Canon

Office All-In-One

PIXMA MX850 series

Quick Start Guide

Getting Help from Canon

Help Us Help You Better
Before you contact Canon, please record the following information.

Serial Number (located on the inside of the product):_____

Model Number (located on the top of the product):_____

Setup CD-ROM number (located on the CD-ROM): _____

Purchase Date: _____

Customer Technical Support Sequence*

1. Internet — www.canontechsupport.com
For quick and comprehensive self-help in an intuitively guided interactive troubleshooting environment, the place to start is our helpful tech support web site. In addition, the latest driver downloads, answers to frequently asked questions, product information, and "where to buy" instructions are found here.

2. Email Tech Support — www.canontechsupport.com
For individual attention to a special issue, try emailing our friendly technical support representatives, specially trained to communicate quick, easy, and logical solutions to your inquiries within 24 hours.

3. Toll-Free Live Tech Support — (1-800-828-4040)
This option provides live telephone technical support, free of service charges, Monday-Saturday (excluding holidays), during your product's 1 year limited warranty period. Telephone Device for the Deaf (TDD) support is available at (**1-866-251-3752**).

4. Extended Service and Support — www.canonesp.com
Canon CarePAK Extended Service Plan is a cost-attractive and easy-to-use extended service program that provides up to three full years of service and support coverage at a very attractive price. CarePAK offers toll-free Canon technical support and includes Canon's superb InstantExchange product replacement program. For further information about extending your Canon service and support, call (**1-800-385-2155**), or visit our Web site at **www.canonesp.com**. CarePAK must be purchased during your product's warranty period.

For more information and updated program specifics, please visit our web site at **www.canontechsupport.com**.

* Support program specifics are subject to change without notice.

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Disclaimer

Canon U.S.A., Inc. has reviewed this manual thoroughly in order that it will be an easy-to-use guide to your Canon PIXMA MX850 series Office All-In-One. All statements, technical information and recommendations in this manual and in any guides or related documents are believed reliable, but the accuracy and completeness thereof are not guaranteed or warranted, and they are not intended to be, nor should they be understood to be, representation or warranties concerning the products described.

Depending on your application program, operations may differ. For details, refer to the instruction manual of your application. The steps described in this manual are in Windows Vista™ operating system Ultimate Edition (hereafter referred to as "Windows Vista") and Mac® OS X v.10.4.x.

All information regarding non-Canon products was compiled from publicly available information. No representation is made regarding the accuracy thereof.

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

About Consumables

Consumables (ink tanks / FINE Cartridges) are available for 5 years after production has stopped.

Trademarks

- "Microsoft" is a registered trademark of Microsoft Corporation.
- "Windows" is a trademark of Microsoft Corporation, registered in the U.S. and other countries.
- "Windows Vista" is a trademark of Microsoft Corporation.
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- "Bluetooth" is a trademark of Bluetooth SIG, Inc., U.S.A. and licensed to Canon Inc.

Table of Contents

Introduction

This *Quick Start Guide* uses the following symbols to indicate important information. Always observe the instructions indicated by these symbols.

⚠ Warning

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

⚠ Caution

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

⊘ Important

Instructions that must be observed for safe operation.

⚠ Safety Precautions

Please read the safety warnings and cautions provided in this manual to ensure that you use the machine safely. Do not attempt to use the machine in any way not described in this manual.

⚠ Warning

- This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.
- You may cause an electric shock, fire, or damage the machine if you ignore any of these safety precautions.

Choosing a location	Do not place the machine close to flammable solvents such as alcohol or thinners.
Power supply	Never attempt to plug in or unplug the machine from the power supply when your hands are wet.
	Always push the plug all the way into the power outlet.
	Never damage, modify, stretch or excessively bend or twist the power cord. Do not place heavy objects on the power cord.
	Never plug the machine into a power socket that is shared with other equipment (extension lead/cord, 2- or 3-way adapter, etc.).
	Never use the machine if the power cord is bundled or knotted.
	If you detect smoke, unusual smells or strange noises around the machine, immediately unplug the machine at the power supply and call for service.
	Periodically, unplug the machine and use a dry cloth to wipe off any dust or dirt collected on the plug and the power outlet. If the machine is placed at a location exposed to a lot of dust, smoke, or high humidity, the dust collected on the plug absorbs moisture and may cause insulation failure and fire.
	If you hear thunder, disconnect the power supply of the machine and refrain from using it. Leaving the machine plugged in may cause fire, electric shock, or damage to the machine, depending on the thunder storm.
	Use the power cable included with the machine.
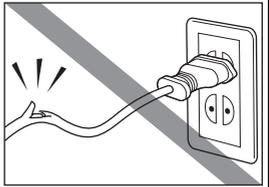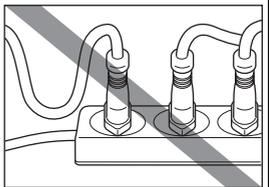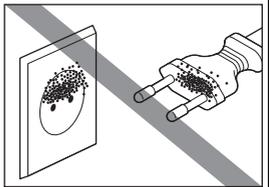
Cleaning the machine	Use a damp cloth to clean the machine. Never use flammable solvents such as alcohol, benzene or thinners.
	If flammable solvents come in contact with electrical components inside the machine, it could cause a fire or electric shock.
	Always unplug the machine from the power outlet before cleaning the machine.
	If you accidentally switch the machine on while cleaning it, you could injure yourself or damage the machine.
Maintaining the machine	Do not attempt to disassemble or modify the machine. There are no user serviceable parts inside the machine.
	The machine contains high-voltage components. Never attempt any maintenance procedure not described in this guide.
Working around the machine	Do not use highly flammable sprays near the machine.
	This could cause a fire or electric shock if the spray comes into contact with electrical components inside the machine.

⚠ Caution

You may cause injury or damage the machine if you ignore any of these 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, install the machine in a location with an ambient temperature range of 5°C to 35°C (41°F to 95°F) and humidity of 10% to 90% (condensation free).
	Do not place the machine on a thick rug or carpet.
	Do not place the machine with its back attached to the wall.
Power supply	Ensure that the area around the power outlet is kept clear at all times so you can easily unplug the power cord if necessary.
	Never remove the plug by pulling on the cord.
	Do not use an extension lead/cord.
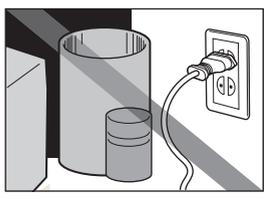
Working around the machine	Never put your hands or fingers in the machine while it is printing.
	When moving the machine, carry the machine at both ends. Do not hold the Operation Panel.
	Do not place any object on the machine.
	Do not place metal objects (paper clips, staples, etc.) or containers of flammable solvents (alcohol, thinners, etc.) on top of the machine.
	If any foreign object (metal or liquid) fall into the machine, unplug the power cord and call for service.
	Do not transport or store the machine on a slant, vertically or upside-down, as the ink may leak and damage the machine.
	When loading a thick book on the Platen Glass, do not press hard on the Document Cover. The Platen Glass may break and cause injury.
Print Heads and ink tanks	Keep ink tanks out of the reach of children. In case ink is accidentally licked or swallowed, rinse out mouth or give one or two glasses of water to drink. If irritation or discomfort occurs, obtain medical advice immediately.
	In case ink gets in contact with eyes, rinse with water immediately. In case ink gets in contact with skin, wash with soap and water immediately. If irritation to eyes or skin persists, obtain medical advice immediately.
	Do not shake Print Heads or ink tanks. Ink may leak out and stain clothing or the surrounding area.
	Never touch the electrical contacts on a Print Head after printing. The metal parts may be very hot and could cause burns.
	Do not throw ink tanks into fire.
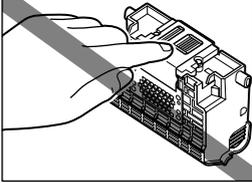
IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
2. Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
3. Do not use this product to report a gas leak in the vicinity of the leak.

SAVE THESE INSTRUCTIONS

Before Using the Machine

Included Items

Check that all the following items are in the box. If anything is missing or damaged, contact your Canon service representative.

- Machine
- Setup CD-ROM
- Easy Setup Instructions (Setup Sheet)
- Network Setup Guide
- Quick Start Guide
- Print Head
- Ink tanks (CLI-8BK, PGI-5BK, CLI-8Y, CLI-8M, CLI-8C)
- Power cord
- Telephone line cable
- A4 Matte Photo Paper (MP-101) (for Automatic Print Head Alignment)
- Additional documents

* A USB cable is necessary to connect the machine with your computer.

* A LAN cable is necessary to connect the machine to the network.

Operation Panel
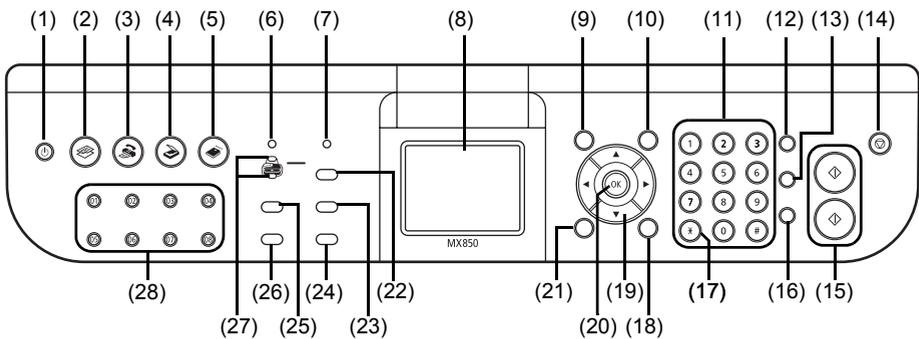
(1) ON/OFF button
Turns the machine on and off. Before turning on the machine, make sure the Document Cover is closed.

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

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(2) COPY button
Switches the machine to copy mode. Flashes when you turn on the machine.

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(3) FAX button
Switches the machine to fax mode.

(4) SCAN button
Switches the machine to scan mode. In scan mode, the machine scans a document to your computer according to the settings selected. To use this button, the machine must be connected to a computer. For details, refer to the *Scanning Guide* on-screen manual.

(5) MEMORY CARD button
Switches the machine to memory card mode.

(6) In Use/Memory lamp
Flashes when sending or receiving faxes, and lights when there are documents stored in the machine's memory.

(7) Alarm lamp
Lights or flashes orange when an error, such as paper-out or ink-out, occurs.

(8) LCD (Liquid Crystal Display)
Displays messages, menu selections, and the operational status.

(9) Menu button
Displays the menu screen.

(10) Settings button
Configures the page size, media type, and image correction settings.

(11) Numeric buttons
Enter numerical values such as the number of copies, as well as fax/telephone numbers and characters.

(12) Redial/Pause button
Redials the last number called using the Numeric buttons. Also enters pauses between or after numbers when dialing or registering numbers.

(13) Coded Dial button
Press this button and a two-digit code to display a pre-registered fax/telephone number or group.

(14) Stop/Reset button
Cancels operations such as copying, scanning, or faxing, or a print job in progress.

(15) Black button (top) / Color button (bottom)
Press the **Black** button to start black & white copying, scanning, or faxing.
Press the **Color** button to start color copying, photo printing, scanning, or faxing.

(16) Hook button
Connects or disconnects the telephone line.

(17) Tone button
Switches temporarily to tone dialing. Also changes the input mode when entering characters.

(18) Trimming button
Specifies the cropping area of the displayed photo.

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

(20) OK button

Finalizes your selection for the menu or setting item.

This button is also used to dismiss the error message and resume the machine's normal operation after resolving a printing error or removing jammed paper, or to eject documents remaining in the ADF.

(21) Back button

Cancels operations and returns the LCD to the previous screen.

(22) Feed Switch

Selects the paper source. Press to switch the paper source between the Rear Tray and the Cassette.

To print out received faxes, the paper source selected on the **FAX settings** screen is used.

(23) FAX Quality button

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

(24) Search button

Searches for photos on the memory card with the specified shooting date.

(25) Enlarge/Reduce button

Specifies the enlargement or reduction ratio for copying.

(26) Two-Sided button

Specifies the settings for duplex copying.

(27) Rear Tray lamp (top) / Cassette lamp (bottom)

These lamps indicate the currently selected paper source.

(28) One-Touch Speed Dial buttons

Press these buttons to display pre-registered fax/telephone numbers or groups.

How to Navigate Menus on the LCD

You can make good use of the various functions of the machine with the menu screen and the settings screen on the LCD.

This section describes how to use the menu screen and the settings screen.
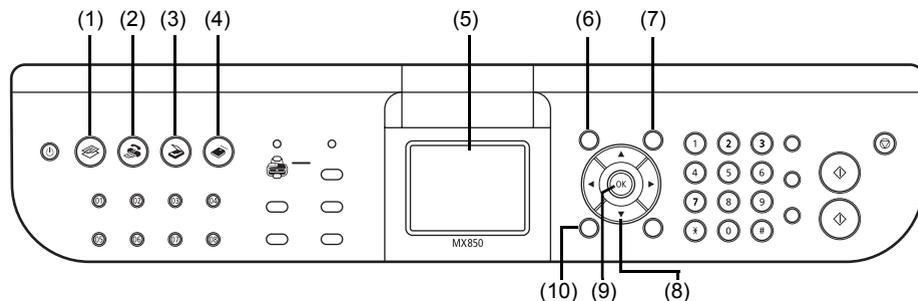
- **(1) COPY button**
- **(2) FAX button**
- **(3) SCAN button**
- **(4) MEMORY CARD button**
- **(5) LCD (Liquid Crystal Display)**
- **(6) Menu button**
- **(7) Settings button**
- **(8) ▲ ▼ ◀ ▶ buttons**
- **(9) OK button**
- **(10) Back button**

■ Basic Operation on the Menu Screen

You can perform various printing functions and machine maintenance by selecting the menu items on the menu screen in each mode.

To display the menu screen on the LCD, press the **Menu** button.

To select the menu item, use the ▲, ▼, ◀, and ▶ buttons to select the item, then press the **OK** button.

📖 Note
- You can return the LCD to the previous screen by pressing the **Back** button.
- For details on each item, see "Menu Screens" on page 9.

■ Menu Screens

📖 Note
- You can display the **Maintenance** screen or **Device settings** screen in the copy mode, fax mode, memory card mode, or scan mode. To enter the scan mode, the machine must be connected to a computer.
  Refer to the following list to confirm the menu items available on the menu screen.
- For details on maintenance, see "When Printing Becomes Faint or Colors Are Incorrect" on page 114 or "Cleaning Your Machine" on page 125. For details on the device settings, refer to "Device Settings" in the *User's Guide* on-screen manual.

✣ Copy mode

Copy menu screen

☎ Fax mode

FAX menu screen

*   This setting is only available in US and Canada.

⬛ Scan mode

The **Maintenance/settings** screen will be displayed by pressing the **Menu** button.
For details on the scan mode, see "Scanning Images" on page 49.

▱ Memory card mode

Card menu screen

Maintenance/settings

Maintenance screen

Nozzle check (page 115)
Cleaning (page 117)
Deep cleaning (page 118)
Auto head align (page 119)
Manual head align (page 120)
Head alignment print (page 119)
Roller cleaning (page 127)
Bottom plate cleaning (page 128)

Device settings screen

FAX settings [*1]
    User settings
    TX settings
    RX settings
Print settings[*1]
    Prevent paper abrasion
    Extended copy amount
    Two-sided output setting
Wireless print settings[*1, 2]
PictBridge settings (page 55)
Bluetooth settings[*1, 2]
LAN settings [*1]
    Reset LAN settings
    Display LAN details
    IPv4/IPv6 setting
    WSD setting
Other settings[*1]
    Read/write attribute
    Volume control
    Slide show setting
    Quiet mode
    Key repeat
Language selection[*1]
Reset setting[*1]

[*1] For details, refer to the *User's Guide* on-screen manual.
[*2] Appears only when the optional Bluetooth unit is attached to the machine.

■ Basic Operation on the Settings Screen

You can change the print settings such as page size, media type, etc. on the settings screen either in the copy mode, in the memory card mode, in the fax mode, or when printing directly from a PictBridge compliant device.

📖 Note

When printing from a computer, see "Printing from Your Computer" on page 47.
When printing from a wireless communication device, refer to "Printing Photographs from a Wireless Communication Device" in the *User's Guide* on-screen manual.

This section describes the procedure to change the settings, taking the steps to specify the page size for the memory card mode to **4" x 6" (101 x 152)** as an example.

1 Display the settings screen.

(1) Press the **Settings** button.
The **Memory card settings** screen is displayed.

```
□ Memory card settings
1□ ▸ 2□
A4
Photo Plus Glossy II
Standard
Borderless              □
No date/file no.
Settings ⇒ Set
```

2 Select the settings tab.

(1) Use the ◀ or ▶ button to select the settings tab.
Example: Select Tab 1 here.

```
□ Memory card settings
1□ ▸ 2□
A4
Photo Plus Glossy II
Standard
Borderless              □
No date/file no.
Settings ⇒ Set
```

3 Select the setting item.

(1) Use the ▲ or ▼ button to select the setting item.
Example: Select **A4** here.

```
□ Memory card settings
1□   2□        Page size
◀ A4                    ▶
Photo Plus Glossy II
Standard
Borderless              □
No date/file no.
Settings ⇒ Set
```

4 Change the setting.

(1) Use the ◀ or ▶ button to change the setting.
Example: Change to **4" x 6" (101 x 152)** here.
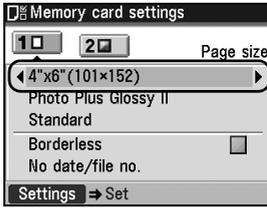
5 Complete setting.

(1) Press the **Settings** button.
The LCD returns to the previous screen.

📖 Note

For details on the setting Items
● For the settings in the copy mode, see "Setting Items" on page 36.
● For the settings in the memory card mode, see "Setting Items" on page 44.
● For the settings in the fax mode, see "Changing the Print Settings" on page 96.
   You can set the image quality and scan contrast of the fax to send by pressing the **FAX Quality** button. For details, see "Before Sending Faxes" on page 81.
● For the settings when printing directly from a PictBridge compliant device, see "Setting on the Machine" on page 55.

Turning the Machine On and Off

Turn on the machine before printing.

■ Turning on the Machine

📖 Note

If preparatory operations below are not complete, follow your setup sheet and/or the *Network Setup Guide* to complete them.
- The Print Head and ink tanks are set into place.

If you are using the machine connected to a computer, confirm also the following.
- The machine is connected to your computer (or a compatible device).
- The MP Drivers are installed.

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

The **COPY** button flashes and then remains lit green.
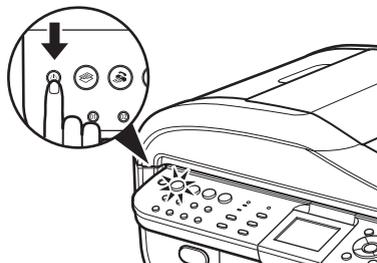
📖 Note

If the **Alarm** lamp lights up or flashes orange and an error message is displayed on the LCD, see "An Error Message Is Displayed on the LCD" on page 133.

2 If you are using the machine connected to a computer, turn on your computer.

■ Turning off the Machine

1 To turn off the machine, press the **ON/OFF** button.

When a selected mode button (e.g., **COPY** button) stops flashing, the machine is turned off after all the lamps on the Operation Panel go out. It takes a few seconds or as long as around one minute.
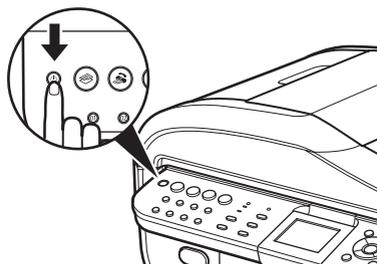
⚠ Important

When you turn off the machine
Follow the procedure below to turn off the machine.
(1) Confirm that all the lamps on the Operation Panel have gone out.
(2) Unplug the power cord from the wall outlet. If you are using a power outlet strip, you can switch it off instead.

When you press the **ON/OFF** button to turn off the machine, the machine automatically puts a protective cap on the Print Head to prevent the ink from drying. If you remove the power cord or switch off the power outlet strip before all the lamps on the Operation Panel go out, this capping will not be done properly, causing the Print Head to dry and clog.

📖 Note

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

● **Screen-saver Mode**

The LCD goes out if the machine is not operated for about five minutes*.

* You cannot change the wait time before the LCD goes out.

📖 **Note**

When you want to restore the display, perform any operation such as copying, faxing, or scanning, or press any button except for the **ON/OFF** button. When you press the **ON/OFF** button while the machine is in Screen-saver mode, the machine turns off.

Handling the Original Document

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

■ Original Document Requirements

The original documents you load on the Platen Glass or in the ADF for copying, scanning, or faxing must meet these requirements:

	Platen Glass	ADF
Document type	• Paper documents • Photographs • Books • Documents that are not suitable for the ADF	Multipage documents of the same size, thickness, and weight
Size (W x L)	Max. 8.5 x 11.7 inches / 216 x 297 mm	• Max. 8.5 x 14.0 inches / 216 x 356 mm • Min. 5.8 x 5.8 inches / 148 x 148 mm Only A4 or Letter-sized documents for duplex copying and scanning, 2-on-1 copy, and 4-on-1 copy
Quantity	1 sheet	• A4 or Letter size: Max. 35 sheets (20 lb / 75 gsm paper), up to 0.20 inches / 5 mm in height • Legal size: Max. 30 sheets (20 lb / 75 gsm paper), up to 0.16 inches / 4 mm in height • Other sizes: 1 sheet
Weight	–	13 to 24 lb / 50 to 90 gsm

■ Loading Original Documents

Load originals to copy, scan, or fax on the Platen Glass or in the ADF.

📖 Note

• Make sure any glue, ink, correction fluid, or the like on the original document is completely dry before loading it on the Platen Glass or in the ADF.
  However, do not load glued originals in the ADF even if the glue is dry, as this may cause paper jams.
• Remove all staples, paper clips, and the like before feeding the document.
• Load Legal-sized documents in the ADF.
• Do not load the following types of documents in the ADF. They will jam.
  – Wrinkled or creased paper
  – Curled paper
  – Torn paper
  – Paper with holes
  – Glued paper
  – Carbon paper or carbon-backed paper
  – Surface treated paper
  – Onion skin or thin paper
  – Photograph or thick paper

■ Using the Platen Glass

1 Open the Document Cover.

2 Load the original document with the side to be copied, scanned, or faxed facing down on the Platen Glass.

⬤ Important
- Do not place any objects weighing more than 4.4 lb / 2.0 kg on the Platen Glass.
- Do not press or put weight on the original with pressure exceeding 4.4 lb / 2.0 kg.
  Doing so may cause the scanner to malfunction or the Platen Glass to break.

⬤ To make copies or scan documents

Align the original document with the alignment mark as shown in the figure on the right.
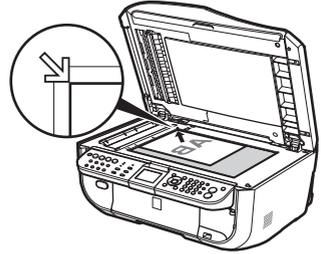
📖 Note
- The machine cannot scan the shaded area in the figure on the right.

  (A) 0.04 inches / 1 mm
- For details about making copies, see "Copying" on page 35.
- For details about scanning images, see "Scanning Images" on page 49.
- For details about sending faxes, see "Sending Faxes" on page 80.
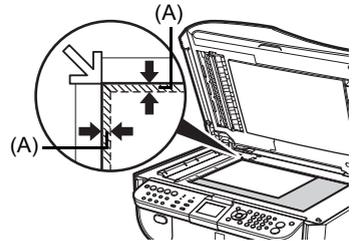
● **To scan photographs**

Place the photograph at least 0.4 inches / 10 mm away from and in square with the edges of the Platen Glass.

(B) 0.4 inches / 10 mm
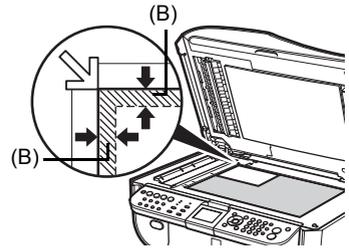
When setting two or more photographs at the same time, place them at least 0.4 inches / 10 mm apart from each other.

(C) 0.4 inches / 10 mm
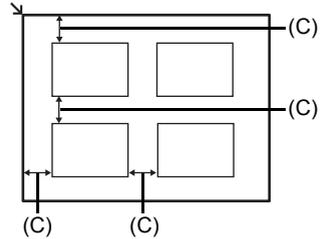
📖 **Note**

● If photographs are placed closer, they may be scanned as a single image. For details, refer to the *Scanning Guide* on-screen manual.
● For details about scanning images, see "Scanning Images" on page 49.

---

3 Gently close the Document Cover.

■ Using the ADF

> 📖 **Note**
>
> Set a document on the Platen Glass if you want to scan it at optimum quality.

1 Remove any documents from the Platen Glass.

2 Open the Document Tray.
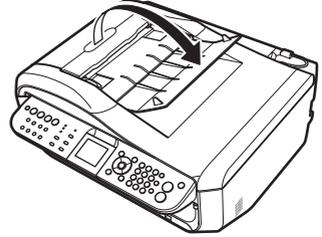
3 Load the original document with the side to be copied, scanned, or faxed facing up in the ADF.
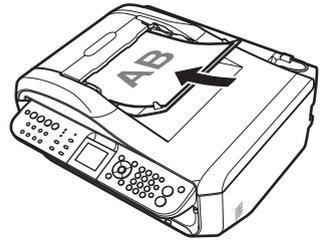
4 Adjust the Document Guides to match the document width.

> 📖 **Note**
>
> Ensure that the edge of the document stack is in line with the Paper Size Mark (A) imprinted on the Document Tray.

(A)
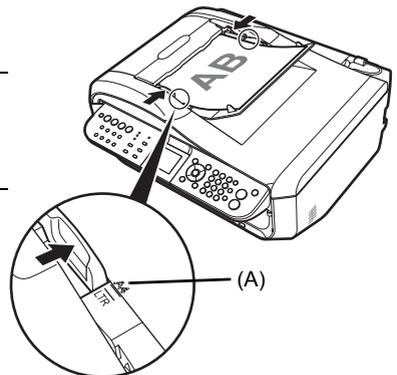
Loading Printing Paper

This section describes how to load printing paper in the Rear Tray and the Cassette.

📖 **Note**

- At purchase, the machine is set to feed from the Cassette. If you are printing without changing paper source settings, load paper in the Cassette. For details on loading paper, see "Loading Paper" on page 26.
- Do not place any objects in front of the machine.

■ Using Specialty Media

Canon recommends that you use Canon genuine media to ensure optimal print quality.

● Photo Quality Media

- ● Glossy Photo Paper
- ● Matte Photo Paper
- ● Photo Paper Plus Double Sided
- ● Photo Paper Plus Glossy
- ● Photo Paper Plus Glossy II
- ● Photo Paper Plus Semi-gloss
- ● Photo Paper Pro
- ● Photo Stickers

● Media Suited for Business Documents

- ● High Resolution Paper
- ● Super White Paper

■ Paper Handling

● Recommended Paper and Requirements

Media Type	Model[1]	Paper Load Limit		Paper Output Tray Load Limit	Media Type	
		Rear Tray	Cassette		Machine Setting	Printer Driver Setting
Plain Paper[2]	—	Approx. 150 sheets	Approx. 150 sheets	Approx. 50 sheets	Plain paper	Plain Paper
Envelopes[3]	—	10 envelopes	5 envelopes	[4]	—	Envelope
Super White Paper	SW-201	100 sheets	100 sheets	50 sheets	Plain paper	Plain Paper
High Resolution Paper[3]	HR-101N	80 sheets	80 sheets	50 sheets	—	High Resolution Paper
Glossy Photo Paper[5]	GP-401	A4, Letter, 5" x 7" / 127.0 x 177.8 mm, and 8" x 10" / 203.2 x 254.0 mm: 10 sheets 4" x 6" / 101.6 x 152.4 mm, and Wide: 20 sheets Credit card: 20 sheets (Rear Tray only)[6]		[4]	Glossy Photo Paper	Glossy Photo Paper
Glossy Photo Paper "Everyday Use"[5]	GP-501				Glossy Photo Paper	Glossy Photo Paper
Matte Photo Paper	MP-101				Matte Photo Paper	Matte Photo Paper
Photo Paper Glossy [5]	GP-502				Glossy Photo Paper	Glossy Photo Paper
Photo Paper Plus Double Sided[3, 5]	PP-101D				—	Photo Paper Plus Double Sided
Photo Paper Plus Glossy[5]	PP-101				Photo Plus Glossy	Photo Paper Plus Glossy
Photo Paper Plus Glossy II[5]	PP-201				Photo Plus Glossy II	Photo Paper Plus Glossy II
Photo Paper Plus Semi-gloss[5]	SG-201				Plus Semi-gloss	Photo Paper Plus Semi-gloss
Photo Paper Pro[5]	PR-101				Photo Paper Pro	Photo Paper Pro
Photo Stickers[7]	PS-101	1 sheet	Not loadable[6]		Glossy Photo Paper	Glossy Photo Paper
T-Shirt Transfers[3]	TR-301	1 sheet	1 sheet		—	T-Shirt Transfers

[1] Paper with a Model Number is Canon specialty media. 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 paper sizes available for each Canon genuine paper, visit our website. You may not be able to purchase some Canon genuine papers depending on the country or region of purchase. Paper is not sold in the US by Model Number. Purchase paper by name.

*2   Proper feeding of paper may not be possible at the maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature and humidity). In such cases, reduce the sheets of paper you load at a time to around half.

*3   Available only when printing from your computer.

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

*5   When loading paper in stacks, the print side may be marked as it is fed in or sheets may be stuck to one another causing them not to be fed properly. In this case, load one sheet at a time.

*6   Feeding this paper from the Cassette can damage the machine. Load in the Rear Tray.

*7   When copying onto sticker paper, be sure to select **Sticker copy** on the **Special copy** screen in the copy mode. Refer to "Copying on Stickers (Sticker copy)" in "Using Useful Copy Functions" of the *User's Guide* on-screen manual.
When printing photos saved on a memory card to sticker paper, be sure to select **Sticker print** on the **Special photo print** screen in the memory card mode. Refer to "Printing on Stickers (Sticker print)" in "Using Useful Printing Functions" of the *User's Guide* on-screen manual.
When printing photos saved on your mobile phone to sticker paper, select **Stickers** for the page size in **Wireless print settings**. Refer to "Setting Items" in "Setting the Page Size, Media Type, and Layout When Printing from a Mobile Phone" of the *User's Guide* on-screen manual.

Important
- Put unused paper back into the package, and store them avoiding heat, humidity, and direct sunlight.
- Do not touch the printed surface nor stack the printed sheets until the ink is fixed.

Note
- To specify the page size and media type when printing photos saved on mobile phones, refer to "Setting the Page Size, Media Type, and Layout When Printing from a Mobile Phone" in "Printing Photographs from a Wireless Communication Device" of the *User's Guide* on-screen manual.
- For a detailed description of printing media types, refer to "Printing Media" in the *User's Guide* on-screen manual.

● Media Types You Cannot Use

Do not use the following types of paper. Using such paper will not only produce unsatisfactory results, but can also cause the machine to jam or malfunction. Additionally, when printing on A5 or smaller sized paper, do not use paper thinner than a postcard, including plain paper or notepad paper cut to a small size.

- Folded, curled, or wrinkled paper
- Damp paper
- Paper that is too thin (weighing less than 17 lb / 64 gsm)
- Paper that is too thick (plain paper, except for Canon genuine paper, weighing more than 28 lb / 105 gsm)
- Picture postcards
- Postcards affixed with photos or stickers
- Envelopes with a double flap (or sticker flaps)
- Envelopes with an embossed or treated surface
- Envelopes with pressure seals
- 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.

■ Hints for Handling the Paper Sources

This machine offers two paper sources to load printing paper; the Rear Tray (A) and the Cassette (B).
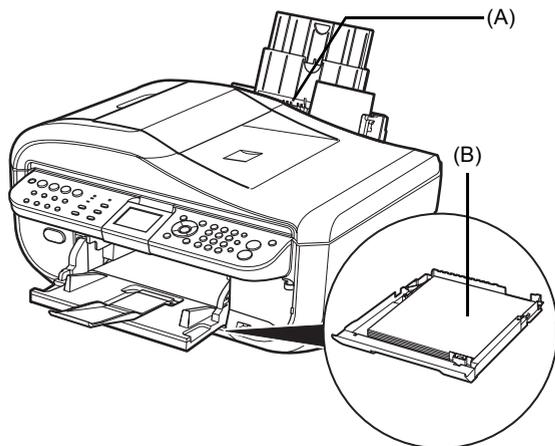
Here are some hints for handling these paper sources according to how you are using them.

📖 Note
- Some types and sizes of paper are not loadable in the Cassette and require the use of the Rear Tray. See "Paper Handling" on page 21. For details on loading paper, see "Loading Paper" on page 26.
- Printer driver settings may be required depending on the usage. For details on printer driver settings, refer to the *PC Printing Guide* on-screen manual.

● If You Print Regularly on Photo Paper as well as on Plain Paper

If you use photo paper as much as plain paper, you can load photo paper in the Rear Tray and plain paper in the Cassette. This way, you can switch the paper source according to the type of paper just by pressing the **Feed Switch**.

You can also specify the type and size of paper to be fed from the Cassette using the printer driver. You can print more efficiently by specifying the type of paper you use regularly this way, since the paper source will be switched automatically to the Cassette for this paper.
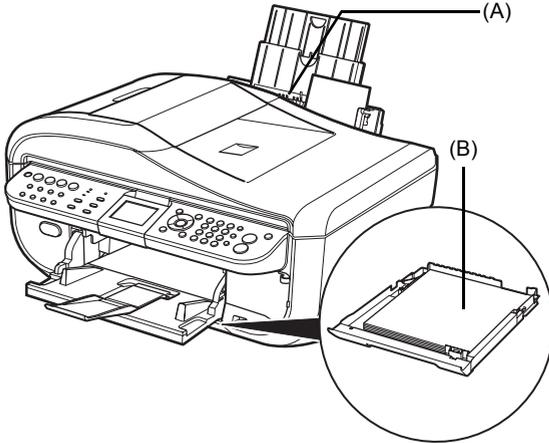
(A) Rear Tray: Load paper of various types and sizes, including photo paper

(B) Cassette: Load paper you use most regularly, such as plain paper

● If You Print Mainly on Plain Paper

You can load plain paper of the same size in both paper sources, and set the printer driver to automatically switch the paper source when either paper source runs out of paper during printing.
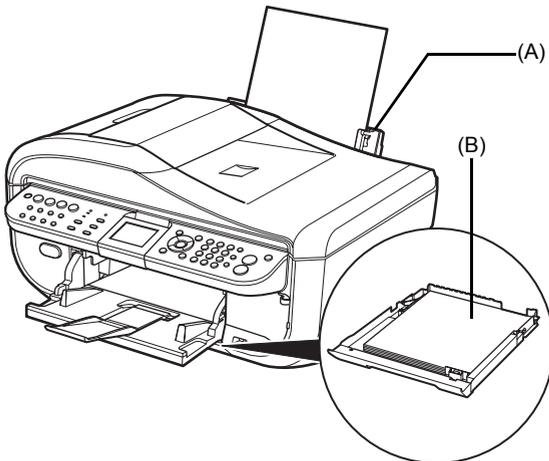
(A) Rear Tray: Load plain paper

(B) Cassette: Load plain paper

■ Changing the Paper Source

Each time you press the **Feed Switch**, the paper source to be used switches between the Rear Tray and the Cassette. The paper feeds from the paper source whose lamp is lit.
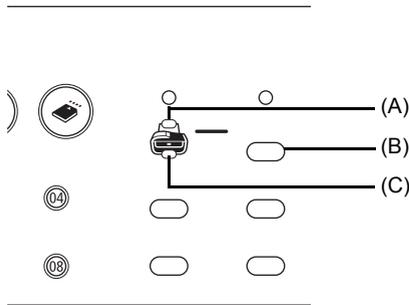
(A) **Rear Tray** lamp

(B) **Feed Switch**

(C) **Cassette** lamp

🚫 Important

When Printing from Your Computer

If a setting other than **Paper Feed Switch** is selected for **Paper Source** in the printer driver, the **Feed Switch** on the machine will be disabled and the printer driver settings take precedence when printing. Confirm the setting in the printer driver. See "Printing with Windows" on page 47 or "Printing with Macintosh" on page 48.

For details on paper source selection using the printer driver, refer to the *PC Printing Guide* on-screen manual.

When Printing Out Received Faxes

To print out received faxes, the machine uses the Cassette by default, regardless of the source selected by the **Feed Switch**. The paper source used to print out faxes can be specified in **FAX paper source** on the **FAX settings** screen. See "Changing the Print Settings" on page 96.

