



# **MG2500 series Online Manual**

Read Me First  
Useful Functions Available on the Machine  
Overview of the Machine

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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.
- In principle, Canon shall change or delete the contents of this guide without prior notice to customers. In addition, Canon may suspend or stop the disclosure of this guide due to unavoidable reasons. Canon shall not be liable for any damage suffered by customers as a result of changes in or deletion of information in this guide, or suspension/stoppage of disclosure of this guide.
- 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."

## Trademarks and Licenses

- 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.
- Mac, Mac OS, AirPort, Safari, Bonjour, iPad, iPhone and iPod touch are trademarks of Apple Inc., registered in the U.S. and other countries. AirPrint and the AirPrint logo are trademarks of Apple Inc.
- IOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.
- Google Cloud Print, Google Chrome, Android and Google Play are either registered trademarks or trademarks of Google Inc.
- Adobe, Photoshop, Photoshop Elements, Lightroom, Adobe RGB and Adobe RGB (1998) are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.
- Photo Rag is a trademark of Hahnemühle FineArt GmbH.
- Bluetooth is a trademark of Bluetooth SIG, Inc., U.S.A. and licensed to Canon Inc.
- All other company names and products mentioned herein may be trademarks or registered trademarks of their respective companies.

### ►► Note

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

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

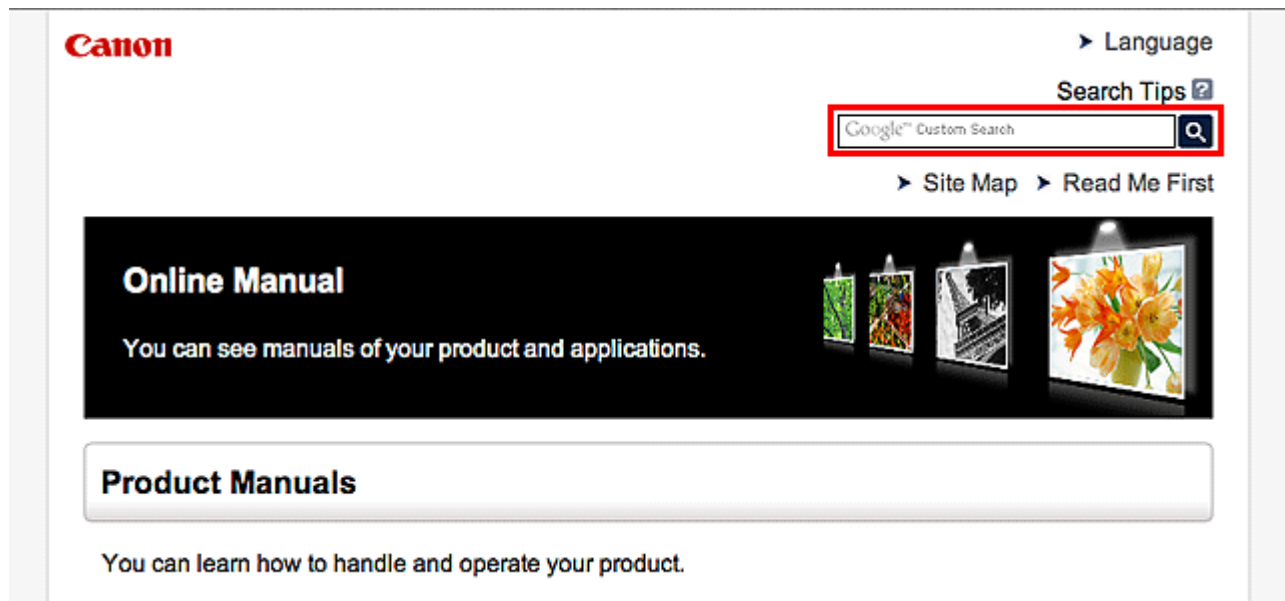
You can search for target pages in this guide.

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

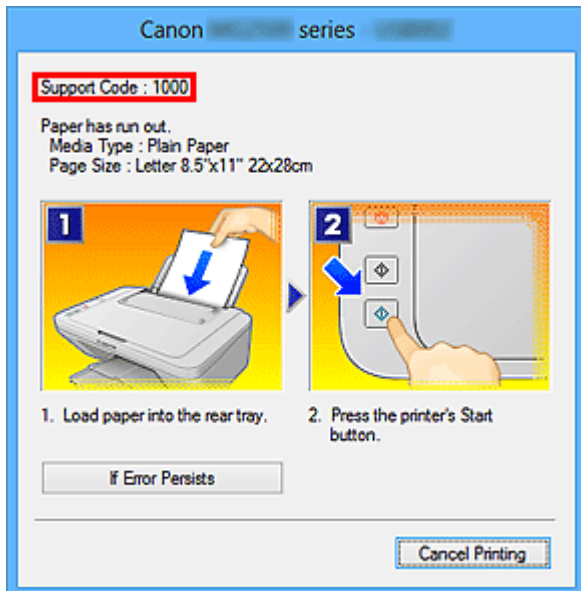
- **Troubleshooting Errors**

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 on Facebook](#)

### Print Photos Easily Using an Application

#### Organize Images Easily

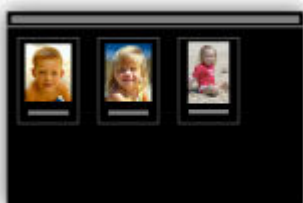
In My Image Garden, you can register the names of people and events to photos.

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.

## Print Photos on Facebook Easily Using a Facebook App "Print Your Days"

Use Print Your Days to collect Facebook photos of memories of parties and travel, recent activity of your family and friends, your hobbies, etc., then create and print a work of art.

Print Your Days is available from the Print Your Days Facebook page.



# 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](#)
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  - ➔ [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 On-screen Manual.

Do not place the machine on a thick rug or carpet.

Do not place the machine with its back attached to the wall.

## Power supply

Ensure that the area around the power outlet is kept clear at all times so you can easily unplug the power cord if necessary.

Never remove the plug by pulling on the cord.

Pulling the cord may damage the power cord, leading to possible fire or electrical shock.

Do not use an extension lead/cord.

## Working around the machine

Never put your hands or fingers in the machine while it is printing.

When moving the machine, carry the machine at both ends. In case the machine weighs more than 14 kg, it is recommended to have two people lifting the machine. Accidental dropping of the machine causes injury. For the machine's weight, refer to the On-screen Manual.

Do not place any object on the machine. Especially do not place metal objects (paper clips, staples, etc.) or containers of flammable solvents (alcohol, thinners, etc.) on top of the machine.

Do not transport or use the machine on a slant, vertically or upside-down, as the ink may leak and damage the machine.

## Working around the machine (For the multifunction printer)

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

## Print Heads/ink tanks and FINE Cartridges

Keep ink tanks out of the reach of children. In case ink\* is accidentally licked or swallowed, rinse out mouth or give one or two glasses of water to drink. If irritation or discomfort occurs, obtain medical advice immediately.

\* Clear Ink contains nitrate salts (For models containing Clear Ink).

In case ink gets in contact with eyes, rinse with water immediately. In case ink gets in contact with skin, wash with soap and water immediately. If irritation to eyes or skin persists, obtain medical advice immediately.

Never touch the electrical contacts on a Print Head or FINE Cartridges after printing.

The metal parts may be very hot and could cause burns.

Do not throw ink tanks and FINE Cartridges into fire.

Do not attempt to disassemble or modify the Print Head, ink tanks, and FINE Cartridges.

# Regulatory and Safety Information

## International ENERGY STAR® Program

As an ENERGY STAR Partner, Canon Inc. has determined that this product meets the ENERGY STAR guidelines for efficiency.



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

Dispose of used batteries according to the local regulations.

### 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

## **European Union (and EEA) only.**



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

## **India only.**



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

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

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

## **Environmental Information**

Reducing your environmental impact while saving money

Power Consumption and Activation Time

The amount of electricity a device consumes depends on the way the device is used. This product is designed and set in a way to allow you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a time, the device switches to its Power Save Mode. The devices consume less power (Watt) in these modes.

If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all.

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

Energy Star®

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

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

Paper types

This product can be used to print on both recycled and virgin paper (certified to an environmental stewardship scheme), which complies with EN12281 or a similar quality standard. In addition it can support printing on media down to a weight of 64g/m<sup>2</sup>, lighter paper means less resources used and a lower environmental footprint for your printing needs.

