

Canon

E610 series Online Manual

Printing
Copying

English

Printing

- Printing from a Computer
 - Printing with Application Software that You are Using (Printer Driver)
- Printing Using the Operation Panel of the Machine
 - Printing Template Forms Such As Lined Paper or Graph Paper

Printing from a Computer

- Printing with Application Software that You are Using (Printer Driver)

Printing Using the Operation Panel of the Machine

- [Printing Template Forms Such As Lined Paper or Graph Paper](#)

Copying

- Making Copies  **Basic**
- Setting Items
- Reducing or Enlarging a Copy
- About Special copy Menu
- Copying Two Pages to Fit onto a Single Page
- Copying Four Pages to Fit onto a Single Page
- Copying Thick Originals Such as Books
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Printing with Application Software that You are Using (Printer Driver)

- Printing with Easy Setup 📄Basic
- Various Printing Methods
- Changing the Print Quality and Correcting Image Data
- Overview of the Printer Driver
- Updating the MP Drivers
- Sharing the Printer on a Network

Printing with Easy Setup

This section describes a simple procedure for specifying **Quick Setup** tab settings that allow you to perform printing suited to this machine.

For details about the **Quick Setup** tab, see "[Quick Setup Tab](#)."

1. Check that the machine is turned on

➡ Confirming that the Power Is On

2. Load paper on the machine

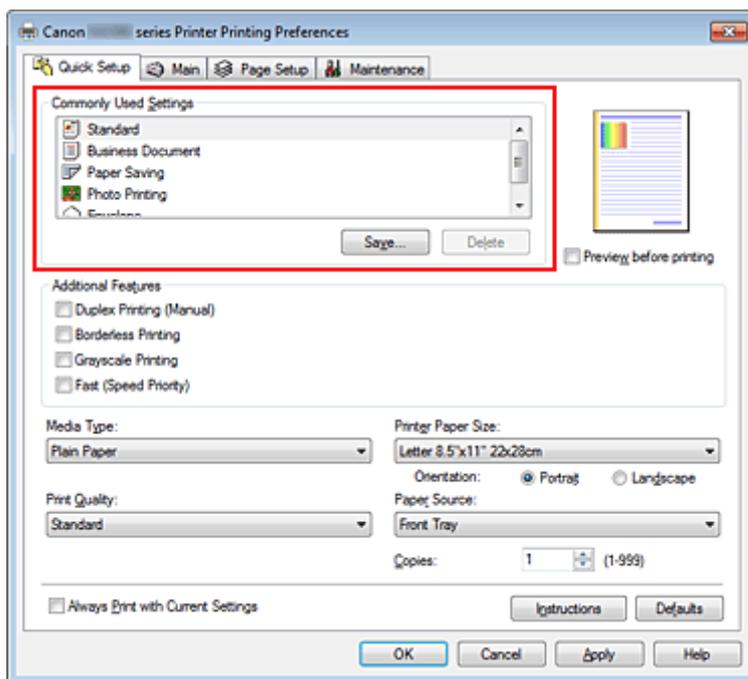
➡ Loading Paper

3. Open the printer driver setup window

➡ [How to Open the Printer Driver Setup Window](#)

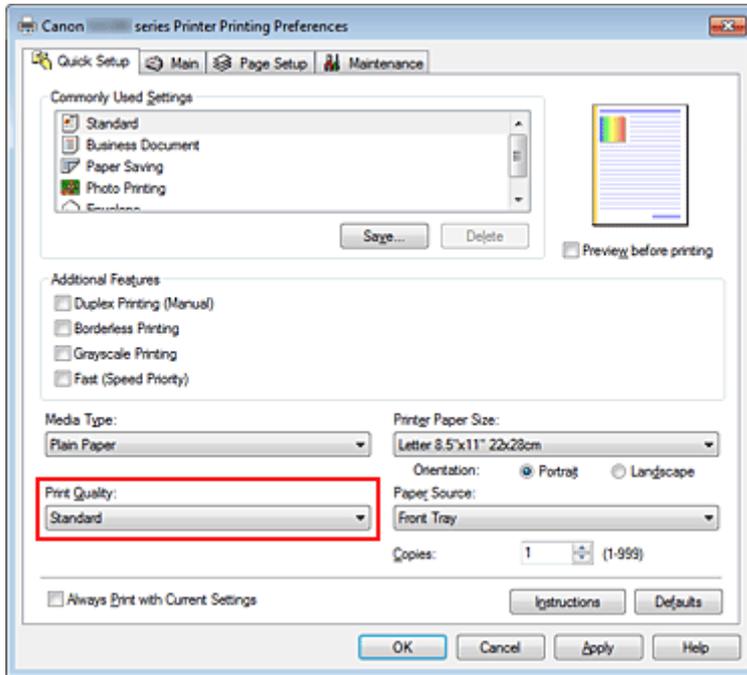
4. Select a frequently used profile

In **Commonly Used Settings** on the **Quick Setup** tab, select a printing profile suited for the purpose. When you select a printing profile, the **Additional Features**, **Media Type**, and **Printer Paper Size** settings are automatically switched to the values that were preset.



5. Select the print quality

For **Print Quality**, select **High**, **Standard**, or **Fast** according to your purpose.



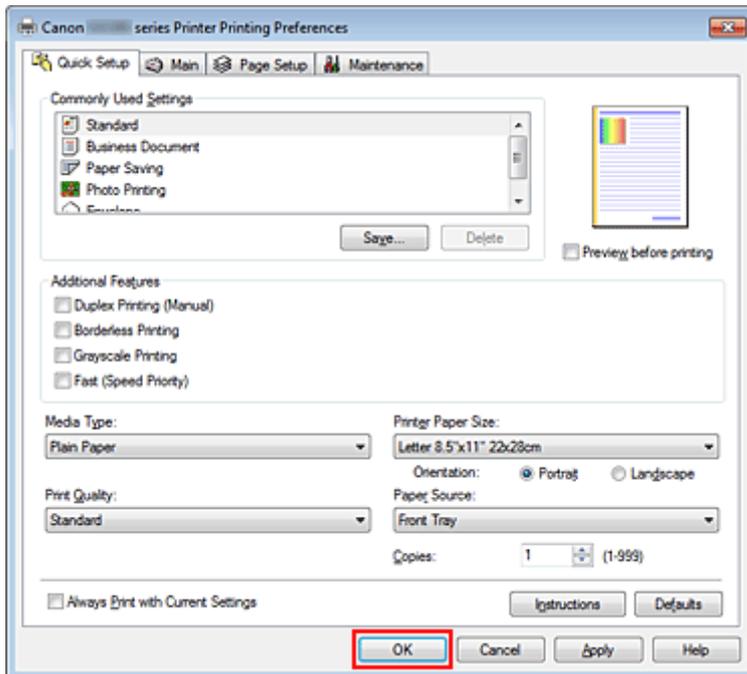
►►► Important

- The print quality settings that can be selected may differ depending on a printing profile.

6. Complete the setup

Click **OK**.

When you execute print, the document is printed with settings that match your purpose.

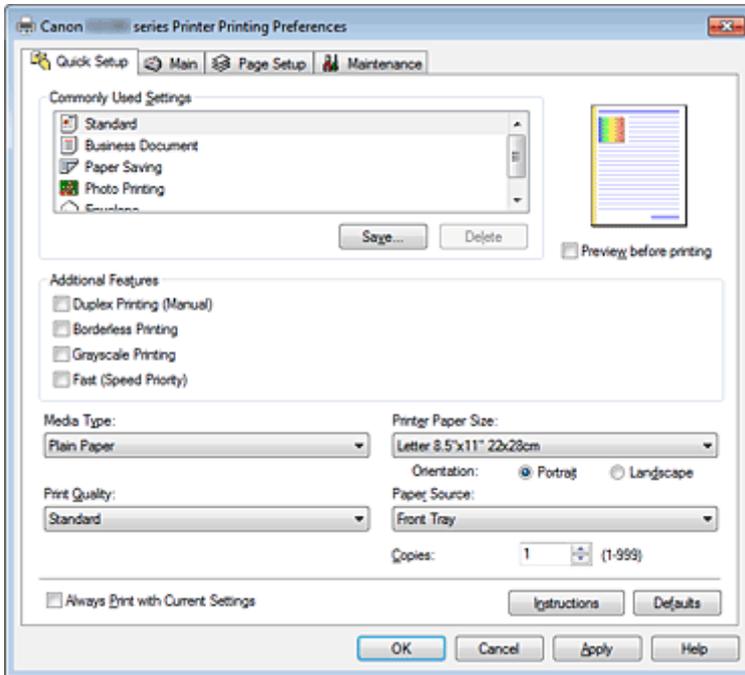


►►► Important

- When you select the **Always Print with Current Settings** check box, all settings specified on the **Quick Setup**, **Main**, and **Page Setup** tabs are saved, and you can print with the same settings from the next time as well.
- In the **Commonly Used Settings** window, click **Save...** to register the specified settings.
 - ➡ Registering a Frequently Used Printing Profile.

Quick Setup Tab

The **Quick Setup** tab is for registering commonly used print settings. When you select a registered setting, the machine automatically switches to the preset items.



Related Topics

- [Printing with Easy Setup](#)
- [Setting a Page Size and Orientation](#)
- [Setting the Number of Copies and Printing Order](#)
- [Execute Borderless Printing](#)
- [Duplex Printing](#)
- [Setting Up Envelope Printing](#)
- [Printing on Postcards](#)
- [Displaying the Print Results before Printing](#)
- [Setting Paper Dimensions \(Custom Size\)](#)
- [Printing a Color Document in Monochrome](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)
- [Adjusting Intensity/Contrast Using Sample Patterns \(Printer Driver\)](#)
- [Registering a Frequently Used Printing Profile](#)

Setting the Media Type with the Printer Driver

When you use this machine, selecting a media type that matches the print purpose will help you achieve the best print results.

You can use the following media types on this machine.