■ Loading Paper

⊘ Important
- Load A4, Letter, or Legal-sized plain paper when receiving faxes. Legal-sized paper can only be loaded in the Rear Tray.
- You cannot print on postcards affixed with photos or stickers.
- Always load paper in portrait orientation (A). Loading paper in landscape orientation (B) can cause the paper to be jammed.
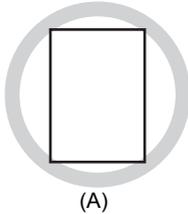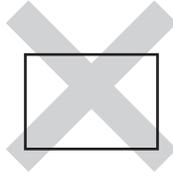
(A)   (B)

📖 Note
- We recommend using genuine Canon photo media when printing photographs. For details on the specialty media Canon provides for use with its various printers, see "Using Specialty Media" on page 20.

When Printing on Plain Paper
- You can use general copy paper or Canon's Super White Paper. When printing on both sides, we recommend Canon's Super White Paper Double-Sided.
  Paper size:
  – Standard sizes for the Rear Tray: A4, B5, A5, Letter, and Legal
  – Standard sizes for the Cassette: A4, B5, A5, and Letter
  – Non-standard sizes for the Rear Tray: 2.13 x 3.39 inches to 8.5 x 23 inches / 54.0 x 86.0 mm to 215.9 x 584.2 mm
  – Non-standard sizes for the Cassette: 3.5 x 5 inches to 8.5 x 11.69 inches / 89.0 x 127.0 mm to 215.9 x 297.0 mm
  Paper weight: 17 to 28 lb / 64 to 105 gsm (non-Canon genuine plain paper)
- 100% recycled paper can be used.
- If you cut plain paper to 4" x 6" / 101.6 x 152.4 mm, 5" x 7" / 127.0 x 177.8 mm, or 2.13" x 3.39" / 54.0 x 86.0 mm (credit card-size) for a trial print, it can cause paper jams.

● Loading Paper in the Rear Tray

1 Flatten the four corners of the paper before loading it.
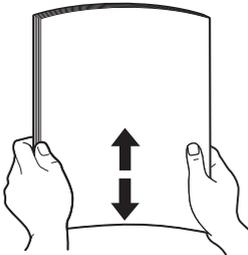
📖 Note
- Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams.
- If paper is curled, hold the opposing curled corners and gently bend them in the opposite direction until the paper becomes completely flat. See "Paper is curled." on page 143.
- To avoid curling, handle paper as follows.
  – When you do not print, remove unused paper from the Rear Tray, put them back into the package, and keep it on a level surface.
  – Take out only the necessary number of sheets from the package, just before printing.

2 Prepare to load paper.

   (1) Open the Rear Tray Cover and pull out the Paper Support.
Put your finger in the rounded indent of the Paper Support and pull it out until it stops.

   (2) Open the Paper Output Tray.
Press the Open button to open the Paper Output Tray.

   (3) Open the Output Tray Extension.

   (4) Press the **Feed Switch** so that the **Rear Tray** lamp (A) lights.
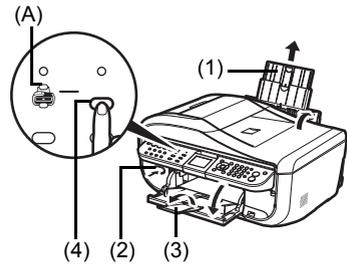
> ### 📖 Note
>
> You can also select the paper source with the printer driver.
> For details, refer to the *PC Printing Guide* on-screen manual.

3 Load the paper.

   (1) Load the paper in the Rear Tray with the print side facing UP.

   (2) Align the paper stack against the Cover Guide on the right side of the Paper Support.

> ### 📖 Note
>
> Make sure that the Cover Guide is set upright when you load paper in the Rear Tray.

   (3) Pinch the Paper Guide and slide it against the left side of the paper stack.

Do not load higher than the Load Limit Mark (B).

> ### ⛔ Important
>
> Do not slide the Paper Guide too hard. The paper may not be fed properly.

4 Specify the page size and media type settings according to the loaded paper.

> ### 📖 Note
>
> ● When using the Operation Panel on the machine to perform copying or printing operation without using a computer, select the size and type of the loaded paper in **Page size** and **Media type** in each mode.
> For details on settings in each mode, see "Setting Items" on page 36 for the copy mode and "Setting Items" on page 44 for the memory card mode.
> ● When using the machine connected to a computer, select the size and type of the loaded paper in **Page Size** (or **Paper Size**) and **Media Type** in the printer driver.
> For details on printer driver settings, see "Printing with Windows" on page 47 or "Printing with Macintosh" on page 48.

● **Loading Paper in the Cassette**

Some types and sizes of paper are not loadable in the Cassette and require the use of the Rear Tray. If you intend to use only the Cassette, check for any usage restrictions in advance. See "Paper Handling" on page 21.

> **Important**
> ● Do not leave photo paper, such as Photo Paper Pro, in the Cassette for a long time. This may cause paper discoloration due to natural aging.
> ● If you load photo paper such as Photo Paper Pro in the Cassette, you may get roller traces on the print surface. To avoid this, load paper in the Rear Tray.

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

See "Flatten the four corners of the paper before loading it." on page 26.

2 Pull out the Cassette from the machine.
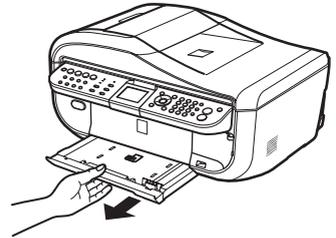
3 Load the paper with the print side facing DOWN.

(1) Load the paper in the Cassette with the print side facing DOWN and the leading edge to the far side.

(2) Align the paper stack against the right side of the Cassette.

(3) Slide the Paper Guides to fit to the loaded paper stack.
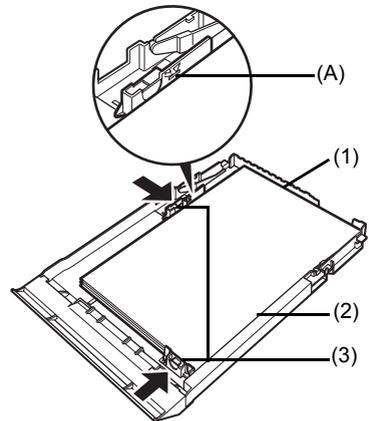
Do not load higher than the Load Limit Mark (A).

4 Insert the Cassette into the machine.

Push the Cassette all the way into the machine.
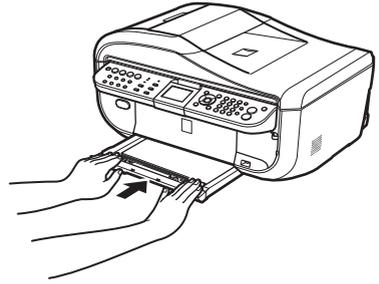
5 Open the Paper Output Tray.

(1) Open the Paper Output Tray.
Press the Open button to open the Paper Output Tray.

(2) Open the Output Tray Extension.

(3) Press the **Feed Switch** so that the **Cassette** lamp (B) lights.

📖 **Note**

You can also select the paper source with the printer driver.
For details, refer to the *PC Printing Guide* on-screen manual.

(B) (3) (1) (2)

6 Specify the page size and media type settings according to the loaded paper.

📖 **Note**

● When using the Operation Panel on the machine to perform copying or printing operation without using a computer, select the size and type of the loaded paper in **Page size** and **Media type** in each mode.
For details on settings in each mode, see "Setting Items" on page 36 for the copy mode and "Setting Items" on page 44 for the memory card mode.
● When using the machine connected to a computer, select the size and type of the loaded paper in **Page Size** (or **Paper Size**) and **Media Type** in the printer driver.
For details on printer driver settings, see "Printing with Windows" on page 47 or "Printing with Macintosh" on page 48.

■ Loading Envelopes

Use either European DL or US Comm. Env. #10-sized envelope.

With proper printer driver settings, the address will be printed according to the direction of envelope.

Important

- You need to print from the computer to print on envelopes.
- Do not use the following envelopes:
  - Envelopes with a double flap (or sticker flaps)
  - Envelopes with an embossed or treated surface
  - Envelopes with pressure seals
  - Envelopes whose gummed flaps are already moistened and adhesive

---

● Loading Envelopes in the Rear Tray

1 Prepare the envelopes.

- Press down on all four corners and edges of the envelopes to flatten them.
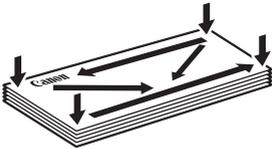
- If the envelopes are curled, hold the opposite corners and gently twist them in the opposite direction.
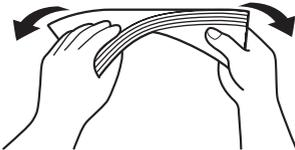
- If the corner of the envelope flap is folded, flatten it.
- If the leading edge of an envelope is puffed up or curled, use a pen to press the envelope flat and sharpen the crease.
  Press the envelope flat, working from the middle to the edge.
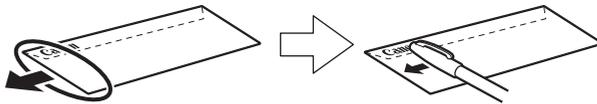
* The above illustrations show a side view of the leading edge of the envelope.

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 the envelopes.

(1) Load the envelope against the Cover Guide (the right side of the Paper Support).
Load with the address side facing UP and the rear flaps DOWN on the left.

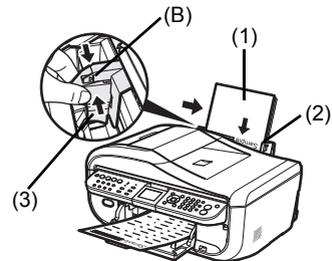Up to 10 envelopes can be loaded at once.

> 📖 **Note**
>
> Make sure that the Cover Guide is set upright when you load envelopes in the Rear Tray.

(2) Pinch the Paper Guide and slide it against the left side of the envelope.

> 🚫 **Important**
>
> Do not slide the Paper Guide too hard. The envelopes may not be fed properly.

(A) Printing orientation
(B) Make sure the flaps are folded.

(3) Press the **Feed Switch** so that the **Rear Tray** lamp lights up.

> 📖 **Note**
>
> You can also select the paper source with the printer driver.
> For details, refer to the *PC Printing Guide* on-screen manual.

3 Specify the settings in the printer driver.

(1) Select **Envelope** in **Media Type**.

(2) Select the size for envelopes.
In Windows®, select **DL Env.** or **Comm. Env. #10** in **Page Size**.
In Macintosh®, select **DL Envelope** or **#10 Envelope** in **Paper Size**.

(3) Select **Landscape** in **Orientation**.

> 🚫 **Important**
>
> Be sure to set the printer driver setting properly. If you do not, the address may be printed in the wrong direction.

> 📖 **Note**
>
> For details on printer driver settings, see "Printing with Windows" on page 47 or "Printing with Macintosh" on page 48.

● **Loading Envelopes in the Cassette**

1 Prepare the envelopes.

See "Prepare the envelopes." on page 30.

2 Load the envelopes.

(1) Align the envelope stack against the right side of the Cassette.
Load with the address side facing DOWN. The flap of the envelope will appear facing UP on the left side.

Up to 5 envelopes can be loaded at once.

(2) Slide the Paper Guides against the sides of the envelope.
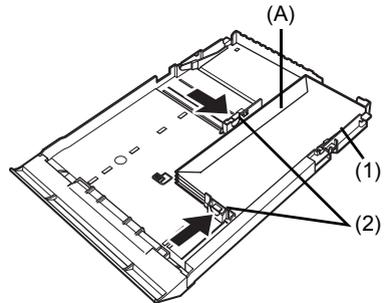
(A) Make sure the flaps are folded.

(3) Press the **Feed Switch** so that the **Cassette** lamp lights up.

> **📖 Note**
>
> You can also select the paper source with the printer driver.
> For details, refer to the *PC Printing Guide* on-screen manual.
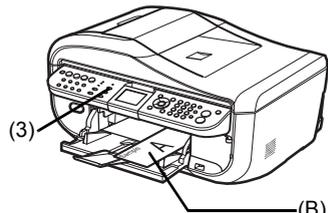
(B) Printing orientation

3 Specify the settings in the printer driver.

(1) Select **Envelope** in **Media Type**.

(2) Select the size for envelopes.
In Windows, select **DL Env.** or **Comm. Env. #10** in **Page Size**.
In Macintosh, select **DL Envelope** or **#10 Envelope** in **Paper Size**.

(3) Select **Landscape** in **Orientation**.

> **🚫 Important**
>
> Be sure to set the printer driver setting properly. If you do not, the address may be printed in the wrong direction.

> **📖 Note**
>
> For details on printer driver settings, see "Printing with Windows" on page 47 or "Printing with Macintosh" on page 48.

■ Loading Small-Sized Paper

You can use 4" x 6" / 101.6 x 152.4 mm, 5" x 7" / 127.0 x 177.8 mm, and Credit card-sized papers.

> ### 🚫 Important
> Always load paper in portrait orientation (A). Loading paper in landscape orientation (B) can cause the paper to be jammed.
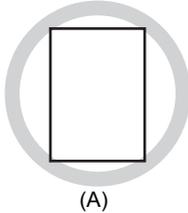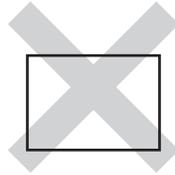
(A)   (B)

> ### 📖 Note
> Load Credit card-sized paper in the Rear Tray.

● Loading Small-Sized Paper in the Rear Tray

(1) Load the small-sized paper against the Cover Guide (the right side of the Paper Support) with the print side facing UP.

> ### 📖 Note
> Make sure that the Cover Guide is set upright when you load paper in the Rear Tray.

(2) Pinch the Paper Guide and slide it against the left side of the paper stack.

(3) Press the **Feed Switch** so that the **Rear Tray** lamp lights.

> ### 📖 Note
> You can also select the paper source with the printer driver.
> For details, refer to the *PC Printing Guide* on-screen manual.

(4) Specify the page size and media type settings according to the loaded paper.

> ### 📖 Note
> ● When using the Operation Panel on the machine to perform copying or printing operation without using a computer, select the size and type of the loaded paper in **Page size** and **Media type** in each mode.
> For details on settings in each mode, see "Setting Items" on page 36 for the copy mode and "Setting Items" on page 44 for the memory card mode.
> ● When using the machine connected to a computer, select the size and type of the loaded paper in **Page Size** (or **Paper Size**) and **Media Type** in the printer driver.
> For details on printer driver settings, see "Printing with Windows" on page 47 or "Printing with Macintosh" on page 48.

● Loading Small-Sized Paper in the Cassette

(1) Align the paper stack against the right side of the Cassette with the print side facing DOWN.

(2) Slide the Paper Guides against the sides of the paper stack.

(3) Press the **Feed Switch** so that the **Cassette** lamp lights.

📖 Note

You can also select the paper source with the printer driver.
For details, refer to the *PC Printing Guide* on-screen manual.
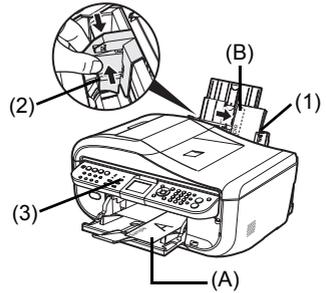

(4) Specify the page size and media type settings according to the loaded paper.

📖 Note

● When using the Operation Panel on the machine to perform copying or printing operation without using a computer, select the size and type of the loaded paper in **Page size** and **Media type** in each mode.
For details on settings in each mode, see "Setting Items" on page 36 for the copy mode and "Setting Items" on page 44 for the memory card mode.
● When using the machine connected to a computer, select the size and type of the loaded paper in **Page Size** (or **Paper Size**) and **Media Type** in the printer driver.
For details on printer driver settings, see "Printing with Windows" on page 47 or "Printing with Macintosh" on page 48.

Copying

## Making Copies

This section describes the basic procedure to make copies. For details, refer to "Copying" in the *User's Guide* on-screen manual.

1 Turn on the machine.

See "Turning the Machine On and Off" on page 14.

2 Press the **COPY** button to select the copy mode if another mode has been selected.

3 Load paper.

See "Loading Printing Paper" on page 20.

4 Load the original document on the Platen Glass (A) or in the ADF (B).

See "Handling the Original Document" on page 16.
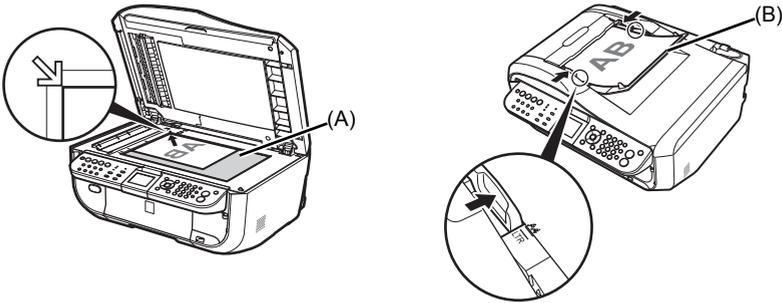
5 Specify the copy settings.

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

(2) Use the ◀ or ▶ button to adjust the intensity.

(3) Confirm the paper source, page size, media type, and other settings.
To change the paper source, press the **Feed Switch**. See "Changing the Paper Source" on page 25.
To change other settings, press the **Settings** button.
See "Setting Items" on page 36.
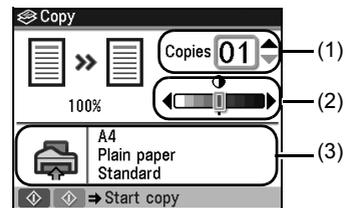
6 Press the **Color** button for color copying, or the **Black** button for black & white copying.

Setting Items

Press the **Settings** button in the copy mode to change the copy settings such as page size, media type, and print quality.

📖 Note

- To change the tab, use the ▲ or ▼ button to select the tab and use the ◀ or ▶ button.
- Depending on the functions, some setting items cannot be specified in combination.
- The settings of the page size, media type, and print quality are retained even if the machine is turned off.

● Tab 1

You can specify the settings of the printing paper, print quality, etc.
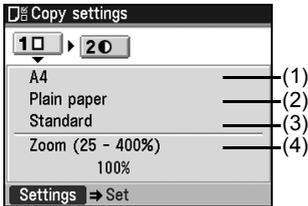
(1) Page size
Select the page size of the loaded paper.

(2) Media type
Select the media type of the loaded paper.

(3) Print quality
Adjust print quality according to the original.

📖 Note

- If you used **Fast** with media type set to **Plain paper** and the quality is not as good as expected, select **Standard** or **High** and try copying again.
- Select **High** to copy in grayscale. Grayscale renders tones in a range of grays instead of black or white.

(4) Magnification
Specify the reduction/enlargement method. For details, refer to "Reducing or Enlarging a Copy" in "Making Copies" of the *User's Guide* on-screen manual.

● Tab 2

You can specify whether to enable the automatic intensity adjustment.
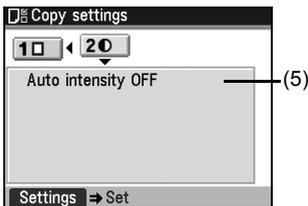
(5) Auto intensity

Specify whether the intensity is adjusted automatically when copying originals loaded on the Platen Glass.

When **Auto intensity ON** is selected, **Auto** will be displayed in the intensity slide bar on the copy screen.
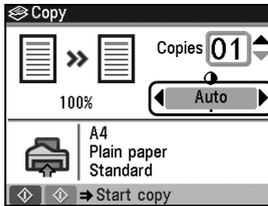
⊘ **Important**

You can change the intensity by pressing the ◀ or ▶ button even when **Auto intensity ON** is selected. To enable the auto intensity adjustment again, move the cursor to the center of the slide bar.

📖 **Note**

The automatic intensity adjustment is not available when copying originals from the ADF.

Using Useful Copy Functions

For details, refer to "Using Useful Copy Functions" in the *User's Guide* on-screen manual.

Reducing or Enlarging a Copy
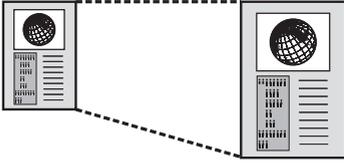
Copying onto Both Sides of the Paper (Two-sided copy)
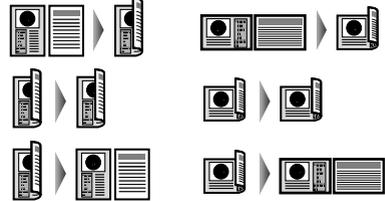
Copying Two Pages to Fit onto a Single Page (2-on-1 copy)

Copying Four Pages to Fit onto a Single Page (4-on-1 copy)
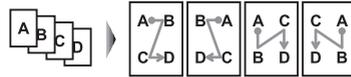
Copying without Borders (Borderless copy)

Repeating an Image on a Page (Image repeat)
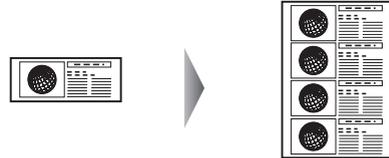
Making Multiple Copies of an Entire Document (Collated copy)
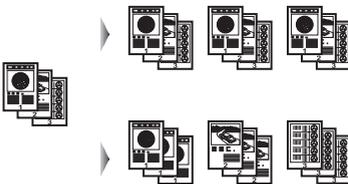
Copying Thick Originals Such as Books (Frame erase)

Copying on Stickers (Sticker copy)

Platen Glass   16 stickers
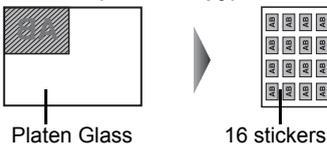
Copying with Fade Restoration (Fade-restored copy)

You can obtain color-corrected printouts when copying documents that have faded over time.

Printing from a Memory Card

Memory Cards Supported by This Machine

The following memory cards are compatible with this machine.

Memory cards that can be directly inserted into the Card Slot:	
	• SD Secure Digital memory card • SDHC memory card • MultiMediaCard
	• Compact Flash (CF) Card Supports Type I/II (3.3 V) • Microdrive
	• Memory Stick • Memory Stick PRO

Memory cards that can be inserted in the Card Slot using the adapter:	
❗ Important If one of the following memory cards is inserted without an adapter, you may not be able to remove the card. Be sure to attach it to the adapter before inserting to the Card Slot.	
	miniSD Card[*1]
	microSD Card[*2]
	xD-Picture Card[*3]
	• Memory Stick Duo[*1] • Memory Stick PRO Duo[*1]
	RS-MMC[*1]

[*1] Use the special adapter provided with the card.

[*2] Use "SD Card Adapter" provided with the card.

[*3] Requires purchase of a separate compact flash card adapter for xD-Picture Card.

Printable Image Data

This machine supports JPEG and TIFF images created by DCF ver. 1.0/2.0 standard compliant digital cameras (Exif ver. 2.2/2.21 compliant).

📖 **Note**

Compatible image types are limited to JPEG and TIFF only. Other image or movie types such as RAW images cannot be printed.

Inserting the Memory Card

⚠ **Caution**

When a memory card is inserted into the Card Slot, the **Access** lamp (A) is lit. When the **Access** lamp is flashing, the machine is accessing to the memory card. In this case, do not touch the area around the Card Slot.

1 Turn on the machine.

See "Turning the Machine On and Off" on page 14.

2 Attach a card adapter if your memory card requires one.

3 Open the Card Slot Cover.

(A)
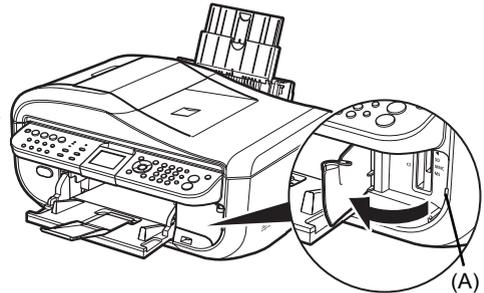
4 Insert only one memory card into the Card Slot.

- **How to insert**

  Insert a memory card with the labeled side facing to the right.

Card Type	Inserting Card	
• Compact Flash (CF) Card • Microdrive • xD-Picture Card[*1]		Insert into the left Card Slot. The **Access** lamp lights up.
• SD Secure Digital memory card • SDHC memory card • miniSD Card[*1] • microSD Card[*2] • Memory Stick • Memory Stick PRO • Memory Stick Duo[*1] • Memory Stick PRO Duo[*1] • MultiMediaCard • RS-MMC[*1]		Insert into the right Card Slot. The **Access** lamp lights up.
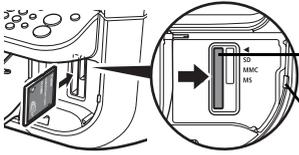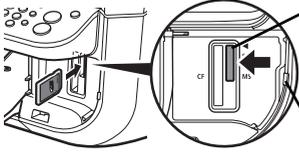
[*1] Be sure to attach the memory card to the special adapter before inserting it into the Card Slot.

[*2] Use "SD Card Adapter" provided with the card.

⚠ Caution

- The memory card will stick out of the Card Slot, but do not force it into the slot any further. Doing so damages the machine and the memory card.
- Make sure that the memory card is correctly oriented before inserting it into the Card Slot. If you force the memory card into the Card Slot in the wrong orientation, you may damage the memory card and/or the machine.

5 Confirm that the **Access** lamp has lit up.

6 Close the Card Slot Cover.

Removing the Memory Card

1 Open the Card Slot Cover.

2 Make sure that the **Access** lamp is lit, then remove the memory card.

Hold the part of the memory card that is sticking out to remove it from the machine.

Do not remove the memory card while the **Access** lamp is flashing.

> **Important**
>
> The **Access** lamp flashes while the machine is reading or writing data from/to the memory card. Removing the memory card or turning off the machine while the **Access** lamp is flashing may damage the data saved on the memory card. Do not remove the memory card while the **Access** lamp is flashing.

3 Close the Card Slot Cover.

Printing the Photo Displayed on the LCD (Display photo)

1 Prepare for printing.

  (1) Turn on the machine.
  See "Turning the Machine On and Off" on page 14.

  (2) Load paper.
  See "Loading Printing Paper" on page 20.

2 Insert the memory card.

  (1) Press the **MEMORY CARD** button.

  (2) Insert the memory card into the Card Slot.
  See "Inserting the Memory Card" on page 40.

3 Select the print menu.

  (1) Use the ◀ or ▶ button to select **Display photo**, then press the **OK** button.

4 Select the photo to print.

  (1) Use the ◀ or ▶ button to display a photo to print.

> **Note**
>
> **Changing the Display**
> You can change the way that photos are displayed when **Display photo** is selected. To change the display, press the **OK** button.
> **Full-screen view**: Shows one photo at full-screen.
> **Enlarged view**: Shows one photo magnified four times. Move the area to show using the ▲, ▼, ◀, or ▶ button.
> **Slide show**: Shows next photos automatically.
> To return to the regular display mode, press the **OK** button.

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

5 Start printing.

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

(2) Confirm the paper source, page size, media type, and other settings.
To change the paper source, press the **Feed Switch**. See "Changing the Paper Source" on page 25.
To change other settings, press the **Settings** button. See "Setting Items" on page 44.

(3) Press the **Color** button.
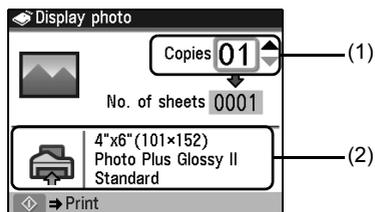
Using Useful Printing Functions

For details, refer to "Printing Photographs Saved on a Memory Card" and "Using Useful Printing Functions" in the *User's Guide* on-screen manual.

Multiselect print

Prints selected photos, specifying the number of copies for each photo.

Search

When there are a lot of photos saved on the memory card, displays and prints only photos shot on the specified date or within the specified range of dates.

Trimming

Edits images displayed on the LCD by cropping them.

Layout print

Prints photos you pasted in the specified layout.

Sticker print

Prints your favorite photo with a frame on Canon Photo Stickers.

Print all photos

Prints all photos saved on the memory card.

Photo Index print

Prints an index of all photos saved on a memory card.

DPOF print

Prints according to the Digital Print Order Format (DPOF) settings on your digital camera, if you have specified them.

Captured info

Prints information on photographs at the time of its shooting (Exif info) in the margin of Photo index print or selected individual photos.

Setting Items

Press the **Settings** button in the memory card mode to change the print settings such as page size, media type, and print quality.

📖 Note
● To change the tab, use the ▲ or ▼ button to select the tab and use the ◀ or ▶ button.
● Depending on the functions, some setting items cannot be specified in combination.
● The print settings are retained even if the machine is turned off.

● **Tab 1**

You can specify the settings of the printing paper, bordered/borderless print, date/file no., etc.
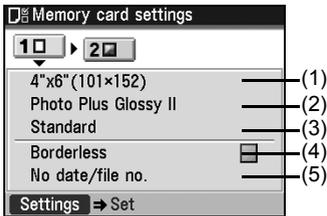
(1) Page size
Select the page size of the loaded paper.

(2) Media type
Select the media type of the loaded paper.

(3) Print quality
Adjust the print quality according to the original.

(4) Border
Select bordered or borderless print.

(5) Date/file no.
Select whether to print the shooting date, file no., or not.

📖 Note
It is not possible to print both the shooting date and the file no. when **Credit card** is selected in **Page size**.
Under this condition, even if **Print date & file no.** is set, only the shooting date will be printed. If you want to print the file no., select **Print file no. only**.

● **Tab 2**

You can optimize photos with the functions below.
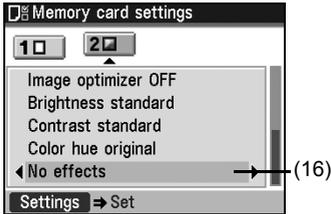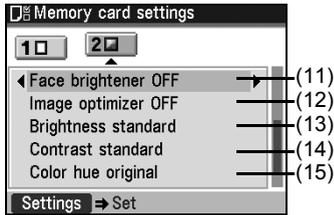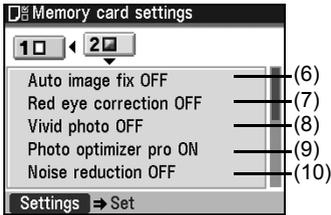
(6) Auto image fix
When **Auto image fix ON** is selected, the scene or person's face of a shot photo is recognized and the most suitable correction for each photo is made automatically. It makes a darkened face by backlight brighter to print. It also analyzes a scene such as scenery, night scene, person, etc. and corrects each scene with the most suitable color, brightness, or contrasts automatically to print.

📖 **Note**

If you are not satisfied with the print result in Auto image fix, select **Auto image fix OFF** and specify each setting item below.

(7) Red eye correction
Corrects red eyes in portraits caused by flash photography.

(8) Vivid photo
Makes green and blue more lively.

(9) Photo optimizer pro
Automatically optimizes brightness and tone of a photo.

(10) Noise reduction
Reduces the noise on blue areas like the sky as well as on black areas.

(11) Face brightener
Brightens a darkened face on the photo taken against the light.

(12) Image optimizer
Corrects and smooths the jagged contours for printing.

(13) Brightness
Adjusts brightness.

(14) Contrast
Adjusts contrast.

(15) Color hue
Adjusts color hue. For example, you can increase red or yellow to adjust the skin tone.

(16) Effects
Applies special effects to the photo, such as printing in sepia tones or with a sketch illustration like effect.

Printing by Using the Photo Index Sheet

1 Turn on the machine, and load A4 or Letter-sized plain paper.

See "Turning the Machine On and Off" on page 14 and "Loading Printing Paper" on page 20.

2 Make sure that the proper paper source is selected.

3 Press the **MEMORY CARD** button.

4 Insert a memory card into the Card Slot.

See "Inserting the Memory Card" on page 40.

5 Use the ◀ or ▶ button to select **Photo Index Sheet**, then press the **OK** button.

6 Use the ◀ or ▶ button to select **Photo Index Sheet print**, then press the **OK** button.

7 Use the ◀ or ▶ button to select a range of images to include in the Photo Index Sheet, then press the **OK** button.

8 Press the **Color** button to start printing the Photo Index Sheet.

The Photo Index Sheet(s) will be printed.

9 Fill in the appropriate circles in the Photo Index Sheet.

10 Load the type of paper you selected in the Photo Index Sheet.

11 Use the ◀ or ▶ button to select **Scan sheet and print**, then press the **OK** button.

12 Place the Photo Index Sheet face-down on the Platen Glass, then press the **OK** button.
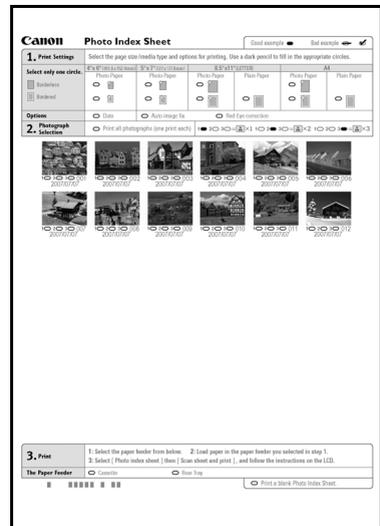
Printing from Your Computer

This section describes procedure for basic printing.

📖 **Note**

When printing photographs taken by your digital camera, you can perform Borderless Printing in easy steps using Easy-PhotoPrint EX. Easy-PhotoPrint EX is provided on the *Setup CD-ROM*. Easy-PhotoPrint EX supports Exif Print to optimize photographs taken by an Exif-compliant digital camera by using the print information recorded at the time of shooting to achieve higher print quality. For details on using Easy-PhotoPrint EX, refer to the *PC Photo Printing Guide* on-screen manual.

Printing with Windows

1 Turn on the machine and load the paper in the machine.

See "Turning the Machine On and Off" on page 14 and "Loading Printing Paper" on page 20.

2 Create a document or open a file to print using appropriate application software.

3 Select **Print** on the application software's **File** menu.

4 Make sure that **Canon XXX Printer** (where "**XXX**" is your machine's name) is selected in **Select Printer**, and click **Preferences** (or **Properties**)**.**
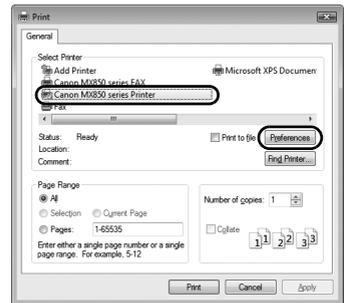
5 Specify the required settings and click **OK**.

You can change the paper source to be used with the printer driver as well as the Operation Panel on the machine. For details, see "Changing the Paper Source" on page 25.

📖 **Note**

For details on the printer driver functions, click **Help** or **Instructions** to view the online help or the *PC Printing Guide* on-screen manual. **Instructions** is only displayed when the on-screen manuals are installed.
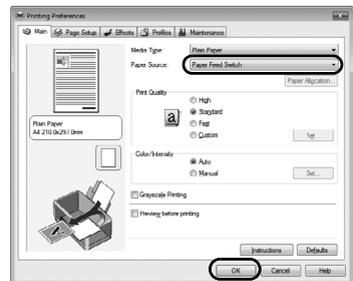
6 Click **Print** (or **OK**).

Printing with Macintosh

1 Turn on the machine and load the paper in the machine.

See "Turning the Machine On and Off" on page 14 and "Loading Printing Paper" on page 20.

2 Create a document or open a file to print using appropriate application software.

3 Select **Page Setup** on the application software's **File** menu.

4 Make sure that your machine's name is selected in **Format for**.

5 Select the page size of the loaded paper in **Paper Size**.

6 Click **OK**.

7 Select **Print** on the application software's **File** menu.
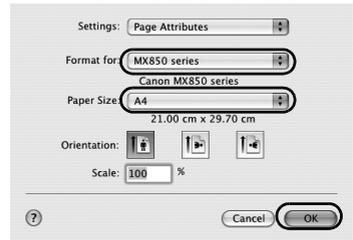
8 Select **Quality & Media** in the pop-up menu.

9 Specify the required settings.

You can change the paper source to be used with the printer driver as well as the Operation Panel on the machine. For details, see "Changing the Paper Source" on page 25.
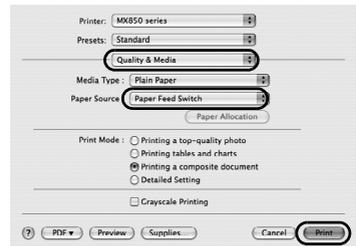
📖 Note

For details on the printer driver functions, click ⑦ to view the *PC Printing Guide* on-screen manual. If the on-screen manuals are not installed, the *PC Printing Guide* on-screen manual is not displayed even if ⑦ is clicked.

10 Click **Print**.

Scanning Images

You can scan images from the machine to a computer without printing them and save them in popular image types, such as JPEG, TIFF, bitmaps, or PDF. The scanned data can be sent to one of the computers connected over a network as well as to a computer connected via USB. If you are scanning printed text, you can use the OCR (Optical Character Recognition) software to convert it to text data.

Scanning Methods

You can select from the various scanning methods.

● **If You Want to Scan Originals Easily From the Machine**

You can scan originals by using the Operation Panel on the machine.