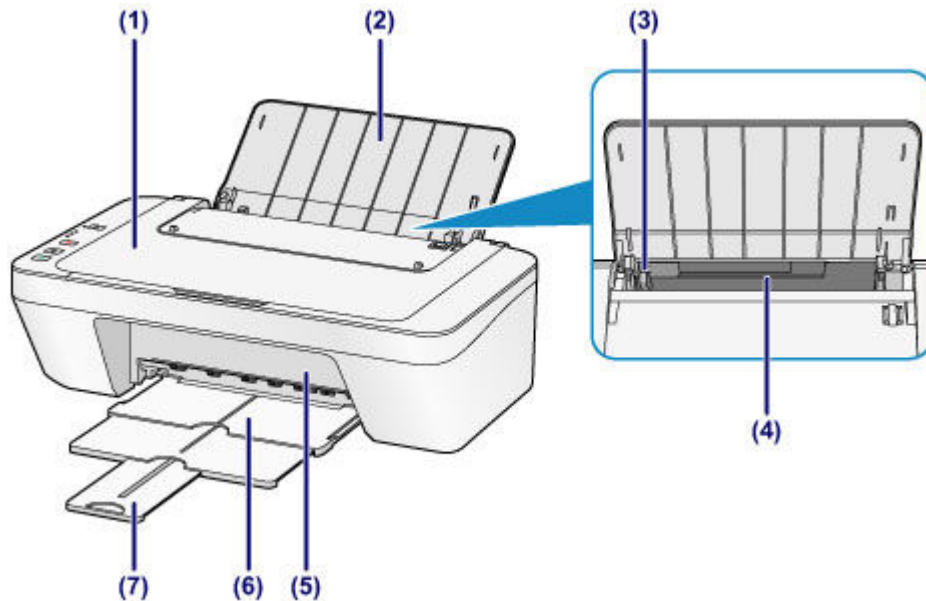
# Main Components and Basic Operations

- 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**

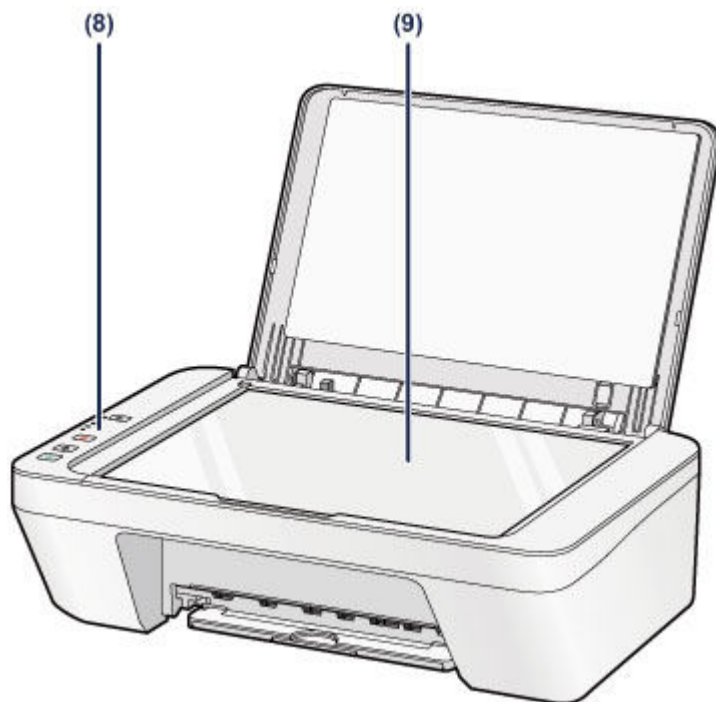
Open to replace the FINE cartridge or remove jammed paper inside the machine.

### **(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.

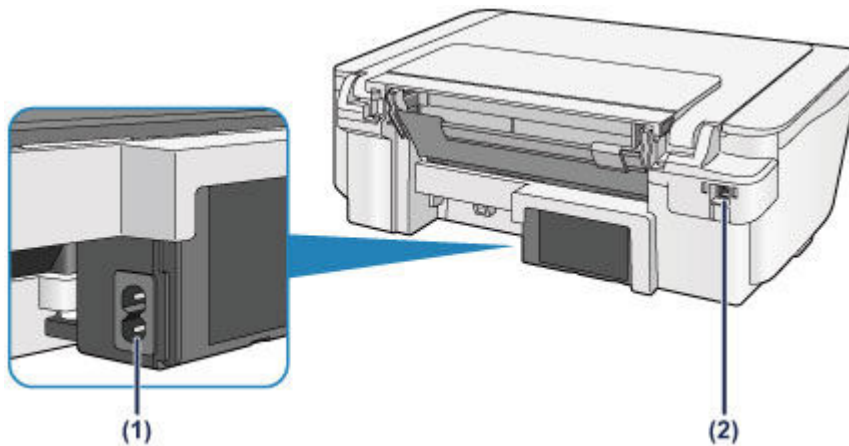
➡ [Operation Panel](#)

**(9) platen glass**

Load an original to copy or scan.



## Rear View



### (1) power cord connector

Plug in the supplied power cord.

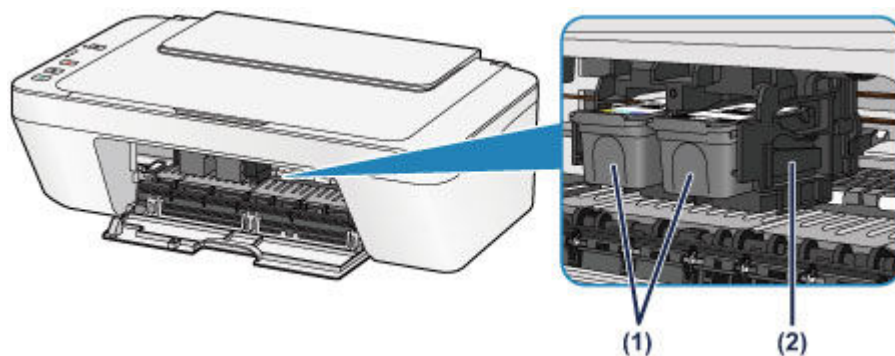
### (2) USB port

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.

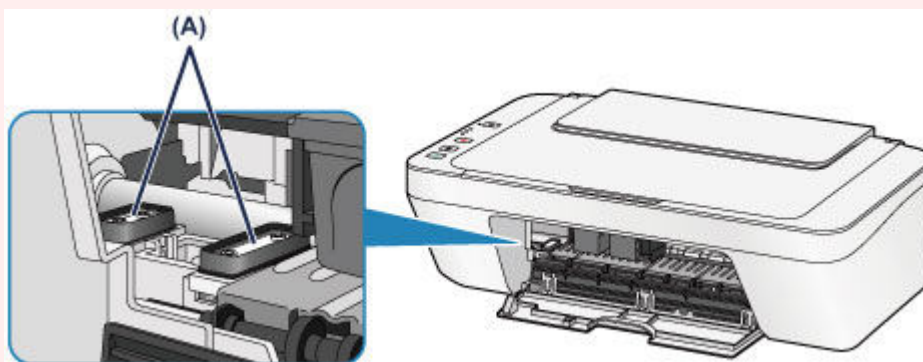
The color FINE cartridge should be installed into the left slot and the black FINE cartridge should be installed into the right slot.

### ►► Note

- For details on replacing a FINE cartridge, see [Replacing a FINE Cartridge](#).

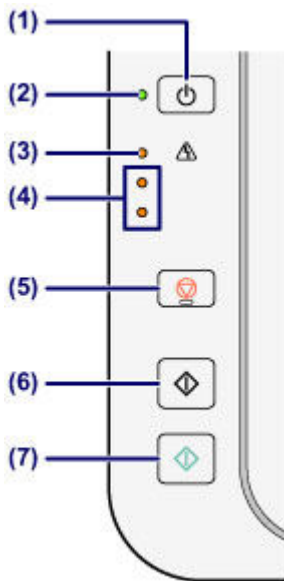
### ►► Important

- 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.

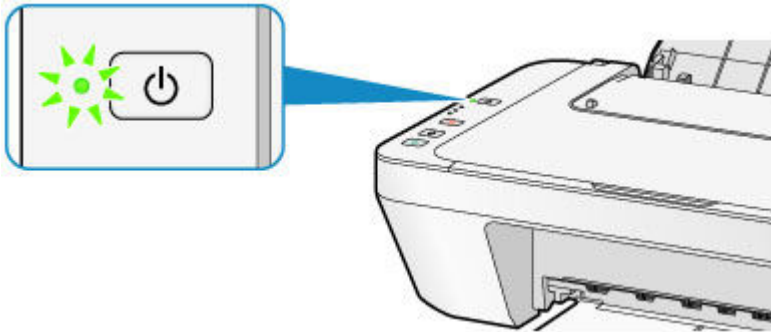
\* In the software applications or manuals, the **Color** and **Black** buttons are collectively called the "Start" or "OK" button.

