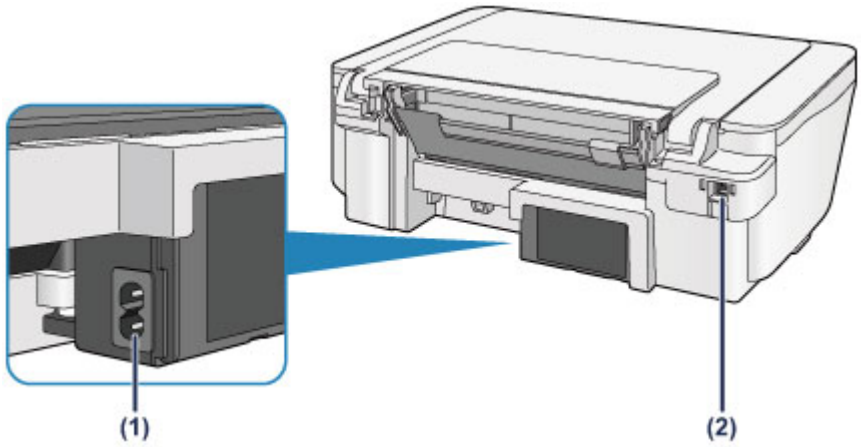
Use to change the settings of the machine or to operate it.

➡Operation Panel

(9) platen glass

Load an original to copy or scan.

Rear View



(1) power cord connector

Plug in the supplied power cord.

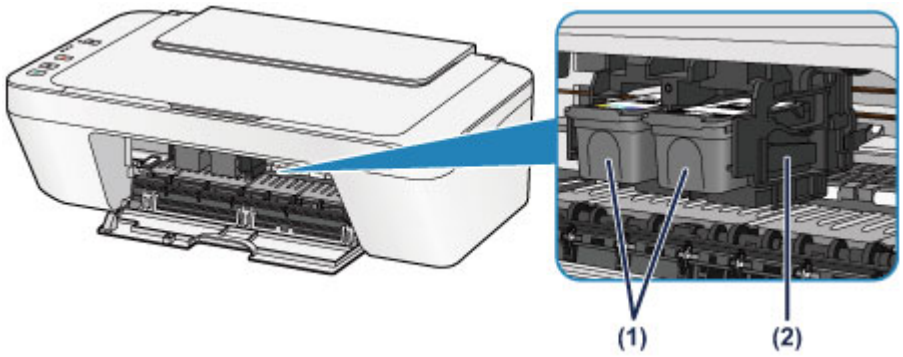
(2) USB port

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

Important

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

Inside View



(1) FINE cartridge (ink cartridges)

A replaceable cartridge that integrates print head and ink tank.

(2) FINE cartridge holder

Install the FINE cartridge.

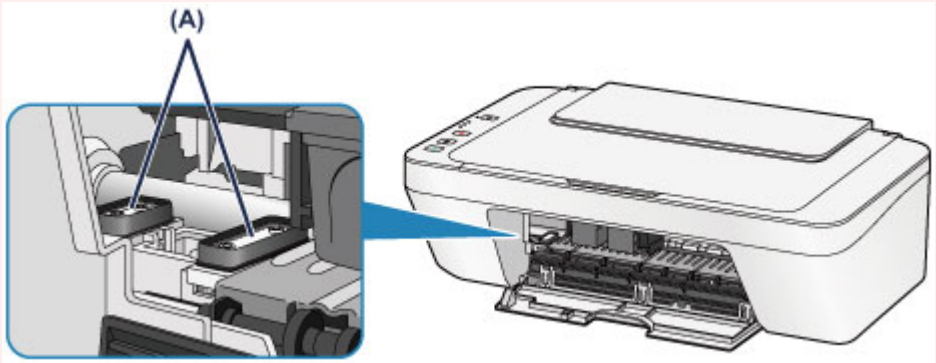
The color FINE cartridge should be installed into the left slot and the black FINE cartridge should be installed into the right slot.

Note

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

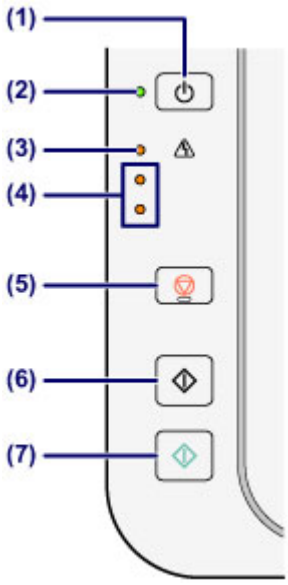
Important

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



Operation Panel

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



(1) ON button

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

➡Turning the Machine On and Off

(2) ON lamp

Lights green after flashing when the power is turned on.

Note

ON and Alarm lamps

- You can check the status of the machine by the **ON** and **Alarm** lamps.
  - – **ON** lamp is off: The power is off.
  - – **ON** lamp lights green: The machine is ready to print.
  - – **ON** lamp flashes green: The machine is getting ready to print, or printing is in progress.
  - – **Alarm** lamp flashes orange: An error has occurred and the machine is not ready to print.

➡"Support Code Corresponding to the Number of Flashes of the Alarm Lamp" in If an Error Occurs

  - – **ON** lamp flashes green and **Alarm** lamp flashes orange alternately: An error that requires contacting the service center may have occurred.

➡"Support Code Corresponding to the Number of Alternate Flashes of the ON Lamp and the Alarm Lamp" in If an Error Occurs

(3) Alarm lamp

Lights or flashes orange when an error occurs, such as paper-out or ink-out. When performing machine maintenance or machine settings, options can be selected according to the number of flashes.

(4) ink lamps

Light or flash orange when ink runs out, etc.

The upper lamp indicates the black FINE cartridge status, the lower lamp the color FINE cartridge status.

(5) Stop button

Cancels operations. You can press this button to cancel a print, copy, or scan job in progress. Holding this button down lets you select maintenance options or machine settings.

(6) Black button*

Starts black & white copying. You can also press this button to finalize your selection for the setting item.

(7) Color button*

Starts color copying. You can also press this button to finalize your selection for the setting item.

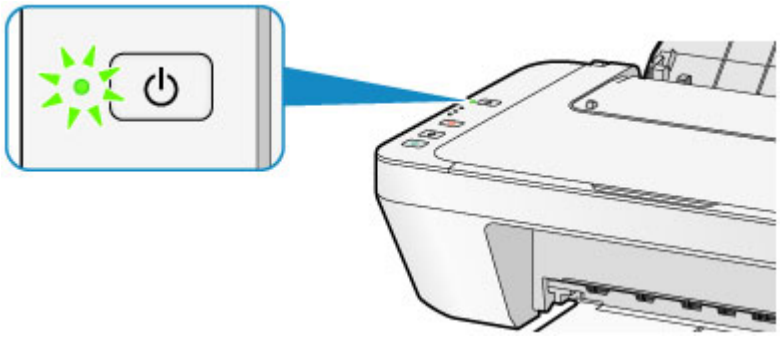
* In the software applications or manuals, the **Color** and **Black** buttons are collectively called the "Start" or "OK" button.

About the Power Supply of the Machine

- Confirming that the Power Is On
- Turning the Machine On and Off
- Notice for the Power Plug/Power Cord
- Notice for Unplugging the Power Cord

Confirming that the Power Is On

The **ON** lamp is lit green when the machine is turned on.



Note

- It may take a while for the machine to start printing immediately after you turn on the machine.

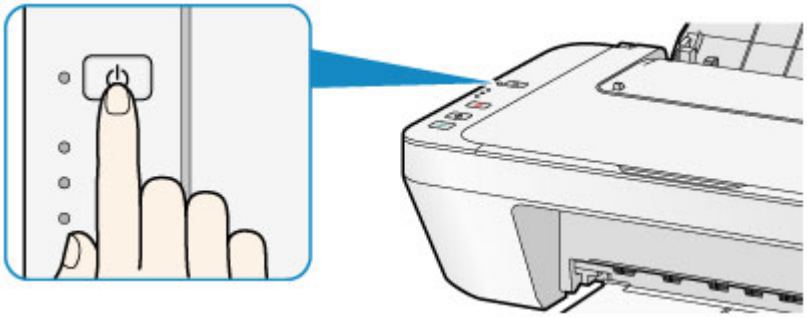
Turning the Machine On and Off

Turning on the machine

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

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

➡Confirming that the Power Is On



Note

- It may take a while for the machine to start printing immediately after you turn on the machine.
- If the **Alarm** lamp lights up or flashes orange, see If an Error Occurs.

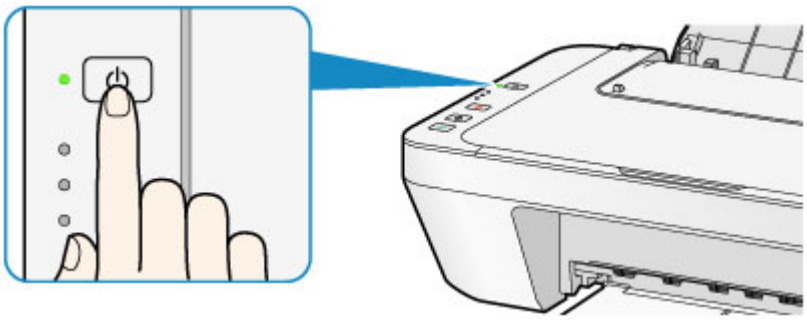
Auto power on feature

- You can set the machine to automatically turn on when a print or scan operation is performed from a computer. This feature is set to off by default.
  For details on how to change the auto power on setting, see below.
  From the machine
  ➡Turning on/off the Machine Automatically
  From the computer
  ➡Managing the Machine Power

Turning off the machine

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

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



Important

- When you unplug the power cord after turning off the machine, be sure to confirm that the **ON** lamp is off.
  ➡Notice for Unplugging the Power Cord

Note

Auto power off feature

- You can set the machine to automatically turn off when no operations are performed or no print jobs are sent to the machine for a certain interval. This is the default setting.
  For details on how to change the auto power off setting, see below.
  From the machine
  ➡Turning on/off the Machine Automatically
  From the computer
  ➡Managing the Machine Power

Notice for the Power Plug/Power Cord

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

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

⚠ Caution

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

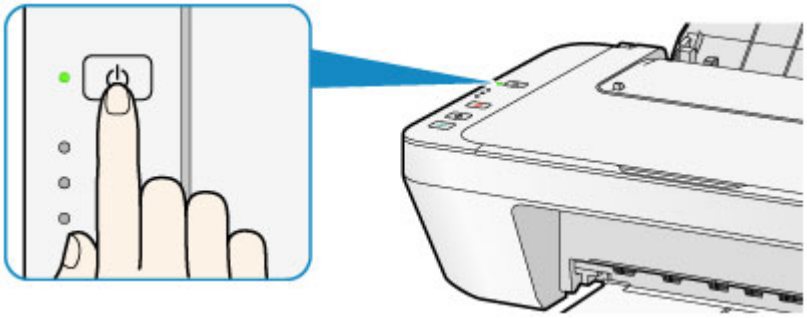
Notice for Unplugging the Power Cord

To unplug the power cord, follow the procedure below.

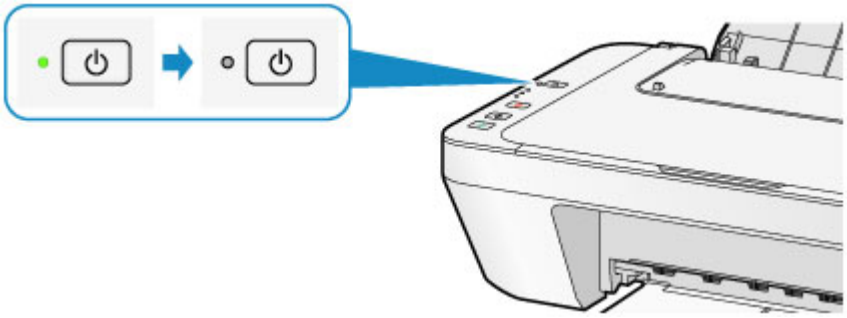
Important

- When you unplug the power cord, press the **ON** button, then confirm that 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.

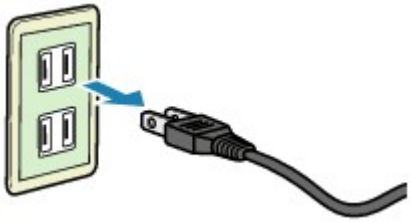
1. Press the **ON** button to turn the machine off.



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.

Loading Paper / Originals

- Loading Paper
- Loading Originals

Loading Paper

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

Loading Plain Paper / Photo Paper

You can load plain paper or photo paper.

Important

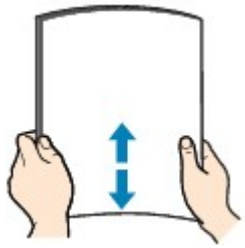
- If you cut plain paper into small size such as 4" x 6" (10 x 15 cm) or 5" x 7" (13 x 18 cm) to perform trial print, it can cause paper jams.

Note

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

1. Prepare paper.

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



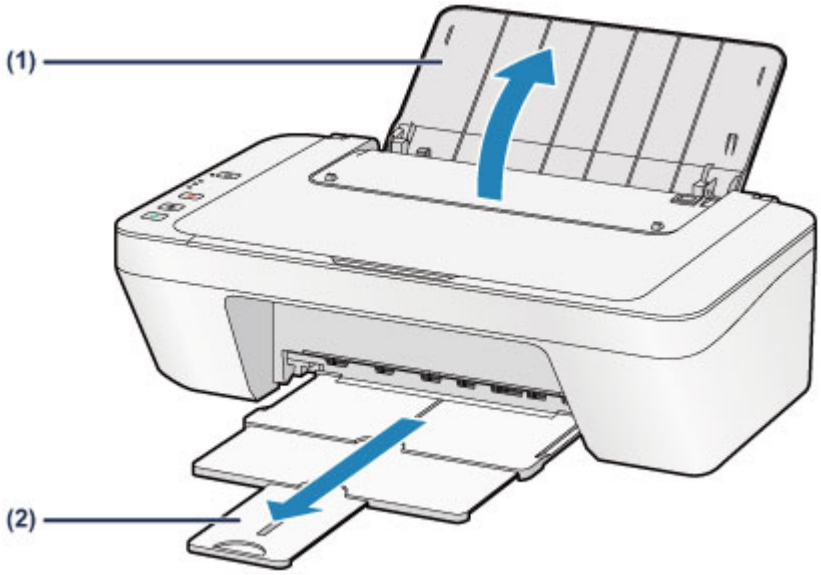
Note

- Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams.
- If paper is curled, hold the curled corners and gently bend them in the opposite direction until the paper becomes completely flat.
  For details on how to flatten curled paper, see "Load the paper after correcting its curl." in Paper Is Smudged/Printed Surface Is Scratched.

2. Load paper.

(1) Open the paper support.

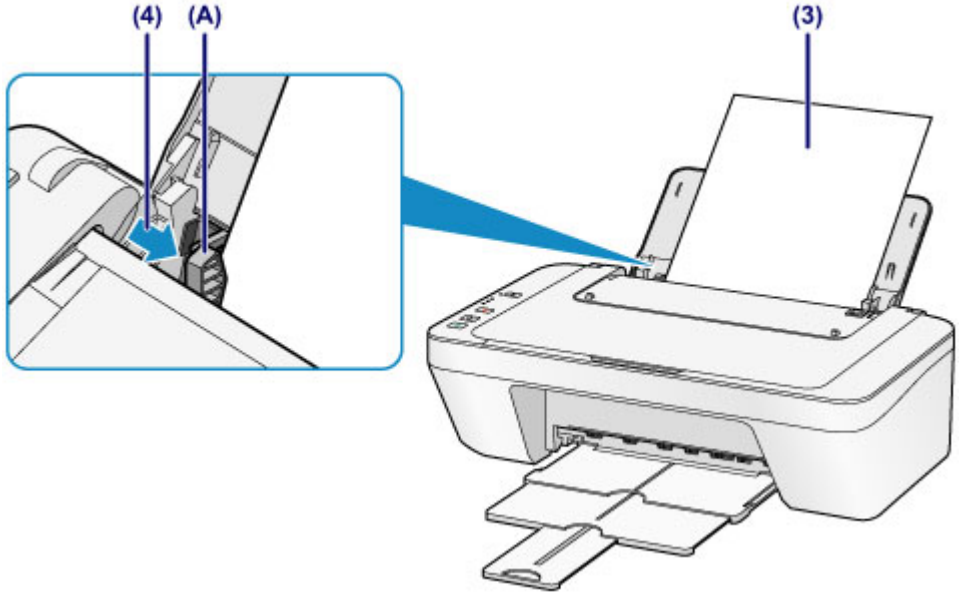
(2) Pull out the paper output tray and the output tray extension.



(3) Slide the paper guide **(A)** to the left, and load the paper against the far right of the rear tray WITH THE PRINT SIDE FACING YOU.

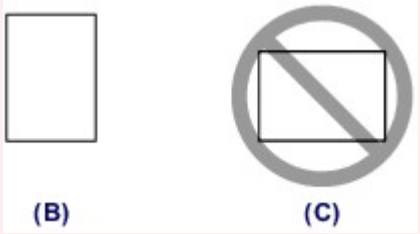
(4) Slide the paper guide **(A)** to align it with the paper stack.

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



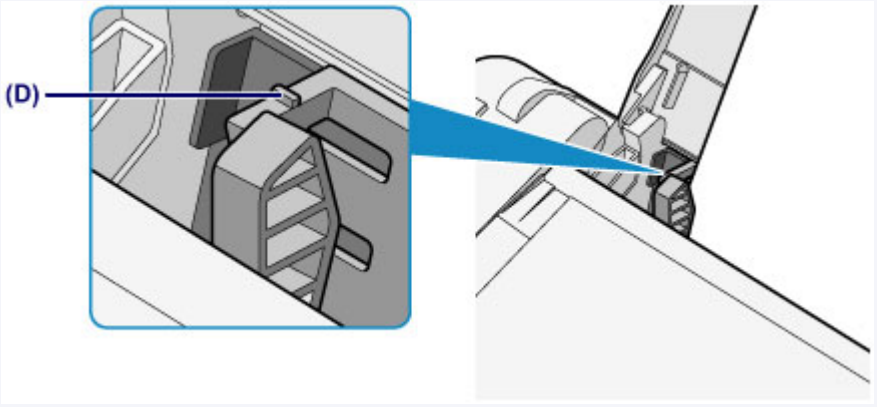
Important

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



Note

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



Note

- The machine may make operating noise when feeding paper.

After loading paper

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

Loading Envelopes

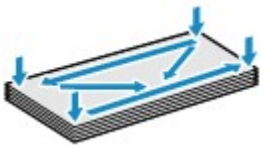
You can load Envelope DL and Envelope Com 10.
The address is automatically rotated and printed according to the envelope's direction by specifying with the printer driver properly.

Important

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

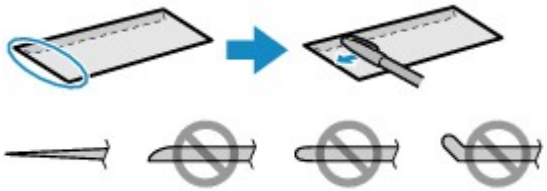
1. Prepare envelopes.

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



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

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



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

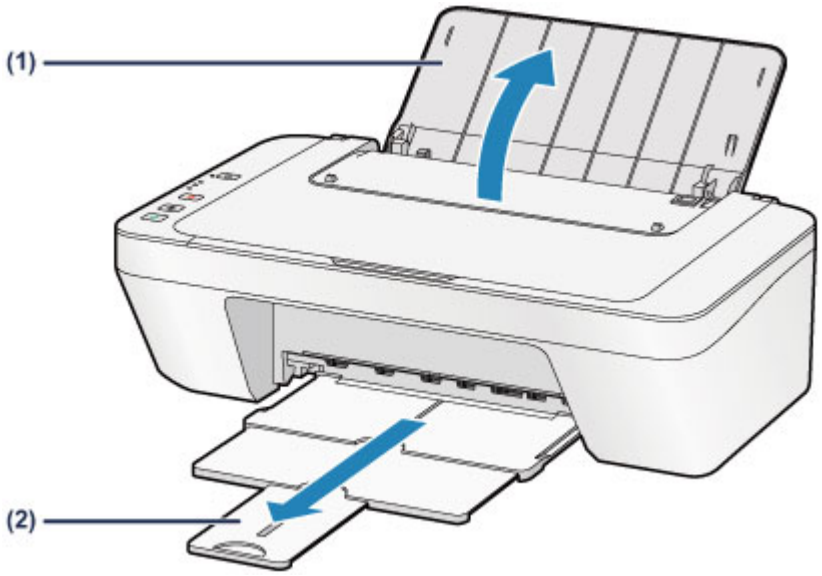
Important

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

2. Load envelopes.

(1) Open the paper support.

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



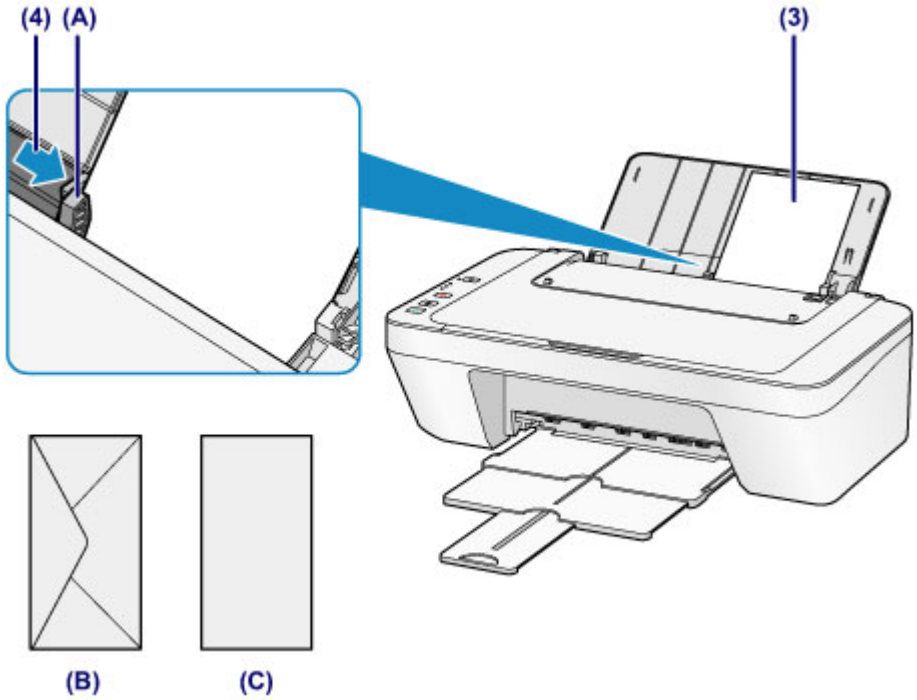
(3) Slide the paper guide **(A)** to the left, and load the envelopes against the far right of the rear tray WITH THE PRINT SIDE FACING YOU.

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

Up to 5 envelopes can be loaded at once.

(4) Slide the paper guide **(A)** to align it with the envelopes.

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



(B) Rear side

(C) Address side

Note

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

Note

- The machine may make operating noise when feeding paper.

After loading envelopes

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

Media Types You Can Use

Use plain paper for printing texts or photo paper for printing photos, for the best print results. We recommend the use of Canon genuine paper for printing your important photos.

Media Types

Commercially available papers

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

Canon genuine papers

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

Note

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

Paper for printing photos:

- Glossy Photo Paper "Everyday Use" <GP-501/GP-601>
- Photo Paper Glossy <GP-601>
- Photo Paper Plus Glossy II <PP-201>

*1 100% recycled paper can be used.

➡Paper Load Limit
➡Setting the Media Type with the Printer Driver

Page Sizes

You can use the following page sizes.

Standard sizes:

- Letter
- A5
- B5
- 5" x 7" (13 x 18 cm)
- Envelope Com 10
- Legal
- A4
- 4" x 6" (10 x 15 cm)
- Envelope DL

Non-standard sizes:

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

- Minimum size: 4.00 x 6.00 inches (101.6 x 152.4 mm)
- Maximum size: 8.50 x 26.61 inches (215.9 x 676.0 mm)

Paper Weight

You can use paper in the following weight range.

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

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

Notes on Storing Paper

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

Paper Load Limit

Commercially Available Papers

Media Name	Rear Tray	Paper Output Tray
Plain Paper (including recycled paper)	Approx. 60 sheets (10 sheets: Legal)	Approx. 10 sheets
Envelopes	5 envelopes	*1

Canon Genuine Papers

Note

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

Paper for printing photos:

Media Name <Model No.>	Rear Tray
Glossy Photo Paper "Everyday Use" <GP-501/ GP-601> *2	20 sheets: 4" x 6" (10 x 15 cm)
Photo Paper Glossy <GP-601> *2	20 sheets: 4" x 6" (10 x 15 cm)
Photo Paper Plus Glossy II <PP-201> *2	10 sheets: 5" x 7" (13 x 18 cm) 20 sheets: 4" x 6" (10 x 15 cm)

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

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

Media Types You Cannot Use

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

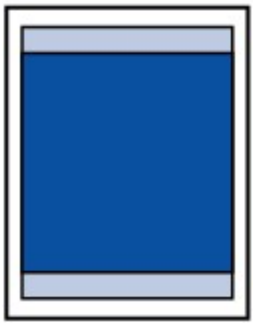
- Folded, curled, or wrinkled paper
- Damp paper
- Paper that is too thin (weighing less than 17 lb (64 g /m^2))
- Paper that is too thick (weighing more than 28 lb (105 g /m^2), except for Canon genuine paper)
- Paper thinner than a postcard, including plain paper or notepad paper cut to a small size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

Printing Area

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

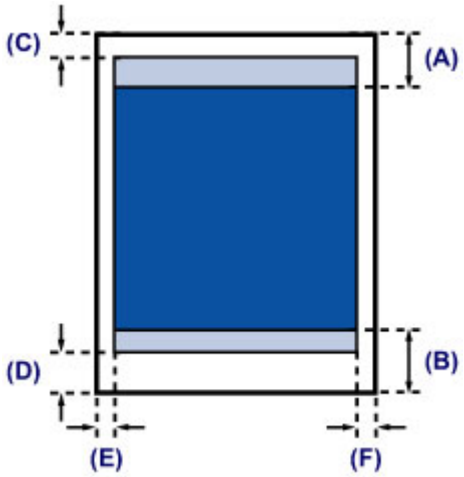
Printing Area

To ensure the best print quality, the machine allows a margin along each edge of media.
The actual printable area will be the area inside these margins.
Recommended printing area : Canon recommends that you print within this area.
Printable area : The area where it is possible to print.
However, printing in this area can affect the print quality or the paper feed precision.



Other Sizes than Letter, Legal, Envelopes

Size	Printable Area (width x height)
A5	5.56 x 7.49 inches (141.2 x 190.3 mm)
A4	8.00 x 10.92 inches (203.2 x 277.3 mm)
B5	6.90 x 9.34 inches (175.2 x 237.3 mm)
4" x 6" (10 x 15 cm)	3.73 x 5.22 inches (94.8 x 132.7 mm)
5" x 7" (13 x 18 cm)	4.73 x 6.22 inches (120.2 x 158.1 mm)



Recommended printing area

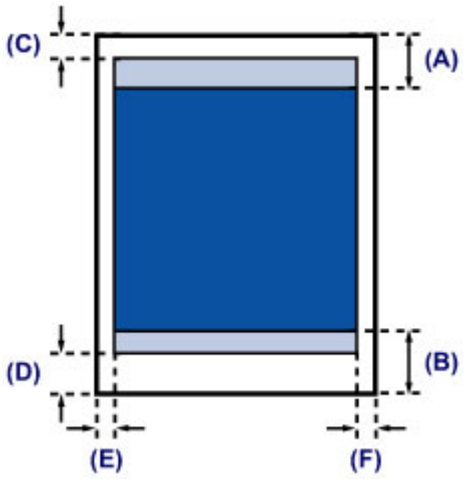
(A) 1.24 inches (31.6 mm)
(B) 1.15 inches (29.2 mm)

Printable area

(C) 0.12 inches (3.0 mm)
(D) 0.66 inches (16.7 mm)
(E) 0.13 inches (3.4 mm)
(F) 0.13 inches (3.4 mm)

Letter, Legal

Size	Printable Area (width x height)
Letter	8.00 x 10.22 inches (203.2 x 259.7 mm)
Legal	8.00 x 13.22 inches (203.2 x 335.9 mm)



Recommended printing area

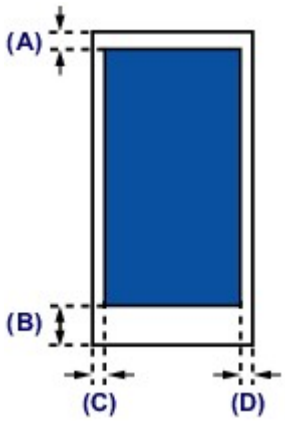
(A) 1.24 inches (31.6 mm)
(B) 1.15 inches (29.2 mm)

Printable area

(C) 0.12 inches (3.0 mm)
(D) 0.66 inches (16.7 mm)
(E) 0.25 inches (6.4 mm)
(F) 0.25 inches (6.3 mm)

Envelopes

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



Recommended printing area

(A) 0.31 inches (8.0 mm)
(B) 1.28 inches (32.5 mm)
(C) 0.22 inches (5.6 mm)
(D) 0.22 inches (5.6 mm)

Loading Originals

- Loading Originals on the Platen Glass
- Originals You Can Load

Loading Originals on the Platen Glass

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

1. Load an original on the platen glass.

(1) Open the document cover.

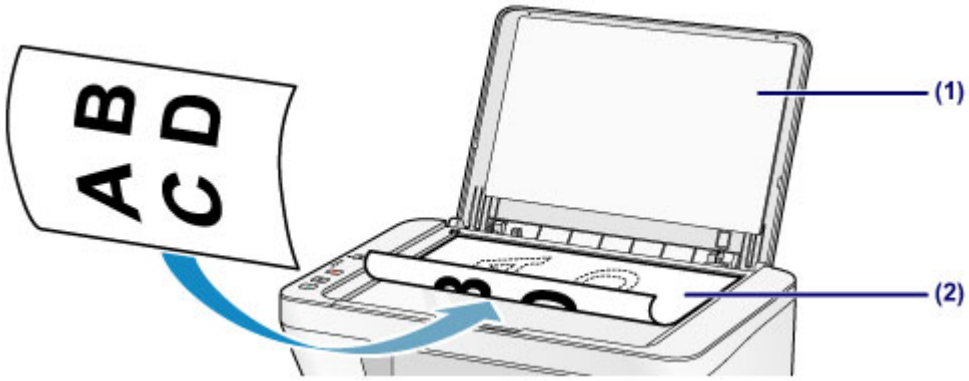
Important

- Do not place any object on the document cover. It will fall into the rear tray when the document cover is opened and cause the machine to malfunction.

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

➡Originals You Can Load

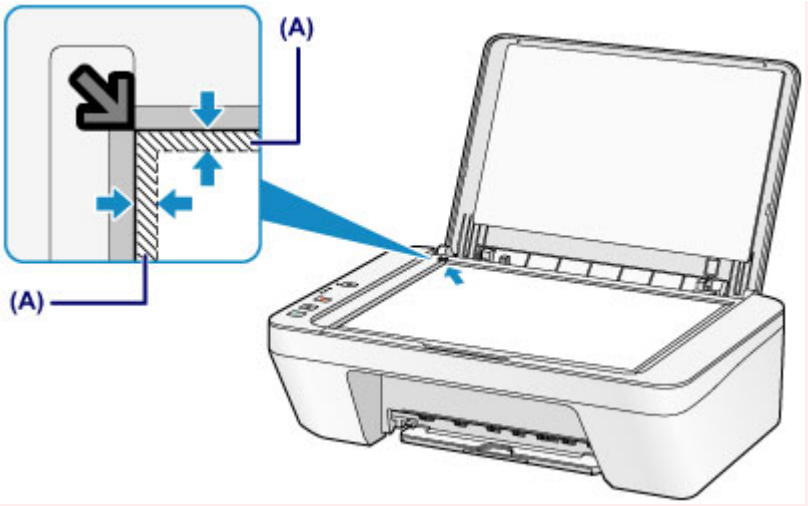
Align the corner of the original with the alignment mark ⌜.



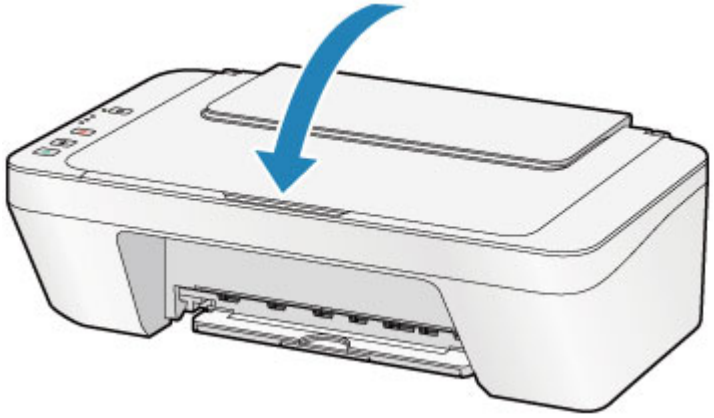
Important

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

  Failure to observe the above may cause the scanner to malfunction or the platen glass to break.
- The machine cannot scan the shaded area **(A)** (0.04 inches (1 mm) from the edges of the platen glass).



2. Close the document cover gently.



Important

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

Originals You Can Load

The originals you can load on the platen glass are as follows.

Item	Details
Types of originals	- Text document, magazine, or newspaper - Printed photo, postcard, business card, or disc (BD/DVD/CD, etc.)
Size (width x height)	Max. 8.5 x 11.7 inches (216 x 297 mm)

Replacing a FINE Cartridge

- Replacing a FINE Cartridge
- Checking the Ink Status

Replacing a FINE Cartridge

When remaining ink cautions or errors occur, the ink lamps and the **Alarm** lamp will flash orange to inform you of the error. Count the number of flashes and take appropriate action.

➡If an Error Occurs

Replacing Procedure

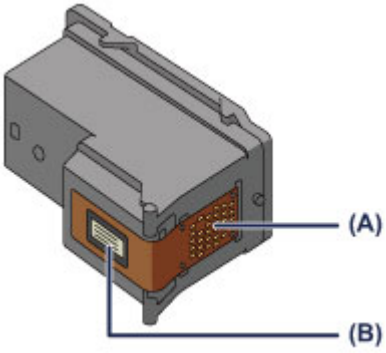
When you need to replace a FINE cartridge, follow the procedure below.

➡Watch the movie

Important

Handling FINE cartridge

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



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

Note

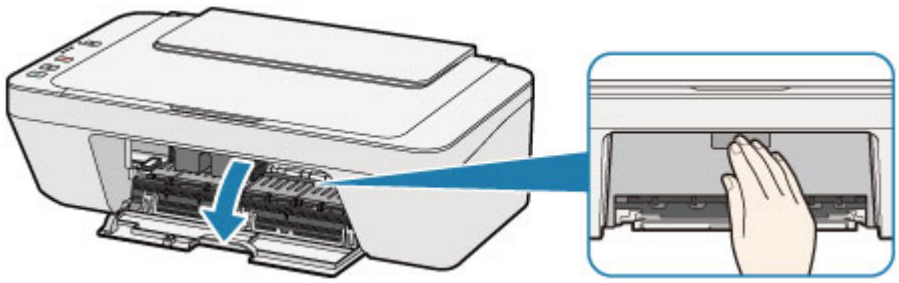
- If a FINE cartridge runs out of ink, you can print with either color or black FINE cartridge, in whichever ink remains, only for a while. However the print quality may be reduced compared to when printing with both cartridges. We recommend to use a new FINE cartridge in order to obtain optimum qualities.
  Even when printing with one ink only, print with leaving the empty FINE cartridge installed. If either of the color FINE cartridge or black FINE cartridge is not installed, an error occurs and the machine cannot print.

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

- Color ink may be consumed even when printing a black-and-white document or when black-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 machine. When ink runs out, replace the FINE cartridge immediately with a new one.
  ➡Useful Information about Ink

1. Make sure that the power is turned on.
2. Retract the paper output tray and the output tray extension.
3. Open the cover.

   The FINE cartridge holder moves to the replacement position.



⚠ Caution

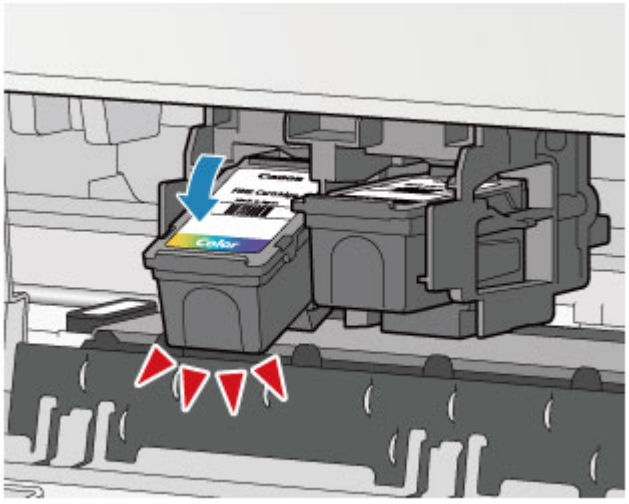
- Do not hold the FINE cartridge holder to stop or move it forcibly. Do not touch the FINE cartridge holder until it stops completely.

Important

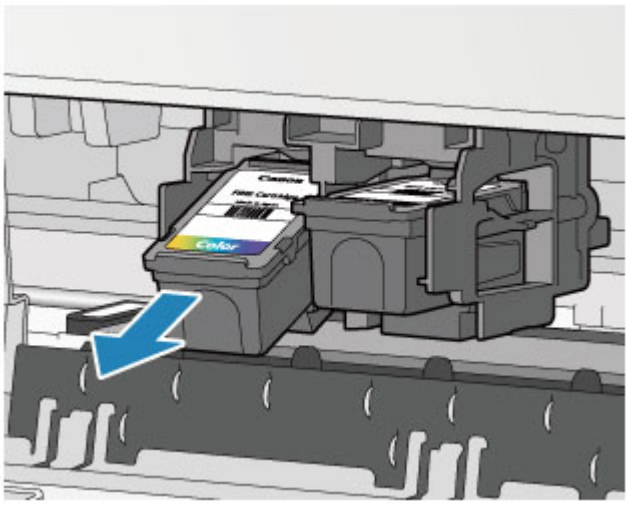
- The inside of the machine may be stained with ink. Be careful not to stain your hands or clothing when replacing the FINE cartridge. You can easily wipe off the ink from the inside of the machine with tissue paper or the like.
- Do not touch the metallic parts or other parts inside the machine.
- If the cover is left open for more than 10 minutes, the FINE cartridge holder may move and the **Alarm** lamp light. In this case, close the cover, then open it again.

4. Remove the empty FINE cartridge.

(1) Push down the FINE cartridge until it clicks.



(2) Remove the FINE cartridge.

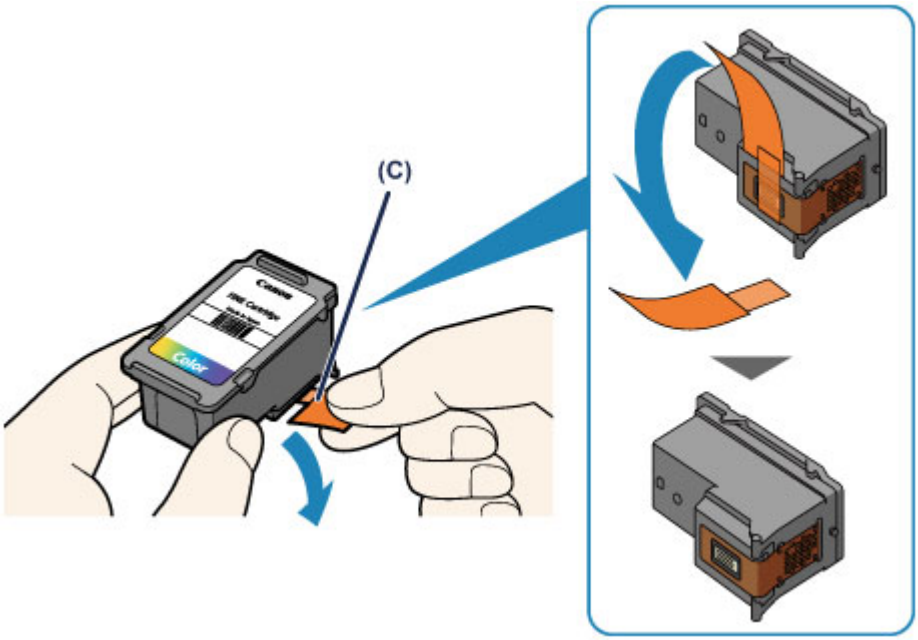


Important

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

5. Prepare a new FINE cartridge.

(1) Take a new FINE cartridge out of its package and remove the protective tape **(C)** gently.



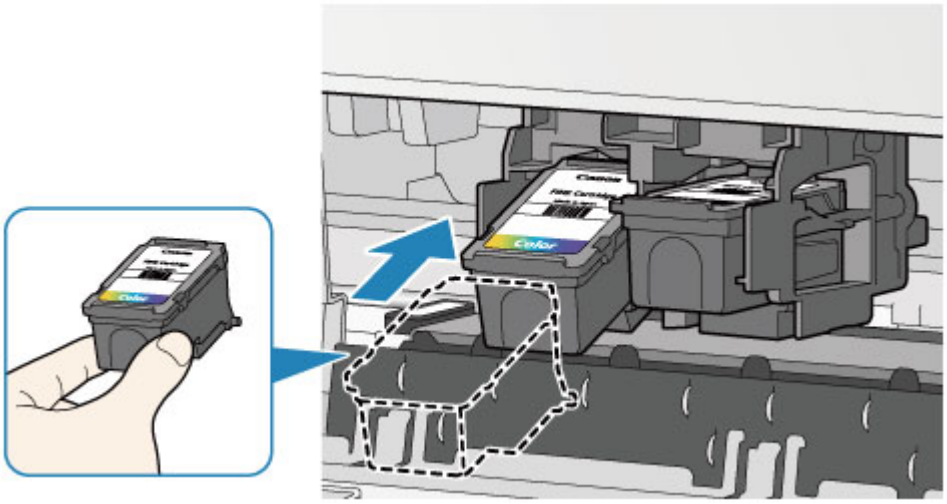
Important

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

6. Install the FINE cartridge.

(1) Insert the new FINE cartridge at a slant into the FINE cartridge holder.

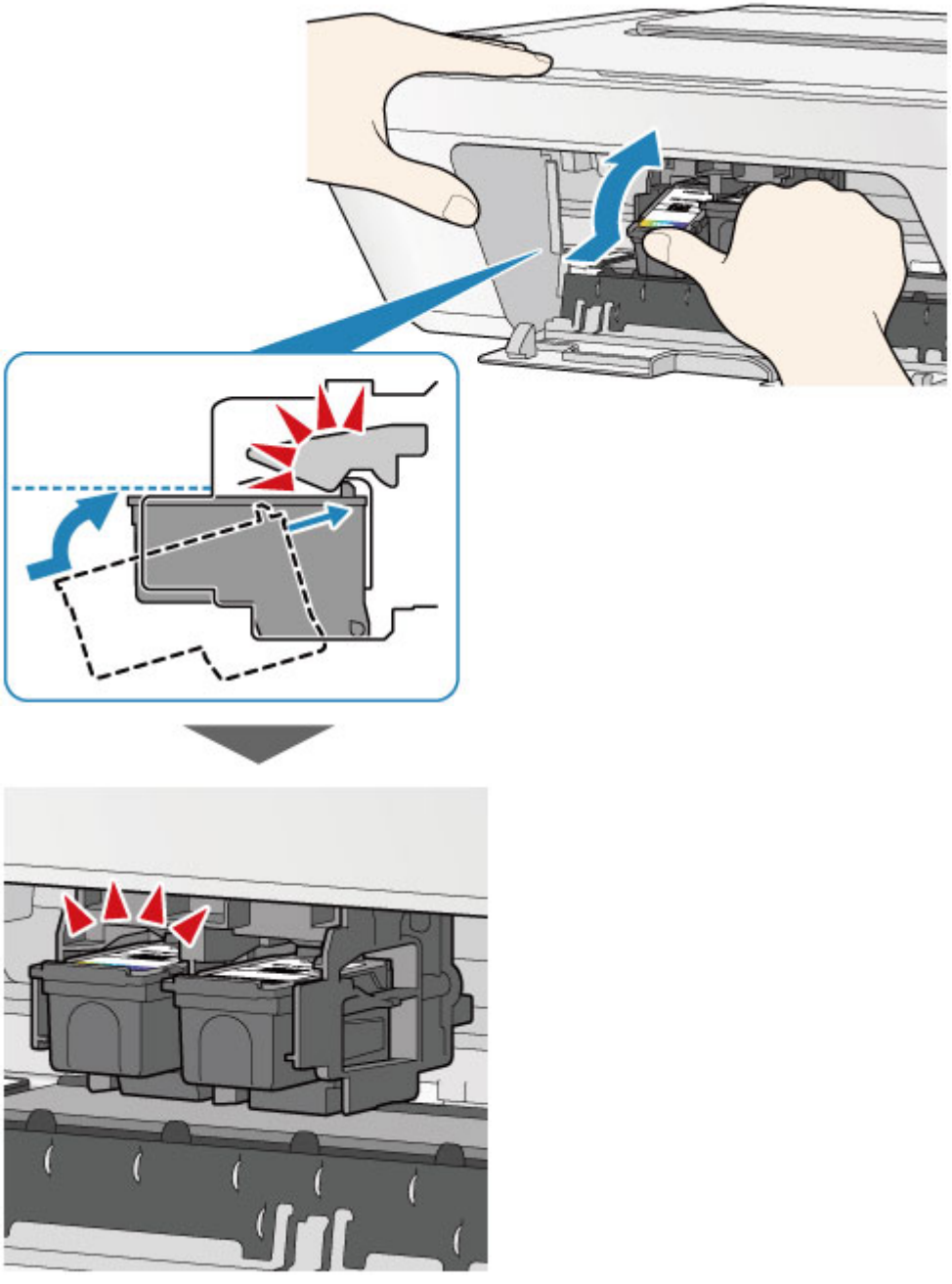
The color FINE cartridge should be installed into the left slot and the black FINE cartridge should be installed into the right slot.



Important

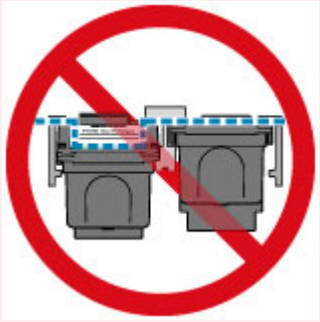
- Insert the FINE cartridge gently so that it does not hit the electrical contacts on the FINE cartridge holder.

(2) Push the FINE cartridge in and up firmly until it snaps into place.



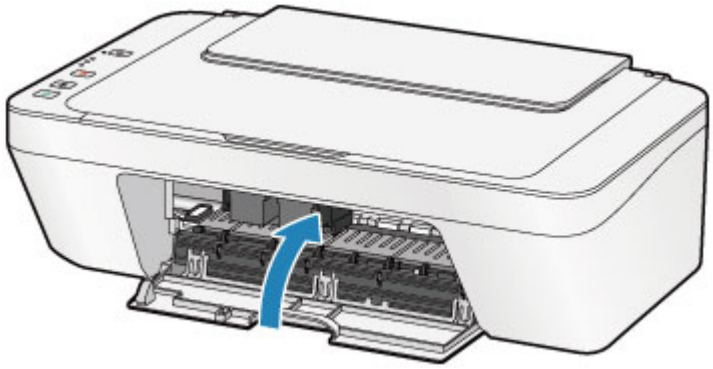
Important

- Check if the FINE cartridge is installed correctly.



- The machine cannot print unless both the color FINE cartridge and black FINE cartridge are installed. Be sure to install both cartridges.

7. Close the cover.



Note

- If the **Alarm** lamp lights or flashes orange after the cover is closed, take appropriate action.

  ➡If an Error Occurs
- The machine may make noise during operation.

8. Adjust the print head position.

After replacing the FINE cartridge, perform the print head alignment.

➡Aligning the Print Head.

Note

- When print head alignment is performed, the machine starts cleaning the print head automatically before printing the print head alignment sheet. Do not perform any other operations until the machine completes the cleaning of the print head.

Checking the Ink Status

- Checking the Ink Status with the Ink Lamps on the Operation Panel

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

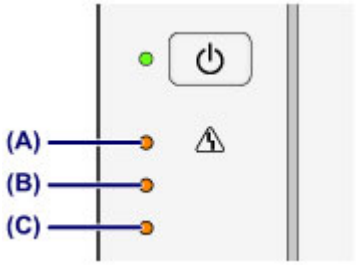
- Checking the Ink Status from Your Computer

Checking the Ink Status with the Ink Lamps on the Operation Panel

Note

- The ink level detector is mounted on the machine to detect the remaining ink level. The machine considers as ink is full when a new FINE cartridge is installed, and then starts to detect a remaining ink level. If you install a used FINE cartridge, the indicated ink level of it may not be correct. In such case, refer to the ink level information only as a guide.
- When remaining ink cautions or errors occur, the ink lamps and the **Alarm** lamp will flash orange to inform you of the error. Count the number of flashes and take appropriate action.
  ➡If an Error Occurs

In the copy standby mode, you can check the ink status with the **Color Ink** lamp and **Black Ink** lamp.
* All the lamps on the operation panel are shown lit in the illustration below for explanatory purposes.



(A) Alarm lamp
(B) Black Ink lamp
(C) Color Ink lamp

Color Ink lamp or Black Ink lamp lights

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

Color Ink lamp or Black Ink lamp flashes, while Alarm lamp flashes

An error has occurred.
➡If an Error Occurs
* For some types of errors, the **Alarm** lamp may not flash.

Note

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

➡Checking the Ink Status from Your Computer

Maintenance

- When Printing Becomes Faint or Colors Are Incorrect
- Performing Maintenance from a Computer
- Cleaning the Machine

When Printing Becomes Faint or Colors Are Incorrect

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

Maintenance Procedure

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

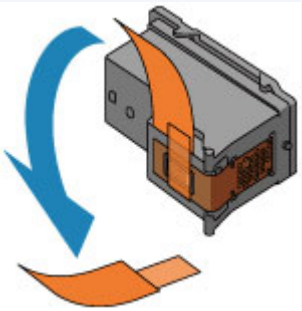
Important

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

Note

Before performing maintenance

- Check if ink remains in the FINE cartridge.
  ➡Checking the Ink Status with the Ink Lamps on the Operation Panel
- 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 the **Alarm** lamp lights or flashes orange, see If an Error Occurs.
- Increasing the print quality in the printer driver settings may improve the print result.
  ➡Changing the Print Quality and Correcting Image Data

When the Print Results Are Blurred or Uneven:

Step 1

Print the nozzle check pattern.

From the machine

➡Printing the Nozzle Check Pattern

From the computer

➡Use Your Computer to Print a Nozzle Check Pattern

Examine the nozzle check pattern.

➡Examining the Nozzle Check Pattern

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

Step 2

Clean the print head.

From the machine

➡Cleaning the Print Head

From the computer

➡Cleaning the Print Heads from Your Computer

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

Step 3

Clean the print head deeply.

From the machine

➡Cleaning the Print Head Deeply

From the computer

➡Cleaning the Print Heads from Your Computer

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

If the problem is still not resolved:

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

Step 4

Replace a FINE cartridge.

➡Replacing a FINE Cartridge

Note

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

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

Align the print head.

From the machine

➡Aligning the Print Head

From the computer

➡Aligning the Print Head Position Automatically from Your Computer

Printing the Nozzle Check Pattern

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

➡Watch the movie

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.

  ➡Replacing a FINE Cartridge

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

1. Make sure that the power is turned on.
2. Load a sheet of A4 or Letter-sized plain paper in the rear tray.
3. Pull out the paper output tray and the output tray extension.
4. Hold down the **Stop** button until the **Alarm** lamp flashes orange once, then release it immediately.

   The nozzle check pattern will be printed.

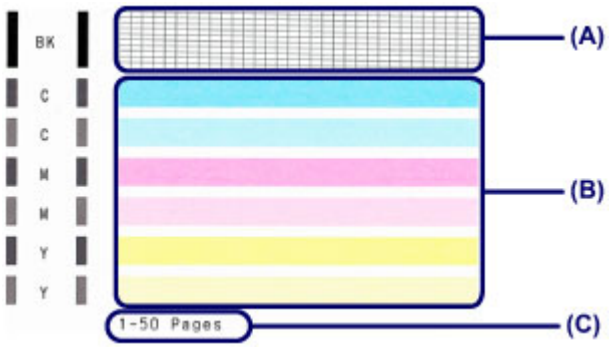
   Do not perform any other operations until the machine completes the printing of the nozzle check pattern.
5. Examine the nozzle check pattern.

   ➡Examining the Nozzle Check Pattern

Examining the Nozzle Check Pattern

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

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



(C) Number of sheets printed so far

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

Cleaning the print head is required.

➡Cleaning the Print Head

(D) Good

(E) Bad (lines are missing)

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

Cleaning the print head is required.

➡Cleaning the Print Head

(F) Good

(G) Bad (horizontal white streaks are present)

Note

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

Cleaning the Print Head

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

1. Make sure that the power is turned on.

2. Hold down the **Stop** button until the **Alarm** lamp flashes orange twice, then release it immediately.

   The machine starts cleaning the print head.

   The cleaning will be complete when the **ON** lamp lights green after flashing.

   Do not perform any other operations until the machine completes the cleaning of the print head. This takes about 30 seconds.

3. Check the print head condition.

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

   ➡Printing the Nozzle Check Pattern

Note

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

  ➡Cleaning the Print Head Deeply

Cleaning the Print Head Deeply

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

1. Make sure that the power is turned on.

2. Hold down the **Stop** button until the **Alarm** lamp flashes orange three times, then release it immediately.

   The machine starts cleaning the print head deeply.

   The cleaning will be complete when the **ON** lamp lights green after flashing.

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

3. Check the print head condition.

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

   ➡Printing the Nozzle Check Pattern

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

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

➡Replacing a FINE Cartridge

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

Aligning the Print Head

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

Note

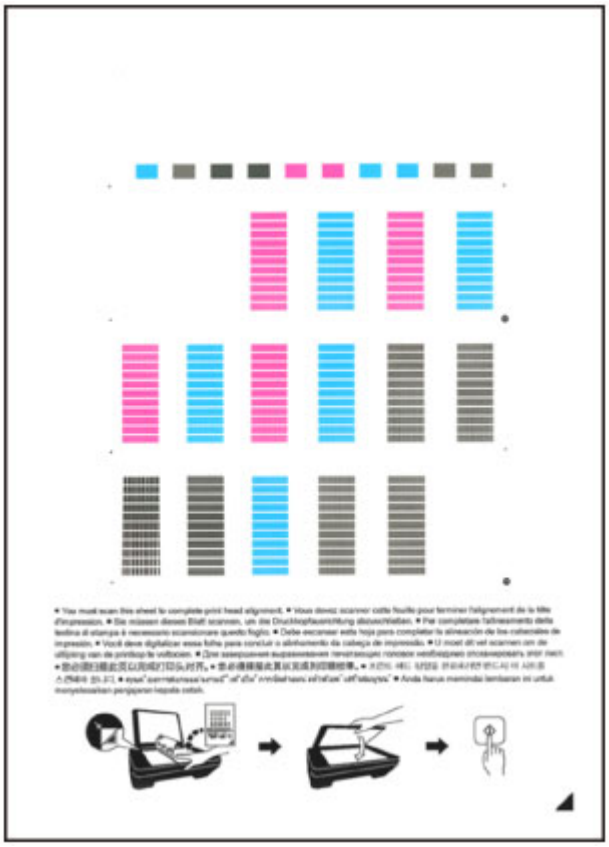
- If the remaining ink level is low, the print head alignment sheet will not be printed correctly. Replace the FINE cartridge whose ink is low.
  ➡Replacing a FINE Cartridge

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

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

1. Make sure that the power is turned on.
2. Load a sheet of A4 or Letter-sized plain paper in the rear tray.
3. Pull out the paper output tray and the output tray extension.
4. Hold down the **Stop** button until the **Alarm** lamp flashes orange four times, then release it immediately.

   The print head alignment sheet will be printed.



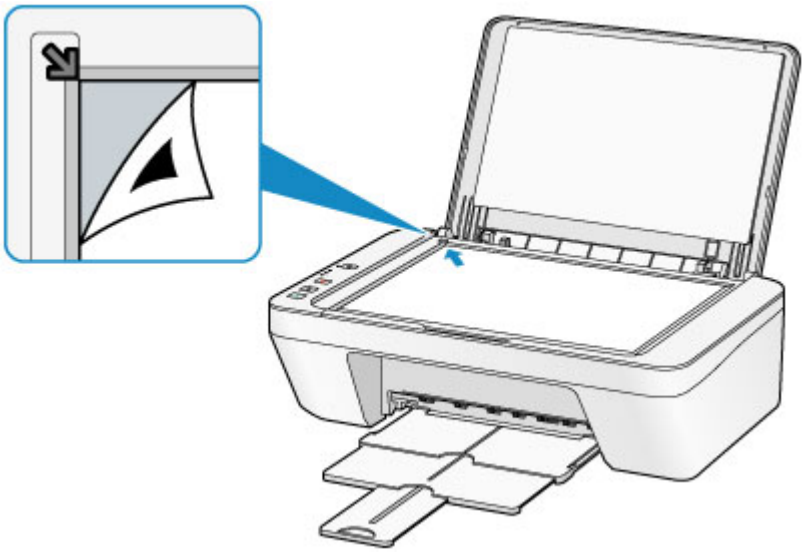
Important

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

5. Scan the print head alignment sheet to adjust the print head position.

(1) Load the print head alignment sheet on the platen glass.

Load the print head alignment sheet WITH THE PRINTED SIDE FACING DOWN and align the mark ◢ on the bottom right corner of the sheet with the alignment mark ◪.



(2) Close the document cover gently, then press the **Color** button or the **Black** button.

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

The print head position adjustment will be complete when the **ON** lamp lights green after flashing.

Remove the print head alignment sheet on the platen glass.

Important

- Do not open the document cover or move the print head alignment sheet on the platen glass until adjusting the print head position is complete.
- If adjusting the print head position has failed, the **Alarm** lamp flashes orange. Press the **Stop** button to release the error, then take appropriate action.
  ➡If an Error Occurs

Note

- If the print results are still not satisfactory after adjusting the print head position as described above, adjust the print head position manually from the computer.
  ➡Aligning the Print Head Position from Your Computer
- To print and check the current head position adjustment values, hold down the **Stop** button until the **Alarm** lamp flashes orange six times, then release it immediately.

Performing Maintenance from a Computer

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

Cleaning the Print Heads from Your Computer

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

The procedure for cleaning the print head is as follows:

Cleaning

1. Open the printer driver setup window

2. Click **Cleaning** on the **Maintenance** tab

   When the **Print Head Cleaning** dialog box opens, select the ink group for which cleaning is to be performed.
   Click **Initial Check Items** to display the items you need to check before performing cleaning.

3. Execute cleaning

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

   Print head cleaning starts.

4. Complete cleaning

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

5. Check the results

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

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

Important

- **Cleaning** consumes a small amount of ink.

Cleaning the print head frequently will rapidly deplete your printer's ink supply. Consequently, perform cleaning only when necessary.

Deep Cleaning

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

1. Open the printer driver setup window

2. Click **Deep Cleaning** on the **Maintenance** tab

   When the **Deep Cleaning** dialog box opens, select the ink group for which deep cleaning is to be performed.
   Click **Initial Check Items** to display the items you need to check before performing deep cleaning.

3. Execute deep cleaning

   Make sure that the machine is on and then click **Execute**.
   Click **OK** when the confirmation message appears.

   Print head deep cleaning starts.

4. Complete deep cleaning

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

5. Check the results

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

Important

- **Deep Cleaning** consumes a larger amount of ink than **Cleaning**.

Cleaning the print head frequently will rapidly deplete your printer's ink supply. Consequently, perform cleaning only when necessary.

Note

- If there is no sign of improvement after **Deep Cleaning**, switch off the machine, wait 24 hours, and then perform **Deep Cleaning** again. If there is still no sign of improvement, see "Ink Is Not Ejected."

Related Topic

- Use Your Computer to Print a Nozzle Check Pattern

Cleaning the Paper Feed Rollers from Your Computer

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

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

Roller Cleaning

1. Prepare the machine

   Remove all sheets of paper from the rear tray.

2. Open the printer driver setup window

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

   The confirmation message appears.

4. Execute paper feed roller cleaning

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

5. Complete paper feed roller cleaning

   After the rollers have stopped, follow the instruction in the message, load one sheet of plain paper into the rear tray, and click **OK**.

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

Aligning the Print Head

When you perform head position adjustment, errors in the print head adjustment position are corrected and conditions such as color and line streaking are improved.
If the print results appear uneven because of line shifts or other conditions, adjust the position of the print head.

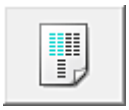
On this machine, you can adjust the print head either automatically or manually.

Aligning the Print Head Position from Your Computer

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

This machine supports two head alignment methods: automatic head alignment and manual head alignment.

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



Print Head Alignment

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

   The **Custom Settings** dialog box opens.
3. Switch head alignment to manual

   Check the **Align heads manually** check box.
4. Apply the settings

   Click **OK** and when the confirmation message appears, click **OK**.
5. Click **Print Head Alignment** on the **Maintenance** tab

   The **Start Print Head Alignment** dialog box opens.
6. Load paper in the machine

   Load three sheets of A4 size or Letter size plain paper into the rear tray.
7. Execute head alignment

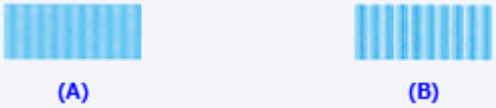
   Make sure that the machine is on and click **Align Print Head**.
   Follow the instruction in the message.
8. Check the printed pattern

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

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

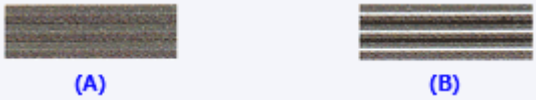
Note

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



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

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



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

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

The second pattern is printed.

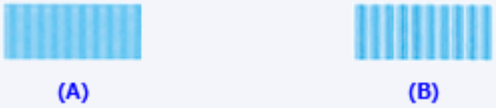
10. Check the printed pattern

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

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

Note

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



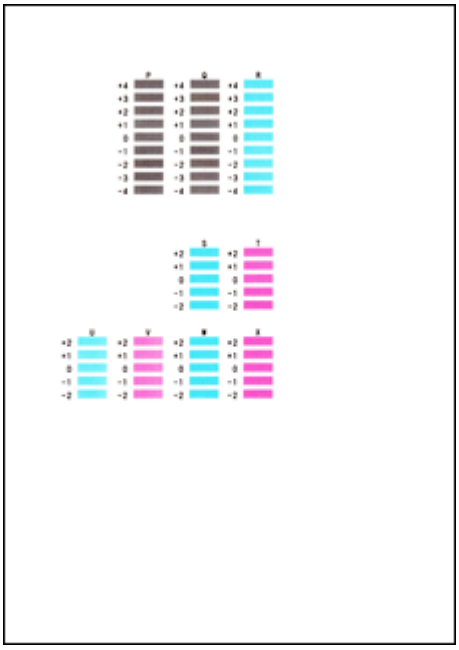
(A) Least noticeable vertical streaks
(B) Most noticeable vertical streaks

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

The third pattern is printed.

12. Check the printed pattern

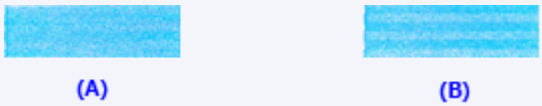
Enter the numbers of the patterns with the least noticeable horizontal stripes in the associated boxes.
Even if the patterns with the least noticeable horizontal stripes are clicked in the preview window, their numbers are automatically entered in the associated boxes.



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

Note

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



(A) Least noticeable horizontal stripes
(B) Most noticeable horizontal stripes

Note

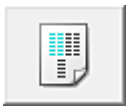
- To print and check the current setting, open the **Start Print Head Alignment** dialog box, and click **Print Alignment Value**.

Aligning the Print Head Position Automatically from Your Computer

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

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

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



Print Head Alignment

1. Open the printer driver setup window

2. Click **Print Head Alignment** on the **Maintenance** tab

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

3. Load paper in the machine

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

   Note

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

4. Print head alignment pattern printing

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

   Important

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

5. Adjustment pattern scanning

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

Note

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

Use Your Computer to Print a Nozzle Check Pattern

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

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

Nozzle Check

1. Open the printer driver setup window

2. Click **Nozzle Check** on the **Maintenance** tab

   The **Nozzle Check** dialog box opens.
   Click **Initial Check Items** to display the items that you need to check before printing the nozzle check pattern.

3. Load paper in the machine

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

4. Print a nozzle check pattern

   Make sure that the machine is on and click **Print Check Pattern**.
   Printing of the nozzle check pattern begins.

   Click **OK** when the confirmation message appears.
   The **Pattern Check** dialog box opens.

5. Check the print result

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

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

Related Topic

- Cleaning the Print Heads from Your Computer

Cleaning Inside the Machine

Perform bottom plate cleaning before you execute duplex printing to prevent smudges on the back side of the paper.
Also perform bottom plate cleaning if ink smudges caused by something other than print data appear on the printed page.

The procedure for performing bottom plate cleaning is as follows:

Bottom Plate Cleaning

1. Open the printer driver setup window

2. Click **Bottom Plate Cleaning** on the **Maintenance** tab

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

3. Load paper in the machine

   As instructed in the dialog box, fold the A4 size or Letter size plain paper in half horizontally, and then unfold the sheet.
   Load the paper into the rear tray in the portrait orientation with the crest of the crease facing down.

4. Perform the bottom plate cleaning

   Make sure that the machine is on and then click **Execute**.
   Bottom plate cleaning starts.

Cleaning the Machine

- Cleaning the Exterior of the Machine
- Cleaning the Platen Glass and Document Cover
- Cleaning the Paper Feed Roller
- Cleaning the Inside of the Machine (Bottom Plate Cleaning)
- Cleaning the Protrusions inside the Machine

Cleaning the Exterior of the Machine

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

Important

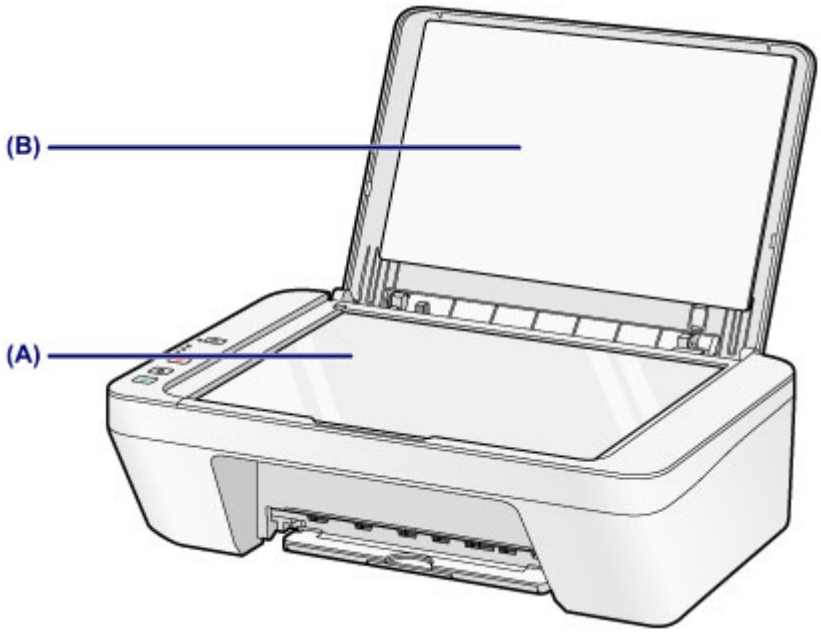
- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface. Be sure to use a soft and dry cloth.
- Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine, as this may cause a malfunction or damage the surface of the machine.

Cleaning the Platen Glass and Document Cover

Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface. Be sure to use a soft and dry cloth.
- Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine, as this may cause a malfunction or damage the surface of the machine.

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



Important

- The inner side of the document cover (white sheet) **(B)** is easily damaged, so wipe it gently.

Cleaning the Paper Feed Roller

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

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

1. Make sure that the power is turned on and remove any paper from the rear tray.

2. Clean the paper feed rollers without paper.

   (1) Hold down the **Stop** button until the **Alarm** lamp flashes orange seven times, then release it immediately.
   The paper feed rollers will rotate as it is cleaned.

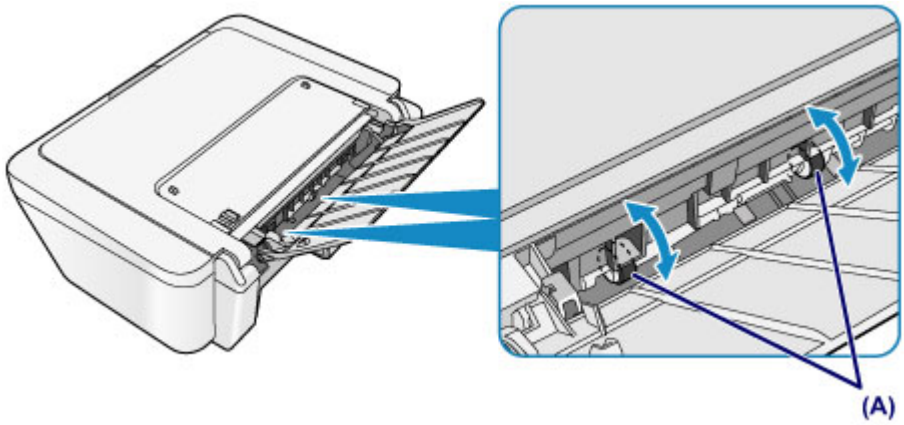
3. Clean the paper feed rollers with paper.

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

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

   (3) Hold down the **Stop** button until the **Alarm** lamp flashes orange seven times, then release it immediately.
   The machine starts cleaning. The cleaning will be complete when the paper is ejected.

If the problem is not resolved after cleaning the paper feed rollers **(A)** in the rear tray, turn off the power, unplug the power cord, then wipe the paper feed rollers (the center roller and the right roller) located inside the rear tray with a moistened cotton swab or the like while rotating them manually. Do not touch the rollers with your fingers. Rotate the rollers two or more times.



After cleaning the paper feed rollers, turn on the power, then clean the paper feed rollers again.

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

Cleaning the Inside of the Machine (Bottom Plate Cleaning)

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

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

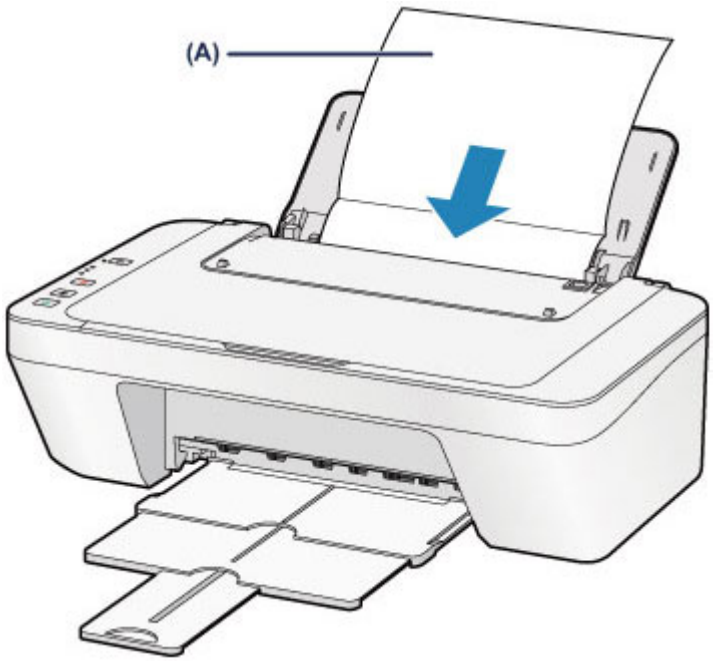
* Be sure to use a new piece of paper.

1. Make sure that the power is turned on and remove any paper from the rear tray.

2. Prepare paper.

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

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



   Load the paper **(A)** after unfolding it.

   (3) Pull out the paper output tray and the output tray extension.

3. Clean the inside of the machine.

   Hold down the **Stop** button until the **Alarm** lamp flashes orange eight times, then release it immediately.

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

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

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

➡Cleaning the Protrusions inside the Machine

Note

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

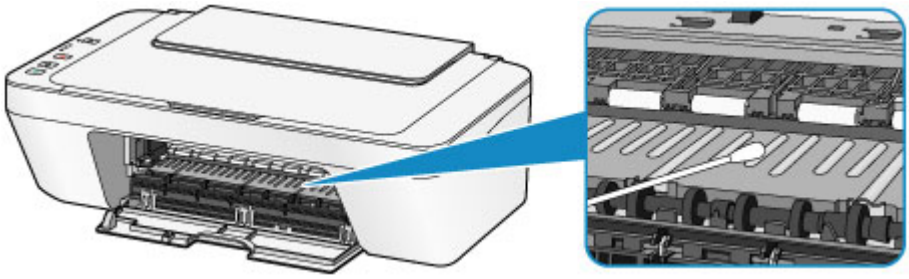
Cleaning the Protrusions inside the Machine

Important

- Be sure to turn off the power and disconnect the power plug before cleaning the machine.

You need to prepare: cotton swab

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



Changing the Machine Settings

- Changing Machine Settings from Your Computer
- Changing the Machine Settings Using the Operation Panel

Changing Machine Settings from Your Computer

- Changing the Print Options
- Registering a Frequently Used Printing Profile
- Setting the Ink Cartridge to be Used
- Managing the Machine Power
- Reducing the Machine Noise
- Changing the Machine Operation Mode

Changing the Print Options

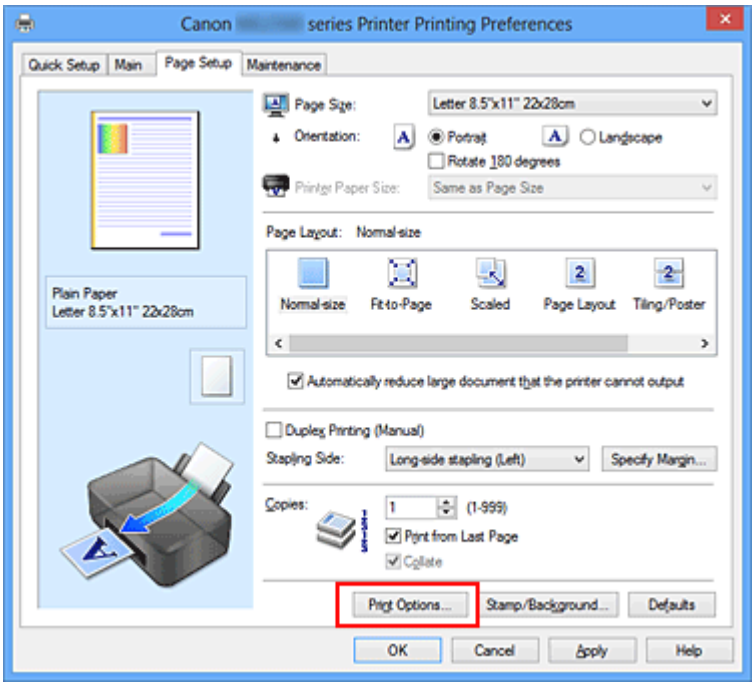
You can change the detailed print driver settings for print data that is sent from an application software.

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

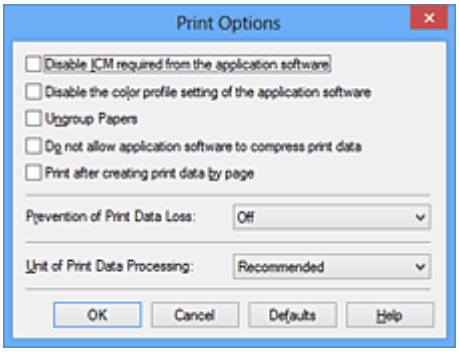
The procedure for changing the print options is as follows:

1. Open the printer driver setup window

2. Click **Print Options...** on the **Page Setup** tab



The **Print Options** dialog box opens.



Note

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

3. Change the individual settings

If necessary, change the setting of each item, and then click **OK**.

The **Page Setup** tab is displayed again.

Registering a Frequently Used Printing Profile

You can register the frequently used printing profile to **Commonly Used Settings** on the **Quick Setup** tab. Unnecessary printing profiles can be deleted at any time.

The procedure for registering a printing profile is as follows:

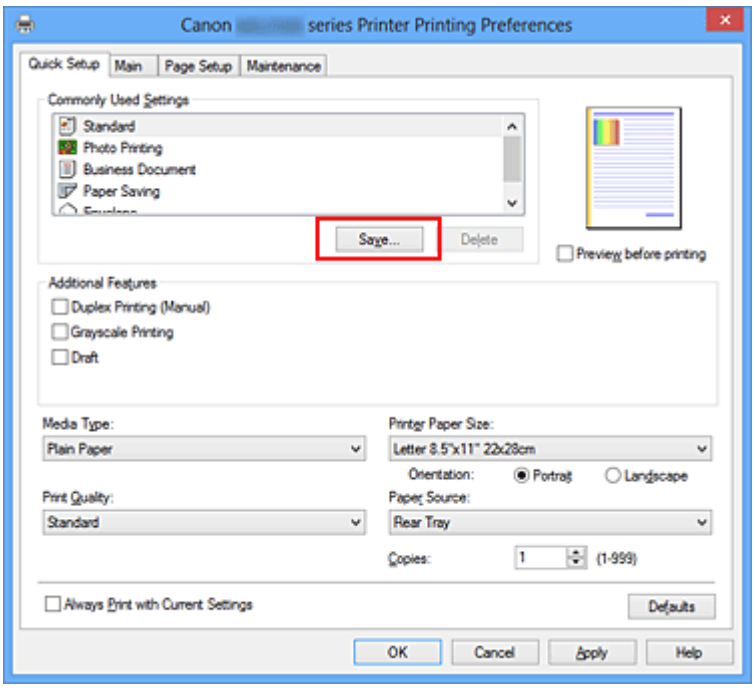
Registering a Printing Profile

1. Open the printer driver setup window

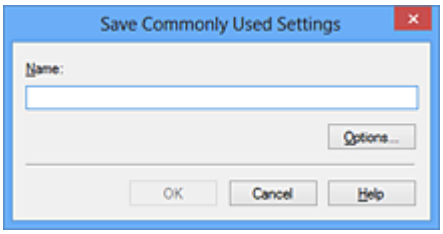
2. Set the necessary items

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

3. Click **Save...**



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



4. Save the settings

Enter a name in the **Name** field. If necessary, click **Options...**, set the items, and then click **OK**.