Commercially available papers

Media name	Media Type in the printer driver
Plain Paper (including recycled paper)	Plain Paper
Envelopes	Envelope

Canon genuine papers (Photo Printing)

Media name <Model No.>	Media Type in the printer driver
Photo Paper Pro Platinum <PT-101>	Photo Paper Pro Platinum
Glossy Photo Paper "Everyday Use" <GP-501>	Glossy Photo Paper
Photo Paper Glossy <GP-502>	Glossy Photo Paper
Photo Paper Plus Glossy II <PP-201>	Photo Paper Plus Glossy II
Photo Paper Pro Luster <LU-101>	Photo Paper Pro Luster
Photo Paper Plus Semi-gloss <SG-201>	Photo Paper Plus Semi-gloss
Matte Photo Paper <MP-101>	Matte Photo Paper

Canon genuine papers (Business Letter Printing)

Media name <Model No.>	Media Type in the printer driver
High Resolution Paper <HR-101N>	High Resolution Paper

Canon genuine papers (Original Products)

Media name <Model No.>	Media Type in the printer driver
T-Shirt Transfers <TR-301>	T-Shirt Transfers
Photo Stickers <PS-101>	Glossy Photo Paper

Various Printing Methods

- [Setting a Page Size and Orientation](#)
- [Setting the Number of Copies and Printing Order](#)
- [Setting the Stapling Margin](#)
- [Execute Borderless Printing](#)
- [Fit-to-Page Printing](#)
- [Scaled Printing](#)
- [Page Layout Printing](#)
- [Tiling/Poster Printing](#)
- [Booklet Printing](#)
- [Duplex Printing](#)
- [Stamp/Background Printing](#)
- [Registering a Stamp](#)
- [Registering Image Data to be Used as a Background](#)
- [Setting Up Envelope Printing](#)
- [Printing on Postcards](#)
- [Displaying the Print Results before Printing](#)
- [Setting Paper Dimensions \(Custom Size\)](#)
- [Editing the Print Document or Reprinting from the Print History](#)

Setting a Page Size and Orientation

The paper size and orientation are essentially determined by the application software. When the page size and orientation set for **Page Size** and **Orientation** on the **Page Setup** tab are same as those set with the application software, you do not need to select them on the **Page Setup** tab.

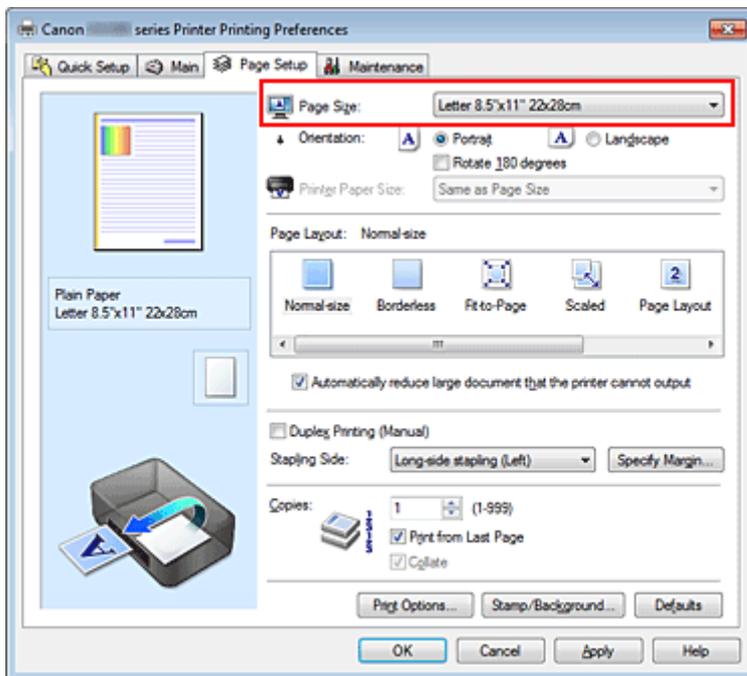
When you are not able to specify them with the application software, the procedure for selecting a page size and orientation is as follows:

You can also set page size and orientation on the **Quick Setup** tab.

1. Open the [printer driver setup window](#)

2. Select the paper size

Select a page size from the **Page Size** list on the **Page Setup** tab.



3. Set Orientation

Select **Portrait** or **Landscape** for **Orientation**. Check **Rotate 180 degrees** check box when you want to perform printing with the original being rotated 180 degrees.

4. Complete the setup

Click **OK**.

When you execute print, the document will be printed with the selected page size and the orientation.

▶▶▶ Note

- If **Normal-size** is selected for **Page Layout**, then **Automatically reduce large document that the printer cannot output** is displayed.

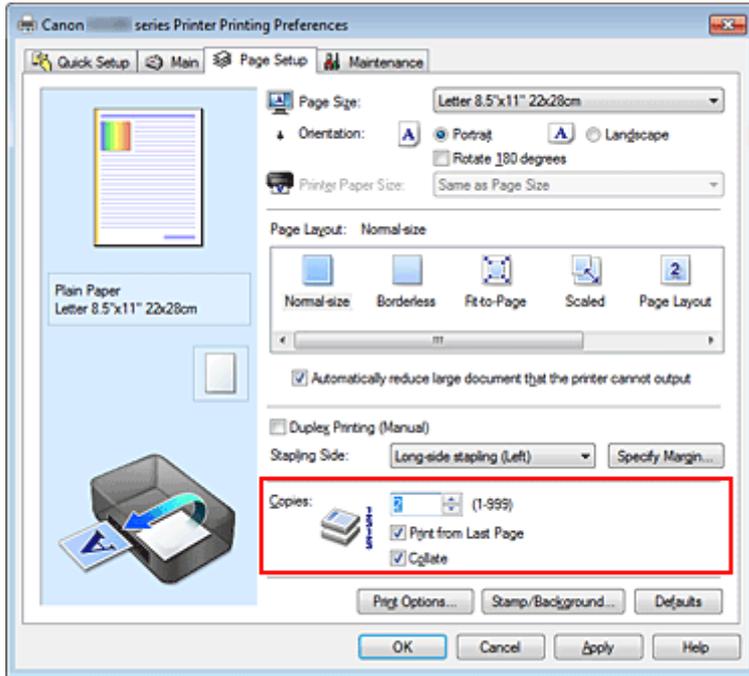
Normally, you can leave the **Automatically reduce large document that the printer cannot output** check box checked. During printing, if you do not want to reduce large documents that cannot be printed on the printer, uncheck the check box.

Setting the Number of Copies and Printing Order

The procedure for specifying the number of copies and printing order is as follows:
You can also set the number of copies on the **Quick Setup** tab.

1. Open the [printer driver setup window](#)
2. Specify the number of copies to be printed

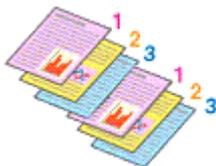
For **Copies** on the **Page Setup** tab, specify the number of copies to be printed.



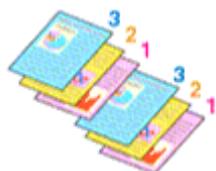
3. Specify the print order

Check the **Print from Last Page** check box when you want to print from the last page in order, and uncheck the check box when you want to print from the first page.
Check the **Collate** check box when you are printing multiple copies of a document and want to print out all pages in each copy together. Uncheck this check box when you want to print all pages with the same page number together.

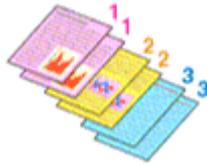
- **Print from Last Page:** / **Collate:**



- **Print from Last Page:** / **Collate:**



- **Print from Last Page:** / **Collate:**



- **Print from Last Page:** / **Collate:**



4. Complete the setup

Click **OK**.

When you execute print, the specified number of copies will be printed with the specified printing order.

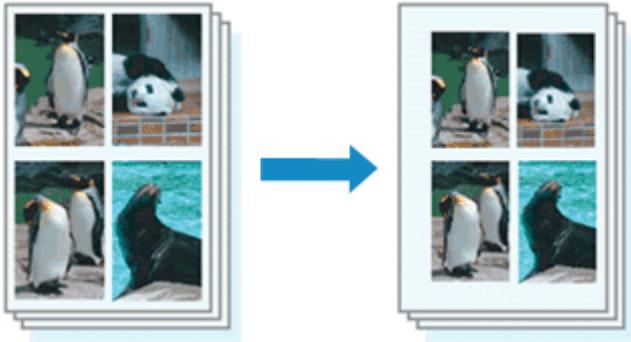
▶▶▶ Important

- When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order with both the application software and this printer driver, the number of copies may be multiplied numbers of the two settings or the specified printing order may not be enabled.
- **Print from Last Page** appears grayed out and is unavailable when **Tiling/Poster** is selected for **Page Layout**.
- When **Booklet** is selected for **Page Layout**, **Print from Last Page** and **Collate** appear grayed out and cannot be set.
- When **Duplex Printing (Manual)** is selected, **Print from Last Page** appears grayed out and cannot be set.

▶▶▶ Note

- By setting both **Print from Last Page** and **Collate**, you can perform printing so that papers are collated one by one starting from the last page. These settings can be used in combination with **Normal-size**, **Borderless**, **Fit-to-Page**, **Scaled**, **Page Layout**, and **Duplex Printing (Manual)**.

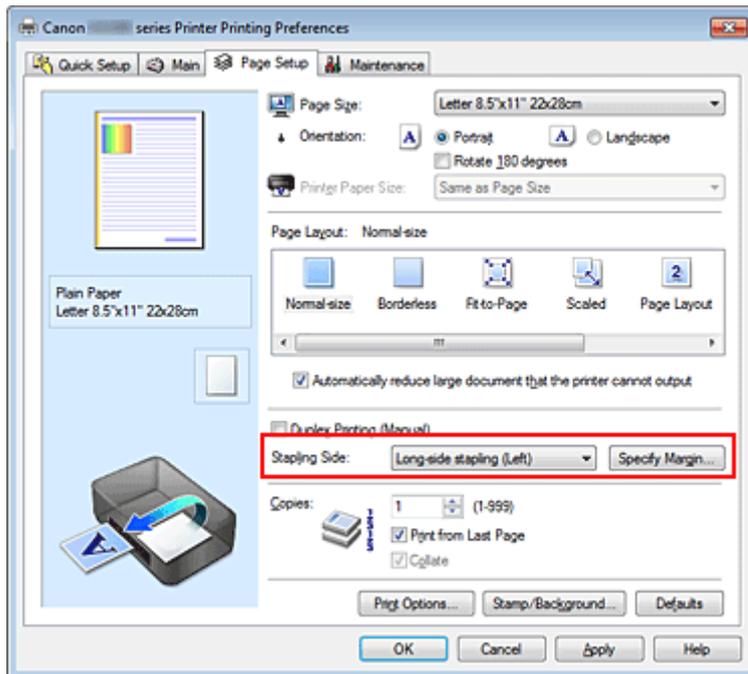
Setting the Stapling Margin



The procedure for setting the staple side and the margin width is as follows:

1. Open the [printer driver setup window](#)
2. Specify the side to be stapled

Check the position of the stapling margin from **Stapling Side** on the **Page Setup** tab.
The printer analyzes the **Orientation** and **Page Layout** settings, and automatically selects the best staple position. When you want to change the setting, select from the list.



3. Set the margin width

If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.



➤➤ Note

- The printer automatically reduces the print area depending on the staple position margin.

4. Complete the setup

Click **OK** on the **Page Setup** tab.

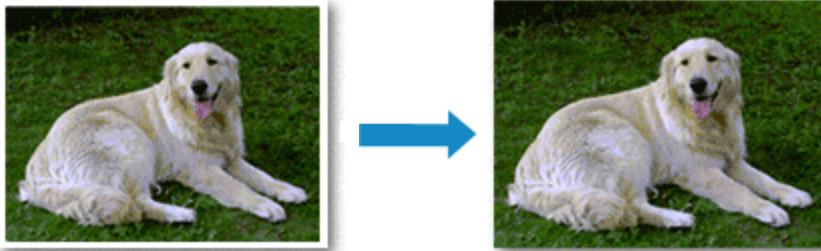
When you execute print, the data is printed with the specified staple side and margin width.