# 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.

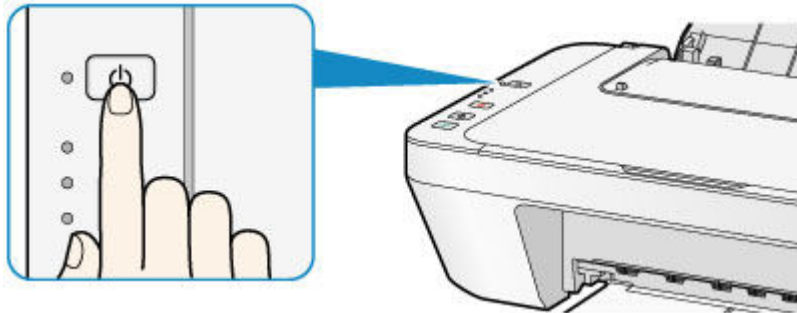
# Turning the Machine On and Off

## 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](#)

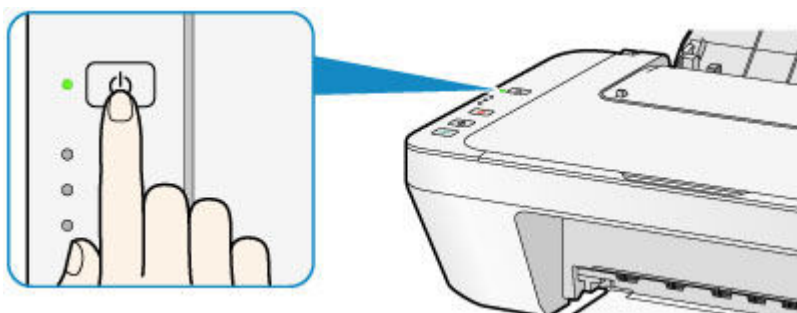
From the computer

- ➔ [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](#)

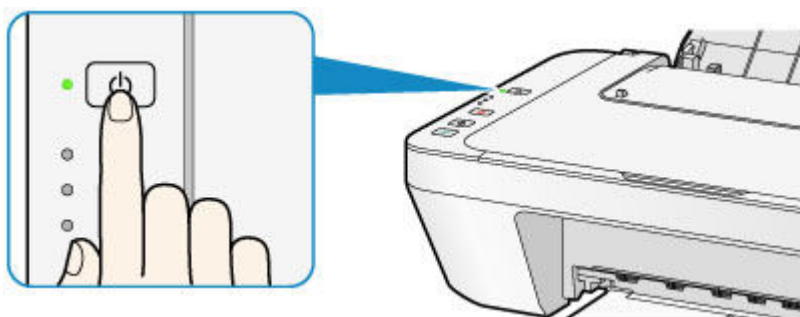
## Notice for Unplugging the Power Cord

To unplug the power cord, follow the procedure below.

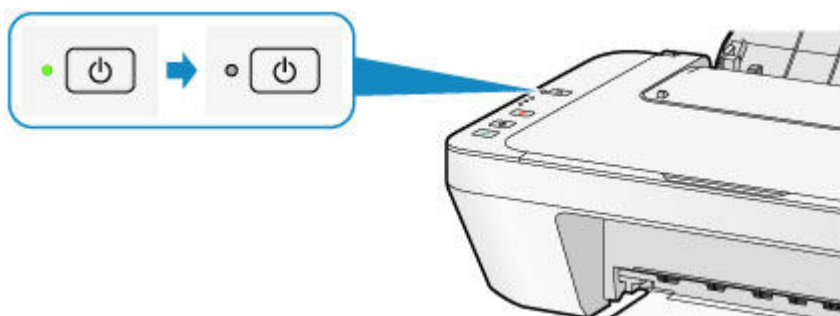
### ►► Important

- 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.

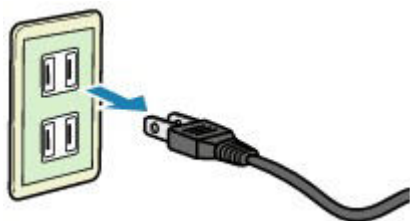
1. Press the **ON** button to turn the machine off.



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

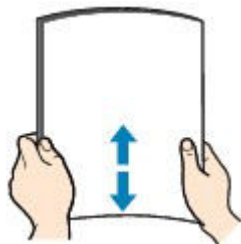
- If you cut plain paper into small size such as 4" x 6" (10 x 15 cm) or 5" x 7" (13 x 18 cm) to perform trial print, it can cause paper jams.

### ►► 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.



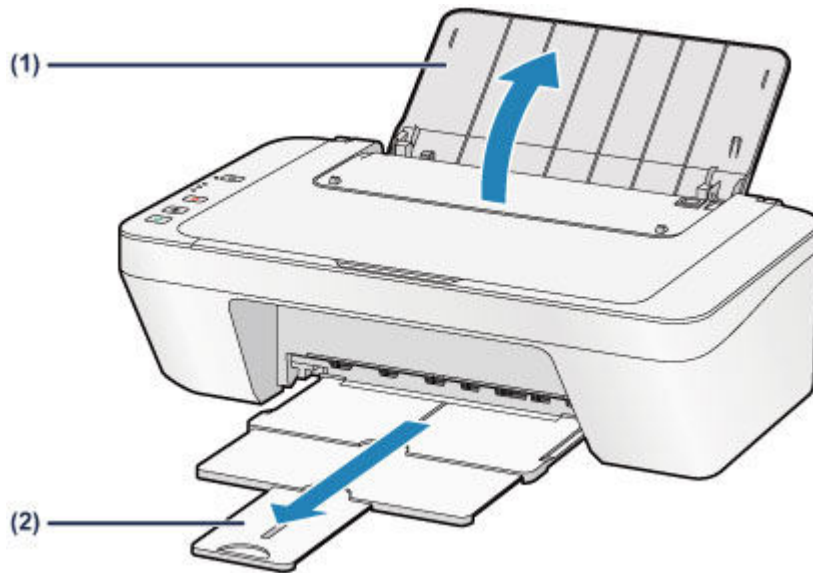
### ►► Note

- 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.

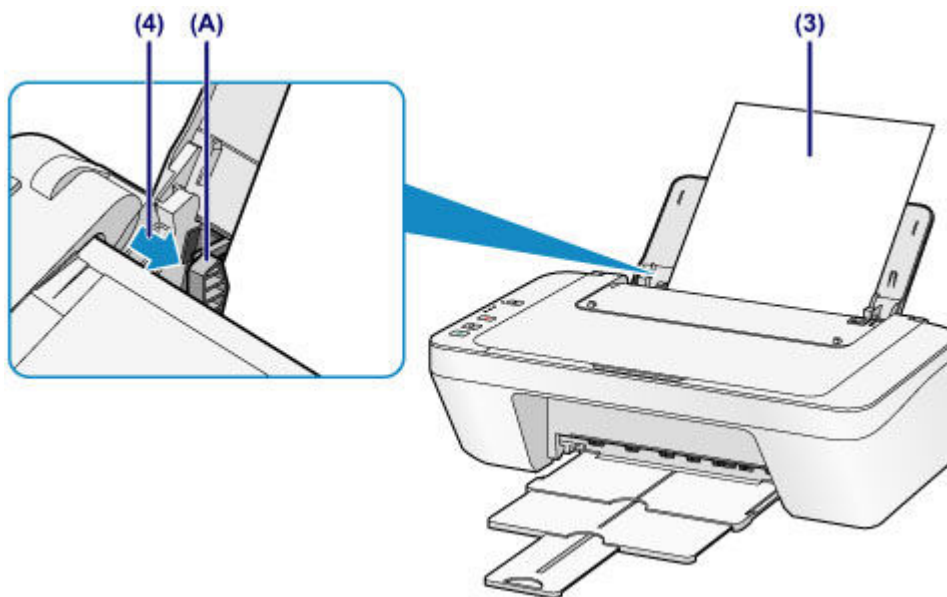
(2) Pull out the paper output tray and the output tray extension.



**(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.

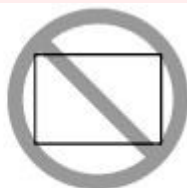


### »» Important

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



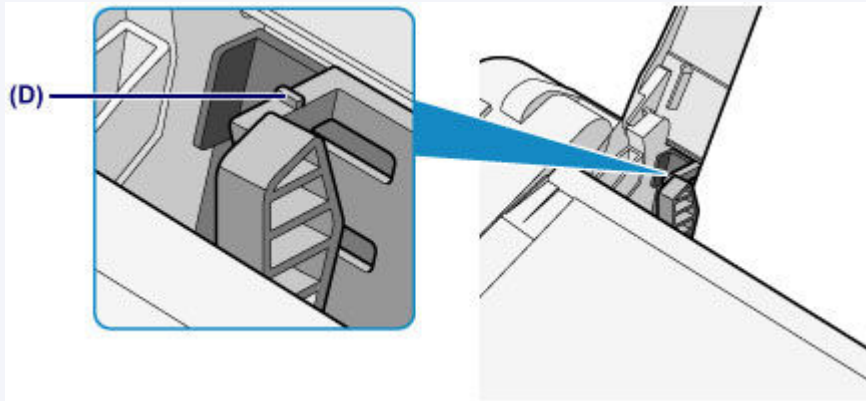
**(B)**



**(C)**

## ▶▶▶ 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.

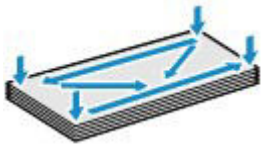
The address is automatically rotated and printed according to the envelope's direction by specifying with the printer driver properly.