In the **Save Commonly Used Settings** dialog box, click **OK** to save the print settings and return to the **Quick Setup** tab.

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

Important

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

Note

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

Deleting Unnecessary Printing Profile

1. Select the printing profile to be deleted

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

2. Delete the printing profile

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

   The selected printing profile is deleted from the **Commonly Used Settings** list.

Note

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

Setting the Ink Cartridge to be Used

This feature enables you to specify the most appropriate FINE cartridge among installed cartridges according to an intended use.
When one of the FINE cartridges becomes empty and cannot be replaced immediately by a new one, you can specify the other FINE cartridge that still has ink and continue printing.

The procedure for specifying the FINE cartridge is as follows:

Ink Cartridge Settings

1. Open the printer driver setup window

2. Click **Ink Cartridge Settings** on the **Maintenance** tab

   The **Ink Cartridge Settings** dialog box appears.

3. Select the FINE cartridge to be used

   Select the FINE cartridge to be used for printing and click **OK**.
   The specified FINE cartridge will be used from the next printing.

Important

- When a setting other than **Plain Paper** or **Envelope** is selected for **Media Type** on the **Main** tab, **Black Only** is disabled because the machine uses the color FINE cartridge to print documents.
- Do not detach the FINE cartridge that is not in use. Printing cannot be performed while either FINE cartridge is detached.

Managing the Machine Power

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

The procedure for managing the machine power is as follows:

Power Off

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

1. Open the printer driver setup window

2. Execute power off

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

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

Auto Power

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

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

1. Open the printer driver setup window

2. Make sure that the machine is on and then click **Auto Power** on the **Maintenance** tab

   The **Auto Power Settings** dialog box opens.

   Note

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

3. If necessary, complete the following settings:

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

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

4. Apply the settings

Click **OK**. When the confirmation message appears, click **OK**.
The **Maintenance** tab is displayed again.

The auto power on/off function is enabled hereafter. When you want to disable this function, select **Disable** from the list according to the same procedure.

Note

- When the machine is turned off, the 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.

Reducing the Machine Noise

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

The procedure for using the quiet mode is as follows:

Quiet Settings

1. Open the printer driver setup window

2. Click **Quiet Settings** on the **Maintenance** tab

   The **Quiet Settings** dialog box opens.

   Note

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

3. Set the quiet mode

   If necessary, specify one of the following items:

   Do not use quiet mode
   Select this option when you wish to use the machine with volume of normal operating noise.

   Always use quiet mode
   Select this option when you wish to reduce the operating noise of the machine.

   Use quiet mode during specified hours
   Select this option when you wish to reduce the operating noise of the machine during a specified period of time.
   Set the **Start time** and the **End time** of the quiet mode you wish to be activated. If both are set to the same time, the quiet mode will not function.

   Important

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

perform operations from the operation panel of the machine or printing and scanning from the computer.

- If you specify a time for **Use quiet mode during specified hours**, quiet mode is not applied to operations (copy, direct print, etc.) performed directly from the machine.

4. Apply the settings

Make sure that the machine is on and click **OK**.
Click **OK** when the confirmation message appears.

The settings are enabled hereafter.

Note

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

Changing the Machine Operation Mode

If necessary, switch between various modes of machine operation.

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

Custom Settings

1. Open the printer driver setup window

2. Make sure that the machine is on, and then click **Custom Settings** on the **Maintenance** tab

   The **Custom Settings** dialog box opens.

   Note

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

3. If necessary, complete the following settings:

   Align heads manually
   Usually, the **Print Head Alignment** function on the **Maintenance** tab is set to automatic head alignment, but you can change it to manual head alignment.
   If the printing results are unsatisfactory even after you execute automatic head alignment, execute manual head alignment.
   Check this check box to perform the manual head alignment. Uncheck this check box to perform the automatic head alignment.

   Rotate 90 degrees left when orientation is [Landscape]
   On the **Page Setup** tab, you can change the rotation direction of the **Landscape** in the **Orientation**.
   To rotate the print data 90 degrees to the left during printing, select this item. To rotate the print data 90 degrees to the right during printing, clear this item.

   Important

   - Do not change this setting while the print job is displayed in the print wait list.
     Otherwise, characters may be omitted or the layout may become corrupt.

Ink Drying Wait Time

You can set the length of the machine rest time until printing of the next page begins. Moving the slider to the right increases the pause time, and moving the slider to the left decreases the time.

If the paper gets stained because the next page is ejected before the ink on the printed page dries, increase the ink drying wait time.

Reducing the ink drying wait time speeds up printing.

4. Apply the settings

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

The machine operates with the modified settings hereafter.

Changing the Machine Settings Using the Operation Panel

- About Quiet setting
- Turning on/off the Machine Automatically

About Quiet setting

Enables this function on the machine if you want to reduce the operating noise, such as when printing at night.

Follow the procedure below to perform setting.

1. Make sure that the machine is turned on.
2. Press and hold the **Stop** button until the **Alarm** lamp flashes 9 times.
3. Release the **Stop** button.
4. Press the **Color** button.

   To disable the function, press the **Black** button in step 4.

Important

- Operating speed may be reduced compared to when the quiet mode is not selected.

Note

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

Turning on/off the Machine Automatically

You can enable the machine to turn on/off automatically considering the environment

➡Turning on the Machine Automatically

➡Turning off the Machine Automatically

Turning on the Machine Automatically

You can enable the machine to turn on automatically when you perform printing or scanning operations from the computer.

1. Make sure that the machine is turned on.
2. Press and hold the **Stop** button until the **Alarm** lamp flashes 14 times.
3. Release the **Stop** button.
4. Press the **Color** button.

   To disable the function, press the **Black** button in step 4.

Note

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

Turning off the Machine Automatically

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

1. Make sure that the machine is turned on.
2. Press and hold the **Stop** button until the **Alarm** lamp flashes 13 times.
3. Release the **Stop** button.
4. Press the **Color** button.

   To disable the function, press the **Black** button in step 4.

Note

- You can select whether you turn off the machine automatically from the operation panel of the machine, the printer driver, or ScanGear (scanner driver). From the printer driver or ScanGear (scanner driver), you can specify the time before turning off the machine.

Tips for Ensuring Optimal Printing Quality

- Useful Information about Ink
- Key Points to Successful Printing
- Be Sure to Make Paper Settings after Loading Paper
- Canceling a Print Job
- Storing Printed Images
- Machine Handling Precautions
- Key to Enjoying Consistent Printing Quality
- Precautions for Safe Transport of the Machine

Useful Information about Ink

How is ink used for various purposes other than printing?

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

Does black-and-white printing use color ink?

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

Key Points to Successful Printing

Check the machine status before printing!

- Is the print head OK?

  If a print head nozzle is clogged, print will be faint and papers will be wasted. Print the nozzle check pattern to check the print head.

  ➡Maintenance Procedure

- Is the inside of the machine smeared with ink?

  After printing large quantities of paper, the area where papers go through may get smeared with ink. Clean the inside of your machine with Bottom Plate Cleaning.

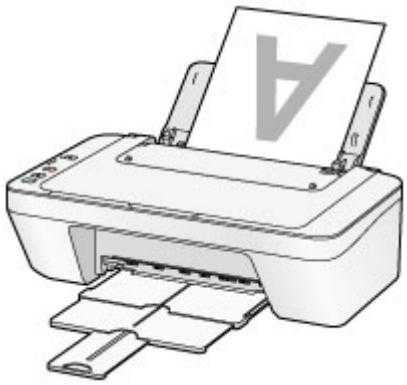
  ➡Cleaning the Inside of the Machine (Bottom Plate Cleaning)

Check how to load the paper correctly!

- Is the paper loaded in the correct orientation?

  To load paper in the rear tray, load paper WITH THE PRINTING SIDE FACING YOU.

  ➡Loading Paper



- Is the paper curled?

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

  ➡"Load the paper after correcting its curl." in Paper Is Smudged/Printed Surface Is Scratched.

Be Sure to Make Paper Settings after Loading Paper

If the media type setting is not the one for the loaded paper, printing results may not be satisfactory. After loading paper, be sure to select the appropriate media type setting for the loaded paper.

➡Print Results Not Satisfactory

There are various types of paper: paper with special coating on the surface for printing photos with optimal quality and paper suitable for documents.
Each media type has specific preset settings, such as how ink is used and sprayed, distance from nozzles, etc., so that you can print on that type with optimal image quality. This allows you to print with the settings best suited for the loaded media type just by selecting that media type.

Canceling a Print Job

Never press the ON button!

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

Storing Printed Images

Store printed images in albums, clear photo sleeves, or glass frames to protect them from direct exposure to air.

Note

- Storing printed images without sufficient drying may cause blurring or discoloration.

Machine Handling Precautions

Do not place any object on the document cover!

Do not place any object on the document cover. It will fall into the rear tray when the document cover is opened and cause the machine to malfunction. Also, place the machine where objects will not fall on it.

Key to Enjoying Consistent Printing Quality

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

Never disconnect the power plug until the power is turned off!

If you press the **ON** button to turn off the power, the machine caps the print head (nozzles) automatically to prevent from drying. If you disconnect the power plug from the wall outlet before the power is turned off (while the **ON** lamp is lit or flashing), the print head will not be capped properly and this will cause drying or clogging.
When disconnecting the power plug, make sure that the **ON** lamp is not lit.

➡Notice for Unplugging the Power Cord

Print periodically!

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

Note

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

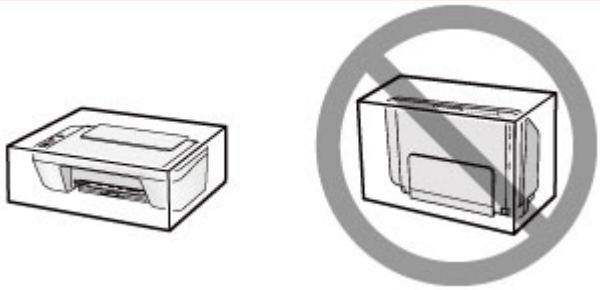
Precautions for Safe Transport of the Machine

When relocating the machine, make sure of the following.

Important

When sending the machine for repair

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



1. Turn the machine off.

2. Confirm that the **ON** lamp is off and unplug the machine.

➡Notice for Unplugging the Power Cord

Important

- Do not unplug the machine while the **ON** lamp is lit or flashing, as it may cause malfunction or damage to the machine, making the machine unable to print.

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

4. Disconnect the printer cable from the computer and from the machine, then disconnect the power plug from the machine.

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

6. Attach the protective material to the machine when packing the machine in the box.

Legal Limitations on Use of Your Product and Use of Images

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

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

Specifications

General Specifications

Printing resolution (dpi)	4800* (horizontal) x 600 (vertical) * Ink droplets can be placed with a pitch of 1/4800 inch at minimum.
Interface	**USB Port:** Hi-Speed USB * * 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.
Print width	8 inches/203.2 mm
Operating environment	**Temperature:** 41 to 95 °F (5 to 35 °C) **Humidity:** 10 to 90 % RH (no condensation) * The performance of the printer may be reduced under certain temperature and humidity conditions. Recommended conditions: **Temperature:** 59 to 86 °F (15 to 30 °C) **Humidity:** 10 to 80 % RH (no condensation) * For the temperature and humidity conditions of papers such as photo paper, refer to the paper's packaging or the supplied instructions.
Storage environment	**Temperature:** 32 to 104 °F (0 to 40 °C) **Humidity:** 5 to 95 % RH (no condensation)
Power supply	AC 100-240 V, 50/60 Hz
Power consumption	**Printing (Copy):** Approx. 9 W **Standby (minimum):** Approx. 1.0 W *1*2 **OFF:** Approx. 0.4 W *1 *1 USB connection to PC *2 The wait time for standby cannot be changed.
External dimensions	Approx. 16.8 (W) x 12.1 (D) x 5.8 (H) inches Approx. 426 (W) x 306 (D) x 145 (H) mm * With the Paper Support and Paper Output Tray retracted.
Weight	Approx. 7.6 lb (Approx. 3.5 kg) * With the FINE Cartridges installed.
Canon FINE Cartridge	Total 1280 nozzles (BK 320 nozzles, C/M/Y each 320 nozzles)

Copy Specifications

Multiple copy	max. 21 pages

Scan Specifications

Scanner driver	**Windows:** TWAIN 1.9 Specification, WIA **Mac OS:** ICA
Maximum scanning size	A4/Letter, 8.5" x 11.7"/216 x 297 mm
Scanning resolution	**Optical resolution (horizontal x vertical) max:** 600 x 1200 dpi *1 **Interpolated resolution max:** 19200 x 19200 dpi *2 *1 Optical Resolution represents the maximum sampling rate based on ISO 14473. *2 Increasing the scanning resolution will limit the maximum possible scanning area.
Gradation (Input/Output)	**Gray:** 16 bit/8 bit **Color:** 48 bit/24 bit (RGB each 16 bit/8 bit)

Minimum System Requirements

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

Windows

Operating System	Windows 8.1*, Windows 8 Windows 7, Windows 7 SP1 Windows Vista SP1, Windows Vista SP2 Windows XP SP3 32-bit only * Windows 8.1 includes Windows 8.1 Update.
Hard Disk Space	3.1 GB Note: For bundled software installation. The necessary amount of hard disk space may be changed without notice.
Display	XGA 1024 x 768

Mac OS

Operating System	OS X v10.6.8 - OS X v10.10 (MG2500S series/MG2522/MG2525: OS X v10.7.5 - OS X v10.10)
Hard Disk Space	1.5 GB Note: For bundled software installation.

	The necessary amount of hard disk space may be changed without notice.
Display	XGA 1024 x 768

Other Supported OS

Some functions may not be available with each OS. Refer to the Canon web site for details on operation with Windows RT.

- An internet connection is required to use Easy-WebPrint EX and all the *Online Manual*.
- Windows: Operation can only be guaranteed on a computer with Windows 8.1, Windows 8, Windows 7, Windows Vista or Windows XP pre-installed.
- Windows: A CD-ROM Drive or internet connection is required during software installation.
- Windows: Internet Explorer 8, 9, 10 or 11 is required to install Easy-WebPrint EX.
- Windows: Some functions may not be available with Windows Media Center.
- Windows: .NET Framework 4 or 4.5 must be installed to use the Windows software.
- Windows: XPS Essentials Pack is required to print on Windows XP.
- Windows: The TWAIN driver (ScanGear) is based on the TWAIN 1.9 Specification and requires the Data Source Manager bundled with the operating system.
- Mac OS: For Mac OS, an internet connection is required during software installation.

Information in this guide is subject to change without notice.

Troubleshooting

- The Machine Cannot Be Powered On
- Printing Does Not Start
- Paper Does Not Feed Properly/"No Paper" Error Occurs
- Print Results Not Satisfactory
- Ink Is Not Ejected
- Paper Jams
- If an Error Occurs

Search Each Function

- Problems with Printing
- Problems with Printing Quality
- Problems with Scanning
- Problems with the Machine
- Problems with Installation/Downloading
- About Errors/Messages Displayed
- If You Cannot Resolve the Problem

Problems with Printing

- Printing Does Not Start
- Paper Jams
- Paper Does Not Feed Properly/"No Paper" Error Occurs
- Copying/Printing Stops Before It Is Completed

Printing Does Not Start

Check1 Make sure that the power plug is securely plugged in, then press the **ON** button to turn the machine on.

While the **ON** lamp is flashing, the machine is initializing. Wait until the **ON** lamp stops flashing and remains lit.

Note

- When printing large data such as a photo or graphics, it may take longer to start printing. While the **ON** lamp is flashing, the computer is processing data and sending it to the machine. Wait until printing starts.

Check2 Make sure that the USB cable is securely plugged in to the machine and the computer.

When the machine is connected to your computer with a USB cable, check the followings:

- If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device. Consult the reseller of the relay device for details.
- There could also be a problem with the USB cable. Replace the USB cable and try printing again.

Check3 If you are printing from the computer and there are any unnecessary print jobs, delete them.

Deleting the Undesired Print Job

Check4 Make sure that your machine's name is selected in the Print dialog box.

The machine will not print properly if you are using a printer driver for a different printer.

Make sure that your machine's name is selected in the Print dialog box.

Note

- To make the machine the one selected by default, select **Set as Default Printer**.

Check5 Configure the printer port appropriately.

Make sure that the printer port is configured appropriately.

1. Log on as a user account with administrator privilege.
2. Select items as shown below.
   - In Windows 8, select **Control Panel** from the **Settings** charm on **Desktop** > **Hardware and Sound** > **Devices and Printers**.
   - In Windows 7, select **Devices and Printers** from the **Start** menu.
   - In Windows Vista, select the **Start** menu > **Control Panel** > **Hardware and Sound** > **Printers**.
   - In Windows XP, select the **Start** menu > **Control Panel** > **Printers and Other Hardware** > **Printers and Faxes**.
3. Open the properties of the printer driver for the machine.
   - In Windows 8 or Windows 7, right-click the "Canon XXX Printer" icon (where "XXX" is your machine's name), then select **Printer properties**.
   - In Windows Vista or Windows XP, right-click the "Canon XXX Printer" icon (where "XXX" is your machine's name), then select **Properties**.

4. Click the **Ports** tab to confirm the port settings.

   Make sure that a port named "USBnnn" (where "n" is a number) with "Canon XXX Printer" appearing in the **Printer** column is selected for **Print to the following port(s)**.

   - If the setting is incorrect:

     Reinstall the MP Drivers with the Setup CD-ROM or install them from our website.

   - Printing does not start even though the machine is connected to the computer using a USB cable and the port named "USBnnn" is selected:

     In Windows 8, select **My Printer** on the **Start** screen to start My Printer. If **My Printer** is not displayed on the **Start** screen, select the **Search** charm, then search for "My Printer".

     Set the correct printer port on **Diagnose and Repair Printer**. Follow the on-screen instructions to set the correct printer port, then select your machine's name.

     In Windows 7, Windows Vista, or Windows XP, click **Start** and select **All programs**, **Canon Utilities**, **Canon My Printer**, **Canon My Printer**, then select **Diagnose and Repair Printer**. Follow the on-screen instructions to set the correct printer port, then select your machine's name.

     If the problem is not resolved, reinstall the MP Drivers with the Setup CD-ROM or install them from our website.

Check6 Is the size of the print data extremely large?

Click **Print Options** on the **Page Setup** sheet on the printer driver. Then, set **Prevention of Print Data Loss** in the displayed dialog to **On**.

* When **On** is selected for **Prevention of Print Data Loss**, print quality may be reduced.

Check7 Restart your computer if you are printing from the computer.

Paper Jams

When paper is jammed, the **Alarm** lamp flashes orange and a troubleshooting message is displayed on the computer screen automatically. Take the appropriate action described in the message.

➡Watch the movie

For details on how to remove the jammed paper, refer to Support Code List (When Paper Is Jammed).

Note

- You can confirm the actions against errors with Support Codes on your computer by searching a Support Code.

  ➡Click Here to Search

Paper Does Not Feed Properly/"No Paper" Error Occurs

Check1 Make sure that paper is loaded.

➡Loading Paper

Check2 Make sure of the following when you load paper.

- When loading two or more sheets of paper, align the edges of the sheets before loading.
- When loading two or more sheets of paper, make sure that the paper stack does not exceed the paper load limit.

  However, proper feeding of paper may not be possible at this maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature and humidity). In such cases, reduce the sheets of paper you load at a time to less than half of the paper load limit.
- Always load the paper in portrait orientation, regardless of the printing orientation.
- When you load the paper, load the paper with the print side facing UP. Align the paper stack against the right side of the rear tray and slide the paper guide so that it just touches the left edge of the stack.

➡Loading Paper

Check3 Check to see if the paper you are printing on is not too thick or curled.

➡Media Types You Cannot Use

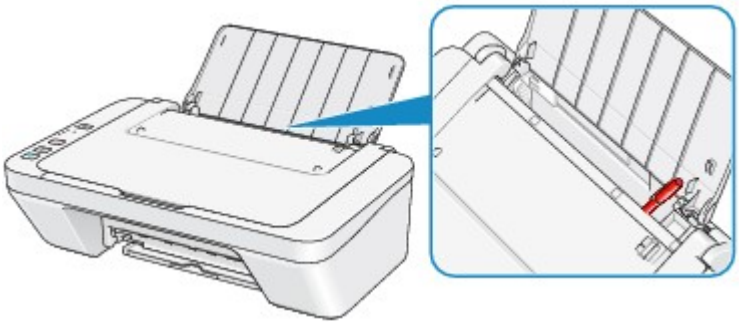
Check4 Make sure of the following when you load envelopes.

- When printing on envelopes, refer to Loading Paper, and prepare the envelopes before printing.

  Once you have prepared the envelopes, load them in portrait orientation. If the envelopes are placed in landscape orientation, they will not feed properly.

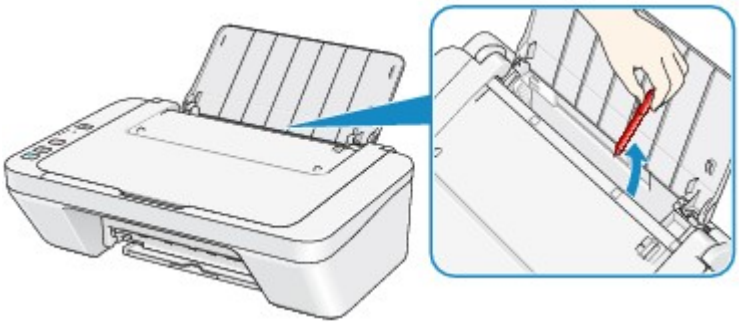
Check5 Confirm that the media type and the paper size settings correspond with the loaded paper.

Check6 Make sure that there are not any foreign objects in the rear tray.



If the paper tears in the rear tray, see Paper Jams to remove it.

If there are any foreign objects in the rear tray, be sure to turn off the machine, unplug it from the power supply, then remove the foreign object.



Check7 Clean the paper feed roller.

➡Cleaning the Paper Feed Roller

Note

- Cleaning the paper feed roller will wear the roller, so perform this procedure only when necessary.

Copying/Printing Stops Before It Is Completed

Check1 Is the paper loaded?

Make sure that paper is loaded.

If the machine has run out of paper, load paper.

Check2 Do the printing documents have lots of photographs or illustrations?

As printing large data such as photos or graphics takes time for the machine and the computer to process, the machine may appear to have stopped operating.

In addition, when printing data that uses a large amount of ink continuously on plain paper, the machine may pause temporarily. In either case, wait until the process is complete.

Note

- If you are printing a document with a large printing area or printing multiple copies of a document, printing may pause to allow the ink to dry.

Check3 Has the machine been printing continuously for a long period?

If the machine has been printing continuously for a long time, the print head or other parts around it may overheat. The machine may stop printing at a line break for a period of time and then resume printing.

In this case, wait for a while without operation. If the printing still does not resume, interrupt your print session at a convenient time and turn the machine off for at least 15 minutes.

Caution

- The print head and the surrounding area can become extremely hot inside the machine. Never touch the print head or nearby components.

Check4 If copying stops before it is completed, try to copy again.

If a certain time passes after some errors occurred while copying, the machine stops the operation.

Problems with Printing Quality

- Print Results Not Satisfactory
- Ink Is Not Ejected

Print Results Not Satisfactory

If the print result is not satisfactory due to white streaks, misaligned lines, or uneven colors, confirm the paper and print quality settings first.

Check1 Do the page size and media type settings match the size and type of the loaded paper?

When these settings are incorrect, you cannot obtain a proper print result.

If you are printing a photograph or an illustration, incorrect paper type settings may reduce the quality of the printout color.

Also, if you print with an incorrect paper type setting, the printed surface may be scratched.

Confirm the page size and media type settings using the printer driver.

➡Printing with Easy Setup

Check2 Make sure that the appropriate print quality is selected using the printer driver.

Select a print quality option suitable for the paper and image for printing. If you notice blurs or uneven colors, increase the print quality setting and try printing again.

You can confirm the print quality setting using the printer driver.

➡Changing the Print Quality and Correcting Image Data

Check3 If the problem is not resolved, there may be other causes.

See also the sections below:

➡Cannot Print to End of Job

➡No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks

➡Colors Are Unclear

➡Lines Are Misaligned

➡Line Does Not Print or Prints Partially

➡Image Does Not Print or Prints Partially

➡Printed Paper Curls or Has Ink Blots

➡Paper Is Smudged/Printed Surface Is Scratched

➡Back of the Paper Is Smudged

➡Colors Are Uneven or Streaked

If the Printed Paper Has Been Discolored

Colors may fade with time if the printed paper is left for a long period of time.

After printing, dry the paper sufficiently, avoid high temperatures, high humidity, and direct sunlight, and store or display indoors at room temperature and normal humidity.

To avoid direct exposure to air, it is recommended that you store the paper in an album, plastic folder, photo frame, etc.

Cannot Print to End of Job

Check1 Select the setting not to compress the printing data.

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 the **Page Setup** sheet on the printer driver. Select the **Do not allow application software to compress print data** check box, then click **OK**.

* Deselect the check box after printing is complete.

Check2 Is the size of the print data extremely large?

Click **Print Options** on the **Page Setup** sheet on the printer driver. Then, set **Prevention of Print Data Loss** in the displayed dialog to **On**.

* When **On** is selected for **Prevention of Print Data Loss**, print quality may be reduced.

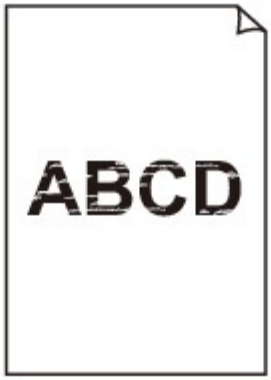
Check3 Is the space of your computer's hard disk sufficient?

Delete unnecessary files to free disk space.

No Printing Results/Printing Is Blurred/Colors Are Wrong/White Streaks

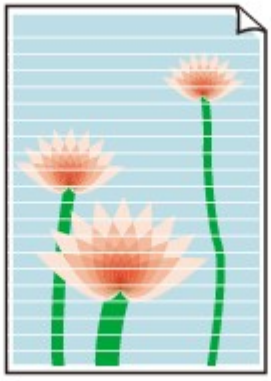
No Printing Results

Printing Is Blurred



Colors Are Wrong

White Streaks



➡Watch the movie

Check1 Did you confirm the paper and print quality settings?

➡Print Results Not Satisfactory

Check2 Print the Nozzle Check Pattern and perform any necessary maintenance operations such as Print Head Cleaning.

Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

Refer to When Printing Becomes Faint or Colors Are Incorrect for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

- If the Nozzle Check Pattern is not printed correctly:

  After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.

- If the problem is not resolved after performing the Print Head Cleaning twice:

  Perform the Print Head Deep Cleaning.

  If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours.

- If the problem is not resolved after performing the Print Head Deep Cleaning twice:

  Ink may have run out. Replace the FINE cartridge.

Check3 When a FINE cartridge runs out of ink, replace it with a new one.

Check4 When using paper with one printable surface, make sure that the paper is loaded with the printable side facing up.

Load paper with the printable side facing up.

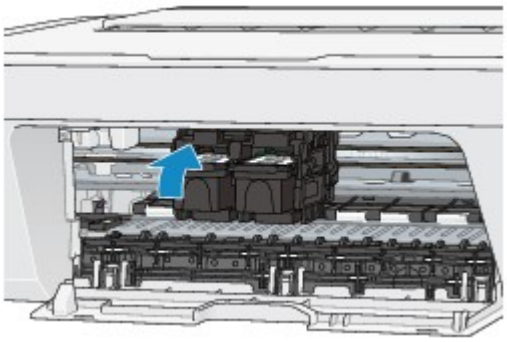
Refer to the instruction manual supplied with the paper for detailed information on the printable side.

Check5 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly.

Retract the output tray extension and the paper output tray, open the cover, then remove the FINE cartridges.

Then install the FINE cartridges again. Push the FINE cartridge until it clicks into place.



After confirming that the FINE cartridge is installed properly, close the cover.

When copying, see also the sections below:

Check6 Is the platen glass dirty?

Clean the platen glass.

➡Cleaning the Platen Glass and Document Cover

Check7 Make sure that the original is properly loaded on the platen glass.

➡Loading Originals

Check8 Is the original loaded with the side to be copied facing down on the platen glass?

Check9 Did you copy a printout done by this machine?

If you use a printout done by this machine as the original, print quality may be reduced depending on the condition of the original.

Reprint from the computer if you can reprint from it.

Colors Are Unclear

➡Watch the movie

Check1 Is the Nozzle Check Pattern printed properly?

Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

Refer to When Printing Becomes Faint or Colors Are Incorrect for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

- If the Nozzle Check Pattern is not printed correctly:

  After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.

- If the problem is not resolved after performing the Print Head Cleaning twice:

  Perform the Print Head Deep Cleaning.

  If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours.

- If the problem is not resolved after performing the Print Head Deep Cleaning twice:

  Ink may have run out. Replace the FINE cartridge.

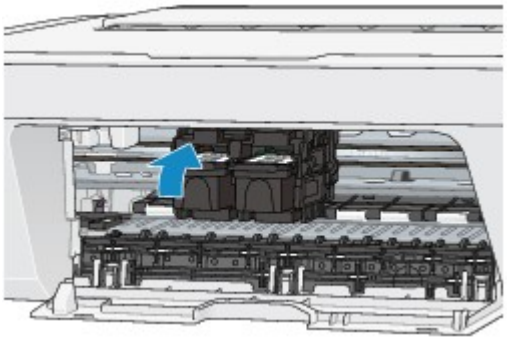
Check2 When a FINE cartridge runs out of ink, replace it with a new one.

Check3 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly.

Retract the output tray extension and the paper output tray, open the cover, then remove the FINE cartridges.

Then install the FINE cartridges again. Push the FINE cartridge until it clicks into place.



After confirming that the FINE cartridge is installed properly, close the cover.

Note

- Printed colors may not match screen colors due to basic differences in the methods used to produce colors. Color control settings and environmental differences can also affect how colors appear on the screen. Therefore, colors of printing results may be different from those on the screen.

Lines Are Misaligned

Check1 Did you confirm the paper and print quality settings?

➡Print Results Not Satisfactory

Check2 Perform Print Head Alignment.

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

➡Aligning the Print Head

Note

- If the problem is not resolved after performing the Print Head Alignment, perform Print Head Alignment manually referring to Aligning the Print Head Position from Your Computer.

Check3 Increase the print quality and try printing again.

Increasing the print quality in the printer driver may improve the print result.

Line Does Not Print or Prints Partially

Check1 Is the Page Layout Printing performed or the Binding margin function used?

When the Page Layout Printing or Binding margin function is being used, thin lines may not be printed. Try thickening the lines in the document.

Check2 Is the size of the print data extremely large?

Click **Print Options** on the **Page Setup** sheet on the printer driver. Then, set **Prevention of Print Data Loss** in the displayed dialog to **On**.

* When **On** is selected for **Prevention of Print Data Loss**, print quality may be reduced.

Image Does Not Print or Prints Partially

Check1 Select the setting not to compress the printing data.

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 the **Page Setup** sheet on the printer driver. Select the **Do not allow application software to compress print data** check box, then click **OK**.

* Deselect the check box after printing is complete.

Check2 Is the size of the print data extremely large?

Click **Print Options** on the **Page Setup** sheet on the printer driver. Then, set **Prevention of Print Data Loss** in the displayed dialog to **On**.

* When **On** is selected for **Prevention of Print Data Loss**, print quality may be reduced.

Printed Paper Curls or Has Ink Blots

Printed Paper Has Ink Blots

Printed Paper Curls

Check1 Did you confirm the paper and print quality settings?

➡Print Results Not Satisfactory

Check2 If the intensity is set high, reduce the intensity setting and try printing again.

If you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion.

You can confirm the intensity using the printer driver.

➡Adjusting Intensity

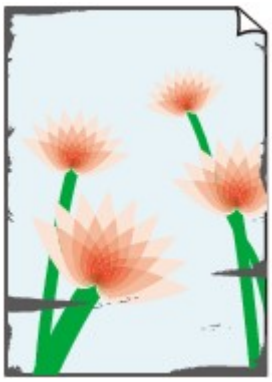
Check3 Is Photo Paper used for printing photographs?

When printing data with high color saturation such as photographs or images in deep color, we recommend using Photo Paper Plus Glossy II or other Canon speciality paper.

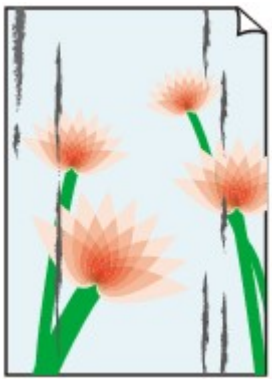
➡Media Types You Can Use

Paper Is Smudged/Printed Surface Is Scratched

Paper Is Smudged



The Edges of Paper Are Smudged



Printed Surface Is Smudged

Printed Surface Is Scratched

Check1 Did you confirm the paper and print quality settings?

➡Print Results Not Satisfactory

Check2 Is the appropriate type of paper used? Check the followings:

Check to see if the paper you are printing on is suitable for your printing purpose.

➡Media Types You Can Use

Check3 Load the paper after correcting its curl.

We recommend putting unused paper back into the package and keeping it on a level surface.

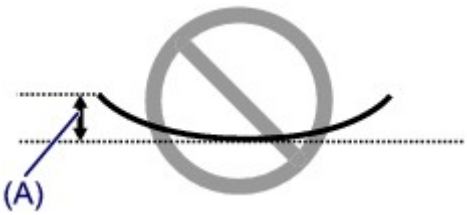
- **For Plain Paper**

  Turn the paper over and reload it to print on the other side.

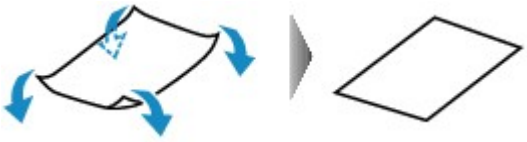
  Leaving the paper loaded on the rear tray for a long time may cause the paper to curl. In this case, load the paper with the other side facing up. It may resolve the problem.

- **For Other Paper**

  If the curl on the four corners of the paper is more than 0.1 inch / 3 mm (A) in height, the paper may be smudged or may not be fed properly. In such cases, follow the procedure described below to correct the paper curl.



1. Roll up the paper in the opposite direction to the paper curl as shown below.

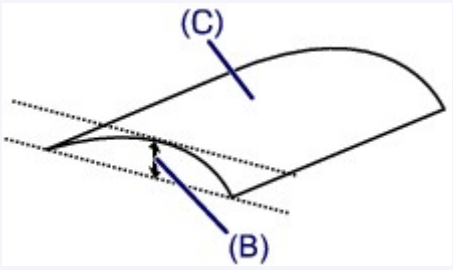


2. Check that the paper is now flat.

   We recommend printing curl-corrected paper one sheet at a time.

Note

- Depending on the media type, the paper may be smudged or may not be fed properly even if it is not curled inward. In such cases, follow the procedure described below to curl the paper outward within 0.1 inch / 3 mm (B) in height before printing. This may improve the print result.



(C) Printing side

We recommend printing paper that has been curled outward one sheet at a time.

Check4 If the intensity is set high, reduce the intensity setting and try printing again.

If you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion.

Reduce the intensity setting in the printer driver and try printing again.

1. Open the printer driver setup window.

   ➡How to Open the Printer Driver Setup Window

2. On the **Main** sheet, select **Manual** for **Color/Intensity**, and then click **Set...**.
3. Drag the **Intensity** slide bar on the **Color Adjustment** sheet to adjust the intensity.

Check5 Is printing performed beyond the recommended printing area?

If you are printing beyond the recommended printing area of your printing paper, the lower edge of the paper may become stained with ink.

Resize your original document in your application software.

➡Printing Area

Check6 Is the platen glass dirty?

Clean the platen glass.

➡Cleaning the Platen Glass and Document Cover

Check7 Is the paper feed roller dirty?

Clean the paper feed roller.

➡Cleaning the Paper Feed Roller

Note

- Cleaning the paper feed roller will wear the roller, so perform this procedure only when necessary.

Check8 Is the inside of the machine dirty?

When performing duplex printing, the inside of the machine may become stained with ink, causing the printout to become smudged.

Perform the Bottom Plate Cleaning to clean the inside of the machine.

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

Note

- To prevent the inside of the machine from stains, set the paper size correctly.

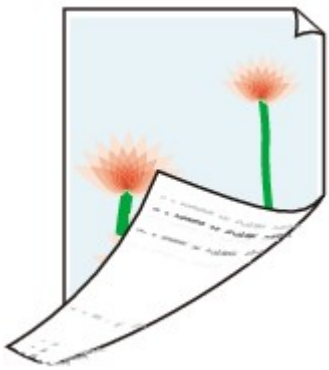
Check9 Set the time to dry the printed surface longer.

Doing so gives the printed surface enough time to dry so that paper smudged and scratched are prevented.

1. Make sure that the machine is turned on.
2. Open the printer driver setup window.

   ➡How to Open the Printer Driver Setup Window
3. Click the **Maintenance** tab and then **Custom Settings**.
4. Drag the **Ink Drying Wait Time** slide bar to set the wait time, and then click **OK**.
5. Confirm the message and click **OK**.

Back of the Paper Is Smudged



Check1 Did you confirm the paper and print quality settings?

➡Print Results Not Satisfactory

Check2 Perform the Bottom Plate Cleaning to clean the inside of the machine.

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

Note

- When performing duplex printing or too much printing, the inside may become stained with ink.

Colors Are Uneven or Streaked

Colors Are Uneven

Colors Are Streaked

➡Watch the movie

Check1 Did you confirm the paper and print quality settings?

➡Print Results Not Satisfactory

Check2 Print the Nozzle Check Pattern and perform any necessary maintenance operations such as Print Head Cleaning.

Print the Nozzle Check Pattern to determine whether the ink ejects properly from the print head nozzles.

Refer to When Printing Becomes Faint or Colors Are Incorrect for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

- If the Nozzle Check Pattern is not printed correctly:

  After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.

- If the problem is not resolved after performing the Print Head Cleaning twice:

  Perform the Print Head Deep Cleaning.

  If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours.

- If the problem is not resolved after performing the Print Head Deep Cleaning twice:

  Ink may have run out. Replace the FINE cartridge.

Check3 Perform Print Head Alignment.

➡Aligning the Print Head

Note

- If the problem is not resolved after performing the Print Head Alignment, perform Print Head Alignment manually referring to Aligning the Print Head Position from Your Computer.

Ink Is Not Ejected

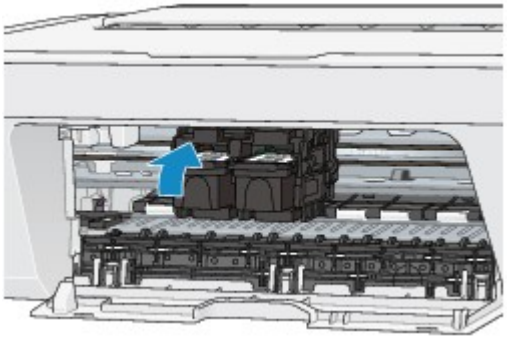
Check1 When a FINE cartridge runs out of ink, replace it with a new one.

Check2 Is the FINE cartridge installed properly?

If the FINE cartridge is not installed securely, ink may not be ejected correctly.

Retract the output tray extension and the paper output tray, open the cover, then remove the FINE cartridges.

Then install the FINE cartridges again. Push the FINE cartridge 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.

Refer to When Printing Becomes Faint or Colors Are Incorrect for the Nozzle Check Pattern printing, Print Head Cleaning, and Print Head Deep Cleaning.

- If the Nozzle Check Pattern is not printed correctly:

  After performing the Print Head Cleaning, print the Nozzle Check Pattern and examine the pattern.

- If the problem is not resolved after performing the Print Head Cleaning twice:

  Perform the Print Head Deep Cleaning.

  If the problem is not resolved after performing the Print Head Deep Cleaning, turn off the machine and perform another Print Head Deep Cleaning after 24 hours.

- If the problem is not resolved after performing the Print Head Deep Cleaning twice:

  Ink may have run out. Replace the FINE cartridge.

Problems with Scanning

- Problems with Scanning
- Scan Results Not Satisfactory
- Software Problems

Problems with Scanning

- Scanner Does Not Work
- ScanGear (Scanner Driver) Does Not Start
- Error Message Appears and the ScanGear (Scanner Driver) Screen Does Not Appear
- Cannot Scan Multiple Items at One Time
- Cannot Scan Properly with Auto Scan
- Slow Scanning Speed
- "There is not enough memory." Message Is Displayed
- Computer Stops Operating during Scanning
- Scanner Does Not Work after Upgrading Windows
- Scanned Image Does Not Open

Scanner Does Not Work

Check 1: Make sure that your scanner or printer is turned on.

Check 2: Connect the USB cable to a different USB port on the computer.

Check 3: If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

Check 4: Restart the computer.

ScanGear (Scanner Driver) Does Not Start

Check 1: Make sure that MP Drivers is installed.

If not installed, install MP Drivers from the Setup CD-ROM or the web page.

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.

Error Message Appears and the ScanGear (Scanner Driver) Screen Does Not Appear

Check 1: Make sure that your scanner or printer is turned on.

Check 2: Turn off your scanner or printer, then reconnect the USB cable and replug the power cord.

Check 3: Connect the USB cable to a different USB port on the computer.

Check 4: If the USB cable is connected to a USB hub, remove it from the USB hub and connect it to a USB port on the computer.

Check 5: Make sure that MP Drivers is installed.

If not installed, install MP Drivers from the Setup CD-ROM or the web page.

Check 6: Select your scanner or printer on the application's menu.

Note

- The operation may differ depending on the application.

Check 7: Make sure that the application supports TWAIN.

You cannot start ScanGear (scanner driver) from applications not supporting TWAIN.

Check 8: Exit ScanGear if it is running on another application.

Cannot Scan Multiple Items at One Time

Check 1: Make sure that the items are placed correctly.

➡Placing Items (When Scanning from a Computer)

Check 2: Check if you can properly scan one item.

Some applications do not support multiple image scanning. In that case, scan each item individually.

Cannot Scan Properly with Auto Scan

Check 1: Make sure that the items are placed correctly.

➡Placing Items (When Scanning from a Computer)

Check 2: Multiple items scanning may not be supported.

Some applications do not support multiple image scanning. In that case, scan each item individually.

Slow Scanning Speed

Check 1: To view the image on a monitor, set the output resolution to around 150 dpi. To print, set it to around 300 dpi.

➡Resolution

Check 2: Set Fading Correction, Grain Correction, etc. to None.

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

Check 3: In IJ Scan Utility, deselect the Correct slanted text document / Detect the orientation of text document and rotate image checkbox and scan again.

➡Settings (Document Scan) Dialog Box

➡Settings (Custom Scan) Dialog Box

"There is not enough memory." Message Is Displayed

Check 1: Exit other applications and try again.

Check 2: Reduce the resolution or output size and scan again.

➡Resolution

Computer Stops Operating during Scanning

Check 1: Restart the computer, reduce the output resolution in ScanGear (scanner driver) and scan again.

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

Check 2: Delete unnecessary files to obtain sufficient free hard disk space, then scan again.

Error message may appear if there is not enough hard disk space to scan and save, when the image size is too large (such as when scanning a large item at high resolution).

Check 3: In Folder to Save Temporary Files of IJ Scan Utility, specify a folder on a drive with sufficient free space.

➡Settings (General Settings) Dialog Box

Check 4: Multiple devices may be connected to USB ports.

Disconnect devices other than your scanner or printer.

Scanner Does Not Work after Upgrading Windows

Check: Disconnect the USB cable, then uninstall (delete) and reinstall MP Drivers and IJ Scan Utility.

- **Step 1: Uninstall MP Drivers.**

  Refer to "Deleting the Unnecessary MP Drivers" for your model from Home of the *Online Manual* for how to delete MP Drivers.

- **Step 2: Uninstall IJ Scan Utility.**

  - **Windows 8:**

    1. Click the **Settings** charm > **Control Panel** > **Programs** > **Uninstall a program**.
    2. Double-click **Canon IJ Scan Utility**.
    3. When a confirmation appears, click **Yes**.
    4. When uninstallation is complete, click **OK**.

       IJ Scan Utility is deleted.

       Note

       - In Windows 8, a confirmation/warning dialog box may appear when installing, uninstalling, or starting up software.
         This dialog box appears when administrative rights are required to perform a task.
         If you are logged on to an administrator account, follow the on-screen instructions.

  - **Windows 7 / Windows Vista:**

    1. From the **Start** menu, select **Control Panel** > **Programs** > **Uninstall a program**.
    2. Double-click **Canon IJ Scan Utility**.
    3. When a confirmation appears, click **Yes**.
    4. When uninstallation is complete, click **OK**.

       IJ Scan Utility is deleted.

Note

- In Windows 7 and Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling, or starting up software.
  This dialog box appears when administrative rights are required to perform a task.
  If you are logged on to an administrator account, follow the on-screen instructions.

- **Windows XP:**

  1. From the **Start** menu, select **Control Panel** > **Add or Remove Programs**.
  2. Select **Canon IJ Scan Utility**, then click **Change/Remove**.
  3. When a confirmation appears, click **Yes**.
  4. When uninstallation is complete, click **OK**.
     IJ Scan Utility is deleted.

- **Step 3: Reinstall MP Drivers and IJ Scan Utility.**
  Reinstall MP Drivers and IJ Scan Utility from the Setup CD-ROM or the web page.

Scanned Image Does Not Open

Check: If the data format is not supported by the application, scan the image again and select a popular data format such as JPEG when saving it.

Refer to the application's manual for details. If you have any questions, contact the manufacturer of the application.

Scan Results Not Satisfactory

- Scan Quality (Image Displayed on the Monitor) Is Poor
- Scanned Image Is Surrounded by Extra White Areas
- Cannot Scan at the Correct Size
- Item Is Placed Correctly, but the Scanned Image Is Slanted
- Scanned Image Is Enlarged (Reduced) on the Computer Monitor

Scan Quality (Image Displayed on the Monitor) Is Poor

Check 1: Increase the scanning resolution if the image is jagged.

➡Resolution

Check 2: Set the display size to 100 %.

Some applications do not display images clearly if the display size is too small.

Check 3: If moire (stripe pattern) appears, take the following measures and scan again.

- Set one of the following settings in the **Settings (Document Scan)** dialog box, **Settings (Custom Scan)** dialog box, or **Settings (Scan and Stitch)** dialog box of IJ Scan Utility, then scan from the IJ Scan Utility main screen.
  - Set **Select Source** to **Magazine** and set **Color Mode** to **Color**
  - Select the **Reduce moire** checkbox in **Image Processing Settings**

  ➡Settings (Document Scan) Dialog Box

  ➡Settings (Custom Scan) Dialog Box

  ➡Settings (Scan and Stitch) Dialog Box
- On the **Basic Mode** tab of ScanGear (scanner driver), select **Magazine (Color)** in **Select Source**.
  Refer to "Basic Mode Tab" for your model from Home of the *Online Manual* for details.
- On the **Advanced Mode** tab of ScanGear, set **Descreen** in **Image Settings** to **ON**.
  Refer to "Image Settings" for your model from Home of the *Online Manual* for details.

Note

- If moire appears when you scan a digital print photo, take the above measures and scan again.

Check 4: Check the monitor's color depth.

Refer to Help of Windows or the monitor's manual for details on how to check the monitor's color depth.

Check 5: Clean the platen and document cover.

Check 6: If the document is in poor condition (dirty, faded, etc.), use Reduce Dust and Scratches, Fading Correction, Grain

Correction, etc. in Image Settings on the Advanced Mode tab of ScanGear.

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

Check 7: If the color tone of images is different from the original document, take the following measures and scan again.

- On the **Advanced Mode** tab of ScanGear, set **Image Adjustment** in **Image Settings** to **None**.

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

- On the **Color Settings** tab in the **Preferences** dialog box of ScanGear, set **Color Matching**.

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

Scanned Image Is Surrounded by Extra White Areas

Check: Specify the scan area.

Click (Auto Crop) in whole image view of ScanGear (scanner driver) to automatically display the cropping frame (scan area) according to the item size.

You can also manually specify the scan area in thumbnail view or when there are white margins along the item (for example, in photos), or when you want to create custom cropping frames.

➡Adjusting Cropping Frames in the Image Stitch Window

Cannot Scan at the Correct Size

Check: Make sure that the items are placed correctly.

➡Placing Items (When Scanning from a Computer)

Item Is Placed Correctly, but the Scanned Image Is Slanted

Check: When Document or Magazine is selected for the item type, deselect the Correct slanted text document checkbox and scan the item again.

➡Settings (Document Scan) Dialog Box

➡Settings (Custom Scan) Dialog Box

Scanned Image Is Enlarged (Reduced) on the Computer Monitor

Check 1: Change the display setting in the application.

Refer to the application's manual for details. If you have any questions, contact the manufacturer of the application.

Note

- You cannot reduce the image size in Paint. To reduce the display size, open the images in an application.

Check 2: Change the resolution setting in ScanGear (scanner driver) and scan again.

The higher the resolution, the larger the resulting image will be.

➡Resolution

Software Problems

- The E-mail Client You Want to Use Does Not Appear in the Screen for Selecting an E-mail Client

The E-mail Client You Want to Use Does Not Appear in the Screen for Selecting an E-mail Client

Check: Check that the e-mail client's MAPI is enabled.

Refer to the e-mail client's manual for how to set MAPI.

If the problem is not solved even when MAPI is enabled, select **None (Attach Manually)** in the screen for selecting an e-mail client, then manually attach the image to the outgoing e-mail.

Problems with the Machine

- The Machine Cannot Be Powered On
- The Machine Turns Off Unintendedly
- Cannot Connect to Computer Properly
- FINE Cartridge Holder Does Not Move to the Position for Replacing
- Printer Status Monitor Is Not Displayed

The Machine Cannot Be Powered On

Check1 Press the **ON** button.

Check2 Make sure that the power plug is securely plugged into the power cord connector of the machine, then turn it back on.

Check3 Unplug the machine from the power supply, then plug the machine back in and turn the machine back on after leaving it for at least 2 minutes.

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

The Machine Turns Off Unintendedly

Check Deactivate the setting to turn the unit off automatically.

The machine turns off automatically according to the elapsed time you specified if you activate the setting to turn the unit off automatically.

If you do not want the machine to turn off automatically, open the printer driver setup window and in **Auto Power** under the **Maintenance** sheet, select **Disable** for **Auto Power Off**.

Note

- You can activate the setting to turn the machine on/off automatically from the operation panel of the machine or ScanGear (scanner driver).
  - From the operation panel of the machine:

    ➡ Turning on/off the Machine Automatically
  - From ScanGear (scanner driver):

    ➡ Scanner Tab

Cannot Connect to Computer Properly

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

If your system environment is not fully compatible with Hi-Speed USB, the machine will operate at a lower speed provided under USB 1.1. In this case, the machine operates properly but printing or scanning speed may slow down due to communication speed.

Check Check the following to make sure that your system environment supports Hi-Speed USB connection.

- Does the USB port on your computer support Hi-Speed USB connection?
- Does the USB cable or the USB hub support Hi-Speed USB connection?

  Be sure to use a certified Hi-Speed USB cable. We recommend that the cable is no longer than around 10 feet / 3 meters.
- Does the operating system of your computer support Hi-Speed USB connection?

  Obtain and install the latest update for your computer.
- Does the Hi-Speed USB driver operate properly?

  Obtain the latest version of the Hi-Speed USB driver compatible with your hardware and reinstall it on your computer.

Important

- For details on Hi-Speed USB of your system environment, contact the manufacturer of your computer, USB cable, or USB hub.

FINE Cartridge Holder Does Not Move to the Position for Replacing

Check1 Is the **ON** lamp off?

Check if the **ON** lamp is lit.

The FINE cartridge holder will not move unless the power is on. If the **ON** lamp is off, close the cover and turn the machine on.

Check2 Is the **Alarm** lamp flashing?

Close the cover, confirm the number of times the **Alarm** lamp is flashing, take the appropriate action to resolve the error, and then reopen it. For details on how to resolve the error, see Support Code List.

Check3 Has the cover been left open for 10 minutes or longer?

If the cover is left open for more than 10 minutes, the FINE cartridge holder moves to the position to protect it to prevent the print head from drying out. Close and reopen the cover to return the FINE cartridge holder to the position for replacing.

Check4 Has the machine been printing continuously for a long period?

If the machine has been printing continuously for a long time, the FINE cartridge holder may not move to the position for replacing since the print head may overheat.

Note

- Do not open the cover while printing is in progress; otherwise, an error occurs.

Printer Status Monitor Is Not Displayed

Check1 Is the printer status monitor enabled?

Make sure that **Enable Status Monitor** is selected on the **Option** menu of the printer status monitor.

1. Open the printer driver setup window.

   How to Open the Printer Driver Setup Window

2. On the **Maintenance** sheet, click **View Printer Status**.

3. Select **Enable Status Monitor** on the **Option** menu if it is not selected.

Problems with Installation/Downloading

- Cannot Install the MP Drivers
- Easy-WebPrint EX Does Not Start Up or Easy-WebPrint EX Menu Does Not Appear

Cannot Install the MP Drivers

- **If the installation does not start even after the Setup CD-ROM is inserted into your computer's disc drive:**

  Start the installation following the procedure below.

  1. Select items as shown below.
     - In Windows 8, select the **Explorer** icon in **Taskbar** on **Desktop**, then select **Computer** from the list on the left.
     - In Windows 7 or Windows Vista, click **Start** then **Computer**.
     - In Windows XP, click **Start** then **My Computer**.
  2. Double-click the **CD-ROM** icon on the displayed window.

     If the contents of the CD-ROM are displayed, double-click **MSETUP4.EXE**.

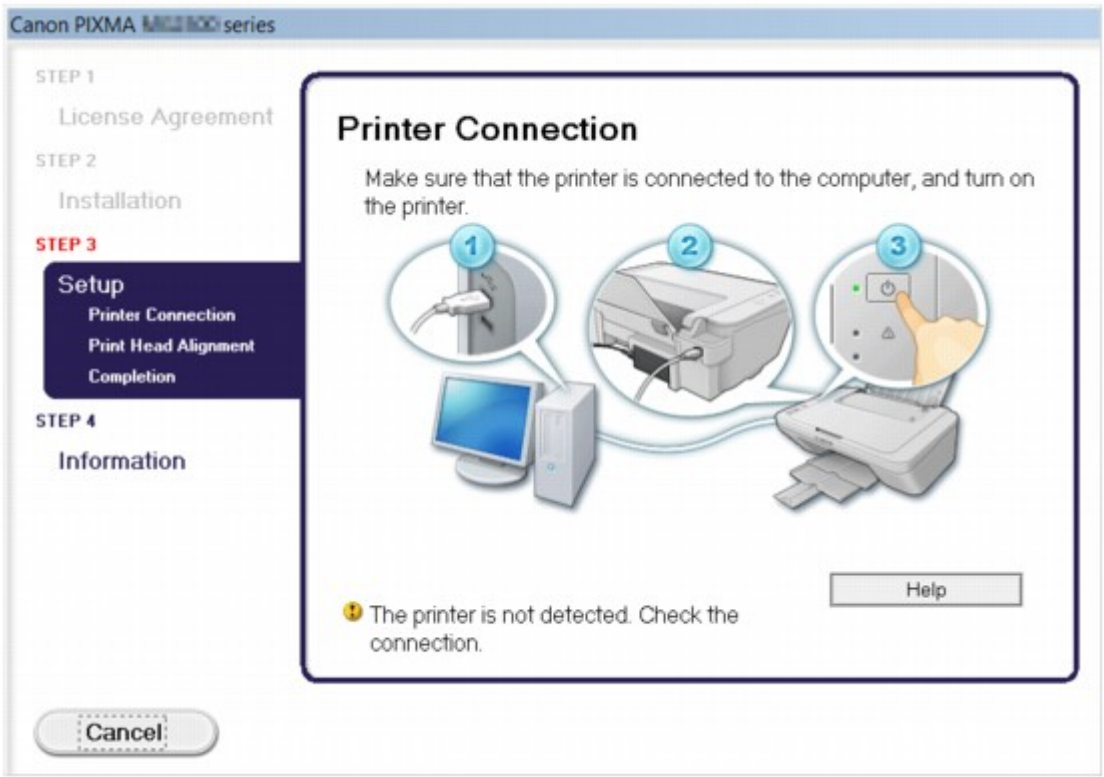
     If you cannot install the MP Drivers with the Setup CD-ROM, install them from our website.

  Note

  - If the CD-ROM icon is not displayed, try the following:
    - Remove the CD-ROM from your computer, then insert it again.
    - Restart your computer.

    If the icon is not yet displayed, try different discs and see if they are displayed. If other discs are displayed, there is a problem with the Setup CD-ROM. In this case, contact the service center.

- **If you are unable to proceed beyond the Printer Connection screen:**



Note

- **The printer is not detected. Check the connection.** may be displayed depending on the computer you use.

Check1 Make sure that the USB cable is securely plugged in to the machine and the computer.

Check2 Follow the procedure below to connect the machine and the computer again.

1. Turn the machine off.
2. Unplug the USB cable from the machine and the computer, then connect it again.
3. Turn the machine on.

Check3 If you cannot resolve the problem, follow the procedure below to reinstall the MP Drivers.

1. Click **Cancel**.
2. Click **Start Over** on the **Installation Failure** screen.
3. Click **Exit** on the "PIXMA XXX" screen (where "XXX" is your machine's name), then remove the CD-ROM.
4. Turn the machine off.
5. Restart the computer.
6. Make sure that you have no application software running.
7. Insert the CD-ROM again, then install the MP Drivers.

- **In other cases:**

Reinstall the MP Drivers.

If the MP Drivers were not installed correctly, uninstall the MP Drivers, restart your computer, and then reinstall the MP Drivers.

➡Deleting the Unnecessary MP Drivers

If you reinstall the MP Drivers, install the MP Drivers with the Setup CD-ROM or install them from our website.

Note

- If the installer was forced to be terminated due to a Windows error, the system may be in an unstable condition and you may not be able to install the drivers. Restart your computer before reinstalling.

Easy-WebPrint EX Does Not Start Up or Easy-WebPrint EX Menu Does Not Appear

If Easy-WebPrint EX does not start up or its menu does not appear on Internet Explorer, confirm the following.

Check1 Is **Canon Easy-WebPrint EX** displayed on the **Toolbars** menu in the Internet Explorer's **View** menu?

If **Canon Easy-WebPrint EX** is not displayed, Easy-WebPrint EX is not installed on your computer. Install the latest Easy-WebPrint EX onto your computer from our website.

Note

- If Easy-WebPrint EX is not installed on your computer, a message asking you to install it may be displayed on the notification area on the desktop. Click the message, then follow the instructions on the computer screen to install Easy-WebPrint EX.
- While the installation or download Easy-WebPrint EX is in progress, it is necessary to access the Internet.

Check2 Is **Canon Easy-WebPrint EX** selected on the **Toolbars** menu in the Internet Explorer's **View** menu?

If **Canon Easy-WebPrint EX** is not selected, Easy-WebPrint EX is disabled. Select **Canon Easy-WebPrint EX** to enable it.

About Errors/Messages Displayed

- If an Error Occurs
- A Message Is Displayed

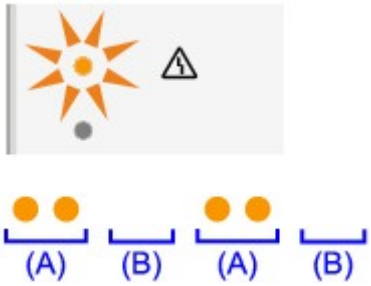
If an Error Occurs

When an error occurs in printing such as the machine is out of paper or paper is jammed, a troubleshooting message is displayed automatically. Take the appropriate action described in the message.

When an error occurs, the **Alarm** lamp flashes orange and a Support Code (error number) is displayed on the computer screen. For some errors, the **ON** lamp and the **Alarm** lamp flashes alternately. Check the status of the lamps and the message, then take the appropriate action to resolve the error.

Support Code Corresponding to the Number of Flashes of the Alarm Lamp

Example of 2 times flashing:



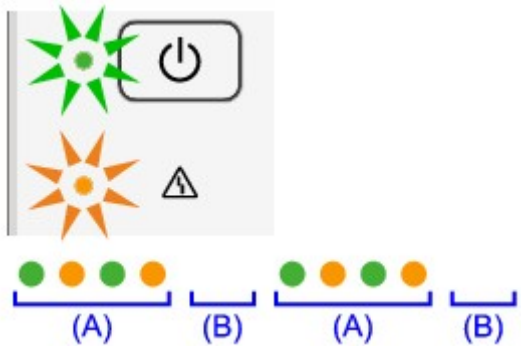
(A) Flashes

(B) Goes off

Number of flashes	Cause	Support Code
2 flashes	There is no paper in the rear tray.	1000
3 flashes	The cover is opened while printing is in progress.	1203
	Paper is jammed in the paper output slot.	1300
4 flashes	The FINE cartridge is not installed properly.	1687
5 flashes	The FINE cartridge is not installed.	1401
	Appropriate FINE cartridge is not installed.	1403, 1485
8 flashes	The ink absorber is almost full.	1700, 1701
9 flashes	The protective material for the FINE cartridge holder or the tape may remain attached to the holder.	1890
11 flashes	Paper type and paper size settings are incorrect.	4102
12 flashes	You cannot print the contents on CREATIVE PARK PREMIUM.	4100
13 flashes	The ink may have run out.	1686
14 flashes	The FINE cartridge cannot be recognized.	1684
15 flashes	The FINE cartridge cannot be recognized.	1682
16 flashes	The ink has run out.	1688

Support Code Corresponding to the Number of Alternate Flashes of the ON Lamp and the Alarm Lamp

Example of 2 times flashing:



(A) Flashes

(B) Goes off

Number of flashes	Cause	Support Code
2 flashes	Printer error has occurred.	5100
7 flashes	Printer error has occurred.	5B00, 5B01
10 flashes	An error requiring you to contact the service center has occurred.	B200, B201
Other cases than above	Printer error has occurred.	5011, 5012, 5200, 5400, 6000, 6800, 6801, 6930, 6931, 6932, 6933, 6936, 6937, 6938, 6940, 6941, 6942, 6943, 6944, 6945, 6946

- **When a Support Code and a message are displayed on the computer screen:**

Note

- You can confirm the actions against errors with Support Codes on your computer by searching a Support Code.

  ➡Click Here to Search

For details on how to resolve errors without Support Codes, see A Message Is Displayed.

A Message Is Displayed

This section describes some of the errors or messages.

Note

- A Support Code (error number) is displayed on the computer for some error or message. For details on errors with Support Codes, refer to Support Code List.

➡Error Regarding the Power Cord Being Unplugged Is Displayed

➡Writing Error/Output Error/Communication Error

➡Other Error Messages

➡The Inkjet Printer/Scanner/Fax Extended Survey Program Screen Is Displayed

Error Regarding the Power Cord Being Unplugged Is Displayed

The power cord may have been unplugged while the machine was still on.

Check the error message that appears on the computer, then click **OK**.

The machine starts printing.

See Notice for Unplugging the Power Cord for unplugging the power cord.

Writing Error/Output Error/Communication Error

Check1 If the **ON** lamp is off, make sure that the power plug is plugged in, then turn the machine on.

While the **ON** lamp is flashing, the machine is initializing. Wait until the **ON** lamp stops flashing and remains lit.

Check2 Make sure that the printer port is configured appropriately in the printer driver.

* In the following instructions, "XXX" signifies your machine's name.

1. Log on as a user account with administrator privilege.
2. Select items as shown below.
   - In Windows 8, select **Control Panel** from the **Settings** charm on **Desktop** > **Hardware and Sound** > **Devices and Printers**.
   - In Windows 7, select **Devices and Printers** from the **Start** menu.
   - In Windows Vista, select the **Start** menu > **Control Panel** > **Hardware and Sound** > **Printers**.
   - In Windows XP, select the **Start** menu > **Control Panel** > **Printers and Other Hardware** > **Printers and Faxes**.
3. Open the properties of printer driver for the machine.
   - In Windows 8 or Windows 7, right-click the "Canon XXX Printer" icon (where "XXX" is your machine's name), then select **Printer properties**.
   - In Windows Vista or Windows XP, right-click the "Canon XXX Printer" icon (where "XXX" is your machine's name), then select **Properties**.
4. Click the **Ports** tab to confirm the port settings.

   Make sure that a port named "USBnnn" (where "n" is a number) with "Canon XXX Printer" appearing in the **Printer** column is selected for **Print to the following port(s)**.

- If the setting is incorrect:

  Reinstall the MP Drivers with the Setup CD-ROM or install them from our website.

- Printing does not start even though the machine is connected to the computer using a USB cable and the port named "USBnnn" is selected:

  In Windows 8, select **My Printer** on the **Start** screen to start My Printer. If **My Printer** is not displayed on the **Start** screen, select the **Search** charm, then search for "My Printer".

  Set the correct printer port on **Diagnose and Repair Printer**. Follow the on-screen instructions to set the correct printer port, then select your machine's name.

  In Windows 7, Windows Vista, or Windows XP, click **Start** and select **All programs**, **Canon Utilities**, **Canon My Printer**, **Canon My Printer**, then select **Diagnose and Repair Printer**. Follow the on-screen instructions to set the correct printer port, then select your machine's name.

  If the problem is not resolved, reinstall the MP Drivers with the Setup CD-ROM or install them from our website.

Check3 Make sure that the USB cable is securely plugged in to the machine and the computer.

When the machine is connected to your computer with a USB cable, check the followings:

- If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device. Consult the reseller of the relay device for details.
- There could also be a problem with the USB cable. Replace the USB cable and try printing again.

Check4 Make sure that the MP Drivers are installed correctly.

Uninstall the MP Drivers following the procedure described in Deleting the Unnecessary MP Drivers, then reinstall the MP Drivers with the Setup CD-ROM or reinstall them from our website.

Check5 Check the status of the device on your computer.

Follow the procedure below to check the status of the device.

1. Open the Device Manager on your computer as shown below.

   If the **User Account Control** screen is displayed, follow the on-screen instructions.

   - In Windows 8, select **Control Panel** from the **Settings** charm on **Desktop** > **Hardware and Sound** > **Device Manager**.
   - In Windows 7 or Windows Vista, click **Control Panel**, **Hardware and Sound**, then **Device Manager**.
   - In Windows XP, click **Control Panel**, **Performance and Maintenance**, **System**, then click **Device Manager** on the **Hardware** sheet.

2. Double-click **Universal Serial Bus controllers** then **USB Printing Support**.

   If the **USB Printing Support Properties** screen is not displayed, make sure that the machine is correctly connected to the computer.

   ➡ Check3 Make sure that the USB cable is securely plugged in to the machine and the computer.

3. Click the **General** tab and make sure that there is no indication of a problem with the device.

   If a device error is displayed, refer to Windows help to resolve the error.

Other Error Messages

Check If an error message is displayed outside the printer status monitor, check the following:

- **"Could not spool successfully due to insufficient disk space"**

  Delete any unnecessary files to increase the amount of free space on the disk.

- **"Could not spool successfully due to insufficient memory"**

  Quit other running application softwares to increase available memory.

  If you cannot print yet, restart your computer and retry printing.

- **"Printer driver could not be found"**

  Uninstall the MP Drivers following the procedure described in Deleting the Unnecessary MP Drivers, then reinstall the MP Drivers with the Setup CD-ROM or reinstall them from our website.

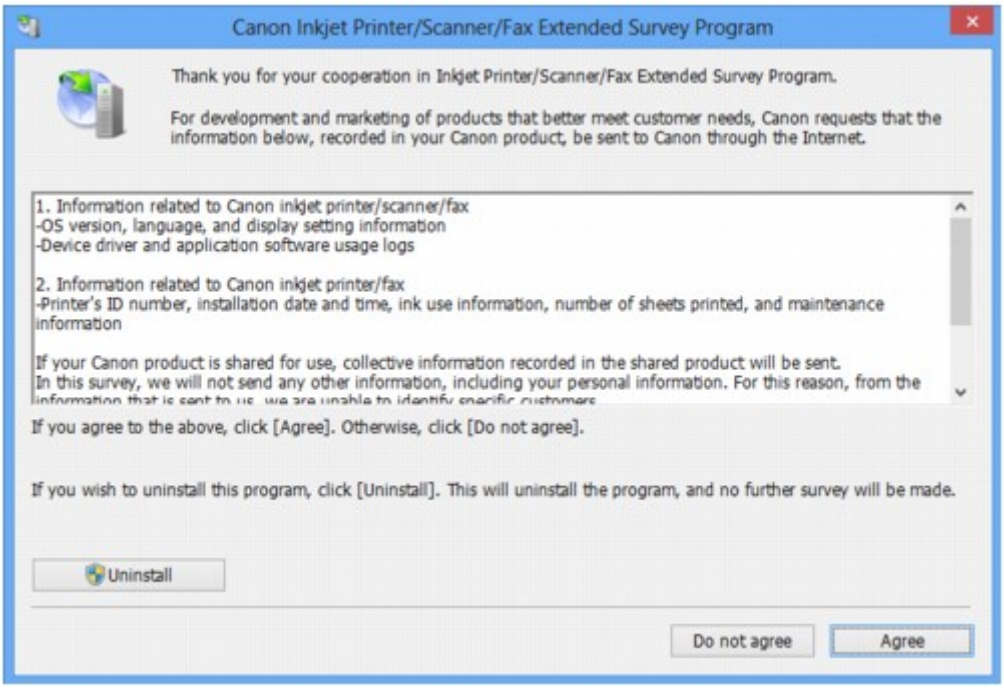
- **"Could not print Application name** - File name"

  Try printing again once the current job is complete.

The Inkjet Printer/Scanner/Fax Extended Survey Program Screen Is Displayed

If the Inkjet Printer/Scanner/Fax Extended Survey Program is installed, a confirmation screen asking for permission to send the printer and application software usage information will be displayed every month for about ten years.

Read the instructions on the screen and follow the procedure below.



- **If you agree to participate in the survey program:**

  Click **Agree**, then follow the on-screen instructions. The printer usage information will be sent via the Internet. If you have followed the on-screen instructions, the information will be sent automatically from the second time onward and the confirmation screen will not be displayed again.

Note

- When the information is being sent, a caution screen such as an Internet security screen may be displayed. In this case, confirm that the program name is "IJPLMUI.exe", then allow it.
- If you deselect the **Send automatically from the next time** check box, the information will not be sent automatically from the second time onward and a confirmation screen will be displayed at the time of the next survey. To send the information automatically, see Changing the confirmation screen setting:.

- **If you do not agree to participate in the survey program:**

  Click **Do not agree**. The confirmation screen will be closed, and the survey at that time is skipped. The confirmation screen will be displayed again one month later.

- **To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program:**

  To uninstall the Inkjet Printer/Scanner/Fax Extended Survey Program, click **Uninstall**, then follow the on-screen instructions.

- **Changing the confirmation screen setting:**

  1. Select items as shown below.
     - In Windows 8, select **Control Panel** from the **Settings** charm on **Desktop** > **Programs** > **Programs and Features**.
     - In Windows 7, or Windows Vista, select the **Start** menu > **Control Panel** > **Programs** > **Programs and Features**.
     - In Windows XP, select the **Start** menu > **Control Panel** > **Add or Remove Programs**.

     Note

     - In Windows 8, Windows 7 or Windows Vista, a confirmation/warning dialog box may appear when installing, uninstalling or starting up software.

       This dialog box appears when administrative rights are required to perform a task.

       If you are logged on to an administrator account, follow the on-screen instructions.

  2. Select **Canon Inkjet Printer/Scanner/Fax Extended Survey Program**.
  3. Select **Change**.

     If you select **Yes** after you have followed the on-screen instructions, the confirmation screen will be displayed at the time of the next survey.

     If you select **No**, the information will be sent automatically.

     Note

     - If you select **Uninstall** (or **Remove** in Windows XP), the Inkjet Printer/Scanner/Fax Extended Survey Program is uninstalled. Follow the on-screen instructions.

If You Cannot Resolve the Problem

If you cannot resolve the problem with any of the workarounds in this chapter, please contact the seller of the machine or the service center.

Canon support staff are trained to be able to provide technical support to satisfy customers.

⚠ Caution

- If the machine emits any unusual sound, smoke, or odor, turn it off immediately. Unplug the power cord from the outlet and contact the seller or the service center. Never attempt to repair or disassemble the machine yourself.
- Attempts by customers to repair or take apart the machine will invalidate any warranty regardless of whether the warranty has expired.

Before contacting the service center, confirm the following:

- Product name:

  * Your machine's name is located on the front cover of the setup manual.
- Serial number: please refer to the setup manual
- Details of the problem
- What you tried to solve the problem, and what happened

Support Code List

The support code appears on the computer screen when an error occurs.

"Support Code" means the error number and appears with an error message.

When an error occurs, check the support code displayed on the computer screen and take the appropriate action.

Support Code Appears on the Computer Screen

- **1000 to 1ZZZ**

  1000 1200 1203 1300 1401 1403

  1485 1682 1684 1686 1687 1688

  1700 1701 1890

- **2000 to 2ZZZ**

  2900 2901

- **4000 to 4ZZZ**

  4100 4102

- **5000 to 5ZZZ**

  5011 5012 5100 5200 5400 5B00

  5B01

- **6000 to 6ZZZ**

  6000 6800 6801 6930 6931 6932

  6933 6936 6937 6938 6940 6941

  6942 6943 6944 6945 6946

- **A000 to ZZZZ**

  B200 B201

About the support code for paper jam, you can also refer to Support Code List (When Paper Is Jammed).

Support Code List (When Paper Is Jammed)

If the paper is jammed, remove it following the procedure appropriate for each case.

➡Watch the movie (Windows)

➡Watch the movie (Mac)

- If you can see the jammed paper at the paper output slot or the rear tray:

  ➡1300

- If the paper tears and you cannot remove it from the paper output slot or from the rear tray:

  ➡Paper Is Jammed inside the Machine

- Cases other than above:

  ➡In Other Cases

1300

Cause

Paper is jammed in the paper output slot or in the rear tray.

Action

Remove the jammed paper following the procedure below.

➡Watch the movie (Windows)

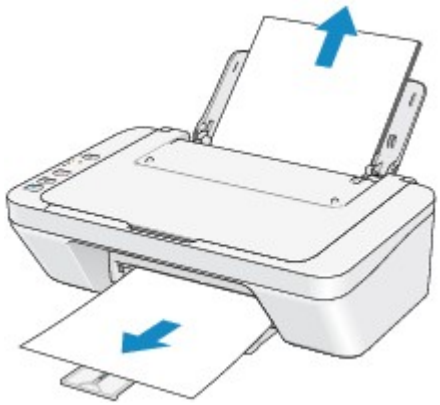
➡Watch the movie (Mac)

Note

- If you need to turn off the machine to remove jammed paper during printing, press the **Stop** button to cancel print jobs before turning off the machine.

1. Pull the paper out slowly, either from the rear tray or from the paper output slot, whichever is easier.

   Hold the paper with your hands, then pull the paper out slowly not to tear it.



Note

- If you cannot pull the paper out, turn the machine off and turn it back on. The paper may be ejected automatically.
- If the paper tears and you cannot remove the jammed paper from the paper output slot or the rear tray, remove the paper from inside the machine.

  ➡Paper Is Jammed inside the Machine

2. Reload the paper, and press the machine's **Black** or **Color** button.

   If you turned off the machine in step 1, all print jobs in the queue are canceled. Reprint if necessary.

Note

- When reloading the paper, confirm that you are using the paper suited for printing and are loading it correctly.
- We recommend you use paper other than A5 sized one to print documents with photos or graphics; otherwise, the printout may curl and cause paper exit jams.

If you cannot remove the paper or the paper tears inside the machine, or if the paper jam error continues after removing the paper, contact the service center.

Paper Is Jammed inside the Machine

If the jammed paper tears and you cannot remove the paper either from the paper output slot or from the rear tray, or if the jammed paper remains inside the machine, remove the paper following the procedure below.

➡Watch the movie (Windows)

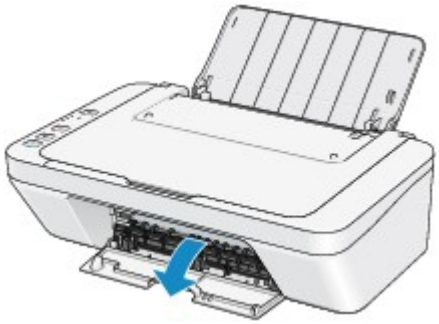
➡Watch the movie (Mac)

Note

- If you need to turn off the machine to remove jammed paper during printing, press the **Stop** button to cancel print jobs before turning off the machine.

1. Turn off the machine, and unplug the power cord of the machine from the power supply.

2. Retract the paper output tray, then open the cover.



Important

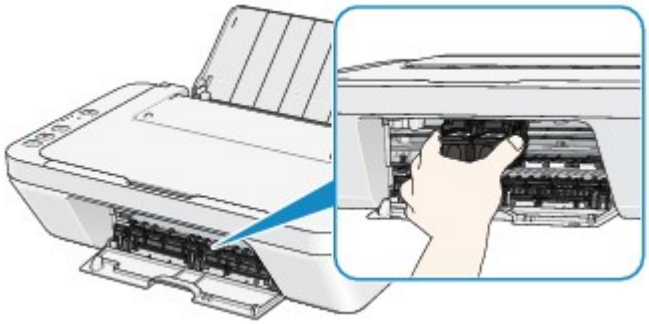
- Do not touch the clear film (A).

If the paper or your hands touch the clear film and blot or scratch it, the machine can be damaged.

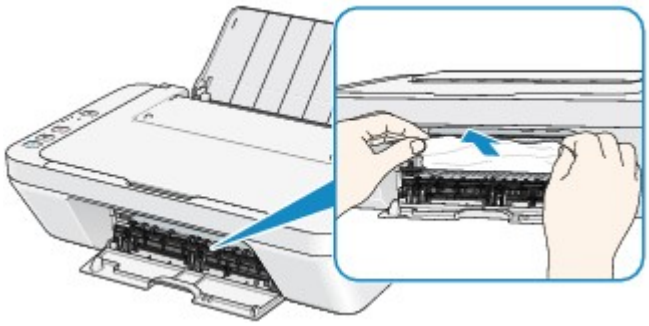
3. Make sure that the jammed paper is not under the FINE cartridge holder.