Important

- **Stapling Side** and **Specify Margin...** appear grayed out and are unavailable when:
 - **Borderless, Tiling/Poster**, or **Booklet** is selected for **Page Layout**
 - **Scaled** is selected for **Page Layout** (When **Duplex Printing (Manual)** is also selected, only **Stapling Side** can be specified.)

Execute Borderless Printing

The borderless printing function allows you to print data without any margin by enlarging the data so that it extends slightly off the paper. In standard printing, margins are created around the document area. However, in borderless printing function, these margins are not created. When you want to print data such as a photo without providing any margin around it, set borderless printing.



The procedure for performing borderless printing is as follows:

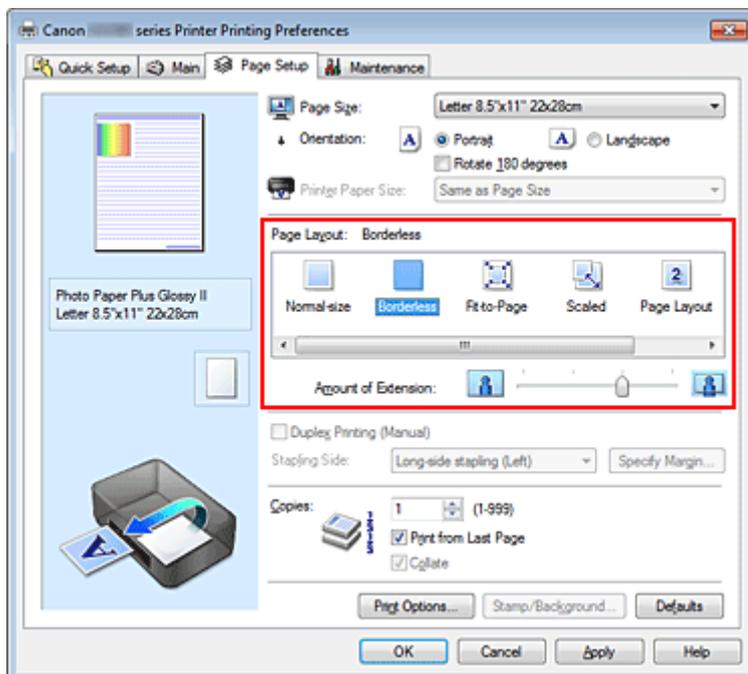
You can also set borderless printing in **Additional Features** on the **Quick Setup** tab.

Setting Borderless Printing

1. Open the [printer driver setup window](#)

2. Set borderless printing

Select **Borderless** from the **Page Layout** list on the **Page Setup** tab.



Click **OK** when the confirmation message appears.

When a message prompting you to change the media type appears, select a media type from the list and click **OK**.

3. Check the paper size

Check the **Page Size** list. When you want to change it, select another page size from the list. The list displays only sizes that can be used for borderless printing.

4. Adjust the amount of extension from the paper

If necessary, adjust the amount of extension using the **Amount of Extension** slider. Moving the slider to the right increases the amount extending off the paper, and moving the slider to the left decreases the amount. It is recommended to set the slider at the second position from the right for most cases.



»»» Important

- When the **Amount of Extension** slider is set to the rightmost position, the back side of the paper may become smudged.

5. Complete the setup

Click **OK**.
When you execute print, the data is printed without any margins on the paper.

»»» Important

- When a page size that cannot be used for borderless printing is selected, the size is automatically changed to the valid page sizes for borderless printing.
- When **Borderless** is selected, the **Printer Paper Size**, **Duplex Printing (Manual)**, **Stapling Side** settings, and the **Stamp/Background... (Stamp...)** button on the **Page Setup** tab appear grayed out and are unavailable.
- When **Envelope**, **High Resolution Paper**, or **T-Shirt Transfers** is selected from the **Media Type** list on the **Main** tab, you cannot perform borderless printing.
- Depending on the type of the media used during borderless printing, the print quality may deteriorate at the top and bottom of the sheet or stains may form.
- When the ratio of the height to the width differs from the image data, a portion of the image may not be printed depending on the size of the media used.
In this case, crop the image data with an application software according to the paper size.

»»» Note

- When **Plain Paper** is selected for **Media Type** on the **Main** tab, borderless printing is not recommended. Therefore, the message for media selection appears.
When you are using plain paper for test printing, select **Plain Paper**, and click **OK**.

Expanding the Range of the Document to Print

Setting a large amount of extension allows you to perform borderless printing with no problems. However, the portion of the document extending off the paper range will not be printed and for this reason, the subjects around the perimeter of a photo may not be printed.

Try borderless printing once. When you are not satisfied with the result of borderless printing, reduce the amount of extension. The extension amount decreases as the **Amount of Extension** slider is moved to the left.

»»» Important

- When the amount of extension is decreased, an unexpected margin may be produced on the print, depending on the size of the paper.

»»» Note

- When the **Amount of Extension** slider is set to the leftmost position, image data will be printed in the full size. If you set this when printing the address side of a postcard, the postal code of the sender is printed in the correct position.
- When **Preview before printing** is checked on the **Main** tab, you can confirm whether there will be no border before printing.

Fit-to-Page Printing

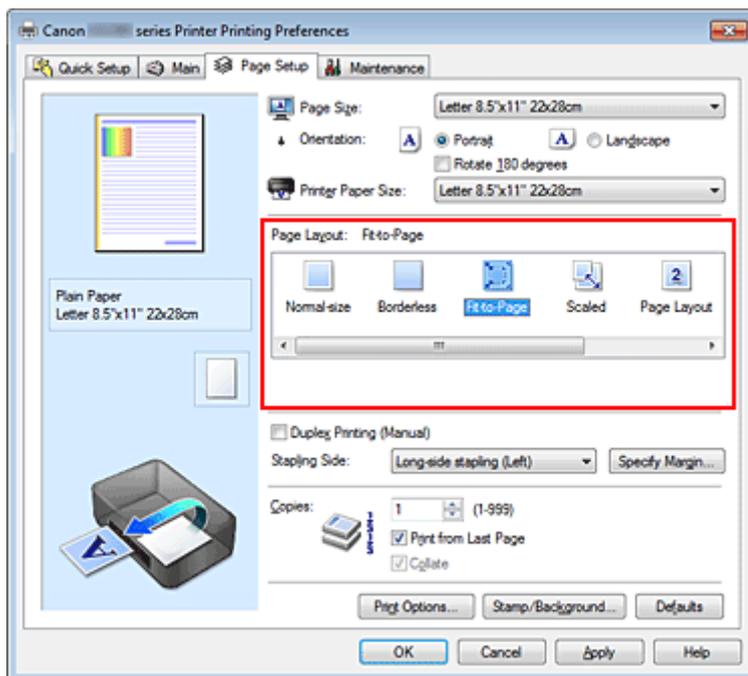


The procedure for printing a document that is automatically enlarged or reduced to fit the page size to be used is as follows:

1. Open the [printer driver setup window](#)

2. Set fit-to-page printing

Select **Fit-to-Page** from the **Page Layout** list on the **Page Setup** tab.



3. Select the paper size of the document

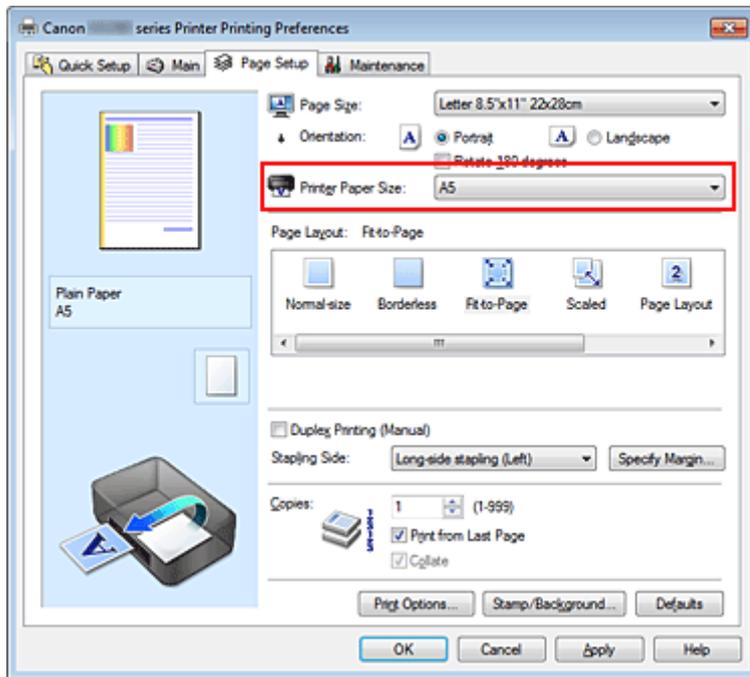
Using **Page Size**, select the page size that is set with your application software.

4. Select the print paper size

Select the size of the paper loaded in the machine from the **Printer Paper Size** list.

When the **Printer Paper Size** is smaller than the **Page Size**, the page image will be reduced. When the **Printer Paper Size** is larger than the **Page Size**, the page image will be enlarged.

The current settings are displayed in the settings preview on the left side of the printer driver.

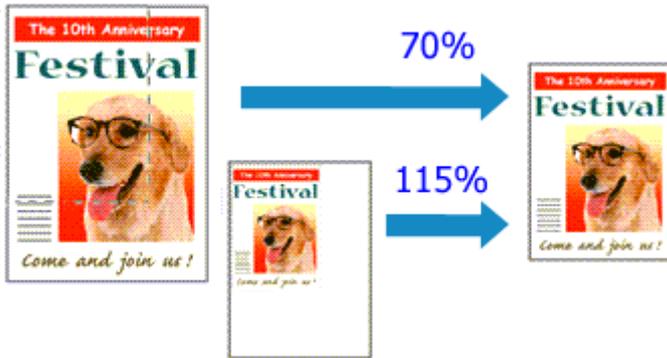


5. Complete the setup

Click **OK**.

When you execute print, the document will be enlarged or reduced to fit to the page size.