## »» 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.

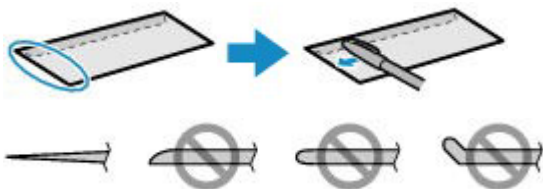
- Press down on all four corners and edges of the envelopes to flatten them.



- 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

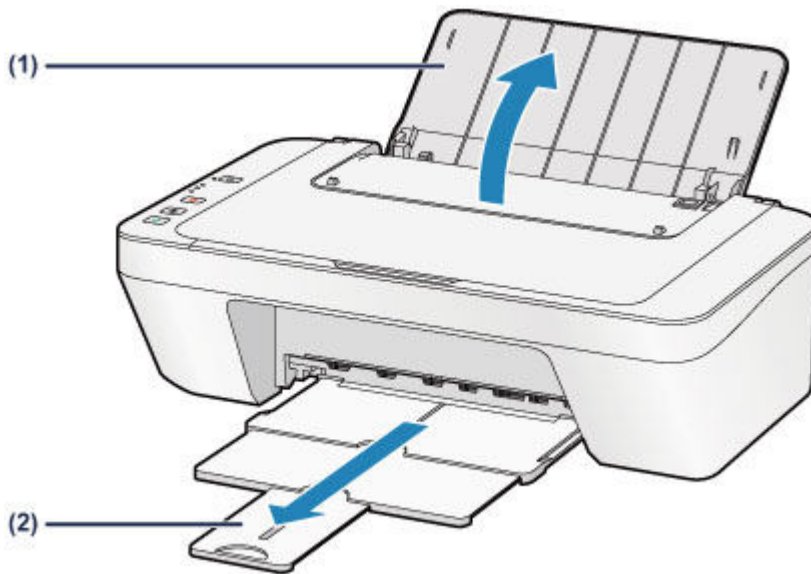
- The envelopes may jam in the machine if they are not flat or the edges are not aligned. Make sure that no curl or puff exceeds 0.1 inches (3 mm).

### 2. Load envelopes.



(1) Open the paper support.

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



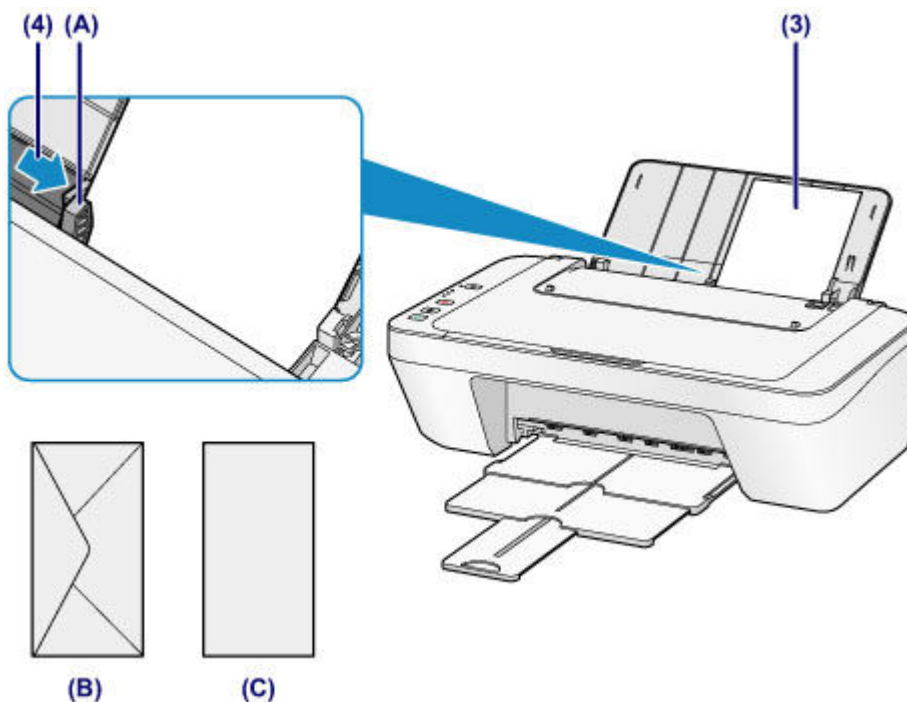
(3) Slide the paper guide (A) to the left, and load the envelopes against the far right of the rear tray WITH THE PRINT SIDE FACING YOU.

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<sup>2</sup>) (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	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<sup>2</sup>))
- Paper that is too thick (weighing more than 28 lb (105 g /m<sup>2</sup>), 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

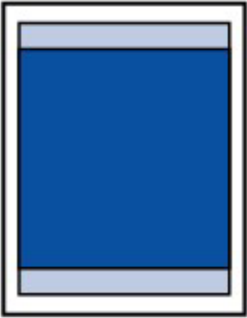
## Printing Area

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.

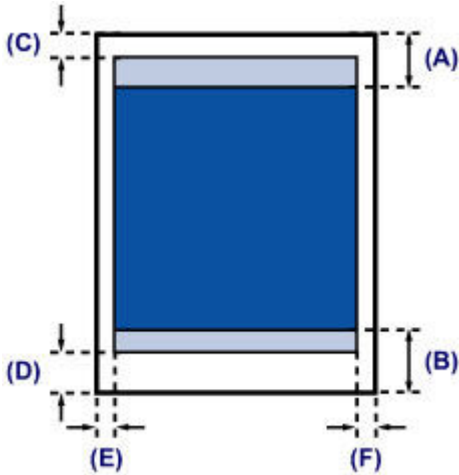
However, printing in this area can affect the print quality or the paper feed precision.





## 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)

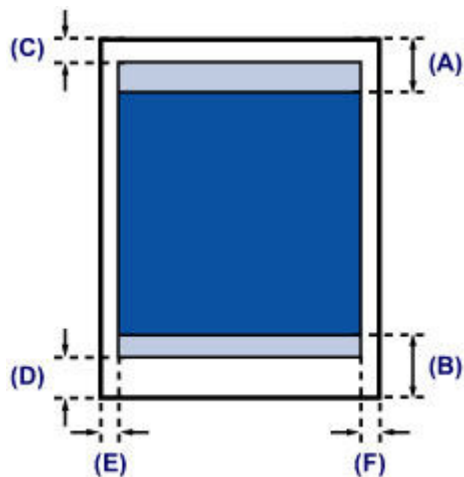
**(D)** 0.66 inches (16.7 mm)

**(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)

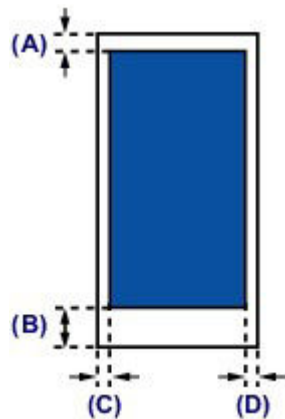
(D) 0.66 inches (16.7 mm)

(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.

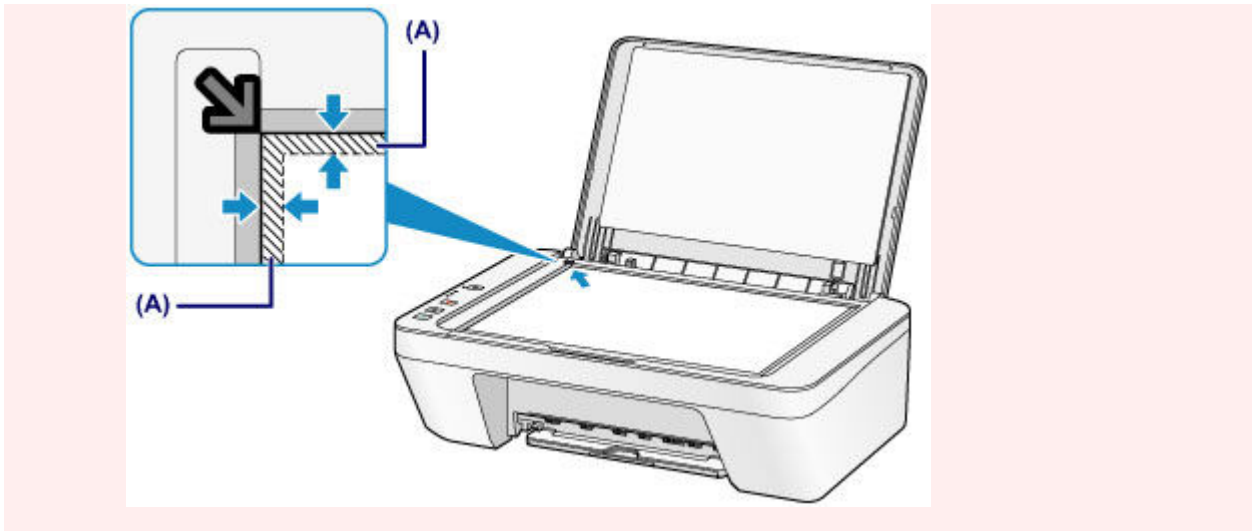
#### ➔ Originals You Can Load

Align the corner of the original with the alignment mark .