If the jammed paper is under the FINE cartridge holder, move the FINE cartridge holder to the right edge or the left edge whichever is easier to remove the paper.

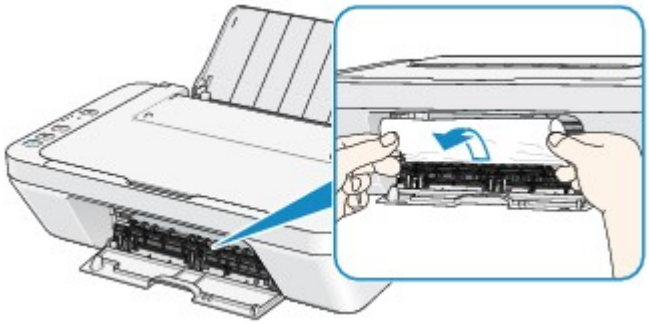
When you move the FINE cartridge holder, hold the FINE cartridge holder and slide it slowly to the right edge or the left edge.



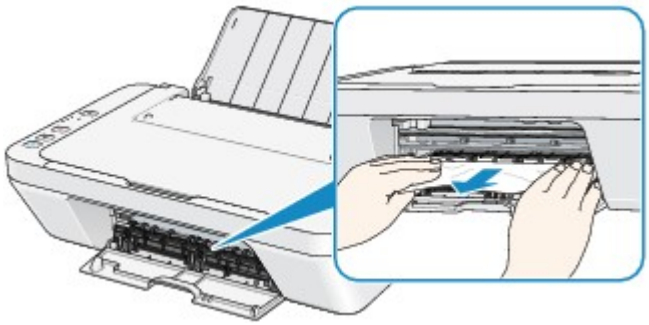
4. Hold the jammed paper with your hands.



If the paper is rolled up, pull it out.



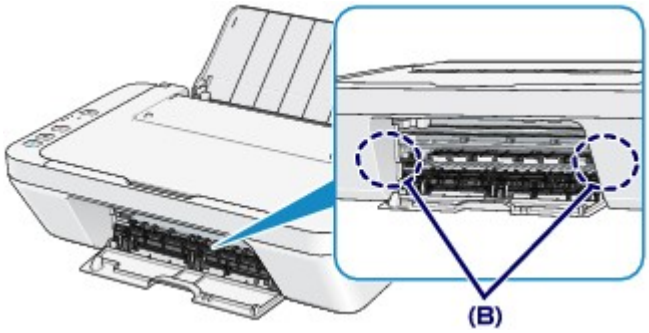
5. Pull the paper slowly not to tear it, then pull the paper out.



6. Make sure that all the jammed paper is removed.

If the paper is torn, a piece of paper may remain inside the machine. Check the following and remove the piece of paper if it remains.

- Does the piece of paper remain under the FINE cartridge holder?
- Does the little piece of paper remain inside the machine?
- Does the piece of paper remain in the right side or the left side space (B) inside the machine?



7. Close the cover.

   All print jobs in the queue are canceled. Reprint if necessary.

   Note

   - When reloading the paper, confirm that you are using the paper suited for printing and are loading it correctly. If the message about paper jam is displayed on the computer screen when you resume printing after removing all the jammed paper, a piece of paper may remain inside the machine. In this case, confirm that no piece of paper remains inside the machine.

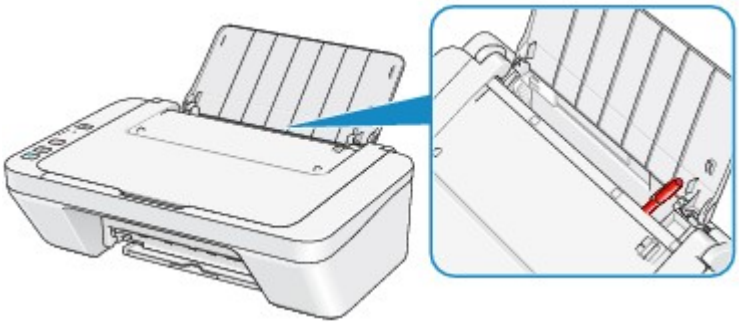
If you cannot remove the paper or the paper tears inside the machine, or if the paper jam error continues after removing the paper, contact the service center.

In Other Cases

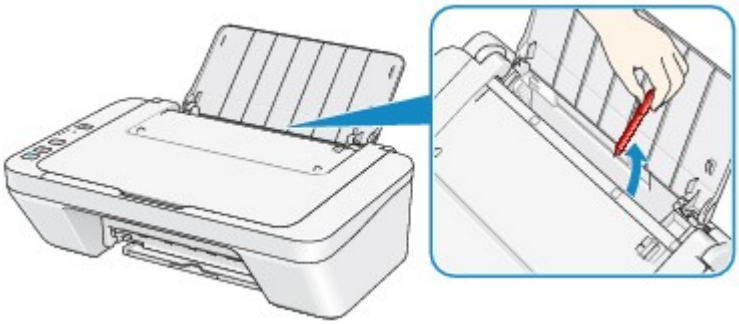
Make sure of the following:

Check1 Are there any foreign objects around the paper output slot?

Check2 Are there any foreign objects in the rear tray?



If there are any foreign objects in the rear tray, be sure to turn off the machine, unplug it from the power supply, then remove the foreign object.



Check3 Is the paper curled?

Load the paper after correcting its curl.

1000

Cause

There is no paper in the rear tray.

Action

Reload the paper on the rear tray and press the machine's **Black** or **Color** button.

1200

Cause

The cover is open.

Action

Close the cover and wait for a while.

Do not close it while you are replacing a FINE cartridge.

1203

Cause

The cover is opened while printing is in progress.

Action

If paper is left inside the machine, remove the paper slowly with both hands and close the cover.

Press the machine's **Black** or **Color** button to dismiss the error.

The machine ejects the blank paper and resumes printing from the next paper.

The machine will not reprint the page that was printed when the cover is opened. Try printing again.

Important

- Do not open or close the cover while printing is in progress, as this can damage the machine.

1401

Cause

The FINE cartridge is not installed.

Action

Install the FINE cartridge.

If the error is not resolved, the FINE cartridge may be damaged. Contact the service center.

1403

Cause

Appropriate FINE cartridge is not installed.

Action

Install the appropriate FINE cartridge.

If the error is not resolved, the FINE cartridge may be damaged. Contact the service center.

1485

Cause

Appropriate ink cartridge is not installed.

Action

Printing cannot be executed because the ink cartridge is not compatible with this machine.

Install the appropriate ink cartridge.

If you want to cancel printing, press the machine's **Stop** button.

1682

Cause

The FINE cartridge cannot be recognized.

Action

Replace the FINE cartridge.

If the error is not resolved, the FINE cartridge may be damaged. Contact the service center.

1684

Cause

The ink cartridge cannot be recognized.

Action

Printing cannot be executed because the ink cartridge may not be installed properly or may not be compatible with this machine.

Install the appropriate ink cartridge.

If you want to cancel printing, press the machine's **Stop** button.

1686

Cause

The ink may have run out.

Action

The function for detecting the remaining ink level will be disabled since the ink level cannot be correctly detected.

If you want to continue printing without this function, press the machine's **Stop** button for at least 5 seconds.

Canon recommends to use new genuine Canon cartridges in order to obtain optimum qualities.

Please be advised that Canon shall not be liable for any malfunction or trouble caused by continuation of printing under the ink out condition.

1687

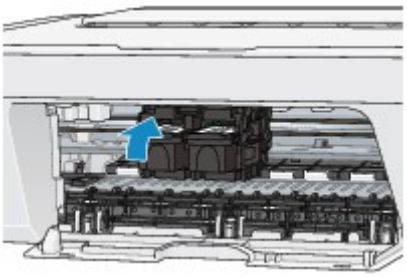
Cause

The FINE cartridge is not installed properly.

Action

Retract the output tray extension and the paper output tray, open the cover, then remove the FINE cartridges.

Then install the FINE cartridges again. Push the FINE cartridge until it clicks into place.



After installing, close the cover.

1688

Cause

The ink has run out.

Action

Replace the ink cartridge and close the cover.

If printing is in progress and you want to continue printing, press the machine's **Stop** button for at least 5 seconds with the ink cartridge installed. Then printing can continue under the ink out condition.

The function for detecting the remaining ink level will be disabled.

Replace the empty ink cartridge immediately after the printing. The resulting print quality is not satisfactory, if printing is continued under the ink out condition.

1700

Cause

The ink absorber is almost full.

Action

Press the machine's **Black** or **Color** button to continue printing. Contact the service center.

1701

Cause

The ink absorber is almost full.

Action

Press the machine's **Black** or **Color** button to continue printing. Contact the service center.

1890

Cause

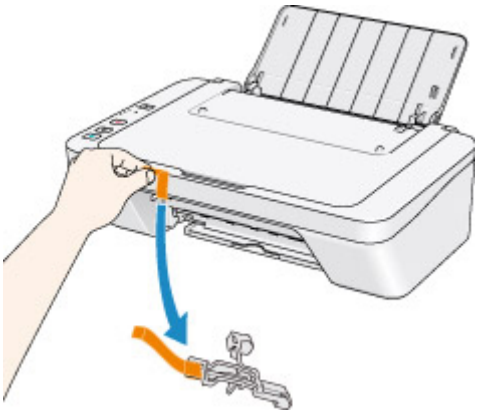
The protective material for the FINE Cartridge holder or the tape may remain attached to the holder.

Action

Make sure that the protective material or the tape does not remain attached to the FINE cartridge holder.

If you find the protective material or the tape remains attached, retract the output tray extension and the paper output tray to remove the protective material or the tape.

Pull down the tape to remove the protective material.



If the cover is open, close it.

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

2900

Cause

Scanning the print head alignment sheet has failed.

Action

Press the machine's **Black** or **Color** button to dismiss the error. Check the following points, perform Automatic Print Head Alignment again.

- Make sure that the print head alignment sheet is set in the correct position and orientation on the platen glass.
- Make sure the platen glass and the print head alignment sheet are not dirty.
- Make sure the type and size of loaded paper is suitable for Automatic Print Head Alignment.

  For Automatic Print Head Alignment, always load one sheet of A4 or Letter-sized plain paper.
- Make sure if print head nozzles are clogged.

  Print the nozzle check pattern to check the status of the print head.

If the error is not resolved, perform Manual Print Head Alignment.

2901

Cause

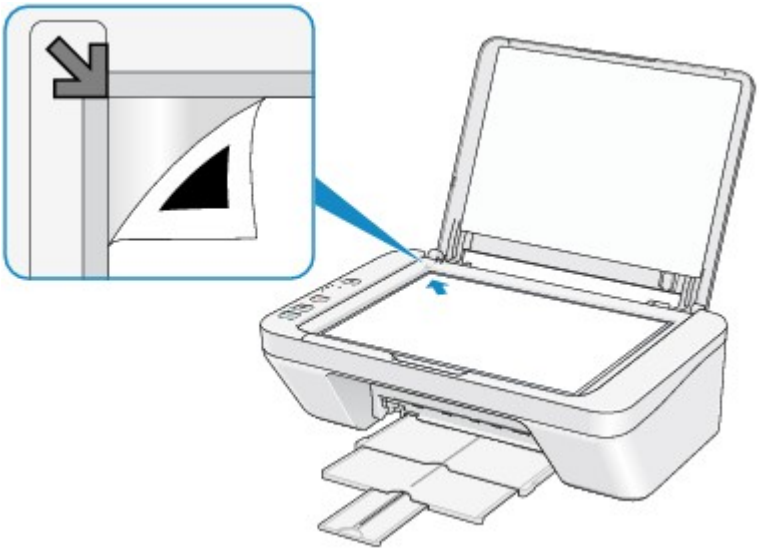
Printing of the print head alignment pattern is complete and the machine is in waiting for scanning the sheet.

Action

Proceed to scan the printed alignment pattern.

1. Load the print head alignment sheet on the platen glass.

   Load the print head alignment sheet with the printed side facing down and align the mark ◤ on the upper left corner of the sheet with the alignment mark ⧏.

2. Close the document cover gently, then press the machine's **Black** or **Color** button.

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

4100

Cause

The specified data cannot be printed.

Action

When you print the contents on CREATIVE PARK PREMIUM, confirm the message on the computer screen, make sure that genuine Canon FINE cartridges are all installed properly, then start printing again.

4102

Cause

The media type and paper size are not set correctly.

Action

Press the machine's **Stop** button, to cancel printing, change the media type or paper size setting, then print again.

- When the media type is set to **Photo Paper Plus Glossy II**:

  Set the paper size to **4"x6" 10x15cm** (Windows)/**4 x 6** (Mac), or **5"x7" 13x18cm** (Windows)/**5 x 7** (Mac).

- When the media type is set to **Glossy Photo Paper**:

  Set the paper size to **4"x6" 10x15cm** (Windows)/**4 x 6** (Mac).

- When the media type is set to **Envelope**:

  Set the paper size to **Envelope Com 10** (Windows)/**Envelope #10** (Mac) or **Envelope DL** (Windows/Mac).

5011

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

5012

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

5100

Cause

Printer error has occurred.

Action

Cancel printing, turn off the machine. Then clear the jammed paper or protective material that is preventing the FINE cartridge holder from moving, and turn on the machine again.

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

Important

- When you clear the jammed paper or protective material that is preventing the FINE cartridge holder from moving, be careful not to touch the components inside the machine. The machine may not print out properly if you touch it.

5200

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

5400

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

5B00

Cause

Printer error has occurred.

Action

Contact the service center.

5B01

Cause

Printer error has occurred.

Action

Contact the service center.

6000

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6800

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6801

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6930

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6931

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6932

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6933

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6936

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6937

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6938

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6940

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6941

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6942

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6943

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6944

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6945

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

6946

Cause

Printer error has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Plug the machine back in and turn the machine back on.

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

B200

Cause

An error requiring you to contact the service center has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Contact the service center.

B201

Cause

An error requiring you to contact the service center has occurred.

Action

Turn off the machine, and unplug the power cord of the machine from the power supply.

Contact the service center.

Printing

- Printing from a Computer
  - Printing with Application Software that You are Using (Printer Driver)

Printing from a Computer

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

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

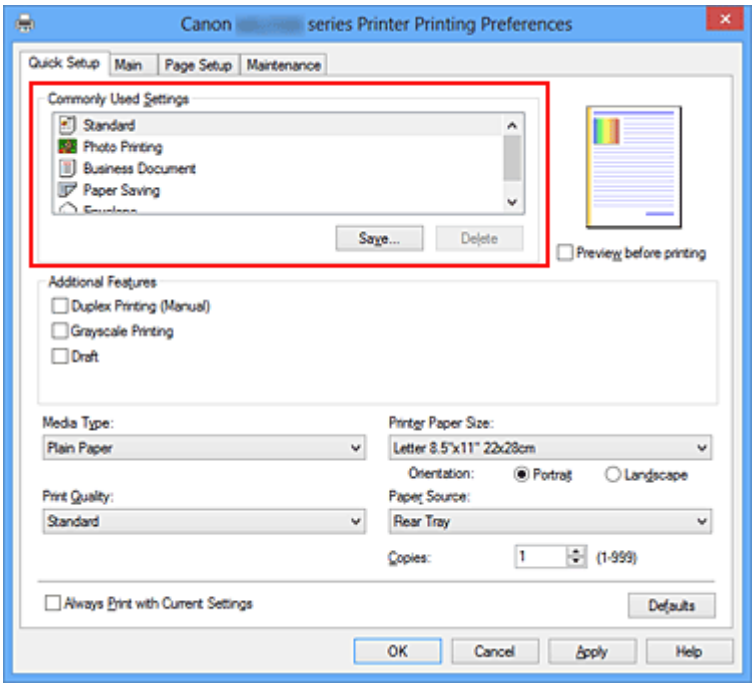
- Printing with Easy Setup Basic
- Various Printing Methods
- Changing the Print Quality and Correcting Image Data
- Overview of the Printer Driver
- Printer Driver Description
- Updating the MP Drivers
- Sharing the Printer on a Network

Printing with Easy Setup

This section describes the simple procedure for setting the Quick Setup tab so that you can carry out appropriate printing on this machine.

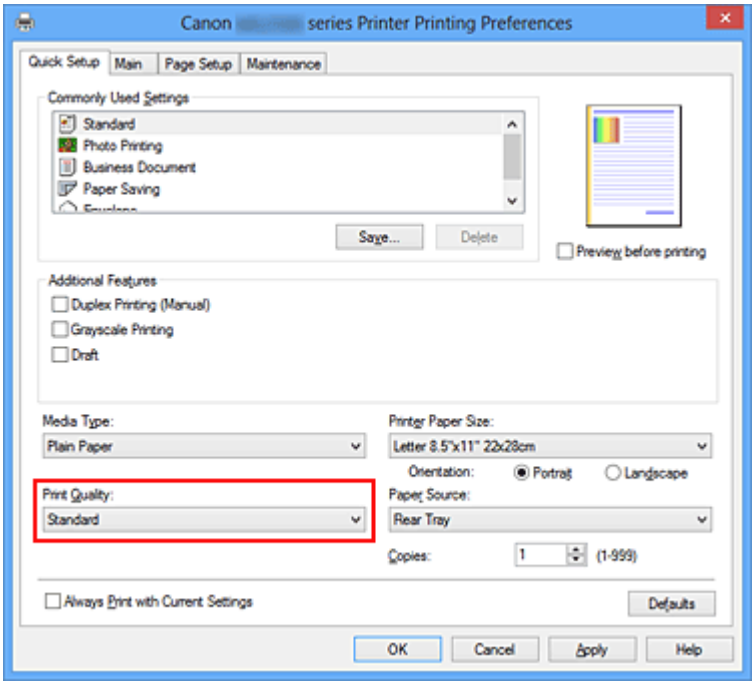
1. Check that the machine is turned on
2. Load paper on the machine
3. Open the printer driver setup window
4. Select a frequently used profile

   In **Commonly Used Settings** on the **Quick Setup** tab, select a printing profile suited for the purpose.
   When you select a printing profile, the **Additional Features**, **Media Type**, and **Printer Paper Size** settings are automatically switched to the values that were preset.



5. Select the print quality

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



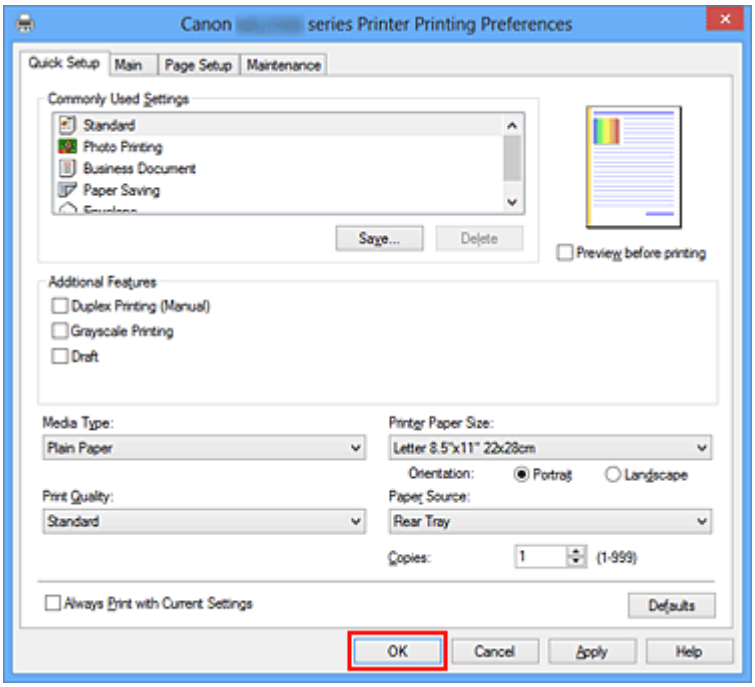
Important

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

6. Complete the setup

Click **OK**.

When you execute print, the document is printed with settings that match your purpose.



Important

- When you select the **Always Print with Current Settings** check box, all settings specified on the **Quick Setup**, **Main**, and **Page Setup** tabs are saved, and you can print with the same settings from the next time as well.
- In the **Commonly Used Settings** window, click **Save...** to register the specified settings.

Setting the Media Type with the Printer Driver

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

Commercially available papers

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

Canon genuine papers (Photo Printing)

Media name <Model No.>	**Media Type** in the printer driver
Photo Paper Plus Glossy II <PP-201>	**Photo Paper Plus Glossy II**
Photo Paper Glossy <GP-501/GP-601>	**Glossy Photo Paper**

Various Printing Methods

- Setting a Page Size and Orientation
- Setting the Number of Copies and Printing Order
- Setting the Stapling Margin
- Fit-to-Page Printing
- Scaled Printing
- Page Layout Printing
- Tiling/Poster Printing
- Booklet Printing
- Duplex Printing
- Stamp/Background Printing
- Registering a Stamp
- Registering Image Data to be Used as a Background
- Setting Up Envelope Printing
- Displaying the Print Results before Printing
- Setting Paper Dimensions (Custom Size)
- Editing the Print Document or Reprinting from the Print History

Setting a Page Size and Orientation

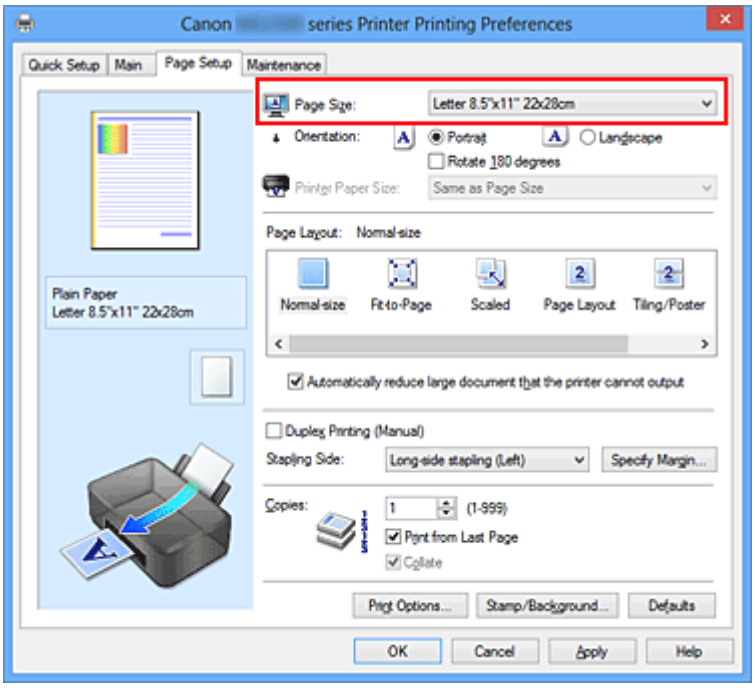
The paper size and orientation are essentially determined by the application software. When the page size and orientation set for **Page Size** and **Orientation** on the **Page Setup** tab are same as those set with the application software, you do not need to select them on the **Page Setup** tab.

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. Complete the setup

   Click **OK**.
   When you execute 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 **Automatically reduce large document that the printer cannot output** 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.

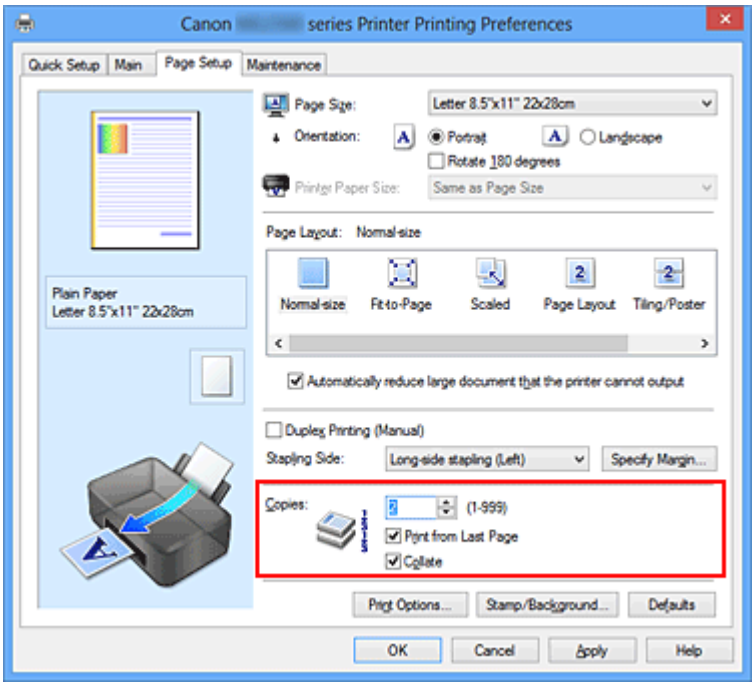
Setting the Number of Copies and Printing Order

The procedure for specifying the number of copies and printing order is as follows:
You can also set the number of copies on the **Quick Setup** tab.

1. Open the printer driver setup window

2. Specify the number of copies to be printed

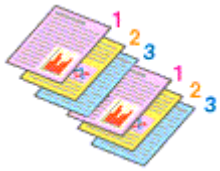
   For **Copies** on the **Page Setup** tab, specify the number of copies to be printed.



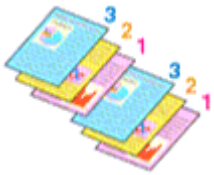
3. Specify the print order

   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.

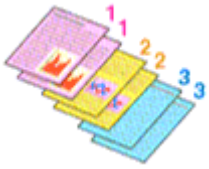
   - **Print from Last Page**: ☑ /**Collate**: ☑



   - **Print from Last Page**: ☐ /**Collate**: ☑



- **Print from Last Page**: ☑ /**Collate**: ☐



- **Print from Last Page**: ☐ /**Collate**: ☐

4. Complete the setup

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

Important

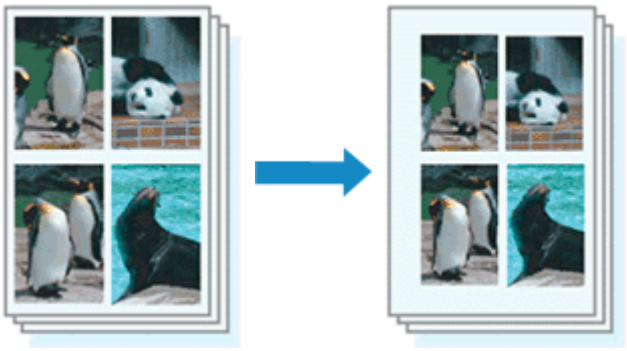
- When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order with both the application software and this printer driver, the number of copies may be multiplied numbers of the two settings or the specified printing order may not be enabled.
- **Print from Last Page** appears grayed out and is unavailable when **Tiling/Poster** is selected for **Page Layout**.
- When **Booklet** is selected for **Page Layout**, **Print from Last Page** and **Collate** appear grayed out and cannot be set.
- When **Duplex Printing (Manual)** is selected, **Print from Last Page** appears grayed out and cannot be set.

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**, **Fit-to-Page**, **Scaled**, **Page Layout**, and **Duplex Printing (Manual)**.

Setting the Stapling Margin

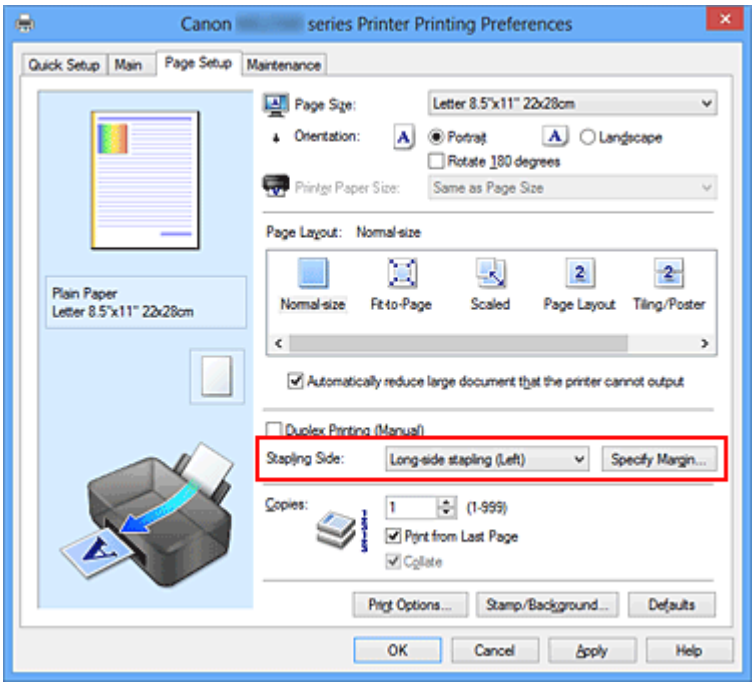


The procedure for setting the staple side and the margin width is as follows:

1. Open the printer driver setup window

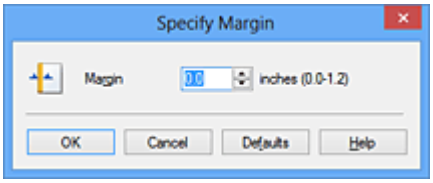
2. Specify the side to be stapled

   Check the position of the stapling margin from **Stapling Side** on the **Page Setup** tab. The printer analyzes the **Orientation** and **Page Layout** settings, and automatically selects the best staple position. When you want to change the setting, select from the list.



3. Set the margin width

   If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.



Note

- The printer automatically reduces the print area depending on the staple position margin.

4. Complete the setup

Click **OK** on the **Page Setup** tab.
When you execute print, the data is printed with the specified staple side and margin width.

Important

- **Stapling Side** and **Specify Margin...** appear grayed out and are unavailable when:
  - **Tiling/Poster** or **Booklet** is selected for **Page Layout**
  - **Scaled** is selected for **Page Layout** (When **Duplex Printing (Manual)** is also selected, only **Stapling Side** can be specified.)

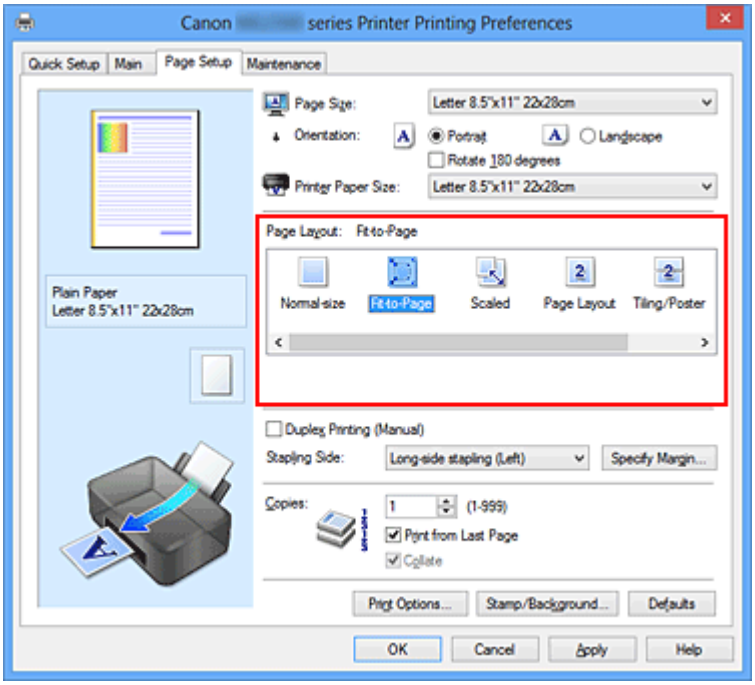
Fit-to-Page Printing

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

1. Open the printer driver setup window

2. Set fit-to-page printing

   Select **Fit-to-Page** from the **Page Layout** list on the **Page Setup** tab.



3. Select the paper size of the document

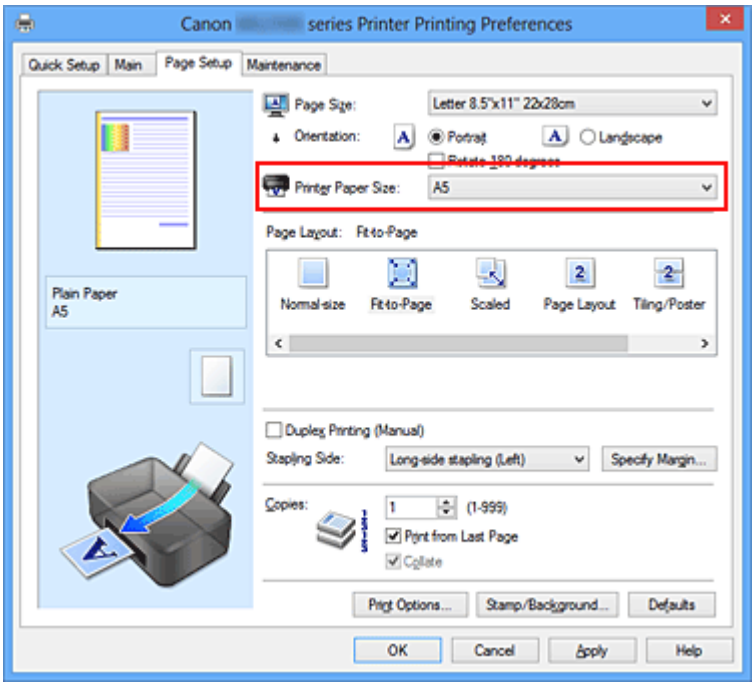
   Using **Page Size**, select the page size that is set with your application software.

4. Select the print paper size

   Select the size of the paper loaded in the machine from the **Printer Paper Size** list. 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.

The current settings are displayed in the settings preview on the left side of the printer driver.



5. Complete the setup

Click **OK**.

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

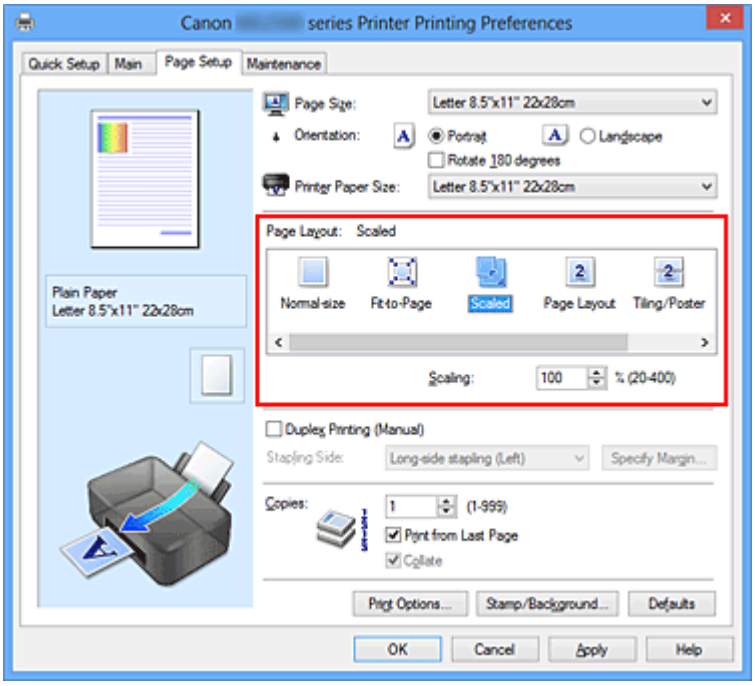
Scaled Printing

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

1. Open the printer driver setup window

2. Set scaled printing

   Select **Scaled** from the **Page Layout** list on the **Page Setup** tab.



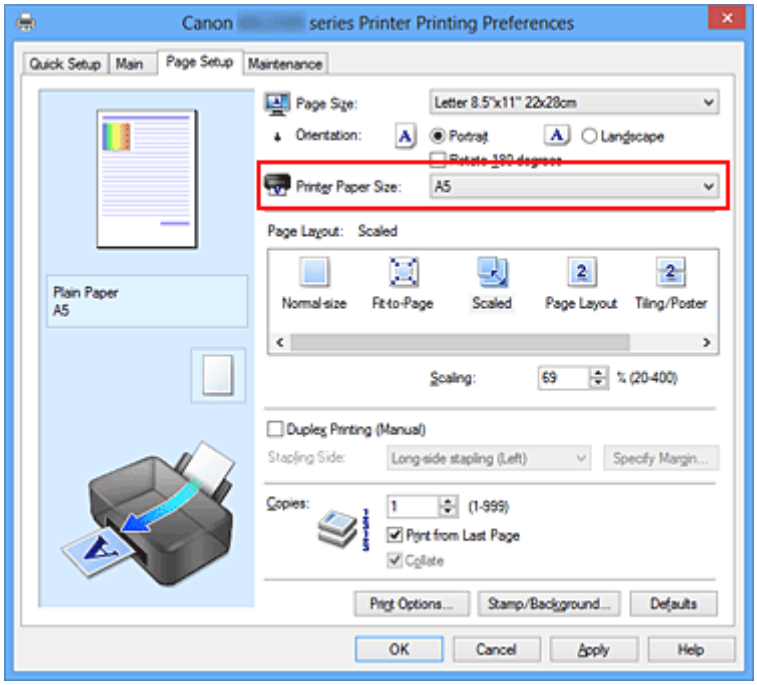
3. Select the paper size of the document

   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:

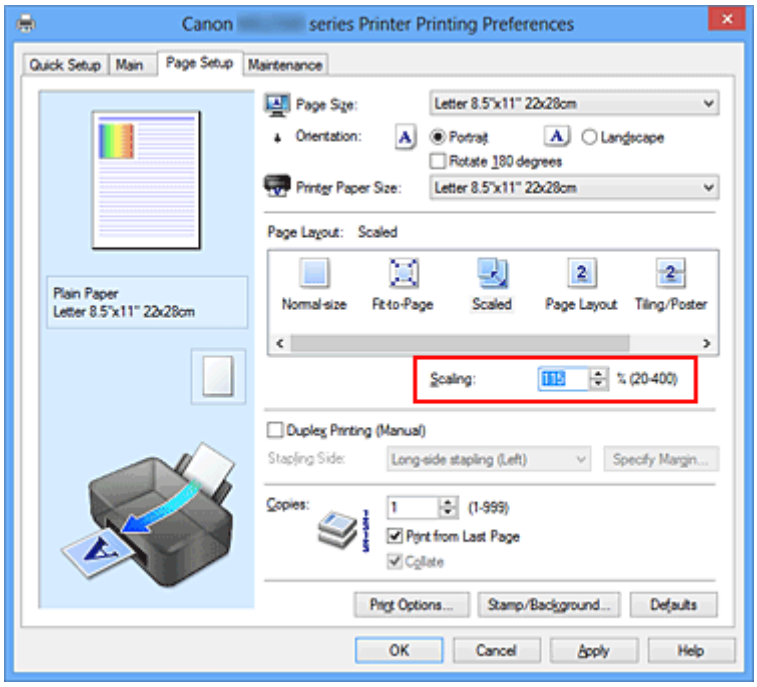
   - **Select a Printer Paper Size**

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. Complete the setup

Click **OK**.

When you execute print, the document will be printed with the specified scale.

Important

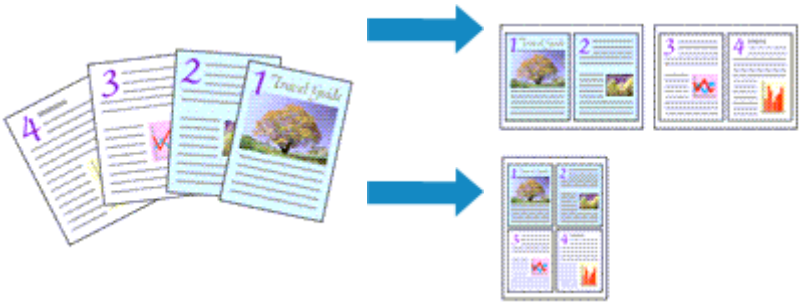
- When the application software which you used to create the original has the scaled printing function, configure the settings on your application software. You do not need to configure the same setting in the printer driver.

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.

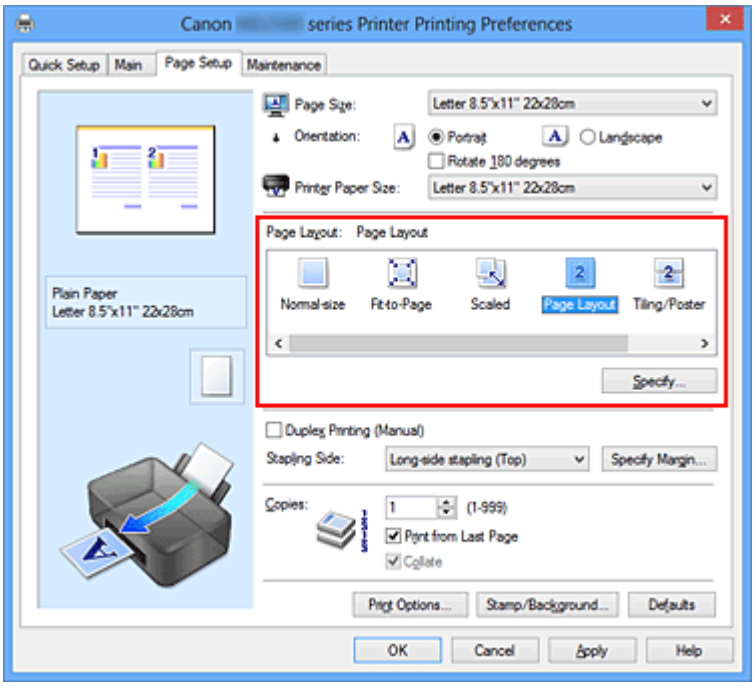


The procedure for performing page layout printing is as follows:

1. Open the printer driver setup window

2. Set page layout printing

   Select **Page Layout** from the **Page Layout** list on the **Page Setup** tab.
   The current settings are displayed in the settings preview on the left side of the printer driver.

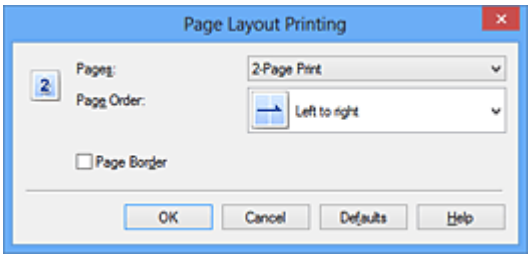


3. Select the print paper size

   Select the size of the paper loaded in the machine from the **Printer Paper Size** list.
   Setting the layout of two pages of the document from left to right is complete.

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**.



Pages

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.

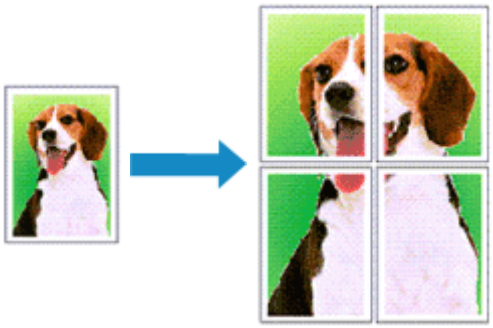
5. Complete the setup

Click **OK** on the **Page Setup** tab.

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

Tiling/Poster Printing

The tiling/poster printing function allows you to enlarge image data, divide it into several pages, and print these pages on separate sheets of paper. You can also paste the pages together to create a large print like a poster.



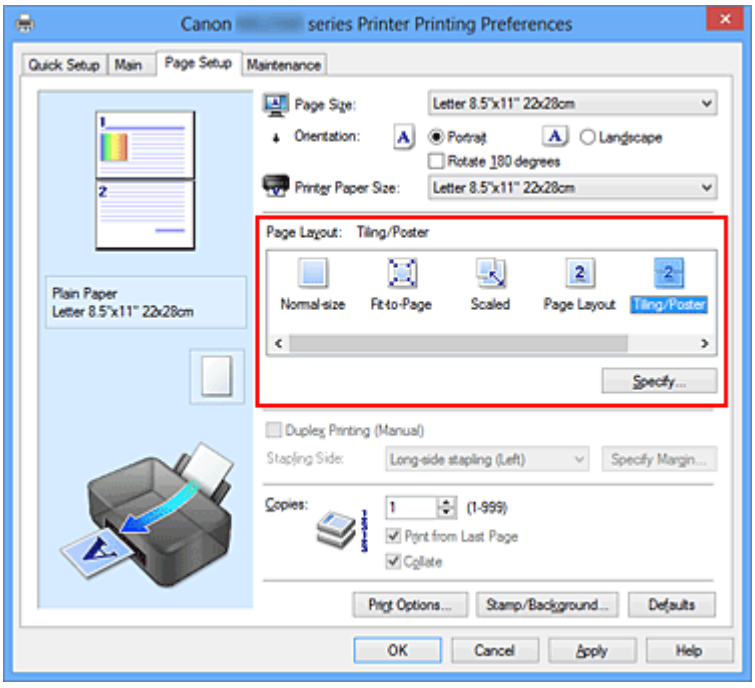
The procedure for performing tiling/poster printing is as follows:

Setting Tiling/Poster Printing

1. Open the printer driver setup window

2. Set tiling/poster printing

   Select **Tiling/Poster** from the **Page Layout** list on the **Page Setup** tab.
   The current settings are displayed in the settings preview on the left side of the printer driver.



3. Select the print paper size

Select the size of the paper loaded in the machine from the **Printer Paper Size** list.
This completes the setup for dividing the document into 2 and performing tiling/poster printing.

4. Set the number of image divisions and the pages to be printed

If necessary, click **Specify...**, specify the following settings in the **Tiling/Poster Printing** dialog box, and then click **OK**.

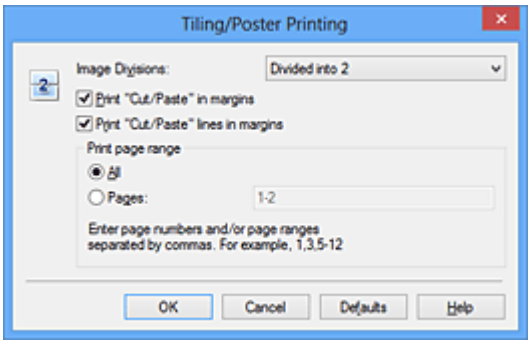


Image Divisions
Select the number of divisions (vertical x horizontal). As the number of divisions increases, the number of sheets used for printing increases. If you are pasting pages together to create a poster, increasing the number of divisions allow you to create a larger poster.

Print "Cut/Paste" in margins
To leave out words "Cut" and "Paste", uncheck this check box.

Note

- This feature may be unavailable when certain printer drivers or operating environments are used.

Print "Cut/Paste" lines in margins
To leave out cut lines, uncheck this check box.

Print page range
Specifies the printing range. Select **All** under normal circumstances.
To reprint only a specific page, select **Pages** and enter the page number you want to print. To specify multiple pages, enter the page numbers by separating them with commas or by entering a hyphen between the page numbers.

Note

- You can also specify the print range by clicking the pages in the settings preview.

5. Complete the setup

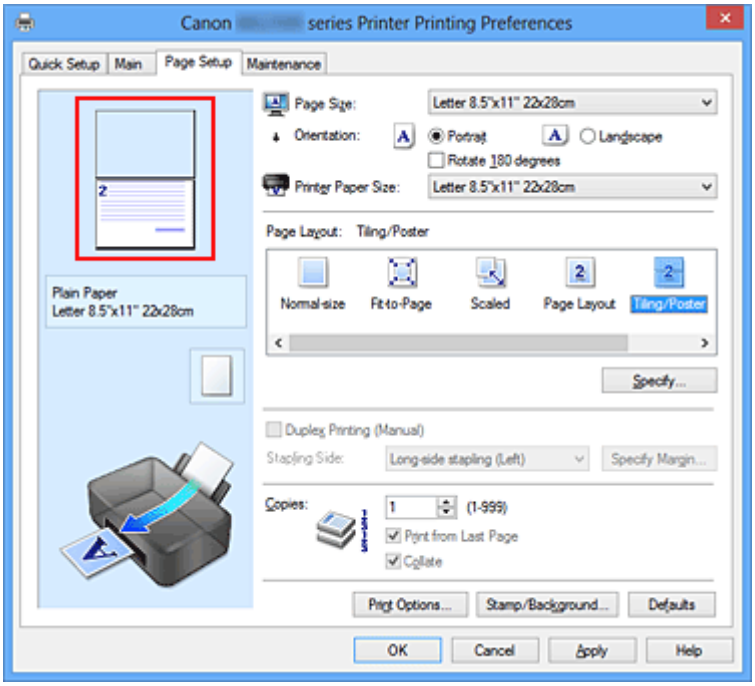
Click **OK** on the **Page Setup** tab.
When you execute print, the document will be divided into several pages during printing.

Printing Only Specific Pages

If ink becomes faint or runs out during printing, you can reprint only the specific pages by following the procedure below:

1. Set the print range

In the settings preview on the left of the **Page Setup** tab, click the pages that do not need to be printed.
The pages that were clicked are deleted, and only the pages to be printed are displayed.



Note

- Click the deleted pages to display them again.
- Right-click the settings preview to select **Print all pages** or **Delete all pages**.

2. Complete the setup

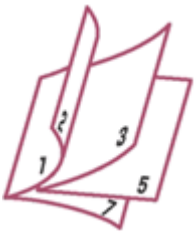
After completing the page selection, click **OK**.
When you execute print, only specified pages will be printed.

Important

- Since tiling/poster printing enlarges the document when printing it, the print results may become coarse.

Booklet Printing

The booklet printing function allows you to print data for a booklet. Data is printed on both sides of the paper. This type of printing ensures that pages can be collated properly, in page number order, when the printed sheets are folded and stapled at the center.

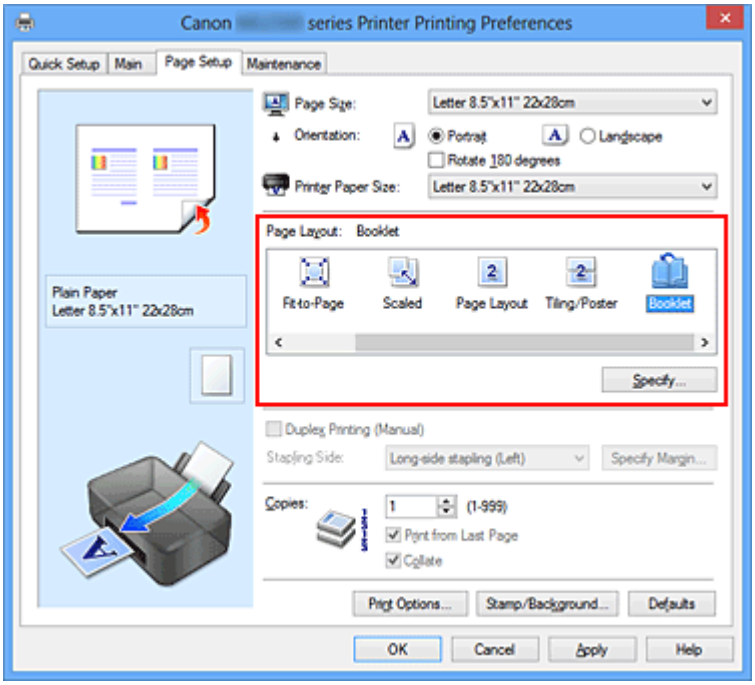


The procedure for performing booklet printing is as follows:

1. Open the printer driver setup window

2. Set booklet printing

   Select **Booklet** from the **Page Layout** list on the **Page Setup** tab.
   The current settings are displayed in the settings preview on the left side of the window.

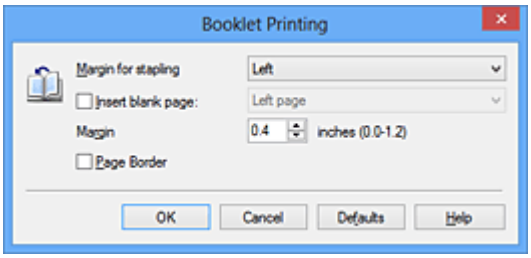


3. Select the print paper size

   Select the size of the paper loaded in the machine from the **Printer Paper Size** list.

4. Set the margin for stapling and the margin width

Click **Specify...** and specify the following settings in the **Booklet Printing** dialog box, and then click **OK**.



Margin for stapling

Select which side should the stapling margin be on when the booklet is completed.

Insert blank page

To leave one side of a sheet blank, check the check box, and select the page to be left blank.

Margin

Enter the margin width. The specified width from the center of the sheet becomes the margin width for one page.

Page Border

To print a page border around each document page, check the check box.

5. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the document will be printed on one side of a sheet of paper. When the printing of one side is complete, set the paper correctly by following the message and click **OK**.
When the printing of the other side is complete, fold the paper at the center of the margin and make a booklet.

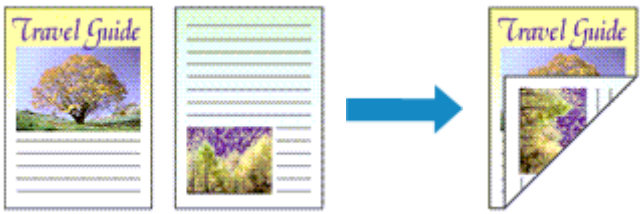
Important

- **Booklet** cannot be selected when a media type other than **Plain Paper** is selected for **Media Type** on the **Main** tab.

Note

- The stamp and background are not printed on the inserted blank sheets with the **Insert blank page** function of booklet printing.

Duplex Printing

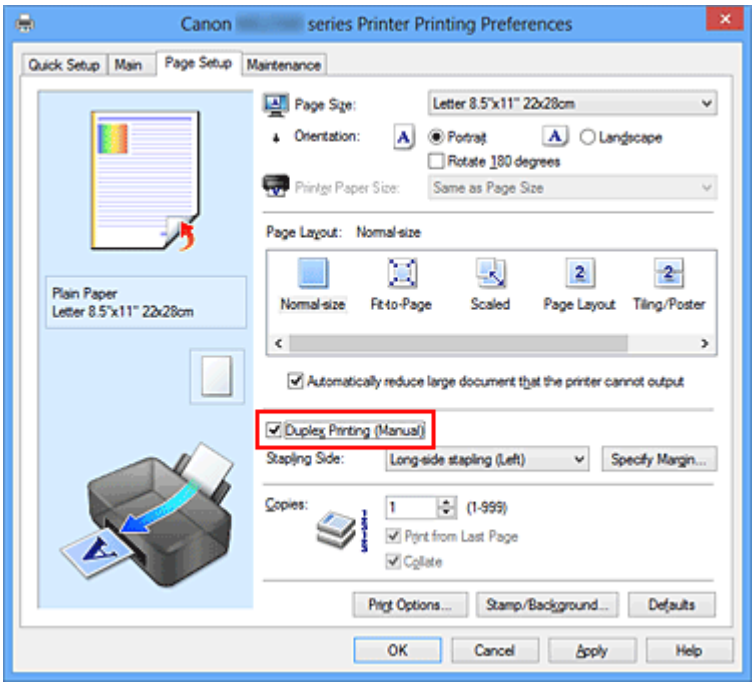


The procedure for printing data on both sides of a sheet of paper is as follows:
You can also set duplex printing in **Additional Features** on the **Quick Setup** tab.

1. Open the printer driver setup window

2. Set duplex printing

   Check the **Duplex Printing (Manual)** 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 execute 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.
Then click **Start Printing** to print the opposite side.

Important

- When a media type other than **Plain Paper** is selected from **Media Type** on the **Main** tab, **Duplex Printing (Manual)** appears grayed out and is unavailable.
- When **Tiling/Poster** or **Booklet** is selected from the **Page Layout** list, **Duplex Printing (Manual)** and **Stapling Side** appear grayed out and are unavailable.

Note

- If the back side of the paper becomes smudged during duplex printing, perform **Bottom Plate Cleaning** in the **Maintenance** tab.

Related Topics

- Cleaning Inside the Machine
- Changing the Machine Operation Mode

Stamp/Background Printing

Stamp or **Background** may be unavailable when certain printer drivers or operating environments are used.

The **Stamp** function allows you to print a stamp text or a bitmap over or behind document data. It also allows you to print date, time and user name. The **Background** function allows you to print a light illustration behind the document data.

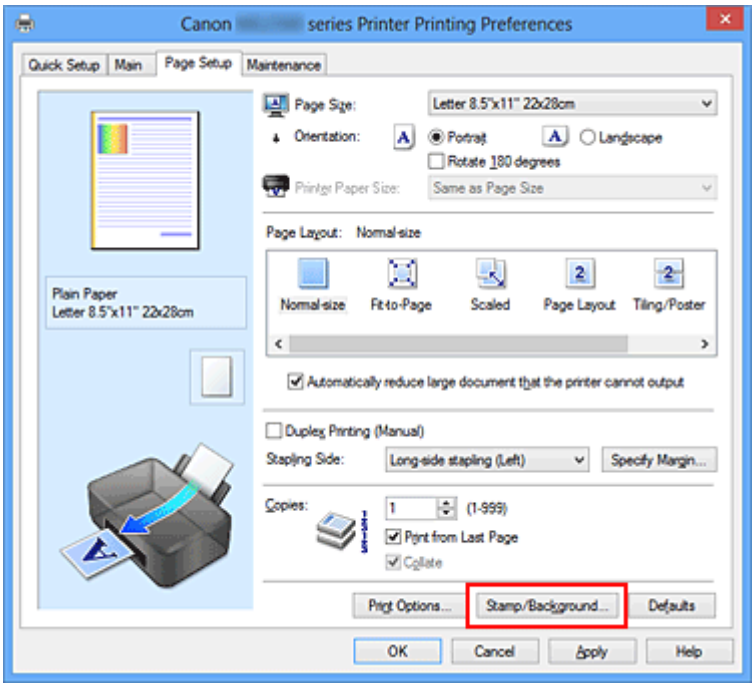
The procedure for performing stamp/background printing is as follows:

Printing a Stamp

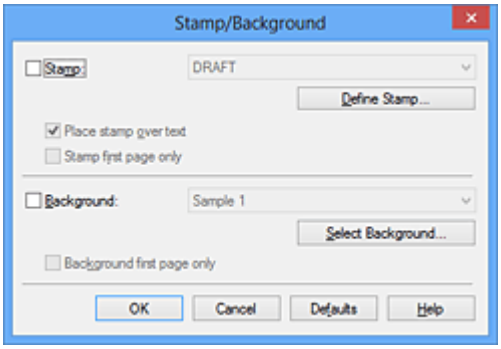
"CONFIDENTIAL," "IMPORTANT," and other stamps that are used often in companies are pre-registered.

1. Open the printer driver setup window

2. Click **Stamp/Background...** (**Stamp...**) on the **Page Setup** tab



The **Stamp/Background** (**Stamp**) dialog box opens.



Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

3. Select a stamp

Check the **Stamp** check box, and select the stamp to be used from the list.
The current settings are displayed in the settings preview on the left side of the **Page Setup** tab.

4. Set the stamp details

If necessary, specify the following settings, and then click **OK**.

Define Stamp... button
To change the stamp text, bitmap, or position, click this.

Place stamp over text
To print the stamp on the front of the document, check this check box.

Note

- The stamp is given priority because the stamp is printed over the document data in the sections where the stamp and the document data overlap. When this check box is unchecked, the stamp is printed behind the document data and may be hidden in the overlapping sections depending on the application software used.
- **Place stamp over text** cannot be used when the XPS printer driver is used. When the XPS printer driver is used, the stamp is normally printed in the foreground of the document.

Print semitransparent stamp
Check this check box to print a semi-transparent stamp on the document.
This function is available only when the XPS printer driver is used.

Stamp first page only
To print the stamp only on the first page, check this check box.

5. Complete the setup

   Click **OK** on the **Page Setup** tab.
   When you execute print, the data is printed with the specified stamp.

Printing a Background

Two bitmap files are pre-registered as samples.

1. Open the printer driver setup window

2. Click **Stamp/Background...** on the **Page Setup** tab

   The **Stamp/Background** dialog box opens.

3. Select the background

   Check the **Background** check box, and select the background to be used from the list.
   The current settings are displayed in the settings preview on the left side of the **Page Setup** tab.

4. Set the background details

   If necessary, complete the following settings, and then click **OK**.

   Select Background... button
   To use another background or change the layout or density of a background, click this.

   Background first page only
   To print the background only on the first page, check this check box.

5. Complete the setup

   Click **OK** on the **Page Setup** tab.
   When you execute print, the data is printed with the specified background.

Note

- The stamp and background are not printed on blank sheets inserted with the **Insert blank page** function of booklet printing.

Related Topics

- Registering a Stamp
- Registering Image Data to be Used as a Background

Registering a Stamp

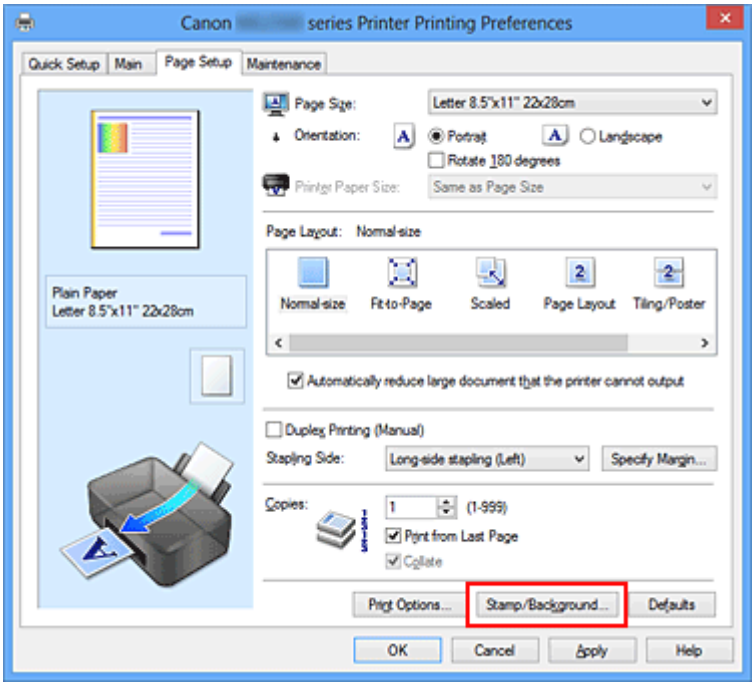
This feature may be unavailable when certain printer drivers or operating environments are used.

You can create and register a new stamp. You can also change and re-register some of the settings of an existing stamp. Unnecessary stamps can be deleted at any time.

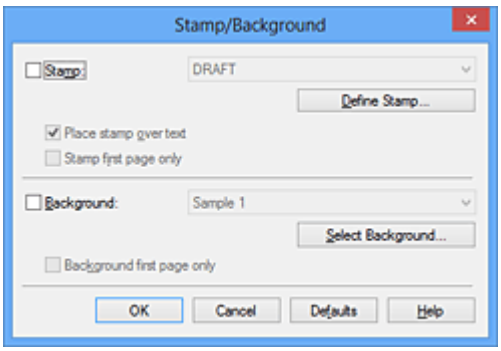
The procedure for registering a new stamp is as follows:

Registering a New Stamp

1. Open the printer driver setup window
2. Click **Stamp/Background...** (**Stamp...**) on the **Page Setup** tab



The **Stamp/Background** (**Stamp**) dialog box opens.

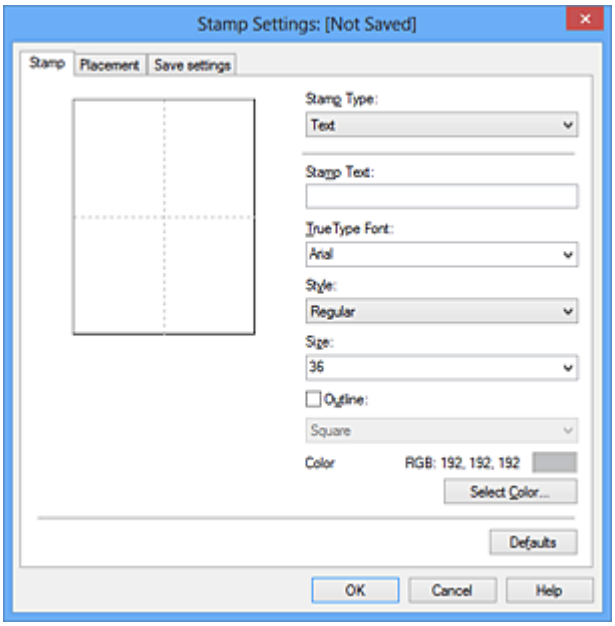


Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

3. Click **Define Stamp...**

The **Stamp Settings** dialog box opens.



4. Configure the stamp while viewing the preview window

- **Stamp tab**

  Select **Text**, **Bitmap**, or **Date/Time/User Name** that matches your purpose for **Stamp 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...**.

Important

- **Stamp Text** appears grayed out and is unavailable when **Date/Time/User Name** is selected.

- **Placement tab**

  Select the stamp position from the **Position** list. You can also select **Custom** from the **Position** list and specify coordinates for **X-Position** and **Y-Position**.
  You can also change the stamp position by dragging the stamp in the preview window.
  To change the stamp position angle, type a value in the **Orientation** box directly.

Important

- **Orientation** cannot be changed when **Bitmap** is selected for **Stamp Type** on the **Stamp** tab.

5. Save the stamp

   Click the **Save settings** tab and enter a title in the **Title** box, and then click **Save**.
   Click **OK** when the confirmation message appears.

   Note

   - Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

6. Complete the setup

   Click **OK**. The **Stamp/Background** (**Stamp**) dialog box opens again.
   The registered title appears in the **Stamp** list.

Changing and Registering Some of Stamp Settings

1. Select the stamp for which the settings are to be changed

   Select the **Stamp** check box in the **Stamp/Background** (**Stamp**) dialog box. Then from the list, select the title of the stamp to be changed.

2. Click **Define Stamp...**

   The **Stamp Settings** dialog box opens.

3. Configure the stamp while viewing the preview window

4. Overwrite save the stamp

Click **Save overwrite** on the **Save settings** tab.
When you want to save the stamp with a different title, type a new title in the **Title** box and click **Save**.
Click **OK** when the confirmation message appears.

5. Complete the setup

   Click **OK**. The **Stamp/Background** (**Stamp**) dialog box opens again.
   The registered title appears in the **Stamp** list.

Deleting an Unnecessary Stamp

1. Click **Define Stamp...** in the **Stamp/Background** (**Stamp**) dialog box

   The **Stamp Settings** dialog box opens.

2. Select the stamp to be deleted

   Select the title of the stamp you want to delete from the **Stamps** list on the **Save settings** tab. Then click **Delete**.
   Click **OK** when the confirmation message appears.

3. Complete the setup

   Click **OK**. The **Stamp/Background** (**Stamp**) dialog box opens again.

Registering Image Data to be Used as a Background

This feature may be unavailable when certain printer drivers or operating environments are used.

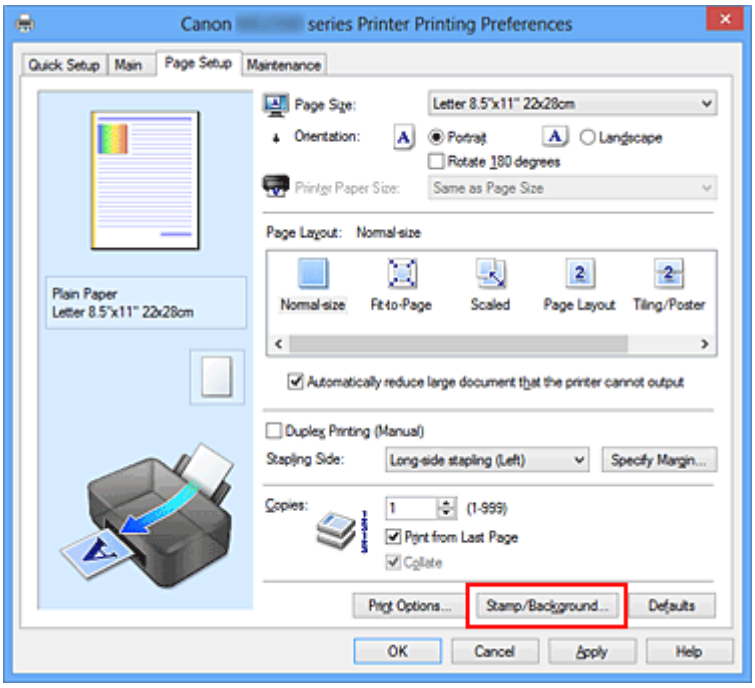
You can select a bitmap file (.bmp) and register it as a new background. You can also change and register some of the settings of an existing background. An unnecessary background can be deleted.

The procedure for registering image data to be used as a background is as follows:

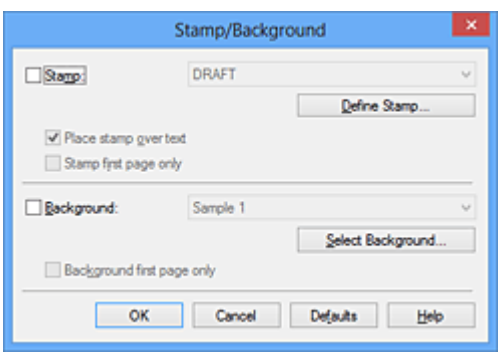
Registering New Background

1. Open the printer driver setup window

2. Click **Stamp/Background...** on the **Page Setup** tab



The **Stamp/Background** dialog box opens.

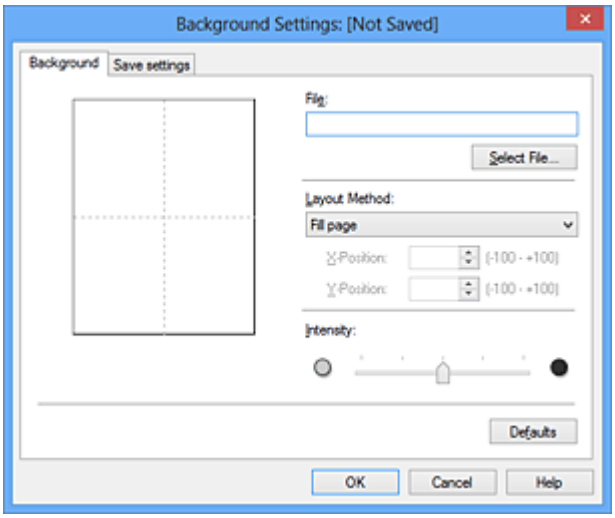


Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and **Background** cannot be used.

3. Click **Select Background...**

The **Background Settings** dialog box opens.



4. Select the image data to be registered to the background

Click **Select File...**. Select the target bitmap file (.bmp), and then click **Open**.

5. Specify the following settings while viewing the preview window

Layout Method
Select how the background image data is to be placed.
When **Custom** is selected, you can set coordinates for **X-Position** and **Y-Position**. You can also change the background position by dragging the image in the preview window.

Intensity
Set the intensity of the background image data with the **Intensity** slider. Moving the slider to the right darkens the background, and moving the slider to the left lightens the background. To print the background at the original bitmap intensity, move the slider to the rightmost position.

6. Save the background

Click the **Save settings** tab and enter a title in the **Title** box, and then click **Save**.
Click **OK** when the confirmation message appears.

Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

7. Complete the setup

   Click **OK**, then it returns to **Stamp/Background** dialog box.
   The registered title appears in the **Background** list.

Changing and Registering Some Background Settings

1. Select the background for which the settings are to be changed

   Select the **Background** check box in the **Stamp/Background** dialog box. Then from the list, select the title of the background you want to change.

2. Click **Select Background...**

   The **Background Settings** dialog box opens.

3. Specify each item on the **Background** tab while viewing the preview window

4. Save the background

   Click **Save overwrite** on the **Save settings** tab. When you want to save the background with a different title, enter a new title in the **Title** box and click **Save**.
   Click **OK** when the confirmation message appears.

5. Complete the setup

   Click **OK**, then it returns to **Stamp/Background** dialog box.
   The registered title appears in the **Background** list.

Deleting an Unnecessary Background

1. Click **Select Background...** in the **Stamp/Background** dialog box

   The **Background Settings** dialog box opens.

2. Select the background to be deleted

   Select the title of the background you want to delete from the **Backgrounds** list on the **Save settings** tab, and then click **Delete**.
   Click **OK** when the confirmation message appears.

3. Complete the setup

Click **OK**, then it returns to **Stamp/Background** dialog box.

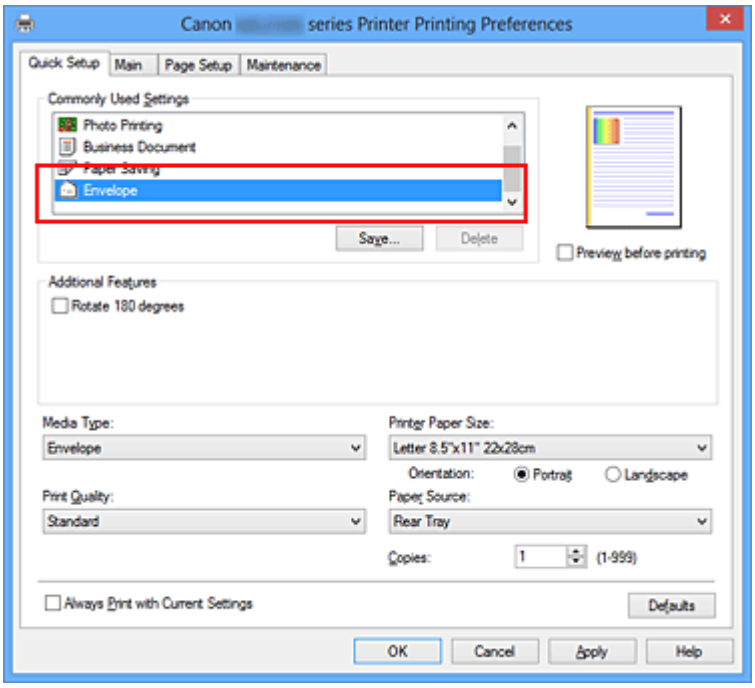
Setting Up Envelope Printing

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

The procedure for performing envelope printing is as follows:

1. Load envelope on the machine
2. Open the printer driver setup window
3. Select the media type

   Select **Envelope** from **Commonly Used Settings** on the **Quick Setup** tab.

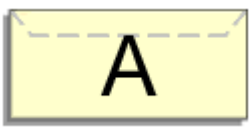


4. Select the paper size

   When the **Envelope Size Setting** dialog box is displayed, select **Envelope Com 10**, **Envelope DL**, and then click **OK**.

5. Set the orientation

   To print the addressee horizontally, select **Landscape** for **Orientation**.



6. Select the print quality

Select **High** or **Standard** that matches your purpose for **Print Quality**.

7. Complete the setup

Click **OK**.

When you execute print, the information is printed on the envelope.

Displaying the Print Results before Printing

If you are using the XPS printer driver, replace "Canon IJ Preview" with "Canon IJ XPS Preview" when reading this information.

You can display and check the print result before printing.

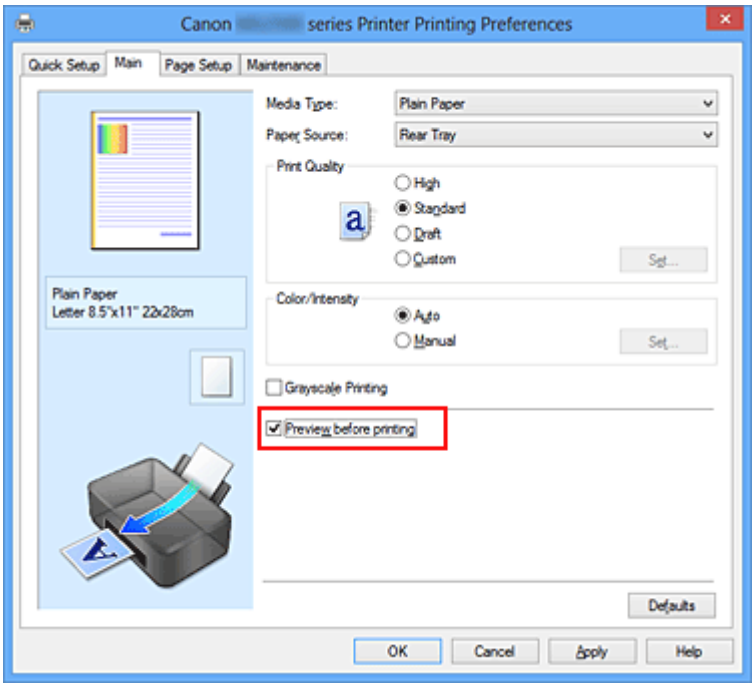
The procedure for displaying the print result before printing is as follows:

You can also set the print results display on the **Quick Setup** tab.

1. Open the printer driver setup window

2. Set the preview

   Check the **Preview before printing** check box on the **Main** tab.



3. Complete the setup

   Click **OK**.

   When you execute print, the Canon IJ Preview opens and displays the print results.

Important

- In the **Manual Color Adjustment** dialog box, the **Color Adjustment** tab contains the **Print a pattern for color adjustment** check box. When this check box is selected, the **Preview before printing** appears grayed out and is unavailable.

Related Topic

- Canon IJ Preview

Setting Paper Dimensions (Custom Size)

You can specify the height and width of paper when its size cannot be selected from the **Page Size**. Such a paper size is called "custom size."

The procedure for specifying a custom size is as follows:

You can also set a custom size in **Printer Paper Size** on the **Quick Setup** tab.

1. Set the custom size in the application software

   Specify the custom size in the paper size setting of your application software.

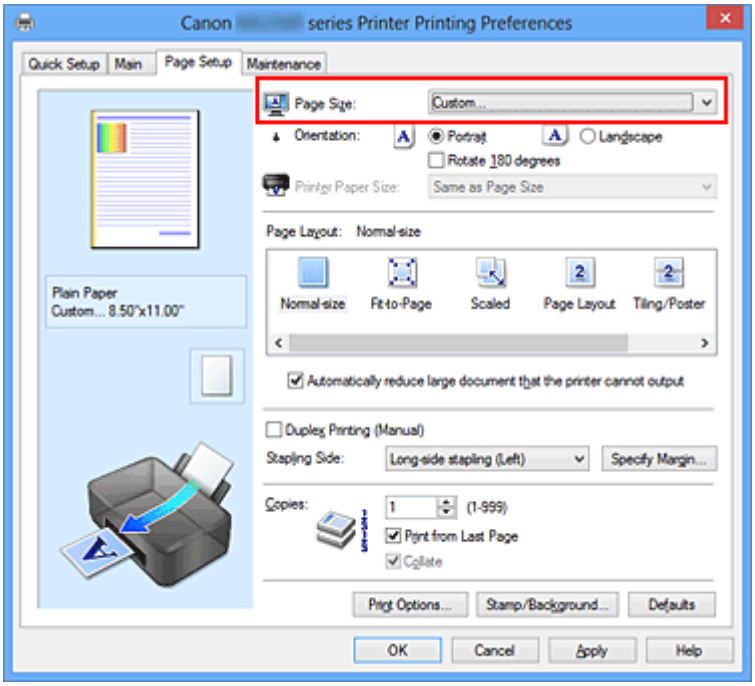
   Important

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

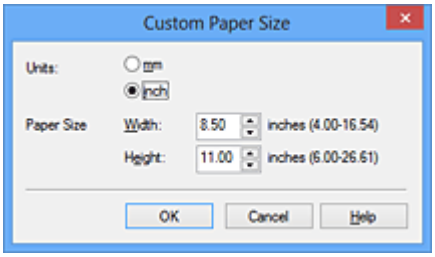
2. Open the printer driver setup window

3. Select the paper size

   Select **Custom...** for **Page Size** on the **Page Setup** tab.