Scaled Printing

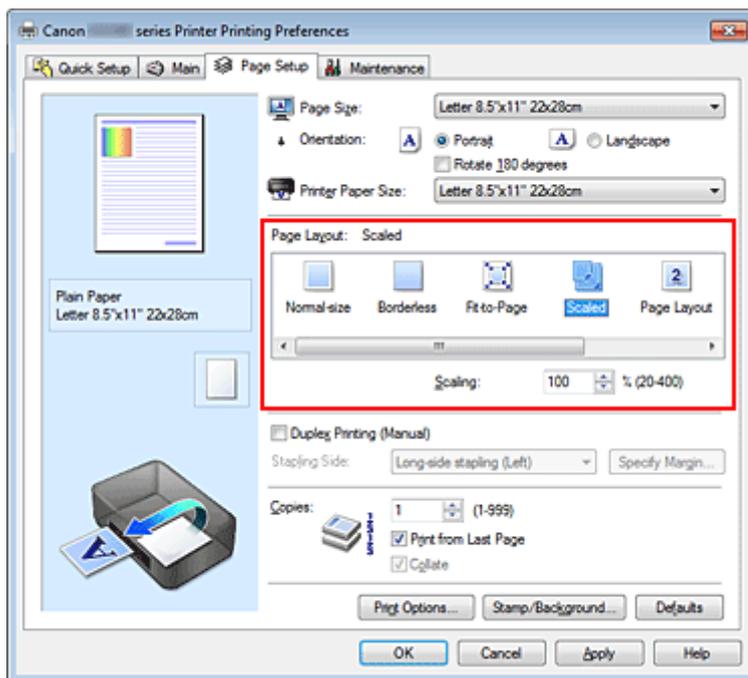


The procedure for printing a document with pages enlarged or reduced is as follows:

1. Open the [printer driver setup window](#)

2. Set scaled printing

Select **Scaled** from the **Page Layout** list on the **Page Setup** tab.



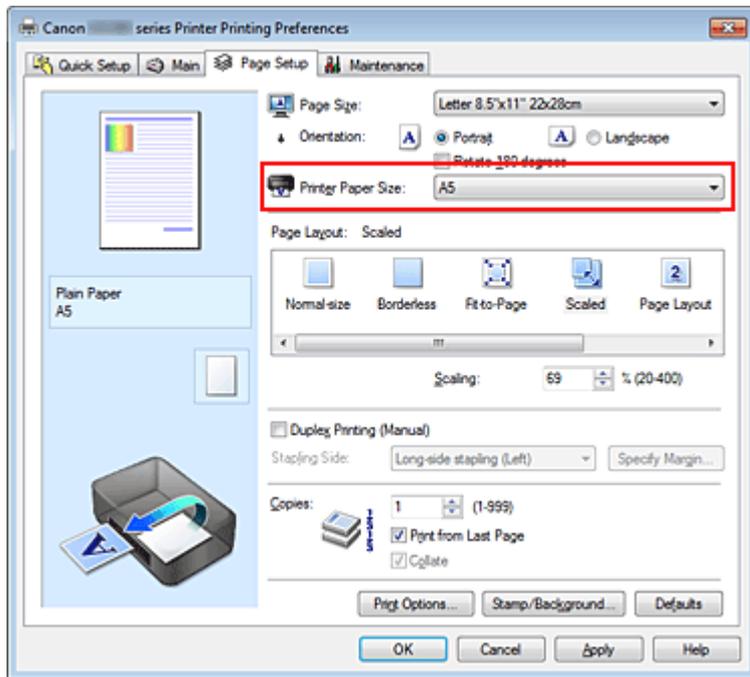
3. Select the paper size of the document

Using **Page Size**, select the page size that is set with your application software.

4. Set the scaling rate by using one of the following methods:

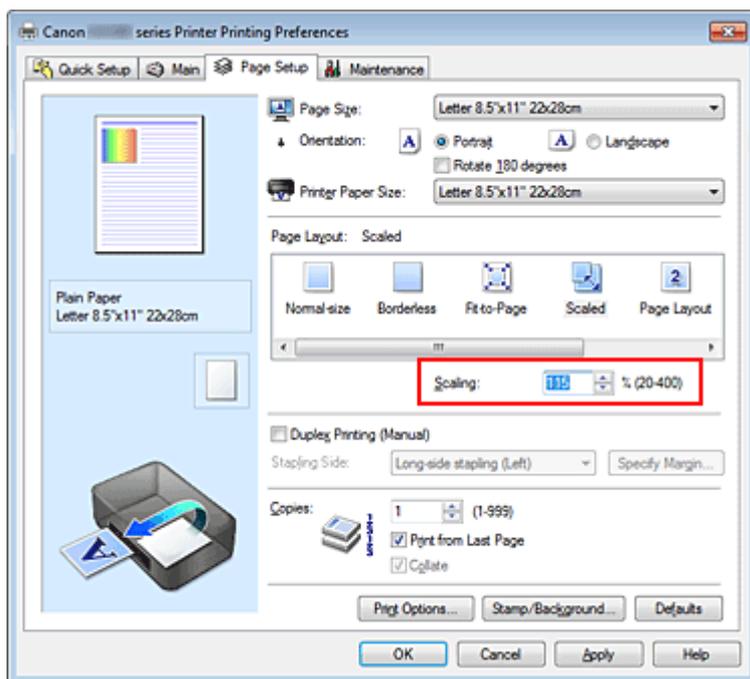
- **Select a Printer Paper Size**

When the printer paper size is smaller than the **Page Size**, the page image will be reduced. When the printer paper size is larger than the **Page Size**, the page image will be enlarged.



- **Specify a scaling factor**

Directly type in a value into the **Scaling** box.



The current settings are displayed in the settings preview on the left side of the printer driver.

5. Complete the setup

Click **OK**.

When you execute print, the document will be printed with the specified scale.

▶▶▶ Important

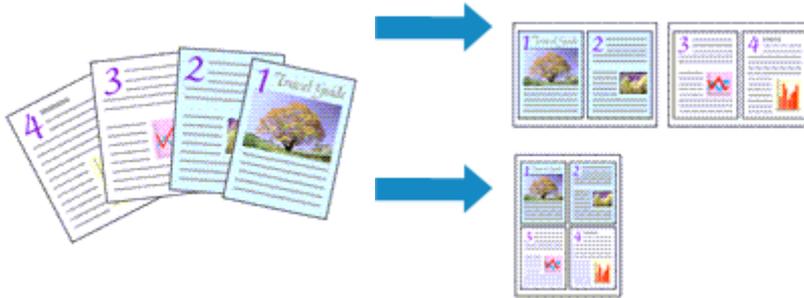
- When the application software which you used to create the original has the scaled printing function, configure the settings on your application software. You do not need to configure the same setting in the printer driver.

▶▶▶ Note

- Selecting **Scaled** changes the printable area of the document.

Page Layout Printing

The page layout printing function allows you to print more than one page image on a single sheet of paper.

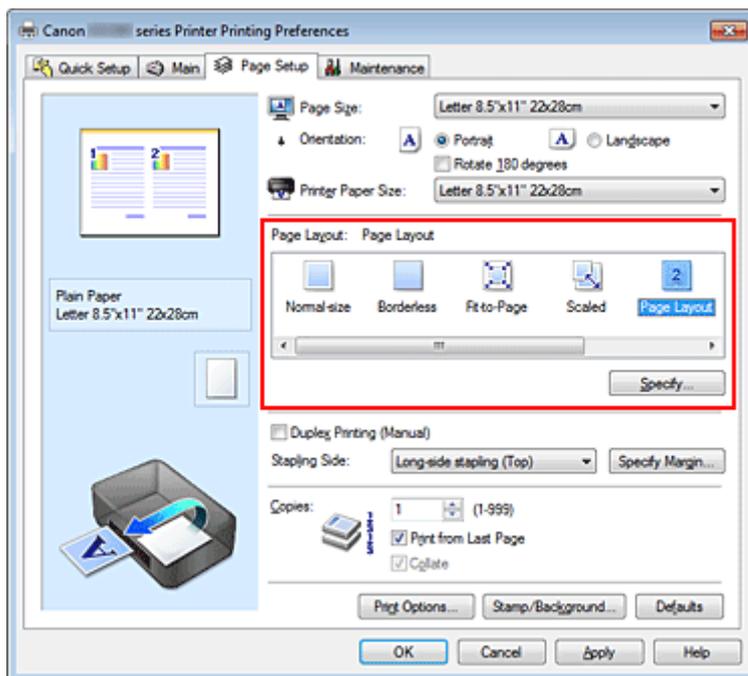


The procedure for performing page layout printing is as follows:

1. Open the [printer driver setup window](#)
2. Set page layout printing

Select **Page Layout** from the **Page Layout** list on the **Page Setup** tab.

The current settings are displayed in the settings preview on the left side of the printer driver.

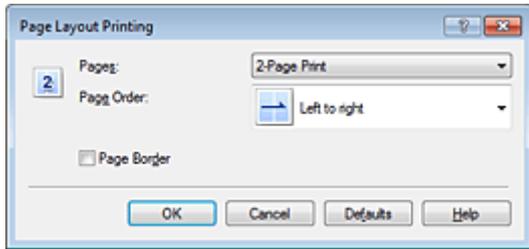


3. Select the print paper size

Select the size of the paper loaded in the machine from the **Printer Paper Size** list. Setting the layout of two pages of the document from left to right is complete.

4. Set the number of pages to be printed on one sheet and the page order

If necessary, click **Specify...**, specify the following settings in the **Page Layout Printing** dialog box, and click **OK**.



Pages

To change the number of pages to be printed on a single sheet of paper, select the number of pages from the list.

Page Order

To change the page arrangement order, select a placement method from the list.

Page Border

To print a page border around each document page, check this check box.

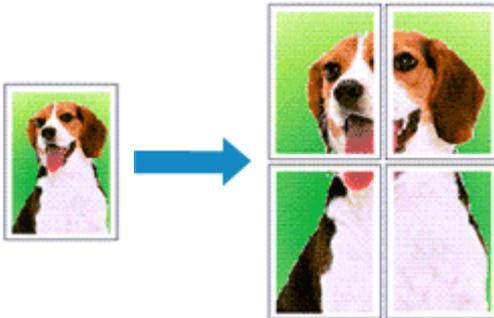
5. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the specified number of pages will be arranged on each sheet of paper in the specified order.

Tiling/Poster Printing

The tiling/poster printing function allows you to enlarge image data, divide it into several pages, and print these pages on separate sheets of paper. You can also paste the pages together to create a large print like a poster.



The procedure for performing tiling/poster printing is as follows:

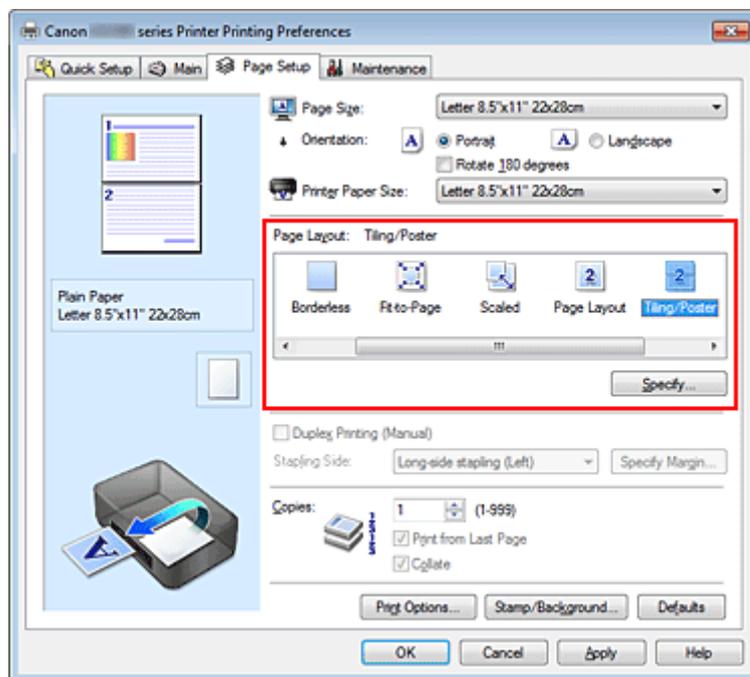
Setting Tiling/Poster Printing

1. Open the [printer driver setup window](#)

2. Set tiling/poster printing

Select **Tiling/Poster** from the **Page Layout** list on the **Page Setup** tab.