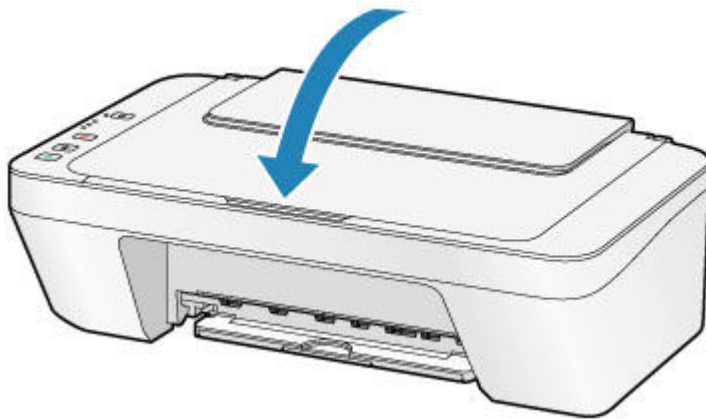


#### »» Important

- 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
<b>Types of originals</b>	- Text document, magazine, or newspaper - Printed photo, postcard, business card, or disc (BD/DVD/CD, etc.)
<b>Size (width x height)</b>	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

## ➤➤➤ Note

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

## Replacing Procedure

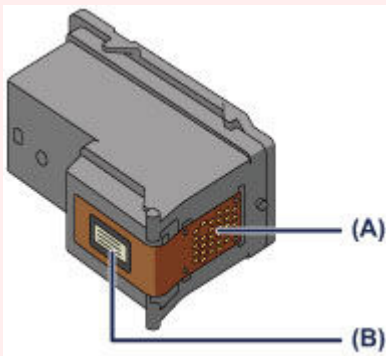
When you need to replace a FINE cartridge, follow the procedure below.

➔ 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](#).

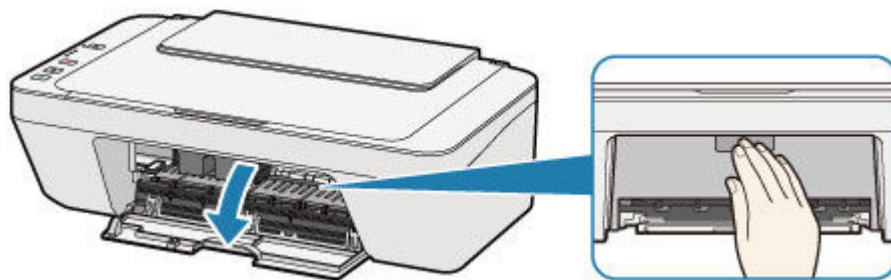
- Color ink may be consumed even when printing a black-and-white document or when black-and-white printing is specified.

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**

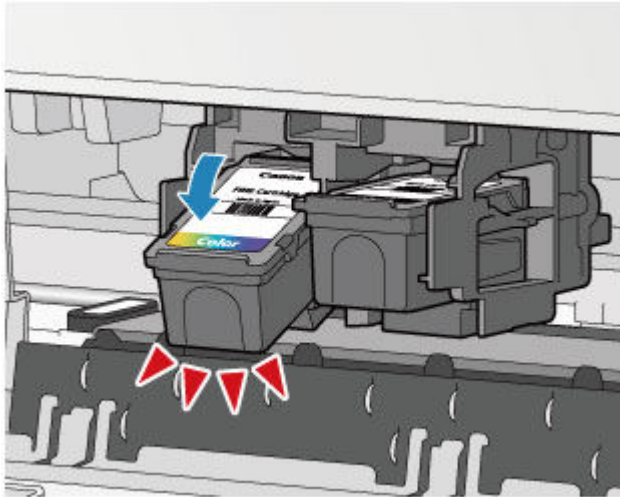
- Do not hold the FINE cartridge holder to stop or move it forcibly. Do not touch the FINE cartridge holder until it stops completely.

#### **Important**

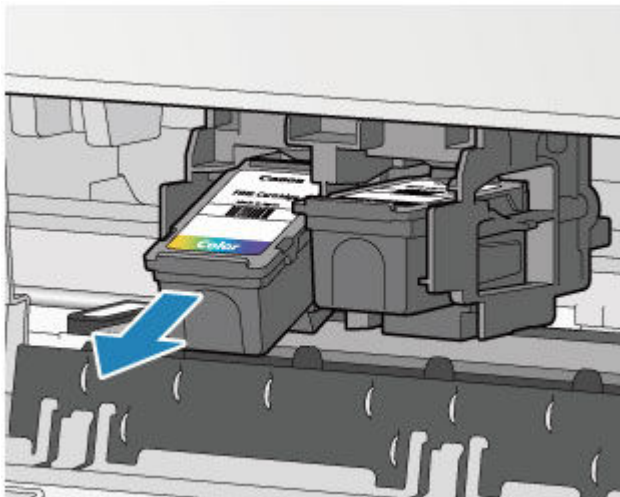
- The inside of the machine may be stained with ink. Be careful not to stain your hands or clothing when replacing the FINE cartridge. You can easily wipe off the ink from the inside of the machine with tissue paper or the like.  
For details on the cleaning, refer to *Safety and Important Information*.
- 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.

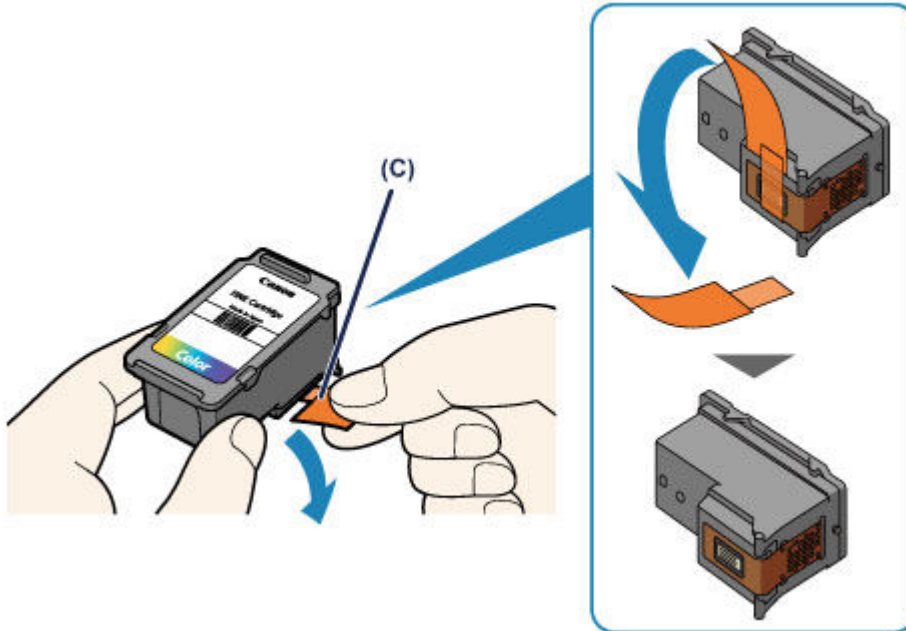


### »» Important

- 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.



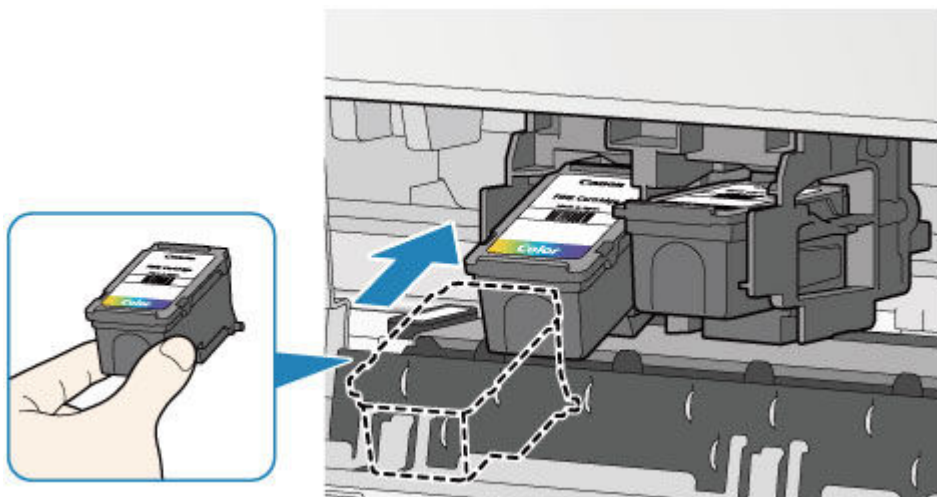
### »» Important

- 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.