   The **Custom Paper Size** dialog box opens.



4. Set the custom paper size

   Specify **Units**, and enter the **Width** and **Height** of the paper to be used. Then click **OK**.

5. Complete the setup

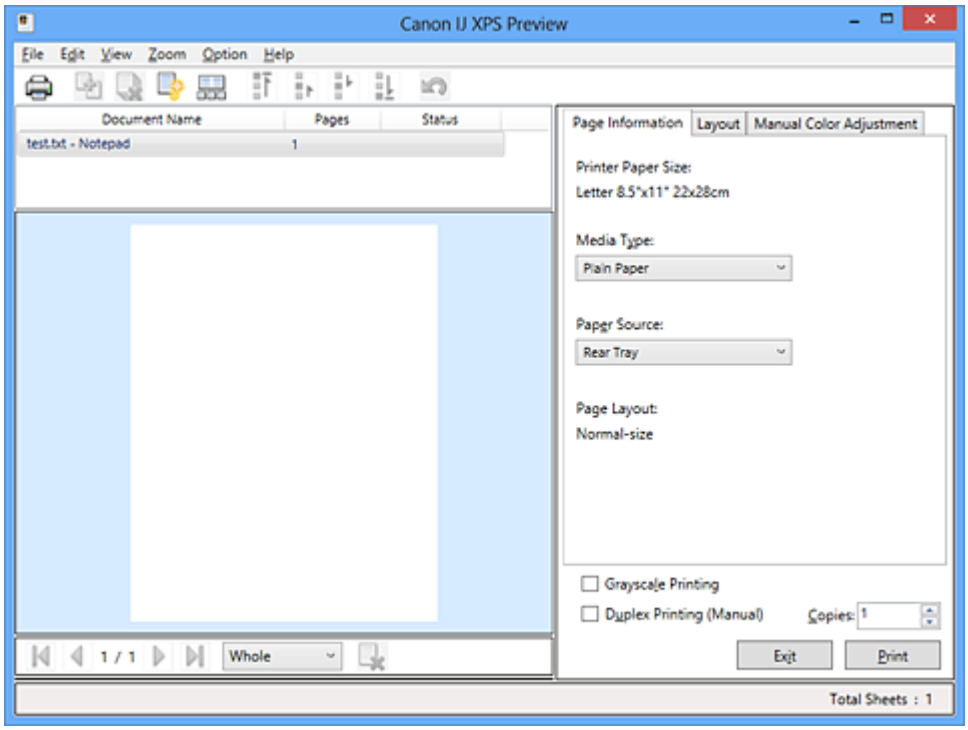
   Click **OK** on the **Page Setup** tab.
   When you execute print, the data is printed with the specified paper size.

Editing the Print Document or Reprinting from the Print History

This function is unavailable when the standard IJ printer driver is used.

In the Canon IJ XPS preview window, you can edit the print document or retrieve the document print history to print the document.

The procedure for using the Canon IJ XPS Preview is as follows:



Print

Combine Documents

Delete Document

Reset Documents

View Thumbnails

Move Document

Undo

Move Page

Delete Page

Note

- Click **View Thumbnails** to view all print pages of the print document selected from the **Document Name** list.
  To hide the print pages, click **View Thumbnails** again.
- Clicking **Undo** reverses the change that just performed.

Editing and Printing a Print Document

When printing multiple documents or pages, you can combine documents, change the print sequence of the documents or pages, or delete documents or pages.

1. Open the printer driver setup window

2. Set the preview

   Check the **Preview before printing** check box on the **Main** tab.

3. Complete the setup

   Click **OK**.
   The Canon IJ XPS Preview will start and the print result will be displayed before printing.

4. Editing print documents and print pages

   - **Combining print documents**

     You can combine multiple print documents to form a single document.
     To select multiple print documents, hold down the Ctrl key and click the documents to be merged, or hold down the Shift key and press the upper arrow or lower arrow key.
     You can also click a blank area in the document list and drag the mouse to select multiple documents.
     By combining print documents, you can prevent blank pages from being inserted when you execute duplex printing or page layout printing.
     From the **Document Name** list, select the documents to be combined. On the **Edit** menu, select **Combine Documents** from **Documents** to combine the documents in the listed sequence. When you combine documents, the documents selected before the combining are deleted from the list and the combined document is added to the list.

   - **Changing the sequence of print documents or print pages**

     - To change the sequence of the print documents, go to the **Document Name** list, and select the print document to be moved. Next, on the **Edit** menu, select **Move Document** from **Documents**, and select the appropriate item. You can also click and drag a print document to change the print sequence.

     - To change the sequence of the print pages, click **View Thumbnails** from the **Option** menu, and select the print page to be moved. Next, on the **Edit** menu,

select **Move Page** from **Pages**, and select the appropriate item. You can also click and drag a print page to change the print sequence.

- **Deleting print documents and print pages**
  - To delete a print document, select the target document from the **Document Name** list, and on the **Edit** menu, choose **Documents** and then **Delete Document**.
  - To delete a print page, click **View Thumbnails** from the **Option** menu, and select the print page to be deleted. Next, on the **Edit** menu, select **Delete Page** from **Pages**.
- **Print page recovery**

  You can recover pages that were deleted with **Delete Page**.
  To recover pages, select the **View Deleted Pages** check box from the **Option** menu, and select the pages to be recovered from among the displayed thumbnail pages. Then from the **Edit** menu chose **Pages** and then **Restore Page**.

After editing the print documents or print pages, you can change the print settings on the **Page Information**, **Layout** and **Manual Color Adjustment** tabs as necessary.

Important

- To display the multiple documents in the list, open the preview and execute print again.
- To return the print documents to their original condition before they were edited in the preview, on the **Edit** menu, select **Reset Documents** from **Documents**.
- If the documents to be combined have different print settings, a message may be displayed.
  Check the contents of the displayed message before combining the documents.
- If the documents to be combined have different output paper sizes and duplex printing or page layout printing is to be performed, the printer may not produce the expected print results for certain print pages.
  Check the preview before printing.
- Depending on the print settings of the print document, some functions may not be available in the Canon IJ XPS preview.

Note

- You can rename **Document Name** to any name.

5. Executing print

Click **Print**.

When you execute print, the printer uses the specified settings to print the data.

Reprinting from the Print History

When you click **Save Print History** on the **File** menu to enable the setting, the document printed from the preview is saved, and you can reprint the document with the same settings.

1. Displaying the print history

   Open the printer driver setup window. Then on the **Maintenance** tab, select **View Print History**.

   The saved print document is displayed in the preview.

   Important

   - To limit the number of print history registrations, click **History Entry Limit** on the **File** menu.
   - If the limit on the number of registration is exceeded, the print history registrations are deleted starting from the oldest one.

2. Selecting a print document

   From the **Document Name** list, select the document to be printed.

3. Executing print

   Click **Print**.

Related Topic

- Displaying the Print Results before Printing

Changing the Print Quality and Correcting Image Data

- Setting the Print Quality Level (Custom)
- Printing a Color Document in Monochrome
- Specifying Color Correction
- Optimal Photo Printing of Image Data
- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles
- Adjusting Color Balance
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

Setting the Print Quality Level (Custom)

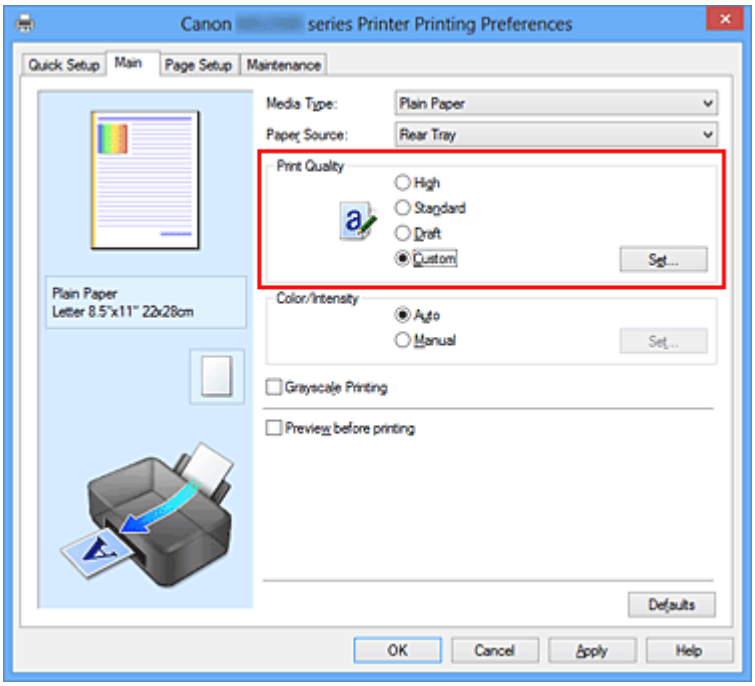
The print quality level can be set in the **Custom**.

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

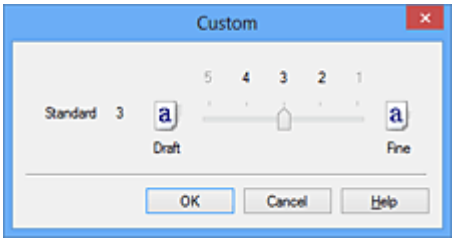
1. Open the printer driver setup window

2. Select the print quality

   On the **Main** tab, select **Custom** for **Print Quality**, and click **Set...**.



   The **Custom** dialog box opens.



3. Setting the print quality level

   Drag the slider bar to select the print quality level and click **OK**.

4. Complete the setup

   Click **OK** on the **Main** tab.
   When you execute print, the image data is printed with the selected print quality level.

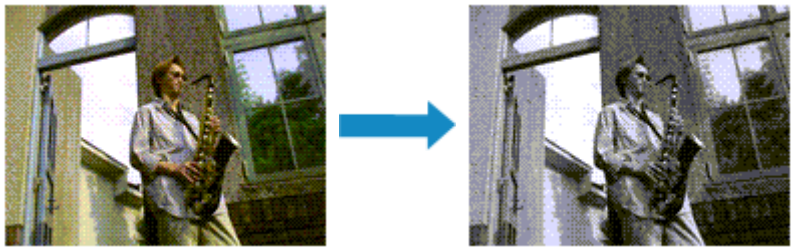
Important

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

Related Topics

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

Printing a Color Document in Monochrome



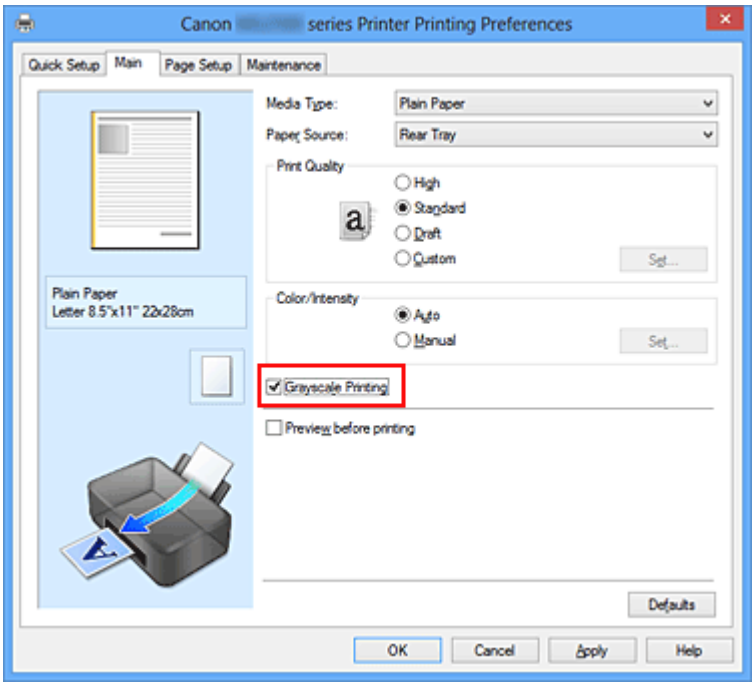
The procedure for printing a color document in monochrome is as follows:

You can also set a grayscale printing in **Additional Features** on the **Quick Setup** tab.

1. Open the printer driver setup window

2. Set grayscale printing

   Check the **Grayscale Printing** check box on the **Main** tab.



3. Complete the setup

   Click **OK**.

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

Important

- When the **Grayscale Printing** check box is checked, the printer driver processes image data as sRGB data. In this case, actual colors printed may differ from those in the original image data.

When using the grayscale printing function to print Adobe RGB data, convert the data to sRGB data using an application software.

Note

- During **Grayscale Printing**, color inks may be used as well as black ink.

Specifying Color Correction

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

When you want to print by using the color space (Adobe RGB or sRGB) of the image data effectively, select **ICM** (**ICC Profile Matching**). When you want to use an application software to specify a printing ICC profile, select **None**.

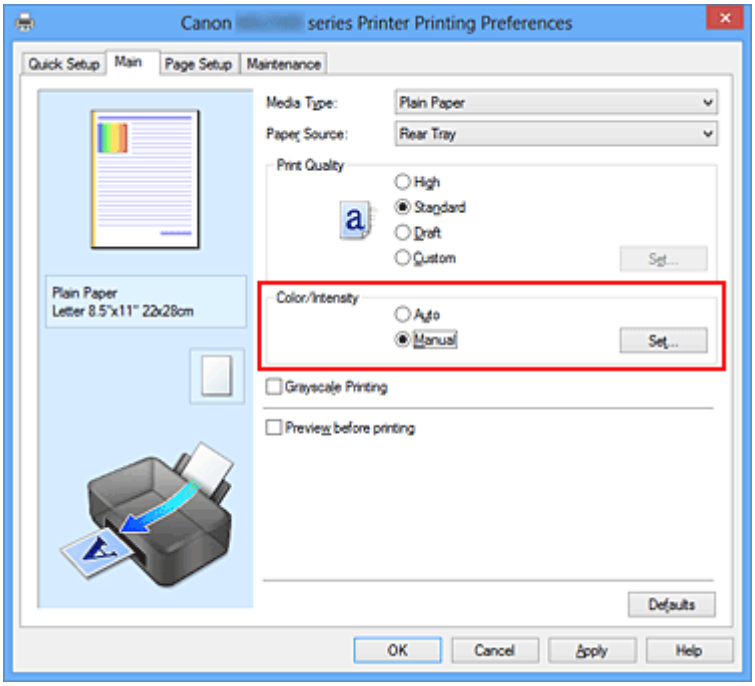
The procedure for specifying color correction is as follows:

You can also set color correction on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the printer driver setup window

2. Select the manual color adjustment

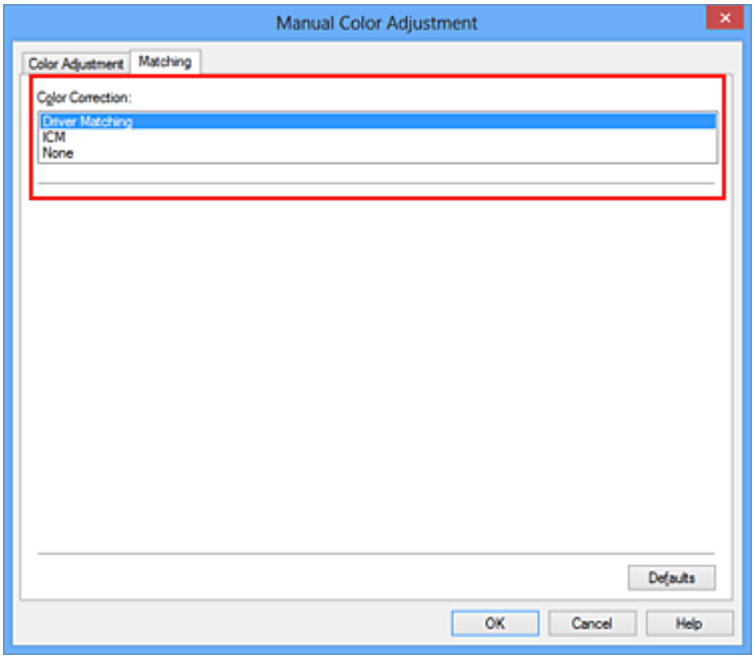
   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.



   The **Manual Color Adjustment** dialog box opens.

3. Select color correction

   Click **Matching** tab, select **Color Correction** setting that matches your purpose from the following, and click **OK**.



Driver Matching

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

ICM (ICC Profile Matching)

Adjusts the colors by using an ICC profile when printing.
Specify the input profile to be used.

None

The printer driver does not perform color correction. Select this value when you are specifying an individually created printing ICC profile in an application software to print data.

4. Complete the setup

Click **OK** on the **Main** tab.
When you execute print, the document data is printed with the specified color correction.

Important

- When ICM is disabled in the application software, **ICM** is unavailable for **Color Correction** and the printer may not be able to print the image data properly.
- When the **Grayscale Printing** check box on the **Main** tab is checked, **Color Correction** appears grayed out and is unavailable.

Related Topics

- Optimal Photo Printing of Image Data

- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles

Optimal Photo Printing of Image Data

When people print images taken with digital cameras, they sometimes feel that the printed color tones differ from those of actual image or those displayed on the monitor.
To get the print results as close as possible to the desired color tones, you must select a printing method that is best suited to the application software used or to your purpose.

Color Management

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

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

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

Selecting a Printing Method Suited to the Image Data

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

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

Adjusting Colors with the Printer Driver

Describes the procedure for printing sRGB data by using the color correction function of the printer driver.

- **To print using Canon Digital Photo Color**

  The printer prints data with color tints that most people prefer, reproducing colors of the original image data and producing three-dimensional effects and high, sharp contrasts.

- **To print by directly applying editing and touch-up results of an application software**

  When printing the data, the printer brings out subtle color difference between dark and light areas, while leaving the darkest and lightest areas intact.
  When printing the data, the printer applies fine adjustment results, such as brightness adjustments made with an application software.

Printing with ICC Profiles

Describes the procedure for printing by using the color space of Adobe RGB or sRGB effectively.

You can print with a common color space by setting up the application software and the printer driver so that the color management matches the input ICC profile of the image data. The method for setting up the printer driver differs depending on the application software to be used.

Adjusting Colors with the Printer Driver

You can specify the color correction function of the printer driver to print sRGB data with color tints that most people prefer through the use of Canon Digital Photo Color.
When printing from an application software that can identify ICC profiles and allows you to specify them, use a printing ICC profile in the application software, and select settings for color management.

The procedure for adjusting colors with the printer driver is as follows:

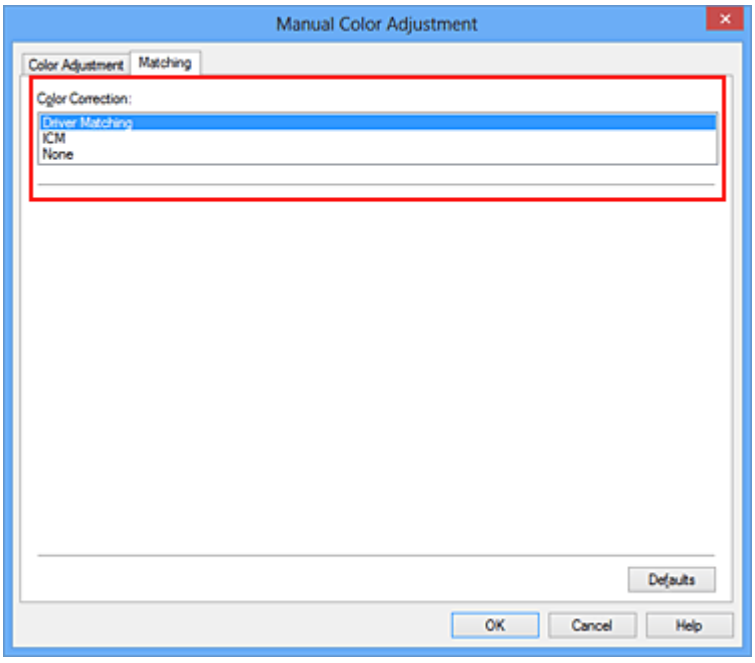
1. Open the printer driver setup window

2. Select the manual color adjustment

   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.
   The **Manual Color Adjustment** dialog box opens.

3. Select color correction

   Click **Matching** tab, and select **Driver Matching** for **Color Correction**.



4. Set the other items

   If necessary, click **Color Adjustment** tab, and adjust the color balance (**Cyan**, **Magenta**, **Yellow**) and adjust **Brightness**, **Intensity**, and **Contrast** settings, and then click **OK**.

5. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the printer driver adjusts the colors when printing the data.

Related Topics

- Setting the Print Quality Level (Custom)
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

Printing with ICC Profiles

When the image data has a specified input ICC profile, you can print by using the color space (Adobe RGB or sRGB) of the data effectively.

The printer driver setting procedure varies depending on the application software used to print.

Specify an ICC Profile from the Application Software and Print the Data

When you print the editing and touch-up results of Adobe Photoshop, Canon Digital Photo Professional, or any application software that allows you to specify input and printing ICC profiles, you print by effectively using the color space of the input ICC profile specified in the image data.

To use this printing method, use your application software to select color management items and specify an input ICC profile and a printing ICC profile in the image data.
Even if you print using a printing ICC profile that you created yourself from your application software, be sure to select color management items from your application software.
For instructions, refer to the manual of the application software you are using.

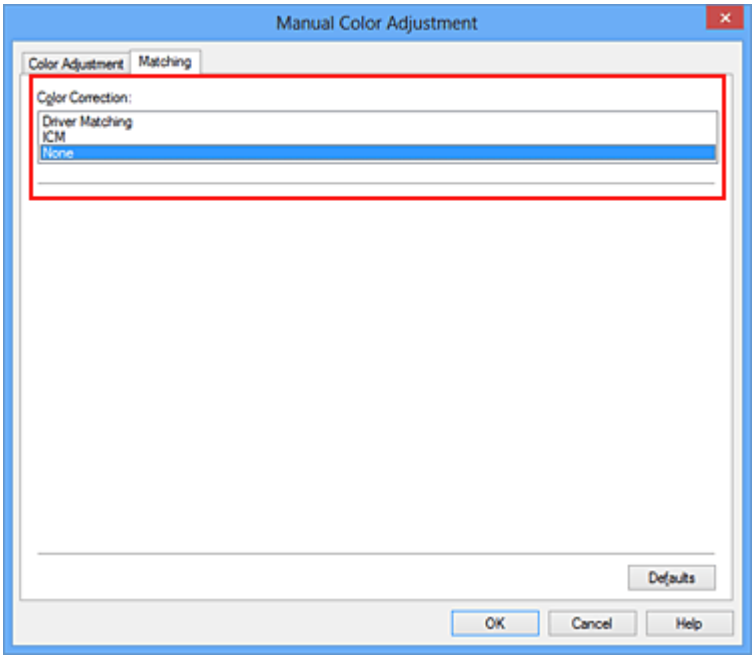
1. Open the printer driver setup window

2. Select the manual color adjustment

   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.
   The **Manual Color Adjustment** dialog box opens.

3. Select color correction

   Click **Matching** tab, and select **None** for **Color Correction**.



4. Set the other items

   If necessary, click **Color Adjustment** tab, and adjust the color balance (**Cyan**, **Magenta**, **Yellow**) and adjust **Brightness**, **Intensity**, and **Contrast** settings, and then click **OK**.

5. Complete the setup

   Click **OK** on the **Main** tab.
   When you execute print, the machine uses the color space of the image data.

Specify an ICC Profile with the Printer Driver, and then Print

Print from an application software that cannot identify input ICC profiles or does allow you to specify one by using the color space of the input ICC profile (sRGB) found in the data. When printing Adobe RGB data, you can print the data with the Adobe RGB color space even if the application software does not support Adobe RGB.

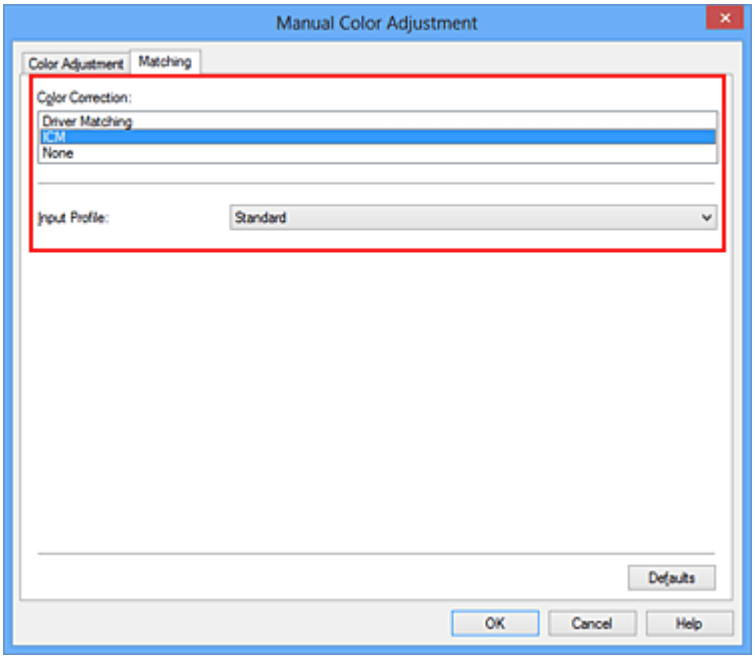
1. Open the printer driver setup window

2. Select the manual color adjustment

   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.
   The **Manual Color Adjustment** dialog box opens.

3. Select color correction

   Click **Matching** tab, and select **ICM** (**ICC Profile Matching**) for **Color Correction**.



4. Select the input profile

Select an **Input Profile** that matches the color space of the image data.

- **For sRGB data or data without an input ICC profile:**

  Select **Standard**.

- **For Adobe RGB data:**

  Select **Adobe RGB (1998)**.

Important

- When the application software specifies an input profile, the input profile setting of the printer driver becomes invalid.
- When no input ICC profiles are installed on your computer, **Adobe RGB (1998)** will not be displayed.

5. Set the other items

If necessary, click **Color Adjustment** tab, and adjust the color balance (**Cyan**, **Magenta**, **Yellow**) and adjust **Brightness**, **Intensity**, and **Contrast** settings, and then click **OK**.

6. Complete the setup

Click **OK** on the **Main** tab.
When you execute print, the machine uses the color space of the image data.

Related Topics

- Setting the Print Quality Level (Custom)
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

Adjusting Color Balance

You can adjust the color tints when printing.
Since this function adjusts color balance of the output by changing the ink ratios of each color, it changes the total color balance of the document. Use the application software when you want to change the color balance significantly. Use the printer driver only when you want to adjust the color balance slightly.
The following sample shows the case when color balance is used to intensify cyan and to diminish yellow so that the overall colors are more uniform.

No adjustment

Adjust color balance

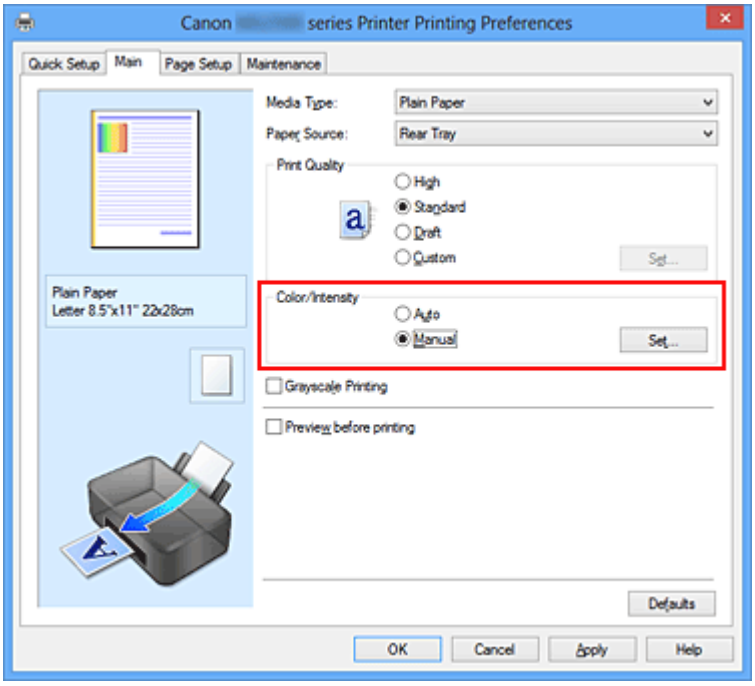
The procedure for adjusting color balance is as follows:

You can also set color balance on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the printer driver setup window

2. Select the manual color adjustment

   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.

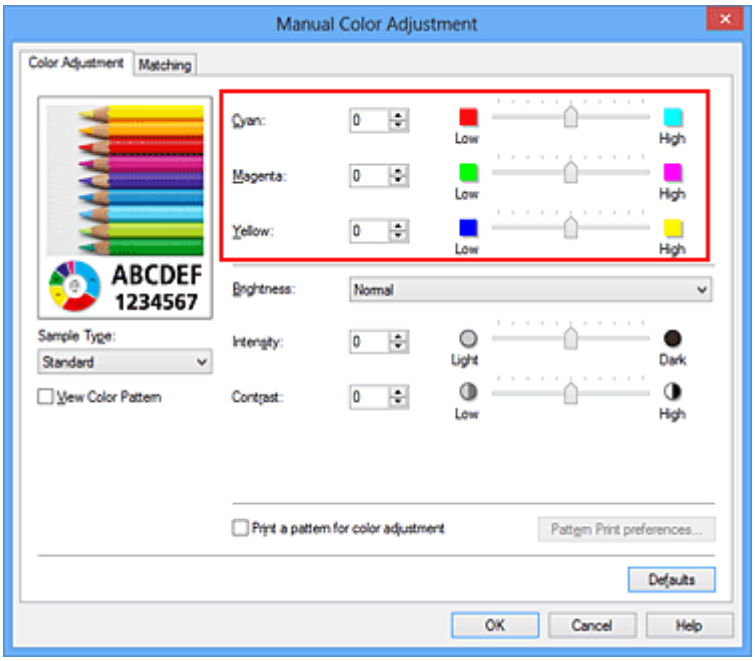


The **Manual Color Adjustment** dialog box opens.

3. Adjust color balance

There are individual sliders for **Cyan**, **Magenta**, and **Yellow**. Each color becomes stronger when the corresponding slider is moved to the right, and becomes weaker when the corresponding slider is moved to the left. For example, when cyan becomes weaker, the color red becomes stronger.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

After adjusting each color, click **OK**.



Important

- Adjust the slider gradually.

4. Complete the setup

Click **OK** on the **Main** tab.
When you execute print, the document is printed with the adjusted color balance.

Important

- When the **Grayscale Printing** check box on the **Main** tab is checked, the color balance (**Cyan**, **Magenta**, **Yellow**) appear grayed out and are unavailable.

Related Topics

- Setting the Print Quality Level (Custom)
- Specifying Color Correction
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

Adjusting Color Balance Using Sample Patterns (Printer Driver)

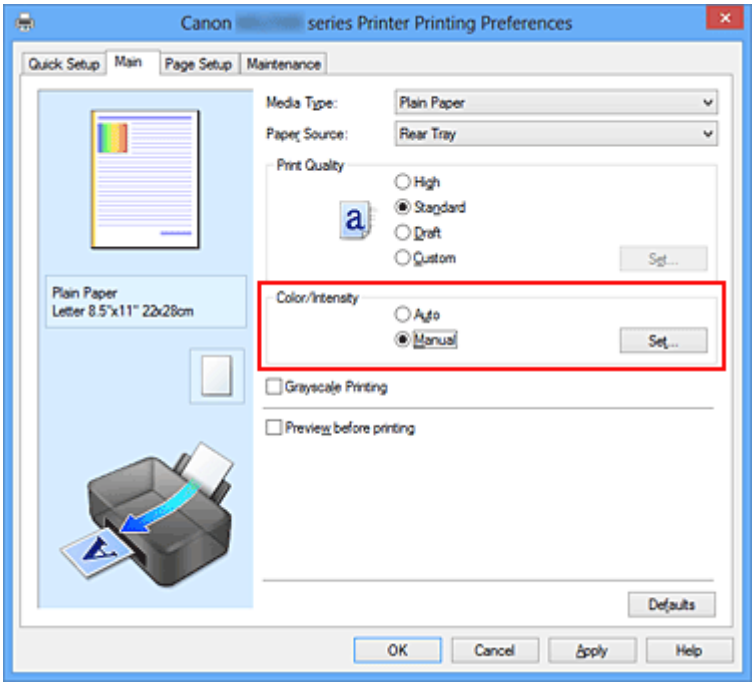
You can look at the print results of pattern print and adjust the color balance.
When you change the color balance or intensity/contrast of a document, the pattern print function prints the adjustment results in a list, together with the adjustment values.

Described below is the procedure for adjusting the color balance while looking at the pattern.

1. Open the printer driver setup window

2. Select the manual color adjustment

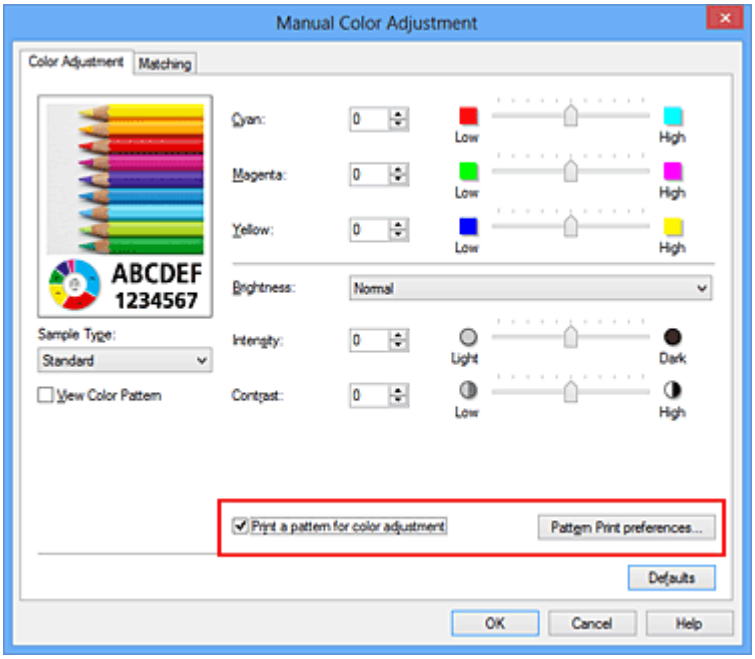
   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.



   The **Manual Color Adjustment** dialog box opens.

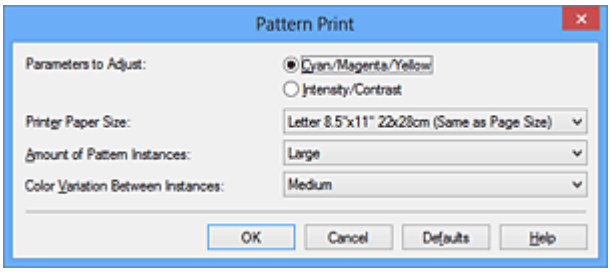
3. Selecting pattern print

   On the **Color Adjustment** tab, select the **Print a pattern for color adjustment** check box, and click **Pattern Print preferences...**.



4. Setting pattern print

When the **Pattern Print** dialog box opens, set the following items, and then click **OK**.



Parameters to Adjust

Select **Cyan/Magenta/Yellow**.

Important

- When the **Grayscale Printing** check box on the **Main** tab is checked, **Cyan/Magenta/Yellow** appear grayed out and are unavailable.

Printer Paper Size

Select the paper size to be used for pattern printing.

Note

- Depending on the paper size selected on the **Page Setup** tab, there may be sizes that cannot be selected.

Amount of Pattern Instances

Select **Largest**, **Large**, or **Small** to set the number of patterns to be printed.

Note

- **Largest** and **Large** cannot be selected when certain paper sizes or output paper sizes are selected.

Color Variation Between Instances

Set the amount of color change between neighboring patterns.

Note

- **Large** is about double the size of **Medium**, and **Small** is about half the size of **Medium**.

5. Checking the print results of pattern print

On the **Color Adjustment** tab, select **OK** to close the **Manual Color Adjustment** dialog box.

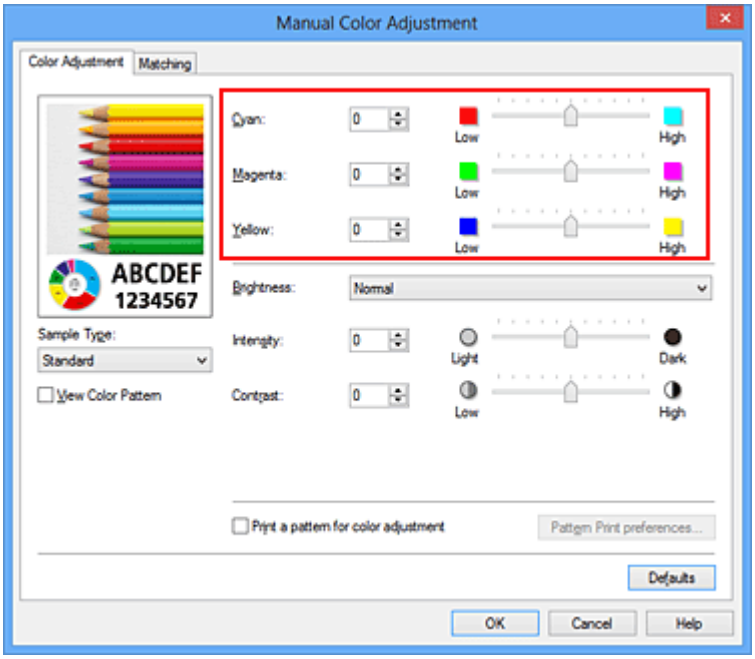
On the **Main** tab, select **OK**, and then execute printing. The machine then prints a pattern in which the color balance that you set is the center value.

Important

- Normally, patterns are printed with the color balance settings as the center values. However, when **Black Only** is selected for **Ink Cartridge Settings** on the **Maintenance** tab, the color balance settings are not applied to pattern printing.

6. Adjusting the color balance

Look at the print results and select the image that you like best. Then enter the color balance numbers indicated at the bottom of that image into the **Cyan**, **Magenta**, and **Yellow** fields on the **Color Adjustment** tab.
Clear the **Print a pattern for color adjustment** check box, and click **OK**.



Note

- You can also set color balance on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

7. Complete the setup

Click **OK** on the **Main** tab.
Then when you execute printing, the document is printed with the color balance that was adjusted by the pattern print function.

Important

- When **Print a pattern for color adjustment** is selected on the **Color Adjustment** tab, the following items are grayed out and cannot be set:
  - **Preview before printing** on the **Main** tab
  - **Stapling Side** and **Specify Margin...** on the **Page Setup** tab (When **Duplex Printing (Manual)** is set, only **Stapling Side** can be set.)
- You can print a pattern only if **Normal-size** is selected for **Page Layout** on the **Page Setup** tab.
- When the **Grayscale Printing** check box on the **Main** tab is checked, **Cyan**, **Magenta**, and **Yellow** appear grayed out and are unavailable.
- Depending on your application software, this function may not be available.

Related Topics

- Adjusting Color Balance
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

Adjusting Brightness

You can change the brightness of the overall image data during printing.
This function does not change pure white or pure black but it changes the brightness of the intermediate colors.
The following sample shows the print result when the brightness setting is changed.

Light is selected　**Normal** is selected　**Dark** is selected

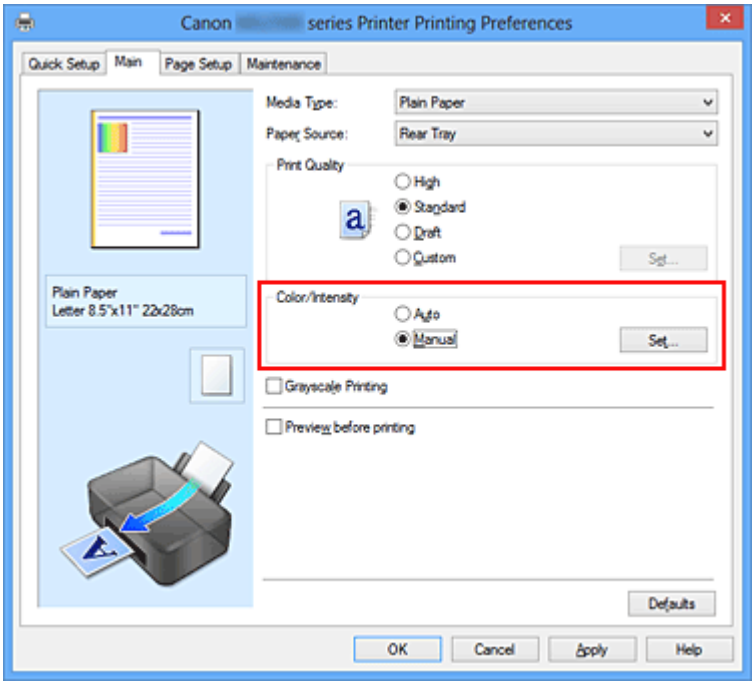
The procedure for adjusting brightness is as follows:

You can also set brightness on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the printer driver setup window

2. Select the manual color adjustment

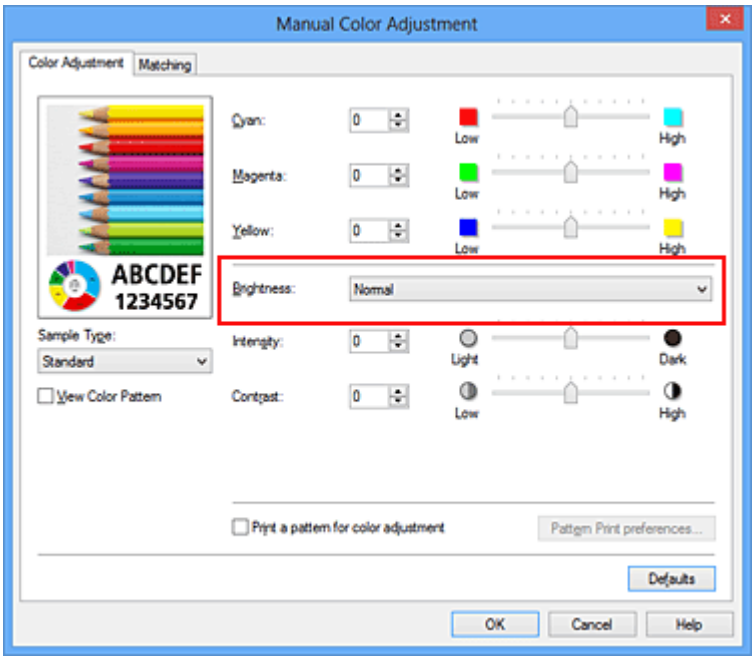
   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.



   The **Manual Color Adjustment** dialog box opens.

3. Specify the brightness

Select **Light**, **Normal**, or **Dark** for **Brightness**, and click **OK**. The current settings are displayed in the settings preview on the left side of the printer driver.



4. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the data is printed at the specified brightness.

Related Topics

- Setting the Print Quality Level (Custom)
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Intensity
- Adjusting Contrast

Adjusting Intensity

You can dilute (brighten) or intensify (darken) the colors of the overall image data during printing.
The following sample shows the case when the intensity is increased so that all colors become more intense when the image data is printed.

No adjustment　　Higher intensity

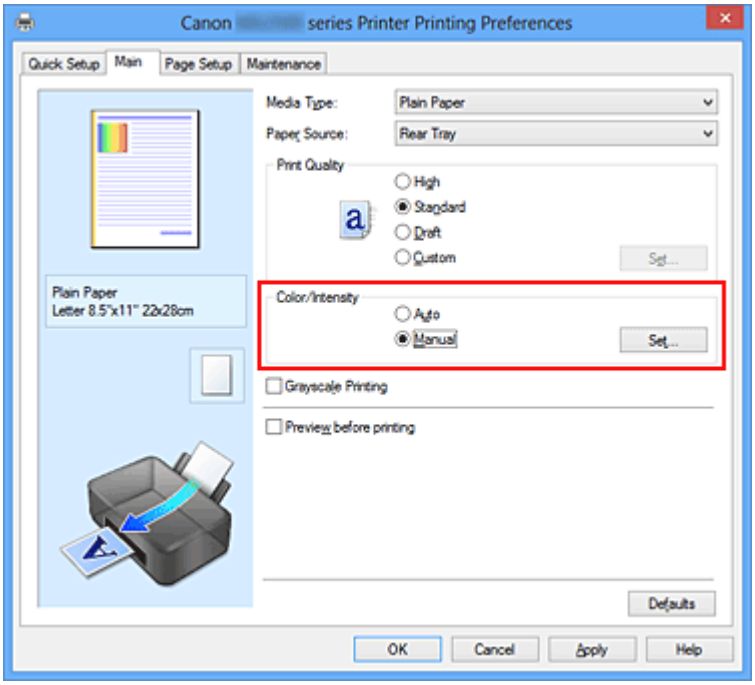
The procedure for adjusting intensity is as follows:

You can also set intensity on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the printer driver setup window

2. Select the manual color adjustment

   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.

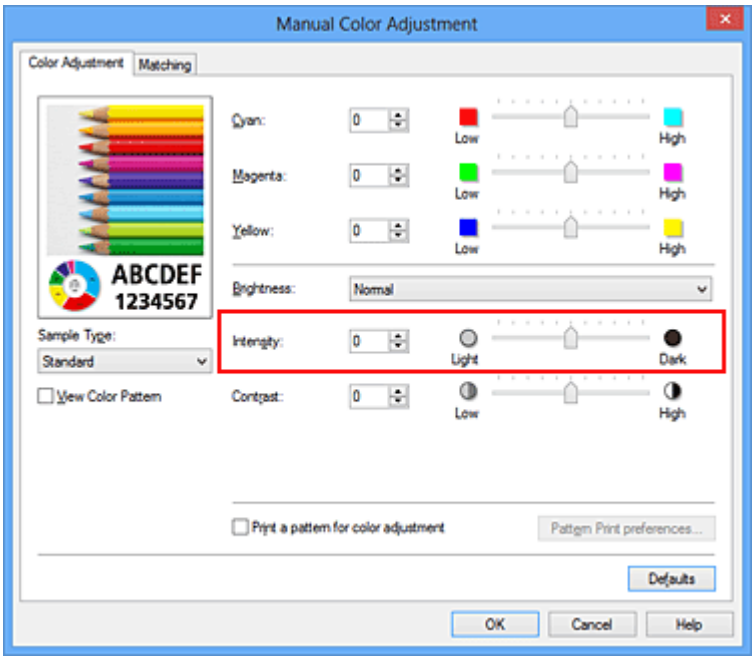


   The **Manual Color Adjustment** dialog box opens.

3. Adjust intensity

Moving the **Intensity** slider to the right intensifies (darkens) the colors, and moving the slider to the left dilutes (brightens) the colors.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

After adjusting each color, click **OK**.



Important

- Adjust the slider gradually.

4. Complete the setup

Click **OK** on the **Main** tab.
When you execute print, the image data is printed with the adjusted intensity.

Related Topics

- Setting the Print Quality Level (Custom)
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Brightness
- Adjusting Contrast
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

Adjusting Contrast

You can adjust the image contrast during printing.
To make the differences between the light and dark portions of images greater and more distinct, increase the contrast. On the other hand, to make the differences between the light and dark portions of images smaller and less distinct, reduce the contrast.

No adjustment　Adjust the contrast

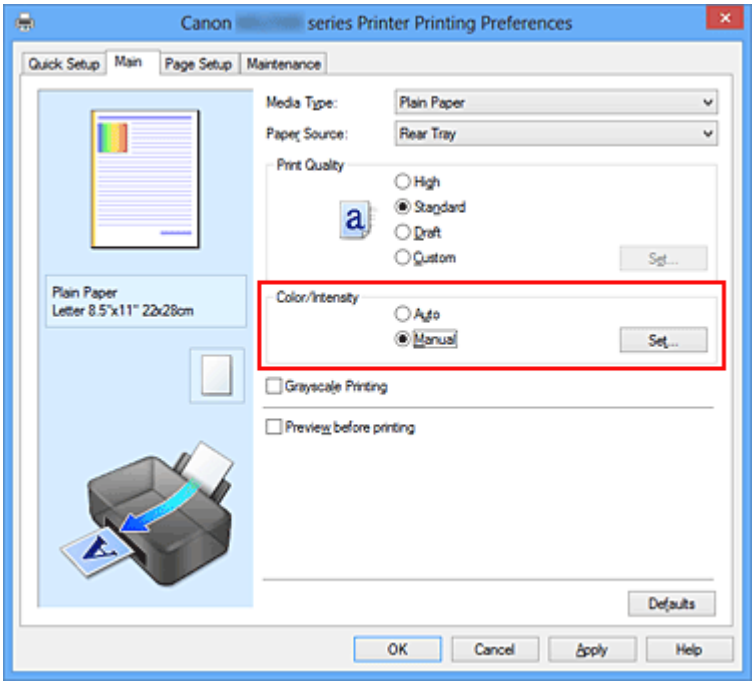
The procedure for adjusting contrast is as follows:

You can also set contrast on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the printer driver setup window

2. Select the manual color adjustment

   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.

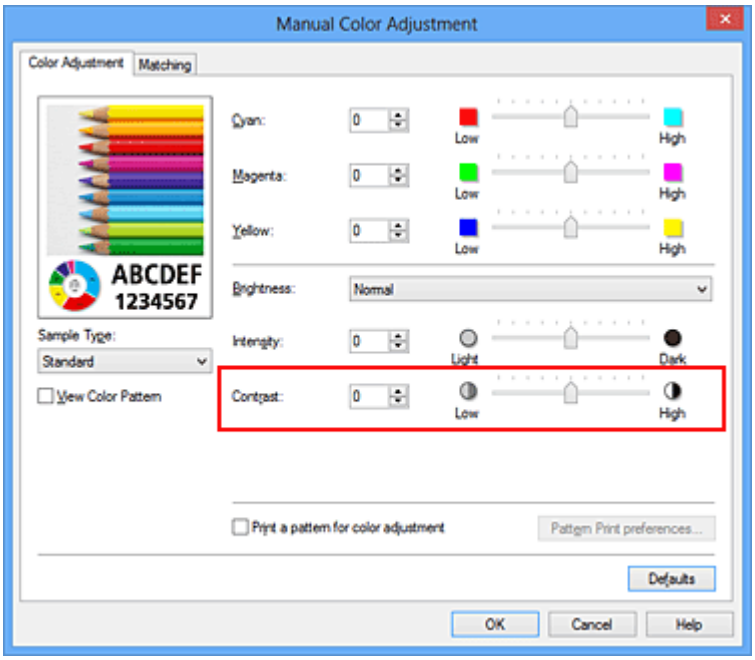


   The **Manual Color Adjustment** dialog box opens.

3. Adjust the contrast

Moving the **Contrast** slider to the right increases the contrast, and moving the slider to the left decreases the contrast.
You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

After adjusting each color, click **OK**.



Important

- Adjust the slider gradually.

4. Complete the setup

Click **OK** on the **Main** tab.
When you execute print, the image is printed with the adjusted contrast.

Related Topics

- Setting the Print Quality Level (Custom)
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

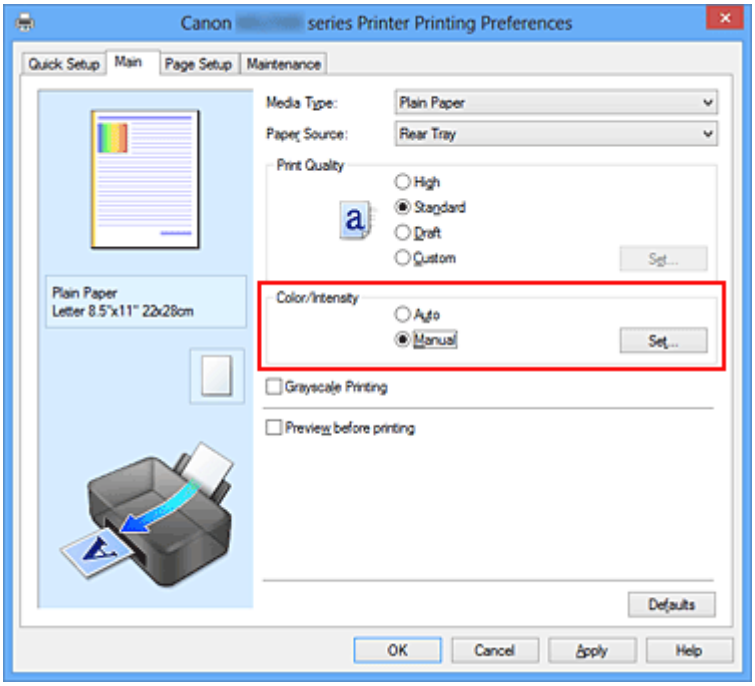
You can look at the print results of pattern print and adjust the intensity/contrast.
When you change the color balance or intensity/contrast of a document, the pattern print function prints the adjustment results in a list, together with the adjustment values.

Described below is the procedure for adjusting the intensity/contrast while looking at the pattern.

1. Open the printer driver setup window

2. Select the manual color adjustment

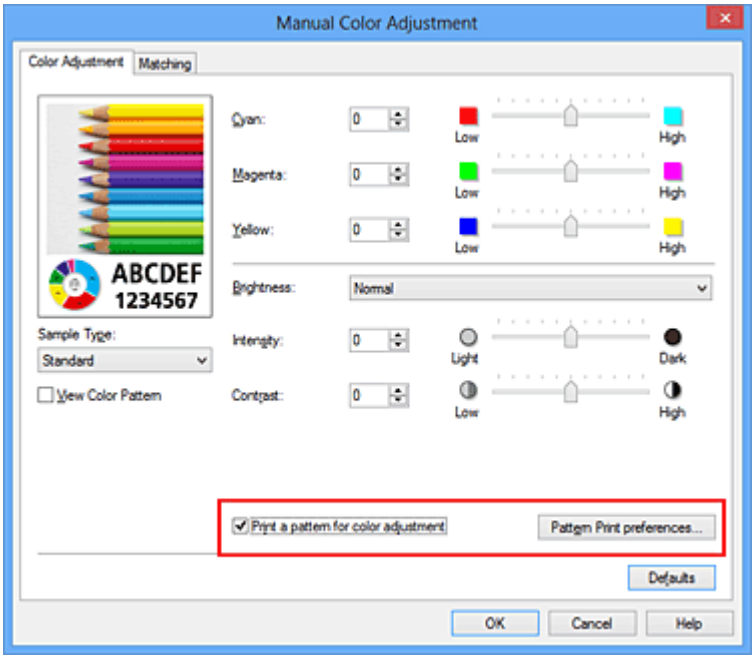
   On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**.



   The **Manual Color Adjustment** dialog box opens.

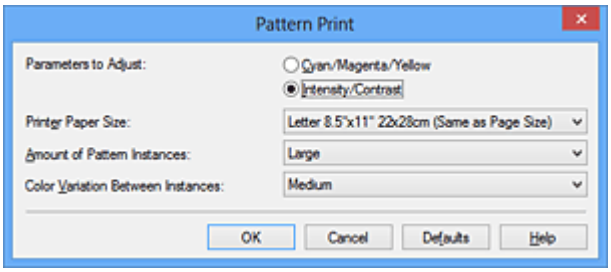
3. Selecting pattern print

   On the **Color Adjustment** tab, select the **Print a pattern for color adjustment** check box, and click **Pattern Print preferences...**.



4. Setting pattern print

When the **Pattern Print** dialog box opens, set the following items, and then click **OK**.



Parameters to Adjust

Select **Intensity/Contrast**.

Printer Paper Size

Select the paper size to be used for pattern printing.

Note

- Depending on the paper size selected on the **Page Setup** tab, there may be sizes that cannot be selected.

Amount of Pattern Instances

Select **Largest**, **Large**, or **Small** to set the number of patterns to be printed.

Note

- **Largest** and **Large** cannot be selected when certain paper sizes or output paper sizes are selected.

Color Variation Between Instances

Set the amount of color change between neighboring patterns.

Note

- **Large** is about double the size of **Medium**, and **Small** is about half the size of **Medium**.

5. Checking the print results of pattern print

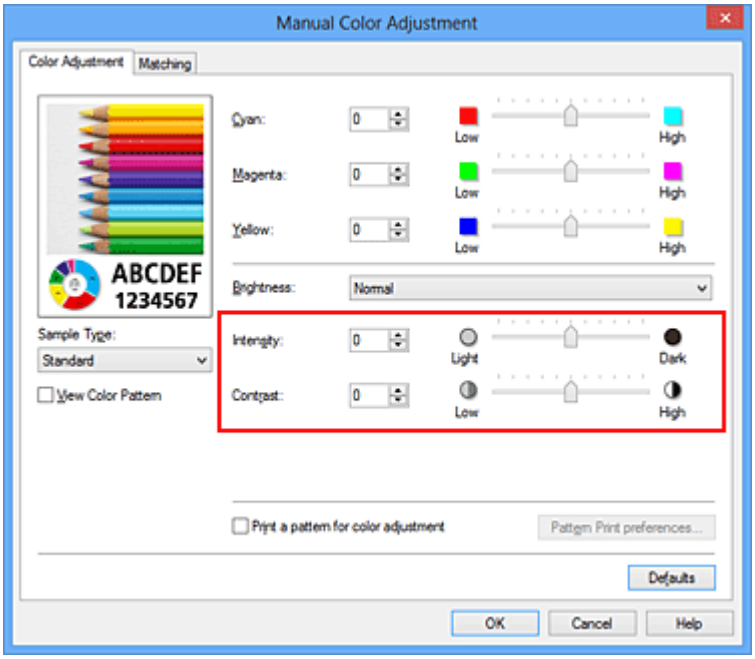
On the **Color Adjustment** tab, select **OK** to close the **Manual Color Adjustment** dialog box.

On the **Main** tab, select **OK**, and then execute printing. The machine then prints a pattern in which the intensity/contrast that you set is the center value.

6. Adjusting the intensity/contrast

Look at the print results and select the image that you like best. Then enter the intensity/contrast numbers indicated at the bottom of that image into the **Intensity** and **Contrast** fields on the **Color Adjustment** tab.

Clear the **Print a pattern for color adjustment** check box, and click **OK**.



Note

- You can also set intensity/contrast on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

7. Complete the setup

Click **OK** on the **Main** tab.
Then when you execute printing, the document is printed with the intensity/contrast that was adjusted by the pattern print function.

Important

- When **Print a pattern for color adjustment** is selected on the **Color Adjustment** tab, the following items are grayed out and cannot be set:
  - **Preview before printing** on the **Main** tab
  - **Stapling Side** and **Specify Margin...** on the **Page Setup** tab (When **Duplex Printing (Manual)** is set, only **Stapling Side** can be set.)
- You can print a pattern only if **Normal-size** is selected for **Page Layout** on the **Page Setup** tab.
- Depending on your application software, this function may not be available.

Related Topics

- Adjusting Color Balance
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Intensity
- Adjusting Contrast

Overview of the Printer Driver

- Canon IJ Printer Driver
- How to Open the Printer Driver Setup Window
- Canon IJ Status Monitor
- Checking the Ink Status from Your Computer
- Canon IJ Preview
- Deleting the Undesired Print Job
- Instructions for Use (Printer Driver)

Canon IJ Printer Driver

The Canon IJ printer driver (called printer driver below) is a software that is installed on your computer for printing data with this machine.

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

Because different models support different print data formats, you need a printer driver for the specific model you are using.

Printer Driver Types

On Windows Vista SP1 or later, you can install the XPS printer driver in addition to the regular printer driver.
The XPS printer driver is suited to print from an application software that supports XPS printing.

Important

- To use the XPS printer driver, the standard printer driver must already be installed on your computer.

Installing the Printer Driver

- To install the regular printer driver, load the Setup CD-ROM that comes with the machine, and then install the driver from **Start Setup Again**.
- To install the XPS printer driver, load the Setup CD-ROM that comes with the machine, and then select **XPS Driver** from **Add Software**.

Specifying the Printer Driver

To specify the printer driver, open the **Print** dialog box of the application software you are using, and select "XXX Printer" (where "XXX" is your model name) to specify the regular printer driver or select "XXX Printer XPS" (where "XXX" is your model name) to specify the XPS printer driver.

Displaying the Manual from the Printer Driver

To display a description of a tab in the printer driver setup window, click the **Help** button found on the tab.

Related Topic

- How to Open the Printer Driver Setup Window

How to Open the Printer Driver Setup Window

You can display the printer driver setup window from the application software in use or from the printer icon.

Open the Printer Driver Setup Window through the Application Software

Follow the procedure below to configure printing profile when printing.

1. Select the command that you perform printing on the application software

   In general, select **Print** on the **File** menu to open the **Print** dialog box.

2. Select your model name and click **Preferences** (or **Properties**)

   The printer driver setup window appears.

   Note

   - Depending on application software you use, command names or menu names may vary and there may be more steps. For details, refer to the user's manual of your application software.

Opening the Printer Driver Setup Window from the Printer Icon

Follow the procedure below to perform machine maintenance operations such as print head cleaning, or to configure a printing profile that is common to all application software.

1. Select as described below:

   - If you are using Windows 8, from the Desktop charms, select **Settings** -> **Control Panel** -> **Hardware and Sound** -> **Devices and Printers**.
   - If you are using Windows 7, select the **Start** menu -> **Devices and Printers**.
   - If you are using Windows Vista, select the **Start** menu -> **Control Panel** -> **Hardware and Sound** -> **Printers**.
   - If you are using Windows XP, select the **start** menu -> **Control Panel** -> **Printers and Other Hardware** -> **Printers and Faxes**.

2. Right-click your model name icon, and then select **Printing preferences** from the displayed menu

   The printer driver setup window appears.

Important

- Opening the printer driver setup window through **Printer properties** (Windows 8, Windows 7) or **Properties** (Windows Vista, Windows XP) 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

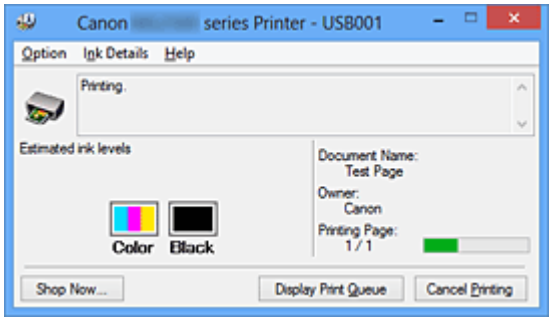
If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

The Canon IJ Status Monitor is an application software that shows the status of the machine and the progress of printing. You will know the status of the machine with graphics, icons, and messages.

Launching the Canon IJ Status Monitor

The Canon IJ Status Monitor launches automatically when print data is sent to the machine. 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 machine 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 machine.

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.

Checking the Ink Status from Your Computer

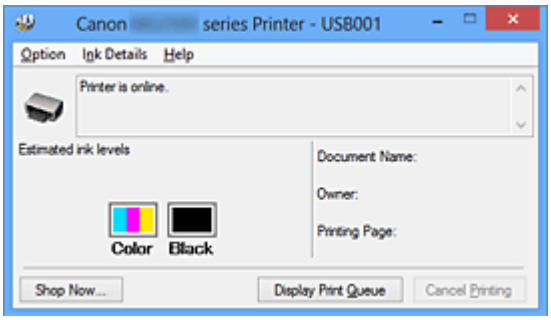
If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

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**.
   The Canon IJ Status Monitor opens and displays an image of the ink status.



Note

- The information displayed on the Canon IJ Status Monitor may differ depending on the country or region where you are using your machine.
- When you receive a notice about the remaining ink level, a mark appears above the ink icon.
  for example:
  The ink is running low. Prepare a new ink cartridge.

3. If necessary, click **Ink Details**.

   You can check the ink-related information.

   If a warning or error related to the remaining ink amount occurs, a notification icon is displayed at the top of the image in the **Ink Details** dialog box.
   In such cases, take the appropriate action as described on the screen.

Note

- You can also display the **Ink Details** dialog box by selecting the ink icon on the Canon IJ Status Monitor.

Canon IJ Preview

The Canon IJ Preview is an application software that displays what the print result will look like before a document is actually printed.

The preview reflects the information that is set within the printer driver and allows you to check the document layout, print order, and number of pages. You can also change the media type settings.

When you want to display a preview before printing, open the printer driver setup window, click the **Main** tab, and check the **Preview before printing** check box.

When you do not want to display a preview before printing, uncheck the check box.

Important

- If you are using the XPS printer driver, see "Editing the Print Document or Reprinting from the Print History."

Related Topic

- Displaying the Print Results before Printing

Deleting the Undesired Print Job

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

If the printer does not start printing, canceled or failed print job data may be remaining. Delete the undesired print job by using the Canon IJ Status Monitor.

1. Display the Canon IJ Status Monitor

   Click the button of the status monitor displayed on the task bar.
   The Canon IJ Status Monitor appears.

2. Display the print jobs

   Click **Display Print Queue**.
   The print queue window opens.

3. Delete the print jobs

   Select **Cancel All Documents** from the **Printer** menu.
   When the confirmation message appears, click **Yes**.

   The deletion of the print job is complete.

Important

- Users who have not been granted access permission for printer management cannot delete the print job of another user.

Note

- When you perform this operation, all print jobs are deleted. If the print queue list contained a necessary print job, start the printing process over from the beginning.

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, such as Adobe Photoshop LE and MS Photo Editor, 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 (Manual)**, **Specify Margin...**, **Print from Last Page**, **Collate**, and **Stamp/Background...** (**Stamp...**) on the **Page Setup** tab
  - **Print a pattern for color adjustment** on the **Color Adjustment** tab in the **Manual Color Adjustment** dialog box
- 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.

Note

- **Disable ICM required from the application software** cannot be used when the XPS printer driver is used.

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.

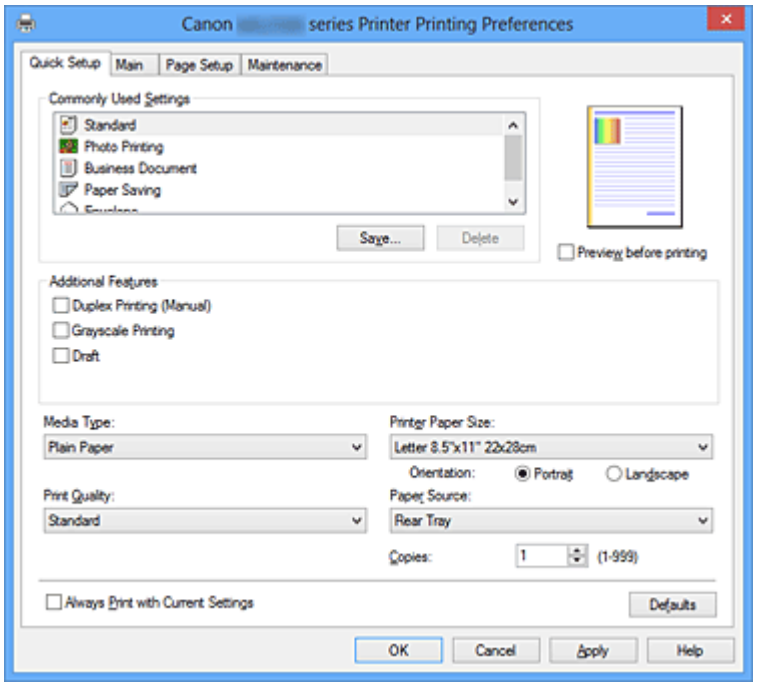
    1. Open Word's **Print** dialog box.
    2. Open the printer driver setup window, and on the **Page Setup** tab, set **Page Size** to the same paper size that you specified in Word.
    3. Set the **Page Layout** that you want, and then click **OK** to close the window.
    4. Without starting printing, 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 Systems 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 Preview Description
- Canon IJ XPS Preview 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 machine 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.

Photo Printing

If you select this setting when printing a photo, the photo paper and photo size generally used are set.

If **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 (Manual)** check boxes are checked automatically.
If **Page Size**, **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.

Note

- The combination of the **Additional Features** that was displayed for the printing profile that had been selected when the added printing profile was saved is also displayed when that added printing profile is selected.

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**.

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.

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.

Important

- To use the Canon IJ XPS Preview, you must have Microsoft .NET Framework 4 Client Profile installed on your computer.

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. To disable a function, uncheck the 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 (Manual)

Select whether to print the document to both sides of the paper manually or to one side of the paper.
To change the staple side or the margins, set the new values from the **Page Setup** tab.

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**, **Intensity**, and **Contrast**, etc.

Important

- Depending on the printing profiles that were selected in **Commonly Used Settings**, certain function may be grayed out and you will not be able to change them.

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 machine.
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 page image will be reduced.
If you select a paper size that is larger than the **Page Size**, the page image will be enlarged.

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**.

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.

To rotate the document 90 degrees to the right when printing, clear 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

Shows the source from which paper is supplied.

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.

Defaults

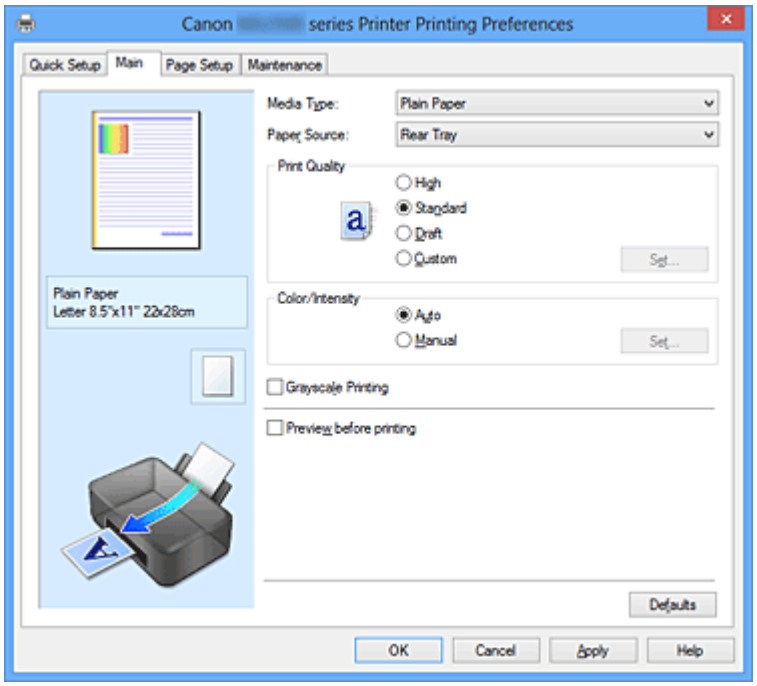
Restores all the settings you have changed to their default values.
Click this button to return all settings on the **Quick Setup**, **Main**, and **Page Setup** tabs to their default values (factory settings).

Related Topics

- Printing with Easy Setup
- Setting a Page Size and Orientation
- Setting the Number of Copies and Printing Order
- Duplex Printing
- Setting Up Envelope Printing
- Displaying the Print Results before Printing
- Setting Paper Dimensions (Custom Size)
- Printing a Color Document in Monochrome
- Specifying Color Correction
- Adjusting Color Balance
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)
- Registering a Frequently Used Printing Profile

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 machine. This ensures that printing is carried out properly for the specified paper.

Paper Source

Shows the source from which paper is supplied.

Print Quality

Selects your desired printing quality.
Select one of the following to set the print quality level that is appropriate for the purpose.

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... is enabled and you can open the Custom dialog box to specify custom settings.

Set...
Open the **Custom** dialog box. You can then individually set the print quality level.
Select **Custom** for **Print Quality** to enable this button.

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/Intensity
Selects color adjustment method.

Auto
Cyan, **Magenta**, **Yellow**, **Brightness**, **Intensity**, and **Contrast**, and so on are adjusted automatically.

Manual
Select when you set the **Color Correction** method and individual settings such as **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, and **Contrast**, etc.
Set... is enabled and you can open the Color Adjustment tab and Matching tab of the **Manual Color Adjustment** dialog box to specify the desired settings.

Set...
In the **Manual Color Adjustment** dialog box, you can adjust individual color settings such as **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, 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.

Color Adjustment Tab

This tab allows you to adjust the color balance by changing the settings of the **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, and **Contrast** options.

Preview

Shows the effect of color adjustment.

The color and brightness change when each item is adjusted. You can check the color adjustment status easily by changing the preview image to one similar to the results to be printed with **Sample Type**.

Sample Type

Selects a preview image displayed on the **Color Adjustment** tab.

If necessary, select a preview image from **Standard**, **Portrait**, **Landscape**, or **Graphics**, whichever is most similar to the print results.

View Color Pattern

Displays a pattern for checking color changes produced by color adjustment.

If you want to display the preview image with a color pattern, check this check box.

If you want to display the preview image with a sample type, uncheck this check box.

Note

- The graphic is in monochrome when the **Grayscale Printing** check box is checked.

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

Selects 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.

Intensity

Adjusts the overall intensity of your print.

Moving the slider to the right increases the intensity, and moving the slider to the left decreases the intensity.

You can also directly enter a value linked to the slider. 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.

Important

- When **Grayscale Printing** is checked on the **Main** tab, **Cyan**, **Magenta**, and **Yellow** appear grayed out and are unavailable.

Print a pattern for color adjustment

When the color balance or intensity/contrast is changed, the pattern printing function prints a list of the adjustment results along with the adjustment values. Select this function when printing a pattern for color adjustment. The **Pattern Print preferences...** becomes enabled, the Pattern Print dialog box opens, and a pattern can be set.

Pattern Print preferences...

The **Pattern Print** dialog box opens and allows you to set adjustment items and pattern printing settings such as number of patterns.

Pattern Print dialog box

Performs the setup for printing of patterns that allow you to check the color balance and intensity/contrast of documents.

Parameters to Adjust

Select the item to be checked by pattern printing.

Cyan/Magenta/Yellow

Prints a pattern that allows you to check the cyan/magenta/yellow balance.

Intensity/Contrast
Prints a pattern that allows you to check the intensity/contrast balance.

Important

- When **Grayscale Printing** is checked on the **Main** tab, **Cyan/Magenta/Yellow** appear grayed out and are unavailable.

Printer Paper Size
Selects the paper size to be used for pattern printing.
This setting is linked to **Printer Paper Size** on the **Page Setup** tab.

Note

- Depending on the paper size selected on the **Page Setup** tab, there may be sizes that cannot be selected.

Amount of Pattern Instances
Sets the number of patterns to be printed.
You can select from **Largest**, **Large**, and **Small**. When you select a pattern size, the number of patterns that can be printed is as follows:

Largest
Cyan/Magenta/Yellow 37
Intensity/Contrast 49

Large
Cyan/Magenta/Yellow 19
Intensity/Contrast 25

Small
Cyan/Magenta/Yellow 7
Intensity/Contrast 9

Note

- **Largest** and **Large** cannot be selected when certain paper sizes or output paper sizes are selected.
- The setting preview on the **Main** tab displays an image that allows you to check the overall layout.

Color Variation Between Instances
Sets the amount of color change between neighboring patterns.
Select from **Large**, **Medium**, and **Small**. **Large** produces a large amount of change, and **Small** produces a small amount of change.

Note

- **Large** is about double the size of **Medium**, and **Small** is about half the size of **Medium**.

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** (**ICC Profile Matching**), 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 (ICC Profile Matching)

Adjusts the colors by using an ICC profile when printing.
Specify the input profile to be used.

None

Disables color adjustment with the printer driver.

Note

- In the XPS printer driver, **ICM** has become **ICC Profile Matching**.

Input Profile

Specifies the input profile to be used when you select **ICM** (**ICC Profile Matching**) for **Color Correction**.

Standard

The standard printer profile (sRGB), which supports the color space of ICM, is used. This is the default setting.

Adobe RGB (1998)

The Adobe RGB profile, which supports a wider color space than sRGB, is used.

Important

- **Adobe RGB (1998)** is not displayed when input profiles of Adobe RGB are not installed.

Note

- In the XPS printer driver, **ICM** has become **ICC Profile Matching**.

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.
- When **Grayscale Printing** is checked on the **Main** tab, **Color Correction** appears grayed out and is unavailable.

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.
Uncheck this check box to print a color document in color.

Important

- Depending on the **Media Type** settings, the same print results may be produced even if the **Print Quality** is changed.

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.

Important

- To use the Canon IJ XPS Preview, you must have Microsoft .NET Framework 4 Client Profile installed on your computer.

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).

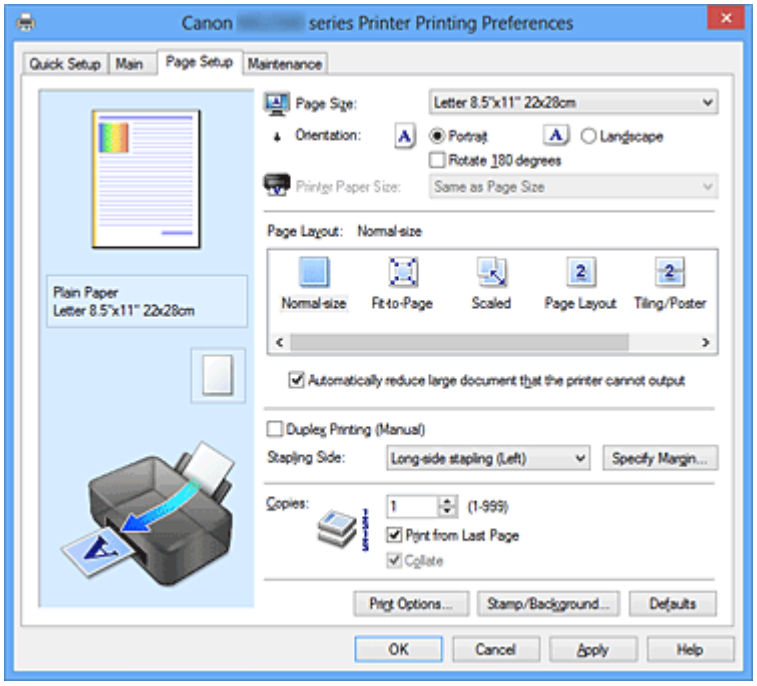
Features

- Setting the Print Quality Level (Custom)
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Color Balance Using Sample Patterns (Printer Driver)

- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)
- 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.

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**.

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.
To rotate the document 90 degrees to the right when printing, clear 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 machine.
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 than the **Page Size**, the document size will be enlarged.

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 machine can automatically reduce the size when it prints the document.