The current settings are displayed in the settings preview on the left side of the printer driver.



3. Select the print paper size

Select the size of the paper loaded in the machine from the **Printer Paper Size** list.

This completes the setup for dividing the document into 2 and performing tiling/poster printing.

4. Set the number of image divisions and the pages to be printed

If necessary, click **Specify...**, specify the following settings in the **Tiling/Poster Printing** dialog box, and then click **OK**.

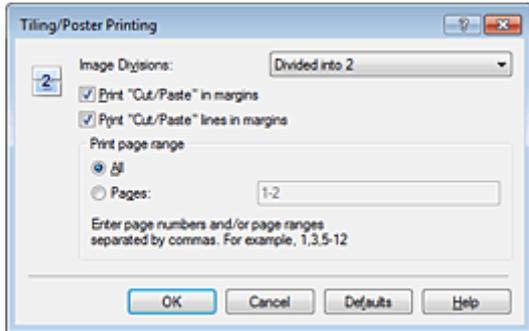


Image Divisions

Select the number of divisions (vertical x horizontal). As the number of divisions increases, the number of sheets used for printing increases. If you are pasting pages together to create a poster, increasing the number of divisions allow you to create a larger poster.

Print "Cut/Paste" in margins

To leave out words "Cut" and "Paste", uncheck this check box.

➤➤ Note

- This feature may be unavailable when certain printer drivers or operating environments are used.

Print "Cut/Paste" lines in margins

To leave out cut lines, uncheck this check box.

Print page range

Specifies the printing range. Select **All** under normal circumstances.

To reprint only a specific page, select **Pages** and enter the page number you want to print. To specify multiple pages, enter the page numbers by separating them with commas or by entering a hyphen between the page numbers.

➤➤ Note

- You can also specify the print range by clicking the pages in the settings preview.

5. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the document will be divided into several pages during printing.

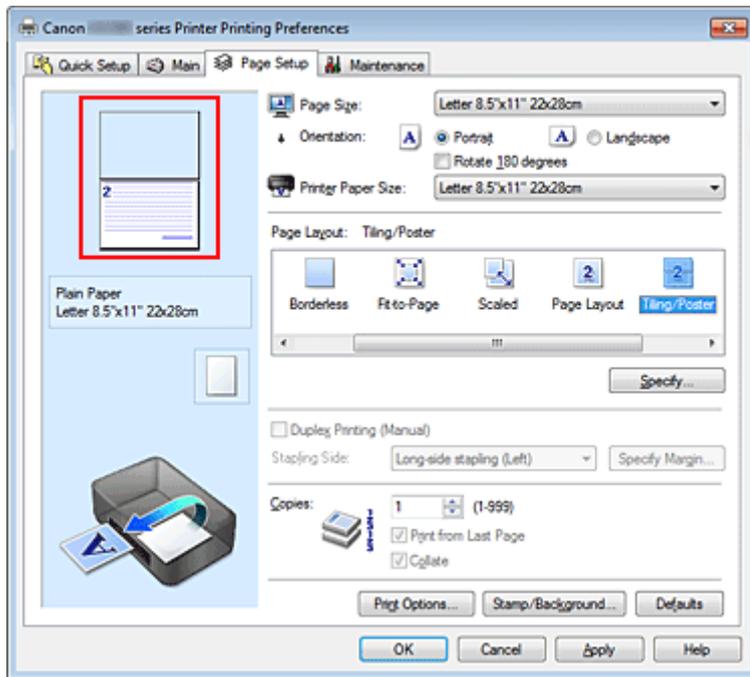
Printing Only Specific Pages

If ink becomes faint or runs out during printing, you can reprint only the specific pages by following the procedure below:

1. Set the print range

In the settings preview on the left of the **Page Setup** tab, click the pages that do not need to be printed.

The pages that were clicked are deleted, and only the pages to be printed are displayed.



►►► Note

- Click the deleted pages to display them again.
- Right-click the settings preview to select **Print all pages** or **Delete all pages**.

2. Complete the setup

After completing the page selection, click **OK**.

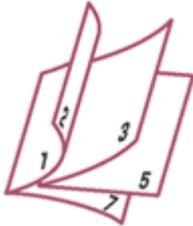
When you execute print, only specified pages will be printed.

►►► Important

- Since tiling/poster printing enlarges the document when printing it, the print results may become coarse.

Booklet Printing

The booklet printing function allows you to print data for a booklet. Data is printed on both sides of the paper. This type of printing ensures that pages can be collated properly, in page number order, when the printed sheets are folded and stapled at the center.

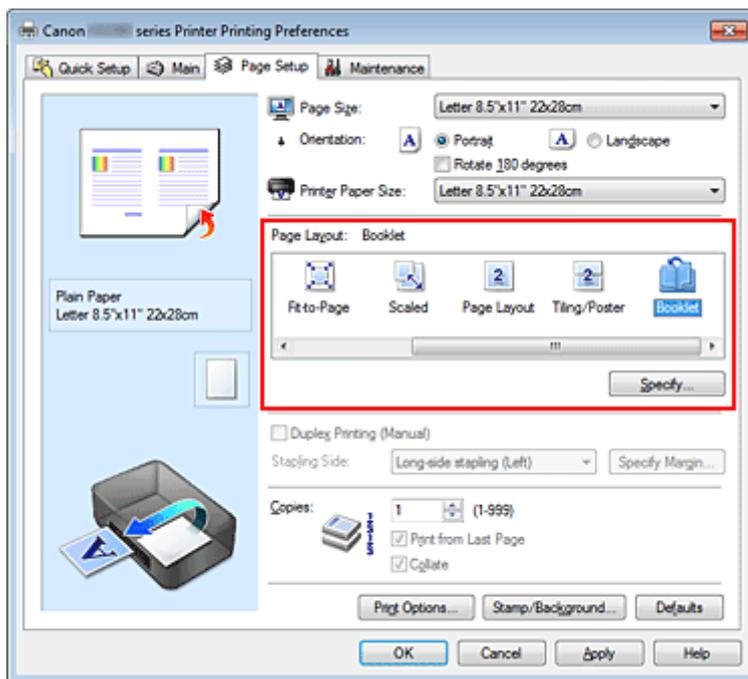


The procedure for performing booklet printing is as follows:

1. Open the [printer driver setup window](#)
2. Set booklet printing

Select **Booklet** from the **Page Layout** list on the **Page Setup** tab.

The current settings are displayed in the settings preview on the left side of the window.

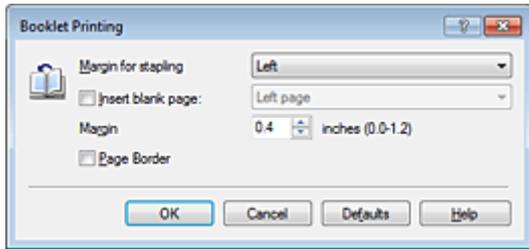


3. Select the print paper size

Select the size of the paper loaded in the machine from the **Printer Paper Size** list.

4. Set the margin for stapling and the margin width

Click **Specify...** and specify the following settings in the **Booklet Printing** dialog box, and then click **OK**.



Margin for stapling

Select which side should the stapling margin be on when the booklet is completed.

Insert blank page

To leave one side of a sheet blank, check the check box, and select the page to be left blank.

Margin

Enter the margin width. The specified width from the center of the sheet becomes the margin width for one page.

Page Border

To print a page border around each document page, check the check box.

5. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the document will be printed on one side of a sheet of paper. When the printing of one side is complete, set the paper correctly by following the message and click **OK**. When the printing of the other side is complete, fold the paper at the center of the margin and make a booklet.

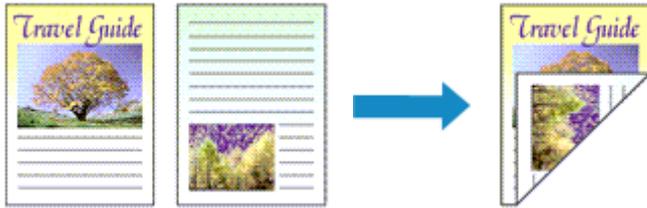
►► Important

- **Booklet** cannot be selected when a media type other than **Plain Paper** is selected for **Media Type** on the **Main** tab.

►► Note

- The stamp and background are not printed on the inserted blank sheets with the **Insert blank page** function of booklet printing.

Duplex Printing

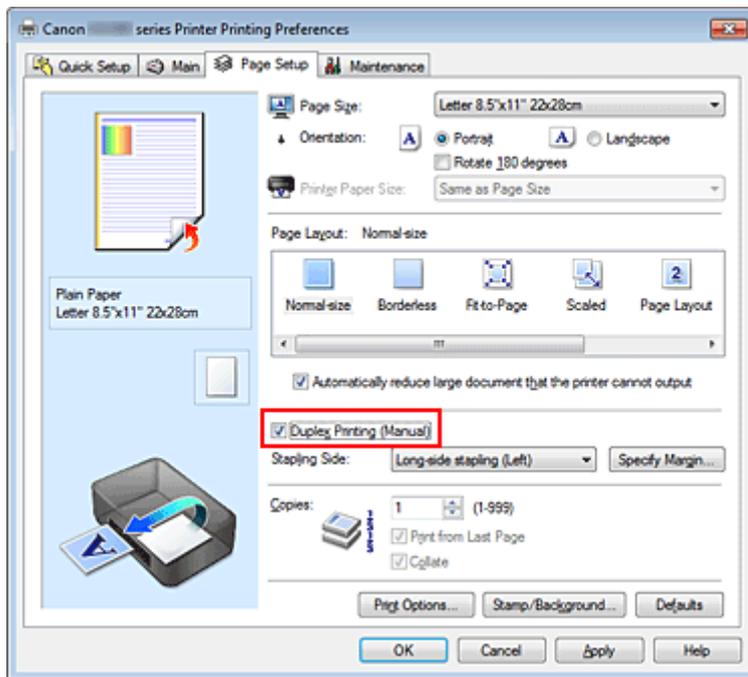


The procedure for printing data on both sides of a sheet of paper is as follows:
You can also set duplex printing in **Additional Features** on the **Quick Setup** tab.