See "Scanning Using the Operation Panel on the Machine" on page 50.

● **If You Want to Edit or Print the Scanned Images**

MP Navigator EX enables you to edit the scanned images, such as optimizing or trimming.

You can also start application software from MP Navigator EX to edit or print the scanned images.

For detailed operations of MP Navigator EX, refer to the *Scanning Guide* on-screen manual.

● **If You Want to Scan Originals with Advanced Settings**

ScanGear enables you to scan originals with advanced settings such as the resolution.

For detailed operations of ScanGear, refer to the *Scanning Guide* on-screen manual.

Besides the above-mentioned methods, you can use a TWAIN- or WIA- (Windows Vista and Windows XP only) compliant application software and the Control Panel (Windows Vista and Windows XP only) to scan originals with this machine. For detailed operations, refer to the *Scanning Guide* on-screen manual.

■ **Scanning Using the Operation Panel on the Machine**

1 (Macintosh only) Prepare your computer before scanning.

This operation is not necessary for Mac OS X v.10.4.x.

For details, refer to "Scanning Methods" in the *User's Guide* on-screen manual.

2 Turn on the machine.

See "Turning the Machine On and Off" on page 14.

3 Load the original document on the Platen Glass or in the ADF.

See "Handling the Original Document" on page 16.

4 Press the **SCAN** button.

5 Use the ▲ or ▼ button to select **Local (USB)** or a LAN-connected computer, then press the **OK** button.

6 Use the ▲ or ▼ button to select the document type, then press the **OK** button.

◼ Important

Make sure that the document has been loaded correctly according to the document type that you have selected. For details, refer to "Scanning Methods" in the *User's Guide* on-screen manual.

---

7 Use the ▲ or ▼ button to select the scan operation, then press the **OK** button.

8 Press the **Color** or **Black** button.

📖 Note

The operation to be performed after scanning the original depends on the scan operation setting you have selected in step 7. For details on how to modify the operation settings, refer to the *Scanning Guide* on-screen manual.

Printing Photographs Directly from a PictBridge Compliant Device

You can connect a PictBridge compliant device such as a digital camera, camcorder, or mobile phone using a USB cable recommended by the device's manufacturer, and print recorded images directly without using a computer.

● **Connectable Devices**

PictBridge is an industry standard enabling a range of digital photo solutions, including the direct printing of photos from a digital still camera, camcorder or mobile phone* without the need to use a computer. A device can be connected to this machine for direct printing regardless of the manufacturer or the model as long as it complies with the PictBridge standard.

* PictBridge compliant digital still cameras, digital camcorders, and camera-equipped mobile phones are hereafter collectively referred to as "PictBridge compliant device".

A device with this mark is PictBridge compliant.

● **Printable Image Data Format**

This machine prints images taken with a DCF (Design rule for Camera File system) ver. 1.0/2.0-compatible digital camera (Exif ver. 2.2/2.21 compliant), as well as PNG files.

Printing Photographs Directly from a PictBridge Compliant Device

To connect a PictBridge compliant device to this machine, use a USB cable recommended by the device's manufacturer.

⚠ Warning

Do not connect any equipment other than PictBridge compliant devices or the optional Bluetooth Unit BU-30 to the Direct Print Port of the machine. If you do so, electric shock, fire, or damage to the machine could result.

✖ Important

Never disconnect the USB cable during printing unless when explicitly allowed to by the PictBridge compliant device. When disconnecting the USB cable between the PictBridge compliant device and machine, follow the instructions given in the device's instruction manual.

📖 Note

When printing photos with the PictBridge compliant device connected to the machine, we recommend the use of the AC adapter supplied with the device. If you are using the device battery, be sure to charge it fully.

1 Prepare for printing.

(1) Turn on the machine.
See "Turning the Machine On and Off" on page 14.

(2) Load paper.
See "Loading Printing Paper" on page 20.

(3) Make sure that the proper paper source is selected.
See "Changing the Paper Source" on page 25.

2   Connect the PictBridge compliant device to the machine.

📖 **Note**

Depending on the model or brand of your device, you may have to select a print mode compliant with PictBridge before connecting the device. You may also have to turn on the device or select Play mode manually after connecting the device to the machine.
Perform necessary operations on the PictBridge compliant device before connecting it to this machine according to instructions given in the device's instruction manual.

---

(1) Make sure that the PictBridge compliant device is turned off.

(2) Connect the PictBridge compliant device to the machine using a USB cable recommended by the manufacturer of the device.
The device turns on automatically.

If your device does not turn on automatically, turn it on manually.

(3) Set up the PictBridge compliant device for direct printing.
⁄ will appear on the LCD of the device when the machine is correctly connected.

(2)
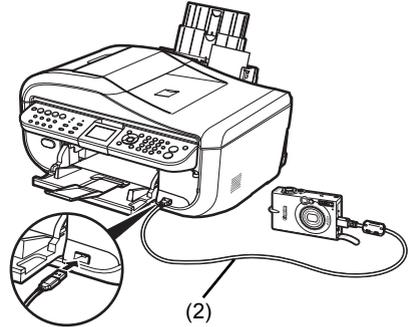
3   Specify the print settings such as paper type and layout.

See "About PictBridge Print Settings" on page 53.

You can make settings using the menu on the LCD of your PictBridge compliant device. Select the size and type of paper that you loaded in the machine.

If your PictBridge compliant device does not have setting menu, change the setting from the machine. For details, see "Setting on the Machine" on page 55.

4   Start printing from your PictBridge compliant device.

About PictBridge Print Settings

■ Settings on a PictBridge Compliant Device

This section describes the print settings on a PictBridge compliant device. When operating the device, be sure to follow the instructions given in the instruction manual of your PictBridge compliant device.

📖 Note
- In the following description, names of setting items are given according to those used in Canon-brand PictBridge compliant devices. Setting item names may be different depending on the brand or model of your device.
- Some setting items explained below may not be available on some devices. In this case, the settings made on the machine are applied. Also, when some items are set to **Default** on a PictBridge compliant device, the machine settings for these items are applied. For details, see "Setting on the Machine" on page 55.

● Paper Size and Paper Type Settings

The following sizes and types of printing paper can be used when printing from a PictBridge compliant device.

- Paper size
4" x 6" / 10 x 15 cm, 5" x 7"[*1], CreditCard / 5.4 x 8.6 cm[*2], 8" x 10" / 20 x 25 cm, A4, 8.5" x 11" (Letter), 4" x 7.1" / 10.1 x 18 cm[*3]

- Paper type

Paper Type Setting	Loadable Paper[*5]
Plain[*4]	Super White Paper or other plain paper
Photo	Photo Paper Plus Glossy
	Photo Paper Plus Glossy II[*6]
	Glossy Photo Paper
	Glossy Photo Paper "Everyday Use"
	Photo Paper Glossy
	Photo Paper Plus Semi-gloss[*6]
	Photo Stickers[*2, *7]
Fast Photo	Photo Paper Pro

The available paper sizes vary depending on the media type. For details, visit our website.

[*1] Can be selected only on certain Canon-brand PictBridge compliant devices.

[*2] Feeding this paper from the Cassette can damage the machine. Load in the Rear Tray.

[*3] May appear as "Hi-Vision" on a non Canon-brand PictBridge compliant device.

[*4] **Plain** can be selected for **Paper type** only when **Paper size** is set to **A4** or **8.5" x 11" (Letter)**. When **Paper type** is set to **Plain**, borderless printing will be disabled even when **Layout** is set to **Borderless**.

[*5] You may not be able to purchase some Canon genuine papers depending on the country or region of purchase.

[*6] When printing on 8" x 10" / 203.2 x 254.0 mm paper, select **8" x 10" / 20 x 25 cm** for **Paper size** and **Default** for **Paper type**.

   * Select the media type in the **PictBridge settings** screen on the machine as follows.
     – Photo Paper Plus Glossy II (PP-201): **Photo Plus Glossy II**
     – Photo Paper Plus Semi-gloss (SG-201): **Plus Semi-gloss**
     For details, see "Setting on the Machine" on page 55.

[7] Exclusively used to print photo stickers. When printing on sticker paper, select **4" x 6" / 10 x 15 cm** for **Paper size** and **Photo** for **Paper type**. Do not set **Layout** to **Borderless**.

● **Layout Setting**

Various layout options are available.

● Bordered/Borderless: You can select whether or not to print an image with a border.

● N-up: You can use this option when printing on sticker paper, or A4- or Letter-sized paper.

Sticker paper: When you select **4" x 6" / 10 x 15 cm** for **Paper size**, you can print 16 images on a single sheet of paper.

A4- or Letter-sized paper: When you select **A4** or **8.5" x 11" (Letter)** for **Paper size**, you can print 4 images on a single sheet of paper.

● Shooting Info (Exif Data)[1]: You can print shooting info (Exif Data) along with the image. The following two options are available.

1-up[2]: Prints the shooting info (Exif Data) in the margin of selected individual images.

20-up[3]: Prints 20 images specified with DPOF[4] and their shooting info (Exif Data) in list format on a single sheet of paper.

● 35 mm Film Style Layout (Contact Printing Layout)[1, 3]: You can print the multiple images specified with DPOF[4] in a list format that looks like a negative film.

Besides the above options, you can also specify to print an index of images in the DPOF[4] print settings menu.

[1] Can be selected only on certain Canon-brand PictBridge compliant devices.

[2] You can use this option only when **4" x 6" / 10 x 15 cm**, **5" x 7"**, **8" x 10" / 20 x 25 cm**, **A4**, or **8.5" x 11" (Letter)** is selected for **Paper size**.

[3] You can use this option only when **A4** or **8.5" x 11" (Letter)** is selected for **Paper size**.

[4] DPOF (Digital Print Order Format) is a standard format to record the specified information regarding images, such as which image or number of copies to print.

● **Date/File No. Print Setting**

You can specify whether the date and/or file number will be printed.

📖 Note
● If the images already have dates superimposed when shot, set this PictBridge setting item to **Off**. If you select **Date**, **File No.**, or **Both**, the date and/or file number will be printed over the date printed by the device's function.
● Depending on the paper size and layout, the date will only be printed even when **Both** is selected.

● **Image Optimize Setting**

You can select the optimization method to obtain high print quality.

When you select **Default**, the most suitable correction for each photo is made using the Auto image fix function of the machine. See "Setting on the Machine" on page 55.

When you select **On**, photos are optimized for printing using the Photo optimizer pro function.

If you are using a Canon-brand PictBridge compliant device, the following additional options may be available, depending on the model.

– **Vivid** makes green and blue more lively.
– **NR** (Noise Reduction) reduces the noise on blue areas like the sky as well as on black areas.
– **Face** brightens a darkened face on the photo taken against the light.
– **Red-Eye** corrects red eyes in portraits caused by flash photography.

● **Trimming Setting**

You can select an area to print.

■ **Setting on the Machine**

This section describes the PictBridge print settings on the machine.

Set the print settings to **Default** on the PictBridge compliant device when you want to print according to the settings on the machine.

● **Displaying the PictBridge Settings Screen and Specifying the Settings**

📖 Note

When a PictBridge compliant device is connected to the machine, the **PictBridge settings** screen can also be displayed by pressing the **Settings** button.

---

(1) Turn on the machine.

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

(3) Press the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.

(4) Press the ◀ or ▶ button to select **Device settings**, then press the **OK** button.

(5) Press the ▲ or ▼ button to select **PictBridge settings**, then press the **OK** button.

(6) Use the ▲, ▼, ◀, or ▶ button to select the tab.

(7) Use the ▲ or ▼ button to select the item to set.

(8) Use the ◀ or ▶ button to change the setting.

(9) Repeat steps (6) to (8) to specify the setting.

(10) After finishing all settings you need, press the **OK** button.

● **Setting Items**

No.	Setting Item	Description	Corresponding Setting of PictBridge Compliant Devices[1]
(1)	Page size	Select the page size, when printing directly from a PictBridge compliant device.	Paper size
(2)	Media type	Select the media type, when printing directly from a PictBridge compliant device.	Paper type
(3)	Print quality	Select the print quality, when printing directly from a PictBridge compliant device.	–
(4)	Border	Select bordered or borderless print.	Layout
(5)	Auto image fix[2]	Automatically corrects the brightness, contrast, and color hue of a photo.	Image optimize
(6)	Red eye correction	Corrects red eyes in portraits caused by flash photography.	
(7)	Vivid photo	Makes green and blue more lively.	
(8)	Photo optimizer pro	Automatically optimizes brightness and tone of a photo.	
(9)	Noise reduction	Reduces the noise on blue areas like the sky as well as on black areas.	
(10)	Face brightener	Brightens a darkened face on the photo taken against the light.	
(11)	Image optimizer	Corrects and smooths the jagged contours for printing.	
(12)	Brightness	Adjust brightness.	
(13)	Contrast	Adjust contrast.	
(14)	Color hue	Adjust color hue. For example, you can increase red or yellow to adjust the skin tone.	
(15)	Effects	Applies special effects to the photo, such as printing in sepia tones or with a sketch illustration like effect.	

[1] Set the items in this column to **Default** on the PictBridge compliant device when you want to make settings on the machine.

[2] When **Auto image fix ON** is selected, the scene or person's face of a shot photo is recognized and the most suitable correction for each photo is made automatically. It makes a darkened face by backlight brighter to print. It also analyzes a scene such as scenery, night scene, person, etc. and corrects each scene with the most suitable color, brightness, or contrasts automatically to print.
When **Auto image fix OFF** is selected, you can specify the items (6) to (15).

Faxing

Preparing the Machine for Fax

Typical examples of connecting the machine are described below. The machine cannot send/receive faxes if the connection is incorrect. Connect the machine correctly.

Important

If the Power Disconnects Unexpectedly

If there is a power failure or if you accidentally disconnect the power cord, the date/time settings as well as all documents stored in memory will be lost. User data and speed dialing settings are retained.

If the power disconnects, the following will apply:

● You will not be able to send or receive faxes or make copies.
● When you are connecting the telephone or answering machine, whether or not you can use it depends upon your telephone line, telephone, or answering machine.

■ Methods of Connecting the Machine to an Analog Line

● Connecting the Machine without Telephone or Answering Machine
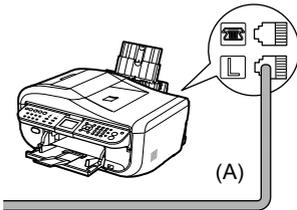
(A) Telephone line (analog)

● Connecting a Telephone or Answering Machine Directly
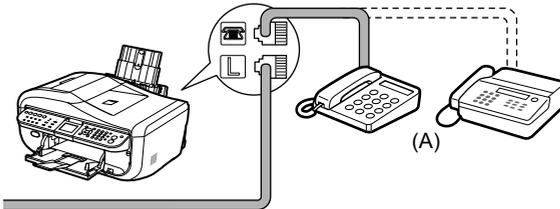
(A) Telephone or answering machine

Note

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

⚠ **Important**

Do not connect the machine and external devices in parallel to the same telephone line using a distribution adapter (B). The machine may not operate properly.

(B)
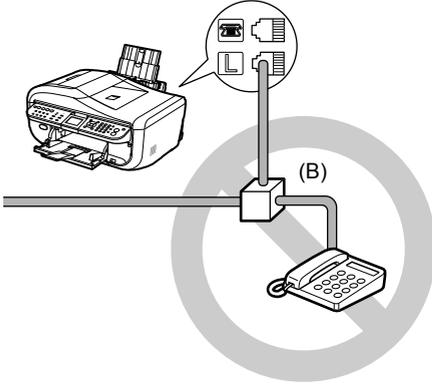
● **Connecting a Telephone or Answering Machine via a Computer**
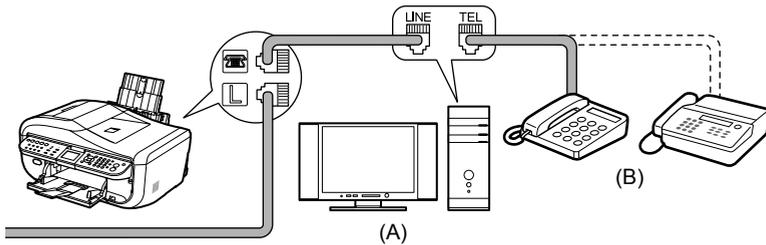
(A) Computer

(B) Telephone or answering machine

📖 **Note**

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

For Users in the UK

If the connector of the external device cannot be connected to the jack on the machine, you will need to purchase a B.T. adapter to connect as follows:

Connect the external device line to the B.T. adapter, then connect the B.T. adapter to the ☎ jack.

■ Methods of Connecting to the Various Lines

The following are some basic connection schemes that apply when you are connecting to a non-analog telephone line. These are examples and could not be guaranteed to suit every connecting condition. For details, refer to the instruction manual supplied with the network device (control devices such as an xDSL (Digital Subscriber Line) modem or terminal adapter) you are connecting to this machine.

● Connecting to an xDSL
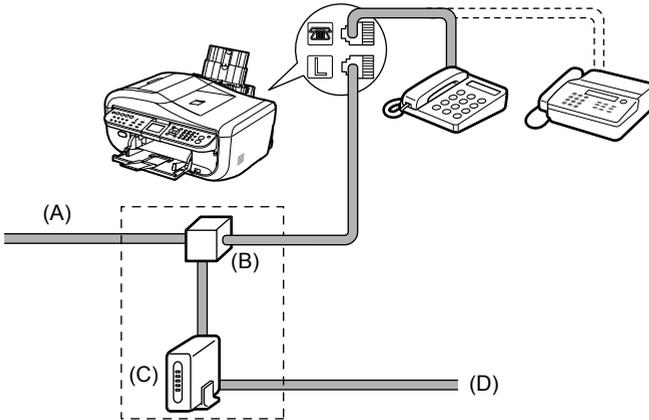
(A) Digital Subscriber Line

(B) Splitter

(C) xDSL modem (splitter may be built-in to the modem)

(D) Computer

📖 Note
- When connecting to the xDSL line, select the same line type as you are subscribing in **Telephone line type**.
- Before connecting a telephone or answering machine, remove the Telephone connector cap.

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

● Connecting to an ISDN Line

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

■ Setting the Telephone Line Type

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

> 📖 **Note**
> ● **Rotary pulse** is not supported depending on the selected country in the **Country select** menu. The **Telephone line type** menu will not be displayed in such country.
> ● You can print the User's data list to check the current setting. See "Printing the User's Data List" on page 104.

1 Display the **FAX menu** screen.

   (1) Press the **FAX** button, then press the **Menu** button.
   The **FAX menu** screen is displayed.

2 Display the **Device settings** screen.

   (1) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.

   The **Maintenance/settings** screen is displayed.

   (2) Use the ◀ or ▶ button to select **Device settings**, then press the **OK** button.

   The **Device settings** screen is displayed.

3 Display the **User settings** screen.

   (1) Use the ▲ or ▼ button to select **FAX settings**, then press the **OK** button.

   The **FAX settings** screen is displayed.

(2) Use the ▲ or ▼ button to select **User settings**, then press the **OK** button.

```
⏸ FAX settings
┌─────────────────────┐
│ User settings       │
├─────────────────────┤
  TX settings
  RX settings
───────────────────────
───────────────────────
───────────────────────
 OK ⇒ Set
```

The **User settings** screen is displayed.

4 Display the **Telephone line type** screen.

(1) Use the ▲ or ▼ button to select **Telephone line type**, then press the **OK** button.

```
⏸ User settings
  TTI position
  Offhook alarm
  Volume control
  RX ring level
┌─────────────────────┐
│ Telephone line type │
└─────────────────────┘
  Activity report
 OK ⇒ Set
```

The **Telephone line type** screen is displayed.

5 Select the telephone line type.

(1) Use the ▲ or ▼ button to select the telephone line type, then press the **OK** button.

```
⏸ Telephone line type



     ┌───────────────────┐
     │   Rotary pulse    │
     ├───────────────────┤
     │    Touch tone     │
     └───────────────────┘

 OK ⇒ Set
```

Rotary pulse: Suitable for pulse dialing.

Touch tone: Suitable for tone dialing.

Registering Sender Information

A fax you receive may have information, such as the sender's name or the company name, the sender's phone or fax number, and the date and time of the transmission, printed in small type at the top of each page. Such sender information is called Transmit Terminal Identification, or TTI.

You can register the TTI in this machine, so that the recipient of the fax will know who sent it, and when it was sent.

Below is an example of how your sender information would print on a fax sent from your machine:

```
04/10/2008 15:33 FAX 123 4567    SENDER'S NAME → RECIPIENT'S NAME    ☑ XXXXXXX
(A)

(B)                   THE SLEREXE COMPANY LIMITED
                  SAPORS LANE•BOOLE•DORSET•BH25 8ER
               TELEPHONE BOOLE (945 13) 51617 – FAX 1234567


              Our Ref. 350/PJC/EAC

                          (C)        (D)              (E)
```
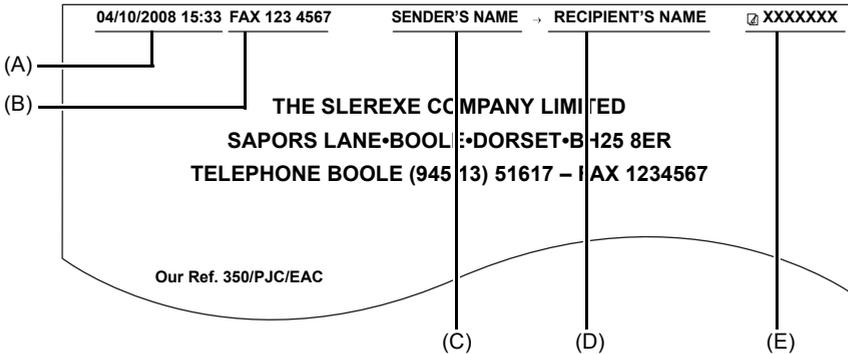
(A) Date and time of transmission

(B) Sender's fax/telephone number

(C) Sender's name

(D) Displays the recipient's name when sending from one-touch or coded speed dial.

(E) Page number

Note

- When sending a fax in black & white, you can set the sender information to print inside or outside the image area. Refer to "TTI position" in "Device Settings" of the *User's Guide* on-screen manual.
- For color sending, the sender information is printed inside the print area and the recipient's name is not printed.
- You can select **FAX** or **TEL** to be displayed in front of the number. Refer to "TTI position" in "Device Settings" of the *User's Guide* on-screen manual.
- Three date display formats are available. For details on the date format settings, refer to "Date display" in "Device Settings" of the *User's Guide* on-screen manual.

■ Guidelines for Entering Numbers, Letters, and Symbols

The following characters are assigned to the Numeric buttons.

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

* SP indicates a space.

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

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

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

Example: uppercase letter mode
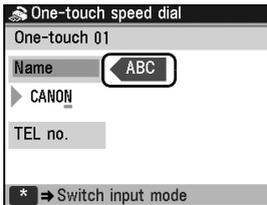
📖 Note

Here describes the one-touch speed dial registration. To display the **One-touch speed dial** screen, see "Registering One-Touch Speed Dial" on page 71.

2 Use the Numeric buttons to enter a character.

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

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

Press the ▶ button, then press the same Numeric button.

● **To enter a space:**

Press the ▶ button twice. In number mode, press the ▶ button once.

● **To delete a character:**

Press the ◀ button.

● **To delete an entire entry:**
  Press and hold the ◀ button.

■ **Entering the Date and Time**

📖 **Note**

● Three date display formats are available: **YYYY/MM/DD**, **MM/DD/YYYY**, and **DD/MM/YYYY**. For details on the date format settings, refer to "Date display" in "Device Settings" of the *User's Guide* on-screen manual.
● When the machine is connected to a computer with the MP Drivers installed, the date and time setting will be copied from the computer to the machine. As long as the date and time is set accurately on your computer, you do not need to set it on the machine.
● If you disconnect the power cord or when there is a power failure, the date and time setting on the machine will be reset. When you connect the machine to a computer with the MP Drivers installed, the setting will be copied to the machine once again.

---

1 Display the **FAX menu** screen.

  (1) Press the **FAX** button, then press the **Menu** button.
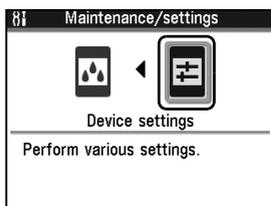 The **FAX menu** screen is displayed.

2 Display the **Device settings** screen.

  (1) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
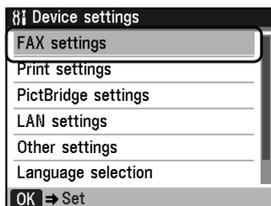 The **Maintenance/settings** screen is displayed.

  (2) Use the ◀ or ▶ button to select **Device settings**, then press the **OK** button.
  The **Device settings** screen is displayed.

3 Display the **User settings** screen.

  (1) Use the ▲ or ▼ button to select **FAX settings**, then press the **OK** button.
  The **FAX settings** screen is displayed.

  (2) Use the ▲ or ▼ button to select **User settings**, then press the **OK** button.
  The **User settings** screen is displayed.

4 Display the **Date/time setting** screen.

  (1) Use the ▲ or ▼ button to select **Date/time setting**, then press the **OK** button.
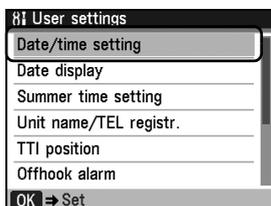
  The **Date/time setting** screen is displayed.

5 Enter the date and time.

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

```
┌─────────────────────────────┐
│ ⚙ Date/time setting          │
│                             │
│                             │
│    ┌─────────────────────┐   │
│    │ 04/10/2008  10:00   │   │
│    └─────────────────────┘   │
│                             │
│                             │
│ OK ➡ Set                    │
└─────────────────────────────┘
```

> **📖 Note**
> If you misentered the date and time, press the ◀ or ▶ button to move the cursor under the number to enter the correct number.

6 Press the **OK** button to finalize your setting.

The display returns to the **User settings** screen.

■ Setting Daylight Saving Time (Summer Time)

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

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

> **⚠ Important**
> **Summer time setting** is not set according to the latest information of all of the countries or regions by default. You need to change the default setting according to the latest information of your country or region.

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

1 Display the **FAX menu** screen.

(1) Press the **FAX** button, then press the **Menu** button.
The **FAX menu** screen is displayed.

2 Display the **Device settings** screen.

(1) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
The **Maintenance/settings** screen is displayed.

(2) Use the ◀ or ▶ button to select **Device settings**, then press the **OK** button.
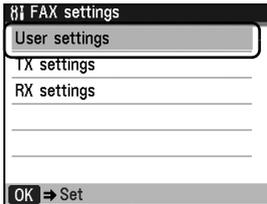The **Device settings** screen is displayed.

3 Display the **User settings** screen.

(1) Use the ▲ or ▼ button to select **FAX settings**, then press the **OK** button.
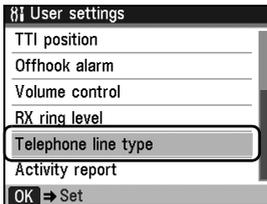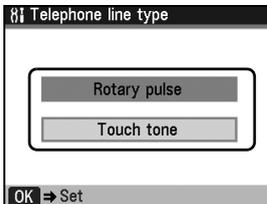The **FAX settings** screen is displayed.

(2) Use the ▲ or ▼ button to select **User settings**, then press the **OK** button.
The **User settings** screen is displayed.

4 Display the **Summer time setting** screen.

(1) Use the ▲ or ▼ button to select **Summer time setting**, then press the **OK** button.

〈¦ User settings
Date/time setting
Date display
Summer time setting
Unit name/TEL registr.
TTI position
Offhook alarm
OK ⇒ Set

The **Summer time setting** screen is displayed.

5 Enable summer time.

(1) Use the ▲ or ▼ button to select **ON** to enable summer time, then press the **OK** button.

〈¦ Summer time setting
ON
OFF
OK ⇒ Set
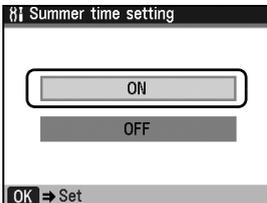
To disable summer time, select **OFF**.

6 Set the date and time that summer time starts.

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

〈¦ Summer time setting
Start date/time
End date/time
OK ⇒ To month setting

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

〈¦ Start date/time
Set month
March
April
May
OK ⇒ To week setting

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

Start date/time

Set week

| Second week |
| Third week |
| Fourth week |

OK ➡ To day setting

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

Start date/time

Set day of week

| Sunday |
| Monday |
| Tuesday |

OK ➡ To shift time set

(5) Use the Numeric buttons to enter the time (in 24-hour format) when summer time starts, then press the **OK** button.
Precede single digits with a zero.

Start date/time

Set shift time

02 : 00

OK ➡ Set

The summer time start date/time is set.

7 Set the date and time that summer time ends.

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

Summer time setting

| Start date/time |
| End date/time |

OK ➡ To month setting
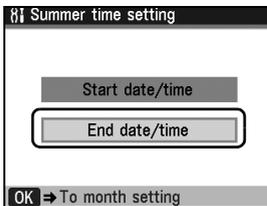
(2) Use the ▲ or ▼ button to select the month when summer time ends, then press the **OK** button.

(3) Use the ▲ or ▼ button to select the week when summer time ends, then press the **OK** button.
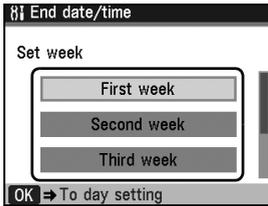
(4) Use the ▲ or ▼ button to select the day of the week when summer time ends, then press the **OK** button.
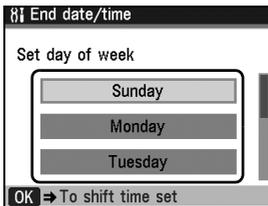
(5) Use the Numeric buttons to enter the time (in 24-hour format) when summer time ends, then press the **OK** button.
Precede single digits with a zero.

The summer time end date/time is set.

8 Press the **FAX** button.

■ **Registering Your Fax/Telephone Number and Name (Sender Information)**

> **⊘ Important**
>
> Before sending a fax, be sure to enter your fax/telephone number in **Unit TEL** in the **Unit name/TEL registr.** screen. (for US only)

1 Display the **FAX menu** screen.

   (1) Press the **FAX** button, then press the **Menu** button.
   The **FAX menu** screen is displayed.

2 Display the **Device settings** screen.

   (1) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
   The **Maintenance/settings** screen is displayed.

   (2) Use the ◀ or ▶ button to select **Device settings**, then press the **OK** button.
   The **Device settings** screen is displayed.

3 Display the **User settings** screen.

   (1) Use the ▲ or ▼ button to select **FAX settings**, then press the **OK** button.
   The **FAX settings** screen is displayed.

   (2) Use the ▲ or ▼ button to select **User settings**, then press the **OK** button.
   The **User settings** screen is displayed.

4 Display the **Unit name/TEL registr.** screen.

   (1) Use the ▲ or ▼ button to select **Unit name/TEL registr.**, then press the **OK** button.
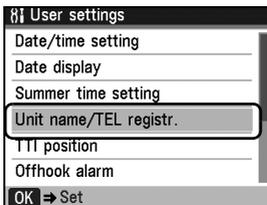
   The **Unit name/TEL registr.** screen is displayed.

5 Enter your name.

   (1) Use the Numeric buttons to enter your name (max. 24 characters, including spaces), then press the **OK** or ▼ button.
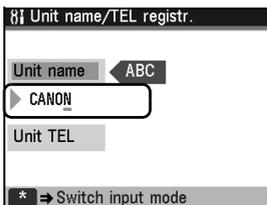
📖 Note

For details on how to enter or delete characters, see "Guidelines for Entering Numbers, Letters, and Symbols" on page 63.

6 Enter your fax/telephone number.

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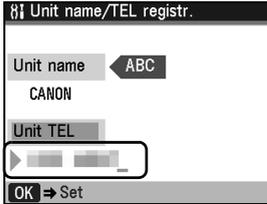
📖 Note

● For details on how to enter or delete numbers, see "Guidelines for Entering Numbers, Letters, and Symbols" on page 63.
● You can print the User's data list to confirm the sender information you have registered. See "Printing the User's Data List" on page 104.

7 Press the **OK** button to finalize your setting.

The display returns to the **User settings** screen.

Registering Recipients for the Speed Dial

Speed dial allows you to dial fax/telephone numbers by simply pressing a few buttons. The following speed dial methods are available:

- **One-touch Speed Dial**

  Register a fax/telephone number for one-touch speed dial. To dial the number, simply press the **One-Touch Speed Dial** button (01 to 08) assigned that number. You can register up to eight destinations.

- **Coded Speed Dial**

  Register a fax/telephone number for coded speed dial. To dial the number, press the **Coded Dial** button, then enter the two-digit code assigned that number, or use the ▲, ▼, ◀, or ▶ button to select it. You can register up to 100 (00 to 99) destinations.

- **Group Dial**

  Register two or more registered one-touch or coded speed dial numbers for group dial. You can send the same document to all members in that group.

■ Registering One-Touch Speed Dial

Before you can use one-touch speed dial, you need to register the recipients' numbers.

1 Display the **FAX menu** screen.

(1) Press the **FAX** button, then press the **Menu** button.
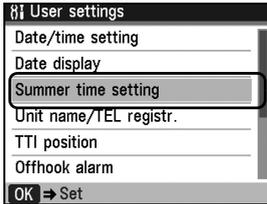The **FAX menu** screen is displayed.

2 Display the **TEL number registration** screen.

(1) Use the ◀ or ▶ button to select **TEL number registration**, then press the **OK** button.
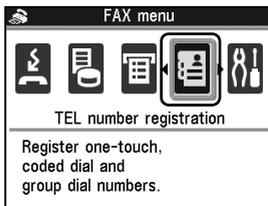
The **TEL number registration** screen is displayed.

3 Display the **One-touch speed dial** screen.

(1) Use the ▲ or ▼ button to select **One-touch speed dial**, then press the **OK** button.
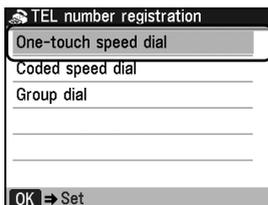
The **One-touch speed dial** screen is displayed.

4 Register the recipient's name and number to a one-touch speed dial.

(1) Use the ▲ or ▼ button to select an unoccupied one-touch speed dial (01 to 08), then press the **OK** button.
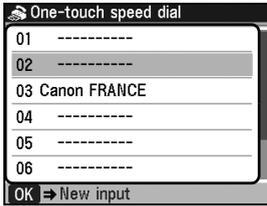
> **Note**
>
> You can also select a button by pressing the **One-Touch Speed Dial** button (01 to 08).

(2) Use the Numeric buttons to enter a name for the one-touch speed dial (max. 16 characters, including spaces), then press the **OK** or ▼ button.
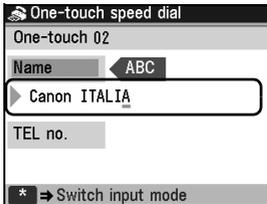
(3) Use the Numeric buttons to enter the fax/telephone number (max. 60 digits (40 digits for Korea), including spaces) you want to register.

> **Note**
>
> - For details on how to enter or delete characters or numbers, see "Guidelines for Entering Numbers, Letters, and Symbols" on page 63.
> - Press the **Redial/Pause** button to enter a pause.
> - Press the **Tone** (✳) button to enter a tone.

5 Press the **OK** button to finalize registration.

> **Note**
>
> - To register another recipient's name and number to the one-touch speed dial, repeat the procedure in step 4.
> - Use the destination labels provided with your machine to label the **One-Touch Speed Dial** button (01 to 08) with the recipients' names.
> - For a list of the recipients you have registered, print the one-touch speed dial list. See "Printing a List of the Registered Destinations" on page 78.

■ Registering Coded Speed Dial

Before you can use coded speed dial, you need to register the recipients' numbers.

1 Display the **FAX menu** screen.

   (1) Press the **FAX** button, then press the **Menu** button.
       The **FAX menu** screen is displayed.

2 Display the **TEL number registration** screen.

   (1) Use the ◀ or ▶ button to select **TEL number registration**, then press the **OK** button.
       The **TEL number registration** screen is displayed.

3 Display the **Coded speed dial** screen.

   (1) Use the ▲ or ▼ button to select **Coded speed dial**, then press the **OK** button.
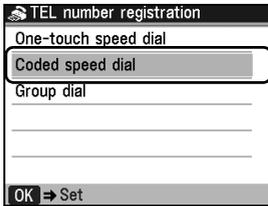
       The **Coded speed dial** screen is displayed.