Check this check box to reduce the size when printing the document.
Uncheck this check box to print the document with the original document size.

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.
Click **Specify...** to display the Page Layout Printing dialog box and specify how to allocate pages.

Specify...

Opens the **Page Layout Printing** dialog box.
Click this button to set details on page layout printing.

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.

Pages

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.

Uncheck this check box if you do not want to print the line.

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.

Click **Specify...** to display the Tiling/Poster Printing dialog box and specify the number of pages that you want to divide the image data into.

Specify...

Opens the **Tiling/Poster Printing** dialog box.

Click this button to set details on tiling/poster printing.

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 allow 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.

Uncheck this check box if you do not want to print the words.

Note

- Depending on the type of printer driver you are using and the environment, 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.
Uncheck this check box if you do not want to print the 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. You can also select **Pages** in the **Print page range** and enter the print page range.

Booklet
Booklet printing is the convenient function to create a booklet. Data is printed on both sides of a sheet of 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.
Click **Specify...** to display the Booklet Printing dialog box and specify how to fold.

Specify...
Opens the **Booklet Printing** dialog box.
Click this button to set details on booklet printing.

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.
Uncheck this check box to print the document on both sides of the booklet.

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.
Uncheck this check box if you do not want to print the line.

Duplex Printing (Manual)
Select whether to print the document to both sides of the paper manually or to one side of the paper.
Check this check box to print the document on both sides.
Uncheck this check box to print the document on one side only.
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.

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.

You can specify the stapling margin width in the Specify Margin dialog box that is opened by clicking **Specify Margin...**.

Specify Margin...
Opens the **Specify Margin** dialog box.
You can specify the width of the margin.

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.

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/Collate

Specifies the order in which to print document pages.

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 print driver settings for print data that is sent from applications.

Print Options dialog box

Makes changes to print data that is sent to the printer.

Depending on the type of printer driver you are using and 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.

Note

- **Disable ICM required from the application software** tab cannot be used with the XPS printer driver.

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

- 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.
- Uncheck this check box under normal circumstances.

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.

Note

- **Do not allow application software to compress print data** tab cannot be used with the XPS printer driver.

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.

Scale images using nearest-neighbor interpolation

When an image is to be enlarged or reduced when printed, the printer uses a simple interpolation process to enlarge or reduce the image.
If the image data in a printed document is not printed clearly, selecting this check box may improve the results.

Important

- Uncheck this check box under normal circumstances.

Note

- **Scale images using nearest-neighbor interpolation** can be used only with the XPS printer driver.

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 machine.
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.

Note

- **Unit of Print Data Processing** tab cannot be used with the XPS printer driver.

Stamp/Background... (Stamp...)

Opens the Stamp/Background (Stamp) 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.

Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

Depending on the type of printer driver you are using and the environment, **Stamp** and **Background** may not be available.

Stamp/Background (Stamp...) dialog box

The **Stamp/Background** (**Stamp...**) 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.

Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

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.

Click **Define Stamp...** to open the **Stamp Settings** dialog box, and then you can configure the details of the stamp.

Uncheck this check box if you do not want 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.

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.

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**.

Important

- **Stamp Text** appears grayed out and is unavailable if **Date/Time/User Name** is selected.

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.
Uncheck this check box if you do not want 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.

Orientation
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

- **Orientation** 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 orientation 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.

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.

Note

- The stamp is given priority because the stamp is printed over the document data in the sections where the stamp and the document data overlap. When this check box is unchecked, the stamp is printed behind the document data and may be hidden in the overlapping sections depending on the application software used.

Print semitransparent stamp

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 semi-transparent stamp over the printed document page.
Uncheck this check box to print the stamp over the document data. The printed data may be hidden behind the stamp.

Note

- You can use **Print semitransparent stamp** only with the XPS printer driver.

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.
Uncheck this check box to print a stamp on all pages.

Background
Background printing is a function that allows you to print an illustration or a similar object (bitmap, etc.) behind the document.
Check this check box to print a background and select a title from the list.
Click **Select Background...** to open the **Background Settings** dialog box, and then you can configure the details of the background.
Uncheck this check box if you do not want to print a background.

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 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**.

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 type of printer driver you are using and 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.

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.

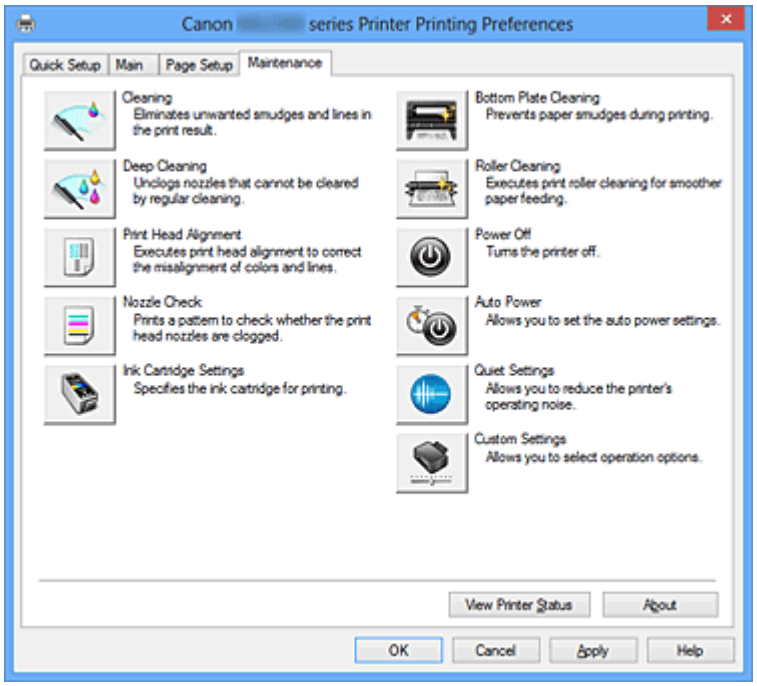
Check the **Background** check box to enable this.

Check this check box to print a background on the first page only.

Uncheck this check box to print a background on all pages.

Maintenance tab Description

The **Maintenance** tab allows you to perform machine maintenance or change the settings of the machine.



Cleaning

Performs print head cleaning.

Print head cleaning removes any blockage in the print head nozzles.

Perform cleaning when printing becomes faint, or a specific color fails to print, even though all ink levels are sufficiently high.

Deep Cleaning

Performs deep cleaning.

Perform deep cleaning when two cleaning attempts do not resolve the print head problem.

Note

- **Deep Cleaning** consumes a larger amount of ink than **Cleaning**.

  Cleaning the print heads frequently will rapidly deplete your printer's ink supply. Therefore, perform cleaning only when necessary.

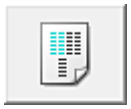
Ink Group

When you click **Cleaning** or **Deep Cleaning**, the **Ink Group** window is displayed.

Selects the ink group that you want to clean the print head for.
Click **Initial Check Items** to display the items that you need to check before you execute cleaning or deep cleaning.

Initial Check Items
Check that the machine power is on, and open the cover of the machine.
Check the following items for each ink. Then, if necessary, perform **Nozzle Check** or **Cleaning**.

- Check the amount of ink remaining in the cartridge.
- Make sure that you push in the ink cartridge completely until you hear a clicking sound.
- If an orange tape is adhered to the ink cartridge, peel it off completely.
  Any remaining tape will hinder ink output.
- Check that the ink cartridges are installed in their correct positions.

 **Print Head Alignment**

Print head alignment corrects the installation positions of the print head and improves deviated colors and lines.
Align the print head immediately after installing the print head.

Start Print Head Alignment dialog box
When you click **Print Head Alignment**, the **Start Print Head Alignment** dialog box is displayed.
This dialog box allows you to adjust the attachment position for the print head, or to print the current setting value for the print head position.

Align Print Head
Aligns the print head.
Print head alignment corrects the installation positions of the print head and improves deviated colors and lines.
Align the print head immediately after installing the print head.

Print Alignment Value
Click this button to check the current setting value of the print head position.
Prints the current setting value for the print head position.

Print Head Alignment dialog box
To adjust the print head position manually, click **Align Print Head** in the **Start Print Head Alignment** dialog box, and perform the operations instructed in the

messages. The **Print Head Alignment** dialog box is then displayed.
This dialog box allows you to check the printed pattern and adjust the print head position.

Preview Window
Displays the pattern of **Print Head Alignment**, and checks the position of the selected pattern.
You can also change the setting by clicking the pattern on the screen directly.

Select the Pattern Number
Compare the printed adjustment patterns, and enter the pattern number of the pattern with the least visible streaks or horizontal stripes into the corresponding box.

Note

- If you do not know how to analyze the printed pattern, see Aligning the Print Head Position from Your Computer.

Nozzle Check

Prints a nozzle check pattern.
Perform this function if printing becomes faint or a specific color fails to print. Print a nozzle check pattern, and check whether the print head is working properly. If the print result for a specific color is fainted, or if there are any unprinted sections, click **Cleaning** to clean the print head.
To display a list of items that you should check before printing the nozzle check pattern, click **Initial Check Items**.

Print Check Pattern
This function prints a pattern that allows you to check whether the any of the ink nozzles are clogged.

Click **Print Check Pattern**. When the confirmation message is displayed, click **OK**. The **Pattern Check** dialog box is then displayed.

left-side bitmap(good)
The print head nozzles are not clogged.

right-side bitmap(bad)
The print head nozzles may be clogged.

Exit
Closes the **Pattern Check** dialog box, and returns to the **Maintenance** tab.

Cleaning

Performs print head cleaning.

Print head cleaning removes any blockage in the print head nozzles.

Perform cleaning when printing becomes faint, or if a specific color fails to print, even though all ink levels are sufficiently high.

Initial Check Items

Check that the machine power is on, and open the cover of the machine.

Check the following items for each ink. Then, if necessary, perform **Nozzle Check** or **Cleaning**.

- Check the amount of ink remaining in the cartridge.
- Make sure that you push in the ink cartridge completely until you hear a clicking sound.
- If an orange tape is adhered to the ink cartridge, peel it off completely.
  Any remaining tape will hinder ink output.
- Check that the ink cartridges are installed in their correct positions.

Ink Cartridge Settings

Opens the Ink Cartridge Settings dialog box.

Use this function to specify the FINE cartridge you want to use.

Ink Cartridge Settings dialog box

When you click **Ink Cartridge Settings**, the **Ink Cartridge Settings** dialog box is displayed.

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

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

Ink Cartridge

Selects the FINE cartridge you use for printing.

Color Only

Uses the color FINE cartridge only.

Black Only

Uses the black FINE cartridge only.

Both Black and Color

Uses the FINE cartridges installed on the machine, which are color and black.

Important

- When a setting other than **Plain Paper** or **Envelope** is selected for **Media Type** on the **Main** tab, **Black Only** is disabled because the machine uses the color FINE cartridge to print documents.
- Do not detach the FINE cartridge that is not in use. Printing cannot be performed while either FINE cartridge is detached.

Bottom Plate Cleaning

Performs cleaning of the bottom plate of the machine.

To prevent smudges on the back side of a sheet of paper, perform **Bottom Plate Cleaning** before you perform duplex printing.

Also perform **Bottom Plate Cleaning** if ink smudges caused by something other than print data appear on the printed page.

Roller Cleaning

Cleans the paper feed rollers.

Paper feeding may fail if paper dust has stuck to the printer's paper feed rollers. In this case, clean the paper feed rollers to improve the print result.

Power Off

Turns off the printer from the machine driver.

Perform this function to turn off the machine when you cannot press the ON button (POWER button) on the printer because the machine is out of your reach.

You must press the ON button (POWER button) on the printer to turn the machine on again after clicking this button. When you use this function, you will not be able to turn the printer on from the printer driver.

Auto Power

Opens the Auto Power Settings dialog box.

Specify settings for operating the machine power automatically. Perform this function if you want to change the auto power settings.

Note

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

Auto Power Settings dialog box

When you click **Auto Power**, the **Auto Power Settings** dialog box is displayed.
This dialog box allows you to manage the machine power from the printer driver.

Auto Power On

Selects the auto power-on setting.
Specify **Disable** to prevent the machine from turning on automatically when print data is sent to it.
Make sure the printer is on and then click **OK** to change the machine settings.
Specify **Enable** to turn the machine on automatically when print data is sent to it.

Auto Power Off

Selects the auto power-off setting.
If a printer driver operation or a machine operation is not performed within the specified time, the machine turns off.

Quiet Settings

Opens the Quiet Settings dialog box.

Quiet Settings dialog box allows you to specify a setting that reduces the operating noise of the machine. This mode comes in handy when the operating noise of the machine becomes a concern, such when printing at night. Perform this operation when you want to change the quiet mode setting.

Quiet Settings dialog box

When you click **Quiet Settings**, the **Quiet Settings** dialog box is displayed.
Quiet Settings dialog box allows you to specify a setting that reduces the operating noise of the machine.
Select when you wish to reduce the operating noise of the machine at night, etc.
Using this function may lower the print speed.

Do not use quiet mode

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

Always use quiet mode

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

Use quiet mode during specified hours

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

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

Important

- You can set the quiet mode from the operation panel of the machine, the printer driver, or ScanGear (scanner driver).
  No matter how you use to set the quiet mode, the mode is applied when you perform operations from the operation panel of the machine or printing and scanning from the computer.
- If you specify a time for **Use quiet mode during specified hours**, quiet mode is not applied to operations (copy, direct print, etc.) performed directly from the machine.

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 bi-directional communication is disabled, a 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.

Custom Settings dialog box

When you click **Custom Settings**, the **Custom Settings** dialog box is displayed.

If necessary, switch between various modes of machine operation.

Align heads manually

Usually, the **Print Head Alignment** function on the **Maintenance** tab is set to automatic head alignment, but you can change it to manual head alignment.

If the printing results are unsatisfactory even after you execute automatic head alignment, execute manual head alignment.

Check this check box to perform the manual head alignment.

Uncheck this check box to perform the automatic head alignment.

Rotate 90 degrees left when orientation is [Landscape]

On the **Page Setup** tab, you can change the rotation direction of the **Landscape** in the **Orientation**.

To rotate the document 90 degrees to the left when printing, select the check box.
To rotate the document 90 degrees to the right when printing, clear the check box.

Ink Drying Wait Time

The machine can pause before printing a subsequent page. Moving the slider to the right increases the pause time, and moving the slider to the left decreases the time.
If the paper gets stained because the next page is ejected before the ink on the printed page dries, increase the ink drying wait time.
Reducing the ink drying wait time speeds up printing.

View Print History

This function starts the Canon IJ XPS preview, and displays the print history.

Note

- You can use this function only with the XPS printer driver.

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.

Note

- If you are using the XPS printer driver, the "Canon IJ Status Monitor" becomes the "Canon IJ XPS Status Monitor".

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.

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.

Features

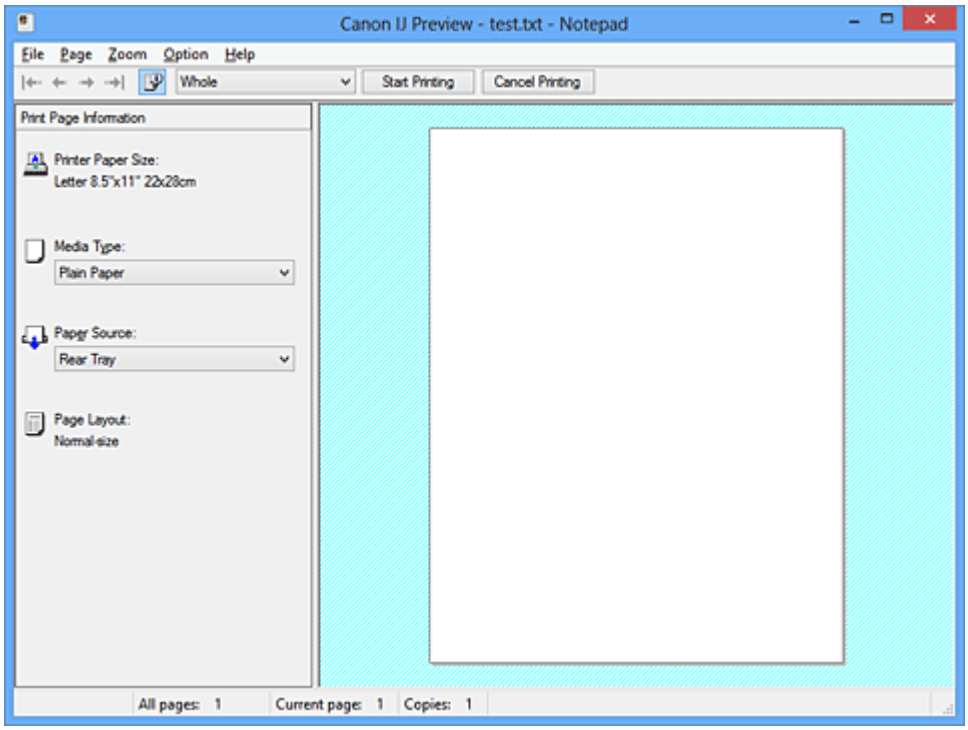
- Cleaning the Print Heads from Your Computer
- Aligning the Print Head Position from Your Computer
- Use Your Computer to Print a Nozzle Check Pattern
- Setting the Ink Cartridge to be Used
- Cleaning Inside the Machine
- Cleaning the Paper Feed Rollers from Your Computer
- Managing the Machine Power

Related Features

- Reducing the Machine Noise
- Changing the Machine Operation Mode

Canon IJ Preview Description

Canon IJ Preview is an application software that displays what the print result will look like before a document is actually printed.
The preview reflects the information that is set within the printer driver and allows you to check the document layout, print order, and number of pages. You can also change the media type.
When you want to display a preview before printing, open the printer driver setup window, and check the **Preview before printing** check box on the **Main** tab.
If you do not want to display a preview before printing, uncheck the check box.



File Menu

Selects the print operation.

Start Printing

Ends the Canon IJ Preview and then starts printing the document that is displayed on the preview screen.
This command has the same function as the **Start Printing** on the toolbar.

Cancel Printing

Ends the Canon IJ Preview and cancels the printing of the document that is displayed on the preview screen.
This command has the same function as the **Cancel Printing** on the toolbar.

Exit

Ends the Canon IJ Preview.

Page Menu

This menu includes the following commands to select page to be displayed.
All of these commands except Select Page can also be selected from the toolbar.

First Page

Displays the first page of the document.
If the currently displayed page is the first page, this command is grayed out and cannot be selected.

Previous Page

Displays the page located before the currently displayed page.
If the currently displayed page is the first page, this command is grayed out and cannot be selected.

Next Page

Displays the page located after the currently displayed page.
If the currently displayed page is the last page, this command is grayed out and cannot be selected.

Last Page

Displays the last page of the document.
If the currently displayed page is the last page, this command is grayed out and cannot be selected.

Page Selection...

Displays the **Page Selection** dialog box.
This command allows you to specify the page number of the page to be displayed.

Note

- If the pages are being spooled, the last spooled page becomes the last page.
- If the **Page Layout** setting on the **Page Setup** tab is specified to **Page Layout**, **Tiling/ Poster**, or **Booklet**, the number of pages is the number of sheets to be used for printing, and not the number of pages in the original document created with the application software.
- If duplex printing manually has been set, the front pages which will be printed first are all displayed together, and then the back pages are displayed.

Zoom Menu

Selects the ratio of the actual size printed on the paper to the preview display size.
You can also select the ratio from the drop-down list box located on the toolbar.

Whole

Displays the entire page of data as one page.

50%
Reduces the displayed data to 50% of the actual size to be printed.

100%
Displays the data at the actual size to be printed.

200%
Enlarges the displayed data to 200% of the actual size to be printed.

400%
Enlarges the displayed data to 400% of the actual size to be printed.

Option Menu
This menu includes the following command:

Displays Print Page Information
Displays print setup information (including printer paper size, media type, and page layout) for each page at the left side of the preview screen.
This screen also allows you to change the media type and paper source settings.

Help Menu
When you select this menu item, the Help window for Canon IJ Preview is displayed, and you can check the version and copyright information.

Start Printing button
Prints the documents selected in the document list.
The printed documents are deleted from the list, and when all documents are printed, the Canon IJ XPS Preview closes.

Cancel Printing button
Ends the Canon IJ Preview, and cancels the printing of the document that is displayed on the preview screen.
You can click this button while spooling.

Print Page Information Screen
Displays print setup information for each page at the left side of the preview screen.
This screen also allows you to change the media type and paper source settings.

Printer Paper Size
Displays the paper size of the document to be printed.

Media Type
Displays the media type of the document to be printed.

Paper Source
Displays the paper source of the document to be printed.

Page Layout

Displays the page layout of the document to be printed.

Important

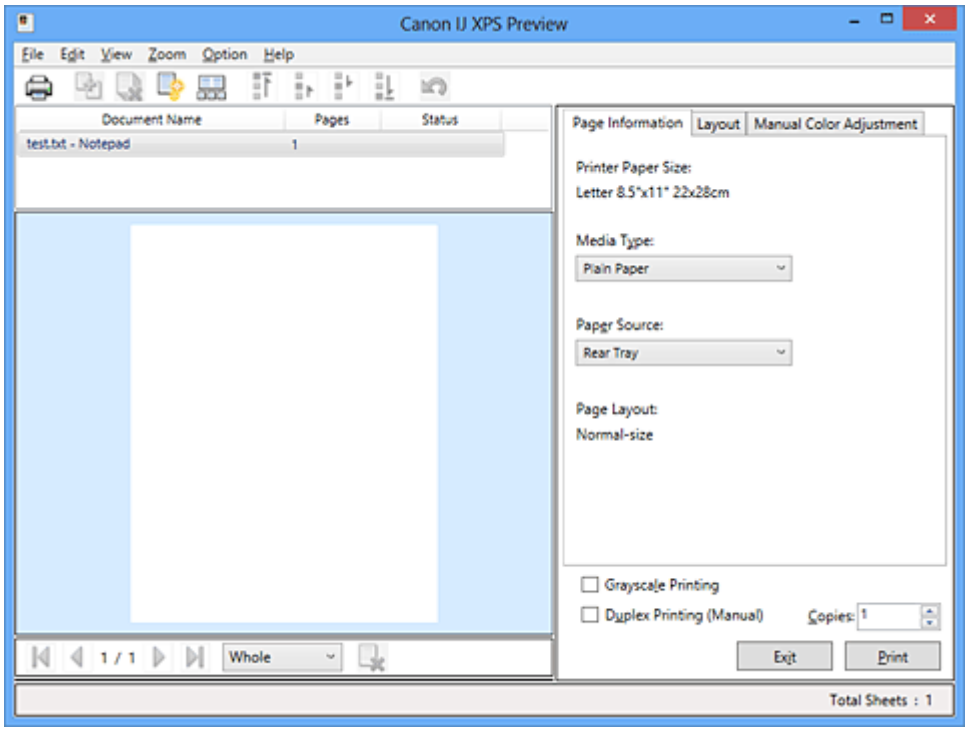
- If the media type and paper source are set from the application software, those settings have priority and the changed settings may become ineffective.

Canon IJ XPS Preview Description

Canon IJ XPS Preview is an application software that displays what the print result will look like before a document is actually printed.
The preview reflects the information which is set within the printer driver and allows you to check the document layout, print order, and number of pages. The preview also allows you to edit the print document, edit the print pages, change the print settings, and perform other functions.
When you want to display a preview before printing, open the printer driver setup window, and check the **Preview before printing** check box on the **Main** tab.
If you do not want to display a preview before printing, uncheck the check box.

Important

- To use the Canon IJ XPS Preview, you must have Microsoft .NET Framework 4 Client Profile installed on your computer.



File Menu

Selects print operation and print history settings:

Print

Prints the documents selected in the document list.
The printed documents are deleted from the list, and when all documents are printed, the Canon IJ XPS Preview closes.
This command has the same function as the **Print** on the toolbar and (Print) in the print settings area.

Print All Documents

Prints all documents in the document list and closes the Canon IJ XPS Preview.

Save Print History

Switches whether the documents printed from the Canon IJ XPS Preview are to be saved as print history entries.

History Entry Limit

Switches the maximum number of print history registrations.

Select **10 Entries**, **30 Entries**, or **100 Entries**.

Important

- If the limit on the number of registration is exceeded, the print history registrations are deleted starting from the oldest one.

Add documents from history to the list

Adds the document saved in the print history to the document list.

Exit

Ends the Canon IJ XPS Preview. The documents remaining in the document list will be deleted from the list.

This command has the same function as the **Exit** in the print settings area.

Edit Menu

Selects the method for editing multiple documents or pages.

Undo

Reverses the previous change.

If the change cannot be reversed, this function is grayed out and cannot be selected.

This command has the same function as the (Undo) on the toolbar.

Documents

Selects the method for editing print documents.

Combine Documents

Combines the document selected in the document list into one document.

If only one document is selected, this command is grayed out and cannot be selected.

This command has the same function as the (Combine Documents) on the toolbar.

Reset Documents

Returns the document selected in the document list to their status before they were added to the Canon IJ XPS Preview.

The combined documents are separated, and the original documents are restored.
This command has the same function as the (Reset Documents) on the toolbar.

Move Document
Use the following command to change the order of the documents selected in the document list.

Move to First
Moves the selected print document to the beginning of the document list.
If the currently selected document is the first document, this command is grayed out and cannot be selected.

Move Up One
Moves the selected print document one up from its current position.
If the currently selected document is the first document, this command is grayed out and cannot be selected.

Move Down One
Moves the selected print document one down from its current position.
If the currently selected document is the last document, this command is grayed out and cannot be selected.

Move to Last
Moves the selected print document to the end of the document list.
If the currently selected document is the last document, this command is grayed out and cannot be selected.

Delete Document
Deletes the selected document from the document list.
If the document list contains only one document, the document is grayed out and cannot be selected.
This command has the same function as the (Delete Document) on the toolbar.

Grayscale Printing
Allows you to change the monochrome print settings.
This command has the same functionality as the **Grayscale Printing** check box in the print settings area.

Page Layout Printing...
Opens the **Page Layout Printing** dialog box.
This dialog box allows you to set **Page Layout Printing**, **Pages**, **Page Order**, and **Page Border**.

Duplex Printing...

Opens the **Duplex Printing** dialog box.

This dialog box allows you to set **Duplex Printing (Manual)**, **Stapling Side**, and **Margin**.

Copies...

Opens the **Copies** dialog box.

This dialog box allows you to set **Copies**, **Collate**, and **Print from Last Page**.

Pages

Selects the method for editing print pages.

Delete Page

Deletes the currently selected page.

If page layout printing is set, the pages enclosed with red frame will be deleted.

This command has the same function as the (Delete Page) on the toolbar.

Restore Page

Restores pages that were deleted with the **Delete Page** function.

To restore pages, you must select the **View Deleted Pages** check box on the **Option** menu and display the deleted pages as thumbnails.

Move Page

Use the following command to change the order of the currently selected pages.

Move to First

Moves the currently selected page to the beginning of the document.

If the currently selected page is the first page, this command is grayed out and cannot be selected.

Move Forward One

Moves the currently selected page one position in front of its current position.

If the currently selected page is the first page, this command is grayed out and cannot be selected.

Move Backward One

Moves the currently selected page one position after its current position.

If the currently selected page is the last page, this command is grayed out and cannot be selected.

Move to Last

Moves the currently selected page to the end of the document.

If the currently selected page is the last page, this command is grayed out and cannot be selected.

View Menu

Selects the documents and pages to be displayed.

Documents

Use the following command to select the document to display.

First Document

Displays the first document in the document list.
If the currently selected document is the first document, this command is grayed out and cannot be selected.

Previous Document

Displays the document located before the currently displayed document.
If the currently selected document is the first document, this command is grayed out and cannot be selected.

Next Document

Displays the document located after the currently displayed document.
If the currently selected document is the last document, this command is grayed out and cannot be selected.

Last Document

Displays the last document in the document list.
If the currently selected document is the last document, this command is grayed out and cannot be selected.

Pages

Use the following command to select the page to be displayed.

First Page

Displays the first page of the document.
If the currently displayed page is the first page, this command is grayed out and cannot be selected.

Previous Page

Displays the page located before the currently displayed page.
If the currently displayed page is the first page, this command is grayed out and cannot be selected.

Next Page

Displays the page located after the currently displayed page.
If the currently displayed page is the last page, this command is grayed out and cannot be selected.

Last Page

Displays the last page of the document.

If the currently displayed page is the last page, this command is grayed out and cannot be selected.

Page Selection...

Displays the **Page Selection** dialog box.

This command allows you to specify the page number of the page to be displayed.

Note

- If the **Page Layout** setting in the printer driver is specified to **Tiling/Poster**, or **Booklet**, the number of pages is the number of sheets to be used for printing, and not the number of pages in the original document created with the application software.

Zoom Menu

Selects the ratio of the actual size printed on the paper to the preview display size.

You can also select the ratio from the drop-down list box located on the toolbar.

Whole

Displays the entire page of data as one page.

50%

Reduces the displayed data to 50% of the actual size to be printed.

100%

Displays the data at the actual size to be printed.

200%

Enlarges the displayed data to 200% of the actual size to be printed.

400%

Enlarges the displayed data to 400% of the actual size to be printed.

Option Menu

Toggles the show / hide status of the following information.

View Thumbnails

Reduces all pages in the document selected in the document list and displays them at the bottom of the preview window.

This command has the same function as the (View Thumbnails) on the toolbar.

View Document List

Displays the print document list at the top of the preview window.

View Print Settings Area

Displays the print settings area at the right side of the preview window.

View Deleted Pages

When the thumbnails are displayed, this function displays pages that were deleted with the **Delete Page** function.

To check deleted pages, you must first select the **View Thumbnails** check box.

Keep printed documents on the list

Leaves the printed document in the document list.

Print Settings Displayed at Startup

Switches the tab of the print settings area to be displayed when the Canon IJ XPS Preview is started.

Select **Page Information**, **Layout**, or **Manual Color Adjustment**.

Help Menu

When you select this menu item, the Help window for Canon IJ XPS Preview is displayed, and you can check the version and copyright information.

(Print)

Prints the documents selected in the document list.

The printed documents are deleted from the list, and when all documents are printed, the Canon IJ XPS Preview closes.

(Combine Documents)

Combines the document selected in the document list into one document.

If only one document is selected, this command is grayed out and cannot be selected.

(Delete Document)

Deletes the selected document from the document list.

If the document list contains only one document, the document is grayed out and cannot be selected.

(Reset Documents)

Returns the document selected in the document list to their status before they were added to the Canon IJ XPS Preview.

The combined documents are separated, and the original documents are restored.

(View Thumbnails)

Reduces all pages in the document selected in the document list and displays them at the bottom of the preview window.

To hide the print pages, click **View Thumbnails** again.

Move Document

Use the following command to change the order of the documents selected in the document list.

(Move to First)

Moves the selected print document to the beginning of the document list.

If the currently selected document is the first document, this command is grayed out and cannot be selected.

(Move Up One)

Moves the selected print document one up from its current position.

If the currently selected document is the first document, this command is grayed out and cannot be selected.

(Move Down One)

Moves the selected print document one down from its current position.

If the currently selected document is the last document, this command is grayed out and cannot be selected.

(Move to Last)

Moves the selected print document to the end of the document list.

If the currently selected document is the last document, this command is grayed out and cannot be selected.

(Undo)

Reverses the previous change.

If the change cannot be reversed, this function is grayed out and cannot be selected.

(Delete Page)

Deletes the currently selected page.

If page layout printing is set, the pages enclosed with red frame will be deleted.

Document list

Displays the list of the print documents.

The document selected in the document list becomes the target for preview display and editing.

Document Name

Displays the name of the print document.

If you click the name of the selected print document, a text box is displayed, and you can rename the document to any name.

Pages

Displays the number of pages in the print document.

Important

- The number displayed in **Pages** and the output page count are different.
- To check the output page count, check the status bar at the bottom of the preview window.

Status

Displays the status of the print documents.

Documents that are undergoing data processing are displayed as **Processing data**.

Important

- Documents showing **Processing data** cannot be printed or edited.
  Wait until the data processing ends.

Print Settings Area Screen

Allows you to check and change the print settings of the documents selected in the document list.

Print Settings Area is displayed on the right side of the preview window.

Page Information tab

The print settings are displayed for each page.

You can change the media type and paper source settings.

Printer Paper Size

Displays the paper size of the document to be printed.

Media Type

Allows you to select the media type of the document to be printed.

Paper Source

Allows you to select the paper source of the document to be printed.

Page Layout

Displays the page layout of the document to be printed.

Layout tab

You can specify settings for page layout printing.

To apply the specified settings, click **Apply**.

If the page layout print settings cannot be changed for the print document, the individual items are grayed out and cannot be selected.

Manual Color Adjustment tab

This tab allows you to adjust the color balance by changing the settings of the **Cyan**, **Magenta**, **Yellow**, **Brightness**, **Intensity**, and **Contrast** options.

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 software 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

Selects the brightness of your print.

Pure white and black will not change, but colors between white and black will change.

Intensity

Adjusts the overall intensity of your print.

Moving the slider to the right increases the intensity, and moving the slider to the left decreases the intensity.

You can also directly enter a value linked to the slider. 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.

Defaults

Restores all the settings you have changed to their default values.

Clicking this button restores all the settings on this tab to their default values (factory settings).

Important

- When **Grayscale Printing** is checked, **Cyan**, **Magenta**, and **Yellow** appear grayed out and are unavailable.

Grayscale Printing

Allows you to change the monochrome print settings.

Duplex Printing (Manual)

Select whether to print the document to both sides of the paper manually or to one side of the paper.

If the duplex print settings cannot be changed for the print document, this item is grayed out and is unavailable.

Important

- When you select **Booklet** for **Page Layout**, **Duplex Printing (Manual)** of the print settings area will be set automatically. In this case, **Duplex Printing (Manual)** is grayed out and is unavailable.

Copies

Specifies the number of copies you want to print. You can specify a value from 1 to 999.

If the numbers of copies cannot be changed for the print document, this item is grayed out and is unavailable.

Exit

Ends the Canon IJ XPS Preview.

The documents remaining in the document list will be deleted from the list.

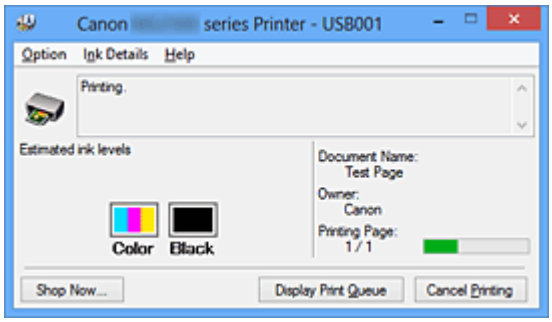
Print

Prints the documents selected in the document list.

The printed documents are deleted from the list, and when all documents are printed, the Canon IJ XPS Preview closes.

Canon IJ Status Monitor Description

The Canon IJ Status Monitor displays the status of the machine and the printing progress. The monitor uses graphics, icons, and messages to let you know the machine status.



Canon IJ Status Monitor Features

The Canon IJ Status Monitor offers the following advantages:

You can check the status of the printer on the screen.
The status of the machine is shown on the screen in real time.
You can check the printing progress of each printing document (print job).

Error types and solutions are shown on the screen.
Shown when a machine error occurs.
You can immediately check how to respond.

You can check the ink status.
This function displays graphics showing the FINE cartridge type and the estimated ink levels.
Icons and messages are displayed when ink is running low (ink level warning).

Canon IJ Status Monitor Overview

Canon IJ Status Monitor allows you to check the status of the machine and ink with graphics and messages.
You can check the information on the printing document and the printing progress during printing.
When a printer error occurs, it shows the cause and solution. Follow the instruction in the message.

Printer
Canon IJ Status Monitor shows an icon when a warning or error occurs to the printer.
: Indicates that a warning (operator call error) has occurred or the printer is working.
: There has been an error which requires a service.

FINE cartridge
Canon IJ Status Monitor shows an icon when a low ink warning or a no ink error occurs. In addition, this function displays graphics showing the estimated ink levels of the FINE cartridge.
In this case, click the graphics to open the **Ink Details** dialog box. You can check the detail information such as the remaining ink level and the FINE cartridge types for your printer.

Document Name
Shows the name of the document to be printed.

Owner
Shows the owner's name of the document to be printed.

Printing Page
Shows the number of printing page and total printing pages.

Display Print Queue
Shows the print window used to manage the print job that is being printed or being in the print queue.

Cancel Printing
Cancels the current print job.

Important

- The **Cancel Printing** button is enabled only while print data is being sent to the machine. Once the print data has been sent, the button is grayed out and becomes unavailable.

Option Menu
If you select **Enable Status Monitor**, when a machine related message is generated the Canon IJ Status Monitor starts.
When **Enable Status Monitor** is selected, following commands are available.

Always Display Current Job
Displays the Canon IJ Status Monitor during printing.

Always Display on Top
Displays the Canon IJ Status Monitor in front of other windows.

Display Warning Automatically

When a Low Ink Warning Occurs
Starts the Canon IJ Status Monitor window automatically and displays it in front of the other windows when a low ink warning occurs.

Start when Windows is Started

Starts the Canon IJ Status Monitor automatically when you start Windows.

Ink Details Menu

Select this menu to display the **Ink Details** dialog box. Check the detail information such as the remaining ink level and the FINE cartridge types for your machine.

Ink Details dialog box

This function displays graphics and messages showing the FINE cartridge type and the estimated ink levels.

Ink Information (displayed at left)

Shows the FINE cartridge types with graphics.

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

If the icon is displayed, operate the printer according to the instructions displayed on the screen.

Message (displayed at right)

Shows information such as the ink status and ink colors with sentences.

Ink Model Number button

Shows the FINE cartridge types for your machine.

Close

Closes the **Ink Details** dialog box to return to Canon IJ Status Monitor.

Help Menu

When you select this menu item, the Help window for Canon IJ Status Monitor is displayed, and you can check the version and copyright information.

Updating the MP Drivers

- Obtaining the Latest MP Drivers
- Deleting the Unnecessary MP Drivers
- Before Installing the MP Drivers
- Installing the MP Drivers

Obtaining the Latest MP Drivers

The MP Drivers include a printer driver and ScanGear (scanner driver).

By updating the MP Drivers to the latest version of the MP Drivers, unresolved problems may be solved.

You can access our website and download the latest MP Drivers for your model.

Important

- You can download the MP Drivers for free, but any Internet access charges incurred are your responsibility.
- Before installing the latest MP Drivers, delete the previously installed version.

Related Topics

- Before Installing the MP Drivers
- Installing the MP Drivers

Deleting the Unnecessary MP Drivers

The MP Drivers which you no longer use can be deleted.
When deleting the MP Drivers, first exit all programs that are running.

The procedure to delete the unnecessary MP Drivers is as follows:

1. Start the uninstaller

   - If you are using Windows 8, from the Desktop charms, select **Settings** -> **Control Panel** -> **Programs** -> **Programs and Features**.
     From the program list, select "XXX MP Drivers" (where "XXX" is your model name) and then click **Uninstall**.

   - If you are using Windows 7 or Windows Vista, select **Start** menu -> **Control Panel** -> **Programs** -> **Programs and Features**.
     From the program list, select "XXX MP Drivers" (where "XXX" is your model name) and then click **Uninstall**.

   - If you are using Windows XP, select **Start** menu -> **Control Panel** -> **Add or Remove Programs**.
     From the program list, select "XXX MP Drivers" (where "XXX" is your model name) and then click **Remove**.

   The confirmation window for uninstalling the model appears.

   Important

   - In Windows 8, Windows 7, or Windows Vista, 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. When you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

2. Execute the uninstaller

   Click **Execute**. When the confirmation message appears, click **Yes**.
   When all the files have been deleted, click **Complete**.

   The deletion of the MP Drivers is complete.

Important

- Printer driver, XPS printer driver, and ScanGear (scanner driver) will be deleted when you uninstall the MP Drivers.

Before Installing the MP Drivers

This section describes the items that you should check before installing the MP Drivers.
You should also refer to this section if the MP Drivers cannot be installed.

Checking the Machine Status

- Confirm that the USB port of this machine and the computer are firmly connected with the USB cable.
- Turn off the machine.

Checking the Personal Computer Settings

- Terminate all running applications.
- In Windows 8, Windows 7, or Windows Vista, log on as a user who has the administrator account.
  In Windows XP, log on as the computer administrator.

Important

- Before installing the latest MP Drivers, delete the previously installed version.

Related Topics

- Obtaining the Latest MP Drivers
- Installing the MP Drivers

Installing the MP Drivers

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

The procedure for installing the downloaded MP Drivers is as follows:

1. Turn off the machine

2. Start the installer

   Double-click the icon of the downloaded file.
   The installation program starts.

   Important

   - In Windows 8, Windows 7, or Windows Vista, 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. When you are logged on to a standard account, 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.

   Note

   - To use a network printer from a client machine, you must manually select the connection destination from the client.
     To manually select a connection destination, click **Cancel** in the **Connect Cable** window. When the confirmation message appears, click **Yes**.
     In the **Installation Incomplete** window, select the **Select printer port** check box, click **Manual Selection**, and then select the appropriate port.

4. Complete the installation

   Click **Complete** or **Finish**.

The procedure for installing the MP Drivers is complete.

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

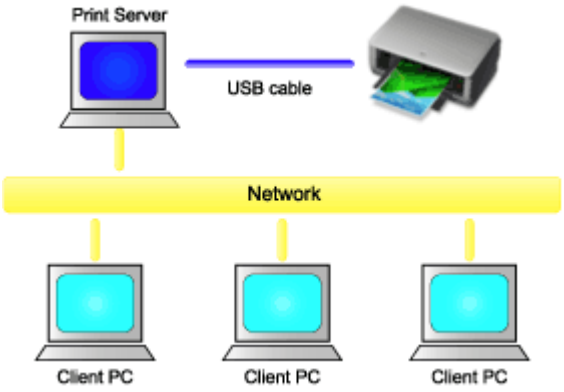
- You can install the XPS printer driver with the same procedure for installing the MP Drivers. However, when installing the XPS printer driver, first complete installation of the MP Drivers.
- You can download the MP Drivers and XPS printer driver for free, but any Internet access charges incurred are your responsibility.
- Before installing the latest MP Drivers, delete the previously installed version.

Related Topics

- Obtaining the Latest MP Drivers
- Deleting the Unnecessary MP Drivers
- Before Installing the MP Drivers

Sharing the Printer on a Network

When multiple computers are being used in the network environment, you can share the printer connected to one computer with the other computers.
The Windows versions of the computers connected to the network do not necessarily have to be the same.



- **Settings on Print Server**

  This section describes the procedure for setting a computer that connects with this printer directly through a USB cable.

- **Settings on Client PC**

  This section describes the procedure for setting a computer that uses this printer though a network.
  When you execute print, the data is sent to the printer through the print server system.

Important

- In case an error occurred when a document is printed by the client system to a shared printer, the error message of Canon IJ Status Monitor will be displayed both on the client system and the print server system. For regular printing, Canon IJ Status Monitor will be displayed only on the client system.

Note

- You must install a print driver in the print server and in each client.

Related Topic

- Restrictions on Printer Sharing

Settings on Print Server

When you use the printer on a network, set up the printer driver for sharing on the print server system.

The procedure for setting up the print server systems is as follows:

1. Install the MP Drivers on the print server system
2. Select as described below:
   - If you are using Windows 8, from the Desktop charms, select **Settings** -> **Control Panel** -> **Hardware and Sound** -> **Devices and Printers**.
   - If you are using Windows 7, select the **Start** menu -> **Devices and Printers**.
   - If you are using Windows Vista select the **Start** menu -> **Control Panel** -> **Hardware and Sound** -> **Printers**.
   - If you are using Windows XP, select the **start** menu -> **Control Panel** -> **Printers and Other Hardware** -> **Printers and Faxes**.

   The **Devices and Printers** window (Windows 8, Windows 7), **Printers** window (Windows Vista) or **Printers and Faxes** window (Windows XP) is displayed.
3. Click the icon for the model name of printer to be shared
   - If you are using Windows 8, press the Alt key, and from the displayed **File** menu, click **Printer properties** -> "Your model name" -> **Sharing** tab.
   - If you are using Windows 7, press the Alt key on your keyboard and then select **Printer properties** -> **Sharing** tab from the displayed **File** menu.
   - If you are using Windows Vista, press the Alt key on your keyboard and then select **Run as administrator** -> **Sharing...** from the displayed **File** menu.
   - If you are using Windows XP, select **Sharing...** from the **File** menu.

Important

- In Windows 8, Windows 7, or Windows Vista, 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. When you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

Note

- Windows XP may display a message recommending the user to use the Network Setup Wizard to set up sharing.
When this message appears, choose not to use the wizard and then set up sharing.

4. Set sharing

Select **Share this printer** on the **Sharing** tab to set a shared name if necessary, and click **OK**.

The setup on the print server system is complete. Next, set up the client systems.

Settings on Client PC

After setting up the print server system, set up the client system.

The procedure for setting up the client systems is as follows:

If you are using Windows 8, Windows 7, or Windows Vista

1. Install the MP Drivers on the client systems

   Note

   - You must manually select the connection destination on the client computer.
     During installation, click **Cancel** in the **Connect Cable** window. When the confirmation message appears, click **Yes**.
     In the **Installation Incomplete** window, select the **Select printer port** check box, click **Manual Selection**, and then select the appropriate port.

2. Start the wizard

   - If you are using Windows 8, from the Desktop charms, select **Settings** -> **Control Panel** -> **Hardware and Sound** -> **Devices and Printers** -> **Add a printer**.
   - If you are using Windows 7, select the **Start** menu -> **Devices and Printers** -> **Add a printer**.
   - If you are using Windows Vista, select the **Start** menu -> **Network** -> **Add Printer**.

   The **Add Printer** window appears.

3. Add a printer

   Select **Add a network, wireless or Bluetooth printer**, and click the icon for the printer that you have configured on the print server system to be shared, and then click **Next**.

   Note

   - If the icon for the printer is not displayed, check that the printer is actually connected to the print server.
   - It may take some time for the icon for the printer to appear.

4. Complete the setup

Take the appropriate action as described on the screen and then click **Finish**.

- If you are using Windows 8 or Windows 7, the icon for the shared printer will be created in the **Devices and Printers** window.
- If you are using Windows Vista, the icon for the shared printer will be created in the **Printers** window.

The setup on the client systems is complete. You can now share the printer in the network.

If you are using Windows XP

1. Install the printer driver on the client systems

For installation instructions, see "Installing the MP Drivers."

Note

- You must manually select the connection destination on the client computer.
  During installation, click **Cancel** in the **Connect Cable** window. When the confirmation message appears, click **Yes**.
  In the **Installation Incomplete** window, select the **Select printer port** check box, click **Manual Selection**, and then select the appropriate port.

2. Start the wizard

Select the **start** menu -> **Control Panel** -> **Printers and Other Hardware** -> **Printers and Faxes** -> **Add a printer**.

When **Welcome to the Add Printer Wizard** screen appears, click **Next**.

3. Add a printer

Select **A network printer, or a printer attached to another computer**, then click **Next**.

On the **Specify a Printer** window, click **Next** and then search for the print server system.

Click the icon for the printer that you have configured on the print server system to be shared, and then click **Next**.

Note

- If the icon for the printer is not displayed, check that the printer is actually connected to the print server.

4. Complete the setup

Take the appropriate action as described on the screen and then click **Finish**.
The icon for the shared printer will be created in the **Printers and Faxes** window.

The setup on the client systems is complete. You can now share the printer in the network.

Restrictions on Printer Sharing

If you are using the XPS printer driver, replace "Canon IJ Preview" with "Canon IJ XPS Preview" when reading this information.

These are restrictions that apply when you are using a printer in a network environment. Check the restrictions for the environment you are using.

When You Are Sharing a Printer in a Network

- A print completion message may be displayed. To disable the message from being displayed, follow the procedure below.
  - **If you are using Windows 8:**

    In the **Devices and Printers** window of the client, select the printer from **Printers**, and click **Print server properties** on the command bar.

    Uncheck **Show informational notifications for network printers** on the **Advanced** tab, and then restart the computer.
  - **If you are using Windows 7:**

    In the **Devices and Printers** window of the client, select the printer from **Printers and Faxes**, and click **Print server properties** on the command bar.

    Uncheck **Show informational notifications for network printers** on the **Advanced** tab, and then restart the computer.
  - **If you are using Windows Vista:**

    Press the Alt key from the **Printers** window on the client system. Open **Run as administrator** -> **Server Properties...** from the displayed **File** menu.

    Uncheck **Show informational notifications for network printers** on the **Advanced** tab, and then restart the computer.
  - **If you are using Windows XP:**

    Open **Server Properties** from the **File** menu of the **Printers and Faxes** window on the print server system.

    Uncheck **Notify when remote documents are printed** on the **Advanced** tab, and then restart the computer.
- The bi-directional communication function is disabled and the correct printer status may not be recognized.

If a client user opens the printer driver properties (to display the properties when using Windows 8 or Windows 7, press the Alt key, and select **Printer properties** from the displayed **File** menu) and then clicks **OK** with the **Enable bidirectional support** check box cleared on the **Ports** tab, the bidirectional communication function of the print server may also be disabled.
In this case, check **Enable bidirectional support** check box on both the print server system and the client system.

- When you print from a client system, you cannot use Canon IJ Preview.
- When the functions on the **Maintenance** tab cannot be set properly from a client system, they may be grayed out. In this case, change the settings from the print server.

  When you change the settings of the print server, you should delete the icon of the shared printer from the client system, and then specify the shared settings again in the client system.

When the Same Printer Driver is Installed in the Print Server System and the Client System as the Local Printer

- The net crawl function may automatically create a network printer icon on the client system.

Copying

- Making Copies Basic
- Switching the Page Size between A4 and Letter

Making Copies

Load the original on the platen glass to copy.

1. Make sure that the machine is turned on.
2. Load A4 or Letter-sized plain paper.
3. Load the original on the platen glass.

   Note

   - You can switch the size of paper loaded in the rear tray between A4 and Letter.

     ➡Switching the Page Size between A4 and Letter

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

   The machine starts copying.

   Remove the original on the platen glass after copying is complete.

   To make multiple copies

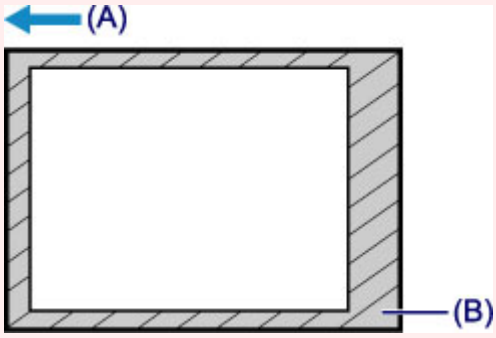
   Press the **Color** button or the **Black** button repeatedly according to the number of copies you want.

   Press the same button (**Color** button or **Black** button) as the one which you previously pressed.

Important

- Do not open the document cover or remove the original from the platen glass until scanning is completed.

  While the machine is scanning the original, the **ON** lamp keeps flashing.
- If the original covers the whole page, area (B) in the figure below cannot be printed.



(A) The direction in which the paper is ejected

(B) Unprintable area

For details on the printable area:

- For A4 sized paper:

  ➡Other Sizes than Letter, Legal, Envelopes
- For Letter-sized paper:

  ➡Letter, Legal

Note

- To cancel copying, press the **Stop** button.
- **To set the print quality to "Draft" (speed priority)**

  You can set the print quality to "Draft" (speed priority) following the procedure below.

  1. Press and hold down the **Color** or **Black** button for 2 or more seconds in step 4.

     The **ON** lamp flashes once.

  2. Release the button.

     The machine starts copying.

  When the print quality is set to "Draft", print speed is given priority over quality. To give priority to quality, press the **Color** or **Black** button for less than 2 seconds to copy in the print quality "Standard".

Switching the Page Size between A4 and Letter

You can switch the size of paper loaded on the rear tray between A4 and Letter.

This setting is useful if you usually load Letter-sized paper in the rear tray.

1. Make sure that the machine is turned on.
2. Press and hold the **Stop** button until the **Alarm** lamp flashes 10 times.
3. Release the **Stop** button.

   The **ON** lamp starts flashing instead of remaining lit.
4. Press the **Black** button to select A4, or the **Color** button to select Letter.

   The **ON** lamp stops flashing and remains lit, then the paper size is changed.

   Note

   - When you switch the page size to A4 or Letter, load paper of the selected size.

     When the page size is set to A4, load A4 plain paper.

     When the page size is set to Letter, load Letter-sized plain paper.
   - This setting is retained even if the machine is turned off.

Scanning

- Scanning from a Computer
  - Scanning with IJ Scan Utility
  - Scanning with Application Software that You are Using (ScanGear)
  - Useful Information on Scanning
  - Other Scanning Methods
  - Placing Items (When Scanning from a Computer)

Scanning from a Computer

- Scanning with IJ Scan Utility
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- Placing Items (When Scanning from a Computer)

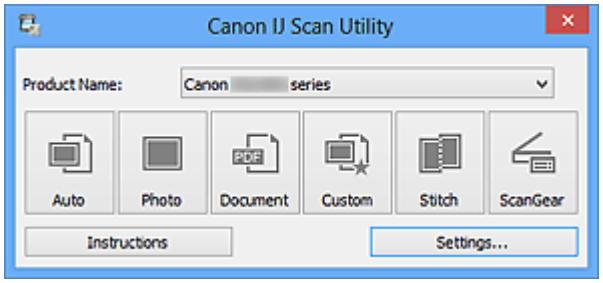
Scanning with IJ Scan Utility

- What Is IJ Scan Utility (Scanner Software)?
- Starting IJ Scan Utility
- Easy Scanning with Auto Scan Basic
- Scanning Photos
- Scanning Documents
- Scanning with Favorite Settings
- Scanning Items Larger than the Platen (Image Stitch)
- Scanning Multiple Items at One Time
- Saving after Checking Scan Results
- Sending Scanned Images via E-mail
- Extracting Text from Scanned Images (OCR)
- IJ Scan Utility Screens

What Is IJ Scan Utility (Scanner Software)?

IJ Scan Utility is an application that allows you to easily scan photos, documents, etc.

You can complete from scanning to saving at one time by simply clicking the corresponding icon in the IJ Scan Utility main screen.



What You Can Do with IJ Scan Utility

Scan Easily according to Purposes

You can scan by simply clicking an icon such as **Auto** to scan easily, **Photo** to scan with settings suitable for photos, or **Document** to sharpen text in a document or magazine for better readability, according to the item type or your purpose.

Note

- Refer to "IJ Scan Utility Main Screen" for details on the IJ Scan Utility main screen.

Save Scanned Images Automatically

Scanned images are automatically saved in a preset folder. You can change the folder as required.

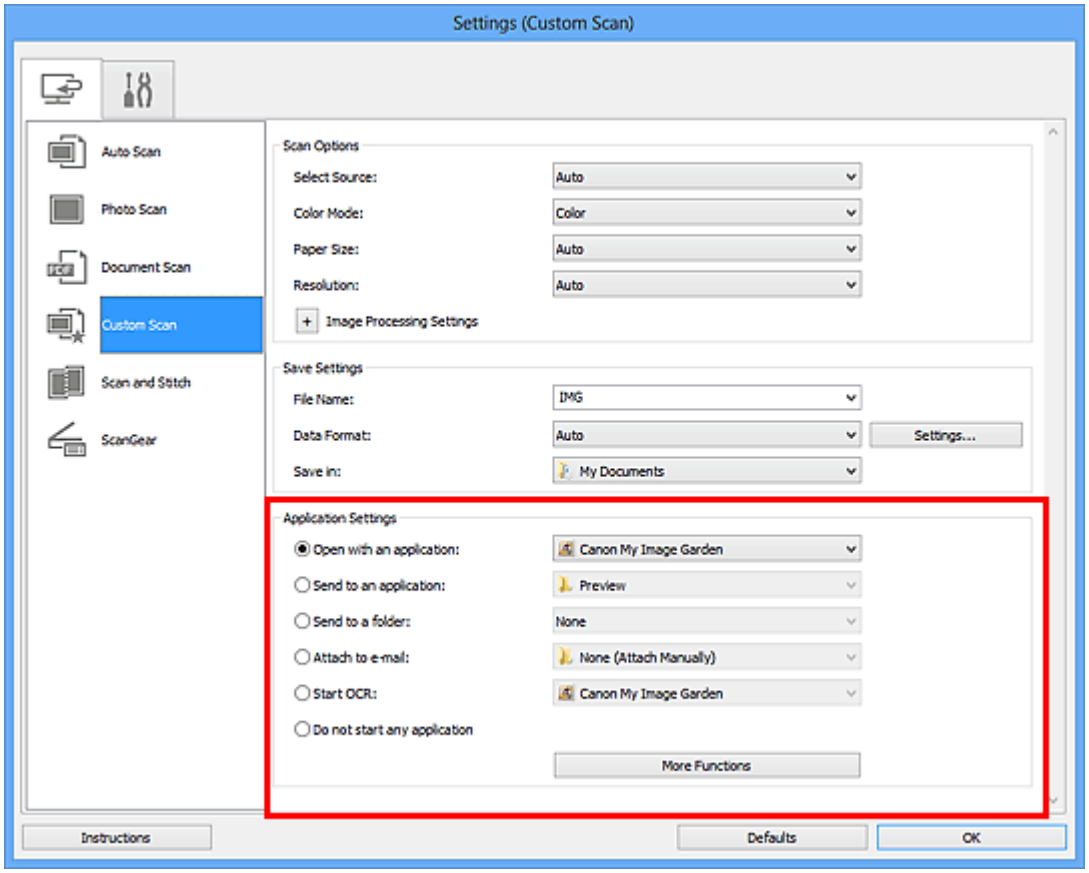
Note

- The default save folders are as follows.

  Windows 8: **My Documents** folder
  Windows 7: **My Documents** folder
  Windows Vista: **Documents** folder
  Windows XP: **My Documents** folder
- Refer to "Settings Dialog Box" for how to specify a folder.

Integrate with Applications

You can utilize scanned images through integration with other applications; display scanned images in your favorite application, attach them to e-mails, extract text from images, and more.



Important

- Some functions are available only when My Image Garden is installed.

Note

- Refer to "Settings Dialog Box" for how to set the applications to integrate with.

Starting IJ Scan Utility

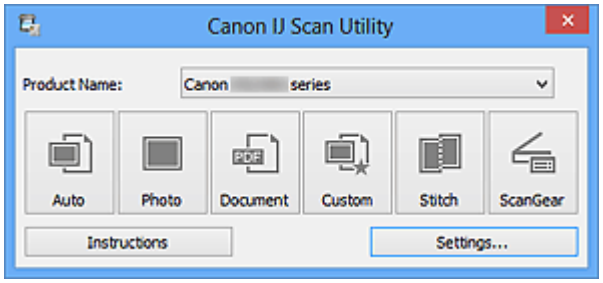
Follow the steps below to start IJ Scan Utility.

Windows 8:

Select **IJ Scan Utility** on the Start screen to start IJ Scan Utility.
If **IJ Scan Utility** is not displayed on the Start screen, select the **Search** charm, then search for "IJ Scan Utility".

Windows 7/Windows Vista/Windows XP:

From the **Start** menu, select **All Programs** > **Canon Utilities** > **IJ Scan Utility** > **IJ Scan Utility** to start IJ Scan Utility.



Easy Scanning with Auto Scan

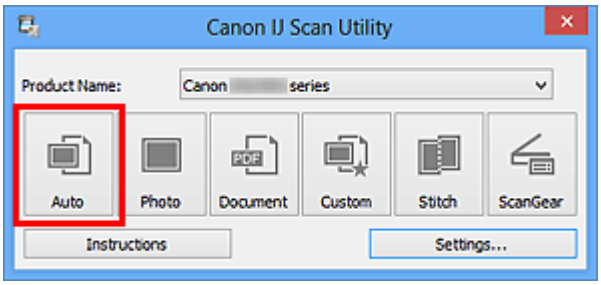
You can scan easily by automatically detecting the item type.

Important

- The following types of items may not be scanned correctly. In that case, adjust the cropping frames (scan areas) in whole image view of ScanGear (scanner driver) and scan again.
  - Photos that have a whitish background
  - Items printed on white paper, hand-written documents, business cards, etc.
  - Thin items
  - Thick items

1. Make sure that your scanner or printer is turned on.
2. Place items on the platen of your scanner or printer.

   ➡Placing Items (When Scanning from a Computer)
3. Start IJ Scan Utility.
4. Click **Auto**.



Scanning starts.

Note

- Click **Cancel** to cancel the scan.
- To apply suitable corrections based on the item type, click **Settings...**, then select the **Apply recommended image correction** checkbox in the **Settings (Auto Scan)** dialog box.
- Scanned images are saved in the folder set for **Save in** in the **Settings (Auto Scan)** dialog box displayed by clicking **Settings...**. In the **Settings (Auto Scan)** dialog box, you can also make advanced scan settings.
- Refer to the following pages to scan by specifying the item type.

➡Scanning Photos

➡Scanning Documents

➡Scanning with Favorite Settings

Scanning Photos

You can scan photos placed on the platen with settings suitable for photos.

1. Place the photo on the platen.

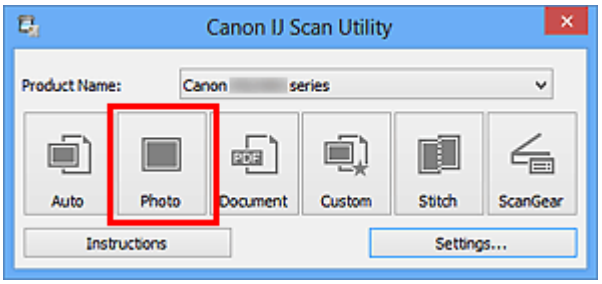
   ➡Placing Items (When Scanning from a Computer)

2. Start IJ Scan Utility.

3. Click **Settings...**, select the **Settings (Photo Scan)** dialog box, then set the paper size, resolution, etc. as required.

   When setting is completed, click **OK**.

4. Click **Photo**.



   Scanning starts.

Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for **Save in** in the **Settings (Photo Scan)** dialog box displayed by clicking **Settings...**. In the **Settings (Photo Scan)** dialog box, you can also make advanced scan settings.

Scanning Documents

You can scan items placed on the platen with settings suitable for documents.

1. Place the item on the platen.

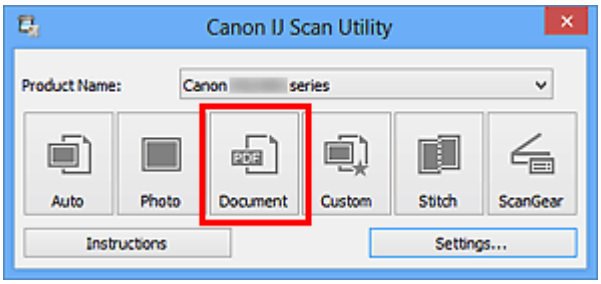
   ➡Placing Items (When Scanning from a Computer)

2. Start IJ Scan Utility.

3. Click **Settings...**, select the **Settings (Document Scan)** dialog box, then set the paper size, resolution, etc. as required.

   When setting is completed, click **OK**.

4. Click **Document**.



   Scanning starts.

Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for **Save in** in the **Settings (Document Scan)** dialog box displayed by clicking **Settings...**. In the **Settings (Document Scan)** dialog box, you can also make advanced scan settings.

Scanning with Favorite Settings

You can scan items placed on the platen with your favorite settings saved beforehand.

This is convenient for saving frequently used settings or when specifying scan settings in detail.

1. Start IJ Scan Utility.

2. Click **Settings...**, select the **Settings (Custom Scan)** dialog box, then set the select source, resolution, etc.

   When setting is completed, click **OK**.

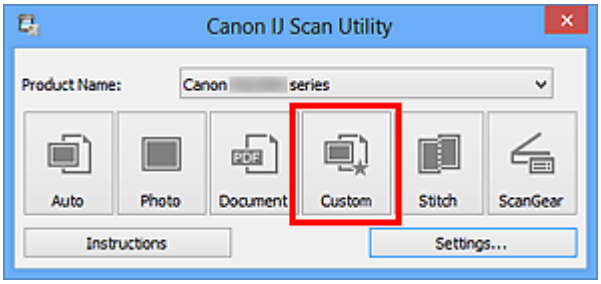
   Note

   - Once the settings are made, you can scan with the same settings from the next time.

3. Place the item on the platen.

   ➡Placing Items (When Scanning from a Computer)

4. Click **Custom**.



   Scanning starts.

Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for **Save in** in the **Settings (Custom Scan)** dialog box displayed by clicking **Settings...**. In the **Settings (Custom Scan)** dialog box, you can also make advanced scan settings.

Scanning Items Larger than the Platen (Image Stitch)

You can scan the left and right halves of an item larger than the platen and combine them back into one image. Items up to approximately twice as large as the platen are supported.

Note

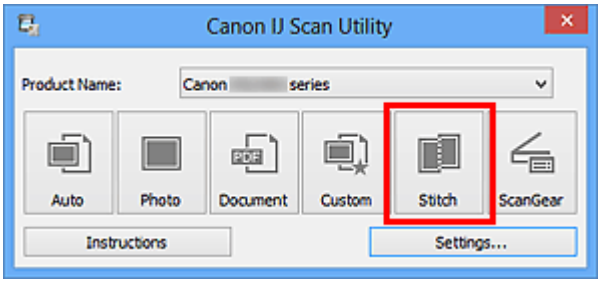
- The following explains how to scan from the item to be placed on the left side.

1. Start IJ Scan Utility.

2. Click **Settings...**, select the **Settings (Scan and Stitch)** dialog box, then set the item type, resolution, etc. as required.

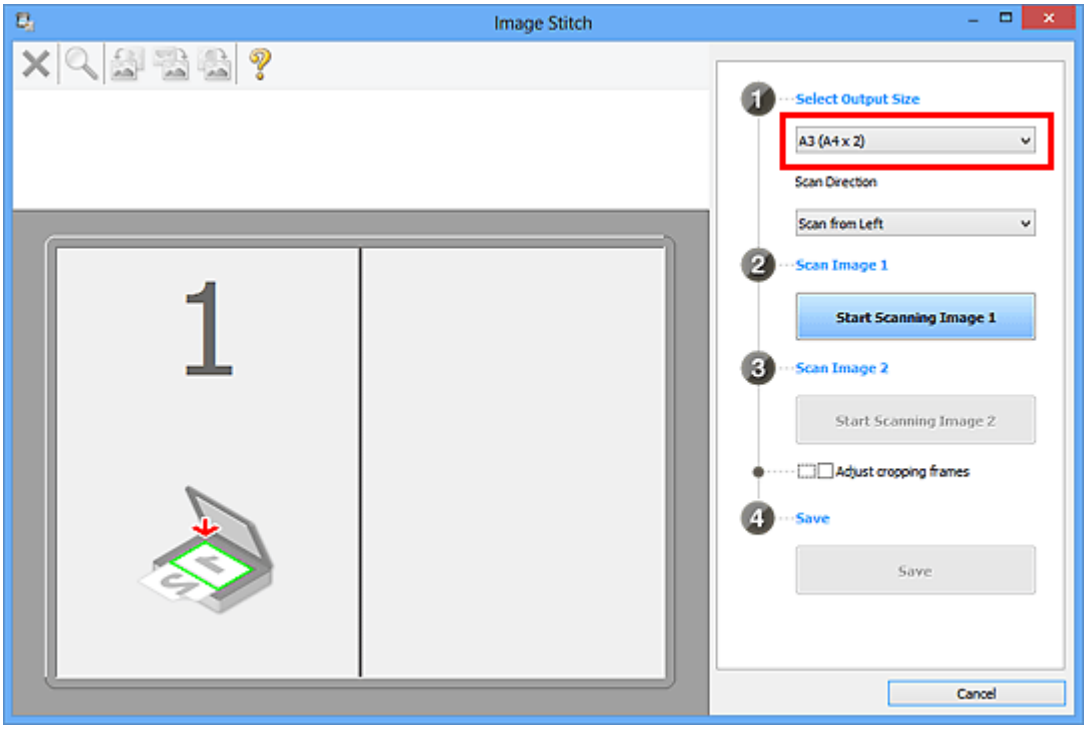
   When setting is completed, click **OK**.

3. Click **Stitch**.

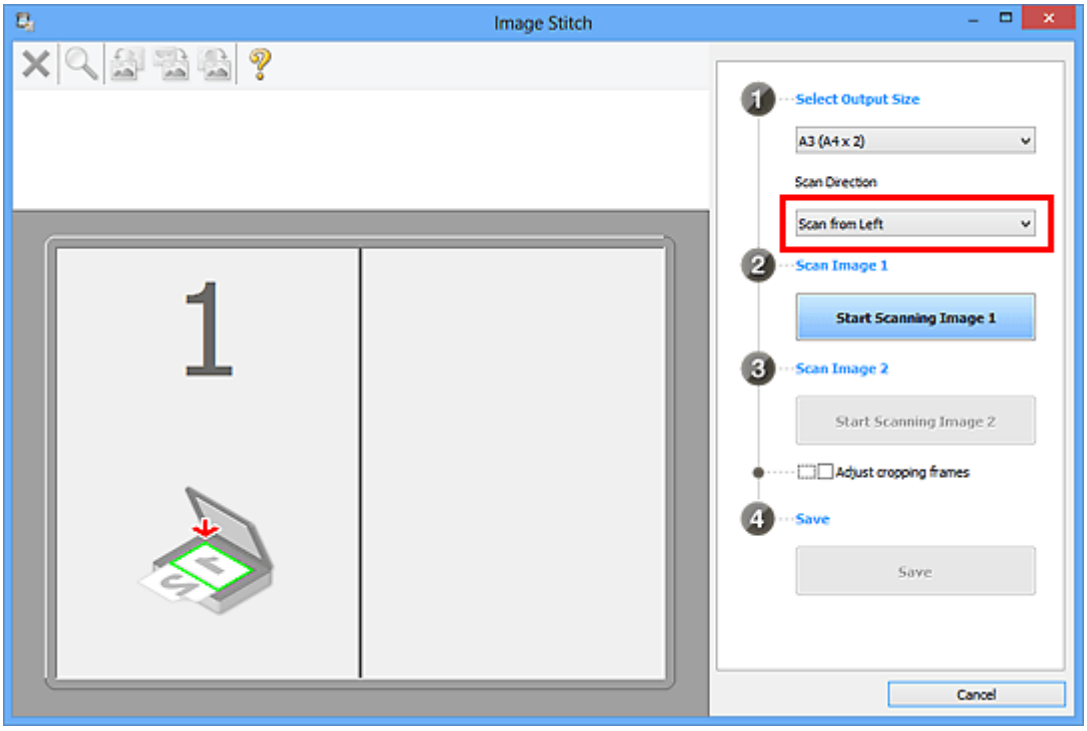


   The **Image Stitch** window appears.

4. In **Select Output Size**, select an output size according to the paper size.

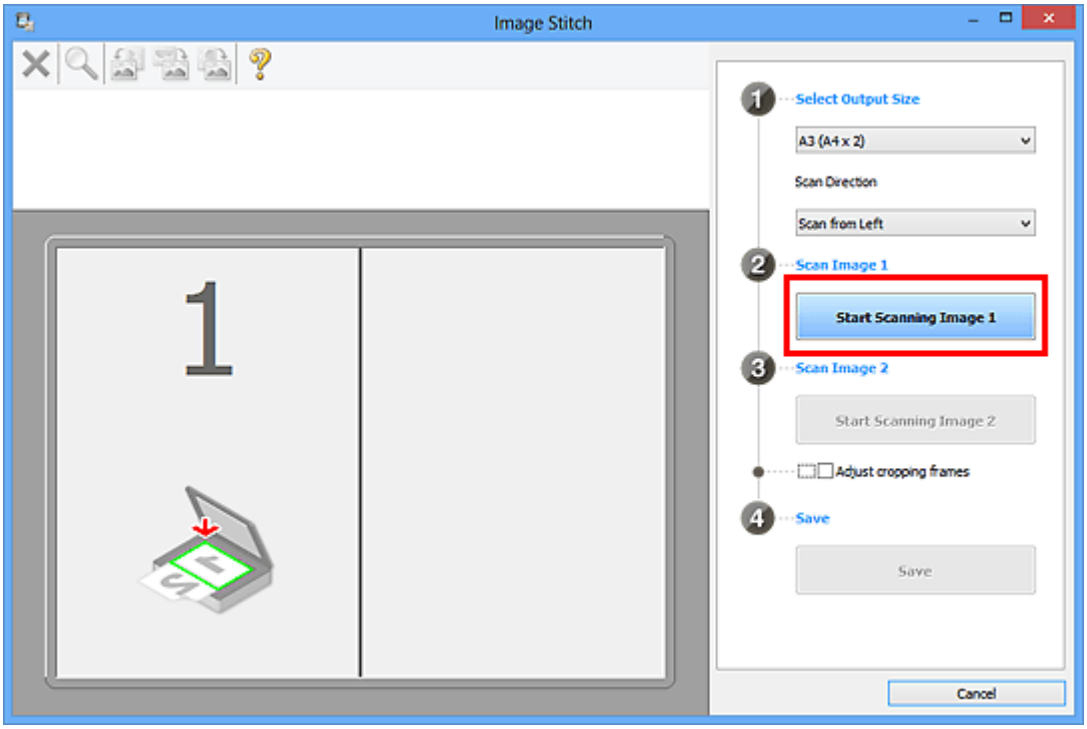


5. Make sure that **Scan from Left** is selected in **Scan Direction**.



6. Place the item that is to be displayed on the left side of the screen face-down on the platen.

7. Click **Start Scanning Image 1**.



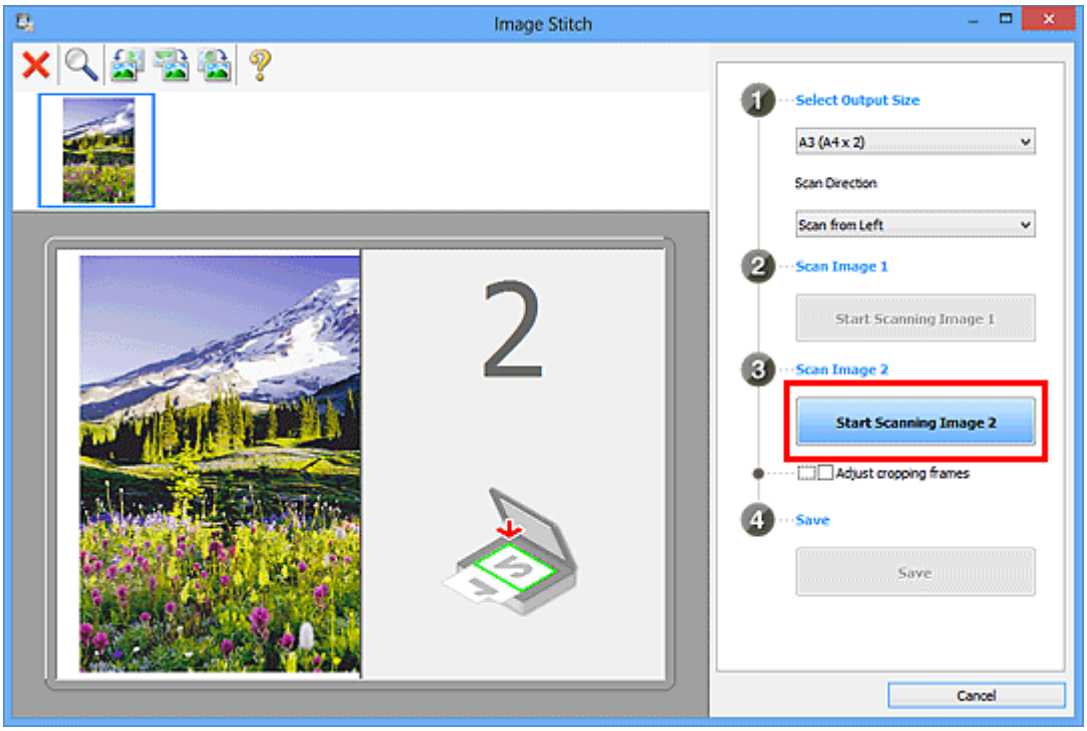
The first item is scanned and appears in **1**.

Note

- Click **Cancel** to cancel the scan.

8. Place the item that is to be displayed on the right side of the screen face-down on the platen.

9. Click **Start Scanning Image 2**.



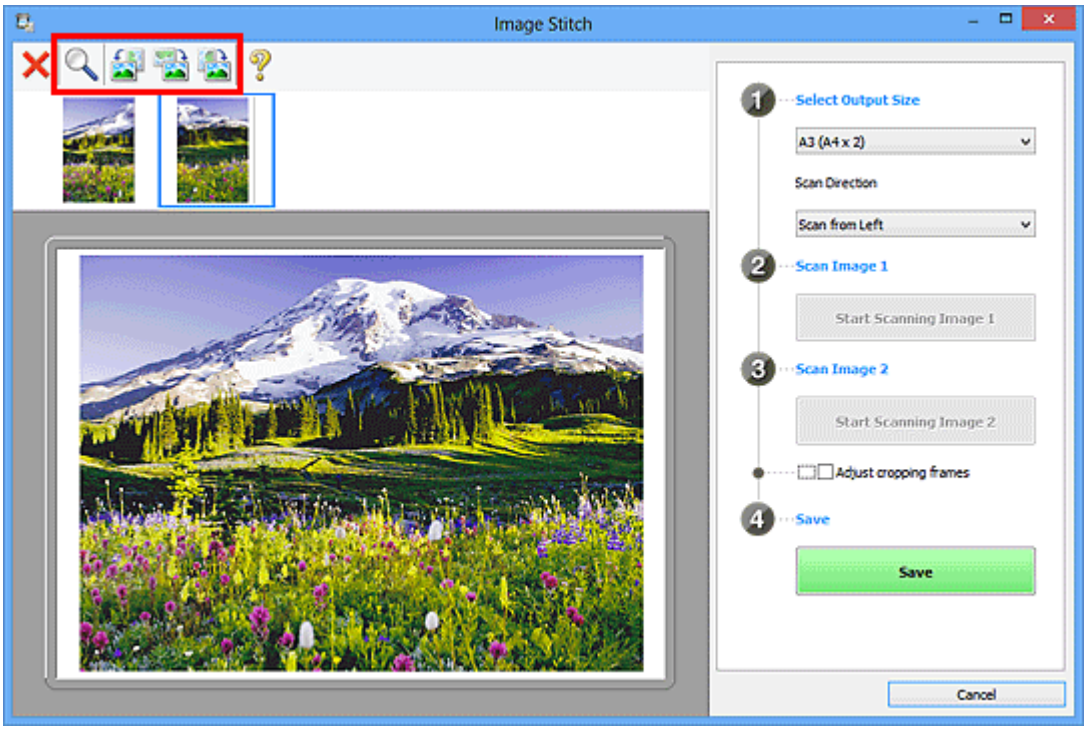
The second item is scanned and appears in **2**.