1. Open the [printer driver setup window](#)

2. Set duplex printing

Check the **Duplex Printing (Manual)** check box on the **Page Setup** tab.



3. Select the layout

Select **Normal-size**, **Fit-to-Page**, **Scaled**, or **Page Layout** from the **Page Layout** list.

4. Specify the side to be stapled

The best **Stapling Side** is selected automatically from the **Orientation** and **Page Layout** settings. To change the setting, select another stapling side from the list.

5. Set the margin width

If necessary, click **Specify Margin...** and set the margin width, and then click **OK**.

6. Complete the setup

Click **OK** on the **Page Setup** tab.

When you execute print, the document is first printed on one side of a sheet of paper. After one side is printed, reload the paper correctly according to the message.
Then click **Start Printing** to print the opposite side.

Important

- When a media type other than **Plain Paper** is selected from **Media Type** on the **Main** tab, **Duplex Printing (Manual)** appears grayed out and is unavailable.
- When **Borderless**, **Tiling/Poster** or **Booklet** is selected from the **Page Layout** list, **Duplex Printing (Manual)** and **Stapling Side** appear grayed out and are unavailable.

Note

- If the back side of the paper becomes smudged during duplex printing, perform **Bottom Plate Cleaning** in the **Maintenance** tab.

Related Topics

- [Cleaning Inside the Machine](#)
- [Changing the Machine Operation Mode](#)

Stamp/Background Printing

Stamp or **Background** may be unavailable when certain printer drivers or operating environments are used.

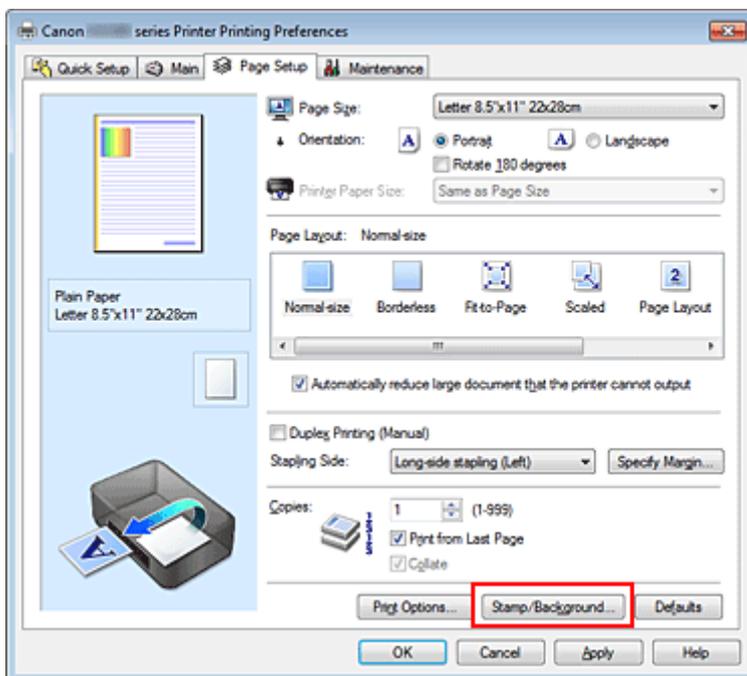
The **Stamp** function allows you to print a stamp text or a bitmap over or behind document data. It also allows you to print date, time and user name. The **Background** function allows you to print a light illustration behind the document data.

The procedure for performing stamp/background printing is as follows:

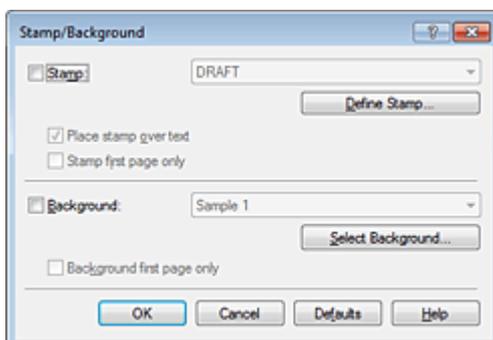
Printing a Stamp

"CONFIDENTIAL," "IMPORTANT," and other stamps that are used often in companies are pre-registered.

1. Open the [printer driver setup window](#)
2. Click **Stamp/Background... (Stamp...)** on the **Page Setup** tab



The **Stamp/Background (Stamp)** dialog box opens.



►► Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

3. Select a stamp

Check the **Stamp** check box, and select the stamp to be used from the list.
The current settings are displayed in the settings preview on the left side of the **Page Setup** tab.

4. Set the stamp details

If necessary, specify the following settings, and then click **OK**.

Define Stamp... button

To change the stamp text, bitmap, or position, click this (see "[Registering a Stamp](#)").

Place stamp over text

To print the stamp on the front of the document, check this check box.

▶▶ Note

- The stamp is given priority because the stamp is printed over the document data in the sections where the stamp and the document data overlap. When this check box is unchecked, the stamp is printed behind the document data and may be hidden in the overlapping sections depending on the application software used.
- **Place stamp over text** cannot be used when the XPS printer driver is used.
When the XPS printer driver is used, the stamp is normally printed in the foreground of the document.

Print semitransparent stamp

Check this check box to print a semi-transparent stamp on the document.
This function is available only when the XPS printer driver is used.

Stamp first page only

To print the stamp only on the first page, check this check box.

5. Complete the setup

Click **OK** on the **Page Setup** tab.
When you execute print, the data is printed with the specified stamp.

Printing a Background

Two bitmap files are pre-registered as samples.

1. Open the [printer driver setup window](#)

2. Click **Stamp/Background...** on the **Page Setup** tab

The **Stamp/Background** dialog box opens.

3. Select the background

Check the **Background** check box, and select the background to be used from the list.
The current settings are displayed in the settings preview on the left side of the **Page Setup** tab.

4. Set the background details

If necessary, complete the following settings, and then click **OK**.

Select Background... button

To use another background or change the layout or density of a background, click this (see "[Registering Image Data to be Used as a Background](#)").

Background first page only

To print the background only on the first page, check this check box.

5. Complete the setup

Click **OK** on the **Page Setup** tab.
When you execute print, the data is printed with the specified background.

»» Important

- When **Borderless** is selected, the **Stamp/Background... (Stamp...)** button appears grayed out and is unavailable.

»» Note

- The stamp and background are not printed on blank sheets inserted with the **Insert blank page** function of booklet printing.

Related Topics

- [Registering a Stamp](#)
- [Registering Image Data to be Used as a Background](#)

Registering a Stamp

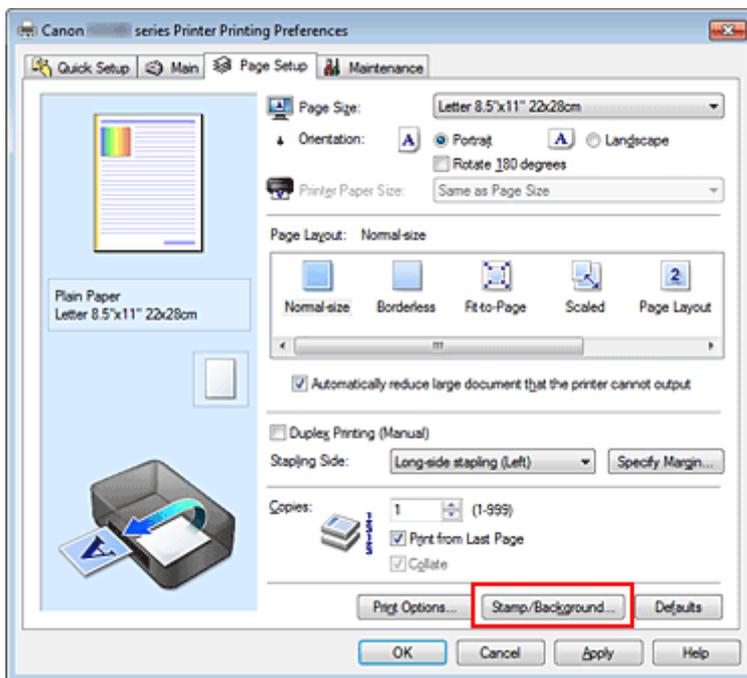
This feature may be unavailable when certain printer drivers or operating environments are used.

You can create and register a new stamp. You can also change and re-register some of the settings of an existing stamp. Unnecessary stamps can be deleted at any time.

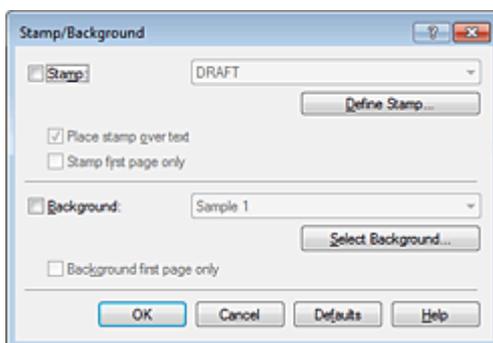
The procedure for registering a new stamp is as follows:

Registering a New Stamp

1. Open the [printer driver setup window](#)
2. Click **Stamp/Background... (Stamp...)** on the **Page Setup** tab



The **Stamp/Background (Stamp)** dialog box opens.

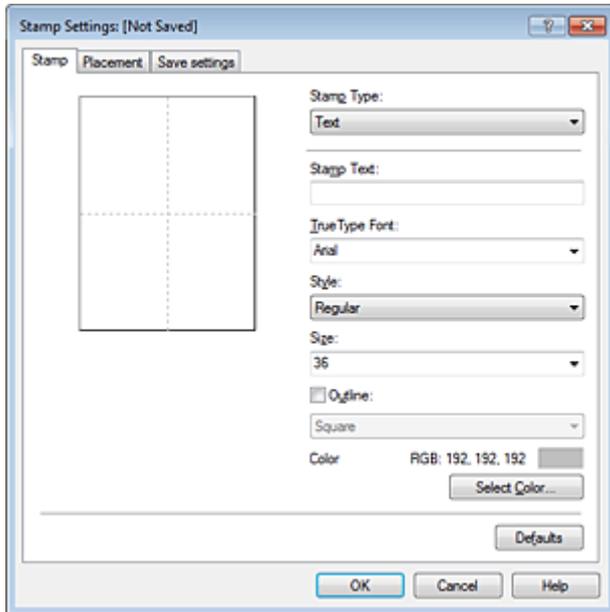


►►► Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and only the stamp function can be used.

3. Click **Define Stamp...**

The **Stamp Settings** dialog box opens.



4. Configure the stamp while viewing the preview window

- **Stamp tab**

Select **Text**, **Bitmap**, or **Date/Time/User Name** that matches your purpose for **Stamp Type**.