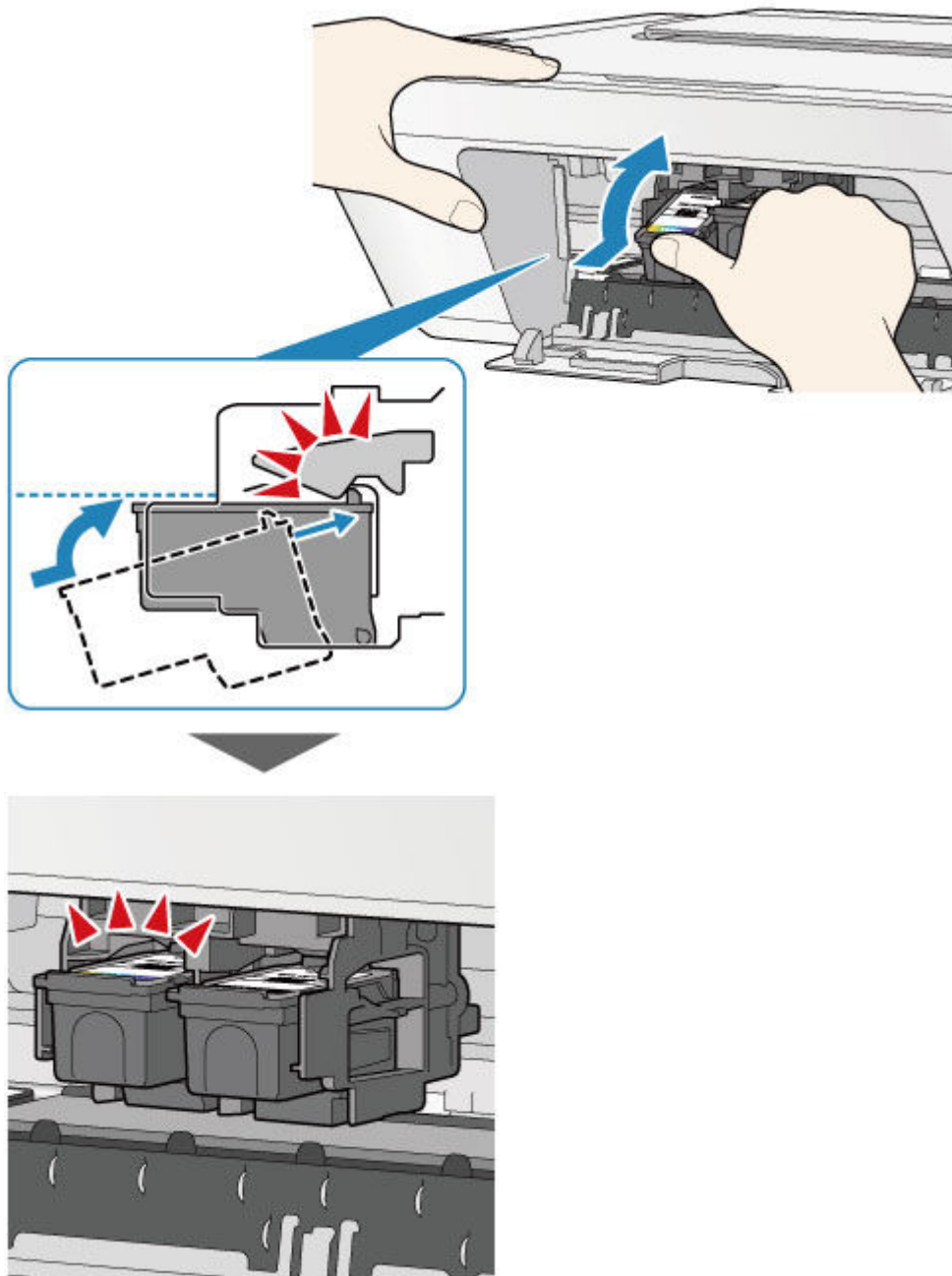


»» Important

- 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.



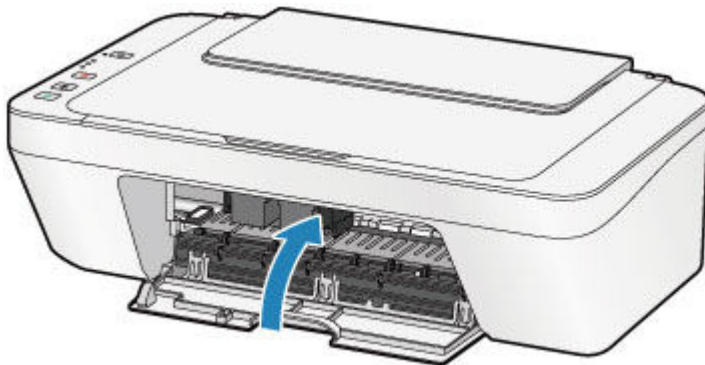
## ►► Important

- 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](#)

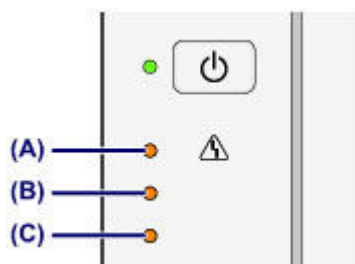
# Checking the Ink Status with the Ink Lamps on the Operation Panel

## ►►► 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.





## 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

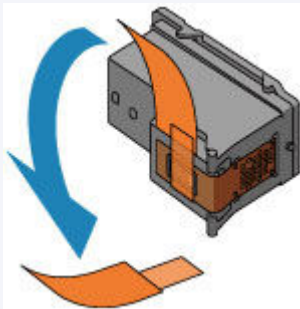
- Do not rinse or wipe the FINE cartridge. This can cause trouble with the FINE cartridge.

## ►► 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.

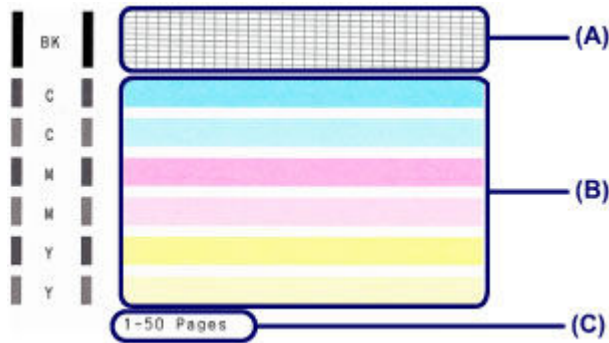
5. Examine the nozzle check pattern.

➔ [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

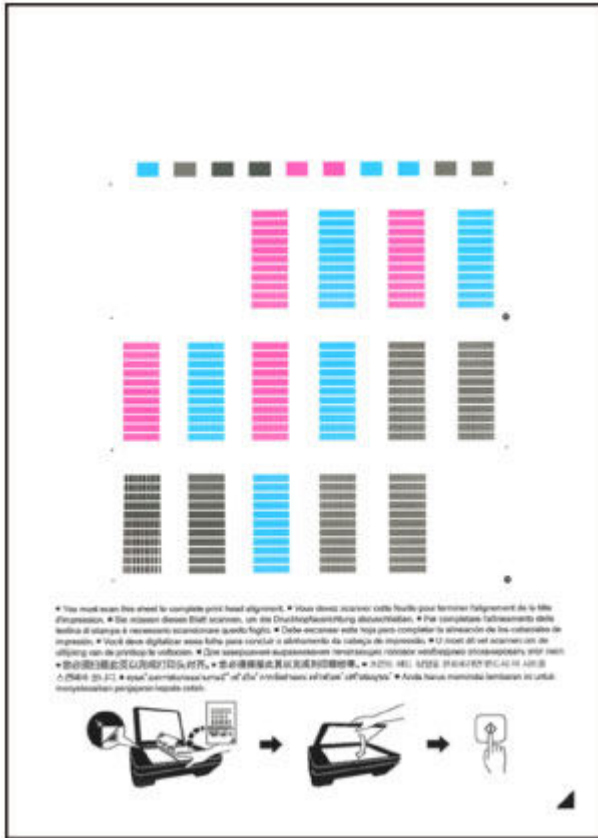
- If the remaining ink level is low, the print head alignment sheet will not be printed correctly. Replace the FINE cartridge whose ink is low.  
➔ [Replacing a FINE Cartridge](#)