Note

- Click **Cancel** to cancel the scan.

10. Adjust the scanned images as required.

Use the Toolbar to rotate or zoom in/out, or drag the images to adjust their positions.



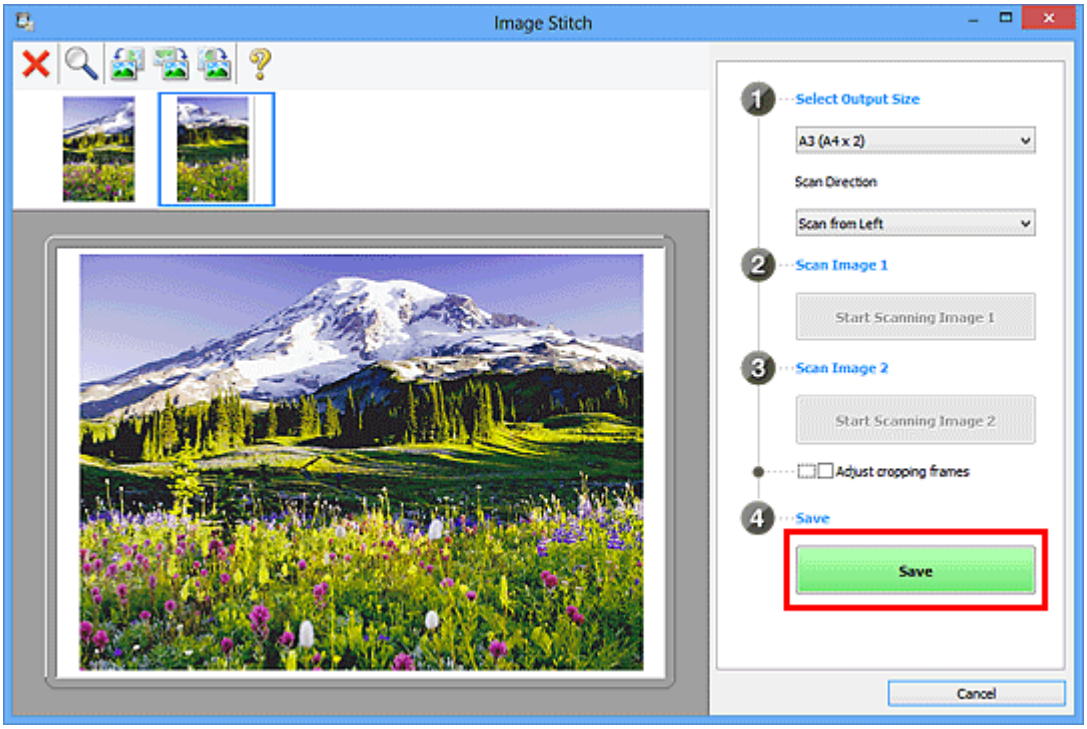
Note

- Select the **Adjust cropping frames** checkbox to specify the area to be saved.

  ➡Adjusting Cropping Frames in the Image Stitch Window

- To scan an item again, select the image in the Preview area or the thumbnail at the top of the screen, then click (Delete). The selected image is deleted, allowing you to scan the item again.

11. Click **Save**.



The combined image is saved.

Note

- Refer to "Image Stitch Window" for details on the **Image Stitch** window.
- You can make advanced scan settings in the **Settings (Scan and Stitch)** dialog box displayed by clicking **Settings...**.

Scanning Multiple Items at One Time

You can scan two or more photos (small items) placed on the platen at one time and save each image individually.

Important

- The following types of items may not be scanned correctly. In that case, adjust the cropping frames (scan areas) in whole image view of ScanGear (scanner driver) and scan again.
  - Photos that have a whitish background
  - Items printed on white paper, hand-written documents, business cards, etc.
  - Thin items
  - Thick items

  Refer to "Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)" for your model from Home of the *Online Manual* for details.

Using Auto Scan

Whether there are multiple items or not is detected automatically. Click **Auto** and scan.

➡Easy Scanning with Auto Scan

Not Using Auto Scan

In the Settings dialog box, set **Paper Size** to **Auto scan** and scan.

Note

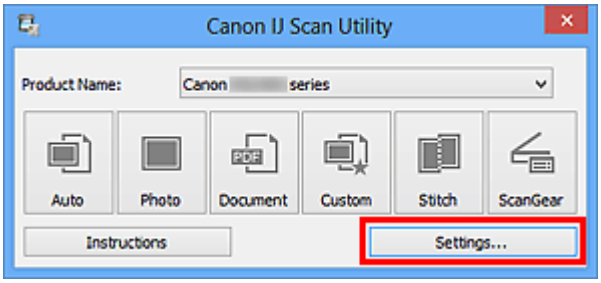
- The screens for scanning with favorite settings are used as examples in the following descriptions.

1. Place the items on the platen.

   ➡Placing Items (When Scanning from a Computer)

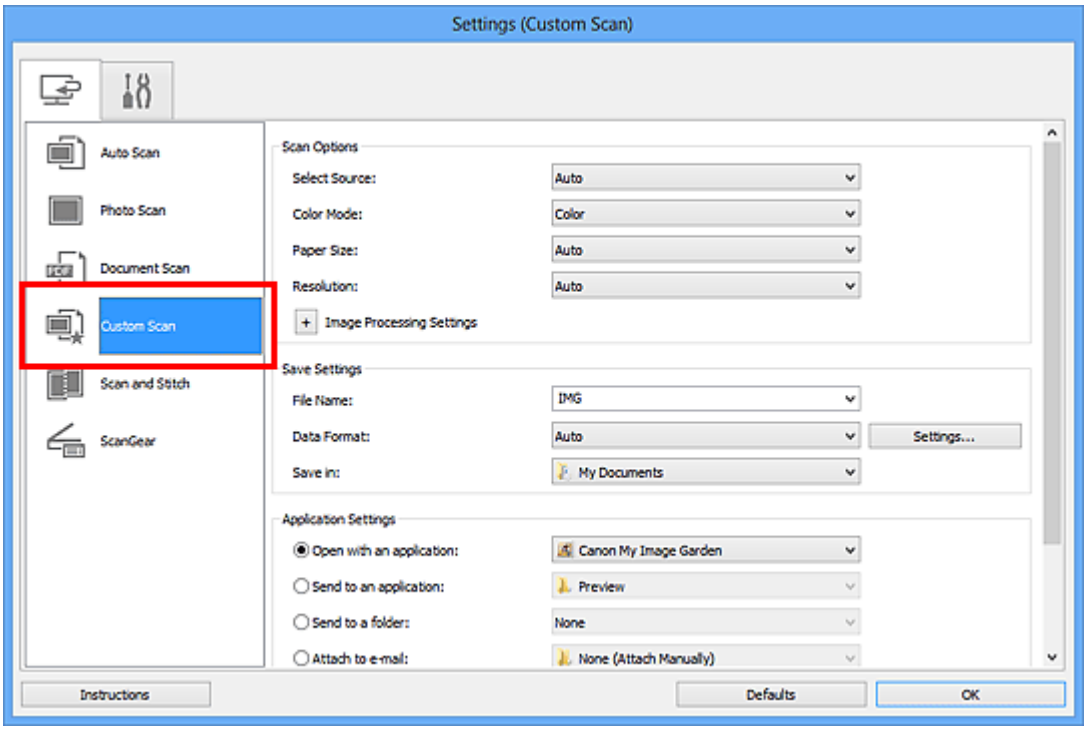
2. Start IJ Scan Utility.

3. Click **Settings...**.

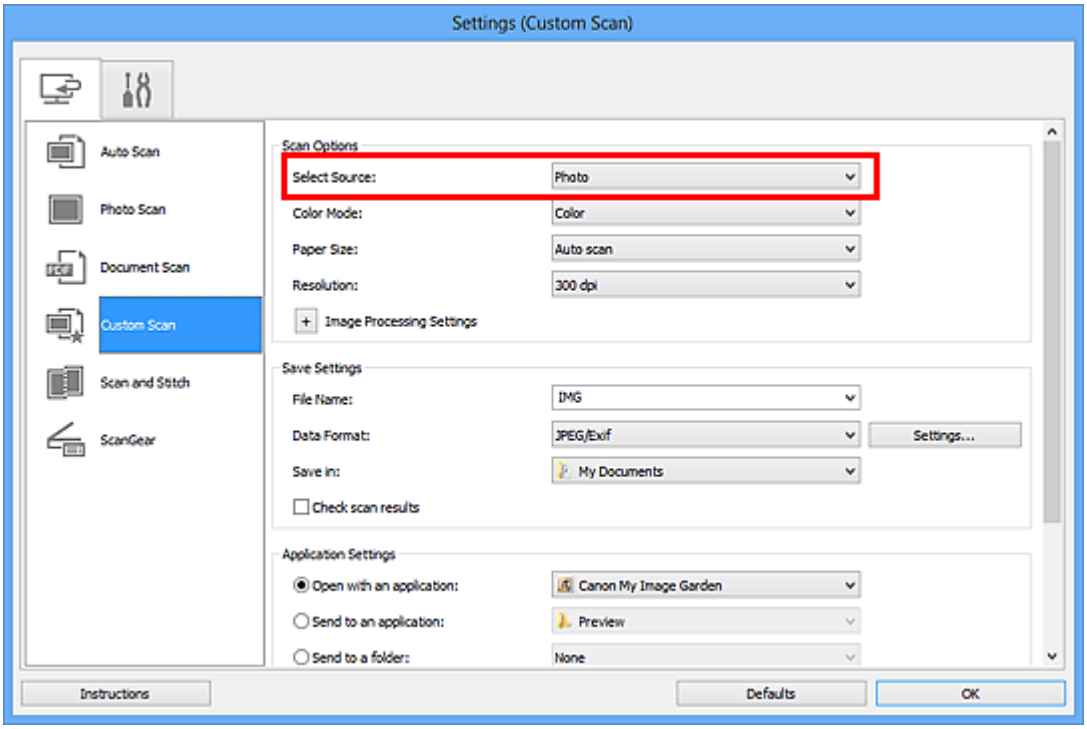


The Settings dialog box appears.

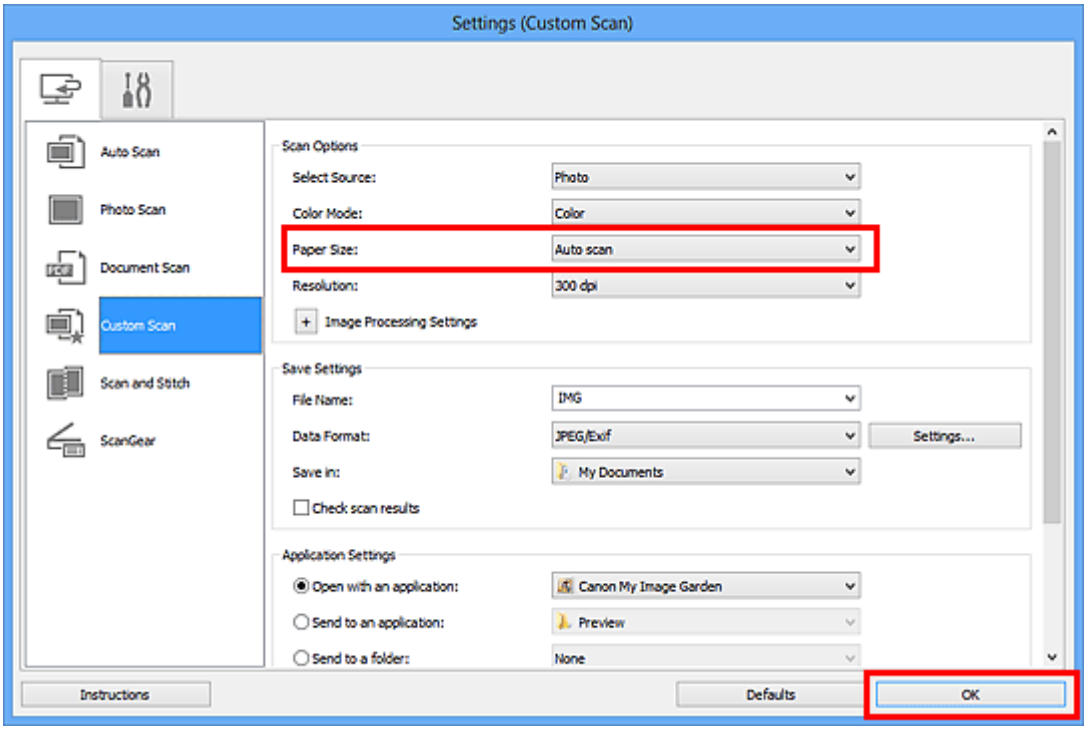
4. Click **Custom Scan**.



5. Select **Select Source** according to the items to be scanned.



6. Select **Auto scan** for **Paper Size**, then click **OK**.



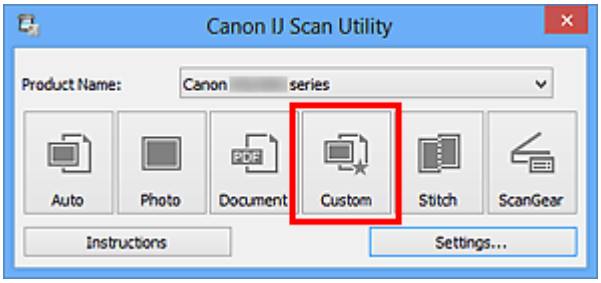
The IJ Scan Utility main screen appears.

Note

- Refer to the following pages for details on the setting items in the Settings dialog box.

➡Settings (Photo Scan) Dialog Box
➡Settings (Document Scan) Dialog Box
➡Settings (Custom Scan) Dialog Box

7. Click **Custom**.



Multiple items are scanned at one time.

Note

- Click **Cancel** to cancel the scan.
- Scanned images are saved in the folder set for **Save in** in the corresponding Settings dialog box displayed by clicking **Settings...**. In each Settings dialog box, you can also make advanced scan settings.

Saving after Checking Scan Results

You can check the scan results, then save the images to a computer.

Important

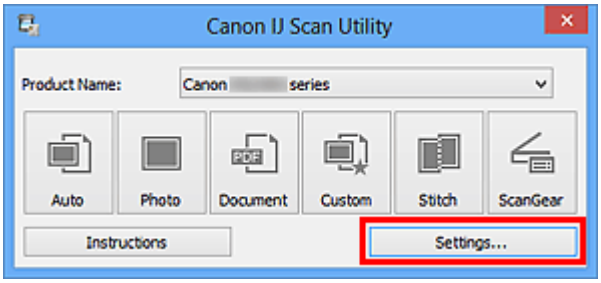
- You cannot check the scan results before saving when scanned using **Auto** scan.

Note

- The screens for scanning photos are used as examples in the following descriptions.

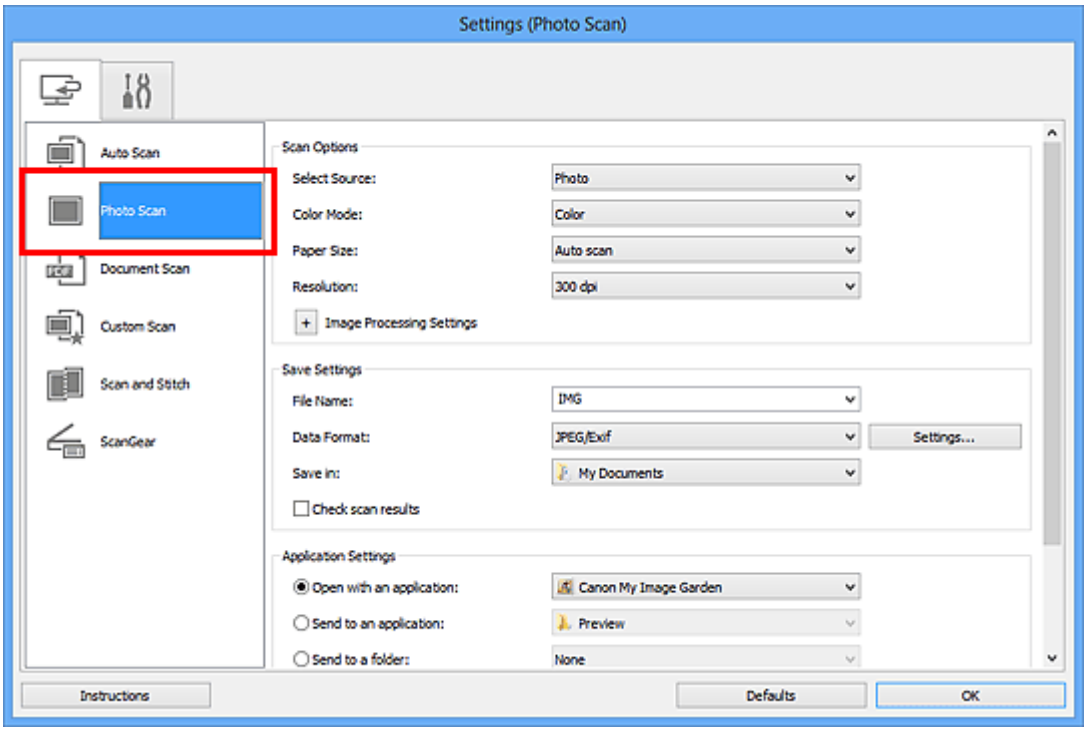
1. Start IJ Scan Utility.

2. Click **Settings...**.

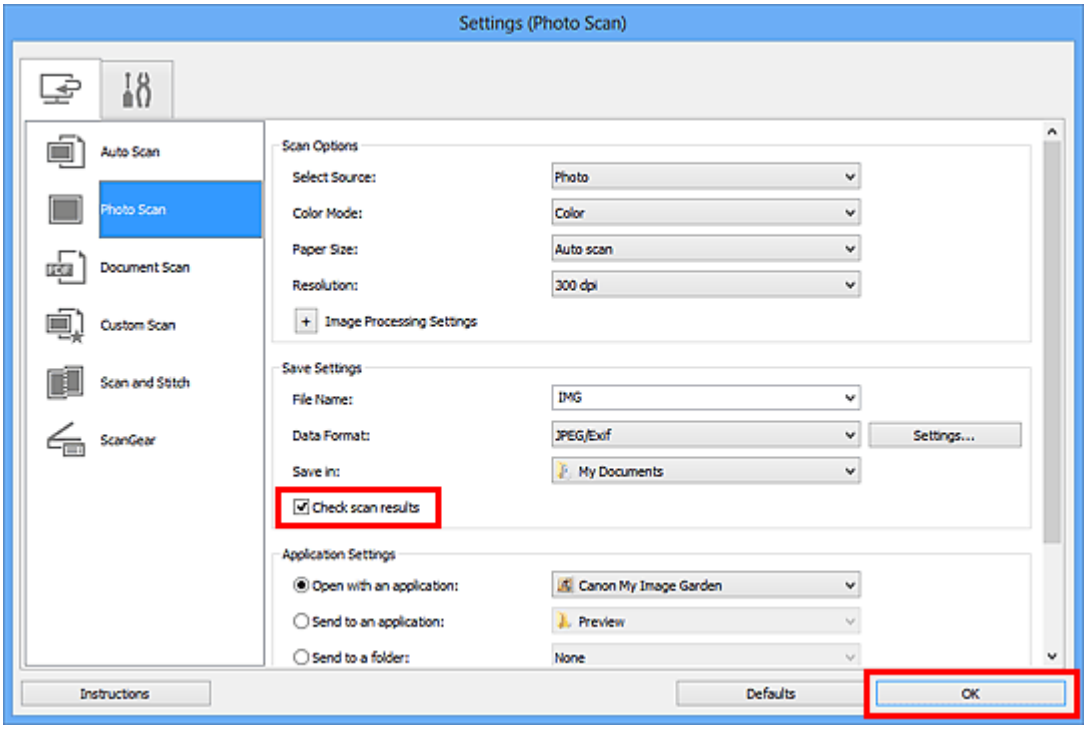


The Settings dialog box appears.

3. Click **Photo Scan**.



4. Select the **Check scan results** checkbox, then click **OK**.

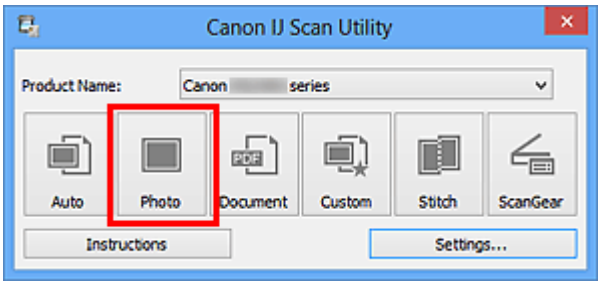


The IJ Scan Utility main screen appears.

Note

- Refer to the following pages for details on the setting items in the Settings dialog box.
  - ➡Settings (Photo Scan) Dialog Box
  - ➡Settings (Document Scan) Dialog Box
  - ➡Settings (Custom Scan) Dialog Box
  - ➡Settings (Scan and Stitch) Dialog Box
  - ➡Settings (ScanGear) Dialog Box

5. Click **Photo**.



Scanning starts.

When scanning is completed, the **Save Settings** dialog box appears.

Note

- Click **Cancel** to cancel the scan.

6. Change the image order or file save options as required.

   You can change the image order or file save options in the **Save Settings** dialog box.

   Note

   - The default save folders are as follows.

     Windows 8: **My Documents** folder

     Windows 7: **My Documents** folder

     Windows Vista: **Documents** folder

     Windows XP: **My Documents** folder

7. Click **OK**.

   Scanned images are saved according to the settings.

Sending Scanned Images via E-mail

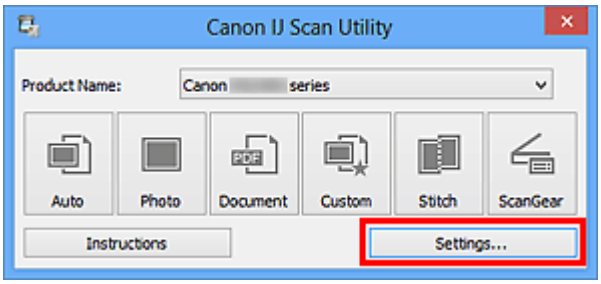
You can send scanned images via e-mail.

Note

- The screens for scanning photos are used as examples in the following descriptions.

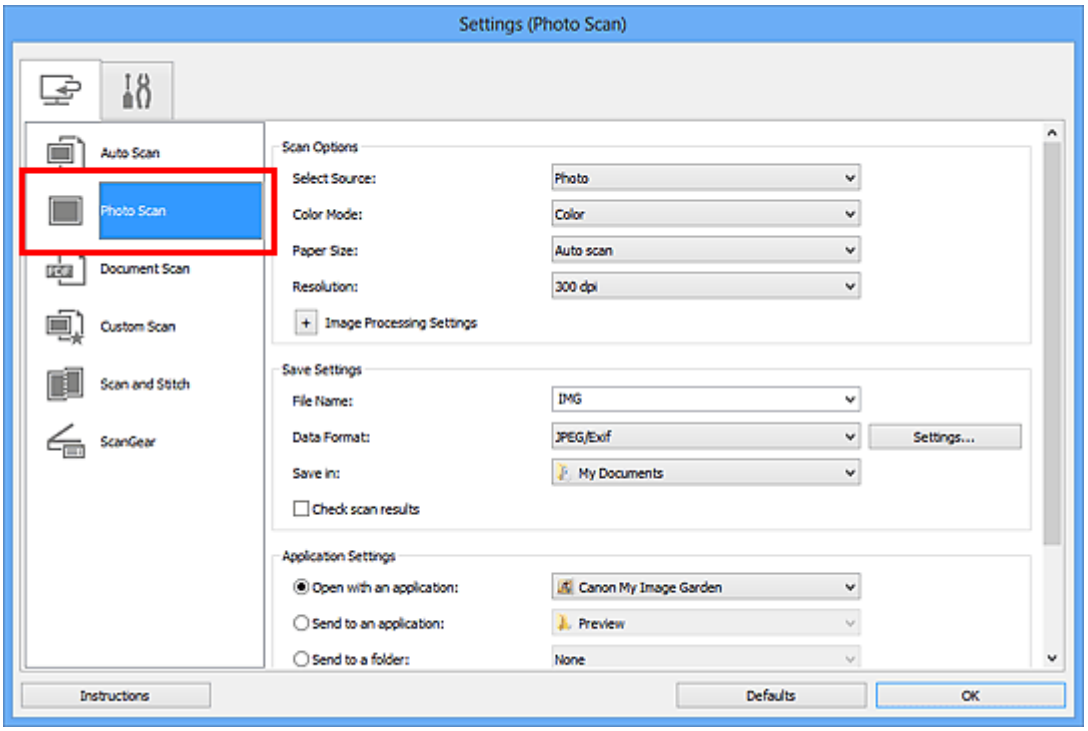
1. Start IJ Scan Utility.

2. Click **Settings...**.

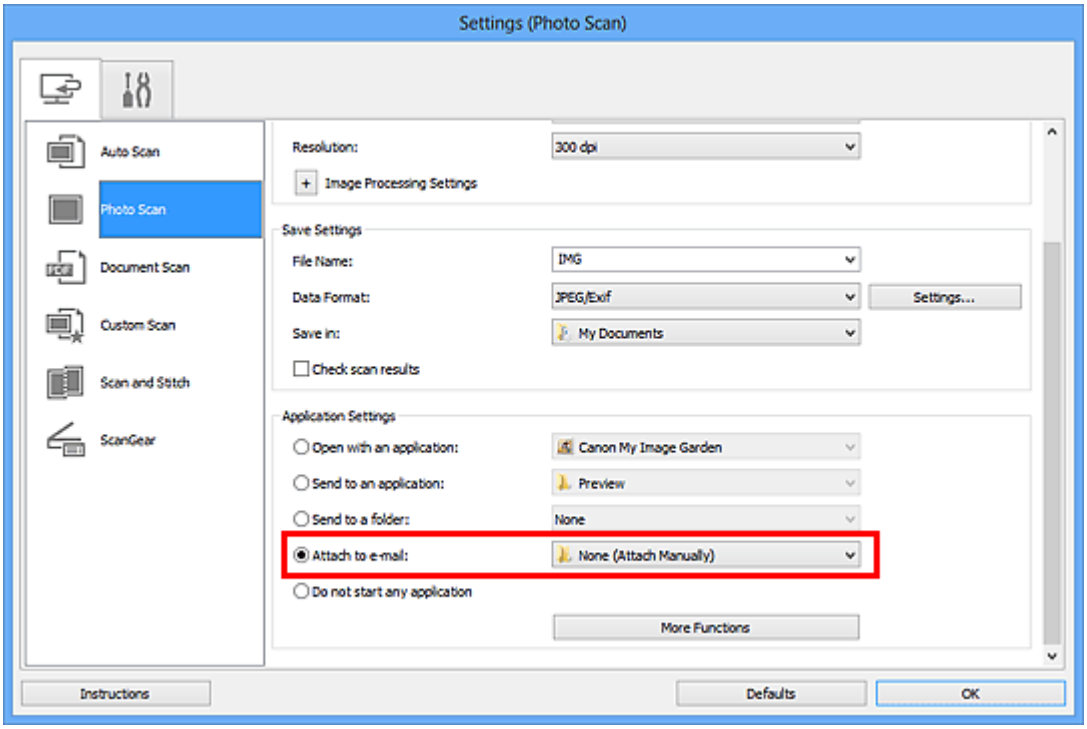


The Settings dialog box appears.

3. Click **Photo Scan**.



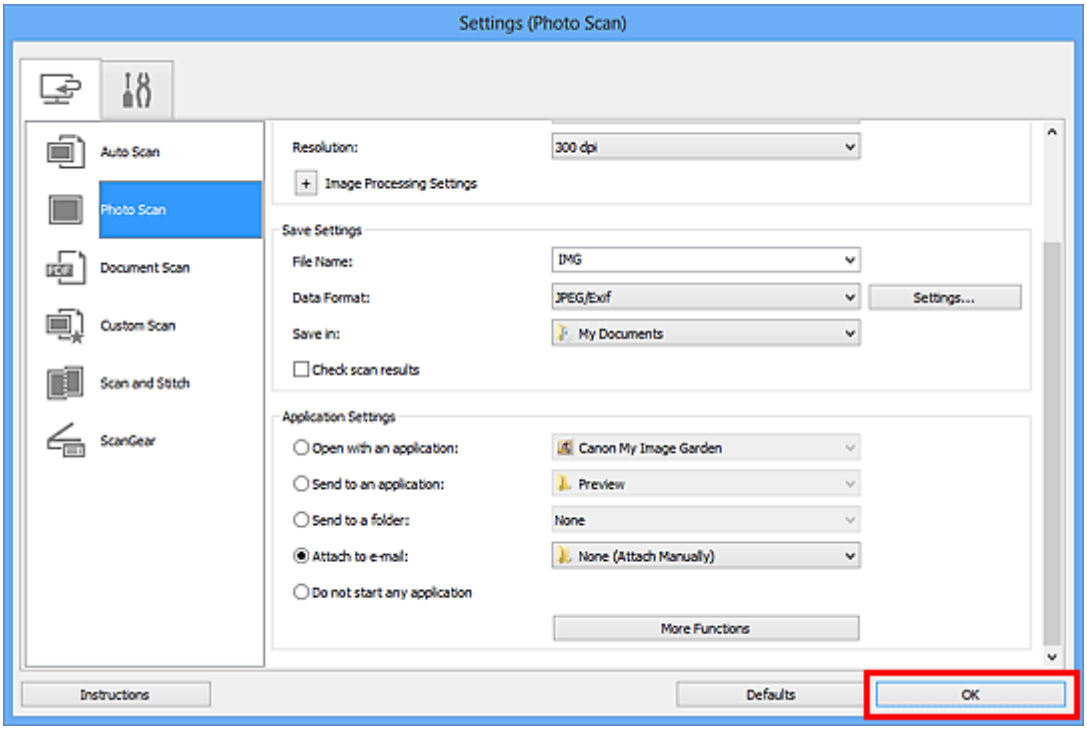
4. Select **Attach to e-mail** in **Application Settings**, then select an e-mail client.



Note

- You can add e-mail clients to use for attachments from the pull-down menu.
- If **None (Attach Manually)** is selected, manually attach scanned and saved images to e-mail.

5. Click **OK**.



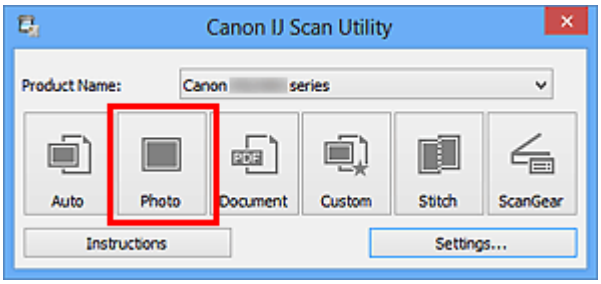
The IJ Scan Utility main screen appears.

Note

- Refer to the following pages for details on the setting items in the Settings dialog box.

➡Settings (Auto Scan) Dialog Box
➡Settings (Photo Scan) Dialog Box
➡Settings (Document Scan) Dialog Box
➡Settings (Custom Scan) Dialog Box
➡Settings (ScanGear) Dialog Box

6. Click **Photo**.



Scanning starts.

When scanning is completed, the specified e-mail client starts and the images will be attached to a new message.

Note

- Click **Cancel** to cancel the scan.
- The scanned images are saved according to the settings made in the Settings dialog box.
- When the **Check scan results** checkbox is selected in the Settings dialog box, the **Save Settings** dialog box appears. After you set the save options and click **OK**, the scanned images are saved and automatically attached to a new message of the specified e-mail client.

7. Specify the recipient, enter the subject and message, then send e-mail.

Refer to the manual of your e-mail client for e-mail settings.

Extracting Text from Scanned Images (OCR)

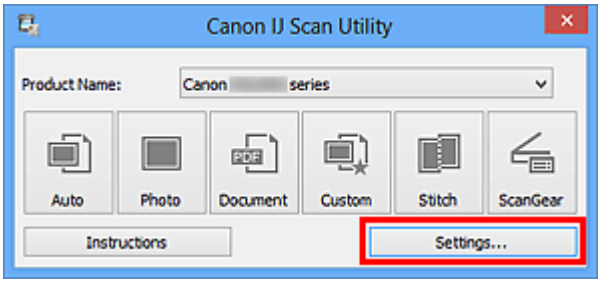
Scan text in scanned magazines and newspapers and display it in Notepad (included with Windows).

Note

- You can extract text when scanning via **Document**, **Custom**, or **ScanGear**.
- The screens for scanning documents are used as examples in the following descriptions.

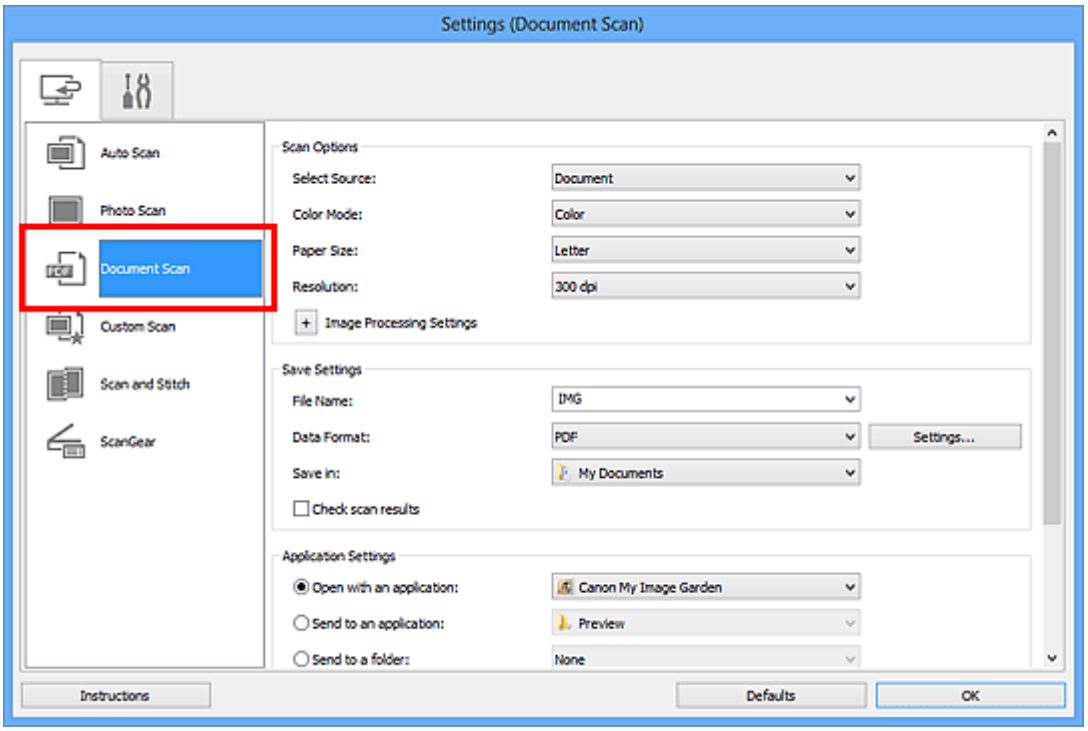
1. Start IJ Scan Utility.

2. Click **Settings...**.



The Settings dialog box appears.

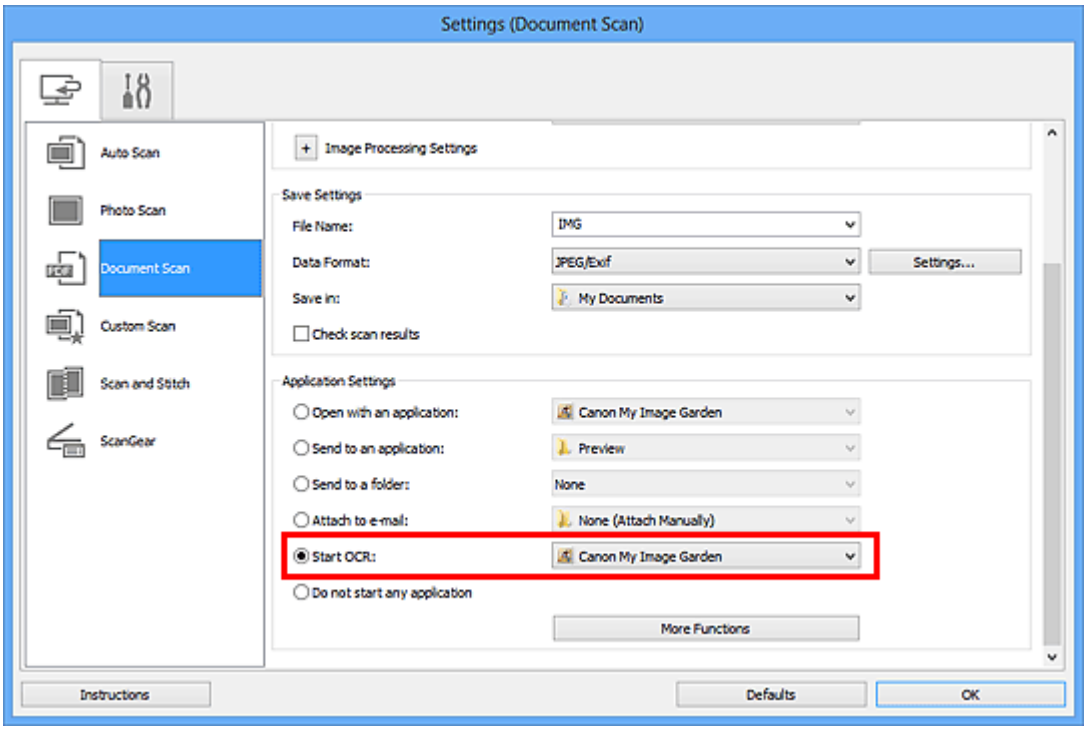
3. Click **Document Scan**.



Note

- For **Resolution**, only **300 dpi** or **400 dpi** can be set when **Start OCR** is selected in **Application Settings**.

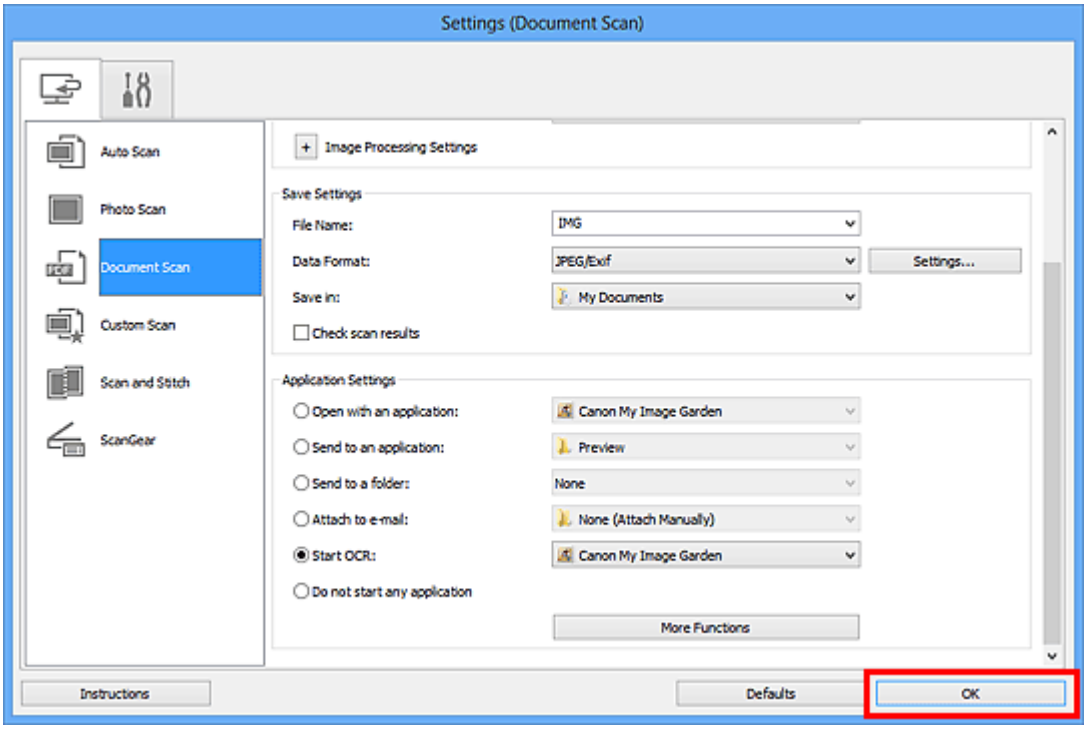
4. Select **Start OCR** for **Application Settings**, then select the application in which you want to display the result.



Note

- When My Image Garden is specified, after the image is scanned, the text in the image is extracted and appears in Notepad (included with Windows).

5. Click **OK**.

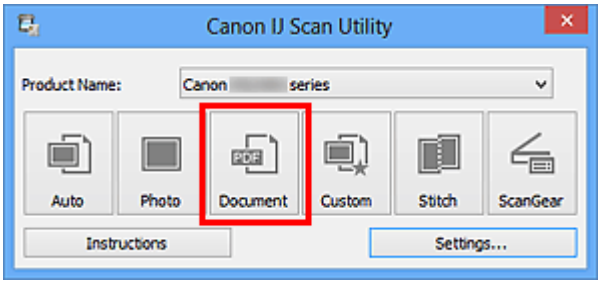


The IJ Scan Utility main screen appears.

Note

- Refer to the following pages for details on the setting items in the Settings dialog box.
  - ➡Settings (Document Scan) Dialog Box
  - ➡Settings (Custom Scan) Dialog Box
  - ➡Settings (ScanGear) Dialog Box

6. Click **Document**.



Scanning starts.

When scanning is completed, the scanned images are saved according to the settings, and the extracted text appears in the specified application.

Note

- Click **Cancel** to cancel the scan.
- Text displayed in Notepad (included with Windows) is for guidance only. Text in the image of the following types of documents may not be detected correctly.

- Documents containing text with font size outside the range of 8 points to 40 points (at 300 dpi)
- Slanted documents
- Documents placed upside down or documents with text in the wrong orientation (rotated characters)
- Documents containing special fonts, effects, italics, or hand-written text
- Documents with narrow line spacing
- Documents with colors in the background of text
- Documents containing multiple languages

IJ Scan Utility Screens

- IJ Scan Utility Main Screen
- Settings Dialog Box
  - Settings (Auto Scan) Dialog Box
  - Settings (Photo Scan) Dialog Box
  - Settings (Document Scan) Dialog Box
  - Settings (Custom Scan) Dialog Box
  - Settings (Scan and Stitch) Dialog Box
  - Settings (ScanGear) Dialog Box
  - Settings (General Settings) Dialog Box
- Data Format Settings Dialog Box
- Save Settings Dialog Box
- Image Stitch Window

IJ Scan Utility Main Screen

Follow the steps below to start IJ Scan Utility.

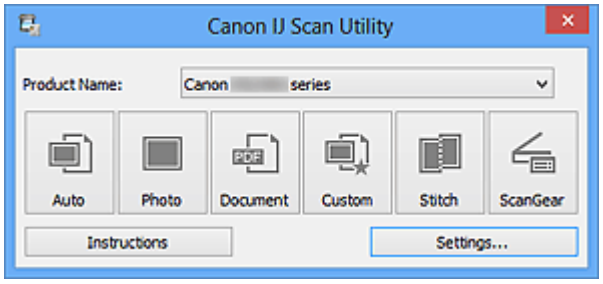
Windows 8:

Select **IJ Scan Utility** on the Start screen to start IJ Scan Utility.
If **IJ Scan Utility** is not displayed on the Start screen, select the **Search** charm, then search for "IJ Scan Utility".

Windows 7/Windows Vista/Windows XP:

From the **Start** menu, select **All Programs** > **Canon Utilities** > **IJ Scan Utility** > **IJ Scan Utility** to start IJ Scan Utility.

You can complete from scanning to saving at one time by simply clicking the corresponding icon.



- **Product Name**

  Displays the name of the product that IJ Scan Utility is currently set to use.
  If the displayed product is not the one you want to use, select the desired product from the list.

- **Auto**

  Detects the type of items automatically and saves them to a computer. The data format for saving will also be set automatically.
  Save settings and the response after scanning can be specified in the **Settings (Auto Scan)** dialog box.

- **Photo**

  Scans items as photos and saves them to a computer.
  Scan/save settings and the response after scanning can be specified in the **Settings (Photo Scan)** dialog box.

- **Document**

  Scans items as documents and saves them to a computer.
  Scan/save settings and the response after scanning can be specified in the **Settings (Document Scan)** dialog box.

- **Custom**

Scans items with your favorite settings and saves the images to a computer. The item type can be automatically detected.
Scan/save settings and the response after scanning can be specified in the **Settings (Custom Scan)** dialog box.

- **Stitch**

  Displays the **Image Stitch** window in which you can scan the left and right halves of an item larger than the platen and combine the scanned images back into one image.
  Scan/save settings and the response after scanning can be specified in the **Settings (Scan and Stitch)** dialog box.

- **ScanGear**

  Starts ScanGear (scanner driver) in which you can make image corrections and color adjustments when scanning.
  Scan/save settings and applications can be specified in the **Settings (ScanGear)** dialog box.

- **Instructions**

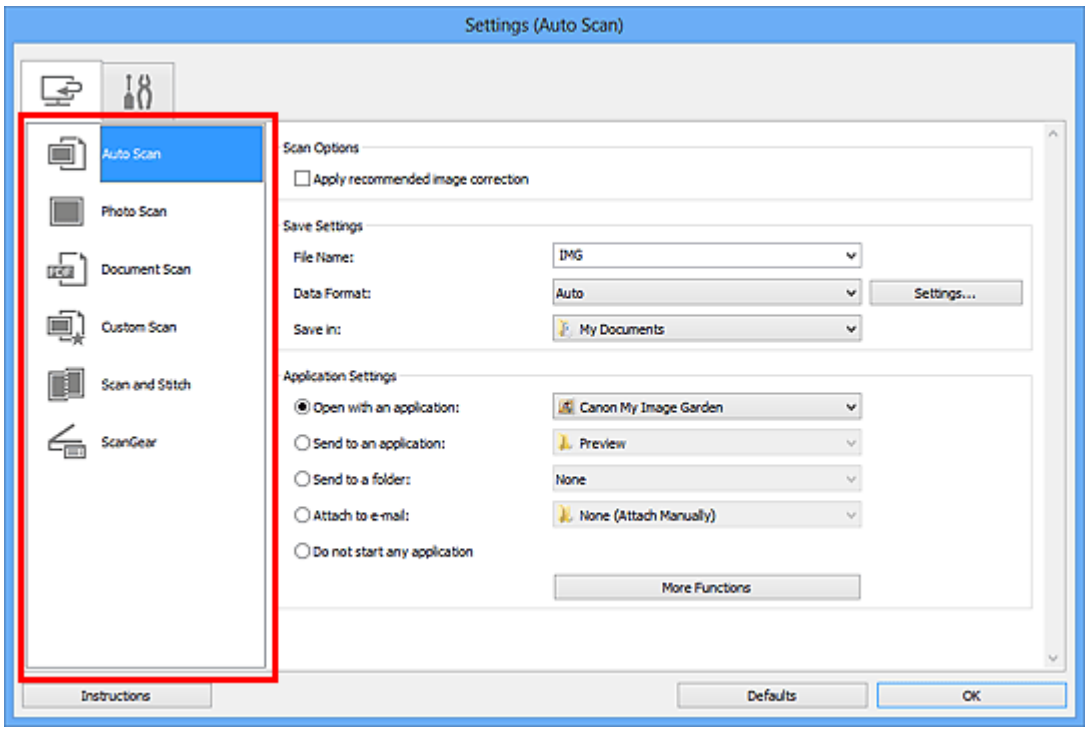
  Opens this guide.

- **Settings...**

  Displays the Settings dialog box in which you can specify the scan/save settings and the response after scanning.

Settings Dialog Box

There are two tabs in the Settings dialog box: (Scanning from a Computer) and (General Settings). When you click a tab, the view in the red frame switches and you can make advanced settings to functions on each tab.



(Scanning from a Computer) Tab

You can specify how to respond when scanning from IJ Scan Utility or My Image Garden.

- Settings (Auto Scan) Dialog Box
- Settings (Photo Scan) Dialog Box
- Settings (Document Scan) Dialog Box
- Settings (Custom Scan) Dialog Box
- Settings (Scan and Stitch) Dialog Box
- Settings (ScanGear) Dialog Box

(General Settings) Tab

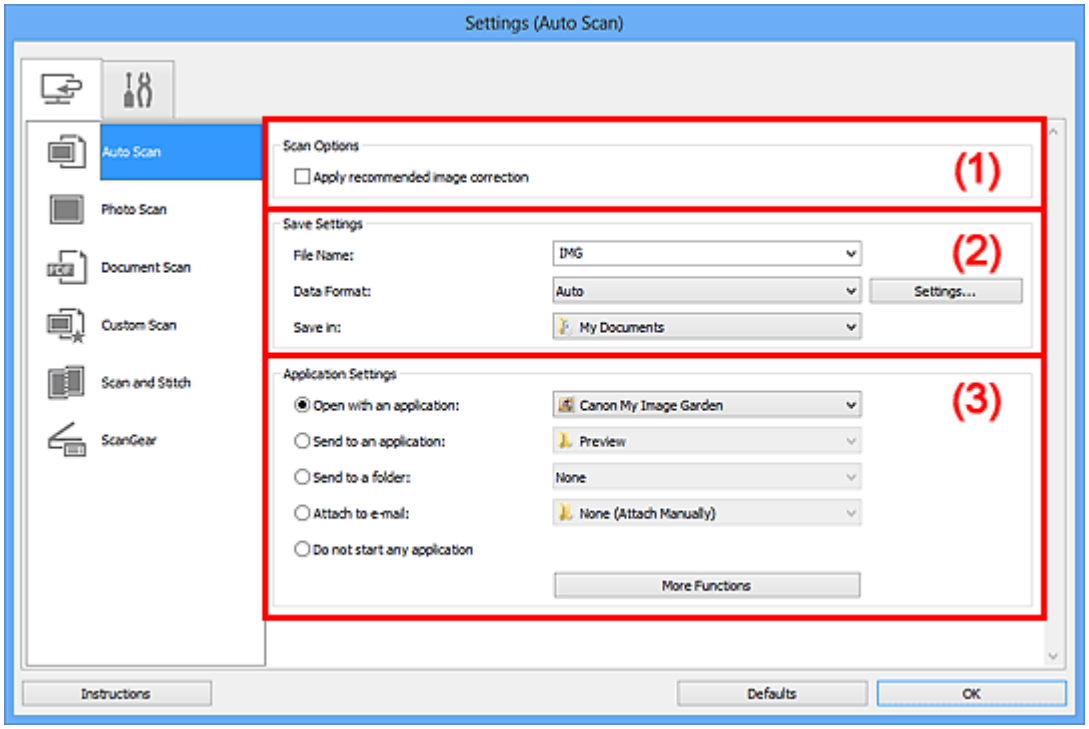
You can set the product to use, file size restriction on e-mail attachment, language to detect text in images, and folder in which to save images temporarily.

- Settings (General Settings) Dialog Box

Settings (Auto Scan) Dialog Box

Click **Auto Scan** on the (Scanning from a Computer) tab to display the **Settings (Auto Scan)** dialog box.

In the **Settings (Auto Scan)** dialog box, you can make advanced scan settings to scan by automatically detecting the item type.



(1) Scan Options Area

(2) Save Settings Area

(3) Application Settings Area

Important

- When the Settings dialog box is displayed from My Image Garden, the setting items for **Application Settings** do not appear.

- **Supported Items**

  Photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.

Important

- To scan the following types of items, specify the item type and size in the **Settings (Photo Scan)** dialog box, **Settings (Document Scan)** dialog box, or **Settings (Custom Scan)** dialog box, then click **Photo**, **Document**, or **Custom** in the IJ Scan Utility main screen. You cannot scan correctly with **Auto**.
  - A4 size photos

- Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
- Items printed on thin white paper
- Long narrow items such as panoramic photos

- Reflective disc labels may not be scanned as expected.
- Place items to be scanned on the platen correctly. Otherwise, items may not be scanned correctly.
  Refer to "Placing Items (When Scanning from a Computer)" for how to place items.

Note

- To reduce moire in scans, set **Select Source** to **Magazine** in the **Settings (Document Scan)** dialog box or **Settings (Custom Scan)** dialog box, then click **Document** or **Custom** in the IJ Scan Utility main screen.

(1) Scan Options Area

- **Apply recommended image correction**

  Applies suitable corrections automatically based on the item type.

  Important

  - The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

  Note

  - Scanning takes longer than usual when you enable this function.

(2) Save Settings Area

- **File Name**

  Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

- **Data Format**

  Auto is selected. The following data formats are automatically applied according to the item type when saving.
  - Photos, postcards, BD/DVD/CD, and business cards: JPEG
  - Magazines, newspapers, and documents: PDF

  Important

  - The save format may differ depending on how you place the item.

    ➡Placing Items (When Scanning from a Computer)

Note

- You can change the data format from **Settings...**.

- **Settings...**

  Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.
  The default save folders are as follows.
  Windows 8: **My Documents** folder
  Windows 7: **My Documents** folder
  Windows Vista: **Documents** folder
  Windows XP: **My Documents** folder

Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

- **Open with an application**

  Select this when you want to enhance or correct the scanned images.
  You can specify the application from the pull-down menu.

- **Send to an application**

  Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.
  You can specify the application from the pull-down menu.

- **Send to a folder**

  Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.
  You can specify the folder from the pull-down menu.

- **Attach to e-mail**

  Select this when you want to send e-mails with the scanned images attached.
  You can specify the e-mail client you want to start from the pull-down menu.

- **Do not start any application**

Saves to the folder specified in **Save in**.

Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

- **Instructions**

  Opens this guide.

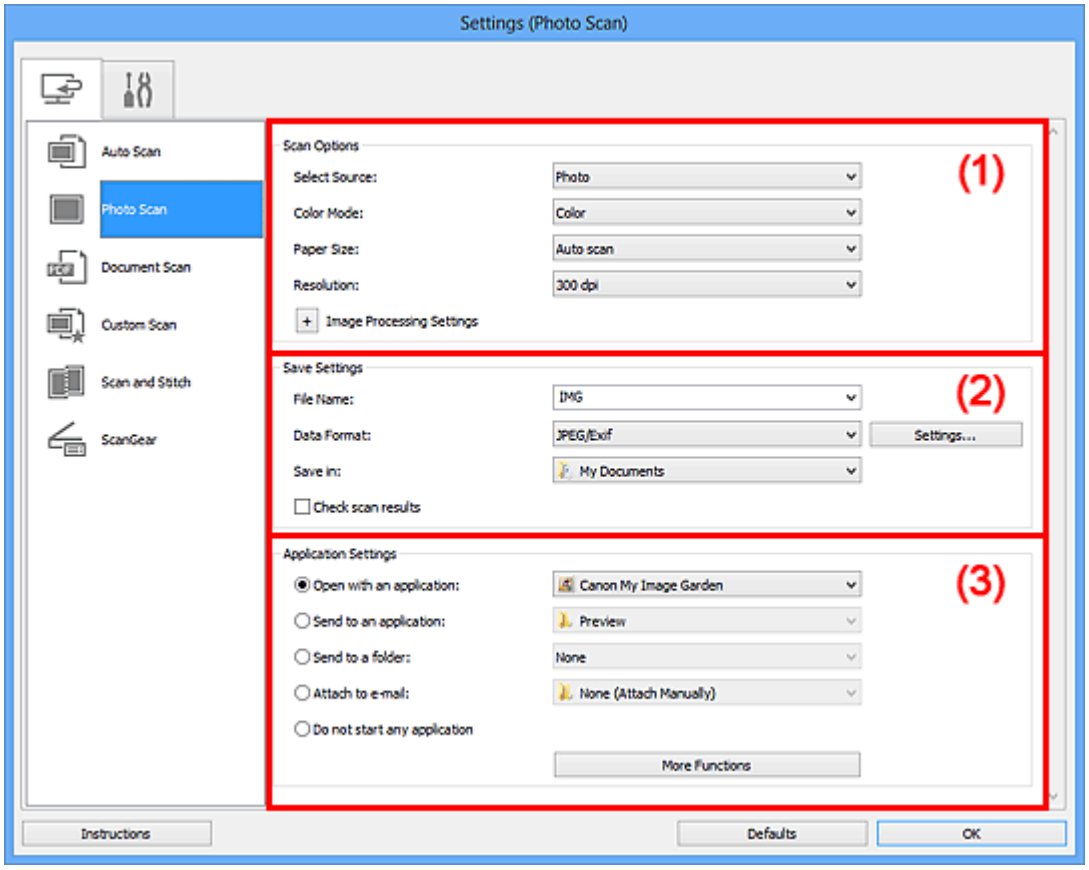
- **Defaults**

  You can restore the settings in the displayed screen to the default settings.

Settings (Photo Scan) Dialog Box

Click **Photo Scan** on the (Scanning from a Computer) tab to display the **Settings (Photo Scan)** dialog box.

In the **Settings (Photo Scan)** dialog box, you can make advanced scan settings to scan items as photos.



(1) Scan Options Area

(2) Save Settings Area

(3) Application Settings Area

Important

- When the Settings dialog box is displayed from My Image Garden, the setting items for **Application Settings** do not appear.

(1) Scan Options Area

- **Select Source**

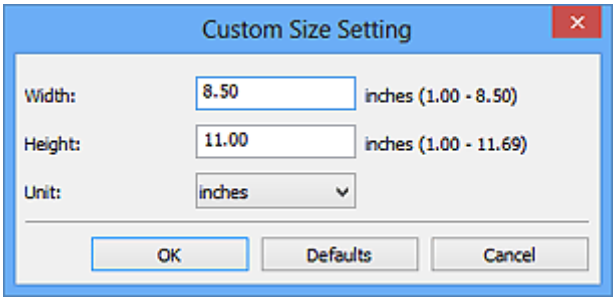
  Photo is selected.

- **Color Mode**

  Select the color mode in which to scan the item.

- **Paper Size**

Select the size of the item to be scanned.
When you select **Custom**, a screen in which you can specify the paper size appears.
Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



Note

- Click **Defaults** to restore the specified settings to the default settings.

- **Resolution**

  Select the resolution of the item to be scanned.
  The higher the resolution (value), the more detail in your image.
  ➡Resolution

- **Image Processing Settings**

  Click + (Plus) to set the following.

Important

- When **Color Mode** is **Black and White**, **Image Processing Settings** is not available.

  - **Sharpen outline**

    Emphasizes the outline of the subjects to sharpen the image.

(2) Save Settings Area

- **File Name**

  Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

- **Data Format**

  Select the data format in which to save the scanned images.
  You can select **JPEG/Exif**, **TIFF**, or **PNG**.

Important

- You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.

- **Settings...**

Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.
  The default save folders are as follows.
  Windows 8: **My Documents** folder
  Windows 7: **My Documents** folder
  Windows Vista: **Documents** folder
  Windows XP: **My Documents** folder

  Important

  - When the Settings dialog box is displayed from My Image Garden, this option does not appear.

- **Check scan results**

  Displays the **Save Settings** dialog box after scanning.

  Important

  - When the Settings dialog box is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

- **Open with an application**

  Select this when you want to enhance or correct the scanned images.
  You can specify the application from the pull-down menu.

- **Send to an application**

  Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.
  You can specify the application from the pull-down menu.

- **Send to a folder**

  Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.
  You can specify the folder from the pull-down menu.

- **Attach to e-mail**

  Select this when you want to send e-mails with the scanned images attached.

You can specify the e-mail client you want to start from the pull-down menu.

- **Do not start any application**

  Saves to the folder specified in **Save in**.

Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

- **Instructions**

  Opens this guide.

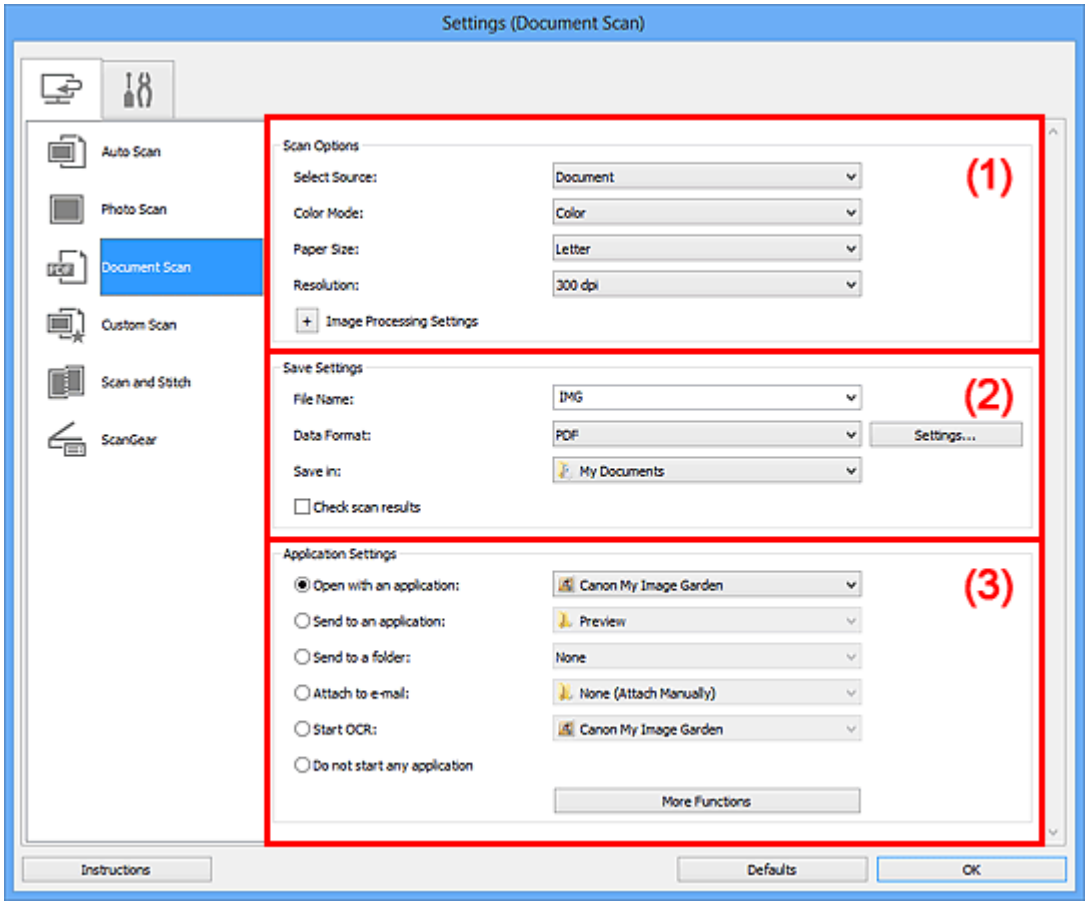
- **Defaults**

  You can restore the settings in the displayed screen to the default settings.

Settings (Document Scan) Dialog Box

Click **Document Scan** on the (Scanning from a Computer) tab to display the **Settings (Document Scan)** dialog box.

In the **Settings (Document Scan)** dialog box, you can make advanced scan settings to scan items as documents.



(1) Scan Options Area

(2) Save Settings Area

(3) Application Settings Area

Important

- When the Settings dialog box is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

(1) Scan Options Area

- **Select Source**

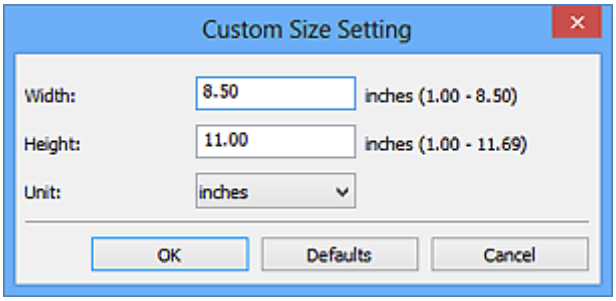
  Select the type of item to be scanned.
  Scanning documents: **Document**
  Scanning magazines: **Magazine**

- **Color Mode**

  Select the color mode in which to scan the item.

- **Paper Size**

  Select the size of the item to be scanned.
  When you select **Custom**, a screen in which you can specify the paper size appears.
  Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



Note

- Click **Defaults** to restore the specified settings to the default settings.

- **Resolution**

  Select the resolution of the item to be scanned.
  The higher the resolution (value), the more detail in your image.
  ➡Resolution

Note

- Only **300 dpi** or **400 dpi** can be set when **Start OCR** is selected in **Application Settings**.

- **Image Processing Settings**

  Click + (Plus) to set the following.

Note

- When **Color Mode** is **Black and White**, only **Reduce gutter shadow**, **Correct slanted text document**, and **Detect the orientation of text document and rotate image** appear.

  - **Apply Auto Document Fix**

    Select this checkbox to sharpen text in a document or magazine for better readability.

Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

Note

- Scanning takes longer than usual when you enable this function.

- **Sharpen outline**

  Emphasizes the outline of the subjects to sharpen the image.

- **Reduce show-through**

  Sharpens text in an item or reduces show-through in newspapers, etc.

- **Reduce moire**

  Reduces moire patterns.
  Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

Note

- Scanning takes longer than usual when you enable **Reduce moire**.

- **Reduce gutter shadow**

  Reduces gutter shadows that appear between pages when scanning open booklets.

Note

- Use ScanGear (scanner driver)'s **Advanced Mode** tab to correct gutter shadows when scanning non-standard size items or specified areas.
  Refer to "Gutter Shadow Correction" for your model from Home of the *Online Manual* for details.

- **Correct slanted text document**

  Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text
  - Documents containing figures/images
  - Hand-written text
  - Documents containing both vertical and horizontal lines (tables)

Note

- Scanning takes longer than usual when you enable **Correct slanted text document**.

- **Detect the orientation of text document and rotate image**

  Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

Important

- Only text documents written in languages that can be selected from **Document Language** in the **Settings (General Settings)** dialog box are supported.
- The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.
  - Resolution is outside the range of 300 dpi to 600 dpi
  - Font size is outside the range of 8 points to 48 points
  - Documents containing special fonts, effects, italics, or hand-written text
  - Documents with patterned backgrounds

  In that case, select the **Check scan results** checkbox and rotate the image in the **Save Settings** dialog box.

(2) Save Settings Area

- **File Name**

  Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

- **Data Format**

  Select the data format in which to save the scanned images.
  You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, or **PDF (Multiple Pages)**.

  Important

  - You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.
  - When **Start OCR** is selected in **Application Settings**, you cannot select **PDF** or **PDF (Multiple Pages)**.

- **Settings...**

  Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

- **Save in**

Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.
The default save folders are as follows.
Windows 8: **My Documents** folder
Windows 7: **My Documents** folder
Windows Vista: **Documents** folder
Windows XP: **My Documents** folder

Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

- **Check scan results**

  Displays the **Save Settings** dialog box after scanning.

Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

- **Open with an application**

  Select this when you want to enhance or correct the scanned images.
  You can specify the application from the pull-down menu.

- **Send to an application**

  Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.
  You can specify the application from the pull-down menu.

- **Send to a folder**

  Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.
  You can specify the folder from the pull-down menu.

- **Attach to e-mail**

  Select this when you want to send e-mails with the scanned images attached.
  You can specify the e-mail client you want to start from the pull-down menu.

- **Start OCR**

  Select this when you want to convert text in the image into text data using specified OCR software.

You can specify the application from the pull-down menu.

- **Do not start any application**

  Saves to the folder specified in **Save in**.

Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

- **Instructions**

  Opens this guide.

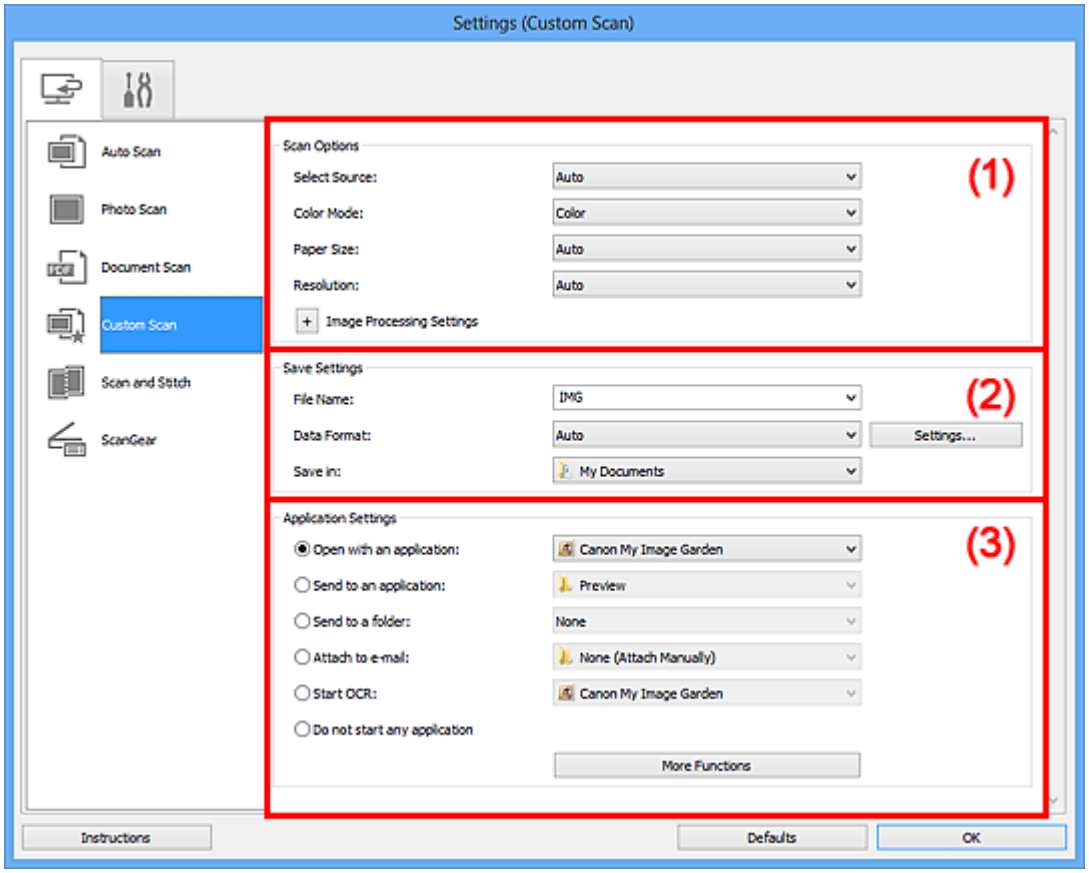
- **Defaults**

  You can restore the settings in the displayed screen to the default settings.

Settings (Custom Scan) Dialog Box

Click **Custom Scan** on the (Scanning from a Computer) tab to display the **Settings (Custom Scan)** dialog box.

In the **Settings (Custom Scan)** dialog box, you can make advanced scan settings to scan according to your preference.



(1) Scan Options Area
(2) Save Settings Area
(3) Application Settings Area

Important

- When the Settings dialog box is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

(1) Scan Options Area

- **Select Source**

  Select the type of item to be scanned. When **Auto** is selected, the item type is automatically detected.
  Color Mode, **Paper Size**, and **Resolution** are automatically set as well.

Important

- Item types supported by **Auto** are photos, postcards, business cards, magazines, newspapers, documents, and BD/DVD/CD.
- To scan the following types of items, specify the item type or size. You cannot scan correctly with **Auto**.
  - A4 size photos
  - Text documents smaller than 2L (5 inches x 7 inches) (127 mm x 178 mm), such as paperback pages with the spine cut off
  - Items printed on thin white paper
  - Long narrow items such as panoramic photos
- Reflective disc labels may not be scanned as expected.
- Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

  Refer to "Placing Items (When Scanning from a Computer)" for how to place items.

Note

- To convert text in the image into text data after scanning, specify **Select Source** instead of selecting **Auto**.
- To reduce moire, set **Select Source** to **Magazine**.

- **Color Mode**

  Select the color mode in which to scan the item.

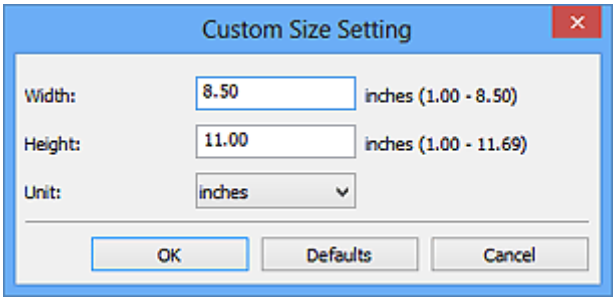
Note

- Only **Color** is available when **Select Source** is **Auto**.

- **Paper Size**

  Select the size of the item to be scanned.

  When you select **Custom**, a screen in which you can specify the paper size appears. Select a **Unit**, then enter the **Width** and **Height**, and then click **OK**.



Note

- Only **Auto** is available when **Select Source** is **Auto**.
- Click **Defaults** in the screen in which you can specify the paper size to restore the specified settings to the default settings.

- **Resolution**

  Select the resolution of the item to be scanned.
  The higher the resolution (value), the more detail in your image.
  ➡Resolution

  Note

  - Only **Auto** is available when **Select Source** is **Auto**.
  - Only **300 dpi** or **400 dpi** can be set when **Start OCR** is selected in **Application Settings**.

- **Image Processing Settings**

  Click + (Plus) to set the following. Available setting items vary by **Select Source**.

  When Select Source is Auto

  - **Apply recommended image correction**

    Applies suitable corrections automatically based on the item type.

    Important

    - The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

    Note

    - Scanning takes longer than usual when you enable this function.

  When Select Source is Photo

  Important

  - When **Color Mode** is **Black and White**, **Image Processing Settings** is not available.

  - **Sharpen outline**

    Emphasizes the outline of the subjects to sharpen the image.

  When Select Source is Magazine or Document

  Note

  - When **Color Mode** is **Black and White**, only **Reduce gutter shadow**, **Correct slanted text document**, and **Detect the orientation of text document and rotate image** appear.

  - **Apply Auto Document Fix**

    Select this checkbox to sharpen text in a document or magazine for better readability.

Important

- The color tone may differ from the source image due to corrections. In that case, deselect the checkbox and scan.

Note

- Scanning takes longer than usual when you enable this function.

- **Sharpen outline**

  Emphasizes the outline of the subjects to sharpen the image.

- **Reduce show-through**

  Sharpens text in an item or reduces show-through in newspapers, etc.

- **Reduce moire**

  Reduces moire patterns.
  Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

Note

- Scanning takes longer than usual when you enable **Reduce moire**.

- **Reduce gutter shadow**

  Reduces gutter shadows that appear between pages when scanning open booklets.

Note

- Use ScanGear (scanner driver)'s **Advanced Mode** tab to correct gutter shadows when scanning non-standard size items or specified areas.
  Refer to "Gutter Shadow Correction" for your model from Home of the *Online Manual* for details.

- **Correct slanted text document**

  Detects the scanned text and corrects the angle (within -0.1 to -10 degrees or +0.1 to +10 degrees) of the document.

Important

- The following types of documents may not be corrected properly since the text cannot be detected correctly.
  - Documents in which the text lines are inclined more than 10 degrees or the angles vary by line
  - Documents containing both vertical and horizontal text
  - Documents with extremely large or small fonts
  - Documents with small amount of text

- Documents containing figures/images
- Hand-written text
- Documents containing both vertical and horizontal lines (tables)

Note

- Scanning takes longer than usual when you enable **Correct slanted text document**.

- **Detect the orientation of text document and rotate image**

  Automatically rotates the image to the correct orientation by detecting the orientation of text in the scanned document.

  Important

  - Only text documents written in languages that can be selected from **Document Language** in the **Settings (General Settings)** dialog box are supported.
  - The orientation may not be detected for the following types of settings or documents since the text cannot be detected correctly.
    - Resolution is outside the range of 300 dpi to 600 dpi
    - Font size is outside the range of 8 points to 48 points
    - Documents containing special fonts, effects, italics, or hand-written text
    - Documents with patterned backgrounds

  In that case, select the **Check scan results** checkbox and rotate the image in the **Save Settings** dialog box.

(2) Save Settings Area

- **File Name**

  Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

- **Data Format**

  Select the data format in which to save the scanned images.
  You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, **PDF (Multiple Pages)**, or **Auto**.

  Important

  - When **Auto** is selected, the save format may differ depending on how you place the item.

    ➡Placing Items (When Scanning from a Computer)

  - You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.
  - When **Start OCR** is selected in **Application Settings**, you cannot select **PDF**, **PDF (Multiple Pages)**, or **Auto**.

Note

- **Auto** appears only when **Auto** is selected for **Select Source**.

- **Settings...**

  Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.
  The default save folders are as follows.
  Windows 8: **My Documents** folder
  Windows 7: **My Documents** folder
  Windows Vista: **Documents** folder
  Windows XP: **My Documents** folder

Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

- **Check scan results**

  Displays the **Save Settings** dialog box after scanning.

Important

- This does not appear when **Select Source** is **Auto**.
- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

- **Open with an application**

  Select this when you want to enhance or correct the scanned images.
  You can specify the application from the pull-down menu.

- **Send to an application**

  Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.
  You can specify the application from the pull-down menu.

- **Send to a folder**

Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.
You can specify the folder from the pull-down menu.

- **Attach to e-mail**

  Select this when you want to send e-mails with the scanned images attached.
  You can specify the e-mail client you want to start from the pull-down menu.

- **Start OCR**

  Select this when you want to convert text in the image into text data using specified OCR software.
  You can specify the application from the pull-down menu.

- **Do not start any application**

  Saves to the folder specified in **Save in**.

Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

- **Instructions**

  Opens this guide.