- For **Text** registration, the characters must already be entered in **Stamp Text**. If necessary, change the **TrueType Font**, **Style**, **Size**, and **Outline** settings. You can select the color of the stamp by clicking **Select Color...**
- For **Bitmap**, click **Select File...** and select the bitmap file (.bmp) to be used. If necessary, change the settings of the **Size** and **Transparent white area**.
- For **Date/Time/User Name**, the creation date/time and user name of the printed object are displayed in **Stamp Text**. If necessary, change the settings of **TrueType Font**, **Style**, **Size**, and **Outline**. You can select the color of the stamp by clicking **Select Color...**

►►► Important

- **Stamp Text** appears grayed out and is unavailable when **Date/Time/User Name** is selected.

- **Placement tab**

Select the stamp position from the **Position** list. You can also select **Custom** from the **Position** list and specify coordinates for **X-Position** and **Y-Position**.

You can also change the stamp position by dragging the stamp in the preview window.

To change the stamp position angle, type a value in the **Orientation** box directly.

►►► Important

- **Orientation** cannot be changed when **Bitmap** is selected for **Stamp Type** on the **Stamp** tab.

5. Save the stamp

Click the **Save settings** tab and enter a title in the **Title** box, and then click **Save**.

Click **OK** when the confirmation message appears.

►►► Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

6. Complete the setup

Click **OK**. The **Stamp/Background (Stamp)** dialog box opens again.

The registered title appears in the **Stamp** list.

Changing and Registering Some of Stamp Settings

1. Select the stamp for which the settings are to be changed

Select the **Stamp** check box in the **Stamp/Background (Stamp)** dialog box. Then from the list, select the title of the stamp to be changed.

2. Click **Define Stamp...**

The **Stamp Settings** dialog box opens.

3. Configure the stamp while viewing the preview window

4. Overwrite save the stamp

Click **Save overwrite** on the **Save settings** tab.

When you want to save the stamp with a different title, type a new title in the **Title** box and click **Save**.

Click **OK** when the confirmation message appears.

5. Complete the setup

Click **OK**. The **Stamp/Background (Stamp)** dialog box opens again.

The registered title appears in the **Stamp** list.

Deleting an Unnecessary Stamp

1. Click **Define Stamp...** in the **Stamp/Background (Stamp)** dialog box

The **Stamp Settings** dialog box opens.

2. Select the stamp to be deleted

Select the title of the stamp you want to delete from the **Stamps** list on the **Save settings** tab. Then click **Delete**.

Click **OK** when the confirmation message appears.

3. Complete the setup

Click **OK**. The **Stamp/Background (Stamp)** dialog box opens again.

Registering Image Data to be Used as a Background

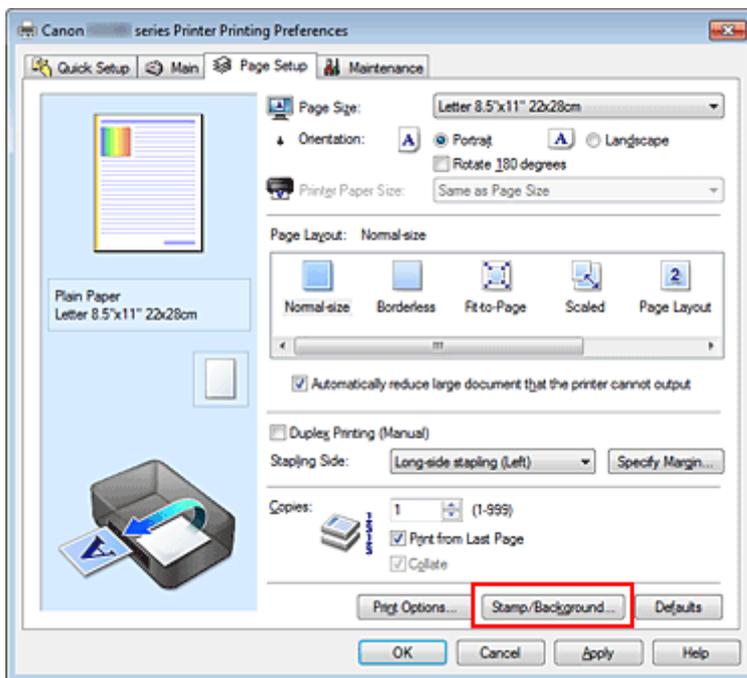
This feature may be unavailable when certain printer drivers or operating environments are used.

You can select a bitmap file (.bmp) and register it as a new background. You can also change and register some of the settings of an existing background. An unnecessary background can be deleted.

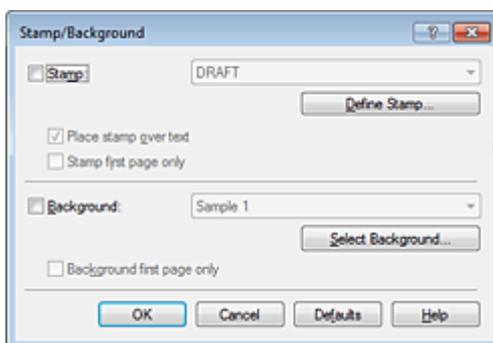
The procedure for registering image data to be used as a background is as follows:

Registering New Background

1. Open the [printer driver setup window](#)
2. Click **Stamp/Background...** on the **Page Setup** tab



The **Stamp/Background** dialog box opens.

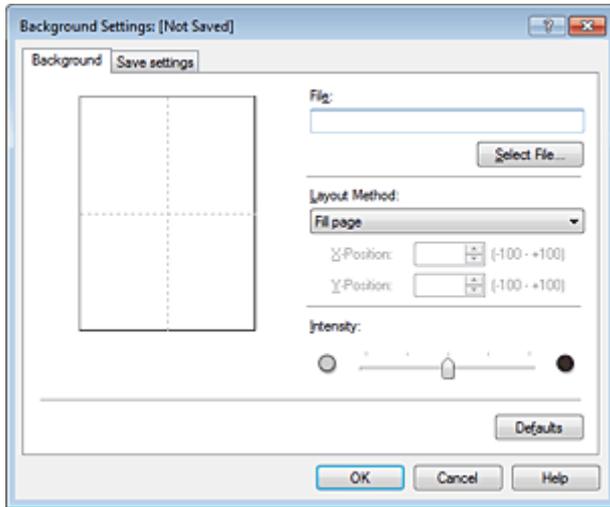


►►► Note

- With the XPS printer driver, the **Stamp/Background...** button has become the **Stamp...** button and **Background** cannot be used.

3. Click **Select Background...**

The **Background Settings** dialog box opens.



4. Select the image data to be registered to the background
Click **Select File...**. Select the target bitmap file (.bmp), and then click **Open**.
5. Specify the following settings while viewing the preview window

Layout Method

Select how the background image data is to be placed.

When **Custom** is selected, you can set coordinates for **X-Position** and **Y-Position**.

You can also change the background position by dragging the image in the preview window.

Intensity

Set the intensity of the background image data with the **Intensity** slider. Moving the slider to the right darkens the background, and moving the slider to the left lightens the background. To print the background at the original bitmap intensity, move the slider to the rightmost position.

6. Save the background

Click the **Save settings** tab and enter a title in the **Title** box, and then click **Save**.

Click **OK** when the confirmation message appears.

►► Note

- Spaces, tabs, and returns cannot be entered at the beginning or end of a title.

7. Complete the setup

Click **OK**, then it returns to **Stamp/Background** dialog box.

The registered title appears in the **Background** list.

Changing and Registering Some Background Settings

1. Select the background for which the settings are to be changed
Select the **Background** check box in the **Stamp/Background** dialog box. Then from the list, select the title of the background you want to change.
2. Click **Select Background...**
The **Background Settings** dialog box opens.
3. Specify each item on the **Background** tab while viewing the preview window
4. Save the background

Click **Save overwrite** on the **Save settings** tab. When you want to save the background with a different title, enter a new title in the **Title** box and click **Save**.
Click **OK** when the confirmation message appears.

5. Complete the setup

Click **OK**, then it returns to **Stamp/Background** dialog box.
The registered title appears in the **Background** list.

Deleting an Unnecessary Background

1. Click **Select Background...** in the **Stamp/Background** dialog box

The **Background Settings** dialog box opens.

2. Select the background to be deleted

Select the title of the background you want to delete from the **Backgrounds** list on the **Save settings** tab, and then click **Delete**.

Click **OK** when the confirmation message appears.

3. Complete the setup

Click **OK**, then it returns to **Stamp/Background** dialog box.

Setting Up Envelope Printing

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

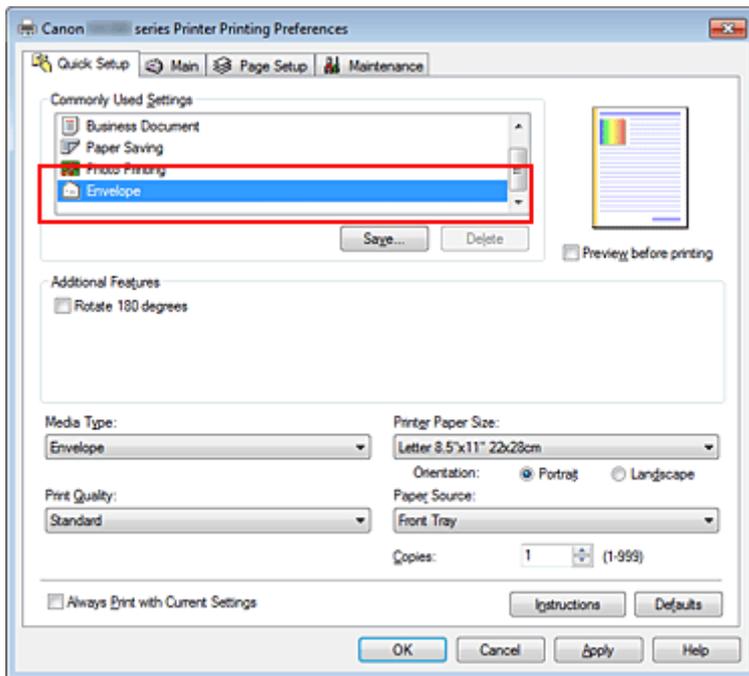
For details on how to load an envelope into the machine, refer to "Loading Paper."

The procedure for performing envelope printing is as follows:

1. Open the [printer driver setup window](#)

2. Select the media type

Select **Envelope** from **Commonly Used Settings** on the **Quick Setup** tab.



3. Select the paper size

When the **Envelope Size Setting** dialog box is displayed, select **Comm. Env. #10, DL Env., Youkei 4 105x235mm**, or **Youkei 6 98x190mm**, and then click **OK**.

4. Set the orientation

To print the addressee horizontally, select **Landscape** for **Orientation**.



5. Select the print quality

Select **High** or **Standard** that matches your purpose for **Print Quality**.

6. Complete the setup

Click **OK**.

When you execute print, the information is printed on the envelope.

▶▶▶ Important

- When you execute envelope printing, guide messages are displayed.
To hide the guide messages, check the **Do not show this message again** check box.
To show the guide again, click the **View Printer Status...** button on the **Maintenance** tab, and start the Canon IJ Status Monitor.
Then click **Envelope Printing** from **Display Guide Message** of the **Option** menu to enable the setting.