4 Register the recipient's name and number to a coded speed dial code.

   (1) Use the Numeric buttons (A) or the ▲, ▼, ◀, or ▶ button (B) to select an unoccupied
       speed dial code (00 to 99), then press the **OK** button.
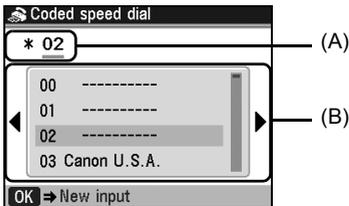
   (2) Use the Numeric buttons to enter a name for the coded speed dial code (max. 16
       characters, including spaces), then press the **OK** or ▼ button.
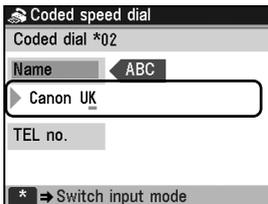
(3) Use the Numeric buttons to enter the fax/telephone number (max. 60 digits (40 digits for Korea), including spaces) you want to register.

📖 Note
- For details on how to enter or delete characters or numbers, see "Guidelines for Entering Numbers, Letters, and Symbols" on page 63.
- Press the **Redial/Pause** button to enter a pause.
- Press the **Tone** (✳) button to enter a tone.

5 Press the **OK** button to finalize registration.

📖 Note
- To register another recipient's name and number to the coded speed dial code, repeat the procedure in step 4.
- For a list of the recipients you have registered, print the coded speed dial list. See "Printing a List of the Registered Destinations" on page 78.

■ Registering Group Dial

To send the same document to several recipients, select numbers you registered to one-touch speed dial or coded speed dial and register them to a group dial.

1 Display the **FAX menu** screen.

(1) Press the **FAX** button, then press the **Menu** button.
The **FAX menu** screen is displayed.

2 Display the **TEL number registration** screen.

(1) Use the ◀ or ▶ button to select **TEL number registration**, then press the **OK** button.
The **TEL number registration** screen is displayed.

3 Display the **Group dial** screen.

(1) Use the ▲ or ▼ button to select **Group dial**, then press the **OK** button.
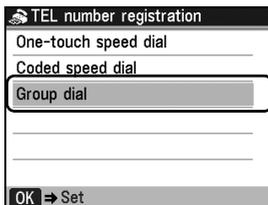
(2) Use the ▲ or ▼ button to select **One-touch** or **Coded speed dial**, then press the **OK** button.

```
Group dial will be set
to unregistered
one-touch/coded
dial number.

        One-touch
     Coded speed dial
```

📖 Note
You can register a group either under an unoccupied one-touch speed dial or coded speed dial code.

4 Select a one-touch speed dial or coded speed dial code under which you want to register the group.

● **To register a group under a one-touch speed dial:**

(1) Use the ▲ or ▼ button to select an unoccupied one-touch speed dial (01 to 08), then press the **OK** button.

```
 Group dial
 01   ----------
 02 One-touch
 03 One-touch
 04   ----------
 05   ----------
 06   ----------
 OK ⇒ New input
```
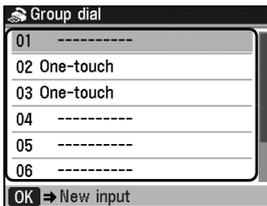
● **To register a group under a coded speed dial code:**

(1) Use the Numeric buttons (A) or the ▲, ▼, ◀, or ▶ button (B) to enter an unoccupied coded speed dial code (00 to 99), then press the **OK** button.

```
 Group dial
 * 00                               ──── (A)

   00   ----------
   01   ----------
 ◀ 02 Coded speed dial ▶            ──── (B)
   03 Coded speed dial
 OK ⇒ New input
```
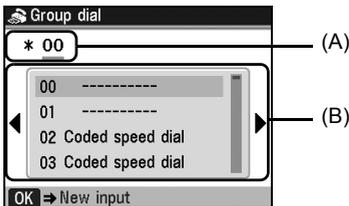
5 Register the group's name.

(1) Use the Numeric buttons to enter a name for the group (max. 16 characters, including spaces), then press the **OK** or ▼ button.
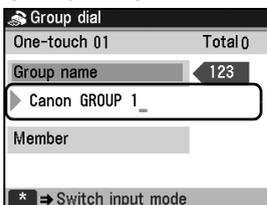
```
 Group dial
 One-touch 01          Total 0
 Group name        ◀ 123
 ▶ Canon GROUP 1_

 Member

 * ⇒ Switch input mode
```

Note
- For details on how to enter or delete characters, see "Guidelines for Entering Numbers, Letters, and Symbols" on page 63.
- Groups will appear on the Group dial list by the names you enter in this step.

6 Enter the one-touch speed dial or coded speed dial code you want to register in the group.

```
📠 Group dial
One-touch 01              Total 0
Group name          ◄ 123
   Canon GROUP 1
Member
▶ 001
 OneTouch/Coded  ➡ Add
```
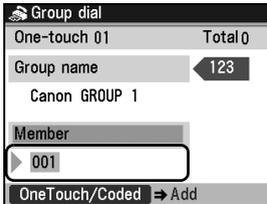
- **To enter a one-touch speed dial entry:**

  Press the **One-Touch Speed Dial** button (01 to 08).

- **To enter a coded speed dial entry:**

  Press the **Coded Dial** button, use the Numeric buttons or the ▲, ▼, ◄, or ▶ button to enter the coded speed dial code to register for the group dial, then press the **OK** button.

  Note
  - To continue registering one-touch speed dial or coded speed dial code to the group, repeat this step.
  - You can only enter numbers that have already been registered for one-touch or coded speed dial (i.e. you cannot enter the fax/telephone numbers with the Numeric buttons).
  - To review the numbers you have entered, use the ▲ or ▼ button.
  - To delete the numbers you have entered, use the ▲ or ▼ button to select one-touch or coded speed dial code, then press the ◄ button.

7 Press the **OK** button to finalize registration.

Note
- To register another group, repeat the procedure from steps 4 to 6.
- For a list of the entries you have made, print the group dial list. See "Printing a List of the Registered Destinations" on page 78.

■ Changing Registered Information

To change information registered for the speed dial, follow the procedure below.

1 Display the **FAX menu** screen.

   (1) Press the **FAX** button, then press the **Menu** button.
   The **FAX menu** screen is displayed.

**2** Display the **TEL number registration** screen.

   (1) Use the ◄ or ▶ button to select **TEL number registration**, then press the **OK** button.
   The **TEL number registration** screen is displayed.

3 Select the speed dial to change.

   (1) Use the ▲ or ▼ button to select **One-touch speed dial**, **Coded speed dial**, or **Group dial** to change.

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4 Select a number to change.

- ● **To change a one-touch speed dial:**
  Use the ▲ or ▼ button to select a one-touch speed dial (01 to 08) to change, then press the **OK** button.

- ● **To change a coded speed dial:**
  Use the Numeric buttons or the ▲, ▼, ◀, or ▶ button to select a coded speed dial code to change, then press the **OK** button.

- ● **To change a group dial registered to the one-touch speed dial:**
  Use the ▲ or ▼ button to select the one-touch speed dial (01 to 08) to which the group dial to change is registered, then press the **OK** button.

- ● **To change a group dial registered to the coded speed dial:**
  Use the Numeric buttons or the ▲, ▼, ◀, or ▶ button to select the coded speed dial code to which the group dial to change is registered, then press the **OK** button.

5 Use the ▲ or ▼ button to select **Edit**, then press the **OK** button.

6 Edit the information registered.

- **(1)** Use the Numeric buttons to enter the new name (max. 16 characters, including spaces), then press the **OK** button.
- **(2)** Use the ◀ button to delete the number registered, enter the new fax/telephone number (max. 60 digits (40 digits for Korea), including spaces), then press the **OK** button.

■ Deleting Registered Information

To delete information registered for the speed dial, follow the procedure below.

1 Display the **FAX menu** screen.

- **(1)** Press the **FAX** button, then press the **Menu** button.
  The **FAX menu** screen is displayed.

2 Display the **TEL number registration** screen.

- **(1)** Use the ◀ or ▶ button to select **TEL number registration**, then press the **OK** button.
  The **TEL number registration** screen is displayed.

3 Select the speed dial to delete.

- **(1)** Use the ▲ or ▼ button to select **One-touch speed dial**, **Coded speed dial**, or **Group dial** to delete.

4 Select a number to delete.

- **To delete a one-touch speed dial:**

  Use the ▲ or ▼ button to select a one-touch speed dial (01 to 08) to delete, then press the **OK** button.
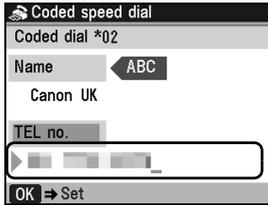
- **To delete a coded speed dial:**

  Use the Numeric buttons or the ▲, ▼, ◀, or ▶ button to select a coded speed dial code to delete, then press the **OK** button.

- **To delete a group dial registered to the one-touch speed dial:**

  Use the ▲ or ▼ button to select the one-touch speed dial (01 to 08) to which the group dial to delete is registered, then press the **OK** button.

- **To delete a group dial registered to the coded speed dial:**

  Use the Numeric buttons or the ▲, ▼, ◀, or ▶ button to select the coded speed dial code to which the group dial to delete is registered, then press the **OK** button.

5 Use the ▲ or ▼ button to select **Delete**, then press the **OK** button.

6 Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.

■ Printing a List of the Registered Destinations

You can print a list of the recipients registered for the speed dial. You may want to keep the list near your machine to refer to it when dialing.

1 Load paper.

See "Loading Printing Paper" on page 20.
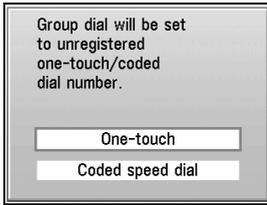
2 Display the **FAX menu** screen.

(1) Press the **FAX** button, then press the **Menu** button.
The **FAX menu** screen is displayed.

3 Display the **Print reports/lists** screen.

(1) Use the ◀ or ▶ button to select **Print reports/lists**, then press the **OK** button.
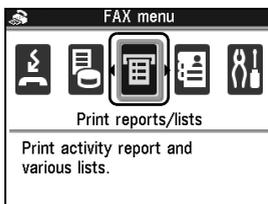
The **Print reports/lists** screen is displayed.

4 Select the speed dial to print the list.

(1) Use the ▲ or ▼ button to select **Telephone number list**, then press the **OK** button.

```
📇 Print reports/lists
Activity report
Telephone number list
User's data list
Memory list


[ OK ] ➡ Set
```
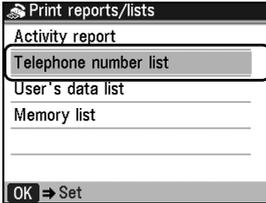
The **Telephone number list** screen is displayed.

(2) Use the ▲ or ▼ button to select **One-touch speed dial**, **Coded speed dial**, or **Group dial**, then press the **OK** button.

```
📇 Telephone number list
One-touch speed dial
Coded speed dial
Group dial




[ OK ] ➡ Set
```
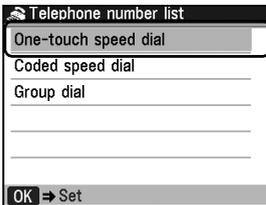
5 Print the speed dial list.

● **If you selected One-touch speed dial or Coded speed dial**

(1) Use the ▲ or ▼ button to select whether to print the list in numerical order of the speed dial buttons or codes, or in alphabetical order of the registered names.

```
Print in order of name?




┌──────────────────┐
│       Yes        │
├──────────────────┤
│       No         │
└──────────────────┘
```
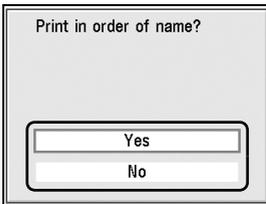
– **Yes**: Prints the list in alphabetical order of the registered names.
– **No**: Prints the list in numerical order of the speed dial buttons or codes.

● **If you selected Group dial**

(1) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.

```
Print report?




┌──────────────────┐
│       Yes        │
├──────────────────┤
│       No         │
└──────────────────┘
```
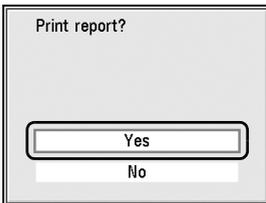
– **Yes**: Prints the speed dial list.
– **No**: Returns to the **Telephone number list** screen.

Sending Faxes

◼ Flow of Sending Faxes

The operation flow of sending faxes is as follows.

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

Step 1

Load the original to send on the Platen Glass or in the ADF.

See "Handling the Original Document" on page 16.

Step 2

Adjust the image quality (**Fax resolution**) and density (**Scan contrast**).

See "Adjusting the Image Quality (Fax resolution)" on page 81 and "Adjusting the Density (Scan contrast)" on page 81.

Step 3

Dial using the speed dial.

> **Important**
>
> If the machine is connected to PBX or another telephone switching system, you cannot use the speed dial.

Step 4

Send faxes.

- **Using the Platen Glass**

    (1) Press the **Color** or **Black** button.
    If you have only one page of original, go to step (3).

    (2) Load the next page on the Platen Glass and press the **Color** or **Black** button. In the same way, repeat this procedure until all originals are loaded.

    (3) Press the **OK** button to send the fax.

- **Using the ADF**

    (1) Press the **Color** or **Black** button.

The machine starts sending.

■ Before Sending Faxes

● Adjusting the Image Quality (Fax resolution)

You can adjust the image quality (fax resolution) of the original you send. The higher you set the image quality setting, the better the output quality will be at the other end, but the longer it will take for the transmission. Adjust the image quality according to the type of original you are sending.

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

2 Use the ▲ or ▼ button to select **FAX resolution**.

3 Use the ◀ or ▶ button to select the image quality.

Standard:	Suitable for text-only documents.
Fine:	Suitable for fine-print documents.
Photo:	Suitable for photographs.

4 Press the **OK** button.

● Adjusting the Density (Scan contrast)

Contrast is the degree of difference between light and dark. Increasing the scan contrast thickens the whole fax image, or light penciled texts and such can be thickened.

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

2 Use the ▲ or ▼ button to select **Scan contrast**.
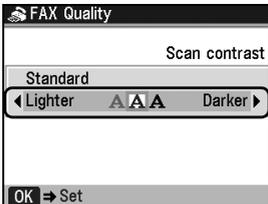
3 Use the ◀ or ▶ button to select the scan contrast.

Pressing the ◀ button decreases the contrast, and pressing the ▶ button increases the contrast.

4 Press the **OK** button.

■ Sending Faxes

This section describes methods of sending faxes and dialing functions of the machine.

- Sending a Fax using the Numeric Buttons
- Sending a Fax after Speaking on Telephone
- Sending a Fax using the Speed Dial
- Sending Same Documents to Several Recipients (Sequential Broadcasting)

● Preparing for Faxing

1 Turn on the machine.

2 Load the original on the Platen Glass or in the ADF.

> **◑ Important**
> When sending a double-sided document, set the document on the Platen Glass. You cannot scan double-sided documents from the ADF.
>
> **▤ Note**
> For details on the types and conditions of originals which you can fax, see "Handling the Original Document" on page 16.

3 Press the **FAX** button.

Confirm that the **FAX** button is lit and the FAX standby screen is displayed.

4 Adjust fax settings as necessary.

See "Before Sending Faxes" on page 81.

● Sending a Fax using the Numeric Buttons

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

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

> **◑ Important**
> Color sending requires that the recipient's fax machine supports color faxing.

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

  (1) When the following message is displayed, load the next page on the Platen Glass.
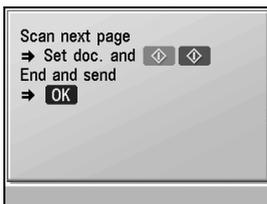
  If you have only one page of original to scan, press the **OK** button to start scanning.

(2) Press the same button as you pressed in step 2.

📖 Note

If you pressed the **Black** button in step 2, a colored original will be sent in black & white.

(3) Repeat the procedure from steps (1) to (2) to scan all pages of the document.

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

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

The machine scans the document automatically and starts sending.

📖 Note

- To cancel sending a fax, press the **Stop/Reset** button. To cancel sending a fax while it is being sent, press the **Stop/Reset** button, then follow the instructions on the LCD.
- If documents remain in the ADF after pressing the **Stop/Reset** button during scanning, "**Document in ADF. Press OK to discharge document.**" appears on the LCD. Press the **OK** button so that the remaining document is automatically fed out.
- In case the machine was not able to send a fax, such as when the recipient's line was busy, your machine is equipped with the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default. See "Automatic Redialing" on page 87. To cancel automatic redialing, wait until the machine starts redialing, then press the **Stop/Reset** button.

● Sending a Fax after Speaking on Telephone

Send a fax manually after speaking on telephone if you want to speak to the recipient before sending a fax, or if the recipient does not have a fax machine that can receive automatically.

🚫 Important

- With manual sending, you cannot use the Platen Glass to load documents.
- To speak to the recipient before sending a fax, you need to connect a telephone to your machine. See "Preparing the Machine for Fax" on page 57.

● **Dialing with using the Hook button**

1 Press the **Hook** button.

2 Use the Numeric buttons to dial the recipient's fax/telephone number.

📖 Note

You can also dial using the one-touch speed dial or coded speed dial.
See "Sending a Fax using the Speed Dial" on page 85.

3 Lift the handset of the telephone connecting to the machine, then speak to the recipient.

📖 Note

If you hear a high-pitched signal instead of the recipient's voice, go to step 5.

4 Ask the recipient to operate the recipient's fax machine to receive faxes.

5 When you hear a high-pitched signal, press the **Color** button for color sending, or the **Black** button for black & white sending.

6 Hang up the handset.

> **Note**
> - To cancel sending a fax, press the **Stop/Reset** button. To cancel sending a fax while it is being sent, press the **Stop/Reset** button, then follow the instructions on the LCD.
> - If documents remain in the ADF after pressing the **Stop/Reset** button during scanning, "**Document in ADF. Press OK to discharge document.**" appears on the LCD. Press the **OK** button so that the remaining document is automatically fed out.

- **Dialing with using the telephone connecting to the machine**

1 Lift the handset of the telephone connecting to the machine.

2 Use the telephone to dial the recipient's fax/telephone number.

3 Speak to the recipient.

> **Note**

If you hear a high-pitched signal instead of the recipient's voice, go to step 5.

4 Ask the recipient to operate the recipient's fax machine to receive faxes.

5 When you hear a high-pitched signal, press the **Color** button for color sending, or the **Black** button for black & white sending.

> **Important**

Color sending is available only when the recipient's fax machine supports color faxing.

6 Hang up the handset.

> **Note**
> - To cancel sending a fax, press the **Stop/Reset** button. To cancel sending a fax while it is being sent, press the **Stop/Reset** button, then follow the instructions on the LCD.
> - If documents remain in the ADF after pressing the **Stop/Reset** button during scanning, "**Document in ADF. Press OK to discharge document.**" appears on the LCD. Press the **OK** button so that the remaining document is automatically fed out.

● Sending a Fax using the Speed Dial

Registering fax or telephone numbers in speed dials enables you to send faxes easily.

1 Dial the recipient's number.

- **To send using the one-touch speed dial:**

  Press the **One-Touch Speed Dial** button (01 to 08) assigned the number you want to dial.

- **To send using the coded speed dial:**

  Press the **Coded Dial** button, use the Numeric buttons or the ▲, ▼, ◀, or ▶ button to enter the two-digit code (00 to 99) assigned the number you want to dial, then press the **OK** button.

- **To send using the group dial:**

  Press the **One-Touch Speed Dial** button, or after pressing the **Coded Dial** button, use the Numeric buttons or the ▲, ▼, ◀, or ▶ button to enter the two-digit code (00 to 99) assigned the group you want to dial, then press the **OK** button.

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

See "Sending a Fax using the Numeric Buttons" on page 82.

◈ Important

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

📖 Note

- To cancel sending a fax, press the **Stop/Reset** button. To cancel sending a fax while it is being sent, press the **Stop/Reset** button, then follow the instructions on the LCD.
- If documents remain in the ADF after pressing the **Stop/Reset** button during scanning, "**Document in ADF. Press OK to discharge document.**" appears on the LCD. Press the **OK** button so that the remaining document is automatically fed out.
- In case the machine was not able to send a fax, such as when the recipient's line was busy, your machine is equipped with the function to automatically redial the number after a specified interval. Automatic redialing is enabled by default. See "Automatic Redialing" on page 87. To cancel automatic redialing, wait until the machine starts redialing, then press the **Stop/Reset** button.

● Sending Same Documents to Several Recipients (Sequential Broadcasting)

Your machine allows you to send the same document to a maximum of 109 recipients in one operation. You can dial the recipients' numbers using any of the following dialing methods:

- One-touch speed dial: up to 8 destinations
- Coded speed dial: up to 100 destinations
- Regular dial (using the Numeric buttons) or redial: one destination

You can enter the destinations in any order, but be sure to press the **OK** button after your entry with the Numeric buttons.

📖 Note

If you frequently send documents to the same group of recipients, you can group these numbers for group dialing. This will allow you to send documents to all recipients in the group at the press of one or a few buttons. See "Registering Group Dial" on page 74.

1 Enter the recipients' numbers one by one using the Numeric buttons or speed dial.

- **When using One-touch speed dial:**

  Press the **One-Touch Speed Dial** button (01 to 08) assigned the number you want to dial.

- **When using Coded speed dial:**

  Press the **Coded Dial** button, use the Numeric buttons or the ▲, ▼, ◀, or ▶ button to enter the two-digit code (00 to 99) assigned the number you want to dial, then press the **OK** button.

- **When using regular dialing:**

  Use the Numeric buttons to enter the recipient's number, then press the **OK** button.

📖 **Note**

To review the numbers you have entered, use the ▲ or ▼ button.

---

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

See "Sending a Fax using the Numeric Buttons" on page 82.

🚫 **Important**

Color sending is available only when the recipient's fax machine supports color faxing.

📖 **Note**

- To cancel sequential broadcasting, press the **Stop/Reset** button. To cancel sending a fax while it is being sent, press the **Stop/Reset** button, then follow the instructions on the LCD.
- If documents remain in the ADF after pressing the **Stop/Reset** button during scanning, "**Document in ADF. Press OK to discharge document.**" appears on the LCD. Press the **OK** button so that the remaining document is automatically fed out.
- When you press the **Stop/Reset** button, sending to all recipients will be canceled. You cannot cancel sending to only one recipient.

■ Resending Faxes (Redialing a Busy Number)

There are two methods of redialing: Manual redialing and Automatic redialing.

● Automatic Redialing

When sending a document and the recipient's line is busy, the machine will redial the number after a specified interval. Automatic redialing is enabled by default.

You can customize the following automatic redialing settings:

● Whether or not your machine redials automatically

● The number of times the machine redials (1 to 10 times)

● The time interval between redials (1 to 99 minutes)

To change the automatic redialing settings, change the **Auto redial** settings in **TX settings** under the **FAX settings** screen. For details on the automatic redialing settings, refer to "Auto redial" in "Device Settings" of the *User's Guide* on-screen manual.

📖 **Note**
● The range of values you can set for the automatic redialing settings varies depending on the country or region of purchase.
● To cancel automatic redialing while redialing is in progress, press the **Stop/Reset** button.
● To cancel automatic redialing, delete the unsent document from the machine's memory when redialing is standing by. For details, see "Deleting a Document in Memory" on page 101.

● Manual Redialing

To redial the fax number last dialed with the Numeric buttons, press the **Redial/Pause** button.

📖 **Note**
● For details on sending faxes, see "Sending a Fax using the Numeric Buttons" on page 82.
● To cancel manual redialing, press the **Stop/Reset** button.

Using Useful Sending Functions

■ **Using the Information Services**

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

> 🚫 **Important**
>
> To use information services, you need to contract with the service providers. For details, contact the service providers.

● **Using the Touch Tone Line**

● Using the Hook Button

1 Press the **FAX** button.

2 Press the **Hook** button.

3 Use the Numeric buttons to dial the number of the information service.

4 When the recorded message for the information service answers, use the Numeric buttons to press the number by following the message.

> 📖 **Note**
>
> When you talk to him/her, lift the handset of the telephone connecting to the machine.

5 Press the **Hook** button to finish using the service.

● Using the Telephone Connecting to the Machine

1 Press the **FAX** button.

2 Lift the handset of the telephone.

3 Use the telephone to dial the number of the information service.

4 When the recorded message for the information service answers, use the telephone to press the number by following the message.

5 Hang up the handset to finish using the service.

● **Using the Rotary Pulse Line**

● Using the Hook Button

1 Press the **FAX** button.

2 Press the **Hook** button.

3 Use the Numeric buttons to dial the number of the information service.

4 When the recorded message for the information service answers, press the **Tone** (✳) button to switch to tone dialing.

> 📖 **Note**
>
> When you talk to him/her, lift the handset of the telephone connecting to the machine.

5 Use the Numeric buttons to press the number by following the message.

6 Press the **Hook** button to finish using the service.

● **Using the Telephone Connecting to the Machine**

1 Press the **FAX** button.

2 Lift the handset of the telephone.

3 Use the telephone to dial the information service.

4 When the recorded message for the information service answers, use the telephone to switch to tone dialing.

> 📖 **Note**
>
> When you use the telephone connecting the machine to dial the information service, you cannot use the machine to switch to the tone dialing. For details on how to switch to tone dialing, refer to the instruction manual supplied with your telephone.

5 Use the telephone to press the number by following the message.

6 Hang up the handset to finish using the service.

■ Sending from Your Computer (Windows only)

If your machine is connected to a computer, you can send faxes using the fax driver from any application software that has a printing function. For details, refer to the *FAX Driver Guide* on-screen manual.

■ Sending/Receiving Using ECM

This machine is set to send/receive faxes in ECM (Error Correction Mode). If the recipient's fax machine is compatible with ECM, ECM automatically corrects errors and resend the fax.

> 📖 **Note**
>
> ● If the sender's or recipient's fax machine is not compatible with ECM, the fax will be sent/received in the standard mode.
> ● You can disable ECM sending/reception. Refer to "ECM TX" and "ECM RX" in "Device Settings" of the *User's Guide* on-screen manual.
> ● Transmission may take longer when ECM is enabled.

Receiving Faxes

■ Flow of Receiving Faxes

The operation flow of receiving faxes is as follows:

Step 1

Select a receive mode.

See "Selecting a Receive Mode" on page 90.

Step 2

Load A4, Letter, or Legal-sized paper.

See "Loading Printing Paper" on page 20.

Step 3

Confirm the paper settings and adjust them as needed.

See "Changing the Print Settings" on page 96.

Important
- The machine cannot receive faxes when the power is turned off. Press the **ON/OFF** button to turn the power on.
- To cancel receiving, press the **Stop/Reset** button and follow any instructions on the LCD.

■ Selecting a Receive Mode

Select a receive mode according to your needs.

- When you receive mainly faxes and sometimes voice calls:
  Select **FAX priority mode**.

- When you have a dedicated telephone line for fax use only:
  Select **FAX only mode**.

- When you receive mainly voice calls and sometimes faxes:
  Select **TEL priority mode**.

- When you subscribe to a ring pattern detection service provided by your telephone company, and you want to receive a fax only if the machine detects the pattern for fax:
  Select **DRPD**[1] or **Network switch**[2].

  [1] This setting is only available in US and Canada.

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

Note

If you want to use a single telephone line for faxes and voice calls, you need to connect a telephone or an answering machine to the External Device Jack of this machine.

- **If You Are Using a Single Telephone Line for Faxes and Voice Calls and Want to Receive Faxes Automatically:**

Select **FAX priority mode**.
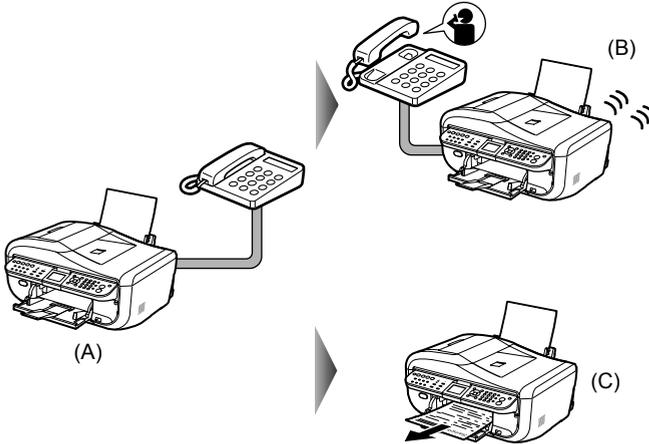
(A) Incoming call

(B) Voice call: The machine will ring. Pick up the handset to answer the call.

(C) Fax: The machine receives faxes automatically.

> **Note**
> - The machine does not ring when it receives faxes. It also takes a little time until the machine rings when the call was a voice call. If you want it to ring immediately, set to **TEL priority mode**.
> - The following settings can be modified to control how your machine handles incoming calls. Specify the **FAX priority mode** settings in **RX settings** under **FAX settings**. Refer to "FAX priority mode" in "Device Settings" of the *User's Guide* on-screen manual.
>   – The time the machine takes to determine whether a call is a fax or a voice call
>   – The time the machine rings when the call was a voice call
>   – Whether or not the machine receives the fax after the specified ring time has elapsed
> - The telephone may not ring depending upon the telephone type.

- **If You Want to Receive Only Faxes Automatically with Your Machine, or Have a Dedicated Telephone Line for Fax Use Only:**

Select **FAX only mode**.
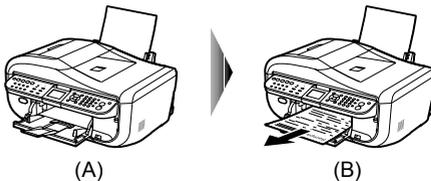
(A) Incoming call

(B) Receives faxes automatically.

> **Note**
> - The machine does not ring when it receives faxes.
> - If you want to use the machine with a telephone or answering machine, connect it to the machine and change to **FAX priority mode** or **TEL priority mode**.

● **If You Are Using a Single Telephone Line for Faxes and Voice Calls and Use Voice Calls More Frequently:**

Select **TEL priority mode**.
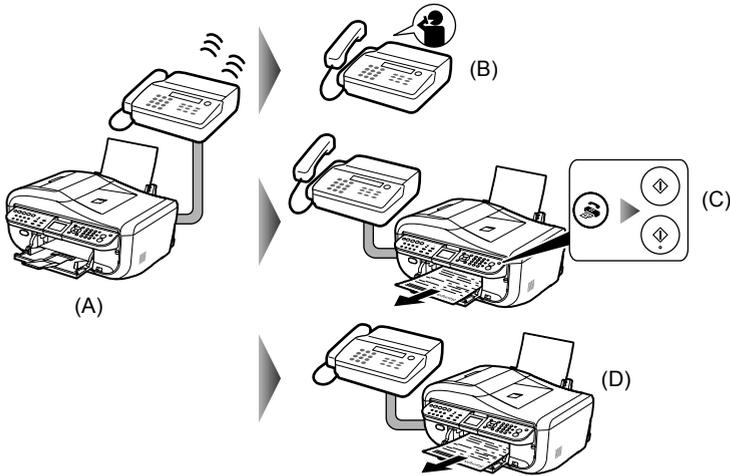
(A) Incoming call

(B) Voice call: The telephone will ring. Pick up the handset to answer the call.

(C) Fax: The telephone will ring. If you pick up the handset and hear the fax tone, press the **FAX** button, then press the **Color** or **Black** button to receive the fax.

📖 **Note**
● If you pick up the handset, the machine may receive the fax without pressing the **Color** or **Black** button.
● If the telephone connecting to the machine is located away from the machine, pick up the handset of the telephone connecting to the machine and dial 25 (the remote reception ID) to receive faxes (remote reception). The remote reception is only available for the touch tone dial. See "Remote Receiving" on page 98. The remote reception can be disabled. Refer to "Remote RX" in "Device Settings" of the *User's Guide* on-screen manual.

(D) When the answering machine responds:

If it is a voice call, the answering machine responds to the call.

If it is a fax call, the machine receives the fax automatically.

📖 **Note**
● The machine can be set to receive faxes automatically after the telephone rings for a specified length of time. Set **Manual/auto switch** in **RX settings** under **FAX settings** to **ON**, and then specify the automatic reception start time. Refer to "Manual/auto switch" in "Device Settings" of the *User's Guide* on-screen manual.
● Set your answering machine to answering mode and adjust it as follows:
  – The entire message should be no longer than 15 seconds.
  – In the message, tell your callers how to send a fax.
● If you have subscribed to Duplex Ringing service in Hong Kong, the machine will receive faxes automatically even if you set the receiving mode of the machine to **TEL priority mode**.

● **If You Subscribe to a Distinctive Ring Pattern Detection (DRPD) Service with Your Telephone Company (US and Canada only):**

Select **DRPD**.
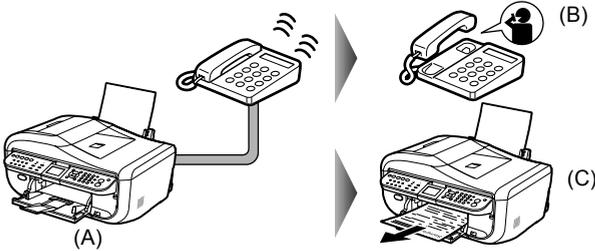
(A) Incoming call: The machine judges whether call is voice or fax by the ringing pattern. In the meanwhile the telephone rings.

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

(C) Fax: The fax is received automatically when the machine detects the registered fax ring pattern.

> 📖 **Note**
>
> If you selected **DRPD**, you need to select the appropriate ring pattern on the machine. For details, see "Setting the DRPD Ring Pattern (US and Canada only)" on page 95.

● **If You Want the Machine to Automatically Switch between Fax and Voice Calls by the Call Ring Patterns (Network Switch):**

Select **Network switch**[*].

[*] This setting may not be available depending on the country or region of purchase.
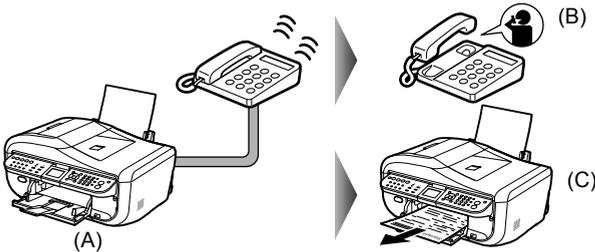
(A) Incoming call: The machine judges whether call is voice or fax by the ringing pattern. In the meanwhile the telephone rings.

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

(C) Fax: The fax is received automatically when the machine detects the fax ring pattern.

> 📖 **Note**
>
> ● The name of this service varies depending on the country or region of purchase.
> ● To use this feature, you need to subscribe to a compatible service provided by your telephone company. Contact your telephone company for details.

■ Setting the Receive Mode

1 Display the **FAX menu** screen.

    (1) Press the **FAX** button, then press the **Menu** button.
    The **FAX menu** screen is displayed.

2 Display the **Receive mode settings** screen.

    (1) Use the ◀ or ▶ button to select **Receive mode settings**, then press the **OK** button.
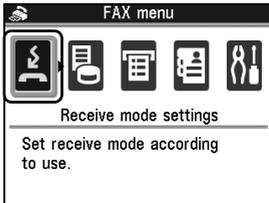
    The **Receive mode settings** screen is displayed.

3 Select a receive mode.

    (1) Use the ▲ or ▼ button to select a receive mode, then press the **OK** button.
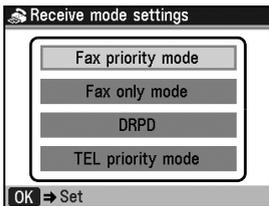
    (2) Press the **Back** button to exit the **FAX menu** screen.
    The selected receive mode (A) will be displayed on the LCD.

    (A)
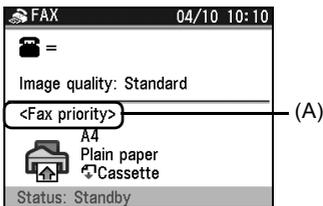
■ Setting the DRPD Ring Pattern (US and Canada only)

If you subscribe to a Distinctive Ring Pattern Detection service with your telephone company, your telephone company will assign two or more telephone numbers with distinctive ring patterns to your single telephone line, allowing you to have different numbers for fax calls and voice calls using only one telephone line. Your machine will automatically monitor incoming calls based on the ring pattern, and will automatically receive the fax if the call is a fax call.

To use DRPD, follow the procedure below to set the fax ring pattern that matches the pattern assigned by your telephone company.

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

1 Display the **FAX menu** screen.

    (1) Press the **FAX** button, then press the **Menu** button.
    The **FAX menu** screen is displayed.

2 Display the **Device settings** screen.

    (1) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
    The **Maintenance/settings** screen is displayed.

    (2) Use the ◀ or ▶ button to select **Device settings**, then press the **OK** button.
    The **Device settings** screen is displayed.

3 Display the **RX settings** screen.

    (1) Use the ▲ or ▼ button to select **FAX settings**, then press the **OK** button.
    The **FAX settings** screen is displayed.

    (2) Use the ▲ or ▼ button to select **RX settings**, then press the **OK** button.
    The **RX settings** screen is displayed.

4 Use the ▲ or ▼ button to select **DRPD: Set FAX ring pat.**, then press the **OK** button.

5 Use the ▲ or ▼ button to select the ring pattern that your telephone company assigned to your fax number, then press the **OK** button.