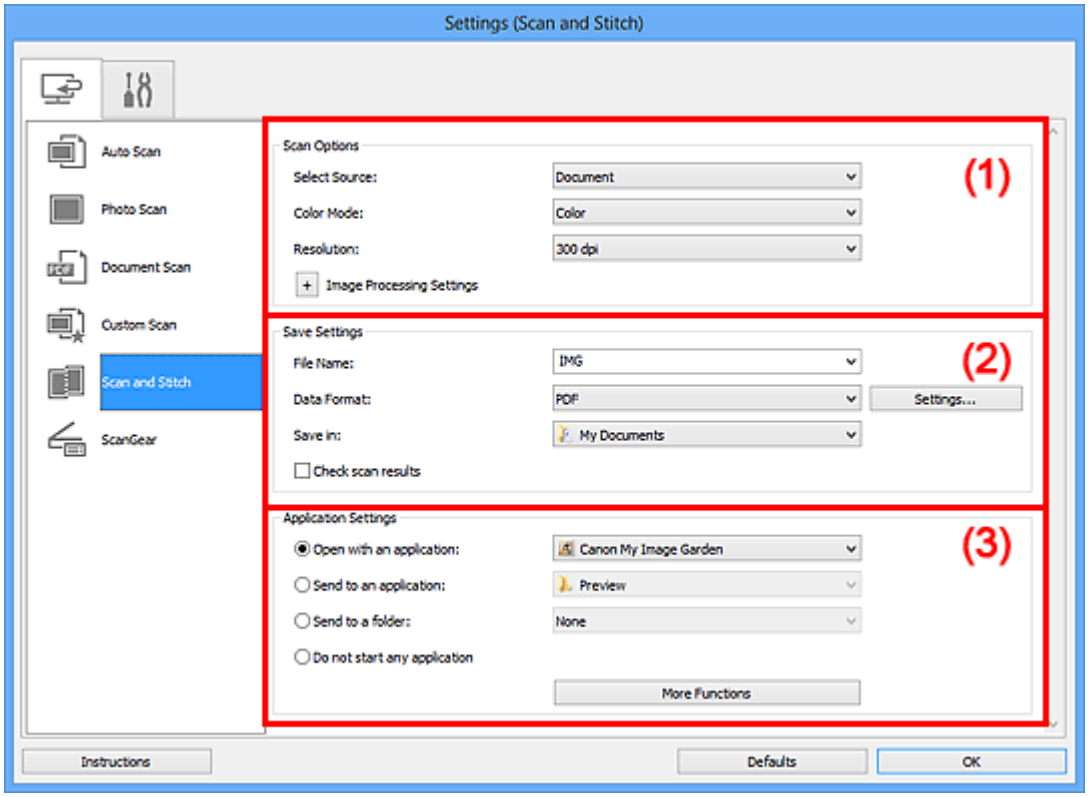
- **Defaults**

  You can restore the settings in the displayed screen to the default settings.

Settings (Scan and Stitch) Dialog Box

Click **Scan and Stitch** on the (Scanning from a Computer) tab to display the **Settings (Scan and Stitch)** dialog box.

In the **Settings (Scan and Stitch)** dialog box, you can make advanced scan settings for scanning items larger than the platen.



(1) Scan Options Area

(2) Save Settings Area

(3) Application Settings Area

Important

- When the Settings dialog box is displayed from the Scan screen of My Image Garden, the setting items for **Application Settings** do not appear.

(1) Scan Options Area

- **Select Source**

  Select the type of item to be scanned.

  Scanning photos: **Photo**

  Scanning documents: **Document**

  Scanning magazines: **Magazine**

Note

- To reduce moire, set **Select Source** to **Magazine**.

- **Color Mode**

  Select the color mode in which to scan the item.

- **Resolution**

  Select the resolution of the item to be scanned.
  The higher the resolution (value), the more detail in your image.
  ➡Resolution

- **Image Processing Settings**

  Click + (Plus) to set the following. Available setting items vary by **Select Source**.

Important

- When **Color Mode** is **Black and White**, **Image Processing Settings** is not available.

When Select Source is Photo

- **Sharpen outline**

  Emphasizes the outline of the subjects to sharpen the image.

When Select Source is Magazine or Document

- **Sharpen outline**

  Emphasizes the outline of the subjects to sharpen the image.

- **Reduce show-through**

  Sharpens text in an item or reduces show-through in newspapers, etc.

- **Reduce moire**

  Reduces moire patterns.
  Printed materials are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned.

Note

- Scanning takes longer than usual when you enable **Reduce moire**.

(2) Save Settings Area

- **File Name**

  Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

- **Data Format**

  Select the data format in which to save the scanned images.
  You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, or **PDF (Multiple Pages)**.

  Important

  - You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.

- **Settings...**

  Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.
  The default save folders are as follows.
  Windows 8: **My Documents** folder
  Windows 7: **My Documents** folder
  Windows Vista: **Documents** folder
  Windows XP: **My Documents** folder

  Important

  - When the Settings dialog box is displayed from My Image Garden, this option does not appear.

- **Check scan results**

  Displays the **Save Settings** dialog box after scanning.

  Important

  - When the Settings dialog box is displayed from My Image Garden, this option does not appear.

(3) Application Settings Area

- **Open with an application**

  Select this when you want to enhance or correct the scanned images.
  You can specify the application from the pull-down menu.

- **Send to an application**

  Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.
  You can specify the application from the pull-down menu.

- **Send to a folder**

  Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.
  You can specify the folder from the pull-down menu.

- **Do not start any application**

  Saves to the folder specified in **Save in**.

Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

- **Instructions**

  Opens this guide.

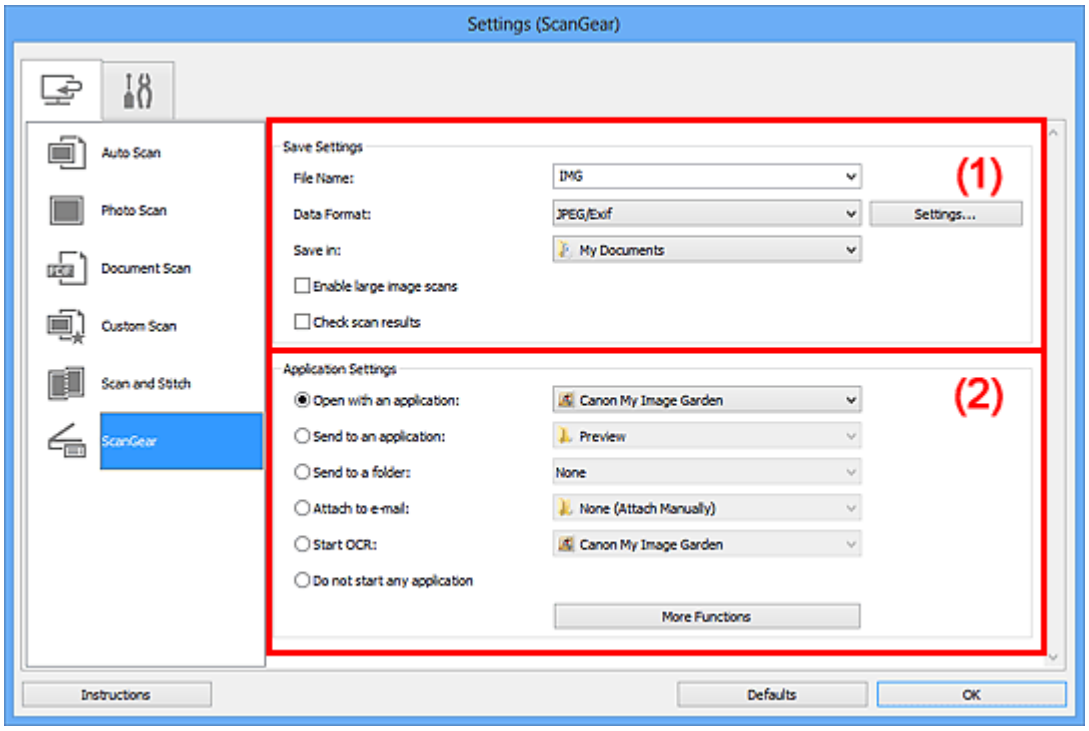
- **Defaults**

  You can restore the settings in the displayed screen to the default settings.

Settings (ScanGear) Dialog Box

Click **ScanGear** on the (Scanning from a Computer) tab to display the **Settings (ScanGear)** dialog box.

In the **Settings (ScanGear)** dialog box, you can specify how to save images when scanning items by starting ScanGear (scanner driver) and how to respond after saving them.



(1) Save Settings Area

(2) Application Settings Area

Important

- When the Settings dialog box is displayed from My Image Garden, the setting items for **Application Settings** do not appear.

(1) Save Settings Area

- **File Name**

  Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

- **Data Format**

  Select the data format in which to save the scanned images.
  You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, or **PDF (Multiple Pages)**.

Note

- When **PDF** or **PDF (Multiple Pages)** is selected, images up to 9600 pixels x 9600 pixels can be scanned.
- When the **Enable large image scans** checkbox is selected in **Save Settings**, or when **Start OCR** is selected in **Application Settings**, you can select **JPEG/Exif**, **TIFF**, or **PNG**.

- **Settings...**

  Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.
  The default save folders are as follows.
  Windows 8: **My Documents** folder
  Windows 7: **My Documents** folder
  Windows Vista: **Documents** folder
  Windows XP: **My Documents** folder

Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

- **Enable large image scans**

  Select this checkbox to scan images up to 21000 pixels x 30000 pixels and 1.8 GB.

Important

- When this checkbox is selected, you cannot select **Send to an application**, **Send to a folder**, **Attach to e-mail**, or **Start OCR**.
- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

Note

- When this checkbox is not selected, images up to 10208 pixels x 14032 pixels can be scanned.

- **Check scan results**

  Displays the **Save Settings** dialog box after scanning.

Important

- When the Settings dialog box is displayed from My Image Garden, this option does not appear.

(2) Application Settings Area

- **Open with an application**

  Select this when you want to enhance or correct the scanned images.
  You can specify the application from the pull-down menu.

- **Send to an application**

  Select this when you want to use the scanned images as they are in an application that allows you to browse or organize images.
  You can specify the application from the pull-down menu.

- **Send to a folder**

  Select this when you also want to save the scanned images to a folder other than the one specified in **Save in**.
  You can specify the folder from the pull-down menu.

- **Attach to e-mail**

  Select this when you want to send e-mails with the scanned images attached.
  You can specify the e-mail client you want to start from the pull-down menu.

- **Start OCR**

  Select this when you want to convert text in the image into text data using specified OCR software.
  You can specify the application from the pull-down menu.

- **Do not start any application**

  Saves to the folder specified in **Save in**.

Note

- Specify the application or folder in the **Select Application** or **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.

- **Instructions**

  Opens this guide.

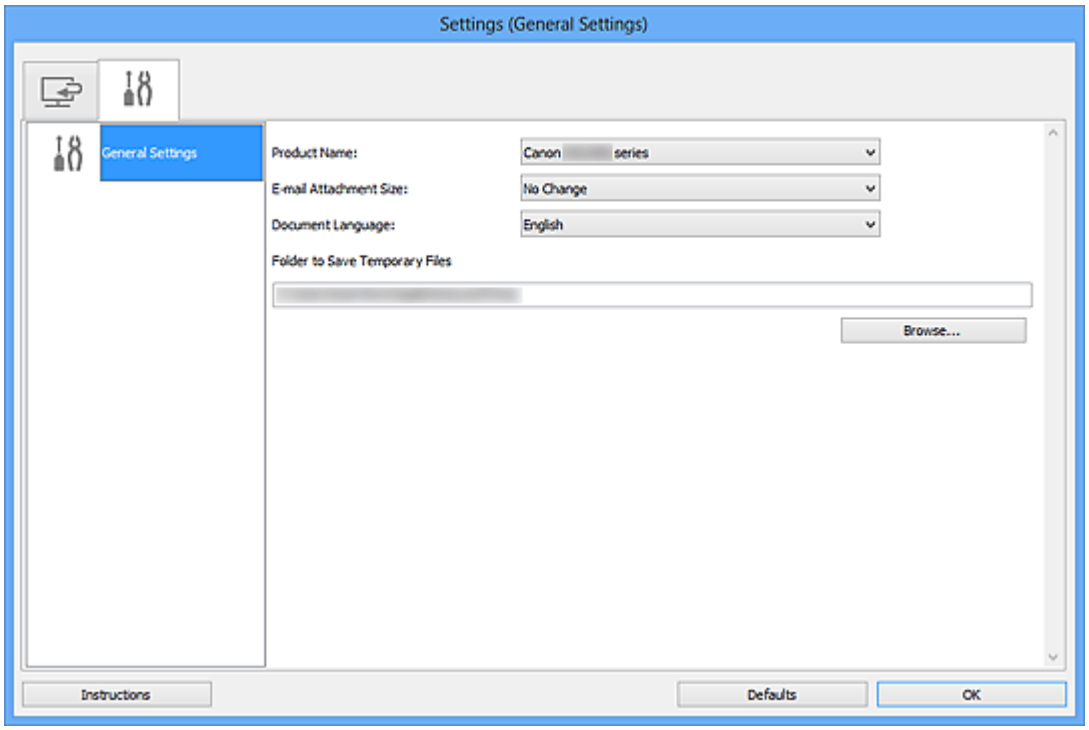
- **Defaults**

  You can restore the settings in the displayed screen to the default settings.

Settings (General Settings) Dialog Box

Click the (General Settings) tab to display the **Settings (General Settings)** dialog box.

In the **Settings (General Settings)** dialog box, you can set the product to use, file size restriction on e-mail attachment, language to detect text in images, and folder in which to save images temporarily.



- **Product Name**

  Displays the name of the product that IJ Scan Utility is currently set to use.
  If the displayed product is not the one you want to use, select the desired product from the list.

- **E-mail Attachment Size**

  You can restrict the size of scanned images to be attached to an e-mail.
  You can select **Small (Suitable for 640 x 480 Windows)**, **Medium (Suitable for 800 x 600 Windows)**, **Large (Suitable for 1024 x 768 Windows)**, or **No Change**.

  Important

  - When the Settings dialog box is displayed from My Image Garden, this option does not appear.

- **Document Language**

  Select the language for detecting text in images.

- **Folder to Save Temporary Files**

  Displays the folder in which to save images temporarily. Click **Browse...** to specify the destination folder.

- **Instructions**

  Opens this guide.

- **Defaults**

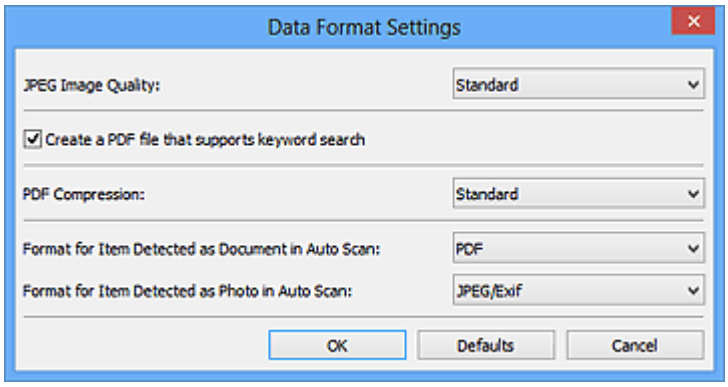
  You can restore the settings in the displayed screen to the default settings.

Data Format Settings Dialog Box

Display the **Data Format Settings** dialog box by one of the following operations.

- Click **Settings...** of **Save Settings** on each tab of the Settings dialog box
- Click **Settings...** of **Save Settings** in the **Save Settings** dialog box that appears after scanning with the **Check scan results** checkbox selected in the Settings dialog box

In the **Data Format Settings** dialog box, you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.



- **JPEG Image Quality**

  You can specify the image quality of JPEG files.

- **Create a PDF file that supports keyword search**

  Select this checkbox to convert text in images into text data and create PDF files that support keyword search.

  Note

  - PDF files that are searchable in the language selected in **Document Language** on the (General Settings) tab of the Settings dialog box are created.

- **PDF Compression**

  Select the compression type for saving PDF files.

  - **Standard**

    It is recommended that you normally select this setting.

  - **High**

    Compresses the file size when saving, allowing you to reduce the load on your network/server.

Note

- When **Black and White** is set for **Color Mode** on the (Scanning from a Computer) tab of the Settings dialog box, PDF files will be saved in **Standard** even if **High** is set.

- **Format for Item Detected as Document in Auto Scan**

  You can specify the data format for automatically saving items detected as documents in Auto Scan.

- **Format for Item Detected as Photo in Auto Scan**

  You can specify the data format for automatically saving items detected as photos in Auto Scan.

- **Defaults**

  You can restore the settings in the displayed screen to the default settings.

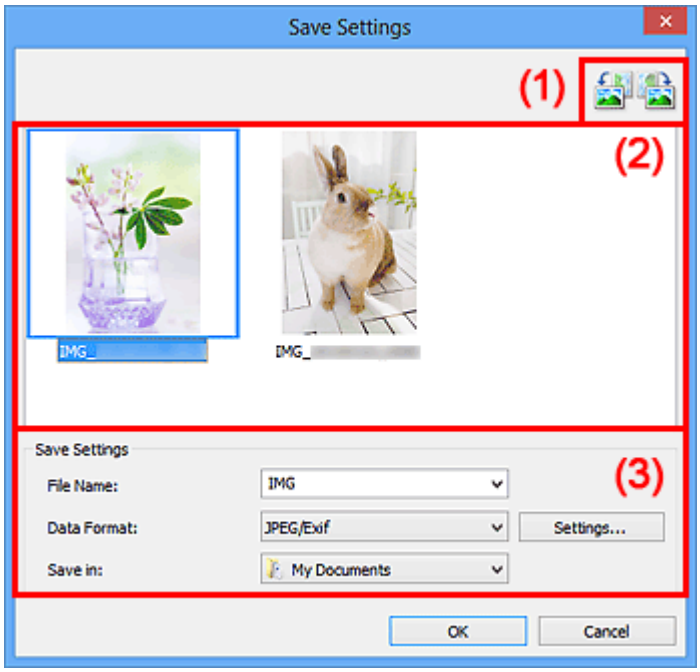
Save Settings Dialog Box

Select the **Check scan results** checkbox in **Save Settings** of the Settings dialog box to display the **Save Settings** dialog box after scanning.

You can specify the data format and destination while viewing the thumbnails of scan results.

Important

- After scanning from My Image Garden, the **Save Settings** dialog box does not appear.



(1) Preview Operation Buttons
(2) Scan Results Area
(3) Save Settings Area

(1) Preview Operation Buttons

- / **(Rotate Left 90°)/(Rotate Right 90°)**

  Rotates scanned images 90 degrees counter-clockwise or clockwise.

  Select the image you want to rotate, then click (Rotate Left 90°) or (Rotate Right 90°).

Important

- The preview operation buttons do not appear when the **Enable large image scans** checkbox is selected in the **Settings (ScanGear)** dialog box.

(2) Scan Results Area

Displays the thumbnails of the scanned images. You can change the save order of images via drag-and-drop. The file names for saving appear below the thumbnails.

(3) Save Settings Area

- **File Name**

  Enter the file name of the image to be saved. When you save a file, the date and four digits are appended to the set file name in the "_20XX0101_0001" format.

- **Data Format**

  Select the data format in which to save the scanned images.
  You can select **JPEG/Exif**, **TIFF**, **PNG**, **PDF**, or **PDF (Multiple Pages)**.

  Important

  - You cannot select **PDF** or **PDF (Multiple Pages)** in the following cases.
    - When scanned by clicking **Photo** in the IJ Scan Utility main screen
    - The **Enable large image scans** checkbox is selected in **Save Settings** of the **Settings (ScanGear)** dialog box
    - **Start OCR** is selected in **Application Settings** of the **Settings (Document Scan)**, **Settings (Custom Scan)**, or **Settings (ScanGear)** dialog box
  - You cannot select **JPEG/Exif** when **Color Mode** is **Black and White**.

- **Settings...**

  Click to display the **Data Format Settings** dialog box in which you can set the quality of the images to be saved, keyword search of PDF files and their compression type, and the data format in which to save images scanned with Auto Scan.

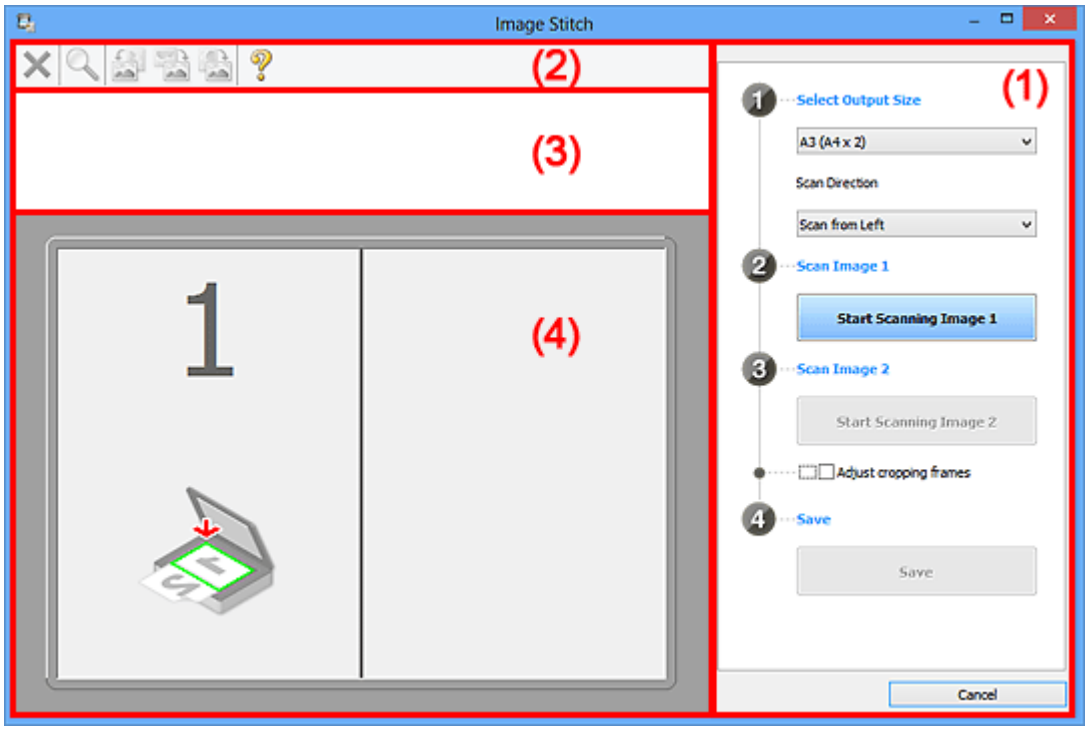
- **Save in**

  Displays the folder in which to save the scanned images. To change the folder, specify the destination folder in the **Select Destination Folder** dialog box displayed by selecting **Add...** from the pull-down menu.
  The default save folders are as follows.
  Windows 8: **My Documents** folder
  Windows 7: **My Documents** folder
  Windows Vista: **Documents** folder
  Windows XP: **My Documents** folder

Image Stitch Window

Click **Stitch** in the IJ Scan Utility main screen to display the **Image Stitch** window.

You can scan the left and right halves of an item larger than the platen and combine the images back into one image. You can scan items up to approximately twice as large as the platen.



(1) Settings and Operation Buttons
(2) Toolbar
(3) Thumbnail View Area
(4) Preview Area

Note

- The displayed items vary depending on the select source and view.

(1) Settings and Operation Buttons

- **Select Output Size**
  - **B4 (B5 x 2)**

    Scans the left and right halves of a B4 size item separately.
  - **A3 (A4 x 2)**

    Scans the left and right halves of an A3 size item separately.
  - **11 x 17 (Letter x 2)**

    Scans the left and right halves of an item twice as large as Letter size separately.

- **Full Platen x 2**

  Scans the left and right halves of an item twice as large as the platen separately.

- **Scan Direction**
  - **Scan from Left**

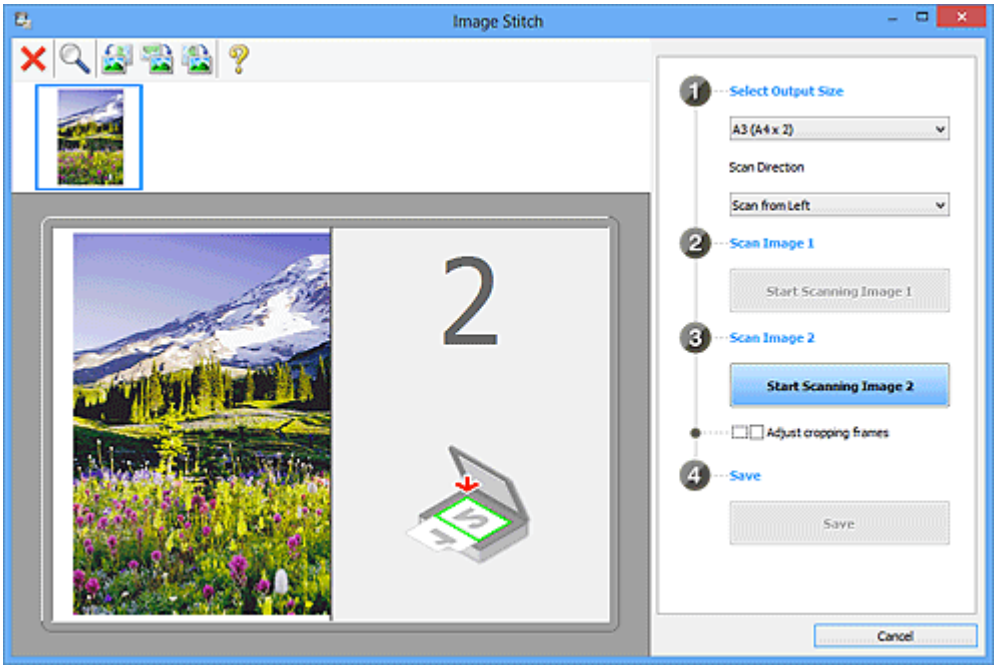
    Displays the first scanned image on the left side.

  - **Scan from Right**

    Displays the first scanned image on the right side.

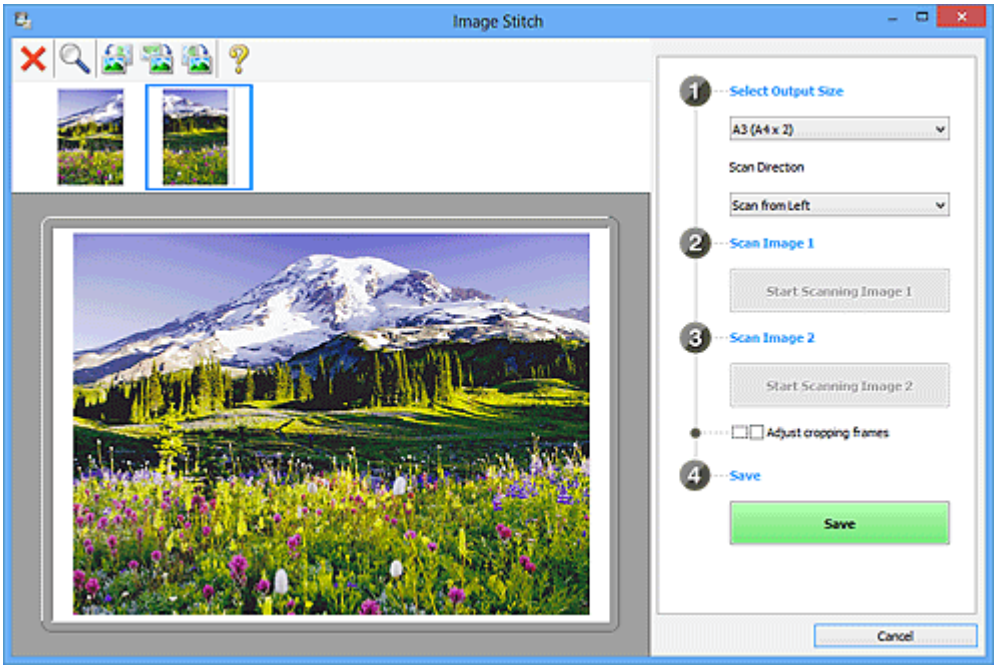
- **Scan Image 1**
  - **Start Scanning Image 1**

    Scans the first item.



- **Scan Image 2**
  - **Start Scanning Image 2**

    Scans the second item.



- **Adjust cropping frames**

  You can adjust the scan area in preview.
  If no area is specified, the image of the size selected in **Select Output Size** will be saved. If an area is specified, only the image in the cropping frame will be scanned and saved.
  ➡Adjusting Cropping Frames in the Image Stitch Window

- **Save**

  - **Save**

    Saves the two scanned images as one image.

- **Cancel**

  Cancels **Stitch** scan.

(2) Toolbar

- **Toolbar**

  You can delete the scanned images or adjust the previewed images.

  - **(Delete)**

    Deletes the scanned image.

  - **(Enlarge/Reduce)**

    Allows you to enlarge or reduce the preview image.
    Left-clicking the Preview area enlarges the displayed image.
    Right-clicking the Preview area reduces the displayed image.

- **(Rotate Left)**

  Rotates the preview image 90 degrees counter-clockwise.

- **(Invert Vertically)**

  Rotates the preview image 180 degrees.

- **(Rotate Right)**

  Rotates the preview image 90 degrees clockwise.

- **(Open Guide)**

  Opens this page.

(3) Thumbnail View Area

- **Thumbnail View Area**

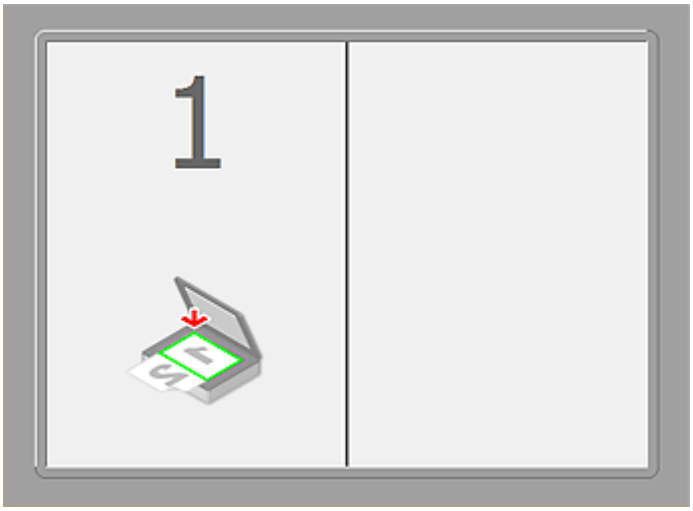
  Displays the thumbnails of the scanned images. Appears blank if none has been scanned.

(4) Preview Area

- **Preview Area**

  Displays the scanned images. You can adjust the layout by dragging the scanned image or check the results of the settings made in "(1) Settings and Operation Buttons."

  - **When no image has been scanned**

  - **After scanning the first item by clicking Start Scanning Image 1**

The image is scanned in the direction specified in **Scan Direction**, and **2** appears next to it.

- **After scanning the second item by clicking Start Scanning Image 2**

The two scanned images appear.

Related Topic

- Scanning Items Larger than the Platen (Image Stitch)

Scanning with Application Software that You are Using (ScanGear)

- What Is ScanGear (Scanner Driver)?
- Scanning with Advanced Settings Using ScanGear (Scanner Driver)
- Starting ScanGear (Scanner Driver)
- Scanning in Basic Mode
- Scanning in Advanced Mode
- Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode
- Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)
- Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)
- ScanGear (Scanner Driver) Screens
- Placing Items (When Scanning from a Computer)
- Adjusting Cropping Frames (ScanGear)
- 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. It enables you to specify the output size and make image corrections when scanning.

ScanGear can be started from IJ Scan Utility or applications that are compatible with a standard interface called TWAIN. (ScanGear is a TWAIN-compatible driver.)

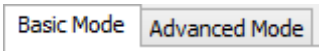
What You Can Do with This Software

This software enables you to preview scan results or set document type and output size, etc. when scanning documents. It is useful when you want to scan in a specific color tone, as it allows you to make various corrections and adjust brightness, contrast, etc.

Screens

There are two modes: Basic Mode and Advanced Mode.

Switch modes by clicking a tab on the upper right of the screen.

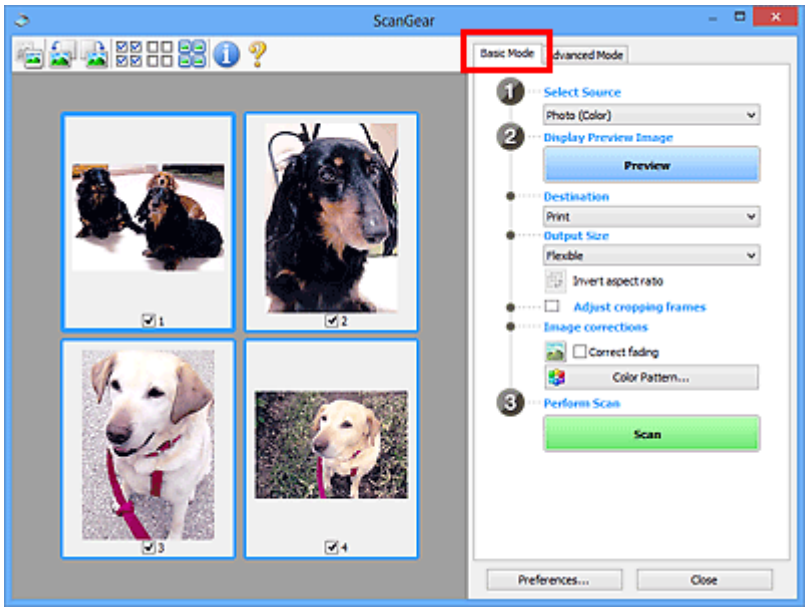


Note

- ScanGear starts in the last used mode.
- Settings are not retained when you switch modes.

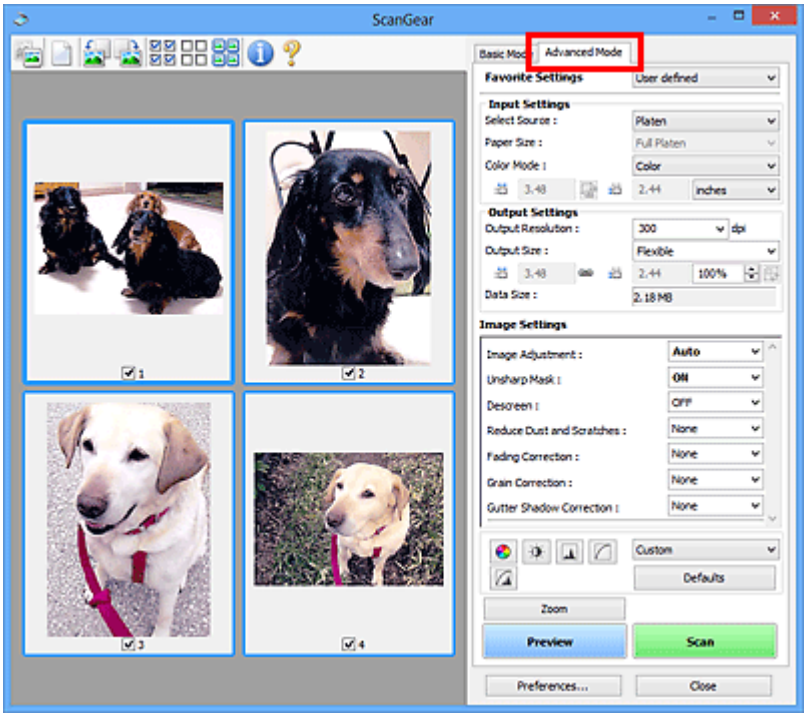
Basic Mode

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 specify the color mode, output resolution, image brightness, color tone, etc. when scanning.



Scanning with Advanced Settings Using ScanGear (Scanner Driver)

- Starting ScanGear (Scanner Driver)
- Scanning in Basic Mode
- Scanning in Advanced Mode
- Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode
- Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)

Starting ScanGear (Scanner Driver)

Use ScanGear (scanner driver) to make image corrections and color adjustments when scanning. ScanGear can be started from IJ Scan Utility or other applications.

Note

- Set up the network environment if you have more than one scanner or have a network compatible model and changed the connection from USB connection to network connection.

Starting IJ Scan Utility

Follow these steps to start ScanGear from IJ Scan Utility.

1. Start IJ Scan Utility.

   Refer to "Starting IJ Scan Utility" for your model from Home of the *Online Manual* for how to start IJ Scan Utility.

2. Click ScanGear in the IJ Scan Utility main screen.

   The ScanGear screen appears.

Starting from an Application

Follow these steps (example) to start ScanGear from an application.

The procedure varies depending on the application. For details, refer to the application's manual.

1. Start the application.

2. On the menu of the application, select the machine.

   Note

   - When you want to use a network compatible model by connecting to a network, select one with "Network" displayed after the product name.

3. Select the command to scan a document.

   The ScanGear screen appears.

Scanning in Basic Mode

Use the **Basic Mode** tab to scan easily by following the on-screen steps.

Refer to "Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)" to scan multiple documents at one time from the Platen.

When scanning from the ADF (Auto Document Feeder), documents are scanned without preview.

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 that have a whitish background
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
- The following types of documents may not be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to various shapes

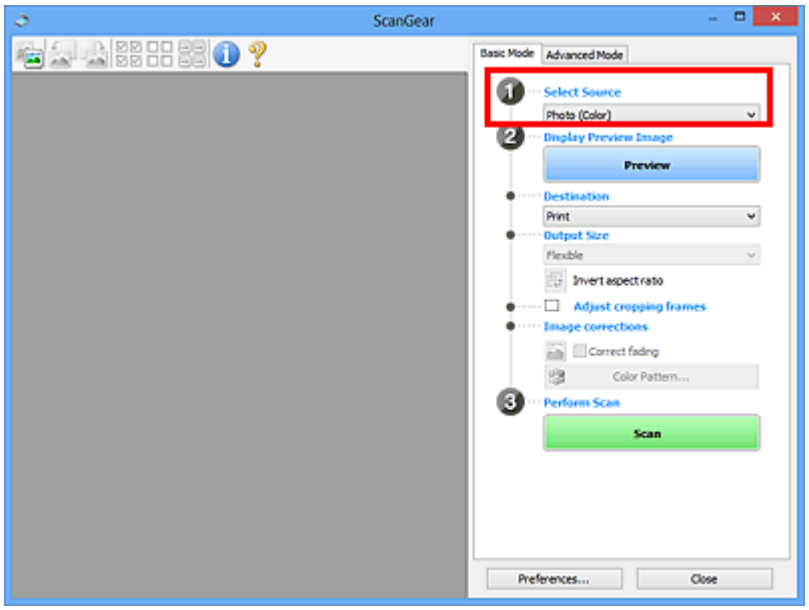
Note

- When using a model supporting ADF duplex scanning, you can scan both sides of the documents automatically from the ADF.

1. Place the document on the Platen or ADF, then start ScanGear (scanner driver).

   ➡ Placing Items (When Scanning from a Computer)
   ➡ Starting ScanGear (Scanner Driver)

2. Set **Select Source** according to the document placed on the Platen or ADF.



Important

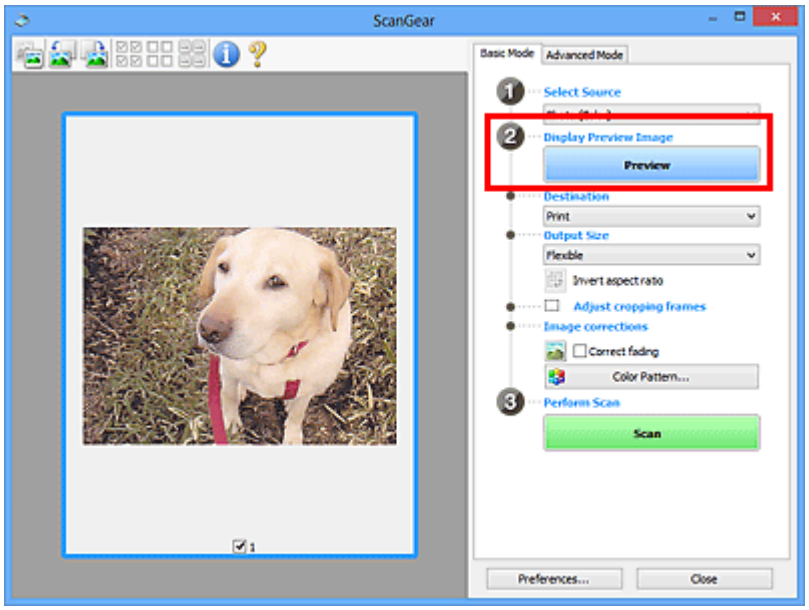
- Some applications do not support continuous scanning from the ADF. For details, refer to the application's manual.

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 displayed when an ADF type is selected for **Select Source**.

Note

- Colors are adjusted based on the document type selected in **Select Source**.

4. Set **Destination**.

Note

- Skip ahead to Step 7 when an ADF type is selected for **Select Source**.

5. Set **Output Size** according to purpose.

Output size options vary by the item selected in **Destination**.

6. Adjust the cropping frames (scan areas) as required.

Adjust the size and position of the cropping frames on the preview image.

➡ Adjusting Cropping Frames (ScanGear)

7. Set **Image corrections** as required.

8. Click **Scan**.

   Scanning starts.

Note

- Click (Information) to open a dialog box in which you can check the current scan settings (document type, etc.).
- A response of ScanGear after scanning can be specified in **Status of ScanGear dialog after scanning** on the **Scan** tab of the **Preferences** dialog box.

Related Topic

- **Basic Mode** Tab

Scanning in Advanced Mode

Use the **Advanced Mode** tab to specify the color mode, output resolution, image brightness, color tone, etc. when scanning.

Refer to "Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)" to scan multiple documents at one time.

Refer to "Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode" to scan multiple documents placed on the ADF (Auto Document Feeder).

Important

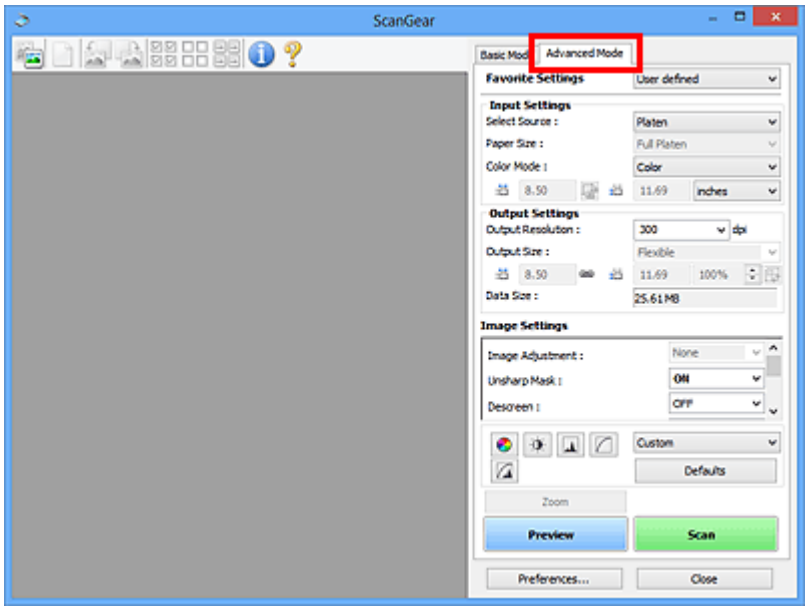
- The following types of documents may not be scanned correctly. In that case, click (Thumbnail) on the Toolbar to switch to whole image view and scan.
  - Photos that have a whitish background
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents
- The following types of documents may not be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to various shapes

1. Place the document on the Platen, then start ScanGear (scanner driver).

   - Placing Items (When Scanning from a Computer)
   - Starting ScanGear (Scanner Driver)

2. Click the **Advanced Mode** tab.

   The tab switches to **Advanced Mode**.



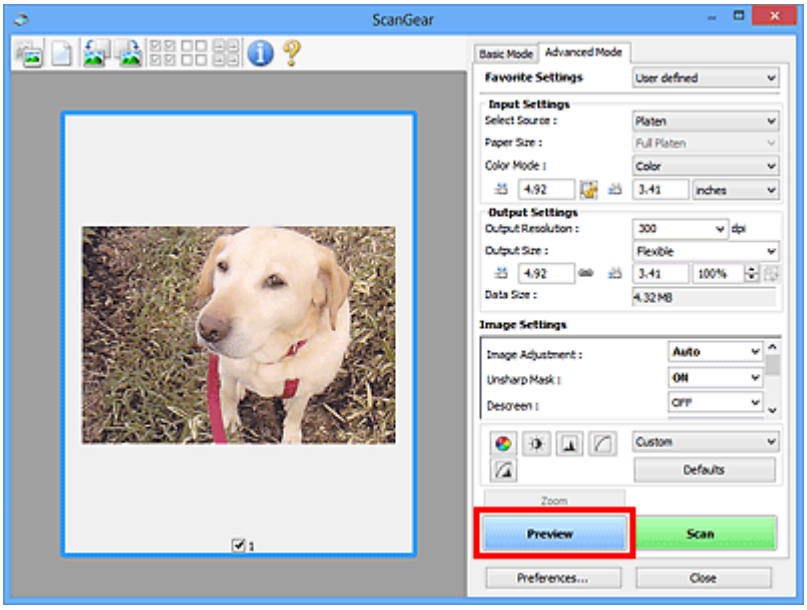
Note

- Settings are not retained when you switch modes.

3. Set **Input Settings** according to the document or purpose.

4. Click **Preview**.

   Preview images appear in the Preview area.



5. Set **Output Settings**.

6. Adjust the cropping frame (scan area), correct image, and adjust colors as required.

   - Adjusting Cropping Frames (ScanGear)
   - **Image Settings**
   - Color Adjustment Buttons

7. Click **Scan**.

   Scanning starts.

Note

- Click (Information) to open a dialog box in which you can check the current scan settings (document type, etc.).
- A response of ScanGear after scanning can be specified in **Status of ScanGear dialog after scanning** on the **Scan** tab of the **Preferences** dialog box.

Related Topic

- **Advanced Mode** Tab

Scanning Multiple Documents at One Time with ScanGear (Scanner Driver)

You can scan two or more photos (small documents) on the Platen at one time on the **Basic Mode** tab and **Advanced Mode** tab.

This section explains how to scan multiple documents from the **Basic Mode** tab.

Important

- To scan multiple documents as a single image, scan in whole image view.
- The following types of documents may not be cropped correctly. In that case, adjust the cropping frames (scan areas) in whole image view and scan.
  - Photos that have a whitish background
  - Documents printed on white paper, hand-written text, business cards, etc.
  - Thin documents
  - Thick documents

  ➡ Scanning Multiple Documents in Whole Image View
- The following types of documents may not be scanned correctly.
  - Documents smaller than 1.2 inches (3 cm) square
  - Photos that have been cut to various shapes

Note

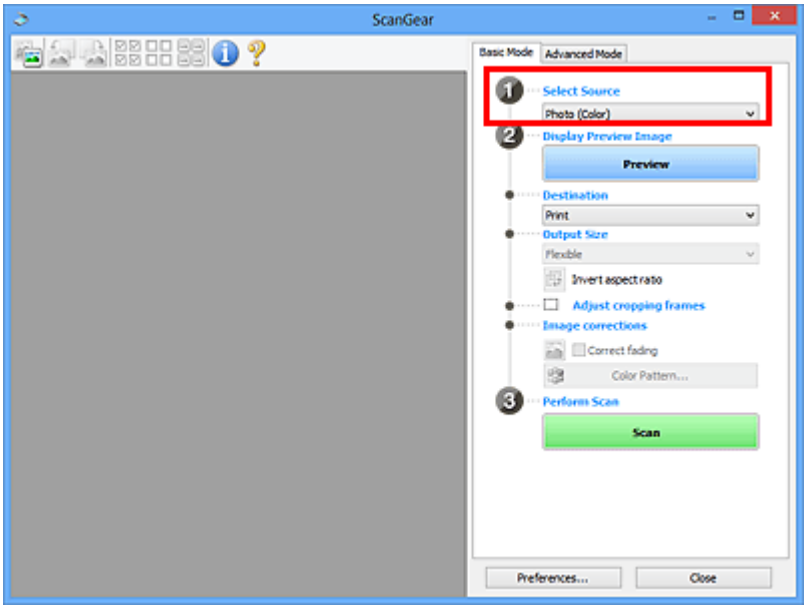
- You can also scan multiple documents at one time from the **Advanced Mode** tab. Use the **Advanced Mode** tab to make advanced scan settings such as the color mode, output resolution, image brightness, and color tone.
- Refer to the corresponding sections below for details on the **Basic Mode** tab and **Advanced Mode** tab.

  ➡ **Basic Mode** Tab
  ➡ **Advanced Mode** Tab

1. Place the document on the Platen, then start ScanGear (scanner driver).

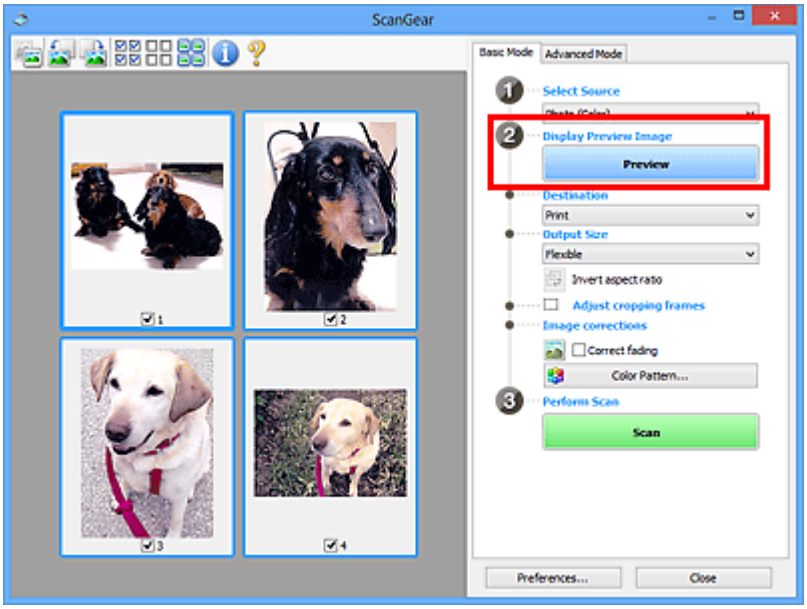
   ➡ Placing Items (When Scanning from a Computer)
   ➡ Starting ScanGear (Scanner Driver)

2. Set **Select Source** according to the document placed on the Platen.



3. Click **Preview**.

   Thumbnails of the preview images appear in the Preview area. Cropping frames are specified automatically according to the document size.



4. Set **Destination**.

5. Set **Output Size** according to purpose.

6. Adjust the cropping frames and set **Image corrections** as required.

Note

- You can correct each image separately. Select the frame you want to correct.
- In thumbnail view, you can only create one cropping frame per image. To create multiple cropping frames in an image, scan in whole image view.

  ➡ Scanning Multiple Documents in Whole Image View

7. Select the images you want to scan.

   Select the checkboxes of the images you want to scan.

8. Click **Scan**.

Scanning Multiple Documents in Whole Image View

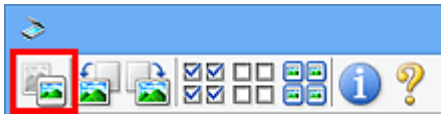
Follow these steps if thumbnails are not displayed correctly when previewed or if you want to scan multiple documents as a single image.

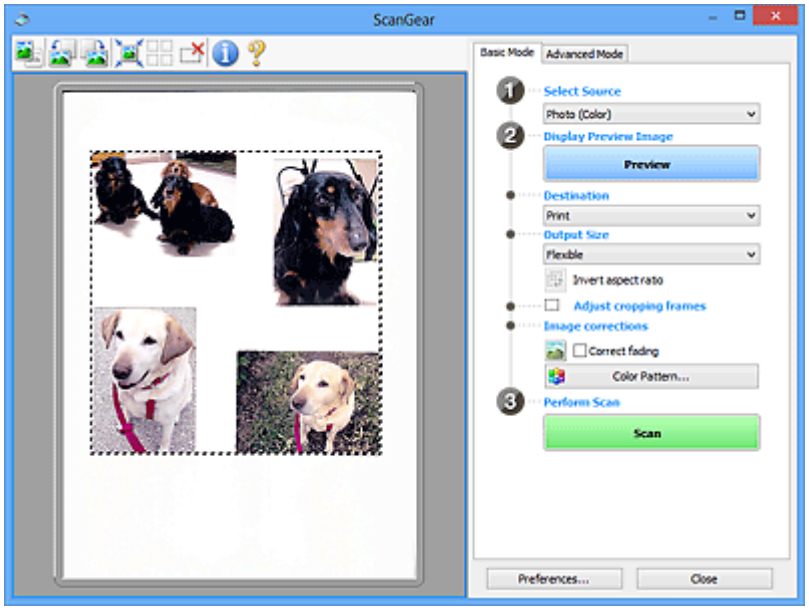
Note

- Positions of slanted documents are not corrected in whole image view.

1. After previewing images, click (Thumbnail) on the Toolbar.

   Switch to whole image view.

   ### Note

   - When the whole image is displayed, the icon changes to (Whole Image).

2. Set **Destination**.

3. Set **Output Size** according to purpose.

   Invert aspect ratio will be enabled 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.

4. Adjust the cropping frames.

Adjust the size and position of the cropping frames on the preview image. You can also create two or more cropping frames.

If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the specified area will be scanned.

➡ Adjusting Cropping Frames (ScanGear)

5. Set **Image corrections** as required.

6. Click **Scan**.

   Areas framed by broken lines are scanned.

Note

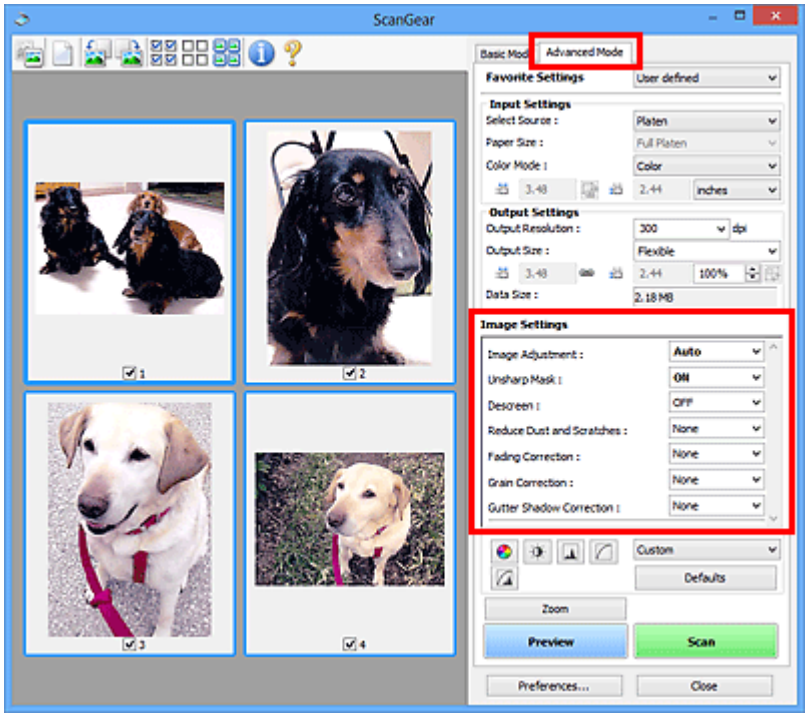
- A response of ScanGear after scanning can be specified in **Status of ScanGear dialog after scanning** on the **Scan** tab of the **Preferences** dialog box.

Correcting Images and Adjusting Colors with ScanGear (Scanner Driver)

- Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)
- Adjusting Colors Using a Color Pattern
- Adjusting Saturation and Color Balance
- Adjusting Brightness and Contrast
- Adjusting Histogram
- Adjusting Tone Curve
- Setting Threshold

Correcting Images (Unsharp Mask, Reduce Dust and Scratches, Fading Correction, etc.)

The **Image Settings** functions on the **Advanced Mode** tab of ScanGear (scanner driver) allow you to enhance the outline of the subjects, reduce dust/scratches, and correct faded colors when scanning images.



Setting Items

Click (Arrow) of a function and select an item from the pull-down menu.

Important

- Do not apply these functions to images without moire, dust/scratches, or faded colors. The color tone may be adversely affected.
- Refer to "**Image Settings**" for details and precautions on each function.

Note

- Refer to "Scanning in Advanced Mode" to start the **Advanced Mode** tab of ScanGear and scan.

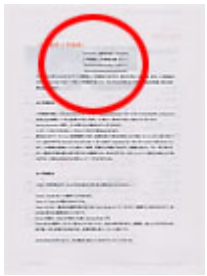
Adjusting the image brightness and color tone

Set **Image Adjustment** to **Auto**, **Photo**, **Magazine**, or **Document** according to the document type.

None	Auto

Reducing show-through in text documents or lightening the base color in recycled paper, newspapers, etc. when scanning documents

Set **Reduce Show-through** to **ON**.

OFF	ON
	

Sharpening slightly out-of-focus images

Set **Unsharp Mask** to **ON**.

OFF	ON

Reducing gradations and stripe patterns

Set **Descreen** to **ON**.

OFF	ON

Note

- Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. **Descreen** is the function for reducing this moire effect.

Reducing dust and scratches

Set **Reduce Dust and Scratches** to **Low**, **Medium**, or **High** according to the degree of dust and scratches.

None	Medium

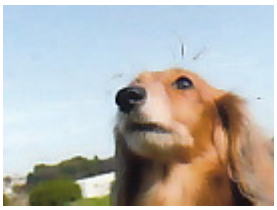
Correcting photos that have faded with time or due to colorcast

Set **Fading Correction** to **Low**, **Medium**, or **High** according to the degree of fading or colorcast.

None	Medium

Reducing graininess

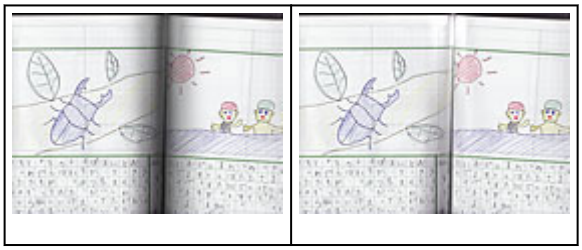
Set **Grain Correction** to **Low**, **Medium**, or **High** according to the degree of graininess.

None	Medium
	

Correcting shadows that appear between pages when scanning open booklets

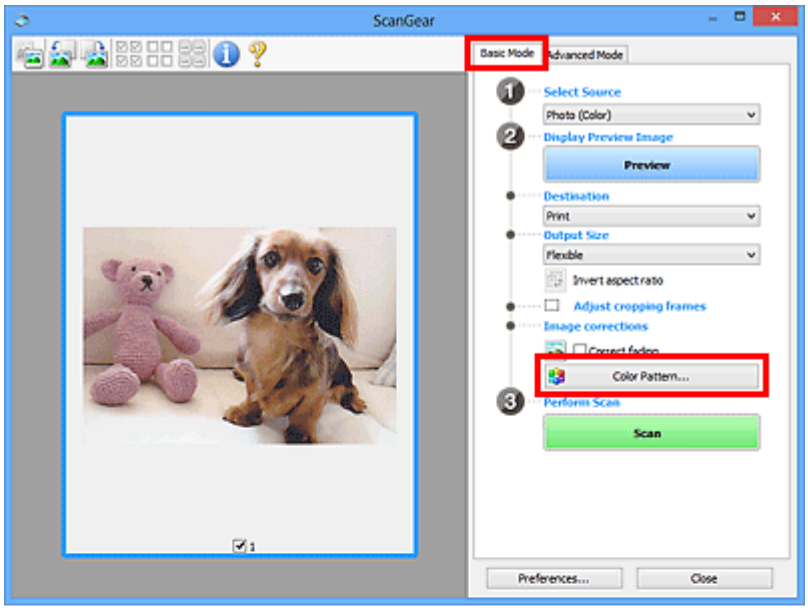
Set **Gutter Shadow Correction** to **Low**, **Medium**, or **High** according to the degree of shadows.

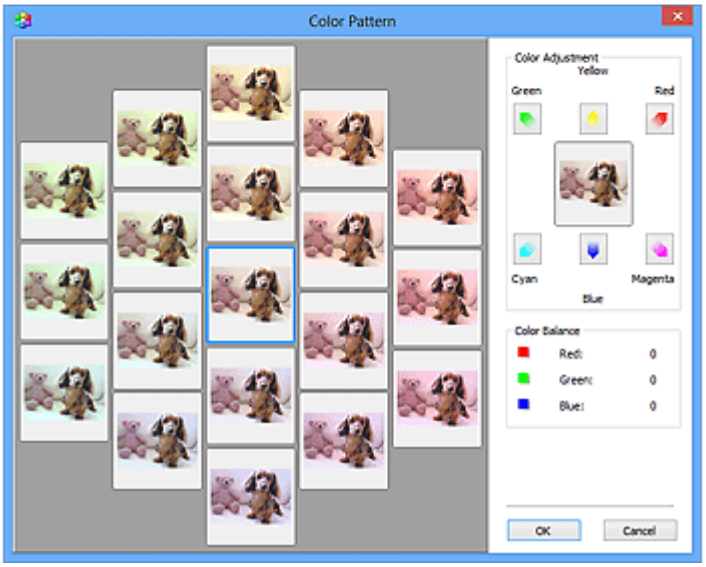
None	Medium



Adjusting Colors Using a Color Pattern

You can preview color changes and reproduce natural colors by using the color pattern function in ScanGear (scanner driver)'s **Basic Mode** tab.





Color Adjustment

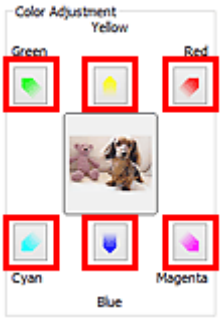
Correct colors that have faded with time or due to colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

Click an arrow in **Color Adjustment** to emphasize the corresponding color.

Cyan & red, magenta & green, and yellow & blue are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is recommended that you find a portion in the image where it should be white, and adjust the colors so that the portion turns white.

Preview image appears in the center. Preview image colors change as you adjust them.



Below is an example of correcting a bluish image.

Since **Blue** and **Green** are too strong, click the **Yellow** and **Magenta** arrows to correct.

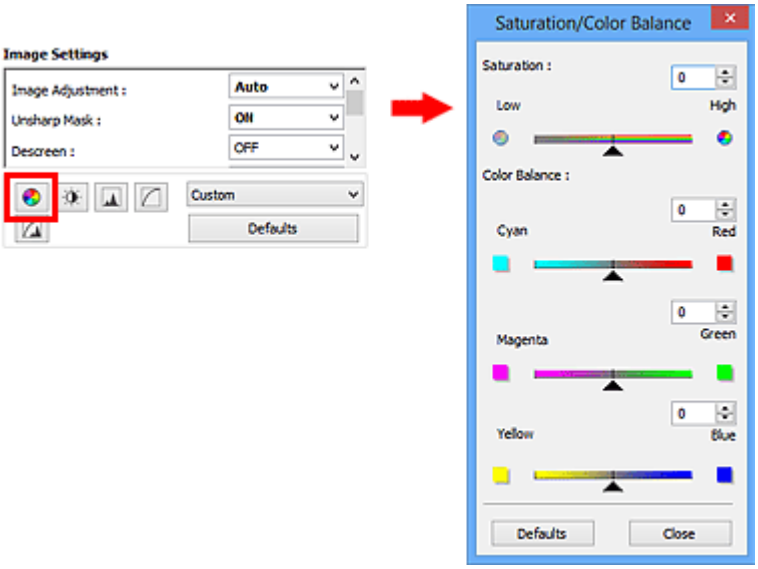
Before	After

Note

- Color adjustments are applied only to the cropping frames (scan areas) or the frame selected in thumbnail view.
- You can select multiple frames or cropping frames by clicking them while pressing the Ctrl key.
- You can also select a color tone from the color pattern displayed on the left of the **Color Pattern** screen.
- You can also use this function to add a specific tint to an image. Increase the magenta to add a warm tint, and increase the blue to add a cool tint.

Adjusting Saturation and Color Balance

You can brighten colors that have faded with time or due to colorcast by using (Saturation/Color Balance) in ScanGear (scanner driver)'s **Advanced Mode** tab.



Note

- Click **Defaults** to reset all adjustments in the current window.

Saturation

Adjust the image's saturation (vividness). You can brighten colors that have faded with time, etc.

Move ▲ (Slider) under **Saturation** to the left to decrease the saturation (darken the image), and to the right to increase the saturation (brighten the image). You can also enter a value (-127 to 127).

Saturation decreased	Original image	Saturation increased

Note

- The natural color tone of the original image may be lost if you increase saturation too much.

Color Balance

Adjust images that have a colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

Move ▲ (Slider) under **Color Balance** to the left or right to emphasize the corresponding color.

Cyan & Red

Magenta & Green

Yellow & Blue

These are complementary color pairs (each pair produces a shade of gray when mixed). You can reproduce the natural colors of the scene by reducing the cast color and increasing the complementary color.

It is usually difficult to correct the image completely by adjusting only one color pair. It is recommended that you find a portion in the image where it should be white, and adjust all three color pairs so that the portion turns white.

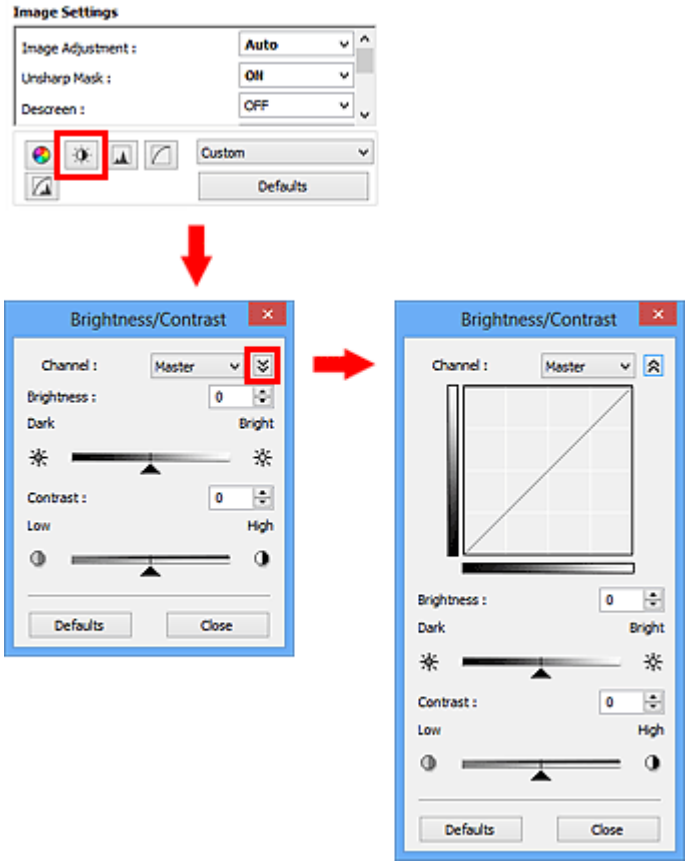
You can also enter a value (-127 to 127).

Below is an example of an image in which the "Cyan & Red" pair has been adjusted.

Cyan is increased	Red is increased

Adjusting Brightness and Contrast

You can adjust images that are too dark or bright, or too flat due to lack of contrast by using (Brightness/Contrast) in ScanGear (scanner driver)'s **Advanced Mode** tab.



Note

- Click (Down arrow) to switch to detailed view. Click (Up arrow) to return to the previous view.
- Click **Defaults** to reset all adjustments in the current window.

Channel

Each dot of an image is a mixture of Red, Green, and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

Master

Adjust the Red, Green, and Blue combined.

Red

Adjust the Red channel.

Green

Adjust the Green channel.

Blue

Adjust the Blue channel.

Note

- Only **Grayscale** will be displayed in **Channel** when **Color Mode** is **Grayscale**.

Brightness

Adjust the image brightness.

Move ▲ (Slider) under **Brightness** to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

Darkened	Original image	Brightened

Note

- Highlights may be lost if you brighten the image too much, and shadows may be lost if you darken the image too much.

Contrast

"Contrast" is the degree of difference between the brighter and darker parts of an image. Increasing contrast will increase the difference, thus sharpening the image. Decreasing contrast will decrease the difference, thus softening the image.

Move ▲ (Slider) under **Contrast** to the left to decrease and right to increase the contrast of the image. You can also enter a value (-127 to 127).

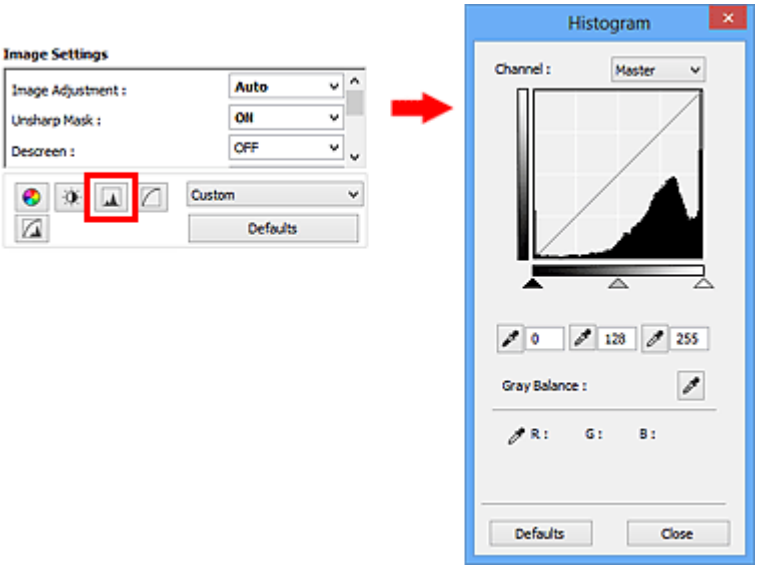
Decreased contrast	Original image	Increased contrast

Note

- Increasing the contrast is effective in adding a three-dimensional feel to soft images. However, shadows and highlights may be lost if you increase the contrast too much.

Adjusting Histogram

You can adjust the image color tone by using a graph (histogram) showing brightness distribution, via (Histogram) in ScanGear (scanner driver)'s **Advanced Mode** tab.



Note

- Click **Defaults** to reset all adjustments in the current window.

Channel

Each dot of an image is a mixture of Red, Green, and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

Master

Adjust the Red, Green, and Blue combined.

Red

Adjust the Red channel.

Green

Adjust the Green channel.

Blue

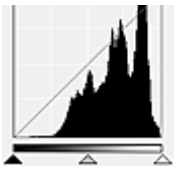
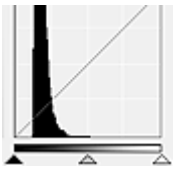
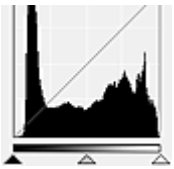
Adjust the Blue channel.

Note

- Only **Grayscale** will be displayed in **Channel** when **Color Mode** is **Grayscale**.

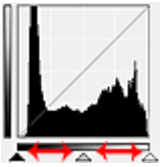
Reading Histograms

You can see the histogram of a specified area for each **Channel**. The higher the histogram peak, the more data is distributed to that level.

(1) Bright area	(2) Dark area	(3) Whole image
		
More data is distributed to the highlight side.	More data is distributed to the shadow side.	Data is widely distributed between the highlight and shadow.

Adjusting Histograms (Using the Slider)

Select a **Channel**, then move ▲ (Black-point Slider) or △ (White-point Slider) to specify the level to be set as the shadow or highlight.



- All parts to the left of ▲ (Black-point Slider) will be black (level 0).
- The parts at △ (Mid-point Slider) will turn to the color exactly between the black-point and white-point.
- All parts to the right of △ (White-point Slider) will turn white (level 255).

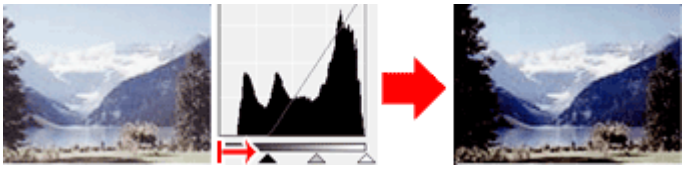
When **Image Adjustment** is set to anything but **None**, the adjustments shown below are performed automatically.

Moving the Black-point and White-point Sliders

Move the Black-point Slider or White-point Slider to adjust brightness.

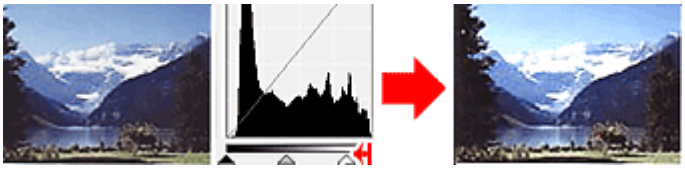
Images with more data distributed to the highlight side

Move the Black-point Slider toward the highlight side.



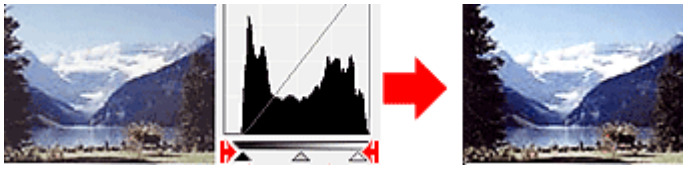
Images with more data distributed to the shadow side

Move the White-point Slider toward the shadow side.



Images with widely distributed data

Move the Black-point Slider toward the highlight side, and White-point Slider toward the shadow side.

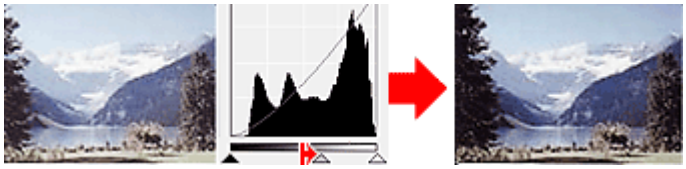


Moving the Mid-point Slider

Move the Mid-point Slider to specify the level to be set as the middle of the tonal range.

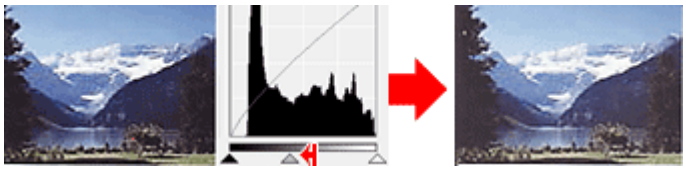
Images with more data distributed to the highlight side

Move the Mid-point Slider toward the highlight side.



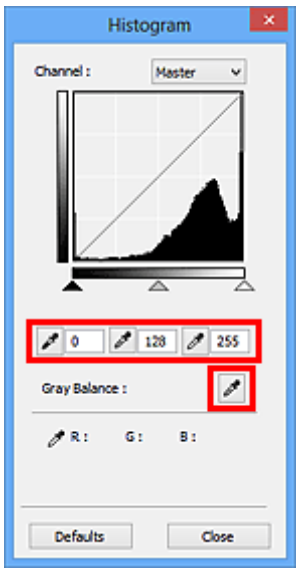
Images with more data distributed to the shadow side

Move the Mid-point Slider toward the shadow side.



Adjusting Histograms (Using the Droppers)

When you select a **Channel** and click the Black-point, Mid-point, or White-point Dropper, the mouse pointer on the preview image changes to a dropper. Click a Dropper displayed below the histogram to change the setting.



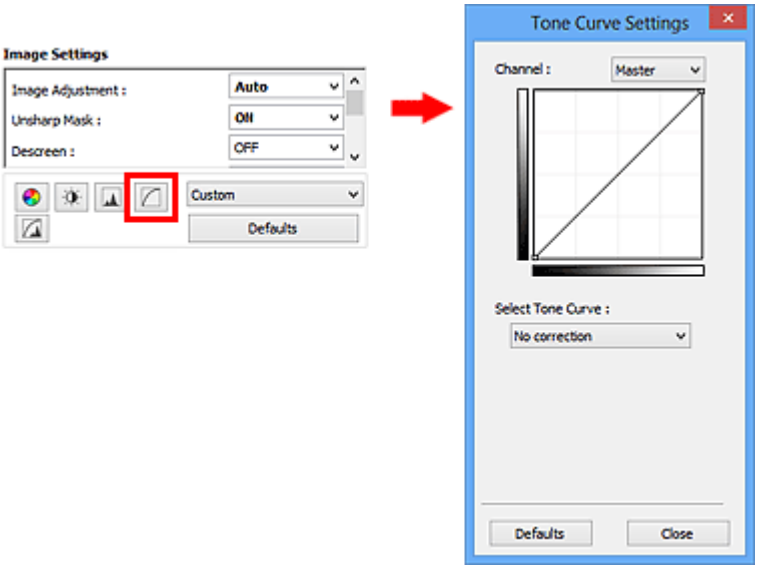
- The point clicked with (Black-point Dropper) will be the darkest point. You can also enter a value (0 to 245).
- The point clicked with (Mid-point Dropper) will be the middle of the tonal range. You can also enter a value (5 to 250).

- The point clicked with (White-point Dropper) will be the brightest point. You can also enter a value (10 to 255).
- Click (Dropper) for **Gray Balance** and click the area you want to adjust the color in the preview image.

The clicked point will be set as the achromatic color reference, and the rest of the image is adjusted accordingly. For instance, if snow in a photo appears bluish, click the bluish part to adjust the whole image and reproduce natural colors.

Adjusting Tone Curve

You can adjust the brightness of an image by selecting the type of graph (tone curve) showing the balance of tone input and output, via (Tone Curve Settings) in ScanGear (scanner driver)'s **Advanced Mode** tab.



Note

- Click **Defaults** to reset all adjustments in the current window.

Channel

Each dot of an image is a mixture of Red, Green, and Blue in various proportions (gradation). These colors can be adjusted individually as a "channel."

Master

Adjust the Red, Green, and Blue combined.

Red

Adjust the Red channel.

Green

Adjust the Green channel.

Blue

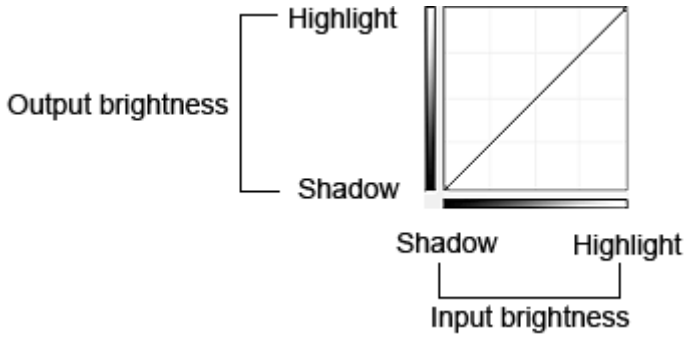
Adjust the Blue channel.

Note

- Only **Grayscale** will be displayed in **Channel** when **Color Mode** is **Grayscale**.

Reading Tone Curves

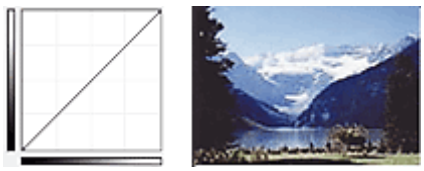
With ScanGear, scanning images via a scanner is the input, and displaying to a monitor is the output. "Tone Curve" shows the balance of tone input and output for each **Channel**.



Adjusting Tone Curve

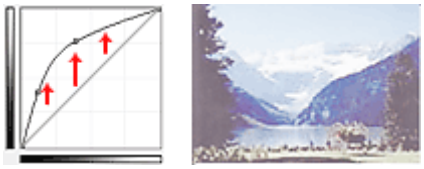
In **Select Tone Curve**, select a tone curve from **No correction**, **Overexposure**, **Underexposure**, **High contrast**, **Reverse the negative/positive image**, and **Edit custom curve**.