**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.





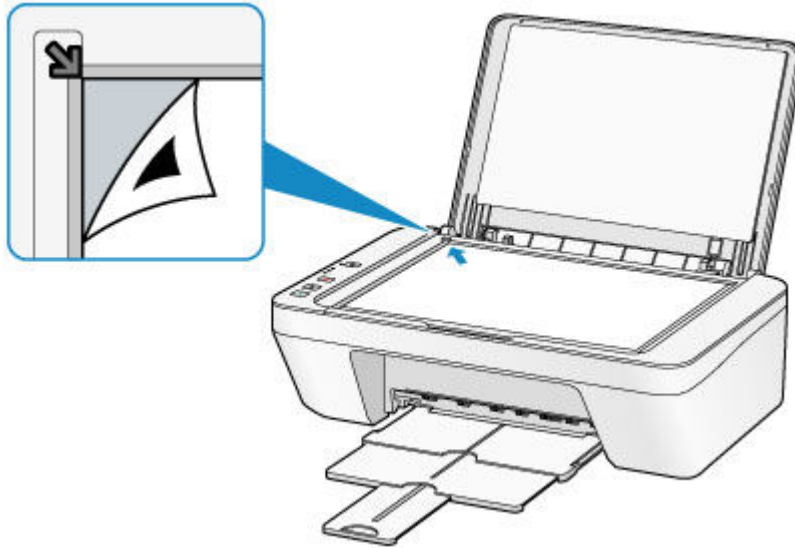
## »» Important

- 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)



(B)

(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)



(B)

(A) Least noticeable horizontal streaks

(B) Most noticeable horizontal streaks

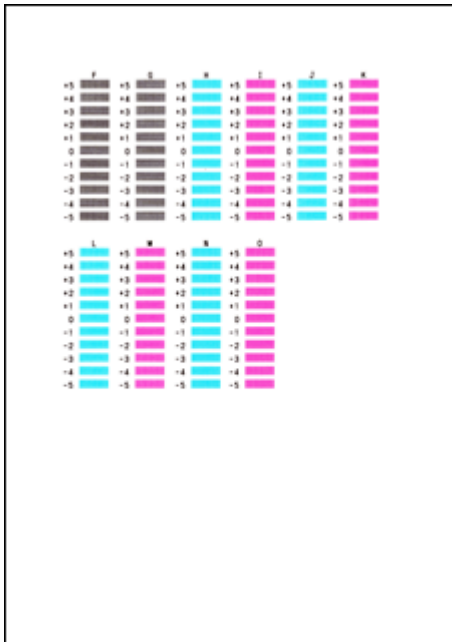
## 9. Confirm the displayed message and click **OK**

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)



(B)

(A) Least noticeable vertical streaks

(B) Most noticeable vertical streaks

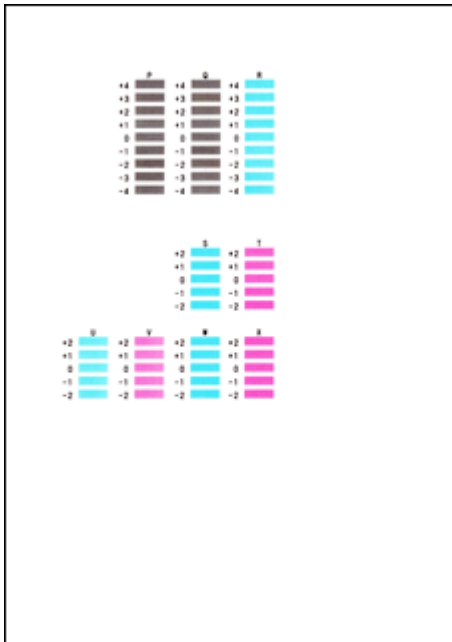
## 11. Confirm the displayed message and click **OK**

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)



(B)

- (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

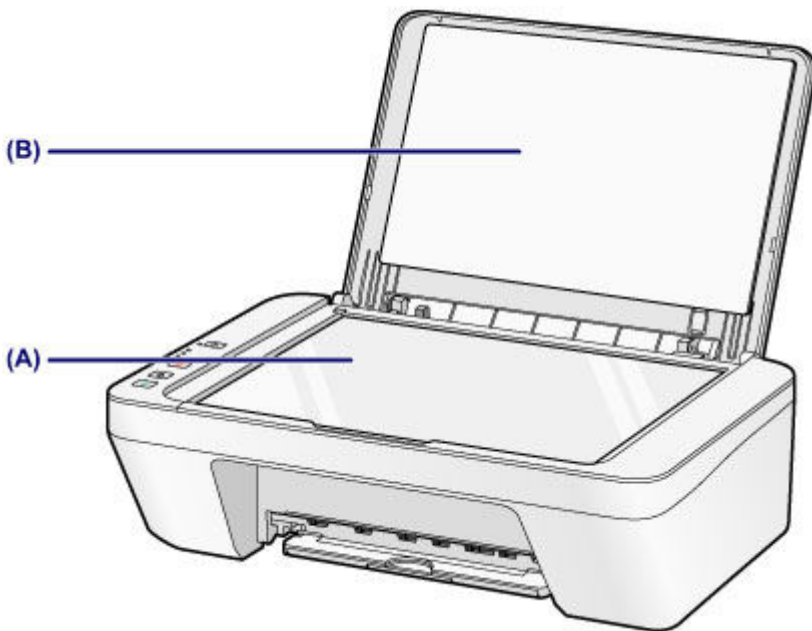
- Be sure to turn off the power and disconnect the power plug before cleaning the machine.
- Do not use tissue paper, paper towels, rough-textured cloth, or similar materials for cleaning so as not to scratch the surface. Be sure to use a soft and dry cloth.
- Never use volatile liquids such as thinners, 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

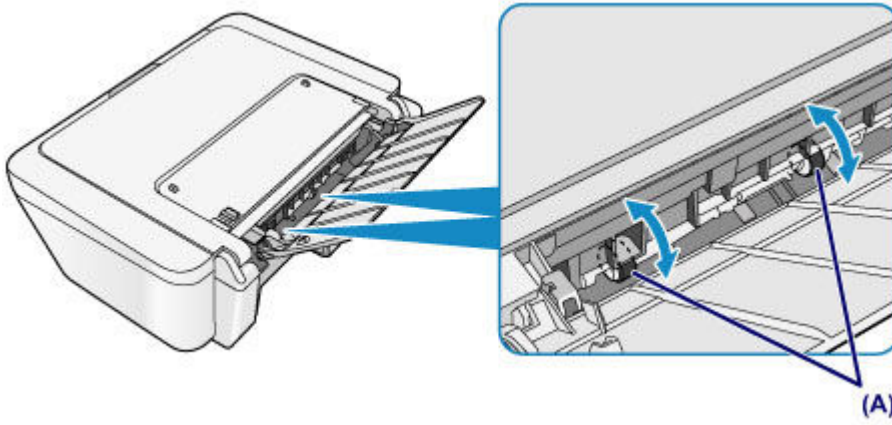
If the paper feed rollers are dirty or paper powder is attached to it, paper may not be fed properly.

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

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 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.

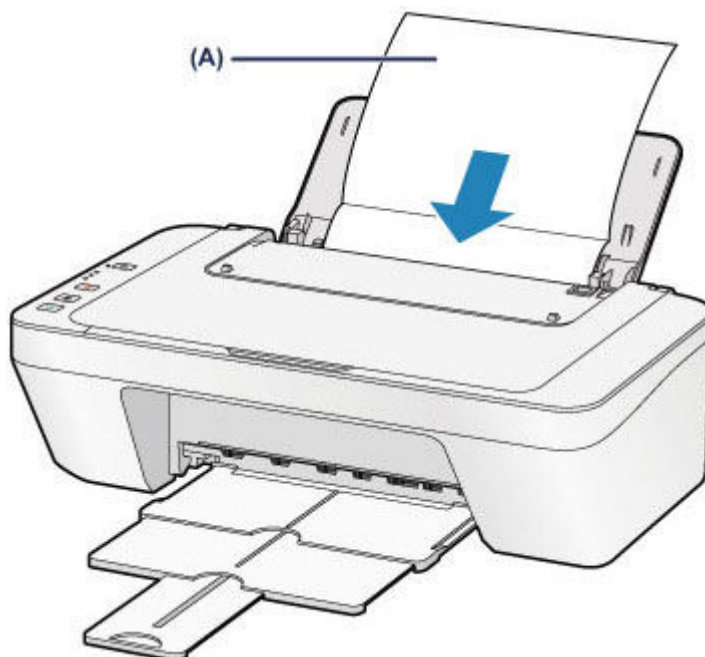
## Cleaning the Inside of the Machine (Bottom Plate Cleaning)