Select from **Normal ring**, **Double ring**, **Short-short-long**, **Short-long-short**, or **Other ring type**.

■ Changing the Print Settings

The machine prints received faxes to paper from the specified paper source. You can change the paper settings for printing faxes using the Operation Panel. Set them according to the loaded paper properly.

🚫 Important

● Load Legal-sized paper in the Rear Tray. Only A4 or Letter-sized paper can be fed from the Cassette.
● If paper of size other than A4, Letter, or Legal is loaded, the received faxes are stored in memory, then "**Check the page size and press OK.**" will be displayed. In this case, replace the paper loaded with A4, Letter, or Legal-sized paper, then press the **OK** button.
You can also press the **Stop/Reset** button to close the message and print the stored documents in memory later.
See "Printing a Document in Memory" on page 99.
● If no paper is loaded in a specified paper source, or paper has run out during printing, the received faxes are stored in memory, then "**There is no paper. Load paper and press OK.**" will be displayed. In this case, load paper in the specified paper source and press the **OK** button.
You can also press the **Stop/Reset** button to close the message and print the stored documents in memory later.
See "Printing a Document in Memory" on page 99.

📖 Note

If the sender sends a document that is larger than Letter-size, such as 11" x17" or Legal-size, the sender's machine may send the fax automatically shrunk or divided, or send only a part of the original.

1 Press the **FAX** button.

2 Press the **Settings** button.

The **FAX settings** screen is displayed.
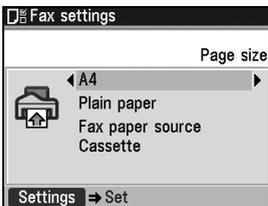
3 Use the ▲ or ▼ button to select the setting item.

4 Use the ◀ or ▶ button to change the setting.
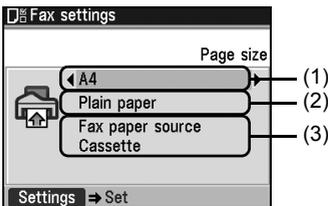
(1) Select the page size from **A4**, **8.5" x 11" (215 x 279)**, or **8.5" x 14" (215 x 355)**.

📖 Note

8.5" x 14" (215 x 355) can only be selected when the Rear Tray is selected as the paper source.

(2) The paper type is set to **Plain paper**.

(3) Select the fax paper source from **Cassette**, **Rear tray**, or **Auto feed switch**.

📖 **Note**
- When **Auto feed switch** is selected, paper feeds from the paper source specified by the **Feed Switch**. If there is no paper in the specified paper source, the machine automatically switches to the other paper source.
- When **8.5" x 14" (215 x 355)** is selected as the page size, you cannot select a paper source other than **Rear tray**.

---

5 Press the **Settings** button.

The LCD returns to the FAX standby screen.

■ Setting the Number of Rings for Fax Calls

When **FAX priority mode**, **FAX only mode**, or **DRPD** (US and Canada only) is selected as the receive mode, you can specify the number of rings for fax calls in **Incoming ring** in **RX settings** under **FAX settings**.

Refer to "Incoming ring" in "Device Settings" of the *User's Guide* on-screen manual.

Using Useful Receiving Functions

■ Memory Receiving

If the machine receives a fax under one of the following conditions, the machine will not be able to print the received fax and will store it in its memory. When the problem is resolved as described, the fax stored in memory is printed automatically.

● Ink has run out while receiving a fax: replace the ink tank.

📑 Note

You can set to print received faxes forcibly even if an ink has run out.
However, a part of contents or all contents of the fax may not be printed since the ink has run out. And also, the contents of fax will not be stored in memory.
In addition, if ink has already run out, it is recommended that **OFF** be selected for **Auto print received** in **RX settings** to store the received fax in memory once and print the fax manually after replacing the ink tank.
Refer to "Auto print received" in "Device Settings" of the *User's Guide* on-screen manual.

● Paper has run out while receiving a fax: load the paper and press the **OK** button.

● Paper other than A4, Letter, or Legal-sized paper is loaded: Load A4, Letter, or Legal-sized paper, then press the **OK** button.

● **OFF** is selected for **Auto print received**: select **ON**, and print the faxes stored in memory from the **Memory reference** screen. Refer to "Auto print received" in "Device Settings" of the *User's Guide* on-screen manual.

● You pressed the **Stop/Reset** button to cancel printing of a fax: press the **FAX** button.

🚫 Important

● The machine can store up to approximately 250 pages (approximately 30 documents)* of faxes in memory.
● If the memory becomes full, the machine cannot receive any more faxes. Print or delete the originals stored in memory, and make the sender resend the faxes. See "Document Stored in Memory" on page 99.
  * When using ITU-T No.1 chart (Standard mode)

■ Remote Receiving

If the machine is located away from the telephone, pick up the handset of the telephone connecting to the machine and dial 25 (the remote reception ID) to receive faxes (remote reception).

● If you use a rotary pulse line, temporarily switch your telephone to tone dialing. For details on how to switch to tone dialing, refer to the instruction manual supplied with your telephone.

● If you have an answering machine connected to the machine that can carry out remote control operations, the security code for this function may be the same as the remote reception ID. In this case, change the remote reception ID in **Remote RX ID** in **Remote RX** in **RX settings** under **FAX settings**. Refer to "Remote RX" in "Device Settings" of the *User's Guide* on-screen manual.

Remote reception can be disabled. Refer to "Remote RX" in "Device Settings" of the *User's Guide* on-screen manual.

Document Stored in Memory

In the following cases, the machine is not able to print the received fax and will automatically store the fax in its memory:

● Ink has run out while receiving a fax.

● Paper has run out while receiving a fax.

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

● **OFF** is selected for **Auto print received**.

● You pressed the **Stop/Reset** button to cancel printing of a received fax.

Important

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

Note

When confirming, printing, or deleting a document stored in memory, you specify it by its transaction number. If you do not know the transaction number for your target document, print the list of documents first.

■ Printing a Document in Memory

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

Note

The memory list shows the transaction number of the unsent or unprinted fax (TX/RX NO.), transaction mode, recipient's number, and the date and time of the transaction.

1 Load paper.

See "Loading Printing Paper" on page 20.

2 Display the **FAX menu** screen.

(1) Press the **FAX** button, then press the **Menu** button.
The **FAX menu** screen is displayed.

3 Display the **Memory reference** screen.

(1) Use the ◀ or ▶ button to select **Memory reference**, then press the **OK** button.
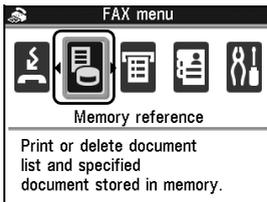
The **Memory reference** screen is displayed.

4 Print a specified document or the memory list.
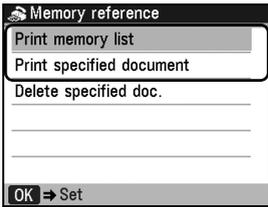
● **To print a specified document**

(1) Use the ▲ or ▼ button to select **Print specified document**, then press the **OK** button.

(2) Use the ▲ or ▼ button to select the transaction number (TX/RX NO.) of the document you want to print, then press the **OK** button.
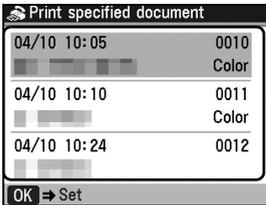
📖 Note
The date and time of transaction and fax/telephone number, and the transaction number are displayed on a list screen of documents stored in memory.
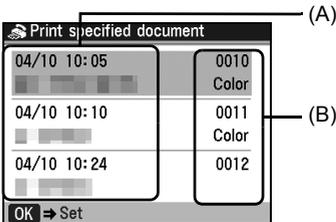
(A) Date and time of transaction and fax/telephone number

(B) Transaction number (TX/RX NO.)

● A transaction number from 0001 to 4999 indicates a document being sent.

● A transaction number from 5001 to 9999 indicates a document being received.

(3) Use the ▲ or ▼ button to select **Yes** to print the first page only, or **No** to print all pages of the document, then press the **OK** button.
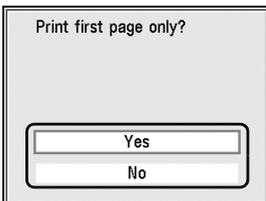
(4) Press the **Back** button or the **Stop/Reset** button to close the screen.
To print other documents, repeat the procedure from steps (2) to (3).

● **To print the memory list**

(1) Use the ▲ or ▼ button to select **Print memory list**, then press the **OK** button.

(2) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
The list of documents stored in memory is printed.

```
┌─────────────────────────────────┐
│ Print report?                   │
│                                 │
│                                 │
│                                 │
│    ┌───────────────────────┐    │
│    │        Yes            │    │
│    └───────────────────────┘    │
│             No                  │
│                                 │
└─────────────────────────────────┘
```
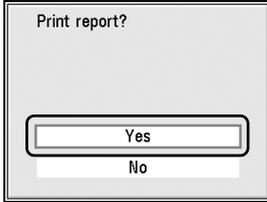
📖 Note

● If there are no documents stored in memory, "**There is no document in memory.**" is displayed, and the machine returns to the previous screen.
● In step 3, you can also select **Print reports/lists** (see "Summary of Reports and Lists" on page 103) and then **Memory list** to print the memory list.
● If you have canceled receiving a fax in progress by pressing the **Stop/Reset** button, the fax may be printed after the memory list.

■ Deleting a Document in Memory

1 Display the **FAX menu** screen.

(1) Press the **FAX** button, then press the **Menu** button.
The **FAX menu** screen is displayed.

2 Display the **Memory reference** screen.

(1) Use the ◀ or ▶ button to select **Memory reference**, then press the **OK** button.
The **Memory reference** screen is displayed.

3 Use the ▲ or ▼ button to select **Delete specified doc.**, then press the **OK** button.

```
┌─────────────────────────────────┐
│ 📠 Memory reference              │
│ Print memory list               │
│ Print specified document        │
│ ┌─────────────────────────────┐ │
│ │ Delete specified doc.       │ │
│ └─────────────────────────────┘ │
│                                 │
│                                 │
│ [OK] ➡ Set                      │
└─────────────────────────────────┘
```
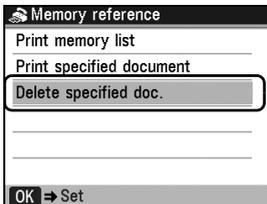
4 Use the ▲ or ▼ button to select the transaction number (TX/RX NO.) of the document you want to delete, then press the **OK** button.

Delete specified doc.	
04/10 10:05	0010
	Color
04/10 10:10	0011
	Color
04/10 10:24	0012

OK ➡ Set

5 Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.

OK to delete specified document?

Yes

No
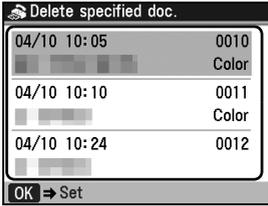
6 Press the **Back** button or the **Stop/Reset** button to close the screen.

To delete other documents, repeat the procedure from steps 4 to 5.

Summary of Reports and Lists

The table below shows the reports and lists that can be printed from your machine. Refer to the pages indicated for more details.

Report Or List	Description
Activity report	Shows recent fax transactions performed by your machine. See "Activity Report" on page 103.
One-touch speed dial list	Lists the numbers and names registered for one-touch speed dial. See "Printing a List of the Registered Destinations" on page 78.
Coded speed dial list	Lists the numbers and names registered for coded speed dial. See "Printing a List of the Registered Destinations" on page 78.
Group dial list	Lists the numbers and names registered for group dial. See "Printing a List of the Registered Destinations" on page 78.
User's data list	Lists the current settings of your machine and the registered sender information. See "User's Data List" on page 104.
Memory list	Lists the documents currently stored in the machine's memory. See "Document Stored in Memory" on page 99.
TX (Transmission) report	Confirms whether a transmission was completed successfully. If enabled, prints after each fax transmission. See "TX Report" on page 105.
RX (Reception) report	Confirms whether a reception was completed successfully. If enabled, prints after each fax reception. See "RX Report" on page 106.
MULTI TX (Transmission) report	Prints after sequential broadcasting of a document. See "MULTI TX Report" on page 106.

■ Activity Report

Prints the history of sent and received faxes. The machine is factory-set to print an Activity report after every 20 transactions. You can also disable automatic printing of this report, or print it manually.

> **📖 Note**
>
> To change the setting, in the **FAX settings** screen, select **User settings** and then **Activity report**. For details on the **Activity report** setting, refer to "Activity report" in "Device Settings" of the *User's Guide* on-screen manual.

## ● Printing the Activity Report Manually

1 Load paper.

See "Loading Printing Paper" on page 20.

2 Display the **FAX menu** screen.

(1) Press the **FAX** button, then press the **Menu** button.
The **FAX menu** screen is displayed.

3 Display the **Print reports/lists** screen.

    (1) Use the ◀ or ▶ button to select **Print reports/lists**, then press the **OK** button.
    The **Print reports/lists** screen is displayed.

4 Print the Activity report.

    (1) Use the ▲ or ▼ button to select **Activity report**, then press the **OK** button.
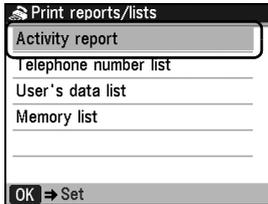
    (2) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
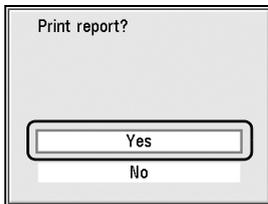
    The Activity report is printed.

■ User's Data List

The User's data list enables you to confirm the current settings of your machine as well as the registered sender information. See "Registering Sender Information" on page 62.

● Printing the User's Data List

1 Load paper.

See "Loading Printing Paper" on page 20.

2 Display the **FAX menu** screen.

    (1) Press the **FAX** button, then press the **Menu** button.
    The **FAX menu** screen is displayed.

3 Display the **Print reports/lists** screen.

    (1) Use the ◀ or ▶ button to select **Print reports/lists**, then press the **OK** button.
    The **Print reports/lists** screen is displayed.

4 Print the User's data list.

(1) Use the ▲ or ▼ button to select **User's data list**, then press the **OK** button.

```
Print reports/lists
Activity report
Telephone number list
User's data list
Memory list

OK ➡ Set
```
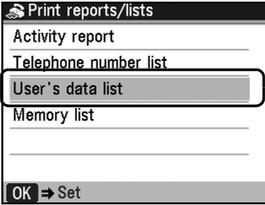
(2) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
The User's data list is printed.

■ **Other Lists**

● **TX Report**

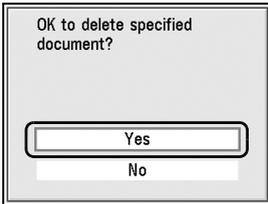Your machine can print a TX (transmission) report after sending a document, confirming whether the transmission was completed successfully. At purchase, TX reports are set to print only when there was a transmission error. You can set the machine to print every time it sends a document, or disable printing of the report.

> 📖 **Note**
> ● For details on the TX report setting, refer to "TX report" in "Device Settings" of the *User's Guide* on-screen manual.
> ● For the errors when you send a fax, see "Errors when you send a fax" on page 105.

Errors when you send a fax

If an error occurs when you send a fax, the error number is printed in the TX report (There are some errors with which the cause is printed).

The causes corresponding to the error numbers are as follows.

No.	Cause	Action
#001	Document in ADF. Redo operation after checking document in ADF and pressing OK.	The document is jammed in the ADF. Remove the document page jammed in the ADF. When the error is cleared, redo the operation. See "Document Jams in the ADF" on page 152.
#003	Document is too long.	You attempted to send a document longer than 15.75 inches / 400 mm. You can send the document up to 15.75 inches / 400 mm from the ADF. You cannot send the document longer than 15.75 inches / 400 mm. #003 is also printed if it takes time to send a page. Divide the document or set the image quality (**Fax resolution**) to lower, then resend it.
#005	No answer.	The recipient's fax machine does not respond. Contact the recipient and have him/her check that the telephone line is connected correctly.
#012	Try again.	There is no paper in the recipient's fax machine. Contact the recipient and have him/her load paper.
#017	NO TONE DETECTED	The machine could not detect the dial tone. **Dial tone detect** in **TX settings** is set to **ON**. Set it to **OFF**, then send the fax.
#018	LINE BUSY	The fax/telephone number you dialed is busy. Try dialing again after waiting for a moment.

No.	Cause	Action
#022	Try again.	The fax/telephone number registered to the one-touch speed dial or coded speed dial is wrong.
		Check the recipient's fax/telephone number, correct the fax/telephone number registered to one-touch speed dial or coded speed dial, and then send the document again.
#037	Memory is full.	The machine could not send a document because its memory is full.
		Resend the document after deleting contents in memory.
		See "Deleting a Document in Memory" on page 101.
#085	TRY AGAIN IN BLACK & WHITE	The recipient's fax machine is not color-compatible.
		Resend the document in black & white.
STOP		The **Stop/Reset** button was pressed to cancel sending the document.
		Resend it if necessary.

● RX Report

Your machine can print a RX (reception) report after receiving a document, confirming whether the reception was completed successfully. At purchase, RX reports are set not to print at all. You can set the machine to print the report every time it receives a document, or only when an error occurs.

📖 Note
- For details on the RX report setting, refer to "RX report" in "Device Settings" of the *User's Guide* on-screen manual.
- For the errors when you receive a fax, see "Errors when you receive a fax" on page 106.

Errors when you receive a fax

If an error occurs when you receive a fax, the error number is printed in the RX report.

The causes corresponding to the error numbers are as follows.

No.	Cause	Action
#003	It takes too long to receive a page.	Contact the sender and have him/her divide the fax or set the image quality (fax resolution) to lower and resend it.
#005	No answer.	When receiving a fax manually, the machine could not detect the signals from the sender's fax machine.
		Contact the sender and have him/her resend it, or set the machine to receive the fax automatically.
#037	Memory is full.	The machine could not receive a fax because its memory is full.
		Delete contents in memory, then ask the sender to resend the fax.
		See "Deleting a Document in Memory" on page 101.
STOP		The **Stop/Reset** button was pressed to cancel receiving the fax.
		Contact the sender and have him/her resend it if necessary.

● MULTI TX Report

Your machine prints out a MULTI TX (transmission) report after sending a same document to several destinations, confirming whether the transmission to them was completed successfully.

Routine Maintenance

Replacing an Ink Tank

This section explains the way to confirm the ink status and the procedure to replace ink tanks.

When ink runs out or other errors occur, an error message is displayed on the LCD to inform you of the error. See "An Error Message Is Displayed on the LCD" on page 133 and confirm how to handle it.

When printing from your computer, error messages appear on your computer screen as well.

📖 **Note**
- Be sure to install the ink tanks in the correct order indicated by the label on the Print Head Holder. The machine will not print if an ink tank is installed in the incorrect position.
- For information on the compatible ink tanks, see the back cover of this guide.
- If printing becomes faint or white streaks appear despite sufficient ink levels, see "When Printing Becomes Faint or Colors Are Incorrect" on page 114.

■ Getting the Ink Status Information

You can confirm the status of ink tanks in the following two ways:
- "With the LCD of this Machine" on page 107
- "With the Ink Lamps" on page 108

● With the LCD of this Machine

Make sure that the machine is turned on, then press the **COPY**, **FAX**, **SCAN**, or **MEMORY CARD** button. The current ink level will be displayed on the LCD for a few seconds.
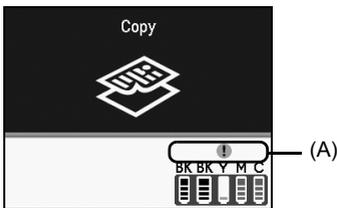
(A) Confirm whether any symbols are displayed here.
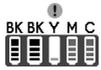
BK BK Y M C ⚠	Ink is low. You can continue printing for a while, but we recommend you to have a new ink tank available.
BK BK Y M C ⊗	Ink may have run out. See ""The ink may have run out. Replacing the ink tank is recommended."" on page 133 and take appropriate action.

📖 **Note**
The ink status information is also displayed on the screen that appears during printing.

An error message may be displayed on the LCD during printing.

|
(B)
(B) Empty ink tank. | Ink has run out. See ""The ink has run out. Replace the ink tank."" on page 134 and take appropriate action. |
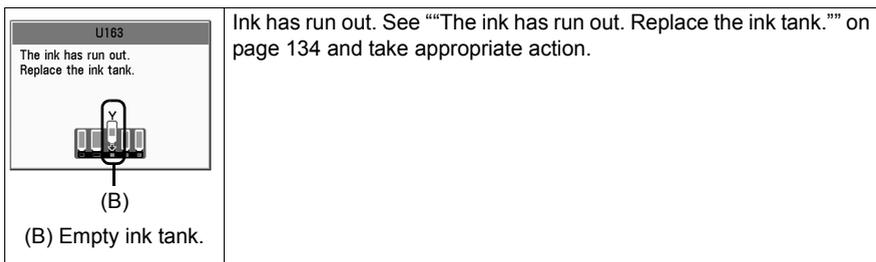
● With the Ink Lamps

You can confirm the status of each ink tank by the ink lamps. Open the Scanning Unit (Printer Cover) of the machine to confirm how the ink lamps light or flash.

● Ink lamp is on

The ink tank is correctly set and there is enough ink remaining to print.

● Ink lamp is flashing

Flashing slowly (at around 3-second intervals)

⬬ ⬬......Repeats

Ink is low. You can continue printing for a while, but we recommend you to have a new ink tank available.

Flashing quickly (at around 1-second intervals)

⬤ ⬤ ⬤ ⬤ ⬤......Repeats

The ink tank is inserted in the wrong position or it is empty. Ensure that the ink tank is in the correct position as directed by the label on the Print Head Holder. If the position is correct and its lamp flashes, it is empty. Replace it with a new one.

● Ink lamp is off

The ink tank is not set properly or the function for detecting the remaining ink level is disabled.

If the ink tank is not set properly, press the [PUSH] mark on the ink tank until the tank clicks into place. If it does not click into place, make sure that the orange protective cap has been removed from the bottom of the ink tank. See "Prepare the replacement tank." on page 110.

If the function for detecting the remaining ink level is disabled, replace the ink tank with a new one. See "Replacing Ink Tanks" on page 109.

If the lamps are still off after reinserting the ink tanks, there has been an error and the machine cannot print. Check the error message displayed on the LCD. See "An Error Message Is Displayed on the LCD" on page 133.

■ Replacing Ink Tanks

When ink tanks run out of ink, replace them using the following steps.

> **Important**
>
> **Handling Ink**
> - To maintain optimal printing quality, we recommend the use of specified Canon brand ink tanks. Refilling ink is not recommended.
> - Once you remove an ink tank, replace it immediately. Do not leave the machine with ink tanks removed.
> - Replace empty tanks with new ones. Inserting partially used ink tanks may cause the nozzles to clog. Furthermore, with such tanks, the machine will not be able to inform you when to replace the tanks properly.
> - Once an ink tank has been installed, do not remove it from the machine and leave it out in the open. This will cause the ink tank to dry out, and the machine may not operate properly when it is reinstalled. To maintain optimal printing quality, use an ink tank within six months of first use.
> - Color ink may be consumed even when printing a black-and-white document or when black-and-white printing is specified.
>   Color ink is also consumed in Print Head Cleaning and Print Head Deep Cleaning, which may be necessary to maintain the machine's performance. When an ink tank is out of ink, replace it immediately with a new one.

---

1 Open the Scanning Unit (Printer Cover) and the Paper Output Tray.

(1) Make sure the machine is turned on.

(2) Lift the Scanning Unit (Printer Cover) until it stops.
The Paper Output Tray will open automatically and the Print Head Holder moves to the center.

> **⚠ Caution**
> - If the Document Cover is opened, you cannot open the Scanning Unit (Printer Cover). Be sure to open the Scanning Unit (Printer Cover) with the Document Cover closed.
> - Do not hold the LCD.
> - Do not hold the Print Head Holder to stop or move it.

> **Important**
>
> If the Scanning Unit (Printer Cover) is left open for more than 10 minutes, the Print Head Holder moves to the right side. Close and reopen the Scanning Unit (Printer Cover) to return the holder to the center.
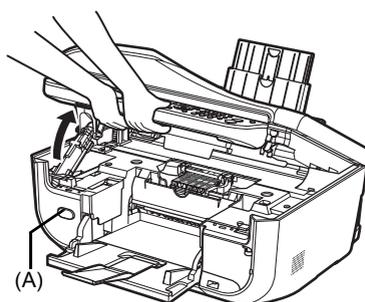
(A) Press the Open button to open the Paper Output Tray if it does not open automatically.

2 Open the Inner Cover.

> **⚠ Caution**
>
> Do not touch the metallic parts or other parts inside the machine.
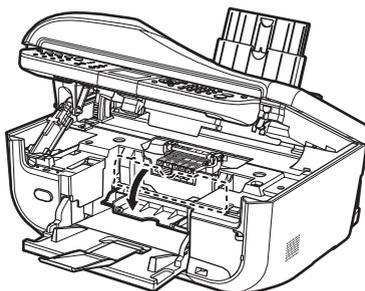
3 Remove the ink tank whose lamp is flashing fast.

(1) Push the tab and remove the ink tank.

> ### ⚠ **Important**
> ● Handle ink tanks carefully to avoid staining clothing or the surrounding area.
> ● Discard empty ink tanks according to the local laws and regulations regarding disposal of consumables.
>
> ### 📖 **Note**
> ● Do not remove more than one ink tank at a time. Be sure to replace ink tanks one by one when replacing more than one ink tank.
> ● For details on ink lamp flashing speed, see "Getting the Ink Status Information" on page 107.

(B)
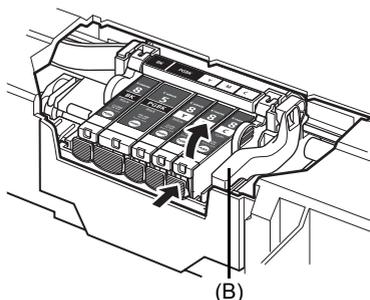
(B) Do NOT touch the Print Head Lock Lever; remove only the ink tank.

4 Prepare the replacement tank.

(1) Remove the new ink tank from its packaging.

(2) Pull the orange tape (C) in the direction of the arrow to peel off the protective film.

(3) Remove the film (D) completely.

> ### ⚠ **Important**
> Make sure that the protective film does not remain on the air hole (E). If the air hole is blocked with the remaining film, ink may leak out or may not eject properly.
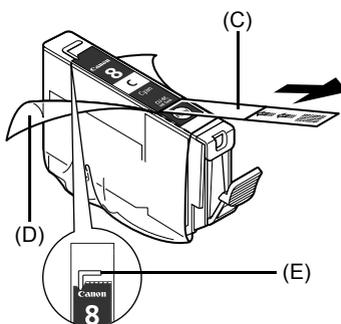
(4) Remove the orange protective cap from the bottom of the ink tank.
Discard the cap once it is removed.

(C)

(D)

(E)

⚠ **Important**
● Do not touch the electrical contacts (G) on the ink tank. Doing so can cause the machine to malfunction or become unable to print.
● Be sure to remove the clear film from the ink tank in the exact order shown above, as failure to follow this step may cause the ink to leak and stain your clothes and hands.
● Do not squeeze the side of ink tanks as this may cause the ink to leak out and stain your clothes and hands.
● Be careful not to stain your clothes and hands with ink on the removed protective cap.
● Do not reattach the protective cap once you have removed it. Discard it according to the local laws and regulations regarding disposal of consumables.
● Do not touch the open ink port once the protective cap is removed, as this may prevent the ink from being ejected properly.

(F)   (G)
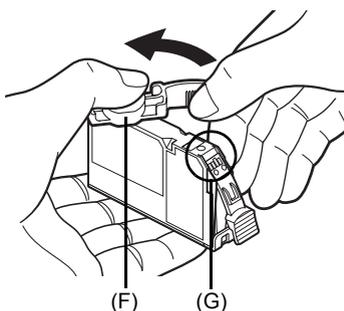
(F) Carefully hold the protective cap when removing it to prevent the ink from staining your fingers.

5 Install the ink tank.

(1) Insert the front end of the ink tank into the Print Head.
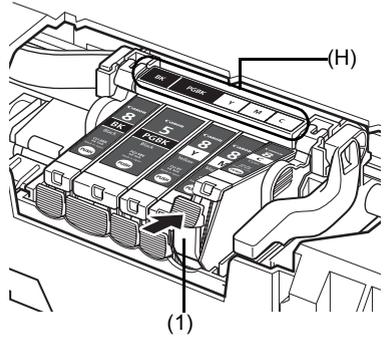
(H) Make sure the position of the tank matches the label.

(2) Press on the [PUSH] mark on the ink tank until the ink tank snaps firmly into place.

(3) Make sure that the ink lamp lights up red.

⊘ **Important**

Install all the ink tanks to print. The machine cannot be used unless all the ink tanks are installed.
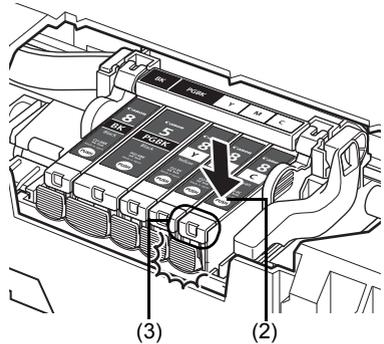
6 Close the Inner Cover.

📖 **Note**

Make sure that the Inner Cover is closed. Printing will not start with the Inner Cover open since paper cannot be fed properly.
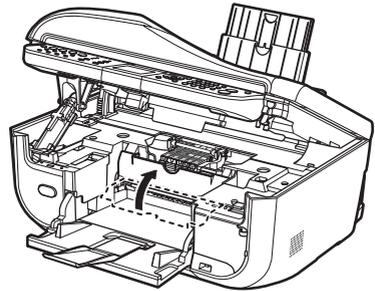
7 Gently close the Scanning Unit (Printer Cover).

⚠ **Caution**
● Be sure to hold the Scanning Unit (Printer Cover) firmly using both hands, and be careful not to get your fingers caught.
● Do not hold the LCD.

📖 **Note**
● If the error message is still displayed after the Scanning Unit (Printer Cover) is closed, see "An Error Message Is Displayed on the LCD" on page 133.
● When you start printing after replacing the ink tank, Print Head Cleaning is performed automatically. Do not perform any other operations until Print Head Cleaning finishes. Wait until you cannot hear the operation noise.

Keeping the Best Printing Results

To avoid drying of the Print Head and clogging of the nozzles, note the following.

📖 Note
- Ink may blur depending on the paper in the following cases:
  – Printed area is traced with a highlight pen or paint-stick
  – Printed area is stained with water or sweat
- If the print head nozzles get clogged, printouts will become faint or particular colors will not be printed properly. For details, see "When Printing Becomes Faint or Colors Are Incorrect" on page 114.

■ When You Turn Off the Machine

Follow the procedure below to turn off the machine.

(1) Press the **ON/OFF** button to turn off the machine.

(2) Confirm that all the lamps on the Operation Panel have gone out.
This takes a few seconds or as long as around 1 minute.

(3) Unplug the power cord from the wall outlet.
If you are using a power outlet strip, you can switch it off instead.

When you press the **ON/OFF** button to turn off the machine, the machine automatically puts a protective cap on the Print Head to prevent the ink from drying. If you remove the power cord or switch off the power outlet strip before all the lamps on the Operation Panel go out, this capping will not be done properly, causing the Print Head to dry and clog.

■ When You Are Not Using the Machine for a Long Time

When you are not using the machine for a long time, print or copy in both black & white and in color, or perform Print Head Cleaning, about once a month to prevent degradation of the Print Head.

Numerous nozzles are installed in the Print Head for high-precision printing. Just as the uncapped tip of a ballpoint pen or marker becomes dry and unusable if it is not used for a long period of time, the print head nozzles become blocked by dried ink. Periodically printing or cleaning the Print Head can prevent this blockage.

If you have not used the machine for a long time, print out the nozzle check pattern to check the print head condition before printing. See "Printing the Nozzle Check Pattern" on page 115.

When Printing Becomes Faint or Colors Are Incorrect

When printing becomes faint or colors are incorrect even if ink remains in the ink tanks, the print head nozzles are probably clogged. Print the nozzle check pattern to confirm the condition of the nozzles and then perform Print Head Cleaning.

If print results are not satisfactory, performing Print Head Alignment may improve print quality.

📖 **Note**

Before performing maintenance
- Open the Scanning Unit (Printer Cover) and make sure that all lamps for the ink tanks are lit red.
  If not, see "Getting the Ink Status Information" on page 107 and take the appropriate action.
- Increase the **Print Quality** setting in the printer driver settings.
  For details, refer to the *PC Printing Guide* on-screen manual.

Step 1

See "Printing the Nozzle Check Pattern" on page 115.

If lines are missing or if white streaks appear

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

Step 2

See "Print Head Cleaning" on page 117.

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

Step 3

See "Print Head Deep Cleaning" on page 118.

📖 **Note**

If Print Head Deep Cleaning does not resolve the problem, turn off the machine and perform another Print Head Deep Cleaning after 24 hours. If the problem is still not resolved, the Print Head may be damaged. Contact your Canon service representative.

● **If the Ruled Lines Are Shifted**

See "Aligning the Print Head" on page 119.

📖 **Note**

You can also perform the maintenance operation from your computer. For details, refer to the *PC Printing Guide* on-screen manual.

Printing the Nozzle Check Pattern

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

📖 Note

Make sure that the Inner Cover is closed.

1 Make sure that the machine is turned on, and then load a sheet of A4 or Letter-sized plain paper in the Rear Tray or Cassette.

2 Open the Paper Output Tray, and then open the Output Tray Extension.

(1) Press the Open button to open the Paper Output Tray.

(2) Open the Output Tray Extension.

3 Press the **Feed Switch** to select the paper source where you have loaded paper.

4 Print the nozzle check pattern.

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

(2) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
The **Maintenance/settings** screen is displayed.

(3) Use the ◀ or ▶ button to select **Maintenance**, then press the **OK** button.
The **Maintenance** screen is displayed.

(4) Use the ▲ or ▼ button to select **Nozzle check**, then press the **OK** button.
The pattern print confirmation screen is displayed.

🖩 Maintenance
Nozzle check
Cleaning
Deep cleaning
Auto head align
Manual head align
Head alignment print
OK ➡ Set

(5) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
The nozzle check pattern is printed, and the pattern confirmation screens are displayed alternately.

5 Examine the pattern and take the appropriate action.

See "Examining the Nozzle Check Pattern" on page 116.
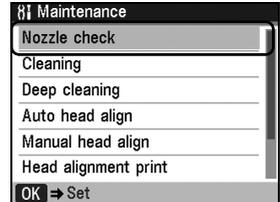
Examining the Nozzle Check Pattern

Examine the nozzle check pattern, and perform cleaning if necessary.

📖 Note

If the ink level is low, the nozzle check pattern is not printed correctly. Replace the relevant ink tank. See "Replacing an Ink Tank" on page 107.

1 Check the nozzle check pattern you printed.
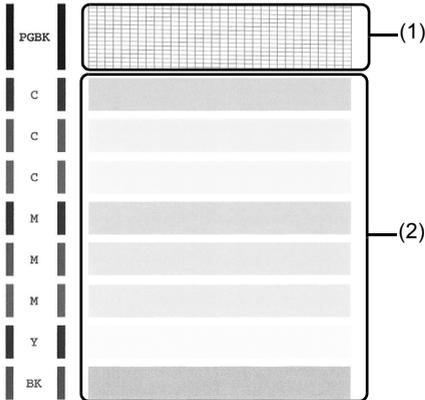
(1) Check if lines in this pattern are missing.

(A)   (B)

(A) Good

(B) Lines are missing

(2) Check if there are white streaks in this pattern.

(A)   (B)

(A) Good

(B) White streaks present

2 The confirmation screens for white streaks and missing lines are displayed alternately. Select the pattern that is closer to the nozzle check pattern that you printed.
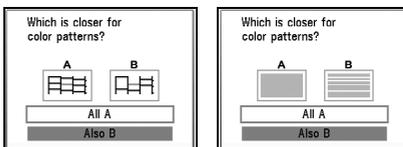
- **If There Are No Missing Lines and No White Streaks**

  (1) Select **All A** and press the **OK** button.
  You do not need to perform Print Head Cleaning. The LCD returns to the **Maintenance** screen.

- **If Lines Are Missing or White Streaks Are Present**

  (1) Select **Also B** and press the **OK** button.
  You need to perform Print Head Cleaning again. The cleaning confirmation screen is displayed.

  (2) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button to start Print Head Cleaning.
  See "Print Head Cleaning" on page 117.

Print Head Cleaning

Clean the Print Head if lines are missing or if white streaks appear in the printed nozzle check pattern. Cleaning unclogs the nozzles and restores the print head condition. Note that cleaning the Print Head causes used ink to be absorbed in the ink absorber. Cleaning the Print Head consumes ink, so perform Print Head Cleaning only when necessary.