No correction (No adjustment)



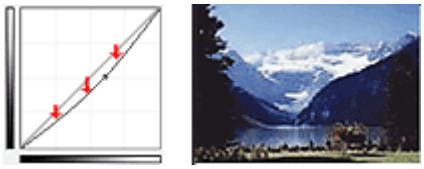
Overexposure (Convex curve)

The midtone data of the input side is stretched toward the highlight of the output side, resulting in a bright-toned image when viewed on a monitor.



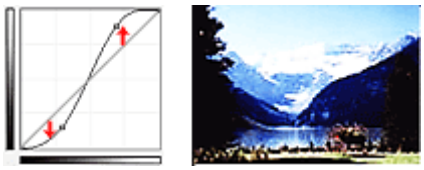
Underexposure (Concave curve)

The midtone data of the input side is stretched toward the shadow of the output side, resulting in a dark-toned image when viewed on a monitor.



High contrast (S curve)

The highlight and shadow of the input side are enhanced, resulting in a high-contrast image.



Reverse the negative/positive image (Downward-sloping line)

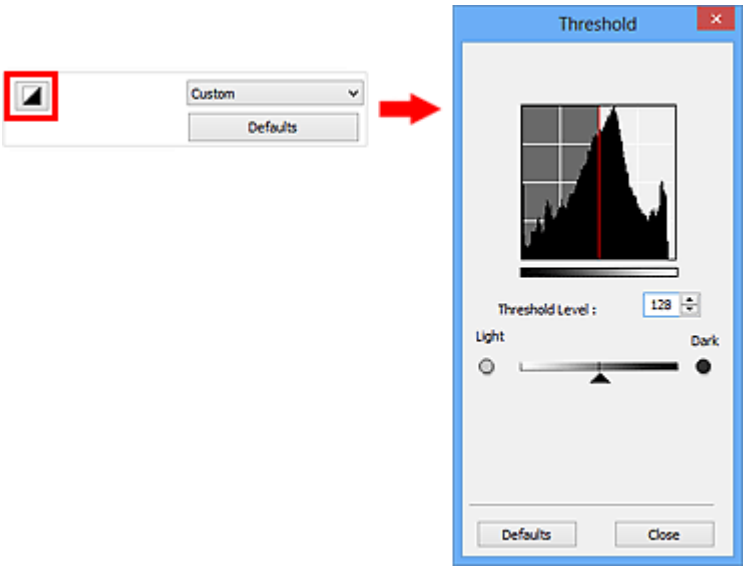
The input and output sides are reversed, resulting in a negative-positive inverted image.

Edit custom curve

You can drag specific points on the Tone Curve to freely adjust the brightness of the corresponding areas.

Setting Threshold

You can sharpen text in a document or reduce show-through in newspapers by adjusting the threshold level via (Threshold) in ScanGear (scanner driver)'s **Advanced Mode** tab.



Note

- This function is available when **Color Mode** is **Black and White**.
- Click **Defaults** to reset all adjustments in the current window.

Adjusting Threshold

The brightness of color and grayscale images is expressed in a value between 0 and 255. However, in creating black and white images, all colors are mapped to either black (0) or white (255). "Threshold" is the borderline value that determines a color as black or white.

Move ▲ (Slider) to the right to increase the threshold value and thus increase the black areas. Move the slider to the left to decrease the value and thus increase the white areas. You can also enter a value (0 to 255).

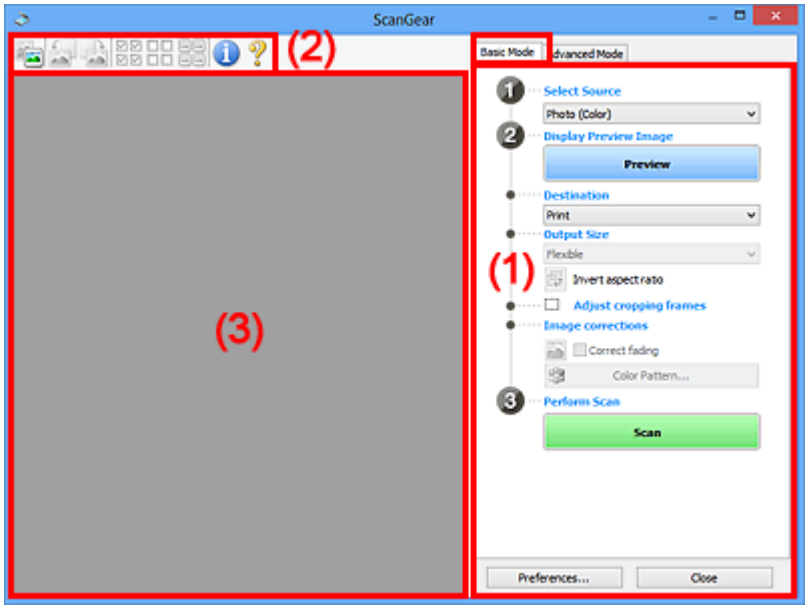
ScanGear (Scanner Driver) Screens

- **Basic Mode** Tab
- **Advanced Mode** Tab
  - **Input Settings**
  - **Output Settings**
  - **Image Settings**
  - Color Adjustment Buttons
- **Preferences** Dialog Box
  - **Scanner** Tab
  - **Preview** Tab
  - **Scan** Tab
  - **Color Settings** Tab

Basic Mode Tab

This mode allows you to scan easily by following the 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.
- The preview function 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, refer to the application's manual.

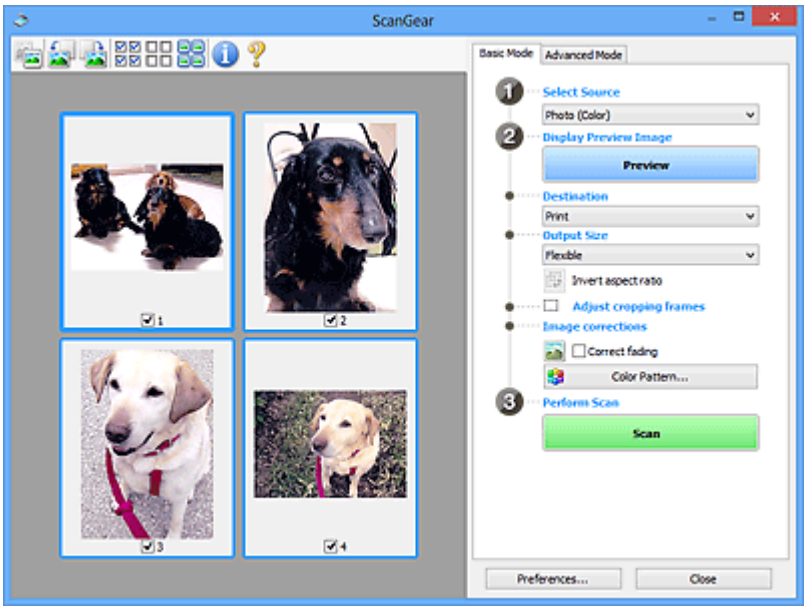
Note

- 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.
- If 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

Allows you to freely adjust the cropping frames (scan areas).

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 (L, A4, etc.)

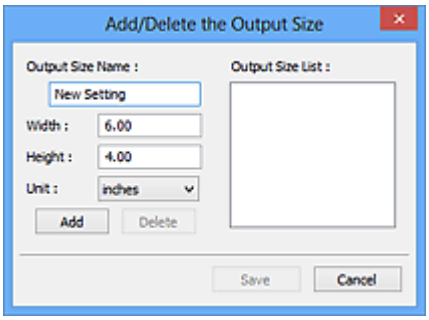
Select an output paper size. The portion within the cropping frame will be scanned at the size of the selected paper size. You can drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

Monitor Size (1024 x 768 pixels, etc.)

Select an output size in pixels. A cropping frame of the selected monitor size will be displayed and the portion within the cropping frame will be scanned. You can drag the cropping frame to enlarge/reduce it while maintaining the aspect ratio.

Add/Delete...

Opens the **Add/Delete the Output Size** dialog box, in which you can specify custom output sizes. You can select this option when **Destination** is **Print** or **Image display**.



In the **Add/Delete the Output Size** dialog box, you can specify multiple output sizes and save them at one time. Saved items 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**, then click **Add**. For **Unit**, you can select **inches** or **mm** when **Destination** is **Print** but you can only select **pixels** when **Destination** is **Image display**. The name of the added size appears in **Output Size List**. Click **Save** to save the items listed in **Output Size List**.

Deleting:

Select the output size you want to delete in **Output Size List**, then click **Delete**. Click **Save** to save the items listed in **Output Size List**.

Important

- You cannot delete predefined output sizes such as **A4** and **1024 x 768 pixels**.

Note

- Save up to 10 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 is initially displayed on a preview image, refer to **Cropping Frame on Previewed Images** in "**Preview** Tab" (**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

You can adjust the scan area within the Preview area.

If an area is not specified, the document will be scanned at the document size (Auto Crop). If an area is specified, only the portion in the cropping frame will be scanned.

➡ Adjusting Cropping Frames (ScanGear)

Image corrections

Allows you to apply corrections to images.

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 and scans photos that have faded with time or have a colorcast.

Reduce gutter shadow

Corrects shadows that appear between pages when scanning open booklets.

Important

- For precautions on using this function, refer to "**Gutter Shadow Correction**."

Color Pattern...

Allows you to adjust the image's overall color. You can correct colors that have faded due to colorcast, etc. and reproduce natural colors while previewing color changes.

➡ Adjusting Colors Using a Color Pattern

Important

- This setting is not available when you select **Color Matching** on the **Color Settings** tab of the **Preferences** dialog box.

Perform Scan

Scan

Starts scanning.

Note

- When scanning starts, the progress will be displayed. Click **Cancel** to cancel the scan.

Preferences...

Opens the **Preferences** dialog box in which you can make scan/preview settings.

Close

Closes ScanGear (scanner driver).

(2) Toolbar

You can 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 image in thumbnail view.

(Uncheck All Frames)

Available when two or more frames are displayed.

Deselects the checkboxes of the image 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 and the current scan settings (document type, etc.).

(Open Guide)

Opens this page.

(3) Preview Area

This is where a trial image appears after you click **Preview**. You can also check the results of the settings (image corrections, color adjustments, etc.) made in "(1) Settings and Operation Buttons."

When (Thumbnail) is displayed on the Toolbar:

Cropping frames are specified according to the document size, and thumbnails of scanned images are displayed. 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. You can select multiple images by clicking them while pressing the Ctrl key.
- Unselected (no outline): The settings will not be applied.

- Double-click a frame to zoom in on the image. Click (Frame Advance) at the bottom of the screen to display the previous or next frame. Double-click the frame again to return the display to its non-magnified state.

When (Whole Image) is displayed on the Toolbar:

Items on the Platen are scanned and displayed as a single image. All portions in the cropping frames will be scanned.

Note

- You can specify the cropping frame on the displayed image. In thumbnail view, you can only create one cropping frame per image. In whole image view, you can create multiple cropping frames.

  Adjusting Cropping Frames (ScanGear)

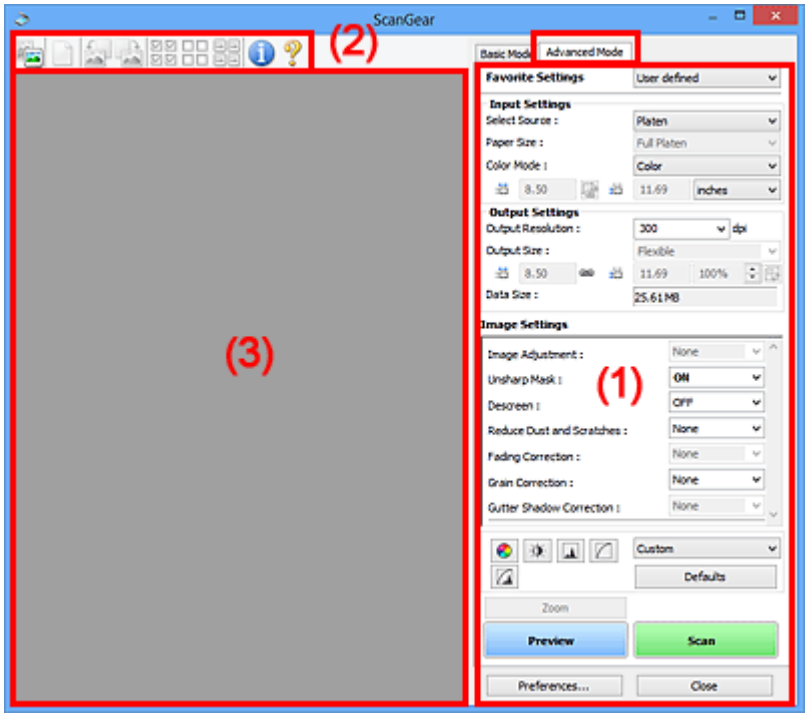
Related Topic

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

Note

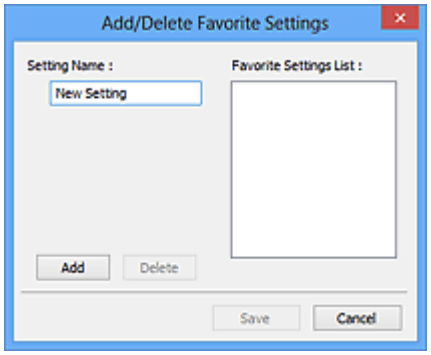
- The displayed items vary by document type and view.
- The preview function is not available when scanning from the ADF (Auto Document Feeder).

(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 frame again to return the display to its non-magnified state.

In whole image view:

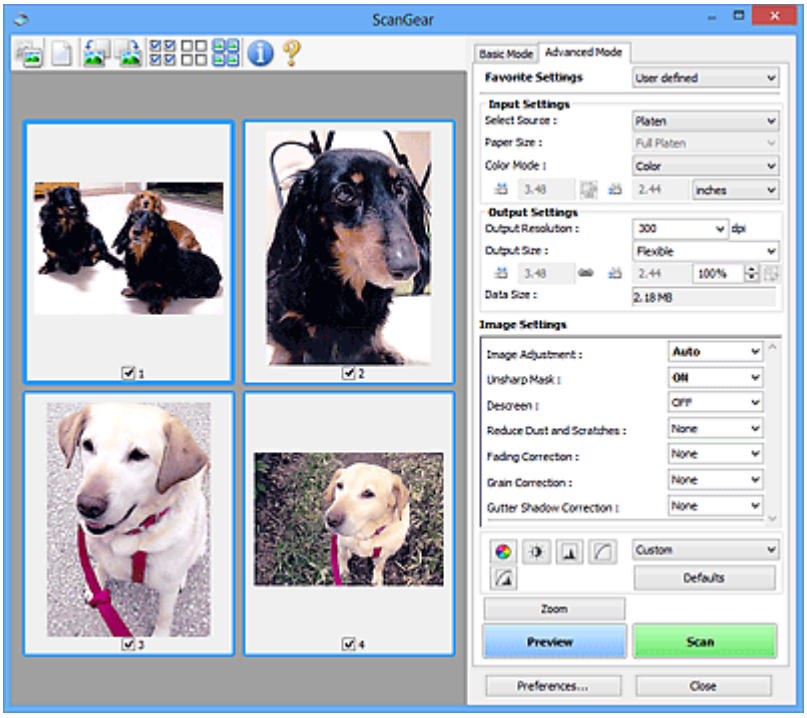
Rescans the image in the area specified with a cropping frame at higher magnification.

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 will be displayed. Click **Cancel** to cancel the scan.
- 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...

Opens the **Preferences** dialog box in which you can make scan/preview settings.

Close

Closes ScanGear (scanner driver).

(2) Toolbar

You can 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 image in thumbnail view.

(Uncheck All Frames)

Available when two or more frames are displayed.

Deselects the checkboxes of the image 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 and the current scan settings (document type, etc.).

(Open Guide)

Opens this page.

(3) Preview Area

This is where a trial image appears after you click **Preview**. You can also check the results of the settings (image corrections, color adjustments, etc.) made in "(1) Settings and Operation Buttons."

When (Thumbnail) is displayed on the Toolbar:

Cropping frames are specified according to the document size, and thumbnails of scanned images are displayed. 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. You can select multiple images by clicking them while pressing the Ctrl key.
  - Unselected (no outline): The settings will not be applied.

When (Whole Image) is displayed on the Toolbar:

Items on the Platen are scanned and displayed as a single image. All portions in the cropping frames will be scanned.

Note

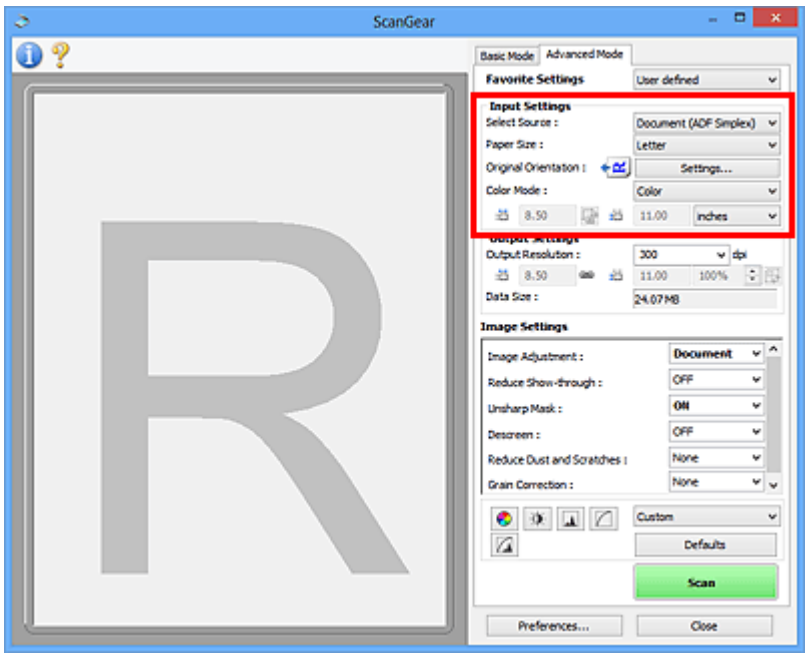
- You can specify the cropping frame on the displayed image. In thumbnail view, you can only create one cropping frame per image. In whole image view, you can create multiple cropping frames.

  Adjusting Cropping Frames (ScanGear)

Related Topic

- Scanning in Advanced Mode
- Scanning Multiple Documents from the ADF (Auto Document Feeder) in Advanced Mode

Input Settings



Input Settings allows you to set the following items:

Select Source

The type of document to be scanned is displayed. To scan from the Platen, select **Platen**; to scan from the ADF (Auto Document Feeder), select **Document (ADF Simplex)** or **Document (ADF Duplex)**.

Important

- Some applications do not support continuous scanning from the ADF. For details, refer to the application's manual.

Note

- You can select **Document (ADF Duplex)** when using a model supporting ADF duplex scanning.

Paper Size

Select the size of the document to be scanned. This setting is available in whole image view only.

When scanning both sides of the documents automatically from the ADF, select **A4** or **Letter**.

When you select a size, the Preview area size changes accordingly.

Important

- Some applications have a limit to the amount of scan data they can receive. Available scan range is as follows.
  - 21000 pixels x 30000 pixels or less
- If you change **Paper Size** after previewing, the preview image will be deleted.

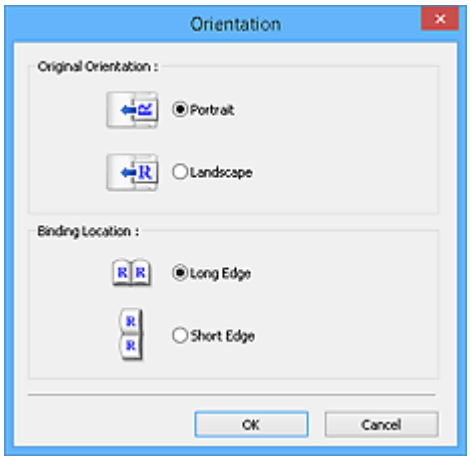
Note

- If you are not sure which size you should select for **Paper Size**, set **Paper Size** to **Full Platen**, then measure the size of the document and enter the values into (Width) and (Height).

Original Orientation

Set the orientation and stapling side of the documents to scan from the ADF.

Click **Settings...** to open the **Orientation** dialog box.



Important

- The **Orientation** dialog box can only be opened when **Select Source** is **Document (ADF Simplex)** or **Document (ADF Duplex)**.
- **Binding Location** is displayed when using a model supporting ADF duplex scanning.
- **Binding Location** cannot be specified when **Select Source** is **Document (ADF Simplex)**.

Color Mode

Select how to scan the document.

Color

Select this mode to scan color documents or to create color images. This mode renders the image in 256 levels (8 bit) of R(ed), G(reen), and B(lue).

Grayscale

Select this mode to scan black and white photos or to create black and white images. This mode renders the image in 256 levels (8 bit) of black and white.

Black and White

Select this mode to scan photos and documents in black and white. This mode renders the image in black and white. The contrast in the image is divided at certain levels (threshold level) into black and white and is rendered in two colors. The threshold level can be set with (Threshold).

Input Size

In thumbnail view, the cropped document size is displayed after preview.

In whole image view, the **Paper Size** is displayed before preview, and the cropping frame (scan area) size is displayed after preview.

You can adjust the cropping frame size by entering the values into (Width) and (Height).

Click (Change Aspect Ratio) and change it to (Keep Aspect Ratio) to maintain the aspect ratio when you specify the cropping frame size.

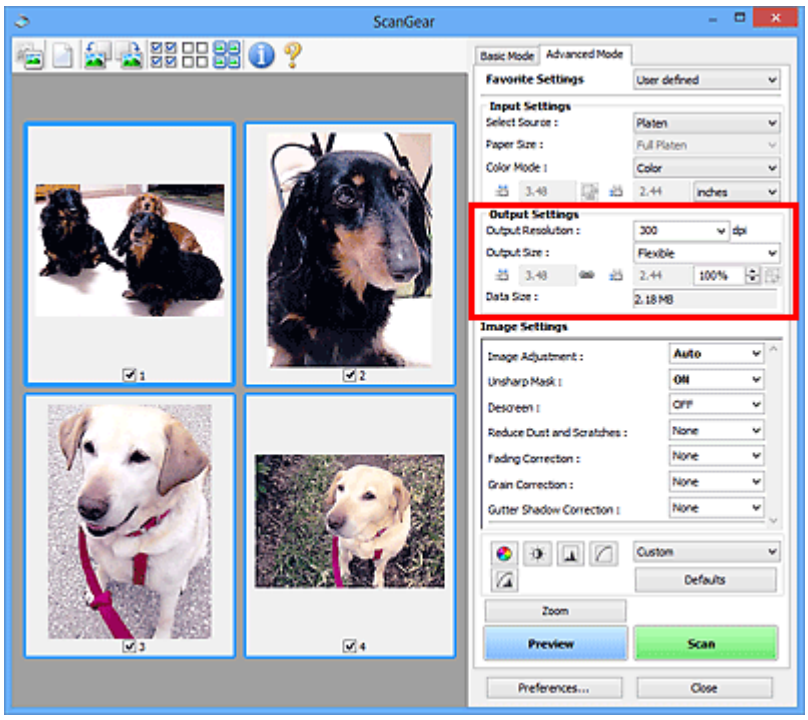
Important

- Input size settings are available only when **Output Size** in **Output Settings** is **Flexible**. If you select a size other than **Flexible**, a cropping frame calculated from **Output Size** and **Output Resolution** is displayed, and its aspect ratio is fixed.

Note

- The values you can enter will be within the range of the selected document size. The minimum size is 96 pixels x 96 pixels when **Output Resolution** is 600 dpi, scaled at 100 %.
- When Auto Crop is performed in whole image view, the aspect ratio will not be maintained since the size will be prioritized.
- Refer to "Adjusting Cropping Frames (ScanGear)" for details on cropping frames.

Output Settings



Output Settings allows you to set the following items:

Output Resolution

Select the resolution to scan at.

The higher the resolution (value), the more detail in your image.

Select a resolution from the options displayed by clicking the button, or enter a value in 1 dpi increments.

Refer to "Resolution" for your model from Home of the *Online Manual* for details.

When **Select Source** is **Platen**:

You can enter a value within the range of 25 dpi to 19200 dpi.

When **Select Source** is **Document (ADF Simplex)** or **Document (ADF Duplex)**:

You can enter a value within the range of 25 dpi to 600 dpi.

Output Size

Select an output size.

Select **Flexible** to set custom sizes or select a size for printing or displaying. Select **Add/Delete...** to set custom size and save it as a new output size option.

Flexible

You can specify the output resolution and scale, and adjust the cropping frames (scan areas).

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.

Note

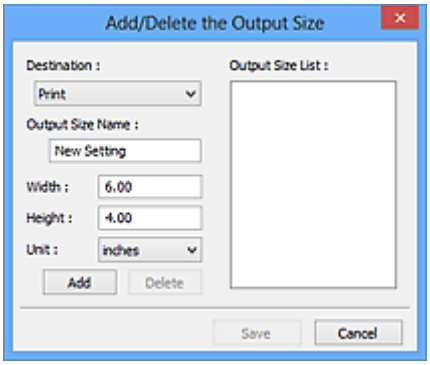
- To enlarge/reduce the scanned image, enter values into (Width) and (Height) in **Output Settings** or specify a value (by 1 %) for **%**. Although the maximum value available for **%** depends on the **Output Resolution**, it can be specified for up to 19200 dpi (the maximum available output resolution).

Paper Size (L, A4, etc.) & Monitor Size (1024 x 768 pixels, etc.)

(Width), (Height), and scale cannot be specified. The preview image will be cropped according to the selected output size and resolution. The portion within the cropping frame will be scanned at the size of the selected paper/monitor size. You can drag the cropping frame to enlarge, reduce, or move it while maintaining the aspect ratio.

Add/Delete...

Opens the **Add/Delete the Output Size** dialog box, in which you can specify custom output sizes.



In the **Add/Delete the Output Size** dialog box, you can specify multiple output sizes and save them at one time. Saved items will be registered to the **Output Size** list and can be selected, along with the predefined items.

Adding:

Select **Print** or **Image display** for **Destination**, then enter **Output Size Name**, **Width**, and **Height**, then click **Add**. For **Unit**, you can select **inches** or **mm** when **Destination** is **Print** but you can only select **pixels** when **Destination** is **Image display**. The name of the added size appears in **Output Size List**. Click **Save** to save the items listed in **Output Size List**.

Deleting:

Select the output size you want to delete in **Output Size List**, then click **Delete**. Click **Save** to save the items listed in **Output Size List**.

Important

- You cannot delete predefined output sizes such as **A4** and **1024 x 768 pixels**.

Note

- Save up to 10 items for each destination.
- An error message appears when you enter a value outside the setting range. Enter a value within the range displayed in the message.

Note

- Refer to "Adjusting Cropping Frames (ScanGear)" for details on cropping frames.
- For details on whether or how the cropping frame is initially displayed on a preview image, refer to **Cropping Frame on Previewed Images** in "**Preview** Tab" (**Preferences** dialog box).

(Switch 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.

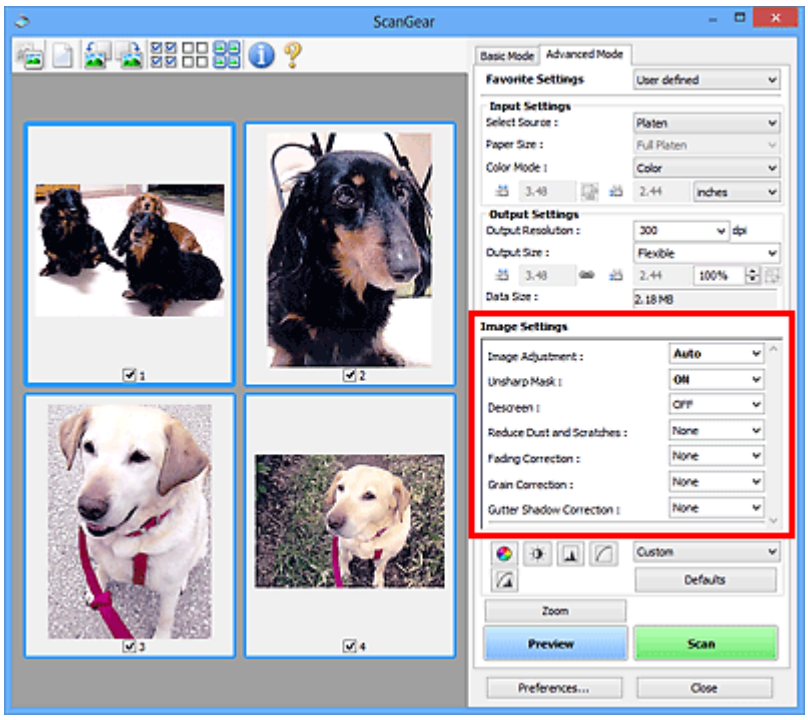
Data Size

The data size when scanned with the current settings is displayed.

Note

- When the data size exceeds a certain size, the value appears in red. In that case, a warning message appears when you click **Scan**. It is recommended that you adjust the settings to reduce **Data Size**. To continue, scan in whole image view.

Image Settings



Important

- Do not apply these functions to images without moire, dust/scratches, or faded colors. The color tone may be adversely affected.
- Image correction results may not be reflected in the preview image.

Note

- Selectable settings depend on **Color Mode** settings.
- Scanning may take longer than usual when you use **Image Settings**.

Image Settings allows you to set the following items:

Image Adjustment

When Image Adjustment is set, the brightness of the specified portion of the image is optimized. Images can be adjusted according to the automatically detected document type or the specified document type. The result of the adjustment will be reflected in the entire image.

None

Image Adjustment will not be applied.

Auto

Applies Image Adjustment by automatically detecting the document type. It is recommended that you normally select this setting.

Photo

Applies Image Adjustment suitable for photos.

Magazine

Applies Image Adjustment suitable for magazines.

Document

Applies Image Adjustment suitable for text documents.

Important

- You can set **Image Adjustment** after preview.
- You can set this setting when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box.

Note

- If the image is not adjusted properly with **Auto**, specify the document type.
- The color tone may change from the source image due to the Image Adjustment. In that case, set **Image Adjustment** to **None**.

Reduce Show-through

Use this function to reduce show-through in duplex documents or lighten the base color in recycled paper and other colored paper when scanning documents.

OFF

Show-through will not be reduced.

ON

Select this to reduce show-through in duplex documents or lighten the base color. It is recommended that you normally select this setting.

Important

- **Reduce Show-through** can be set when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box and **Document** or **Magazine** is selected for **Image Adjustment**.

Unsharp Mask

Emphasizes the outline of the subjects to sharpen the image when scanning photos.

OFF

Unsharp Mask will not be applied.

ON

Emphasizes the outline of the subjects to sharpen the image. It is recommended that you normally select this setting.

Descreen

Printed photos and pictures are displayed as a collection of fine dots. "Moire" is a phenomenon where uneven gradation or a stripe pattern appears when such photos or pictures printed with fine dots are scanned. **Descreen** is the function for reducing this moire effect.

OFF

Moire will not be reduced.

ON

Reduces moire. It is recommended that you normally select this setting.

Note

- Even if **Descreen** is set to **ON**, some moire effects may remain if **Unsharp Mask** is set to **ON**. In that case, set **Unsharp Mask** to **OFF**.

Reduce Dust and Scratches

Scanned photos may contain white dots caused by dust or scratches. Use this function to reduce such noise.

None

Dust and scratches will not be reduced.

Low

Select this to reduce small dust particles and scratches. Large ones may remain.

Medium

It is recommended that you normally select this setting.

High

Select this to reduce large dust particles and scratches; however, evidence of the reduction process may remain or delicate parts of the image may be removed.

Important

- This function may not be effective for some types of photos.

Note

- It is recommended that you select **None** when scanning printed materials.

Fading Correction

Use this function to correct photos that have faded with time or have a colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

None

Fading Correction will not be applied.

Low

Select this to correct a small amount of fading and colorcast.

Medium

It is recommended that you normally select this setting.

High

Select this to correct a large amount of fading and colorcast. This can affect the tone of the image.

Important

- You can set **Fading Correction** after preview.
- You can set this setting when **Recommended** is selected on the **Color Settings** tab of the **Preferences** dialog box.
- Correction may not be applied properly if the scan area is too small.

Grain Correction

Use this function to reduce graininess (roughness) in photos taken with high-speed or sensitized film.

None

Graininess will not be reduced.

Low

Select this when the photo is slightly grainy.

Medium

It is recommended that you normally select this setting.

High

Select this when the photo is very grainy. This can affect the gradation and sharpness of the image.

Important

- Correction may not be applied properly if the scan area is too small.

Gutter Shadow Correction

Use this function to correct shadows that appear between pages when scanning open booklets.

When you set the **Gutter Shadow Correction** setting in the preview image, the result will be reflected. Preview the effects before scanning, as results vary depending on the type of document and how it is pressed.

Unclear or blurred text/lines caused by curved pages are not corrected.

None

Gutter shadow will not be corrected.

Low

Select this when the effect level is too strong with the medium setting.

Medium

It is recommended that you normally select this setting.

High

Select this when the effect level is too weak with the medium setting.

Important

- You can set **Gutter Shadow Correction** after preview.
- Do not place objects that weigh 4.4 lbs (2.0 kg) or more on the platen. Also, do not press on the document with a force exceeding 4.4 lbs (2.0 kg). If you press heavily, the scanner may not work correctly or you might break the glass.
- Align the document with the edge of the Platen. If not, the shadow will not be corrected properly.

- Shadows may not be corrected properly depending on the document. If the page background is not white, shadows may not be detected correctly or may not be detected at all.
- While scanning, press down on the spine with the same amount of pressure you used to preview the scan. If the binding part is not even, the shadow will not be corrected properly.

- How to place the document depends on your model and the document to be scanned.

Note

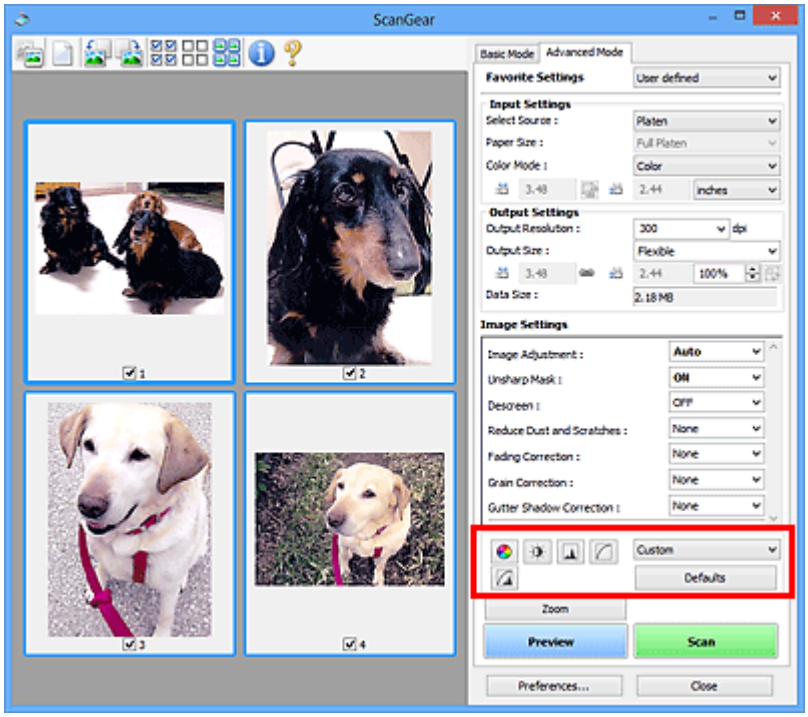
- Cover the document with black cloth if white spots, streaks, or colored patterns appear in scan results due to ambient light entering between the document and the Platen.

- If the shadow is not corrected properly, adjust the cropping frame (scan area) on the preview image.

  ➡ Adjusting Cropping Frames (ScanGear)

Color Adjustment Buttons

The Color Adjustment Buttons allow you to make fine corrections to the image brightness and color tones including adjustments to the image's overall brightness or contrast and adjustments to its highlight and shadow values (histogram) or balance (tone curve).



Important

- The Color Adjustment Buttons are not available when you select **Color Matching** on the **Color Settings** tab of the **Preferences** dialog box.

Note

- Selectable settings depend on **Color Mode** settings.
- When you adjust the image via the Color Adjustment Buttons, the results will be reflected in the preview image.

Click a Color Adjustment Button to set the following items:

(Saturation/Color Balance)

Adjust the saturation (vividness) and color tone of the image. Use this function to brighten colors that have faded with time or due to colorcast. "Colorcast" is a phenomenon where a specific color affects the entire picture due to the weather or ambient strong colors.

➡ Adjusting Saturation and Color Balance

(Brightness/Contrast)

Adjust the brightness and contrast of the image. If the image is too dark or too bright, or if the image quality is flat due to lack of contrast, you can adjust the levels of brightness and contrast.

➡ Adjusting Brightness and Contrast

(Histogram)

A histogram allows you to see the data concentration at each brightness level of an image. You can specify the brightest level (highlight) and darkest level (shadow) within an image, cut the levels and expand the middle of the tonal range of the image.

➡ Adjusting Histogram

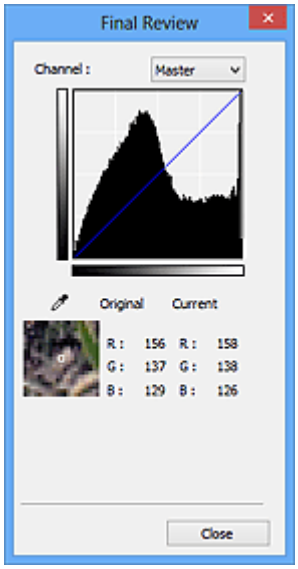
(Tone Curve Settings)

Adjust the brightness of an image by selecting the type of graph (tone curve) showing the balance of tone input and output. You can make fine adjustments to the brightness of a specific area.

➡ Adjusting Tone Curve

(Final Review)

Make a final check of color adjustments. The final synthesized tone curve and the histogram derived from the subsequent image processing will be displayed. There are no settings to make in this screen.



- For a color image, select a color in **Channel** to check either **Red**, **Green**, or **Blue**, or select **Master** to check three colors together.
- If you place the cursor on the preview image, the portion will be enlarged and its RGB values (only L when **Color Mode** is **Grayscale**) before and after the adjustments will be displayed.

(Threshold)

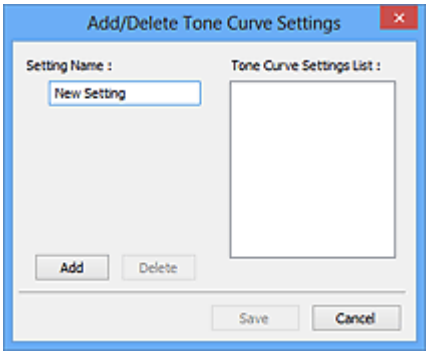
Set the boundary (threshold) at which black and white are divided. By adjusting the threshold level, you can sharpen text in a document or reduce show-through in newspapers.

➡ Setting Threshold

Custom

You can name and save a set of tone curve and threshold settings of the Color Adjustment Buttons.

Select **Add/Delete...** from the pull-down menu; when **Color Mode** is set to anything but **Black and White**, the **Add/Delete Tone Curve Settings** dialog box opens; when **Color Mode** is **Black and White**, the **Add/Delete Threshold Settings** dialog box opens.



Enter **Setting Name** and click **Add**; the name appears in **Tone Curve Settings List** or **Threshold Settings List**. Click **Save** to save.

To delete an item, select it in **Tone Curve Settings List** or **Threshold Settings List** and click **Delete**. Click **Save** to save the settings displayed in **Tone Curve Settings List** or **Threshold Settings List**.

You can load and apply the saved tone curve/threshold settings to a preview image. To load the settings, select the saved item from the pull-down menu.

Note

- Save up to 20 items.

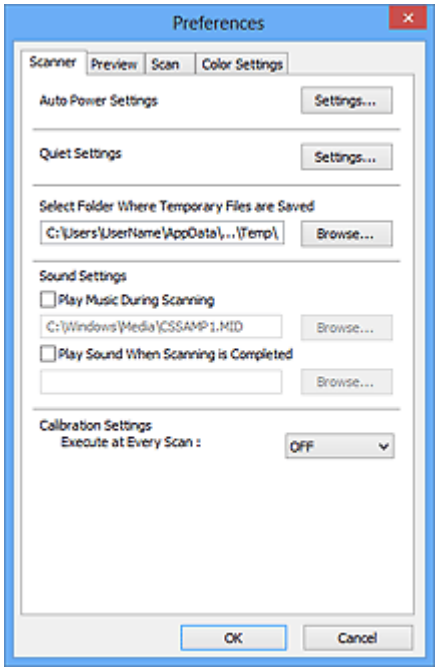
Defaults

Reset all adjustments (saturation/color balance, brightness/contrast, histogram, and tone curve).

Preferences Dialog Box

In the **Preferences** dialog box, you can make advanced settings to ScanGear (scanner driver) functions via the **Scanner**, **Preview**, **Scan**, and **Color Settings** tabs.

Click **Preferences...** in the ScanGear screen to open the **Preferences** dialog box.



Scanner Tab

Allows you to set the quiet mode, specify the folder in which to save images temporarily, and set the music file to play during or at the end of a scan.

Preview Tab

Allows you to select what to do with Preview when ScanGear is started, how to display cropping frames after previewing images, and the cropping size for thumbnails of scanned documents.

Scan Tab

Allows you to select what to do with ScanGear after scanning image.

Color Settings Tab

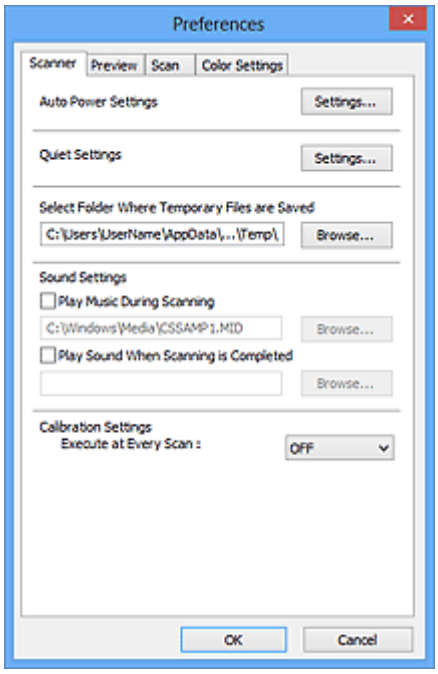
Allows you to select how to adjust color, and specify the monitor gamma value.

Scanner Tab

On the **Scanner** tab, you can specify the following settings.

Important

- Available functions and settings vary depending on your scanner or printer.



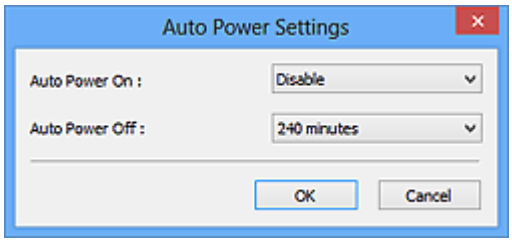
Auto Power Settings

You can set to turn the machine on or off automatically.

Click **Settings...** to display the **Auto Power Settings** dialog box.

Note

- If the machine is off or bi-directional communication is disabled, a message may appear because the computer cannot collect the machine status. In that case, click **OK** to exit ScanGear (scanner driver).



Auto Power On

Select **Enable** to turn on the machine automatically when data is received.

Auto Power Off

Specify the amount of time you want to set from the list. When this time lapses without any data being received, the machine turns off automatically.

Important

- When using a network compatible model by connecting to a network, the power does not turn off automatically even if **Auto Power Off** is set.

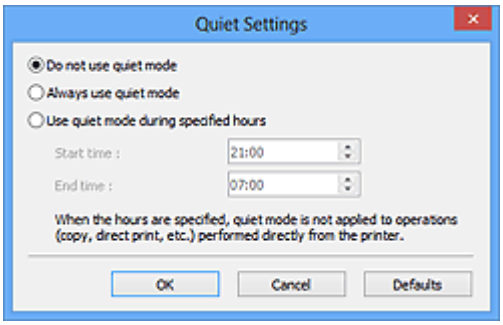
Quiet Settings

The silent function allows you to reduce the operating noise of this machine. Use this when you wish to reduce the operating noise such as when scanning or printing at night.

Click **Settings...** to set the quiet mode.

Note

- You can set the quiet mode from the operation panel of the machine, the printer driver, or ScanGear.
  No matter how the setting is made, it applies to operations from the operation panel of the machine or when printing/scanning from a computer, etc.
- Scanning or printing may take longer than usual when this function is used.



Do not use quiet mode

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

Always use quiet mode

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

Use quiet mode during specified hours

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

Set the **Start time** and **End time** during which quiet mode is to be activated.

Important

- The time specified in **Start time** and in **End time** must be different.
- If your scanner or printer does not support fax functions, quiet mode is not applied to operations (copy, direct print, etc.) performed directly from the machine even if the hours are specified.

Select Folder Where Temporary Files are Saved

Displays the folder in which to save images temporarily. To change the folder, click **Browse...** to specify another one.

Sound Settings

You can set the machine to play music during/at the end of a scan.

Select the **Play Music During Scanning** or **Play Sound When Scanning is Completed** checkbox, then click **Browse...** and specify a sound file.

You can specify the following files.

- MIDI file (*.mid, *.rmi, *.midi)
- Audio file (*.wav, *.aif, *.aiff)
- MP3 file (*.mp3)

Calibration Settings

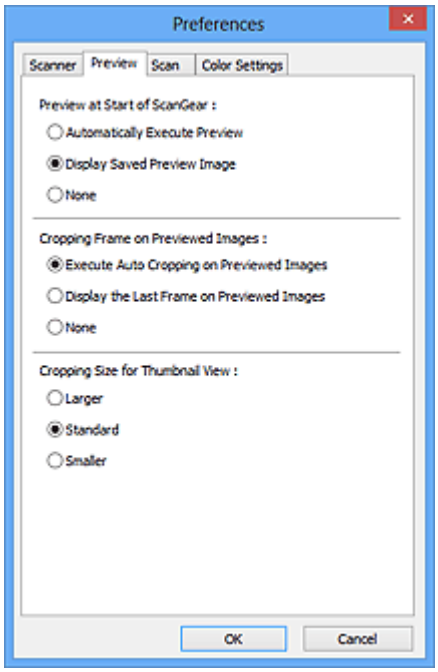
When you set **Execute at Every Scan** to **ON**, the scanner will be calibrated every time before previewing and scanning, to reproduce correct color tones in scanned images.

Note

- Even when **Execute at Every Scan** is set to **OFF**, the scanner may be calibrated automatically in some cases (such as immediately after you turn the machine on).
- Calibration may take time depending on your computer.

Preview Tab

On the **Preview** tab, you can specify the following settings.



Preview at Start of ScanGear

Select what to do with Preview when ScanGear (scanner driver) is started.

Automatically Execute Preview

ScanGear will automatically start previewing at startup.

Display Saved Preview Image

The previously previewed image will be displayed.

The Color Adjustment Button settings, the Toolbar settings, and the **Advanced Mode** tab settings are also saved.

None

No preview image will be displayed at startup.

Note

- Select **None** if you do not want to save the preview image.

Cropping Frame on Previewed Images

Select how to display cropping frames after previewing images.

Execute Auto Cropping on Previewed Images

The cropping frame (scan area) will automatically be displayed in the document size after previewing.

Display the Last Frame on Previewed Images

A cropping frame of the same size as the last used cropping frame will be displayed after previewing.

None

No cropping frame will be displayed after previewing.

Cropping Size for Thumbnail View

Select the cropping size for thumbnails of scanned documents.

Larger

Displays 105 % (in width and height) of the area displayed for the standard size.

Standard

The standard size.

Smaller

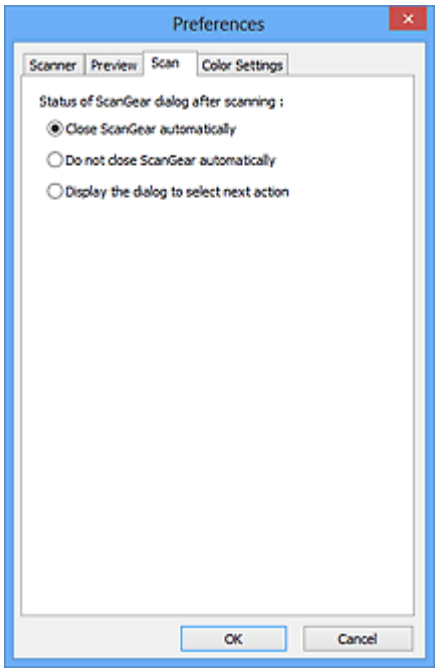
Displays 95 % (in width and height) of the area displayed for the standard size.

Note

- When you change the **Cropping Size for Thumbnail View** setting, the preview images will be refreshed and cropped to the new size. As the preview images are refreshed, the color adjustments and other settings applied to them are reset.

Scan Tab

On the **Scan** tab, you can specify the following settings.



Status of ScanGear dialog after scanning

Select what to do with ScanGear (scanner driver) after scanning images.

Close ScanGear automatically

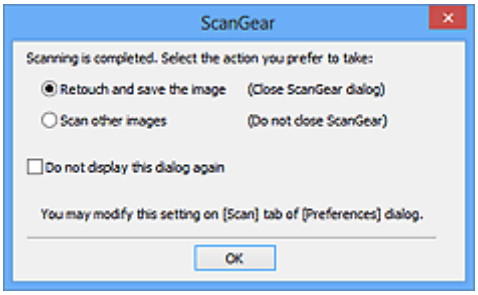
Select this to return to the original application when scanning is completed.

Do not close ScanGear automatically

Select this to return to the ScanGear screen for another scan when scanning is completed.

Display the dialog to select next action

Select this to open a screen and select what to do when scanning is completed.

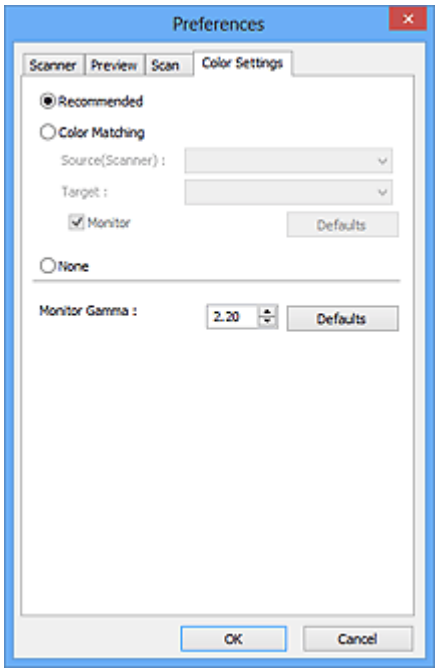


Note

- Even if **Do not close ScanGear automatically** or **Display the dialog to select next action** is set, some applications may not support it.

Color Settings Tab

On the **Color Settings** tab, you can specify the following settings.



Color Adjustment

Select one of the following.

Recommended

Select this to vividly reproduce the tone of a document on the screen. It is recommended that you normally select this setting.

Color Matching

Select this to automatically match the scanner, monitor, and color printer colors, thus reducing time and trouble to manually match the monitor and printer colors.

Source(Scanner)

Select scanner profile.

Target

Select target profile.

Monitor

Select this checkbox to display preview image with optimum correction for monitor.

Defaults

Returns to the default **Color Matching** settings.

Note

- The Color Adjustment Buttons on the **Advanced Mode** tab are not available when you select **Color Matching**.
- This function is available when **Color Mode** is **Color**.

None

Select this to disable color correction provided by ScanGear (scanner driver).

Note

- Depending on your scanner or printer, this setting may not be available when scanning from the ADF (Auto Document Feeder).
- You can select one when **Color Mode** is **Color** or **Grayscale**.
- Color Matching is available when ScanGear, monitor, color management-compliant application (such as Adobe Photoshop), and printer are set up correctly.

  Refer to the corresponding manual for the monitor, printer, and application settings.

Monitor Gamma

By setting the gamma value of a monitor, you can adjust the input data to the brightness characteristics of the monitor. Adjust the value if your monitor's gamma value does not match the default value set in ScanGear, and the colors of the original image are not accurately reflected in the monitor.

Click **Defaults** to return to the default Monitor Gamma value (2.20).

Note

- Refer to the manual of your monitor to check its gamma value. If it is not written in the manual, contact the manufacturer.

Placing Items (When Scanning from a Computer)

Learn how to place items on the platen or ADF (Auto Document Feeder) of your scanner or printer. Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

Important

- Do not place objects on the document cover. When you open the document cover, the objects may fall into your scanner or printer, resulting in malfunction.
- Close the document cover when scanning.
- Do not touch the operation panel buttons or LCD (Liquid Crystal Display) when opening/closing the document cover. May result in unintended operation.

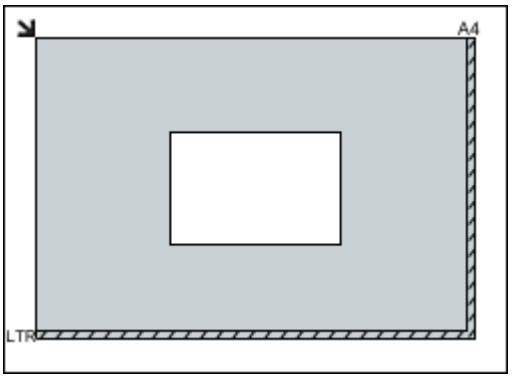
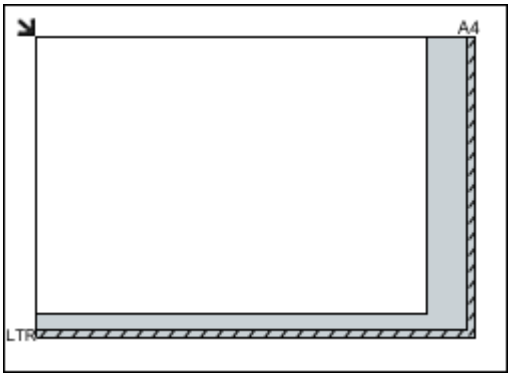
- Placing Items (Platen)
- Placing Documents (ADF (Auto Document Feeder))

Placing Items (Platen)

Place items as described below to scan by detecting the item type or size automatically.

Important

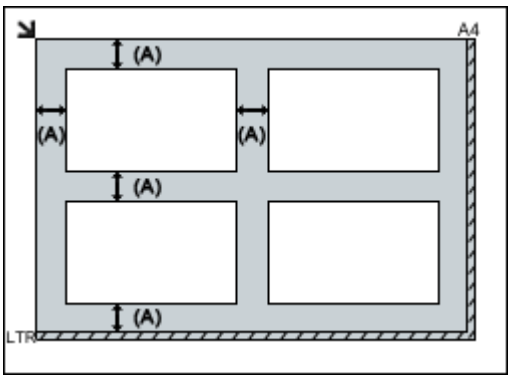
- When scanning by specifying the paper size in IJ Scan Utility or ScanGear (scanner driver), align an upper corner of the item with the corner at the arrow (alignment mark) of the platen.
- Photos that have been cut to various shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.

For Photos, Postcards, Business Cards, or BD/DVD/CD	For Magazines, Newspapers, or Documents
Placing a 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	**Important** • Refer to "Loading Originals" for your model from Home of the *Online Manual* for details on the portions in which items cannot be scanned.

the platen may be saved as PDF files. To save in a format other than PDF, scan by specifying the data format.

Placing Multiple Items:

Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.



(A) more than 0.4 inch (1 cm)

Note

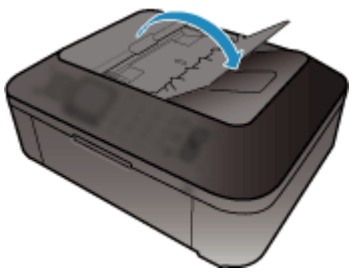
- You can place up to 12 items.
- You can place up to four items when the **Compress scanned images upon transfer** checkbox is selected in the Settings dialog box of IJ Scan Utility.
- With network connection, items may not be scanned correctly when five or more items are placed. In that case, reduce the number of items placed on the platen to four or less, then scan again.
- Positions of slanted items (10 degrees or less) are corrected automatically.

Placing Documents (ADF (Auto Document Feeder))

Important

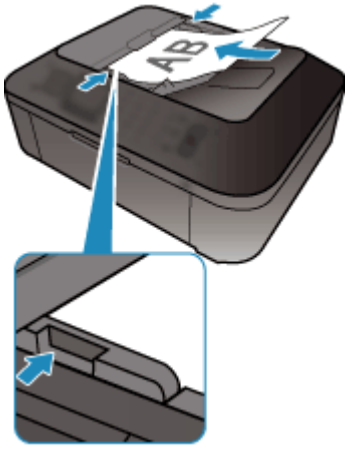
- Do not leave thick items on the platen when scanning from the ADF. May result in paper jam.
- Place and align documents of the same size when scanning two or more documents.
- Refer to "Originals You Can Load" for your model from Home of the *Online Manual* for details on supported document sizes when scanning from the ADF.

1. Open the document tray.



2. Place the documents on the ADF, then adjust the document guides to the width of the documents.

   Insert the documents face-up until a beep sounds.



Note

- When scanning duplex documents, place the front sides facing up. They will not be scanned in the correct page order if placed the other way around.

Adjusting Cropping Frames (ScanGear)

"Cropping" is the act of selecting the area you want to keep in an image and discarding the rest when scanning it.

On the **Basic Mode** tab and **Advanced Mode** tab, you can specify cropping frames (scan areas) on the image(s) displayed in the Preview area of the screen.

When you perform a scan, each area specified with a cropping frame will be scanned as a separate image.

Note

- In whole image view, you can specify multiple cropping frames on the preview image.
- Refer to "Adjusting Cropping Frames in the Image Stitch Window" for your model from Home of the *Online Manual* for how to adjust cropping frames with IJ Scan Utility.

Initial Cropping Frame

In thumbnail view:

No cropping frame is specified. You can drag the mouse over a thumbnail to specify a cropping frame.

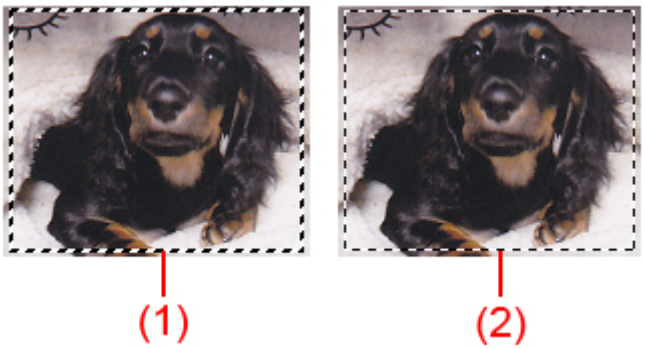
In whole image view:

An active cropping frame is automatically specified around the preview image. You can drag the cropping frame in the Preview area to specify the area.

Note

- You can change the auto crop setting in the **Preferences** dialog box. Refer to **Cropping Frame on Previewed Images** in "**Preview** Tab" for details.

Cropping Frame Types



(1) Thick cropping frame (rotating or stationary)

Represents a selected cropping frame. Appears only in whole image view. You can select multiple cropping frames by clicking them while pressing the Ctrl key. Output size, image corrections, and other settings on the **Basic Mode** tab or **Advanced Mode** tab will be applied to all the selected cropping frames.

(2) Thin cropping frame

In thumbnail view:

Output size, image corrections, and other settings on the **Basic Mode** tab or **Advanced Mode** tab will be applied.

In whole image view:

Represents an unselected cropping frame. The settings on the **Basic Mode** tab or **Advanced Mode** tab will not be applied.

Adjusting a Cropping Frame

The cursor will change into (Arrow) when it is positioned over a cropping frame. If you click and drag the mouse in the direction of the arrow, the cropping frame will expand or contract accordingly.

The cursor will change into (Crosshair Arrow) when it is positioned within a cropping frame. Click and drag the mouse to move the entire cropping frame.

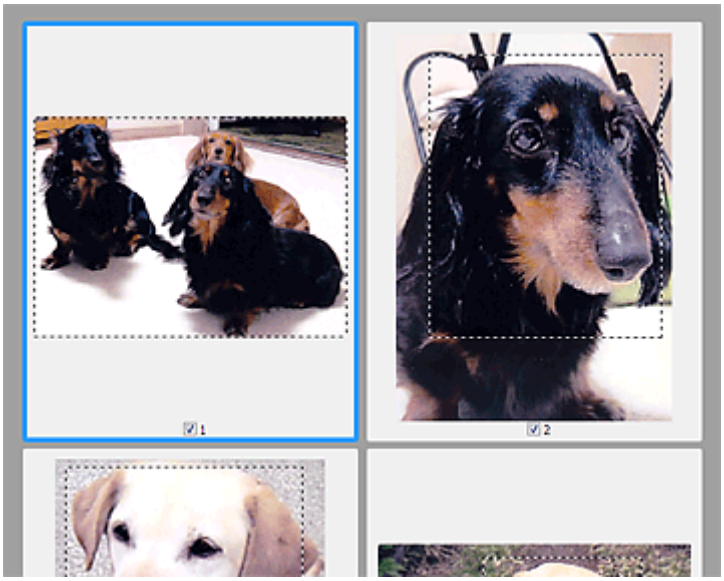
Note

- On the **Advanced Mode** tab, you can specify the cropping frame size by entering the values into (Width) and (Height) in **Input Settings**.
- You can rotate a cropping frame 90 degrees by clicking (Switch Aspect Ratio). However, (Switch Aspect Ratio) is not available when **Output Size** is **Flexible**.

Creating Multiple Cropping Frames

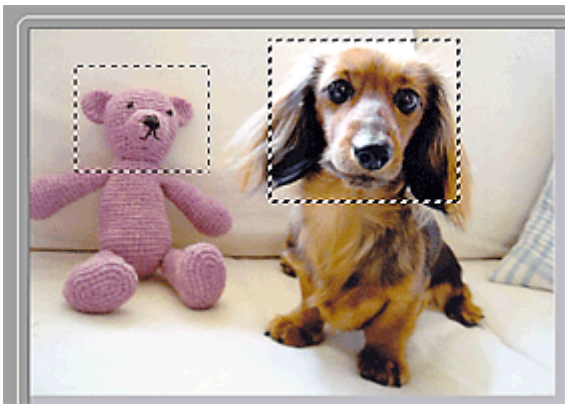
In thumbnail view:

You can only create one cropping frame per image.



In whole image view:

Click and drag the mouse in a space outside the existing cropping frame to create a new cropping frame in the Preview area. The new cropping frame will be the active cropping frame, and the old cropping frame will be the unselected cropping frame.



You can create multiple cropping frames and apply different scan settings to each cropping frame.

You can also select multiple cropping frames by clicking them while pressing the Ctrl key.

If you select multiple cropping frames and change the settings on a tab at the right of ScanGear, the settings will be applied to all the selected cropping frames.

When you create a new cropping frame, it retains the settings of the latest cropping frame.

Note

- Create up to 12 cropping frames.
- Scanning takes longer than usual when multiple cropping frames are selected.

Deleting Cropping Frames

In thumbnail view:

To delete a cropping frame, click an area outside the cropping frame on an image.

In whole image view:

To delete a cropping frame, select it and click (Remove Cropping Frame) on the Toolbar. Alternatively, press the Delete key.

When there are multiple cropping frames, all the selected cropping frames (active cropping frame and selected cropping frames) are deleted simultaneously.

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 scanner or multifunction printers with scanner function to the same computer simultaneously. If multiple scanning devices are connected, you cannot scan from the operation panel of the machine and also may experience errors while accessing the devices.
- Scanning may fail if the computer has resumed from sleep or standby mode. In that case, follow these steps and scan again.
  1. Turn off the machine.
  2. Exit ScanGear, then disconnect the USB cable from the computer and reconnect it.
  3. Turn on the machine.
- 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

- If you start Media Center included in Windows XP Media Center Edition 2005, you may not be able to scan using the operation panel of the machine. In that case, restart the computer.
- You cannot scan images with Media Center included in Windows XP Media Center Edition 2005. Scan with other applications such as IJ Scan Utility.
- 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.

Useful Information on Scanning

- Adjusting Cropping Frames in the Image Stitch Window
- Resolution
- Data Formats
- Color Matching

Adjusting Cropping Frames in the Image Stitch Window

"Cropping" is the act of selecting the area you want to keep in an image and discarding the rest when scanning it.

In the **Image Stitch** window, you can specify a cropping frame on the image displayed in the Preview area.

Note

- Refer to "Adjusting Cropping Frames (ScanGear)" for your model from Home of the *Online Manual* for how to adjust cropping frames with ScanGear (scanner driver).

Initial Cropping Frame

No cropping frame is specified. When you select the **Adjust cropping frames** checkbox, an active cropping frame is automatically specified around the image in the Preview area. You can drag the cropping frame to specify the area.

When you perform a scan, the image in the area specified with the cropping frame will be scanned.

Adjusting a Cropping Frame

The cursor will change into (Arrow) when it is positioned over a cropping frame. Click and drag the mouse to expand or contract the cropping frame.

The cursor will change into (Crosshair Arrow) when it is positioned within a cropping frame. Click and drag the mouse to move the entire cropping frame.

Deleting Cropping Frames

To delete the cropping frame, deselect the **Adjust cropping frames** checkbox.

Resolution

The data in the image you have scanned is a collection of dots carrying information about brightness and color. The density of these dots is called "resolution", and resolution will determine the amount of detail your image contains. The unit of resolution is dots per inch (dpi). Dpi is the number of dots per inch (2.5 cm).

The higher the resolution (value), the more detail in your image; the lower the resolution (value), the less detail.

How to Set the Resolution

You can set the resolution in the following screens.

- **IJ Scan Utility**

  Resolution on the (Scanning from a Computer) tab of the Settings dialog box

- **ScanGear (Scanner Driver)**

  Output Resolution in **Output Settings** on the **Advanced Mode** tab

Appropriate Resolution Settings

Set the resolution according to the use of the scanned image.

Item Type	Use	Color Mode	Appropriate Resolution
Color photo	Copying (Printing)	Color	300 dpi
	Creating a postcard	Color	300 dpi
	Saving to a computer	Color	300 dpi
	Using on a website or attaching to e-mail	Color	150 dpi
Black and white photo	Saving to a computer	Grayscale	300 dpi
	Using on a website or attaching to e-mail	Grayscale	150 dpi
Text document (document or magazine)	Copying	Color, Grayscale, or Black and White	300 dpi

	Attaching to e-mail	Color, Grayscale, or Black and White	150 dpi
	Scanning text using OCR	Color or Grayscale	300 dpi

Important

- If you double the resolution, the data size of the scanned image quadruples. If the file is too large, the processing speed will slow down significantly, and you will experience inconvenience such as lack of memory. Set the minimum required resolution according to the use of the image.

Note

- When you will be printing the scanned image by enlarging it, scan by setting a higher resolution than the recommended one above.

Data Formats

You can select a data format when saving scanned images. You should specify the most suitable data format according to how you want to use the image on which application.

Available data formats vary by application and operating system (Windows or Mac OS).

See below for the characteristics of each image data format.

PNG (Standard File Extension: .png)

A data format often used on websites.

PNG is suitable for editing saved images.

JPEG (Standard File Extension: .jpg)

A data format often used on websites and for digital camera images.

JPEG features high compression rates. JPEG images slightly degrade every time they are saved, and cannot be returned to their original state.

JPEG is not available for black and white images.

TIFF (Standard File Extension: .tif)

A data format featuring a relatively high compatibility between various computers and applications.

TIFF is suitable for editing saved images.

Note

- Some TIFF files are incompatible.
- IJ Scan Utility supports the following TIFF file formats.
  - Uncompressed, black and white binary
  - Uncompressed, RGB (8 bits per channel)
  - Uncompressed, Grayscale

PDF (Standard File Extension: .pdf)

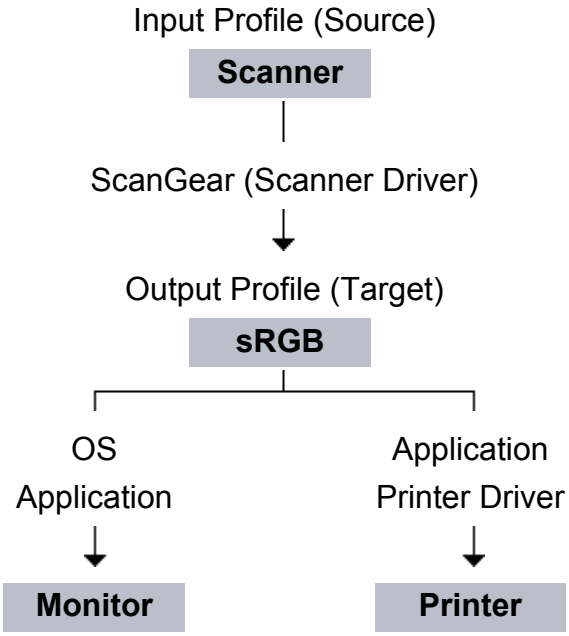
A data format for electronic documents, developed by Adobe Systems Incorporated.

It can be used on various computers and operating systems, and fonts can be embedded as well; therefore, people in different environments can exchange the files without being aware of the differences.

Color Matching

"Color Matching" is the act of making adjustments so that the color tones match between the original item, the monitor display, and the color printout. On your scanner or printer, the color tones are adjusted as shown below.

Example: When sRGB is selected as the output profile (target)



The image's color space is converted from the scanner's color space to sRGB by ScanGear.
When displaying on a monitor, the image's color space is converted from sRGB to the monitor's color space based on the operating system's monitor settings and the application's working space settings.
When printing, the image's color space is converted from sRGB to the printer's color space based on the application's print settings and the printer driver's settings.

Other Scanning Methods

- Scanning with WIA Driver
- Scanning Using the Control Panel (Windows XP Only)

Scanning with WIA Driver

You can scan an item from a WIA (Windows Image Acquisition)-compliant application.

WIA is a driver model implemented in Windows XP or later. It allows you to scan items without using an application.

The procedure varies depending on the application. The following procedures are examples only.

Refer to the application's manual for details.

Scanning with WIA Driver 2.0

The following is an example of scanning using "Windows Fax and Scan."

1. Place the item on the platen.

   ➡Placing Items (When Scanning from a Computer)

2. Select **New** on the **File** menu of "**Windows Fax and Scan**," then click **Scan...**.

   The scan setting screen appears.

3. Specify the settings.

   - **Scanners**

     The currently set product name is displayed. To change the scanner, click **Change...** and select the product you want to use.

   - **Profile**

     Select **Photo (Default)** or **Documents** according to the item to be scanned. To save a new **Profile**, select **Add profile...**. You can specify the details in the **Add New Profile** dialog box.

   - **Source**

     Select a scanner type.

   - **Paper size**

     This setting is not available for your scanner or printer.

   - **Color format**

     Select the color mode in which to scan the item.

   - **File type**

     Select a data format from JPEG, BMP, PNG, and TIFF.

- **Resolution (DPI)**

  Enter the resolution. Specify a value between 50 dpi and 600 dpi.
  ➡Resolution

- **Brightness**

  Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-100 to 100).

- **Contrast**

  Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-100 to 100).

- **Preview or scan images as separate files**

  Select this checkbox to preview or scan multiple images as separate files.

4. Click **Preview** to preview the image.

   The preview image appears on the right.

5. Click **Scan**.

   When scanning is completed, the scanned image appears in the application.

Scanning with WIA Driver 1.0

The following is an example of scanning using "Paint."

1. Place the item on the platen.

   ➡Placing Items (When Scanning from a Computer)

2. Click **From scanner or camera** from the **File** menu of Paint. (Select the command to scan an item in the application.)

3. Select the type of picture according to the item to be scanned.

   Select from **Color picture**, **Grayscale picture**, **Black and white picture or text**, and **Custom Settings**.

   Note

   - To scan with the values previously set in **Adjust the quality of the scanned picture**, select **Custom Settings**.

4. Click **Adjust the quality of the scanned picture** and set the preferences as required.

   - **Brightness**

     Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

   - **Contrast**

     Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

   - **Resolution (DPI)**

     Enter the resolution. Specify a value between 50 dpi and 600 dpi.
     ➡Resolution

   - **Picture type**

     Select the type of scan you want for your item.

   - **Reset**

     Click to restore the original settings.

5. Click **Preview** to preview the image.

   The preview image appears on the right. Drag ❑ to specify the scan area.

6. Click **Scan**.

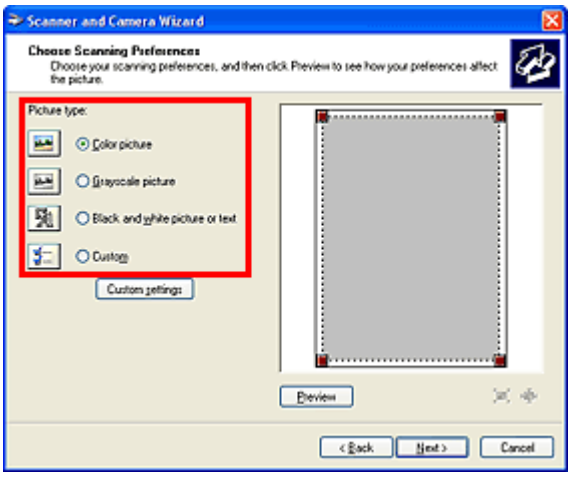
   When scanning is completed, the scanned image appears in the application.

Scanning Using the Control Panel (Windows XP Only)

You can scan images via the Control Panel of Windows XP using the WIA driver.

1. From the **Start** menu, select **Control Panel**.
2. Click **Printers and Other Hardware** > **Scanners and Cameras**, then double-click **Canon XXX series** (where "XXX" is the model name).

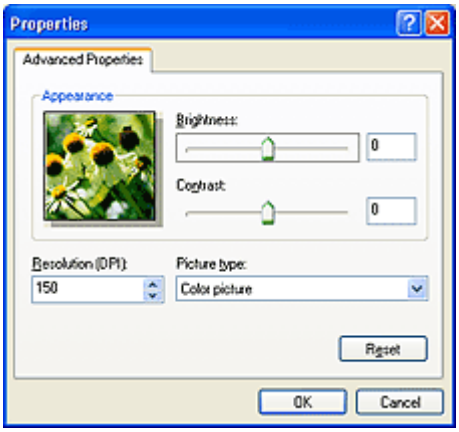
   The **Scanner and Camera Wizard** dialog box appears.
3. Click **Next**.
4. Select **Picture type** according to the item to be scanned.



Note

- To scan with the values previously set in **Custom settings**, select **Custom**.

5. Click **Custom settings** to set the preferences as required.



- **Brightness**

Move the slider to adjust the brightness. Move it to the left to darken and right to brighten the image. You can also enter a value (-127 to 127).

- **Contrast**

  Move the slider to adjust the contrast. Moving it to the left will decrease the contrast of the image, thus softening the image. Moving it to the right will increase the contrast of the image, thus sharpening the image. You can also enter a value (-127 to 127).

- **Resolution (DPI)**

  Enter the resolution. Specify a value between 50 dpi and 600 dpi.
  ➡Resolution

- **Picture type**

  Select the type of scan you want for your item.

- **Reset**

  Click to restore the original settings.

6. Click **Preview** to preview the image.

   The preview image appears on the right. Drag ■ to specify the scan area.

7. Click **Next** and follow the instructions.

Placing Items (When Scanning from a Computer)

Learn how to place items on the platen of your scanner or printer. Place items correctly according to the type of item to be scanned. Otherwise, items may not be scanned correctly.

Important

- Do not place objects on the document cover. When you open the document cover, the objects may fall into your scanner or printer, resulting in malfunction.
- Close the document cover when scanning.

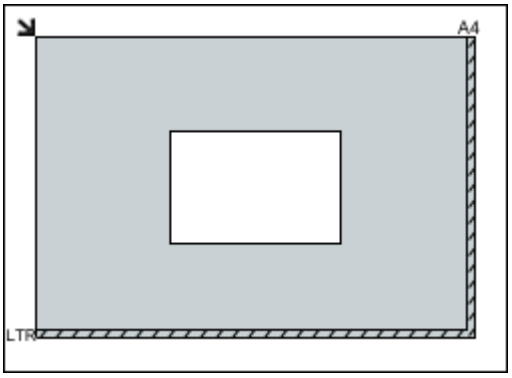
Placing Items

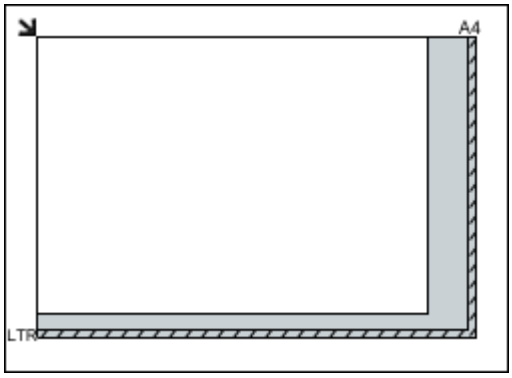
Place items as described below to scan by detecting the item type or size automatically.

Important

- When scanning by specifying the paper size in IJ Scan Utility or 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 various shapes and items smaller than 1.2 inches (3 cm) square cannot be cropped accurately when scanning.
- Reflective disc labels may not be scanned as expected.

For Photos, Postcards, Business Cards, or BD/DVD/CD	For Magazines, Newspapers, or Documents
Placing a 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.



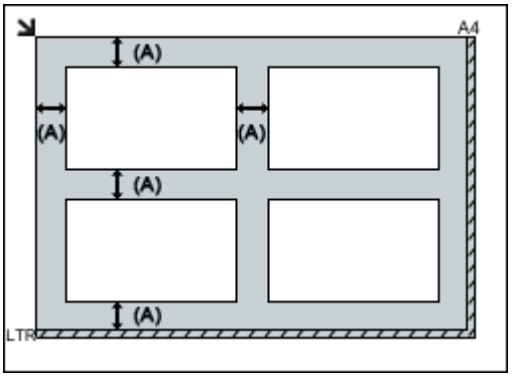


Important

- 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.

Placing Multiple Items

Allow 0.4 inch (1 cm) or more space between the edges (diagonally striped area) of the platen and items, and between items. Portions placed on the diagonally striped area cannot be scanned.



(A) more than 0.4 inch (1 cm)

Note

- You can place up to 12 items.
- Positions of slanted items (10 degrees or less) are corrected automatically.

Important

- Refer to "Loading Originals" for your model from Home of the *Online Manual* for details on the portions in which items cannot be scanned.