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.
-

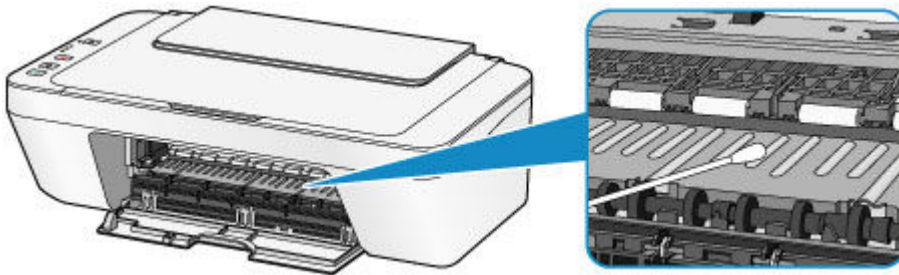
# Cleaning the Protrusions inside the Machine

## »» 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](#)

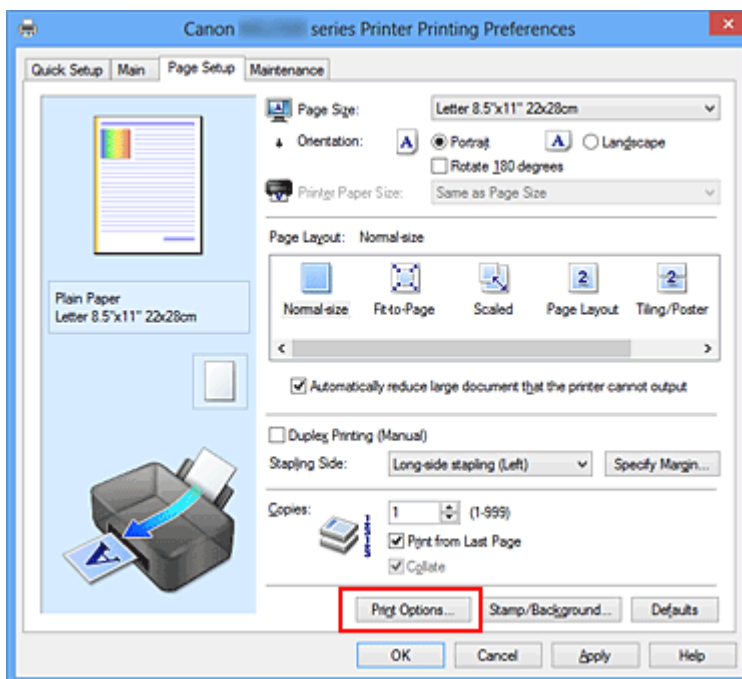
# Changing the Print Options

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

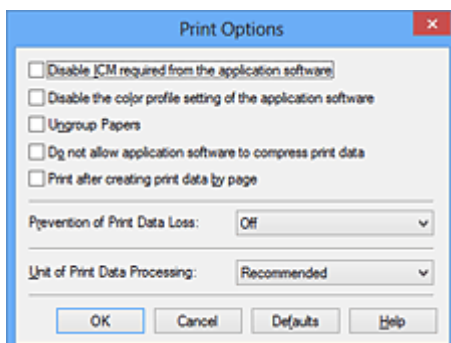
Specify this option if you encounter print failures such as part of an image data being cut off.

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.

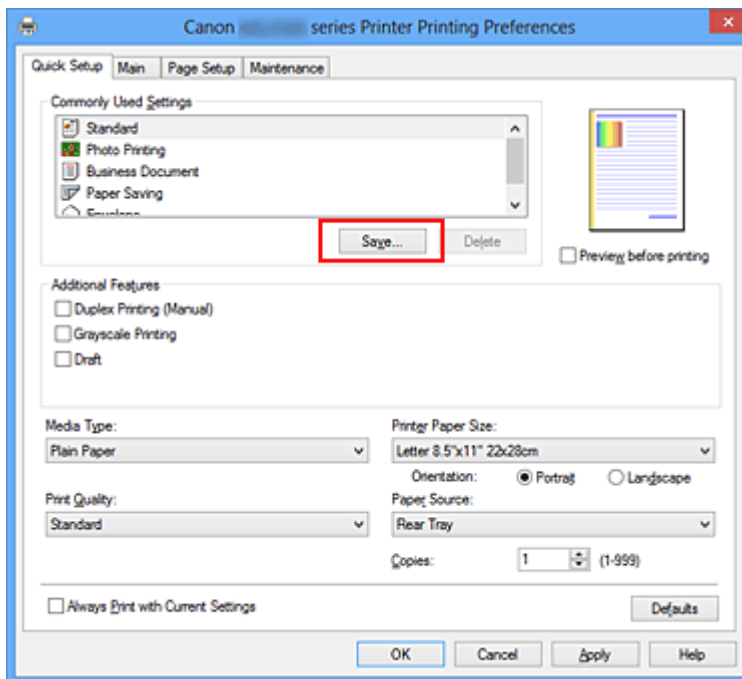
The procedure for registering a printing profile is as follows:

## 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.

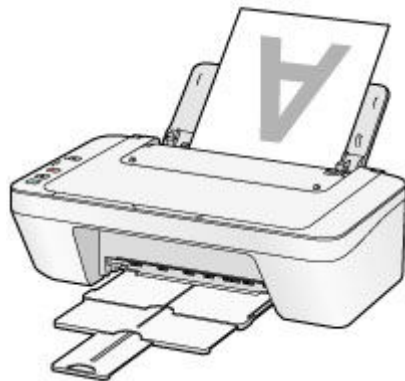
➔ [Cleaning the Inside of the Machine \(Bottom Plate Cleaning\)](#)

### 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.

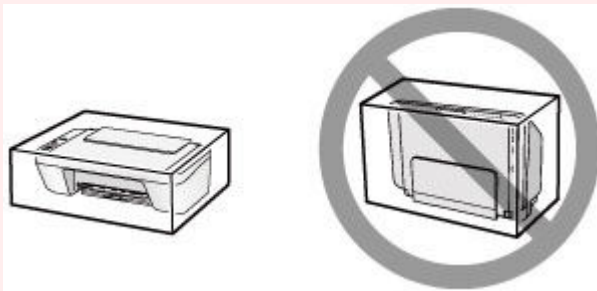
# Precautions for Safe Transport of the Machine

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

<b>Printing resolution (dpi)</b>	4800* (horizontal) x 600 (vertical) * Ink droplets can be placed with a pitch of 1/4800 inch at minimum.
<b>Interface</b>	<b>USB Port:</b> 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.
<b>Print width</b>	8 inches/203.2 mm
<b>Operating environment</b>	<b>Temperature:</b> 41 to 95 °F (5 to 35 °C) <b>Humidity:</b> 10 to 90 % RH (no condensation)
<b>Storage environment</b>	<b>Temperature:</b> 32 to 104 °F (0 to 40 °C) <b>Humidity:</b> 5 to 95 % RH (no condensation)
<b>Power supply</b>	AC 100-240 V, 50/60 Hz
<b>Power consumption</b>	<b>Printing (Copy):</b> Approx. 9 W <b>Standby (minimum):</b> Approx. 1.0 W *1*2 <b>OFF:</b> Approx. 0.4 W *1 *1 USB connection to PC *2 The wait time for standby cannot be changed.
<b>External dimensions</b>	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.
<b>Weight</b>	Approx. 7.6 lb (Approx. 3.5 kg) * With the FINE Cartridges installed.
<b>Canon FINE Cartridge</b>	Total 1280 nozzles (BK 320 nozzles, C/M/Y each 320 nozzles)

## Copy Specifications

<b>Multiple copy</b>	max. 21 pages
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## Scan Specifications

<b>Scanner driver</b>	<b>Windows:</b> TWAIN 1.9 Specification, WIA <b>Mac OS:</b> ICA
<b>Maximum scanning size</b>	A4/Letter, 8.5" x 11.7"/216 x 297 mm

<b>Scanning resolution</b>	<p><b>Optical resolution (horizontal x vertical) max:</b> 600 x 1200 dpi *1</p> <p><b>Interpolated resolution max:</b> 19200 x 19200 dpi *2</p> <p>*1 Optical Resolution represents the maximum sampling rate based on ISO 14473.</p> <p>*2 Increasing the scanning resolution will limit the maximum possible scanning area.</p>
<b>Gradation (Input/Output)</b>	<p><b>Gray:</b> 16 bit/8 bit</p> <p><b>Color:</b> 48 bit/24 bit (RGB each 16 bit/8 bit)</p>

## Minimum System Requirements

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

### Windows

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

### Mac OS

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

### Other Supported OS

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

- An internet connection is required to view the *Online Manual*.

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

Specifications are subject to change without notice.