📖 Note
Make sure that the Inner Cover is closed.

1 Make sure that the machine is turned on, and then load a sheet of A4 or Letter-sized plain paper in the Rear Tray or Cassette.

2 Open the Paper Output Tray, and then open the Output Tray Extension.

  (1) Press the Open button to open the Paper Output Tray.

  (2) Open the Output Tray Extension.

3 Press the **Feed Switch** to select the paper source where you have loaded paper.

4 Start Print Head Cleaning.

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

  (2) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
  The **Maintenance/settings** screen is displayed.

  (3) Use the ◀ or ▶ button to select **Maintenance**, then press the **OK** button.
  The **Maintenance** screen is displayed.

  (4) Use the ▲ or ▼ button to select **Cleaning**, then press the **OK** button.
  The confirmation screen is displayed.
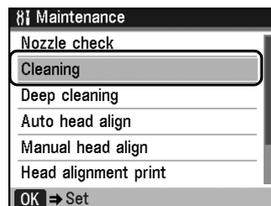
(5) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
Print Head Cleaning starts.

Do not perform any other operations until Print Head Cleaning finishes. This takes about 1 minute.

The pattern print confirmation screen is displayed.

(6) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
The nozzle check pattern is printed.

5 Check the print head condition with the printed nozzle check pattern, and take appropriate action.

See "Examining the Nozzle Check Pattern" on page 116.

📖 **Note**

If the problem is not resolved after performing Print Head Cleaning twice, try Print Head Deep Cleaning. See "Print Head Deep Cleaning" on page 118.

Print Head Deep Cleaning

If print quality does not improve by standard Print Head Cleaning, try Print Head Deep Cleaning, which is a more powerful process. Note that cleaning the Print Head causes used ink to be absorbed in the ink absorber. Print Head Deep Cleaning consumes more ink than standard Print Head Cleaning, so perform this procedure only when necessary.

📖 **Note**

Make sure that the Inner Cover is closed.

1 Make sure that the machine is turned on, and then load a sheet of A4 or Letter-sized plain paper in the Rear Tray or Cassette.

2 Open the Paper Output Tray, and then open the Output Tray Extension.

(1) Press the Open button to open the Paper Output Tray.

(2) Open the Output Tray Extension.

3 Press the **Feed Switch** to select the paper source where you have loaded paper.

4 Start Print Head Deep Cleaning.

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

(2) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
The **Maintenance/settings** screen is displayed.

(3) Use the ◀ or ▶ button to select **Maintenance**, then press the **OK** button.
The **Maintenance** screen is displayed.

(4) Use the ▲ or ▼ button to select **Deep cleaning**, then press the **OK** button.
The confirmation screen is displayed.

```
┤┠ Maintenance
Nozzle check
Cleaning
Deep cleaning
Auto head align
Manual head align
Head alignment print
 OK  ⇒ Set
```
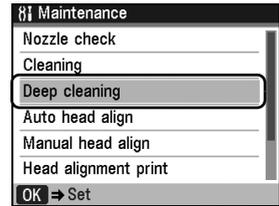
(5) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
Print Head Deep Cleaning starts.

Do not perform any other operations until Print Head Deep Cleaning finishes. This takes about 2 minutes.

The pattern print confirmation screen is displayed.

(6) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
The nozzle check pattern is printed.

5 Check the condition of the Print Head.

(1) Check the print head condition with the printed nozzle check pattern.
See "Examining the Nozzle Check Pattern" on page 116.

If a particular color is not printed properly, replace the ink tank of that color.

See "Replacing an Ink Tank" on page 107.

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

(3) If this does not solve the problem, the Print Head may be damaged. Contact your Canon service representative.

Aligning the Print Head

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

📖 Note
● Make sure that the Inner Cover is closed.
● The print head alignment pattern is printed in black and blue.

■ Automatic Print Head Alignment

🚫 Important
You cannot feed paper from the Cassette when performing Automatic Print Head Alignment. Always load paper in the Rear Tray.

1 Make sure that the machine is turned on, and then load two sheets of supplied paper or A4/Letter-sized Canon Matte Photo Paper MP-101 with the printing side (whiter side) facing up in the Rear Tray.

2 Open the Paper Output Tray, and then open the Output Tray Extension.

(1) Press the Open button to open the Paper Output Tray.

(2) Open the Output Tray Extension.

3 Adjust the print head position.

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

(2) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
The **Maintenance/settings** screen is displayed.

(3) Use the ◀ or ▶ button to select **Maintenance**, then press the **OK** button.
The **Maintenance** screen is displayed.

(4) Use the ▲ or ▼ button to select **Auto head align**, then press the **OK** button.
The confirmation screen is displayed.

> **📖 Note**
>
> If you select **Head alignment print**, the machine exits the process after printing the current head position adjustment values.
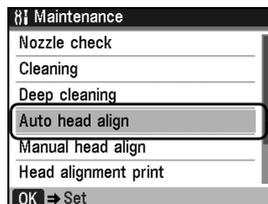
(5) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
The print head is aligned automatically, and the print head pattern after the adjustment is printed out. This takes about 10 minutes.

> **📖 Note**
> - If adjustment was not done successfully, the "**Auto head align has failed.**" error message is displayed on the LCD. For details, see "An Error Message Is Displayed on the LCD" on page 133.
> - If results of Automatic Print Head Alignment are not satisfactory, perform Manual Print Head Alignment. For details, see "Manual Print Head Alignment" on page 120.

■ Manual Print Head Alignment

If the results of Automatic Print Head Alignment are not satisfactory, follow the procedure below to perform Manual Print Head Alignment.

For details on performing Automatic Print Head Alignment, see "Automatic Print Head Alignment" on page 119.

1 Make sure that the machine is turned on, and then load four sheets of A4 or Letter-sized plain paper in the Rear Tray or Cassette.

2 Open the Paper Output Tray, and then open the Output Tray Extension.

(1) Press the Open button to open the Paper Output Tray.

(2) Open the Output Tray Extension.

3 Press the **Feed Switch** to select the paper source where you have loaded paper.

4 Print the print head alignment pattern.

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

(2) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
The **Maintenance/settings** screen is displayed.

(3) Use the ◀ or ▶ button to select **Maintenance**, then press the **OK** button.
The **Maintenance** screen is displayed.

(4) Use the ▲ or ▼ button to select **Manual head align**, then press the **OK** button.
The confirmation screen is displayed.

📖 **Note**

If you select **Head alignment print**, the machine exits the process after printing the current head position adjustment values.

(5) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
The print head alignment pattern is printed.

(6) When "**Did the patterns print correctly?**" is displayed, confirm that the pattern is printed correctly, use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
The input screen for the head position adjustment values is displayed.
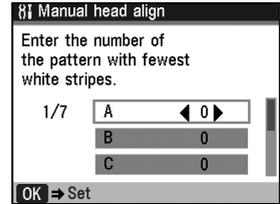
5 Look at the first printout, and then adjust the print head position.

(1) Check the printed patterns, and use the ◀ or ▶ button to input the number of the pattern in column A that has the least noticeable vertical streaks.
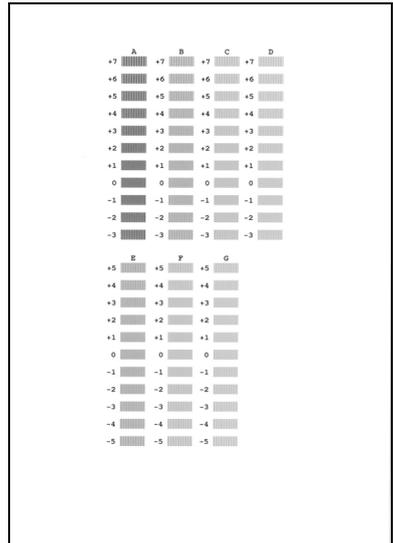
📖 **Note**

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

(A)   (B)

(A) Less noticeable vertical white streaks
(B) More noticeable vertical white streaks

(2) Repeat the same procedure until you finish inputting the pattern number for columns B to G, then press the **OK** button.

(3) Confirm the displayed message and press the **OK** button.
The second pattern is printed.

6 Look at the second printout, and then adjust the print head position.

(1) Check the printed patterns, and use the ◀ or ▶ button to input the number of the pattern in column H that has the least noticeable vertical streaks.

(2) Repeat the same procedure until you finish inputting the pattern number for columns I to O, then press the **OK** button.

(3) Confirm the displayed message and press the **OK** button.
The third pattern is printed.
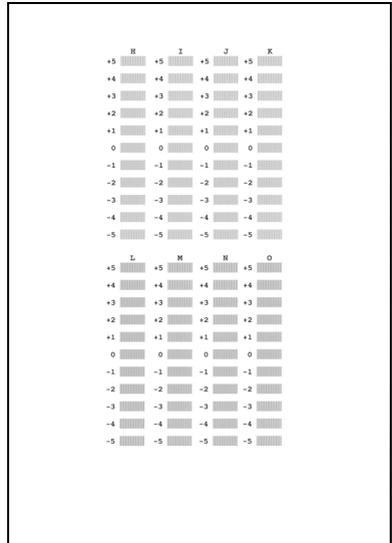
7 Look at the third printout, and then adjust the print head position.

(1) Check the printed patterns, and use the ◀ or ▶ button to input the number of the pattern in column P that has the least noticeable vertical streaks.

(2) Repeat the same procedure until you finish inputting the pattern number for columns Q to V, then press the **OK** button.
For columns U and V, the best patterns will be smooth and have no streaks in the border indicated by the arrows.
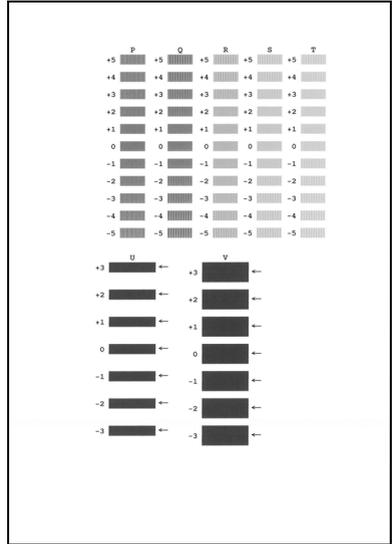
📖 Note
If it is difficult to pick the best pattern, pick the setting that produces the least noticeable horizontal white streaks.

(C)   (D)

(C) Less noticeable horizontal white streaks
(D) More noticeable horizontal white streaks

(3) Confirm the displayed message and press the **OK** button.
The fourth pattern is printed.

8 Look at the fourth printout, and then adjust the print head position.

(1) Check the printed patterns, and use the ◀ or ▶ button to input the number of the pattern in column a that has the least noticeable horizontal streaks.
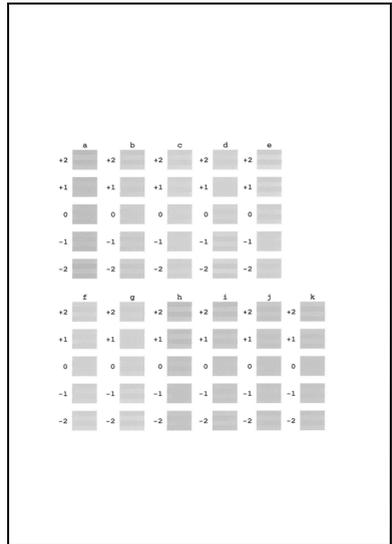
📖 Note

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

(E)   (F)

(E) Less noticeable horizontal white streaks
(F) More noticeable horizontal white streaks

(2) Repeat the same procedure until you finish inputting the pattern number for columns b to k, then press the **OK** button.

Cleaning Your Machine

This section describes the cleaning procedure that is needed to maintain your machine.

> ⚠ **Caution**
> ● Do not use tissue paper, paper towels, or similar materials for cleaning. Paper tissue powders or fine threads may remain inside the machine and cause problems such as a blocked Print Head and poor printing results. Use a soft cloth to avoid scratching the components.
> ● Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine, as this may cause a malfunction or damage the machine's surface.

■ Wiping Off Dirt on the Machine

> ⚠ **Caution**
> ● Be sure to turn off the power and disconnect the power cord before cleaning the machine.
> ● The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
> ● The machine cannot receive faxes when the power is turned off.
> ● If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

> 🚫 **Important**
> ● When cleaning the exterior of the machine, do not use tissue paper, rough-textured cloth, or similar materials, as this may scratch the surface.
> ● Never use neutral detergent or volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner, as this may damage the surface.

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

■ Cleaning the Platen Glass and Document Cover

> ⚠ **Caution**
> ● Be sure to turn off the power and disconnect the power cord before cleaning the machine.
> ● The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
> ● The machine cannot receive faxes when the power is turned off.
> ● If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

> 🚫 **Important**
> The inner side of the Document Cover (white sheet) (A) is easily damaged, so wipe it gently.

With a clean, soft, lint-free cloth, wipe the Platen Glass (B), the inner side of the Document Cover (white sheet) (A), the glass of the ADF (C), and the inner side of the ADF (white area) (D) gently. Make sure not to leave any residue, especially on the Platen Glass.

■ Cleaning the ADF

> **⚠ Caution**
> ● Be sure to turn off the power and disconnect the power cord before cleaning the machine.
> ● The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
> ● The machine cannot receive faxes when the power is turned off.
> ● If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

1 Open the Document Tray.
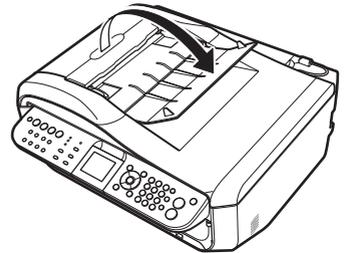
2 Open the Document Feeder Cover.
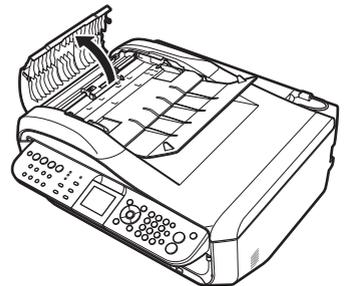
3 With a soft, clean, lint-free and dry cloth, wipe off any paper dust from the inside of the Document Feeder Cover (A).

(A)

4 After wiping, close the Document Feeder Cover by pushing it until it clicks into place.

5 Close the Document Tray.
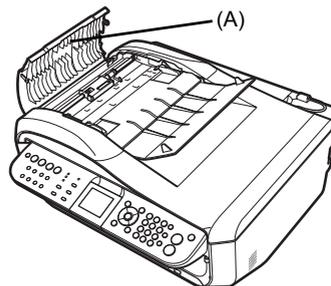
■ Cleaning the Paper Feed Roller (Roller Cleaning)

Clean the paper feed roller if paper is not fed properly. Cleaning the paper feed roller will wear the roller, so perform this only when necessary.

> **⚠ Caution**
> ● The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
> ● The machine cannot receive faxes when the power is turned off.
> ● If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.
>
> **📖 Note**
> Make sure that the Inner Cover is closed.

1 Make sure that the machine is turned on, and then remove any paper from the Rear Tray and Cassette.

2 Press the **Feed Switch** to select the paper source to clean.

3 Clean the paper feed roller.

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

   (2) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
   The **Maintenance/settings** screen is displayed.

   (3) Use the ◀ or ▶ button to select **Maintenance**, then press the **OK** button.
   The **Maintenance** screen is displayed.

   (4) Use the ▲ or ▼ button to select **Roller cleaning**, then press the **OK** button.
   The confirmation screen is displayed.

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

4 Repeat (4) and (5) in step 3 twice.

5 Open the Paper Output Tray, and then open the Output Tray Extension.

   (1) Press the Open button to open the Paper Output Tray.

   (2) Open the Output Tray Extension.

6 Make sure that the paper feed roller stops rotating, then load three or more sheets of A4 or Letter-sized plain paper in portrait orientation in the paper source you selected in step 2.

7 Repeat (4) and (5) in step 3 three times.

The paper cleans the paper feed roller as it feeds through the machine.

If the problem is not resolved, turn off the machine, disconnect the power cord, and then wipe the paper feed roller (A) located on the right side inside the Rear Tray with a moistened cotton swab or the like. Rotate the roller (A) manually as you clean it. Do not touch the roller with your fingers; rotate it with the cotton swab.
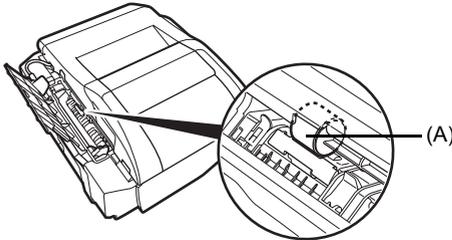
If the problem is still not resolved after performing the procedure above, contact your Canon service representative.

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

This section describes how to clean the inside of the machine. If the inside of the machine becomes dirty, printed paper may get dirty, so we recommend performing cleaning regularly.

Important
- Even if the Cassette is selected as the paper source, paper will be fed from the Rear Tray.
- Do not perform any other operation while the bottom plate is being cleaned.

Note

Make sure that the Inner Cover is closed.

1 Make sure that the machine is turned on, and then remove any paper from the Rear Tray.

2 Open the Paper Output Tray, and then open the Output Tray Extension.

(1) Press the Open button to open the Paper Output Tray.

(2) Open the Output Tray Extension.

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

4 Load only this sheet of paper in the Rear Tray with the open side to the front.
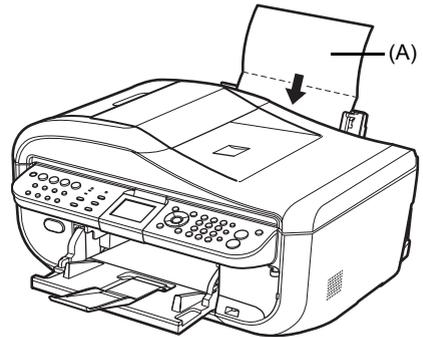
(A) Load the paper after unfolding it.

5 Perform bottom plate cleaning.

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

(2) Use the ◀ or ▶ button to select **Maintenance/settings**, then press the **OK** button.
The **Maintenance/settings** screen is displayed.

(3) Use the ◀ or ▶ button to select **Maintenance**, then press the **OK** button.
The **Maintenance** screen is displayed.

(4) Use the ▲ or ▼ button to select **Bottom plate cleaning**, then press the **OK** button.
The confirmation screen is displayed.

(5) Use the ▲ or ▼ button to select **Yes**, then press the **OK** button.
The paper cleans the inside of the machine as it feeds through the machine.

Check the folded part of the ejected paper. If it is smudged with ink, perform Bottom Plate Cleaning again.

If the problem is not resolved after performing Bottom Plate Cleaning twice, the protrusions inside the machine may be stained. Clean them according to instructions. See "Cleaning the Protrusions Inside the Machine" on page 130.

📖 Note

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

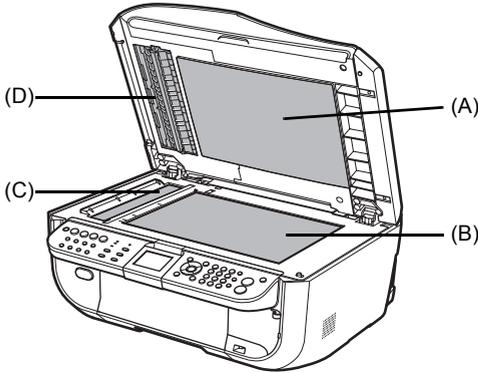■ **Cleaning the Protrusions Inside the Machine**

⚠ **Caution**

- Be sure to turn off the power and disconnect the power cord before cleaning the machine.
- The power cannot be turned off while the machine is sending or receiving a fax, or when there are unsent faxes stored in the machine's memory.
- The machine cannot receive faxes when the power is turned off.
- If you disconnect the power cord, all the documents stored in memory are deleted. Send or print necessary documents before disconnecting the power cord.

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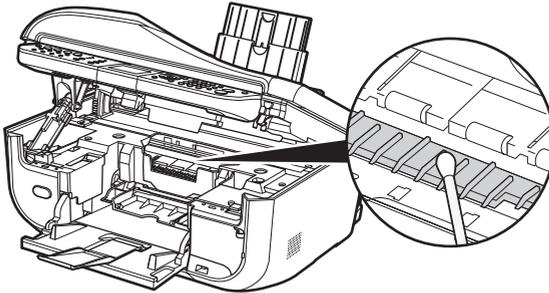
Troubleshooting

This section describes troubleshooting tips for problems you may encounter when using the machine.

📖 Note

This section mainly describes the methods of machine operation for troubleshooting. To handle problems using your computer, refer to "Troubleshooting" in the *User's Guide* on-screen manual. For details on how to view the on-screen manuals, see "Reading the On-screen Manuals" on page 168.

If an Error Occurs When the Machine Is Connected to a Computer

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

The message may vary depending on the version of your operating system.

Windows

Canon MX850 series Printer - USB001

Paper out!

1. Load paper into the rear tray.
2. Press the printer's OK button.

Changing the Paper Source

Cancel Printing

Macintosh

Error Number : 1000
No paper. Load the paper in the rear tray correctly and press the OK button on the printer. If paper is loaded in the cassette, you can switch the paper feeder by pressing the printer's Paper Feed Switch and then pressing the OK button.
If a media type or paper size that cannot be set to the cassette is being used, do not switch the paper source.

Delete Job   Stop All Jobs   Stop Job

An Error Message Is Displayed on the LCD

If an error message is displayed on the LCD, take the corresponding action described below.

Message	Action
"The ink may have run out. Replacing the ink tank is recommended." U041	If the lamp on the ink tank is flashing, ink may have run out. Replacing the ink tank is recommended. If printing is in progress and you want to continue printing, press the **OK** button with the ink tank installed. Then printing can continue. Replacing the ink tank is recommended after the printing. The machine may be damaged if printing is continued under the ink out condition. See "Replacing an Ink Tank" on page 107. 📖 **Note** ● If multiple ink lamps are flashing red, see "Getting the Ink Status Information" on page 107 and check the status of each ink tank. ● Since printing in this condition may cause the contents of the fax to be lost, the machine stores received faxes in memory without printing until the ink tank is replaced. Print the fax stored in memory manually after replacing the ink tank. You can set the machine to print received faxes forcibly without storing them in memory, but a part of contents or all contents of the fax may not be printed.
"Print head is not installed. Install the print head." U051 "The type of print head is incorrect. Install the correct print head." U052	Follow the directions given in your setup sheet to install the Print Head. If the Print Head is already installed, remove the Print Head once and then reinstall it. If the error is not resolved, the Print Head may be damaged. Contact your Canon service representative.
"Some ink tanks are not installed in place." U072 "More than one ink tank of the following color is installed." U071	Possible causes are as follows: ● Some ink tanks are not installed in the correct position. (The lamp on the ink tank flashes.) ● More than one ink tanks of the same color are installed. (The lamp on the ink tank flashes.) Confirm that the ink tanks are installed in the appropriate positions. See "Replacing an Ink Tank" on page 107.
"The remaining level of the ink cannot be correctly detected." U130	The remaining ink level cannot be correctly detected. (The lamp on the ink tank flashes.) Replace the ink tank and close the Scanning Unit (Printer Cover). Printing with an ink tank that was once empty may damage the machine. If you want to continue printing in this condition, you need to release the function for detecting the remaining ink level. Press and hold the **Stop/Reset** button for at least 5 seconds, and then release it. With this operation, releasing the function for detecting the remaining ink level is memorized. Please be advised that Canon shall not be liable for any machine malfunction or damage caused by refilled ink tanks. See "Replacing an Ink Tank" on page 107. 📖 **Note** ● If the function for detecting the remaining ink level is disabled, the ink tank in gray is displayed on the LCD when checking the current ink level. See "Getting the Ink Status Information" on page 107. ● Since printing in this condition may cause the contents of the fax to be lost, the machine stores received faxes in memory without printing until the ink tank is replaced. Print the fax stored in memory manually after replacing the ink tank. You can set the machine to print received faxes forcibly without storing them in memory, but a part of contents or all contents of the fax may not be printed.

Message	Action
"The following ink tank cannot be recognized." U043 U140 U150	● The ink tank is not installed. Install the ink tank. See "Replacing an Ink Tank" on page 107. ● The ink tank is not compatible with this machine. (The lamp on the ink tank is off.) Install an appropriate ink tank. See "Replacing an Ink Tank" on page 107. ● An Ink tank error has occurred. (The lamp on the ink tank is off.) Replace the ink tank. See "Replacing an Ink Tank" on page 107.
"The ink has run out. Replace the ink tank." U163	Ink has run out. (The lamp on the ink tank flashes.) Replace the ink tank and close the Scanning Unit (Printer Cover). Printing under the current condition may damage the machine. If you want to continue printing in this condition, you need to release the function for detecting the remaining ink level. Press and hold the **Stop/Reset** button for at least 5 seconds, and then release it. With this operation, releasing the function for detecting the remaining ink level is memorized. Please be advised that Canon shall not be liable for any malfunction or trouble which may be caused by continuation of printing under the ink out condition. See "Replacing an Ink Tank" on page 107. **Note** ● If the function for detecting the remaining ink level is disabled, the ink tank in gray is displayed on the LCD when checking the current ink level. See "Getting the Ink Status Information" on page 107. ● Since printing in this condition may cause the contents of the fax to be lost, the machine stores received faxes in memory without printing until the ink tank is replaced. Print the fax stored in memory manually after replacing the ink tank. You can set the machine to print received faxes forcibly without storing them in memory, but a part of contents or all contents of the fax may not be printed.
"There is no photo data."	● There are no image data saved on the memory card that can be read by this machine. ● The machine may not recognize the file if the file name or the folder path contains certain characters. Use only alphanumeric characters. ● Photo data edited or processed on a computer must be printed from the computer.
"The card is currently write-enabled. Remove card and set to read-only mode before performing operation."	The Card Slot is set to **USB enabled** or **LAN enabled**. You cannot print when the Card Slot is set to **USB enabled** or **LAN enabled**. After writing on the memory card, set to **Read-only mode** again.
"Inner cover is open. Close the inner cover and press OK."	If the Inner Cover is open when starting printing, close it and then press the **OK** button on the machine. Do not open or close the Inner Cover while printing, as this can damage the machine.
"The ink absorber is almost full. Press OK to continue printing. Contact the service center."	The machine has a built-in ink absorber to hold the ink used during Print Head Cleaning, for example. This error message indicates that the ink absorber is nearly full. Press the **OK** button to cancel the error so you can continue printing. However, because printing is disabled once the ink absorber becomes completely full and until the ink absorber is replaced, you are recommended to contact your Canon service representative as early as possible. (You will need to replace a particular part of the machine.)

Message	Action
"Auto head align has failed. Press OK and repeat operation. <See manual>"	Possible causes are as follows: ● Print Head nozzles are clogged. Press the **OK** button to dismiss the error message, and print the nozzle check pattern to check the status of the Print Head. See "Printing the Nozzle Check Pattern" on page 115 and "Printing Does Not Start/Printing Is Blurred/Colors Are Wrong/Straight Lines Are Misaligned" on page 142. ● Paper of size other than A4 or Letter is loaded in the Rear Tray. Press the **OK** button on the machine to dismiss the error message, then load two sheets of A4/Letter-sized paper (MP-101) in the Rear Tray. Automatic Print Head Alignment cannot be performed using paper from the Cassette. For Automatic Print Head Alignment, always load paper in the Rear Tray. ● The Paper Output Slot is exposed to strong light. Press the **OK** button to dismiss the error message, and then adjust your operating environment and/or the position of the machine so that the Paper Output Slot is not exposed directly to strong light. After carrying out the above measures, if the problem continues after aligning the Print Head again, press the **OK** button to dismiss the error message, and then perform Manual Print Head Alignment. For details on Manual Print Head Alignment, see "Manual Print Head Alignment" on page 120.
"**** Error code"	"****" is an alphanumeric code that varies according to the error status. ● **When "5100" or "5110" is displayed** **(1)** Turn off the machine, and lift the Scanning Unit (Printer Cover) to check if there are any foreign objects inside the machine. **(2)** Move the Print Head Holder (the part that holds the ink tanks) to the right side gently by hand if you can move it manually. Make sure that the ink tanks are securely set in the Print Head Holder. **(3)** Turn on the machine. If the same error occurs, follow the instruction in "When other codes are displayed" described below. ● **When other codes are displayed** Turn off the machine, and unplug the power cord of the machine from the power supply. After five minutes or more, plug the power cord of the machine back in, and then turn on the machine. If the same error occurs, contact your Canon service representative.
"Scanner is not operating correctly."	Turn off the machine, and unplug the power cord of the machine from the power supply. After five minutes or more, plug the power cord of the machine back in, and then turn on the machine. If the same error occurs, contact your Canon service representative.
"Incompatible device detected. Remove the device."	● A communication time out occurs if an operation takes too long or if it takes too much time to send data. This may cancel printing. In such cases, disconnect and reconnect the USB cable. When printing from a PictBridge compliant device, depending on the model or brand of your device, you may have to select a PictBridge compliant print mode on the device before connecting it to the machine. You may also have to turn on your device or select Play mode manually after connecting the device to the machine. Perform necessary operations before connecting your device referring to its instruction manual. If the error is still not resolved, check if you can print another photograph. ● Check your device connected to the machine. Only PictBridge compliant devices or the optional Bluetooth Unit BU-30 can be connected to the machine for direct printing. If a PictBridge compliant device is connected via a USB hub, remove the hub and connect it directly to the machine.
"An unsupported USB hub is connected. Remove the hub."	If a PictBridge compliant device is connected via a USB hub, remove the hub and connect it directly to the machine.
"Document in ADF. Redo operation after checking document in ADF and pressing OK."	The document is jammed in the ADF. Remove the document page jammed in the ADF, then press the **OK** button. When the error is cleared, redo the operation. See "Document Jams in the ADF" on page 152.

Message	Action
"Document size is too long. Redo operation after checking document on ADF and pressing OK."	The document is too long or is jammed in the ADF. Remove the document page jammed in the ADF, then press the **OK** button. When the error is cleared, make sure that the document you are loading meets the machine's requirements before redoing the operation. See "Original Document Requirements" on page 16 and "Document Jams in the ADF" on page 152.
"Document size not suitable for two-sided scanning. Press OK to cancel operation and discharge document."	Two-sided scanning can be used only for A4 or Letter-sized documents. Press the **OK** button to discharge the document, and rescan the document one side at a time.
"This paper is not compatible with duplex printing. Remove the paper and press OK."	The **Page size** or **Paper size** setting in the printer driver is not compatible with automatic duplex printing. Make sure that the paper size suitable for automatic duplex printing is specified. The sizes of media suitable for automatic duplex printing are A4, Letter, A5, B5, and 5" x 7". Load the paper of suitable size, then press the **OK** button on the machine.
"Auto redial"	The machine is waiting to redial the recipient's number because the line was busy or the recipient did not answer when you tried to send a document. Wait for the machine to automatically redial the number. If you want to cancel automatic redialing, wait until the machine starts dialing the number, then press the **Stop/Reset** button. You can also delete the document from memory. See "Document Stored in Memory" on page 99.
"This group dial cannot be used. Coded dial ##"	You selected a coded speed dial code in which a group is registered with the **Hook** button pressed. In this way, a coded speed dial code in which a group is registered cannot be used. * "##" represents a two-digit number.
"This group dial cannot be used. One-touch ##"	You pressed a **One-touch Speed Dial** button in which a group is registered with the **Hook** button pressed. In this way, a **One-touch Speed Dial** button in which a group is registered cannot be used. * "##" represents a two-digit number.
"Hang up the phone."	The handset is not placed in the handset cradle correctly. Replace the handset correctly.
"Try again in black & white."	The recipient's fax machine is not color-compatible. Press the **Black** button to resend the faxes. Alternatively, you can set **Color TX** to **Send in black & white**. Refer to "Color TX" in "Device Settings" of the *User's Guide* on-screen manual.
"Failed to connect."	The telephone line cable with a modular plug is not plugged in properly, or **Dial tone detect** is set to **ON**. Make sure that the cable is plugged in properly, and resend the fax after a while. If you still cannot send the fax, set **Dial tone detect** to **OFF**. Refer to "Dial tone detect" in "Device Settings" of the *User's Guide* on-screen manual.

Message	Action
"Received in memory."	If the machine receives a fax under one of the following conditions, the machine will not be able to print the received fax and will store it in its memory. When the problem is resolved as described, the fax stored in memory is printed automatically. ● Ink has run out while receiving a fax: replace the ink tank. See "Replacing an Ink Tank" on page 107. 📖 **Note** You can set to print the received fax forcibly even if an ink has run out. However, a part of contents or all contents of the fax may not be printed since the ink has run out. And also the contents of fax will not be stored in memory. In addition, if ink has already run out, it is recommended that **OFF** be selected for **Auto print received** in **RX settings** to store the received fax in memory once and print the fax manually after replacing the ink tank. Refer to "Auto print received" in "Device Settings" of the *User's Guide* on-screen manual. ● Paper has run out while receiving a fax: load the paper and press the **OK** button. ● Paper of size other than A4, Letter, or Legal is loaded: load A4, Letter, or Legal-sized paper. ● **OFF** is selected for **Auto print received**: select **ON**, and print the faxes stored in memory from the **Memory reference** screen. Refer to "Auto print received" in "Device Settings" of the *User's Guide* on-screen manual. ● You pressed the **Stop/Reset** button to cancel printing of a fax: press the **FAX** button. 📖 **Note** When you did not print the fax stored in memory (e.g., when you did not resolve the problem by pressing the **Stop/Reset** button), you can delete or print the fax stored in memory later. See "Document Stored in Memory" on page 99.
"Busy/no signal"	● The telephone number you dialed is busy. Try dialing again after waiting for a moment. See "Resending Faxes (Redialing a Busy Number)" on page 87. ● The fax number dialed was incorrect. Check the fax number and dial again. ● The recipient's fax machine did not respond (after all automatic redialing attempts). Contact the recipient and have him/her check the fax machine. For an overseas call, add pauses to the registered number. ● The recipient is not using a G3 machine. The machine cannot send or receive documents to/from the fax machine incompatible with G3 standard. Contact the recipient and ask him/her to check that the fax machine is G3 compatible. ● The touch tone/rotary pulse setting on your machine is incorrect. Set your machine to the setting that matches your telephone line. See "Setting the Telephone Line Type" on page 60.
"Memory is full."	The machine's memory is full because it has sent/received too many documents, or a detailed document. ● When sending faxes, divide them to resend. ● When receiving faxes, print or delete documents in the machine's memory, then ask the sender to resend the fax. See "Document Stored in Memory" on page 99.
"Check the page size and press OK."	Paper of size other than A4, Letter, or Legal is loaded. ● When feeding from the Rear Tray, load A4, Letter, or Legal-sized paper. ● When feeding from the Cassette, load A4 or Letter-sized paper.

LCD Cannot Be Seen At All

Cause	Action
The machine is not powered on or the LCD is in the screen-saver mode.	● If all the lamps on the Operation Panel are off The machine is not powered on. Connect the power cord and press the **ON/OFF** button. The machine will power on and the LCD will display a message. ● If one of the mode buttons (e.g., the **COPY** button) is lit The LCD may be in the screen-saver mode. On the Operation Panel, press a button other than the **ON/OFF** button. See "Screen-saver Mode" on page 15.

An Unintended Language Is Displayed on the LCD

Cause	Action
The language you want to be displayed is not selected.	Select the language you want to be displayed according to the following procedure. **(1)** Press the **COPY** button, wait for about 5 seconds, then press the **Menu** button. **(2)** Press the ▶ button twice to select [⚙], then press the **OK** button. **(3)** Press the ▶ button once to select [⬚], then press the **OK** button. **(4)** Press the ▼ button five times, then press the **OK** button. If the Bluetooth unit is connected to the machine, press the ▼ button seven times, then press the **OK** button. **(5)** Use the ▲ or ▼ button to select the language you want to be displayed, then press the **OK** button.

Cannot Install the MP Drivers

Cause	Action
Windows Unable to proceed beyond the **Printer Connection** screen.	If you were unable to proceed beyond the **Printer Connection** screen, make sure that the USB cable is securely plugged into the USB port of the machine and is connected to the computer, and then follow the procedure below to reinstall the MP Drivers. In Windows Vista, "**The printer is not detected. Check the connection.**" may be displayed depending on the computer you use. In this case, wait for a while. If you still cannot proceed to the next step, follow the procedure below to reinstall the MP Drivers. **(1)** Click **Cancel** on the **Printer Connection** screen. **(2)** Click **Start Over** on the **Installation Failure** screen. **(3)** Click **Back** on the screen that appears next. **(4)** Click **Exit**, then remove the CD-ROM. **(5)** Turn the machine off. **(6)** Restart the computer. **(7)** Make sure you have no application software running. **(8)** Follow the procedure described in your setup sheet or the *Network Setup Guide* to reinstall the MP Drivers.
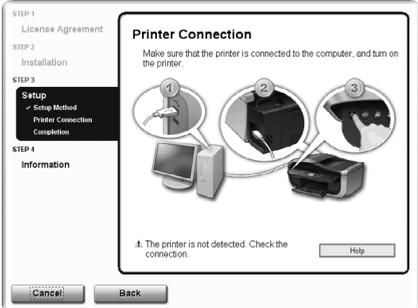
Installation does not start automatically when the *Setup CD-ROM* is inserted into your computer's disc drive.	**Windows**
	
	(1) Click **Start** then **Computer**.
	    In Windows XP, click **Start** then **My Computer**.
	    In Windows 2000, double-click the **My Computer** icon on the desktop.
	(2) Double-click the CD-ROM icon on the displayed window.
	    If the contents of the CD-ROM are displayed, double-click **MSETUP4.EXE**.
	
	Macintosh
	
	(1) Double-click the CD-ROM icon displayed on your desktop to start installation.
	
	📖 **Note**
	If the CD-ROM icon is not displayed, perform the following.
	   – Remove the CD-ROM from your computer, then insert it again.
	   – Restart your computer.
	If the icon is still not displayed, try different discs and see if they are displayed. If other discs are displayed, there is a problem with the *Setup CD-ROM*. Contact your Canon service representative.

Cause	Action
Installation procedure not followed correctly.	Follow the procedure described in your setup sheet or the *Network Setup Guide* for proper installation.
	If the MP Drivers were not installed correctly, uninstall the MP Drivers, restart your computer, and then reinstall the MP Drivers. Refer to the *PC Printing Guide* on-screen manual.
	Windows
	📖 **Note**
	If the installer was forced to be terminated due to a Windows error, the system may be in an unstable condition and you may not be able to install the MP Drivers. Restart your computer before reinstalling.

Cannot Connect to Computer Properly

■ **Printing or Scanning Speed Is Slow/USB 2.0 Hi-Speed Connection Does Not Work**

Cause	Action
Your system environment is not fully compatible with USB 2.0 Hi-Speed.	If your system environment is not fully compatible with USB 2.0 Hi-Speed, the machine will operate at a lower speed provided under USB 1.1. In this case, the machine operates properly but printing speed may slow down due to communication speed.
	Check the following to ensure that your system environment supports USB 2.0 Hi-Speed connection.
	● The USB port on your computer supports USB 2.0 Hi-Speed connection.
	● The USB cable, and the USB hub if you are using one, support USB 2.0 Hi-Speed connection.
	Be sure to use a certified USB 2.0 Hi-Speed cable. We recommend the cable to be no longer than around 10 feet / 3 meters.
	● The operating system of your computer supports USB 2.0 Hi-Speed connection.
	Obtain and install the latest update for your computer.
	● The USB 2.0 Hi-Speed driver operates properly.
	Obtain the latest version of the USB 2.0 Hi-Speed driver compatible with your hardware and install it on your computer.
	🚫 **Important**
	For details on USB 2.0 Hi-Speed of your system environment, contact the manufacturer of your computer, USB cable, or USB hub.

Windows

■ **"This device can perform faster" Message Is Displayed**

Cause	Action
Your system environment is not fully compatible with USB 2.0 Hi-Speed.	Your system environment is not compatible with USB 2.0.
	See "Printing or Scanning Speed Is Slow/USB 2.0 Hi-Speed Connection Does Not Work" on page 140.

Print Results Not Satisfactory

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

● **Check 1: Do the page size and media type settings match the size and type of the loaded paper?**

When these settings are incorrect, you cannot obtain a proper print result. If you are printing a photograph or an illustration, incorrect paper type setting may reduce the quality of printout color. Also, if you print with an incorrect paper type setting, the printed surface may be scratched. In borderless printing, uneven coloring may occur depending on the combination of the paper type setting and the loaded paper.

● **Check 2: Did you set the print quality setting appropriately?**

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

* When printing from a PictBridge compliant device, set the print quality setting by using the Operation Panel on the machine. You cannot make this setting from a PictBridge compliant device.

* You cannot change the print quality setting when printing from a wireless communication device.

The method to confirm the paper and print quality settings differs depending on what you do with your machine.

To copy or to print from your memory card by operating the machine	Confirm by using the Operation Panel on the machine. Refer to the *User's Guide* on-screen manual.
To print from a PictBridge compliant device	Confirm by using your PictBridge compliant device or the Operation Panel on the machine. See "Printing Photographs Directly from a PictBridge Compliant Device" on page 51.
To print from a wireless communication device	Confirm by using the Operation Panel on the machine. Refer to "Printing Photographs from a Wireless Communication Device" in the *User's Guide* on-screen manual.
To print from a computer	Confirm by using the printer driver. Refer to the *PC Printing Guide* on-screen manual.

● **Check 3: If the problem is not resolved, there may be other causes.**

See also the sections below.

● "Printing Does Not Start/Printing Is Blurred/Colors Are Wrong/Straight Lines Are Misaligned" on page 142

● "White Streaks" on page 142

● "Printed Paper Curls or Has Ink Blots" on page 142

● "Printed Surface Is Scratched/Paper Is Smudged" on page 143

● "Colors Are Uneven or Streaked" on page 144

◼ Printing Does Not Start/Printing Is Blurred/Colors Are Wrong/Straight Lines Are Misaligned

Cause	Action
The media is loaded with the wrong side facing upwards.	When using paper with one printable surface, make sure that the paper is loaded in the Rear Tray with the printable side facing up or in the Cassette with the printable side facing down. Printing on the wrong side may cause unclear prints or prints with reduced quality. Refer to the instruction manual supplied with the paper for detailed information on the printable side.
Ink tank is empty.	See "An Error Message Is Displayed on the LCD" on page 133 to identify the ink error, and then take the appropriate action depending on the error condition.
The protective film is remaining.	Make sure all of the protective film is peeled off and the air hole is exposed, as illustrated in (A). If the orange tape is left as in (B), pull the orange tape and remove it. (A) Correct L-shaped air hole is exposed. (B) Incorrect The tape is not peeled off.
Print Head nozzles are clogged.	See "When Printing Becomes Faint or Colors Are Incorrect" on page 114 and perform any necessary maintenance operation.
Print Head is misaligned.	If you did not align the Print Head after installation, straight lines may be printed misaligned. Make sure to align the Print Head after you install it. See "Automatic Print Head Alignment" on page 119 and perform Automatic Print Head Alignment. If this does not solve the problem, see "Manual Print Head Alignment" on page 120 and perform Manual Print Head Alignment.
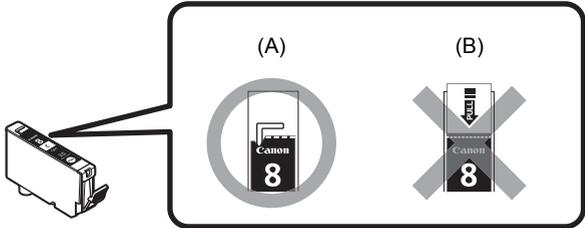
◼ White Streaks

Cause	Action
Print Head nozzles are clogged.	See "When Printing Becomes Faint or Colors Are Incorrect" on page 114 and perform any necessary maintenance operation.

◼ Printed Paper Curls or Has Ink Blots

Cause	Action
Paper is too thin.	When printing data with high color saturation such as photographs or images in deep color, we recommend using Photo Paper Pro or other Canon specialty paper. See "Paper Handling" on page 21.
Printing graphics with the **Intensity** setting set too high.	Especially if you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion. When copying, see "Making Copies" on page 35 and reduce the intensity setting. Then try printing again. When printing from your computer, refer to "Print Results Not Satisfactory" in the *User's Guide* on-screen manual.

■ Printed Surface Is Scratched/Paper Is Smudged

Cause	Action
Printing on inappropriate type of paper.	● Check to see if the paper you are printing on is not too thick or curled. See "Paper Handling" on page 21 to make sure that the paper you are using is suitable. If the paper is curled, see "Paper is curled." on page 143 to correct paper curl. ● When performing Borderless Printing, print quality may be reduced at the top and bottom edges of the paper. Make sure that the paper you are using is suitable for Borderless Printing. For details, refer to "Printing Area" in the *User's Guide* on-screen manual.
Paper is curled.	If you are using paper with either any of the corners or the whole printing surface curled, the paper may become dirty, not feed properly, or both. Use such paper after correcting paper curl as follows. **(1)** With the printing side (A) facing up, cover the paper with a fresh sheet of plain paper to avoid staining or scratching the surface. **(2)** Roll up the paper in a direction opposite to paper curl as seen below. (1) (2) (A) **(3)** Check to see that the paper curl is within approximately 0.08 to 0.2 inches / 2 to 5 mm (B) in height. (A) (B) We recommend printing curl-corrected paper one sheet at a time. 📖 **Note** Depending on the media type, the paper may be smudged or may not be fed properly even if it is not curled. In such case, follow the procedure described above to curl the paper before printing. This may improve the print result.
Printing on thick paper.	Selecting the **Prevent paper abrasion** setting will widen the clearance between the Print Head and the loaded paper. If you notice abrasion even with the media type set correctly to match the loaded paper, set the machine to prevent paper abrasion by using the Operation Panel on the machine or the printer driver.* * Deactivate the **Prevent paper abrasion** setting once printing is complete. If not, this setting remains enabled for all subsequent print jobs. ● **Setting with the Operation Panel on the machine** Press the **Menu** button, select **Maintenance/settings**, **Device settings**, and **Print settings** in this order, and then set **Prevent paper abrasion** to **ON**. For details, refer to "Device Settings" in the *User's Guide* on-screen manual. ● **Setting with the printer driver** Refer to "Print Results Not Satisfactory" in the *User's Guide* on-screen manual.
Printing beyond the recommended printing area.	If you are printing beyond the recommended printing area of your printing paper, the lower edge of the paper may become stained with ink. Resize your original document in your application software. For details on recommended printing area, refer to "Printing Area" in the *User's Guide* on-screen manual.

Cause	Action
Paper Feed Roller is dirty.	Clean the Paper Feed Roller. Cleaning the Paper Feed Roller will wear the roller, so perform this procedure only when necessary. For details on cleaning, see "Cleaning the Paper Feed Roller (Roller Cleaning)" on page 127.
Inside of the machine is dirty.	Performing duplex printing may leave some ink inside the machine, causing printouts to be smudged. In this case, perform Bottom Plate Cleaning to clean the inside of the machine. For details on cleaning, see "Cleaning the Inside of the Machine (Bottom Plate Cleaning)" on page 128. 📖 **Note** To prevent the inside of the machine from getting stained, set the page size correctly.
Printing graphics with the **Intensity** setting set too high.	Especially if you are using plain paper to print images with high intensity, the paper may absorb too much ink and become wavy, causing paper abrasion. When copying, see "Making Copies" on page 35 and reduce the intensity setting. Then try printing again. When printing from your computer, refer to "Print Results Not Satisfactory" in the *User's Guide* on-screen manual.

■ Colors Are Uneven or Streaked

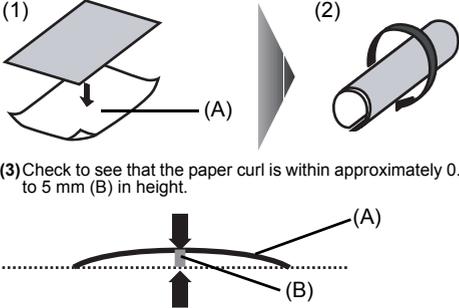| Cause	Action
Print Head is misaligned.	See "Automatic Print Head Alignment" on page 119 and perform Automatic Print Head Alignment. If this does not solve the problem, see "Manual Print Head Alignment" on page 120 and perform Manual Print Head Alignment.
Print Head nozzles are clogged.	See "When Printing Becomes Faint or Colors Are Incorrect" on page 114 and perform any necessary maintenance operation.

The Print Result Not Satisfactory When Copying

Cause	Action
The original document is not loaded correctly.	Check that the original is loaded correctly on the Platen Glass or in the ADF. See "Handling the Original Document" on page 16.
The original document is loaded with the wrong side facing up.	When loading the original on the Platen Glass, the side to be copied should be face down. When loading the original in the ADF, the side to be copied should be face up.
The original document is a printout from this machine.	Print quality may be reduced if you copy a printout. Instead of copying a printout, print the original directly either from the digital camera, memory card, or your computer.
The Platen Glass, the inner side of the Document Cover, or the ADF is dirty.	Clean the Platen Glass, the inner side of the Document Cover, or the ADF. See "Cleaning Your Machine" on page 125.

If these do not resolve the problem, also see "Print Results Not Satisfactory" on page 141.

Printing Does Not Start

Cause	Action
Ink tank is empty.	See "An Error Message Is Displayed on the LCD" on page 133 to identify the ink error, and then take the appropriate action depending on the error condition.
Ink tank not installed in proper position.	Open the Scanning Unit (Printer Cover) and check the ink lamps. If there is still sufficient ink but its ink lamp is flashing red, an ink tank may be installed in a wrong position. Confirm that the ink tanks are installed in the appropriate positions. See "Replacing an Ink Tank" on page 107.
Ink tank is not installed securely.	Open the Scanning Unit (Printer Cover) and check the ink lamps. If the ink lamp is not lit, press the ⬤ mark on the ink tank until it clicks into place. The ink lamp lights up red when the ink tank is fully inserted.
Unnecessary print jobs are left in queue. / Computer problems.	Restarting your computer may solve the problem. If there are any unnecessary print jobs, follow the procedure below to delete them. **Windows** (1) Open the printer properties dialog box. Refer to "Opening the Printer Properties Dialog Box Directly from the Control Panel" in "Opening the Printer Properties Dialog Box (Windows)" of the *User's Guide* on-screen manual. (2) Click the **Maintenance** tab and then **View Printer Status**. The printer status monitor is displayed. (3) Click **Display Print Queue**. (4) Select **Cancel All Documents** on the **Printer** menu. You may not be able to select this depending on the privileges of the account. (5) When the confirmation message is displayed, click **Yes**. The print jobs are deleted. **Macintosh** (1) Click the printer icon in the Dock to display the list of print jobs in progress. (2) Select the print job to delete and click 🚫. The print jobs are deleted.
The machine is not ready.	Check if any lamp on the Operation Panel is lit. If all the lamps on the Operation Panel are off, press the **ON/OFF** button to turn on the machine. While the **COPY** button is flashing, the machine is initializing. Wait until the **COPY** button stops flashing and remains lit. 📖 **Note** When printing large data such as a photo or graphics, it may take longer to start printing.

Machine Moves But Ink Is Not Ejected

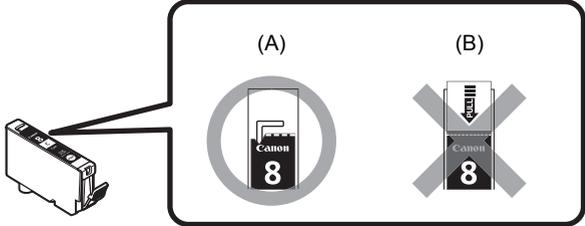| Cause	Action

The protective film is remaining.	Make sure all of the protective film is peeled off and the air hole is exposed, as illustrated in (A). If the orange tape is left as in (B), pull the orange tape and remove it.
	
	(A) Correct
	   L-shaped air hole is exposed.
	(B) Incorrect
	   The tape is not peeled off.

Print Head nozzles are clogged.	See "When Printing Becomes Faint or Colors Are Incorrect" on page 114 and perform any necessary maintenance operation.
Ink tank is empty.	See "An Error Message Is Displayed on the LCD" on page 133 to identify the ink error, and then take the appropriate action depending on the error condition.

Paper Does Not Feed Properly

Cause	Action
Printing on inappropriate type of paper.	Check to see if the paper you are printing on is not too thick or curled. See "Paper Handling" on page 21 to make sure that the paper you are using is suitable. If the paper is curled, see "Paper is curled." on page 143 to correct paper curl.
Paper Feed Roller is dirty.	Clean the Paper Feed Roller. Cleaning the Paper Feed Roller will wear the roller, so perform this procedure only when necessary. For details on cleaning, see "Cleaning the Paper Feed Roller (Roller Cleaning)" on page 127.
Paper not loaded properly.	Make sure of the following when you load paper in the machine. - When loading two or more sheets of paper, align the edges of the sheets before loading. - Always load the paper in portrait orientation, either in the Rear Tray or Cassette, regardless of the printing orientation. - When loading paper in the Rear Tray, load the paper with the print side facing UP. Align the right edge of the paper stack against the Cover Guide and slide the Paper Guide so that it just touches the left edge of the stack. - When loading paper in the Cassette, load the paper with the print side facing DOWN. Align the right edge of the paper stack against the right edge of the Cassette and slide the Paper Guides against the left and bottom edges of the stack. - When loading paper, make sure that the paper is not set over the Load Limit Mark. For details on loading paper, see "Loading Paper" on page 26.

Cause	Action
Too much paper loaded.	Make sure that the paper stack does not exceed the paper load limit. However, proper feeding of paper may not be possible at this maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature and humidity).
	In such cases, reduce the sheets of paper you load at a time to around half of the paper load limit.
	For details on loading paper, see "Loading Paper" on page 26.
Foreign object in the Rear Tray or Cassette.	Make sure that there are no foreign objects in the Rear Tray or Cassette.
Envelopes not prepared or loaded properly.	When printing on envelopes, load them in the machine in portrait orientation. If the envelopes are placed in landscape orientation, they will not feed properly.
	For details on loading envelopes, see "Loading Envelopes" on page 30.
Inner Cover is not completely closed.	Close the Inner Cover completely. Paper does not feed properly if the Inner Cover is even slightly open.

Paper Does Not Feed from the Paper Source Specified in the Printer Driver

Cause	Action
Windows The paper source is specified in the data created by an application software.	When the paper source setting is inconsistent between an application program and the printer driver, the application software setting takes precedence.
	Change the application software setting corresponding to the printer driver setting, or click **Print Options** on the **Page Setup** sheet in the printer driver and select **Disable the paper source setting of the application software** on the **Print Options** screen.
	For the print option setting, refer to the *PC Printing Guide* on-screen manual.

Paper Jams

⚫ Important

When you turn off the machine to remove the jammed paper, make sure of the following.
- When you are printing from the computer, cancel the print job before turning off the machine. Refer to "Printing from Your Computer" in the *User's Guide* on-screen manual.
- While the machine is receiving a fax (in memory), you cannot turn off the machine. Turn it off after receiving the fax. Do not disconnect the power cord while the machine is receiving a fax. If you disconnect the power cord, all the documents stored in memory are deleted.

Cause	Action
Paper jammed in the Paper Output Slot or the Rear Tray.	Remove the paper following the procedure below. **(1)** Slowly pull the paper out, either from the Rear Tray or from the Paper Output Slot, whichever is easier. ⚫ If the paper tears and a piece remains inside the machine, turn the machine off, open the Scanning Unit (Printer Cover), and remove the paper. * Be careful not to touch the components inside the machine. After removing all paper, close the Scanning Unit (Printer Cover), and turn the machine on. ⚫ If you cannot pull the paper out, turn the machine off and turn it back on. The paper may be ejected automatically. **(2)** Reload the paper in the machine, and press the **OK** button on the machine. If you turned off the machine in step (1), all print jobs in queue are canceled. Reprint if necessary. ### 📖 Note ⚫ For details on how to load paper, see "Loading Printing Paper" on page 20. ⚫ When reloading the paper in the machine, see "Paper Does Not Feed Properly" on page 146 to confirm that you are using the correct paper and are loading it into the machine correctly. ⚫ A5-sized paper are suited to print documents consisting mainly of text. We do not recommend using such paper to print documents with photos or graphics, since the printout may curl and cause paper exit jams. If you cannot remove the paper or the paper tears inside the machine, or if the paper jam error continues after removing the paper, contact your Canon service representative.
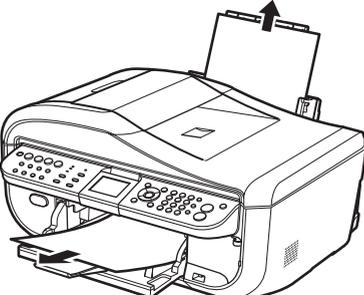
Cause	Action
Landscape credit card-sized paper jammed inside the machine.	Do not load credit card-sized paper in the landscape orientation. Remove the paper following the procedure below. **(1)** Load a single sheet of the same paper in the Rear Tray in portrait orientation. Do not load it in the landscape orientation. **(2)** Turn off the machine. **(3)** Turn on the machine. The paper is fed and then pushes out the jammed paper as it ejects. All print jobs in queue are canceled. Reprint if necessary. If you cannot remove the jammed paper or the paper jam error continues after removing the paper, contact your Canon service representative.
Landscape 4" x 6" / 101.6 x 152.4 mm paper loaded in the Cassette jammed inside the machine.	Always load 4" x 6" / 101.6 x 152.4 mm media in portrait orientation regardless of the printing orientation. Remove the paper following the procedure below. **(1)** Turn off the machine, then open the Rear Cover. **(2)** Fold a piece of A4 or Letter-sized plain paper in four, push it in until it hits the jammed paper, then pull out the paper folded in four. **(3)** Close the Rear Cover, then turn on the machine. Wait until the jammed paper is automatically ejected. All print jobs in queue are canceled. Reprint if necessary. If you cannot remove the jammed paper or the paper jam error continues after removing the paper, contact your Canon service representative.

Cause	Action
Paper jammed inside the machine at the transport unit.	Remove the paper following the procedure below. **(1)** Open the Rear Cover. **(2)** If you can see the jammed paper, slowly pull the paper out. ● Be careful not to touch the components inside the machine. ● If you cannot pull the paper out, close the Rear Cover, turn the machine off, and turn it back on. The paper may be ejected automatically. **(3)** Close the Rear Cover. **(4)** If you were not able to remove the paper out in step (2), remove the Cassette. **(5)** Slowly pull the jammed paper out. **(6)** If any paper is sticking out of the Cassette, align the edges of the paper to reload it in the Cassette. **(7)** Insert the Cassette into the machine, and press the **OK** button on the machine. If you turned off the machine in step (2), all print jobs in queue are canceled. Reprint if necessary. **Note** When reloading the paper in the machine, see "Paper Does Not Feed Properly" on page 146 to confirm that you are using the correct paper and are loading it into the machine correctly. If you cannot remove the paper or the paper tears inside the machine, or if the paper jam error continues after removing the paper, contact your Canon service representative.
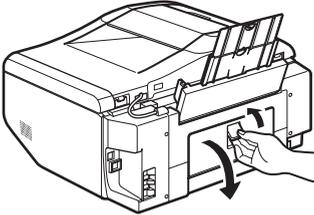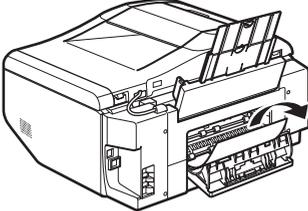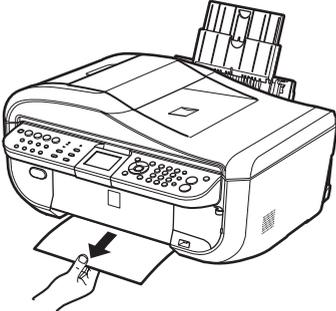
Cause	Action
Paper jammed inside the machine at the Duplexing Transport Unit.	Remove the paper following the procedure below. **(1)** Remove the Cassette. If the paper is loaded in the Rear Tray, remove the paper from the Rear Tray and close the Rear Tray Cover. **(2)** Turn off the machine. **(3)** Stand the machine with the left side down. ⚠ **Caution** When standing the machine, make sure that the Scanning Unit (Printer Cover) is closed securely and the machine does not fall over. **(4)** Slowly pull the jammed paper out while pulling the green cover toward you. ⚠ **Caution** Set the machine back to its original position immediately after removing the jammed paper. **(5)** Insert the Cassette into the machine, and turn on the machine. Reload paper in the Rear Tray, if necessary. All print jobs in queue are canceled. Reprint if necessary. 📖 **Note** When reloading the paper into the machine, see "Paper Does Not Feed Properly" on page 146 to confirm that you are using the correct paper and are loading it into the machine correctly. If you cannot remove a sheet of paper or a teared piece of paper inside the machine, or if the paper jam error continues after removing the paper, contact your Canon service representative.
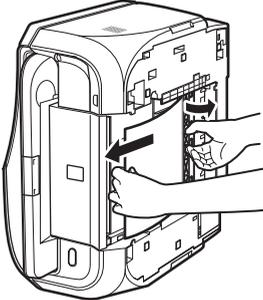
Document Jams in the ADF

> **Important**
>
> When you turn off the machine to remove the jammed document, make sure of the following.
> - While the machine is receiving a fax (in memory), you cannot turn off the machine. Turn it off after receiving the fax. Do not disconnect the power cord while the machine is receiving a fax. If you disconnect the power cord, all the documents stored in memory are deleted.

Cause	Action
The document remains in the ADF because the **Stop/Reset** button is pressed when the machine is scanning the document.	If you press the **Stop/Reset** button during scanning, "**Document in ADF. Press OK to discharge document.**" appears on the LCD. Press the **OK** button so that the remaining document is automatically fed out.

Cause	Action
Document jams in the ADF (Document Tray).	Remove the document following the procedure below. **(1)** If printing is in progress, press the **Stop/Reset** button. **(2)** Turn off the machine. **(3)** If a multi-page document is loaded, remove any pages other than the jammed page from the ADF, then open the Document Feeder Cover. **(4)** Raise the Paper Release Lever (A), then remove the jammed page from under the roller to the Document Feeder Cover side. (A) **(5)** Pull out the jammed document from the ADF. If the document cannot be pulled out with ease, follow the procedure in "Document jams in the ADF (inner side)." on page 154. **(6)** Press down the Paper Release Lever (A), close the Document Feeder Cover, then turn on the machine. ● When rescanning the document after clearing the error, rescan it from the first page. If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact your Canon service representative. 📖 **Note** The document may not feed properly depending on the media type, or your environment, such as when the temperature and humidity are either too high or too low. In this case, reduce the number of document pages to approximately half of the loading capacity. See "Original Document Requirements" on page 16. If the document still jams, use the Platen Glass instead.

Cause	Action
Document jams in the ADF (inner side).	Remove the document following the procedure below. **(1)** If printing is in progress, press the **Stop/Reset** button. **(2)** Turn off the machine. **(3)** If a multi-page document is loaded, remove any pages other than the jammed page from the ADF. **(4)** Open the Document Output Slot. **(5)** Open the Document Cover. **(6)** Insert your hand into the Document Output Slot, then while pushing up the part above the paper feed rollers with your fingers, pull out the document from the inner side of the Document Cover. **(7)** Close the Document Cover. **(8)** Close the Document Output Slot, then turn on the machine. ● When rescanning the document after clearing the error, rescan it from the first page. If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact your Canon service representative.

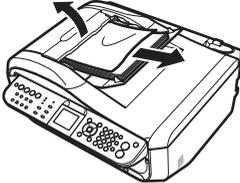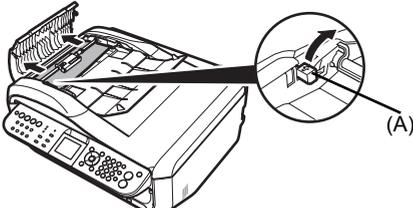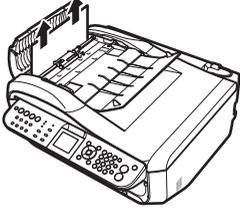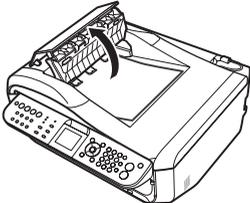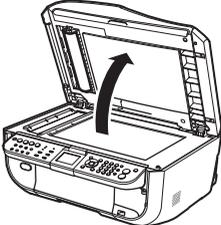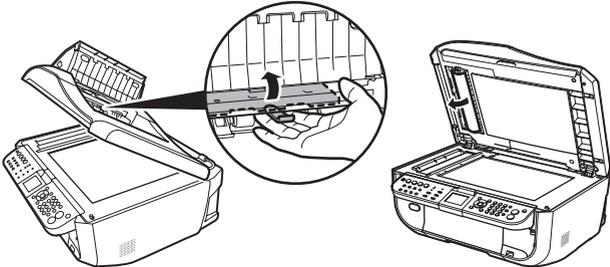| Cause	Action
Document Jams in the ADF (Document Output Slot).	If the document is jammed in the Document Output Slot, open the Document Output Slot as shown in the figure below and pull out the document. ● When rescanning the document after clearing the error, rescan it from the first page. If you cannot remove the document or the document tears inside the machine, or if the document jam error continues after removing the document, contact your Canon service representative.
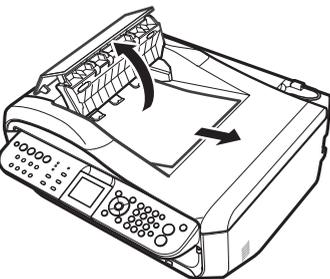
Message Appears on the Computer Screen

■ Writing Error/Output Error/Communication Error

Cause	Action
The machine is not ready.	Check if any lamp on the Operation Panel is lit.
	If all the lamps on the Operation Panel are off, press the **ON/OFF** button to turn on the machine. While the **COPY** button is flashing, the machine is initializing. Wait until the **COPY** button stops flashing and remains lit.
	If the **Alarm** lamp is lit orange, an error may have occurred in the machine. For details on how to resolve the error, see "An Error Message Is Displayed on the LCD" on page 133.
The machine is not connected properly.	Make sure that the USB cable is securely plugged into the USB port of the machine and is connected to the computer.
	● If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device.
	Consult the reseller of the relay device for details.
	● There could also be a problem with the USB cable. Replace the USB cable and try printing again.
	When you use the machine over wired LAN, make sure that the machine is connected to the network with a LAN cable and is set up correctly. Refer to "Checking Information about the Network" in "Troubles When Using the Machine over Network" of the *User's Guide* on-screen manual.
Printer port setting does not match the computer's interface connecting the machine.	Check the printer port settings.
	* In the following instruction, "**XXX**" signifies your machine's name.
	(1) Log into a user account with the administrator privilege.
	(2) Click **Control Panel**, then **Printer** under **Hardware and Sound**.
	In Windows XP, click **Control Panel**, **Printers and Other Hardware**, then **Printers and Faxes**.
	In Windows 2000, click **Control Panel** then **Printers**.
	(3) Right-click the **Canon XXX Printer** icon, then select **Properties**.
	(4) Click the **Ports** tab to confirm the port settings.
	Make sure that a port named **USBnnn** (where "n" is a number) with **Canon XXX Printer** appearing in the **Printer** column is selected for **Print to the following port(s)**.
	If the port setting is not correct, change the port setting according to the interface you are using, or reinstall the MP Drivers.
	📖 Note
	When the machine is used over wired LAN, the port name of the machine is displayed as "CNBJNP_xxxxxxxxxxxx".
	* "xxxxxxxxxxxx" is the character string generated from the MAC address or a character string specified by the user when setting up the machine.
MP Drivers are not installed properly.	The MP Drivers may not be installed properly. Uninstall them following the procedure described in the *PC Printing Guide* on-screen manual and reinstall them following the procedure described in your setup sheet or the *Network Setup Guide*.

■ Error Regarding Automatic Duplex Printing Is Displayed

Cause	Action
The correct media size is not selected in the MP Drivers.	Make sure that the **Page Size** or **Paper size** setting matches the actual size of the paper. First, check the **Page Size** or **Paper size** setting in the application software you are printing from. Then, check the **Page Size** setting on the **Page Setup** sheet in the printer properties dialog box (Windows) or the **Paper size** setting on the **Page Setup** dialog box (Macintosh).
	Make sure that the actual size of the paper is suitable for automatic duplex printing. The sizes of media suitable for automatic duplex printing are A4, Letter, A5, B5, and 5" x 7".
	📖 Note
	To switch to manual duplex printing, follow the procedure below.
	Windows
	Open the printer properties dialog box, clear the **Automatic** check box on the **Page Setup** sheet, and reprint.
	Macintosh
	Manual duplex printing is not available.

■ Error Regarding Automatic Print Head Alignment Is Displayed

Cause	Action
Automatic Print Head Alignment has failed.	See ""Auto head align has failed. Press OK and repeat operation. <See manual>"" on page 135.

Macintosh

■ Error Number: 300 Is Displayed

Cause	Action
The machine is not ready.	Check if any lamp on the Operation Panel is lit.
	If all the lamps on the Operation Panel are off, press the **ON/OFF** button to turn on the machine. While the **COPY** button is flashing, the machine is initializing. Wait until the **COPY** button stops flashing and remains lit.
	If the **Alarm** lamp is lit orange, an error may have occurred in the machine. For details on how to resolve the error, see "An Error Message Is Displayed on the LCD" on page 133.
The machine is not connected properly.	Make sure that the USB cable is securely plugged into the USB port of the machine and is connected to the computer.
	● If you are using a relay device such as a USB hub, disconnect it, connect the machine directly to the computer, and try printing again. If printing starts normally, there is a problem with the relay device.
	Consult the reseller of the relay device for details.
	● There could also be a problem with the USB cable. Replace the USB cable and try printing again.
	When you use the machine over wired LAN, make sure that the machine is connected to the network with a LAN cable and is set up correctly. Refer to "Checking Information about the Network" in "Troubles When Using the Machine over Network" of the *User's Guide* on-screen manual.

Cause	Action
Your machine is not selected in **Printer** on the **Print** dialog box.	Select your machine's name in **Printer** on the **Print** dialog box.
	If your machine's name does not appear in **Printer**, follow the procedure below to check that the driver for your machine is installed to your computer.
	(1) Select **Print & Fax Preferences** from **Printer**.
	In Mac OS X v.10.3.9, select **Edit Printer List** from **Printer**.
	(2) Check that your machine's name is displayed in the list of printers and that the check box is selected.
	(3) If your machine's name is not displayed, click **Add(+)** to add the machine.
	If you cannot add the machine, follow the procedure described in your setup sheet or the *Network Setup Guide* to reinstall the MP Drivers.

Macintosh

■ Error Number: 1700 Is Displayed

Cause	Action
The ink absorber is almost full.	See ""The ink absorber is almost full. Press OK to continue printing. Contact the service center."" on page 134.

Macintosh

■ Error Number: 1851 Is Displayed

Cause	Action
Inner Cover was open when you started printing.	Close the Inner Cover, then press the **OK** button on the machine. Printing will start again.

Macintosh

■ Error Number: 1856 Is Displayed

Cause	Action
Inner Cover was opened while printing was in progress.	Close the Inner Cover, then press the **OK** button on the machine.
	The print data being sent at the time of the error will be erased, so print it again.

Macintosh

■ Error Number: 2001 Is Displayed

Cause	Action
No response from connected digital camera or video camcorder. / Connected digital camera or video camcorder is not compatible with this machine.	See ""Incompatible device detected. Remove the device."" on page 135.

Macintosh

■ Error Number: 2002 Is Displayed

Cause	Action
A USB hub is connected.	See ""An unsupported USB hub is connected. Remove the hub."" on page 135.

Macintosh

■ Error Number: 2500 Is Displayed

Cause	Action
Automatic Print Head Alignment has failed.	See ""Auto head align has failed. Press OK and repeat operation. <See manual>"" on page 135.

Macintosh

■ Ink Info Number: 1600 Is Displayed

Cause	Action
Ink may have run out.	See ""The ink may have run out. Replacing the ink tank is recommended."" on page 133.

Macintosh

■ Ink Info Number: 1683 Is Displayed

Cause	Action
The remaining ink level cannot be detected.	See ""The remaining level of the ink cannot be correctly detected."" on page 133.

Macintosh

■ Ink Info Number: 1688 Is Displayed

Cause	Action
Ink has run out.	See ""The ink has run out. Replace the ink tank."" on page 134.

Error Message Appears on a PictBridge Compliant Device

The following are the possible errors that may occur when printing directly from a PictBridge compliant device, and the actions to resolve them.

📖 Note

● This section describes errors that are indicated on Canon-brand PictBridge compliant devices.
  The error messages and operations may vary depending on the device you are using.
  For errors on non-Canon PictBridge compliant devices, check the error message displayed on the LCD and take the appropriate action to clear the error. For details, see "An Error Message Is Displayed on the LCD" on page 133.
● For the errors indicated on the PictBridge compliant device and their solution, also refer to the instruction manual of the device. For other troubles on the device, contact the manufacturer.

Error Message On PictBridge Compliant Device	Action
"Printer in use"	If the machine is printing from the computer or warming up, wait until the job ends. When it is ready, the machine starts printing automatically.
"No paper"	Load paper in the paper source, or press the **Feed Switch** to select the paper source where you have loaded paper (the Rear Tray or Cassette), and select **Continue**[*] in the display on your PictBridge compliant device. * To resume printing, you can also press the **OK** button on the machine instead of selecting **Continue**.
"Paper Error" / "Media type error"	● The page size that cannot be fed from the Cassette is selected. Load paper in the Rear Tray, press the **Feed Switch** to select the Rear Tray as the paper source, and try printing again. For details, see "Changing the Paper Source" on page 25. ● If the Paper Output Tray is closed, open it. The machine resumes printing. If the Inner Cover is open, close it and select **Stop** in the display on your PictBridge compliant device to stop printing.
"Paper jam"	Select **Stop** in the display on your PictBridge compliant device to stop printing. Remove the jammed paper, load new paper, press the **OK** button on the machine and try printing again.
"Printer cover open"	Close the Scanning Unit (Printer Cover) on the machine.
"No Print Head"	The Print Head is not installed or is defective. For details on how to resolve the error, see ""Print head is not installed. Install the print head."" on page 133.
"Waste tank full" / "Ink absorber full"	The ink absorber is nearly full. For details on how to resolve the error, see ""The ink absorber is almost full. Press OK to continue printing. Contact the service center."" on page 134.
"No ink" / "Ink cassette error"	The ink tank is not installed properly or empty. Check the error message displayed on the LCD and take the appropriate action to resolve the error. See "An Error Message Is Displayed on the LCD" on page 133.
"Ink Error"	An ink tank that was once empty is installed. For details on how to resolve the error, see ""The remaining level of the ink cannot be correctly detected."" on page 133.
"Hardware Error"	An ink tank error has occurred. Replace the ink tank. See "Replacing an Ink Tank" on page 107.
"Printer error"	An error requiring servicing may have occurred. Disconnect the USB cable between the machine and the PictBridge compliant device, turn off the machine, and unplug the power cord of the machine from the power supply. After five minutes or more, plug the power cord of the machine back in, turn on the machine, and then reconnect the PictBridge compliant device to the machine. If the same error occurs, contact your Canon service representative.

Cannot Print Properly through Bluetooth Communication

To troubleshoot printing through Bluetooth communication, refer to the *Bluetooth Guide* on-screen manual.

Cannot Print Properly from a Photo Index Sheet

Cause	Action
"**Failed to scan Photo Index Sheet.**" is displayed.	• Make sure the Photo Index Sheet is set in the correct position and orientation on the Platen Glass. • Make sure the Platen Glass and the Photo Index Sheet are not dirty. • Make sure all required circles on the Photo Index Sheet are filled in. If the filled circles on the sheet are not marked dark enough, the machine may not scan the settings. See "Printing by Using the Photo Index Sheet" on page 46.

Cannot Remove a Memory Card

Cause	Action
miniSD Card, microSD Card, xD-Picture Card, Memory Stick Duo, Memory Stick PRO Duo, or RS-MMC is attempted to insert into the machine without attaching to the special adapter.	Contact your Canon service representative. 🚫 **Important** Never attempt to remove a memory card using a thin stick or tweezers. Doing so may damage the machine.

Scanning Problems

■ ScanGear Won't Start

Cause	Action
The scanner driver (ScanGear) is not installed.	Follow the procedure described in your setup sheet or the *Network Setup Guide* to reinstall the MP Drivers.

■ Other Scanning Troubles

Refer to the *Scanning Guide* on-screen manual.

Problems Receiving Faxes

■ Cannot Receive a Fax, Cannot Print a Fax

Cause	Action
The machine is not powered on.	● You cannot receive faxes if the power is turned off. Press the **ON/OFF** button to turn the power on. ● If you disconnected the power cord without turning off the power (a mode button is lit), reconnect it, then the power is turned on automatically. ● If you disconnect the power cord after pressing the **ON/OFF** button to turn off the power (all mode buttons are not lit), reconnect it, then press the **ON/OFF** button to turn on the power. ● If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is recovered.
The machine's memory is full.	Either print or delete documents in memory (see "Document Stored in Memory" on page 99) to free up memory. Then ask the sender to resend the fax.
There was an error during reception.	● Check the LCD for an error message. See "An Error Message Is Displayed on the LCD" on page 133. ● Print the Activity report and check for an error. See "Printing the Activity Report Manually" on page 103.
The telephone line is not correctly connected.	Check that the telephone line is connected correctly to the Telephone Line Jack and that the telephone (or another external device such as an answering machine or a computer modem) is connected correctly to the External Device Jack. Refer to your setup sheet or see "Preparing the Machine for Fax" on page 57.
A paper size other than A4, Letter, or Legal[*] is loaded.	If a paper size other than A4, Letter, or Legal[*] is loaded in the specified paper source, incoming faxes are not printed and are stored in memory. Change the paper in the specified paper source to A4, Letter, or Legal[*] size, then press the **OK** button on the machine. Load Legal-sized[*] paper in the Rear Tray. [*] Legal may not be available depending on the country or region of purchase.
Paper is not loaded	If paper is not loaded in the specified paper source, received faxes will be stored in memory without printing. Load paper in the specified paper source, then press the **OK** button.
Ink has run out	If an ink has run out, received faxes will be stored in memory without printing. Replace the ink tank, then print them in memory. See "Replacing an Ink Tank" on page 107 and see "Document Stored in Memory" on page 99. **📖 Note** ● If the machine was receiving the faxes in the fax mode, printing will start automatically after replacing the ink tank. ● You can set to print received faxes forcibly even if an ink tank is run out. Refer to "Auto print received" in "Device Settings" of the *User's Guide* on-screen manual. However, a part of contents or all contents of the fax may not be printed since the ink has run out. And also the contents of faxes will not be stored in memory. In addition, if ink has already run out, it is recommended that **OFF** be selected for **Auto print received** in **RX settings** to store the received fax in memory once and print the fax manually after replacing the ink tank.
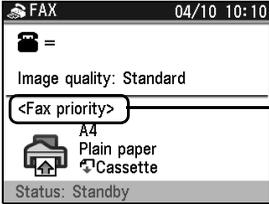
Cause	Action
| The machine is not set to the appropriate receive mode. | Check the receive mode setting (A), and change it to a mode suited to your connection if necessary.<br><br>```
FAX                04/10 10:10
= 
Image quality: Standard
<Fax priority>                        — (A)
        A4
        Plain paper
        Cassette
Status: Standby
```<br><br>**FAX priority mode**<br>See "If You Are Using a Single Telephone Line for Faxes and Voice Calls and Want to Receive Faxes Automatically:" on page 91.<br><br>**FAX only mode**<br>See "If You Want to Receive Only Faxes Automatically with Your Machine, or Have a Dedicated Telephone Line for Fax Use Only:" on page 91.<br><br>**DRPD**[*1]<br>See "If You Subscribe to a Distinctive Ring Pattern Detection (DRPD) Service with Your Telephone Company (US and Canada only):" on page 93.<br><br>**Network switch**[*2]<br>See "If You Want the Machine to Automatically Switch between Fax and Voice Calls by the Call Ring Patterns (Network Switch):" on page 93.<br><br>**TEL priority mode**<br>See "If You Are Using a Single Telephone Line for Faxes and Voice Calls and Use Voice Calls More Frequently:" on page 92.<br><br>[*1] This setting is only available in US and Canada.<br>[*2] This setting may not be available depending on the country or region of purchase. |

■ Machine Does Not Switch Automatically between Voice and Fax Calls

Cause	Action
The receive mode, displayed in the FAX standby screen, is **FAX only mode**.	If the receive mode is set to **FAX only mode**, there will be no automatic switching between voice and fax calls. Set the receive mode to **FAX priority mode**, **DRPD**[*1], or **Network switch**[*2]. If the receive mode is **TEL priority mode**, connect an answering machine to the machine and check that a message plays back when the answering machine answers. [*1] This setting is only available in US and Canada. [*2] This setting may not be available depending on the country or region of purchase.

■ Quality of Received Fax is Poor

Cause	Action
ECM RX is set to **OFF**.	Set **ECM RX** to **ON**. Refer to "ECM RX" in "Device Settings" of the *User's Guide* on-screen manual. If **ECM RX** is enabled, the sender's fax machine resends the fax after correcting errors automatically.
The sender's original document or fax machine is dirty.	The image quality of the fax is mainly determined by the sender's fax machine. Contact the sender and check whether the scanning area of his/her fax machine is not dirty.

Cause	Action
ECM sending/receiving is not enabled although the line/connection is poor, or the sender's fax machine is not compatible with ECM.	● On your machine, set **ECM RX** to **ON**. Refer to "ECM RX" in "Device Settings" of the *User's Guide* on-screen manual. ● Contact the sender and check that his/her machine is set to enable ECM sending. ● If the sender's or recipient's fax machine is not compatible with ECM, the fax will be sent/received in the standard mode. ● Reduce the reception start speed. Refer to "RX start speed" in "Device Settings" of the *User's Guide* on-screen manual.

■ Errors Often Occur When You Receive a Fax

Cause	Action
The telephone line condition or the connection is poor.	If there is a poor line or connection, reducing the reception start speed may correct the error. Reduce the reception start speed. Refer to "RX start speed" in "Device Settings" of the *User's Guide* on-screen manual.
The sender's fax machine is not operating normally.	Contact the sender and check whether his/her fax machine is operating normally.

Problems Sending Faxes

■ Cannot Send a Fax

Cause	Action
The machine is not powered on.	● You cannot send faxes if the power is turned off. Press the **ON/OFF** button to turn the power on. ● If you disconnected the power cord without turning off the power (a mode button is lit), reconnect it, then the power is turned on automatically. ● If you disconnect the power cord after pressing the **ON/OFF** button to turn off the power (all mode buttons are not lit), reconnect it, then press the **ON/OFF** button to turn on the power. ● If the power was turned off due to power failure, etc., the power is automatically turned on when the power failure is recovered.
The document is being sent from memory.	When the **In Use/Memory** lamp is flashing, another document is being sent from memory. Wait until the machine finishes sending it.
The telephone line is connected to the External Device Jack.	Reconnect to the Telephone Line Jack. Refer to your setup sheet or see "Preparing the Machine for Fax" on page 57. If you still cannot send a fax, there is a problem with the telephone line. Contact your telephone company and the manufacturer of your terminal adapter or telephone adapter.
The telephone line type is not set correctly.	Check the telephone line type setting and change it as necessary. See "Setting the Telephone Line Type" on page 60.
Dial tone detect is set to **ON**.	Resend the fax after a while. If you still cannot send the fax, set **Dial tone detect** to **OFF**. Refer to "Dial tone detect" in "Device Settings" of the *User's Guide* on-screen manual.
The fax number is not correctly registered in a speed dial.	Make sure that the fax number is correctly registered when speed dialing. See "Registering Recipients for the Speed Dial" on page 71.
There was an error during transmission.	● Check the LCD for an error message. See "An Error Message Is Displayed on the LCD" on page 133. ● Print the Activity report and check for an error. See "Printing the Activity Report Manually" on page 103.
The telephone line is not connected correctly.	Check that the telephone line is connected correctly to the proper jack. If so, then there is a problem with your telephone line. Contact your telephone company.
The document is not loaded properly.	Remove the document then reload it on the Platen Glass or in the ADF. See "Handling the Original Document" on page 16.
There was a printer error.	Check an error message on the LCD, then resolve the problem. See "An Error Message Is Displayed on the LCD" on page 133. If you are in a hurry, press the **Stop/Reset** button or the **OK** button to close the message, then send faxes.

■ Cannot Send a Fax Clearly

Cause	Action
The document is not loaded correctly, or the Platen Glass, the inner side of the Document Cover, or the ADF is dirty.	● Remove the document, then reload it on the Platen Glass or in the ADF. See "Handling the Original Document" on page 16. ● Clean the Platen Glass, the inner side of the Document Cover, or the ADF (see "Cleaning Your Machine" on page 125) and reload the document. See "Handling the Original Document" on page 16.
The image quality setting or the scan contrast setting is not suitable for the document.	On the LCD, set an image quality suitable and a scan contrast suitable for the document. See "Before Sending Faxes" on page 81.
The original document is loaded with the wrong side facing upwards.	When loading the document on the Platen Glass, the side to be scanned should be face down. When loading in the ADF, the side to be scanned should be face up.

Cause	Action
You are scanning thick or curled documents.	Thick or curled documents may not be sent in good quality, because of a shadow or distortion caused when scanning such documents. Press on the Document Cover with your hand when scanning.

■ Errors Often Occur When You Send a Fax

Cause	Action
The telephone line condition or the connection is poor.	If there is a poor line or connection, reducing the transmission start speed may correct the error. Reduce the transmission start speed. Refer to "TX start speed" in "Device Settings" of the *User's Guide* on-screen manual.

Telephone Problems

■ Cannot Dial

Cause	Action
The telephone line is not correctly connected.	Check that the telephone line is connected correctly. Refer to your setup sheet or see "Preparing the Machine for Fax" on page 57.
The telephone line type is not set correctly.	Check the telephone line type setting and change it as necessary. See "Setting the Telephone Line Type" on page 60.

■ Telephone Disconnects During a Call

Cause	Action
The telephone line or the telephone (or a peripheral device such as an external telephone, an answering machine, or a computer modem) is not connected correctly.	Check that the telephone line and the telephone (or a peripheral device such as an external telephone, an answering machine, or a computer modem) are connected correctly.

Appendix

How to Use the Documentation Provided

Printed Documentation

Setup Sheet

Be sure to read this sheet first.

This sheet includes instructions for setting up your machine and getting it ready for use.

Network Setup Guide

Be sure to read this guide after reading the front side of your setup sheet when using the machine connected to a wired LAN.

This guide includes instructions for setting up your machine to be used over network.

Quick Start Guide (This guide)

Read this guide when starting to use the machine.

After following instructions in your setup sheet or the *Network Setup Guide*, we recommend you read this guide to familiarize yourself with the basic operation of some of the main functions that can be performed on your machine.

On-screen Manuals

User's Guide

Read this guide when starting to use the machine.

If the *Quick Start Guide* does not provide you enough information please refer to the *User's Guide* which can be installed from the *Setup CD-ROM*. This guide provides detailed instructions for:

● copying

● printing from a memory card

● printing from your computer

● scanning

● faxing

Additional guides are also available for advanced features.

Scanning Guide

Refer to this guide for full instructions on scanning operation and settings.

PC Printing Guide

Refer to this guide for full instructions on printer driver setting.

FAX Driver Guide (Windows only)

Refer to this guide for full instructions on fax driver setting.

PC Photo Printing Guide

Refer to this guide for full instructions on using the various application software included on the *Setup CD-ROM*.

Bluetooth Guide

Refer to this guide for full instructions of printing from computers and devices that support Bluetooth communication, and on troubleshooting them.

Reading the On-screen Manuals

For detailed instructions on installing the on-screen manuals, refer to your setup sheet or the *Network Setup Guide*.

You can view the on-screen manuals in the following way:

Windows

To view the on-screen manual, double-click the **XXX On-screen Manual** shortcut icon on the desktop, or click **Start** > **All Programs** (or **Programs**) > **Canon XXX Manual** > **XXX On-screen Manual** (where "**XXX**" is your machine's name).

System Requirements

Browser: Windows HTML Help Viewer

📖 **Note**
- Microsoft® Internet Explorer 5.0 or later must be installed.
- The on-screen manual may not be displayed properly depending on your operating system or Internet Explorer version. We recommend that you keep your system up to date with Windows Update.

Macintosh

To view the on-screen manual, double-click the **XXX On-screen Manual** alias (where "**XXX**" is your machine's name) on the desktop.

System Requirements

Browser: Help Viewer

📖 **Note**
- The on-screen manual may not be displayed properly depending on your operating system. We recommend that you keep your system up to date.
- We recommend using Safari as your Web browser to view the HTML format on-screen manuals. If Safari is not installed on your computer, download it from Apple Inc. website and install it.

Solution Menu (Windows only)

This menu screen helps you to easily launch bundled applications or on-screen manuals.

Also, you can easily access useful websites to get tips on how to use your machine.

Experience how easy it is to launch menu items by using the menu screen that appears automatically when your computer starts up.

For details, refer to the *Introduction to Solution Menu* on-screen manual.

My Printer (Windows only)

This application helps you to operate this machine.

Use this application to open the printer driver or the status monitor screen and confirm or change both the printer settings or status.

Also, this application has a menu to provide troubleshooting tips when problems arise.

Double-click the icon on the desktop and experience how easy operating the machine can be.

Specifications

General Specifications	
Printing resolution (dpi)	9600 (horizontal)* x 2400 (vertical) * Ink droplets can be placed with a pitch of 1/9600 inch at minimum.
Interface	USB 2.0 High Speed[*1] / Bluetooth v2.0 (option)[*2 *3 *4] / Wired LAN Interface (100BASE-TX/10BASE-T) [*1] A computer that complies with USB 2.0 Hi-Speed standard is required. Since the USB 2.0 Hi-Speed interface has full backward compatibility with USB Full-Speed (USB 1.1), it can be used at USB Full-Speed (USB 1.1). [*2] Maximum speed: 1.44 Mbps [*3] JPEG only [*4] Bluetooth connection is for printing only.
Print width	8 inches / 203.2 mm max. (for Borderless Printing: 8.5 inches / 216 mm)
Acoustic noise level	Approx. 33 dB (A) * When printing in the highest print quality mode on Photo Paper Pro.
Operating environment	Temperature: 5 to 35°C (41 to 95°F) Humidity: 10 to 90%RH (no condensation)
Storage environment	Temperature: 0 to 40°C (32 to 104°F) Humidity: 5 to 95%RH (no condensation)
Power supply	AC 100-240 V, 50/60 Hz
Power consumption	Printing (Copy): Approx. 21 W Standby (minimum): Approx. 5.5 W OFF: Approx. 1.4 W
External dimensions	Approx. 20.0 (W) x 19.0 (D) x 10.2 (H) inches / Approx. 508 (W) x 483 (D) x 260 (H) mm * With the Paper Support, Paper Output Tray, and Document Tray retracted.
Weight	Approx. 13.9 kg (Approx. 30.7 lb.) * With the Print Head and ink tanks installed.
Print Head	Total 4,608 nozzles (Y/PgBK/Dye BK: each 512 nozzles, C/M: each 1,536 nozzles)
ADF capacity	● A4 or Letter size: Max. 35 sheets (20 lb / 75 gsm paper), up to 0.20 inches / 5 mm in height ● Legal size: Max. 30 sheets (20 lb / 75 gsm paper), up to 0.16 inches / 4 mm in height ● Other sizes: 1 sheet

Copy Specifications	
Multiple copy	1 - 99 pages
Intensity adjustment	9 positions, Auto intensity (AE copy)
Zoom	25% - 400% (1% unit)

Scan Specifications (Platen Glass)	
Scanner driver	TWAIN / WIA (Windows Vista and Windows XP only)
Maximum scanning size	A4/Letter, 8.5" x 11.7" / 216 x 297 mm
Scanning resolution	Optical resolution (horizontal x vertical) max: 4800 dpi x 9600 dpi
	Interpolated resolution max: 19200 dpi x 19200 dpi
Gradation (Input/Output)	Gray: 16bit/8bit
	Color: 48bit/24bit (RGB each 16bit/8bit)

Fax Specifications	
Applicable line	Public Switched Telephone Network (PSTN)
Compatibility	G3 / Super G3 (Mono & Color Fax)
Data compressing system	MH, MR, MMR, JPEG
Modem type	Fax modem
Modem speed	33600 / 31200 / 28800 / 26400 / 24000 / 21600 / 19200 / 16800 / 14400 / 12000 / 9600 / 7200 / 4800 / 2400 bps
	Automatic fallback
Transmission speed	Black & white: Approx. 3 seconds/page at 33.6 Kbps, ECM-MMR, transmitting from memory (Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode or Canon FAX Standard chart No.1, standard mode.)
	Color: Approx. 1 minute/page at 33.6 Kbps, ECM-JPEG, transmitting from memory (Based on Canon COLOR FAX TEST SHEET.)
Scanning image processing	Halftones: 256 levels of gray
	Density adjustment: 3 levels
Memory	Transmission/reception: 250 pages (Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode.)
Fax resolution	Black & white **Standard**: 8 pels / mm x 3.85 lines / mm (203 pels / inch x 98 lines / inch)
	Black & white **Fine**, **Photo**: 8 pels / mm x 7.70 lines / mm (203 pels / inch x 196 lines / inch)
	Color: 200 x 200 dpi

Dialing	Automatic dialing
	    One-touch speed dial (8 destinations)
	    Coded speed dial (100 destinations)
	    Group dial (max. 107 destinations)

	Regular dialing (with Numeric buttons)
	Automatic redialing
	Manual redialing (with the **Redial/Pause** button)

Fax Specifications	
Telephone networking	Sequential broadcasting (max. 109 destinations)
	Automatic reception
	Automatic fax/tel switchover
	DRPD (Distinctive Ring Pattern Detection)
	Remote reception by telephone (Default ID: 25)
	Non-ring reception
	ECM deactivation
	Activity report (after every 20 transactions)
	Non-delivery report
	TTI (Transmit Terminal Identification)

Telephone Specifications	
Connection	Telephone/answering machine (CNG detecting signal)/data modem

Camera Direct Print (PictBridge)	
Paper size	4" x 6" / 10 x 15 cm, 5" x 7"[*1], CreditCard / 5.4 x 8.6 cm[*2], 8" x 10" / 20 x 25 cm, A4, 8.5" x 11" (Letter), 4" x 7.1" / 10.1 x 18 cm[*3] [*1] Can be selected only on certain Canon-brand PictBridge compliant devices. [*2] Feeding this paper from the Cassette can damage the machine. Load in the Rear Tray. [*3] May appear as "Hi-Vision" on a non Canon-brand PictBridge compliant device.
Paper type	Default (Selections based on the machine setting), Photo (Photo Paper Plus Glossy, Photo Paper Plus Glossy II, Glossy Photo Paper, Glossy Photo Paper "Everyday Use", Photo Paper Glossy, Photo Paper Plus Semi-gloss, Photo Stickers), Fast Photo (Photo Paper Pro), Plain (A4/Letter only)
Layout	Default (Selections based on the machine setting), Borderless, Bordered, N-up (2, 4, 9, 16)[*1], 20-up[*2], 35-up[*3] [*1] Layout compatible with Canon-brand sticker above. Refer to "Compatible Media Types" in the *User's Guide* on-screen manual. [*2] You can print shooting Info (Exif Data) on photos in list format (20-up), or in the margins of specified photos (1-up). Select Layout, then select the item displayed with the [i] icon. (Note that this print setting cannot be used for some models.) [*3] Selected photos are printed in 35 mm film style layout (contact printing layout). This print setting is only available with certain Canon PictBridge compliant devices.
Image optimize	Default (Selections based on the machine setting), On, Off, "Vivid"*, "NR" (Noise Reduction)*, "Face"*, "Red-Eye"* * If using a Canon PictBridge compliant camera, you can select it.
Print date & file no.	Default (Off: No printing), Date, File No., Both, Off
Trimming	Default (Off: No trimming), On (follow camera's setting), Off

Minimum System Requirements

📖 **Note**

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

	Windows	Macintosh
Operating System **Processor** **RAM**	Windows Vista Pentium II (including compatible processors) 300 MHz 128 MB Windows XP SP2 Pentium II (including compatible processors) 300 MHz 128 MB Windows 2000 Professional SP4 Pentium II (including compatible processors) 300 MHz 128 MB Note: Operation can only be guaranteed on a PC pre-installed Windows Vista, XP or 2000.	Mac OS X v.10.4 Intel processor PowerPC G3 256 MB Mac OS X v.10.3.9 PowerPC G3 128 MB Note: Hard disk must be formatted as Mac OS Extended (Journaled) or Mac OS Extended.
Browser	Internet Explorer 6.0 or later	Safari
Hard Disk Space	800 MB Note: For bundled software installation.	650 MB Note: For bundled software installation.
CD-ROM Drive	Required	
Other restrictions	XGA 1024 x 768	

● Some functions may not be available with Windows Media Center.

● To upgrade from Windows XP to Windows Vista, first uninstall software bundled with the Canon inkjet printer.

Additional System Requirements for On-Screen Manuals

Windows	Macintosh
Browser: Windows HTML Help Viewer Note: Microsoft Internet Explorer 5.0 or later must be installed. The on-screen manual may not be displayed properly depending on your operating system or Internet Explorer version. We recommend that you keep your system up to date with Windows Update.	Browser: Help Viewer Note: The on-screen manual may not be displayed properly depending on your operating system. We recommend that you keep your system up to date.

Specifications are subject to change without notice.

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

Users in the U.S.A.

■ Pre-Installation Requirements for MX850

Order Information

When ordering service from the telephone company for this equipment, the following may be required.
Universal Service Order Code (USOC): RJ11C
The Facility Interface Code (FIC): 02LS2
Service Order Code (SOC): 9.0F

■ Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the bottom of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

Connection to party lines is subjected to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

■ In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line cable, turn off the power and disconnect the power cord. The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.
Information regarding Authorized Service Facility locations can be obtained by calling the Canon Customer Center.

■ Rights of the Telephone Company

If this equipment causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a compliant with the FCC if he/she believes it is necessary.

⚠ Warning

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone FAX machine unless such message clearly contains in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your FAX machine, you should complete the procedure to register your name, unit's telephone number, time, and date. See "Registering Sender Information" of this guide.

■ Regulatory Information

FCC Notice (U.S.A. Only)

For 120V, 60Hz model

Model Number: K10313

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 Plaza
Lake Success, NY 11042
1-516-328-5600

■ Canon U.S.A., INC. LIMITED WARRANTY --- (U.S.A. only)

The limited warranty set forth below is given by Canon U.S.A., Inc. ("Canon USA") with respect to the new or refurbished Canon-brand product ("Product") packaged with this limited warranty, when purchased and used in the United States only.

The Product is warranted against defects in materials and workmanship under normal use and service (a) for a period of one (1) year from the date of original purchase when delivered to you in new condition in its original container or (b) for 90 days from the date of original purchase for refurbished Products. Product returned to a Canon USA repair facility or a Canon USA Authorized Service Facility ("ASF"), and proven to be defective upon inspection will be (a) repaired utilizing new, remanufactured, repaired and/or recycled parts (b) exchanged for new or; (c) exchanged for a refurbished Product, as determined by the Canon USA repair facility or the ASF. Warranty repair or replacement shall not extend the original warranty period of the Product. A dated proof of purchase is required at the time of warranty service. A copy of your dated bill of sale will satisfy this requirement. This warranty does not cover any accessories, or any consumables, such as paper or ink cartridges, as to which there shall be no warranty or replacement.

This limited warranty shall only apply if the Product is used in conjunction with compatible computers, peripheral equipment and software. Canon USA shall have no responsibility for such items except for compatible Canon brand peripheral equipment covered by a separate warranty ("Separate Warranty"). Repairs of such Canon brand peripheral equipment shall be governed by the terms of the Separate Warranty. Non-Canon brand equipment and software that may be distributed with the Product are sold "as is" and without warranty of any kind by Canon USA, including any implied warranty regarding merchantability or fitness for a particular purpose, and all such warranties are disclaimed. The sole warranty, if any, with respect to such non-Canon brand items is given by the manufacturer or producer thereof.

This limited warranty covers all defects encountered in normal use of the Product and does not apply in the following cases:

(a) Loss of or damage to the Product due to abuse, neglect, mishandling, improper packaging by you, alteration, accident, electrical current fluctuations, improper use, failure to follow operating or maintenance instructions in, or environmental conditions prescribed in, Canon USA's user's manual or other documentation, or services performed by someone other than a Canon USA repair facility or ASF. Without limiting the foregoing, dropping the Product, scratches, and abrasions will be presumed to have resulted from misuse, abuse or failure to operate the Product as set forth in the user's manual or other documentation for the Product.

(b) Use of parts, media, software or supplies (other than those sold by Canon USA), including non-Canon ink cartridges or refilled ink cartridges, that cause damage to the Product or cause abnormally frequent service calls or service problems.

(c) If the Product has had its serial number or dating defaced, altered or removed.

ANY SYSTEM SOFTWARE (WHETHER FACTORY LOADED ON THE PRODUCT OR CONTAINED ON THE SOFTWARE DISKETTES OR CD-ROMS ENCLOSED WITH, OR ACCOMPANYING, THE PRODUCT), AND ANY UTILITY SOFTWARE, DISTRIBUTED WITH OR FOR THE PRODUCT, IS SOLD "AS IS" AND WITHOUT WARRANTY BY CANON USA. THE SOLE WARRANTY WITH RESPECT TO SUCH SOFTWARE IS CONTAINED IN THE SOFTWARE MANUFACTURER'S LICENSE AGREEMENT DISTRIBUTED THEREWITH, INCLUDING ANY LIMITATIONS AND DISCLAIMERS THEREON. PLEASE CONTACT CANON USA IMMEDIATELY IF YOU HAVE NOT RECEIVED A COPY OF THE SOFTWARE MANUFACTURER'S LICENSE AGREEMENT.

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ITS ASF. (SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.) CANON USA SHALL NOT BE LIABLE FOR LOSS OF REVENUES OR PROFITS, INCONVENIENCE, EXPENSE FOR SUBSTITUTE EQUIPMENT OR SERVICE, STORAGE CHARGES, LOSS OR CORRUPTION OF DATA, OR ANY OTHER SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES CAUSED BY THE USE, MISUSE, OR INABILITY TO USE THE PRODUCT REGARDLESS OF THE LEGAL THEORY ON WHICH THE CLAIM IS BASED, AND EVEN IF CANON USA OR ITS ASF HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOR SHALL RECOVERY OF ANY KIND AGAINST CANON USA OR ITS ASF BE GREATER IN AMOUNT THAN THE PURCHASE PRICE OF THE PRODUCT CAUSING THE ALLEGED DAMAGE. WITHOUT LIMITING THE FOREGOING, YOU ASSUME ALL RISK AND LIABILITY FOR LOSS, DAMAGE OR INJURY TO YOU AND YOUR PROPERTY AND TO OTHERS AND THEIR PROPERTY ARISING OUT OF THE POSSESSION, USE, MISUSE, OR INABILITY TO USE THE PRODUCT SOLD BY CANON USA NOT CAUSED SOLELY AND DIRECTLY BY THE NEGLIGENCE OF CANON USA, OR ITS ASF. (SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE EXCLUSION OR LIMITATION MAY NOT APPLY TO YOU.) THIS LIMITED WARRANTY SHALL NOT EXTEND TO ANYONE OTHER THAN THE ORIGINAL PURCHASER OF THE PRODUCT OR THE PERSON FOR WHOM IT WAS PURCHASED AS A GIFT, AND STATES YOUR EXCLUSIVE REMEDY.

Canon USA offers a range of customer technical support* options:

- Interactive troubleshooting, e-mail technical support, the latest driver downloads and answers to frequently asked questions (**www.canontechsupport.com**)
- Toll-free live technical support Monday—Saturday (excluding holidays) at 1-800-828-4040
- Telephone Device for the Deaf (TDD-1-866-251-3752)
- Repair or Exchange Service Options:
  In the event service is required for the Product during the limited warranty period, Canon USA offers two hardware support options:

Authorized Service Facility Carry-In / Mail-In Service

Canon USA's Carry-In/Mail-In Service provides repair or exchange, at Canon USA's option, through Canon USA's Authorized Service Facility (ASF) network. The name and telephone number of the ASF(s) near you may be obtained from Canon USA's Web site at **www.canontechsupport.com** or by calling the Canon USA Customer Care Center at 1-800-828-4040, or any time while speaking to a technical support person. A Product covered by this limited warranty will be repaired or exchanged, as determined by Canon USA, and returned without charge by the ASF.

InstantExchange Service **

A Canon Customer Care Center or ASF technician will attempt to diagnose the nature of the problem and, if possible, correct it over the telephone. If the problem cannot be corrected over the telephone, and you elect the InstantExchange option, a reference number will be issued to you. You will be asked for the Product serial number and other information pertaining to your Product and for a ship-to location for the replacement Product (must include street address).

The Canon USA repair facility will ship out the replacement Product prepaid by Canon USA. After receipt of the replacement Product (with instructions and a prepaid waybill), follow the enclosed instructions on how to ship your product to the Canon USA repair facility. Your Product must be returned in the shipping carton in which the replacement Product was packed and include the reference number, A COPY OF YOUR DATED PROOF OF PURCHASE (BILL OF SALE), and a complete explanation of the problem. DO NOT INCLUDE ANY OTHER ITEMS WITH THE YOUR PRODUCT IN THE RETURN SHIPPING CARTON, AND BE SURE TO RETAIN YOUR PRINTHEAD, INK CARTRIDGE(S) AND TANK(S).

InstantExchange Service exchanges your Product with a replacement Product, which will normally be shipped the same day if your request for this service is by 3 p.m. E.T. Monday through Friday, except holidays. Canon USA does not guarantee same day shipment in the event of the occurrence of factors beyond its reasonable control. The replacement Product you receive may be a refurbished or reconditioned unit and will be covered for the balance of the period remaining on your original limited warranty. NOTE THAT BY USING THIS SERVICE YOU WILL KEEP THE REPLACEMENT PRODUCT THAT IS SENT TO YOU. CANON USA WILL RETAIN THE PRODUCT THAT YOU ORIGINALLY PURCHASED, WHICH SHALL BECOME THE PROPERTY OF CANON USA. InstantExchange warranty program service is available only during the express limited-warranty period for your Product and only in the continental United States, Alaska and Hawaii during such period.

This limited warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

* Support program specifics are subject to change without notice.

** InstantExchange warranty service is subject to the availability of refurbished or new replacement units.

Canon U.S.A., Inc.
One Canon Plaza
Lake Success, NY 11042
USA

Users in Canada

■ Pre-Installation Requirements for Canon Facsimile Equipment

Notice

This equipment meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

Avis

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

Users in New Zealand

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary telephone port is not specifically designed for 3-wire connected equipment that may not respond to incoming ringing when attached to this port.

The automatic calling functions of this equipment must not be used to cause a nuisance to other Telecom customers.

This equipment must not be programmed for decadic (pulse) dialling.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances. This condition typically applies to 56 kbit/s modems and V34 facsimile machines.

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Ordering Information

For additional supplies, use the following descriptions and order numbers.

Description	Order #
Ink Tanks	
CLI-8 Black	0620B002
PGI-5 Black	0628B002
CLI-8 Yellow	0623B002
CLI-8 Magenta	0622B002
CLI-8 Cyan	0621B002
Canon Specialty Papers	
Glossy Photo Paper Credit Card Size (100 sheets)	9157A023
High Resolution Paper (8.5" x 11"/ 100 sheets)	1033A011
Matte Photo Paper (4" x 6"/ 120 sheets)	7981A014
Matte Photo Paper (8.5" x 11"/ 50 sheets)	7981A004
Photo Paper Glossy (4" x 6"/ 50 sheets)	0775B021
Photo Paper Glossy (4" x 6"/ 100 sheets)	0775B022
Photo Paper Glossy (8.5" x 11"/ 50 sheets)	0775B023
Photo Paper Glossy (8.5" x 11"/ 100 sheets)	0775B024
Photo Paper Plus Double Sided (5" x 7"/ 10 sheets)	9981A006
Photo Paper Plus Double Sided (8.5" x 11"/ 10 sheets)	9981A005
Photo Paper Plus Double Sided Album Kit (5" x 7")	0041B005
Photo Paper Plus Double Sided Album Kit (8.5" x 11")	0041B006
Photo Paper Plus Glossy (4" x 6"/ 50 sheets)	7980A012
Photo Paper Plus Glossy (4" x 6"/ 120 sheets)	7980A022
Photo Paper Plus Glossy (5" x 7"/ 20 sheets)	7980A019
Photo Paper Plus Glossy (8.5" x 11"/ 20 sheets)	7980A006
Photo Paper Plus Glossy II (4" x 6"/ 50 sheets)	2311B022
Photo Paper Plus Glossy II (4" x 6"/ 100 sheets)	2311B023
Photo Paper Plus Glossy II (5" x 7"/ 20 sheets)	2311B024
Photo Paper Plus Glossy II (8" x 10"/ 20 sheets)	2311B025
Photo Paper Plus Glossy II (8.5" x 11"/ 20 sheets)	2311B001
Photo Paper Plus Semi-gloss (4" x 6"/ 50 sheets)	1686B014
Photo Paper Plus Semi-gloss (8" x 10"/ 20 sheets)	1686B017
Photo Paper Plus Semi-gloss (8.5" x 11"/ 20 sheets)	1686B020
Photo Paper Pro (4" x 6"/ 20 sheets)	1029A014
Photo Paper Pro (4" x 6"/ 75 sheets)	1029A027
Photo Paper Pro (8" x 10"/ 20 sheets)	1029A059
Photo Paper Pro (8.5" x 11"/ 15 sheets)	1029A004
All Occasion Photo Cards (4" x 8"/ 50 sheets)	1029A069
Photo Stickers (16 stickers/sheet, 5 sheets/pack)	0001C001

Call **1-800-OK-CANON** to locate a dealer near you, or visit the Canon eStore at **www.estore.usa.canon.com**.

The following ink tanks are compatible with this product.

8	5	8	8	8
BK	PGBK	Y	M	C
CLI-8BK	PGI-5BK	CLI-8Y	CLI-8M	CLI-8C

For information on product specifications, please visit our website at www.usa.canon.com