Printing on Postcards

For details about loading postcards into this machine, see "Loading Paper."

This section describes the procedure for postcard printing.

1. Open the [printer driver setup window](#)

2. Select commonly used settings

Display the **Quick Setup** tab, and for **Commonly Used Settings**, select **Standard**.

3. Select the media type

For **Media Type**, select **Hagaki A**, **Ink Jet Hagaki**, **Hagaki K**, or **Hagaki**.

»» Important

- This machine cannot print on postcards that have photos or stickers attached.
- When printing on each side of a postcard separately, you will get cleaner printing if you print the message side first and then print the address side.

4. Select the paper size

For **Printer Paper Size**, select **Hagaki 100x148mm** or **Hagaki 2 200x148mm**.

»» Important

- Return postcards can be used only when you print them from the computer.
- When printing a return postcard, always set the paper size to **Hagaki 2 200x148mm** from your application software or the printer driver.
- Do not fold the return postcard. If a crease is formed, the machine will not be able to feed the postcard properly, and this condition will cause line shifts or a paper jam.
- With return postcards, borderless printing cannot be used.

5. Set the print orientation

To print the address horizontally, set **Orientation** to **Landscape**.

6. Select the print quality

For **Print Quality**, select **High** or **Standard**, whichever best suits the purpose.

7. Complete the setup

Click **OK**.

When you execute printing, the data will be printed onto the postcard.

»» Important

- When you execute postcard printing, a guide message is displayed. When the guide message is displayed, select **Do not show this message again** if you do not want any guide messages to be displayed. To display guide messages again, open the **Maintenance** tab and click **View Printer Status...** to start the Canon IJ status monitor. On the **Option** menu, choose **Display Guide Message** and click **Hagaki Printing** to enable the setting.
- When printing on media other than postcards, load the media according to usage method of that media, and click **Start Printing**.

Displaying the Print Results before Printing

If you are using the XPS printer driver, replace "Canon IJ Preview" with "Canon IJ XPS Preview" when reading this information.

You can display and check the print result before printing.

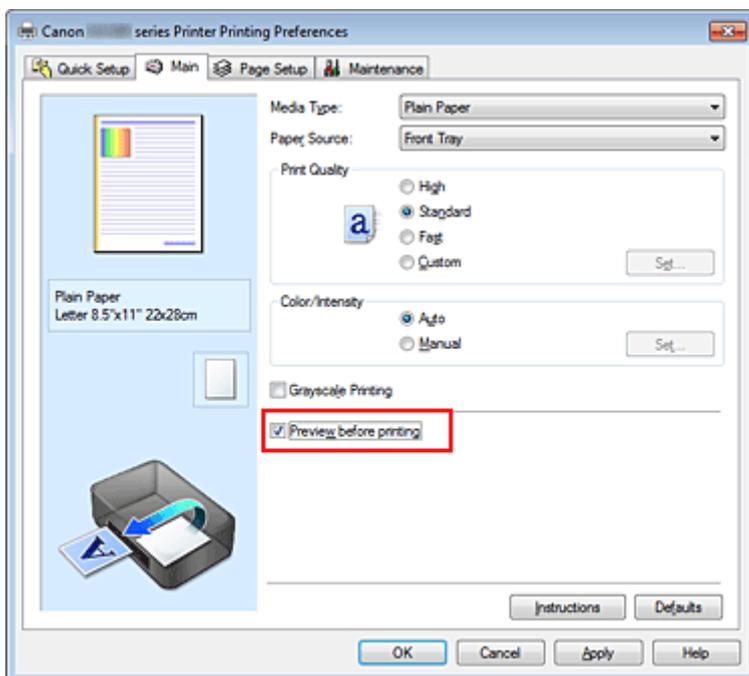
The procedure for displaying the print result before printing is as follows:

You can also set the print results display on the **Quick Setup** tab.

1. Open the printer driver setup window

2. Set the preview

Check the **Preview before printing** check box on the **Main** tab.



3. Complete the setup

Click **OK**.

When you execute print, the Canon IJ Preview opens and displays the print results.

»»» Important

- In the **Manual Color Adjustment** dialog box, the **Color Adjustment** tab contains the **Print a pattern for color adjustment** check box. When this check box is selected, the **Preview before printing** appears grayed out and is unavailable.

Related Topic

- [Canon IJ Preview](#)

Setting Paper Dimensions (Custom Size)

You can specify the height and width of paper when its size cannot be selected from the **Page Size**. Such a paper size is called "custom size."

The procedure for specifying a custom size is as follows:

You can also set a custom size in **Printer Paper Size** on the **Quick Setup** tab.

1. Set the custom size in the application software

Specify the custom size in the paper size setting of your application software.

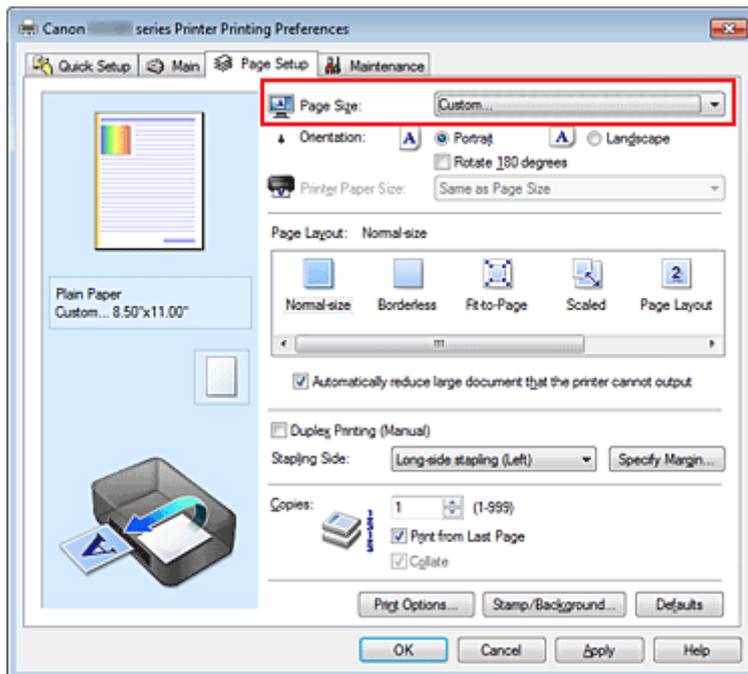
►►► Important

- When the application software that created the document has a function for specifying the height and width values, use the application software to set the values. When the application software does not have such a function or if the document does not print correctly, use the printer driver to set the values.

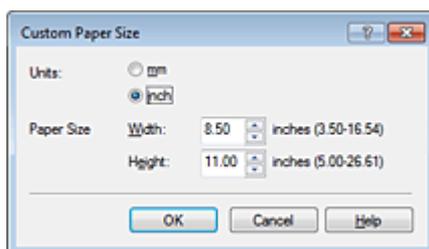
2. Open the printer driver setup window

3. Select the paper size

Select **Custom...** for **Page Size** on the **Page Setup** tab.



The **Custom Paper Size** dialog box opens.



4. Set the custom paper size

Specify **Units**, and enter the **Width** and **Height** of the paper to be used. Then click **OK**.

5. Complete the setup

Click **OK** on the **Page Setup** tab.

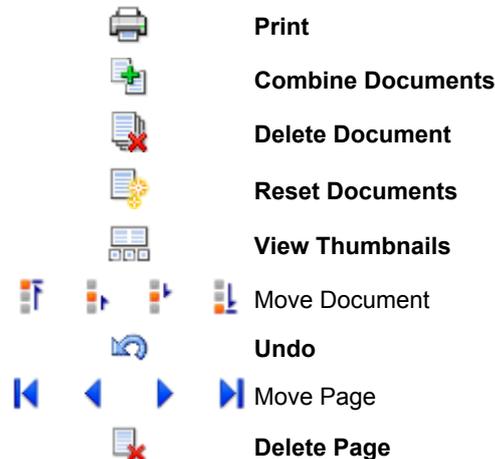
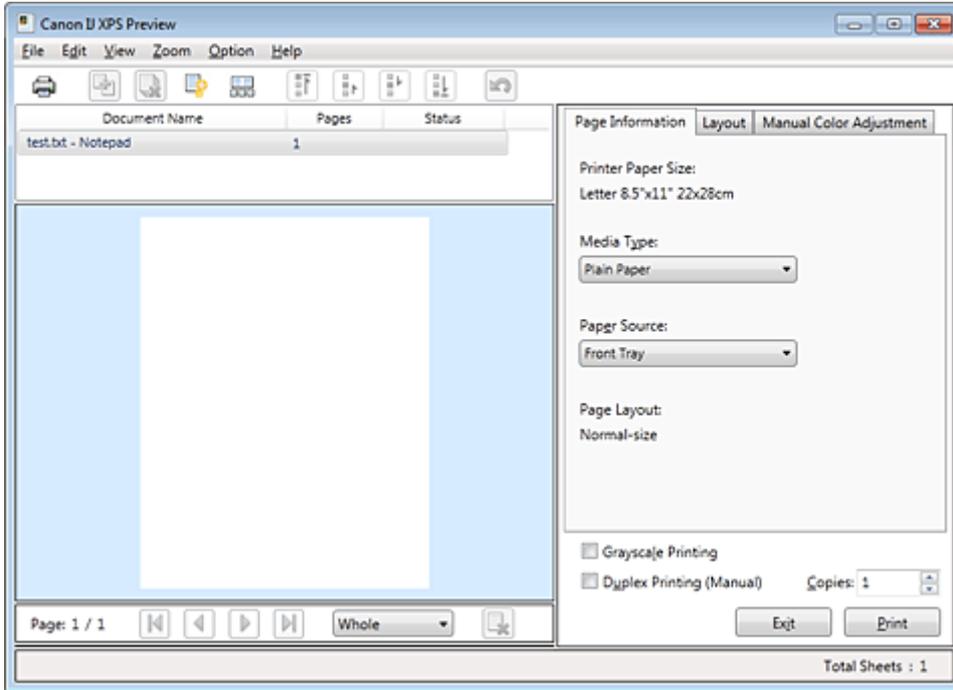
When you execute print, the data is printed with the specified paper size.

Editing the Print Document or Reprinting from the Print History

This function is unavailable when the standard IJ printer driver is used.

In the Canon IJ XPS preview window, you can edit the print document or retrieve the document print history to print the document.

The procedure for using the Canon IJ XPS Preview is as follows:



▶▶▶ Note

- Click  **View Thumbnails** to view all print pages of the print document selected from the **Document Name** list.
To hide the print pages, click  **View Thumbnails** again.
- Clicking  **Undo** reverses the change that just performed.

Editing and Printing a Print Document

When printing multiple documents or pages, you can combine documents, change the print sequence of the documents or pages, or delete documents or pages.

1. Open the [printer driver setup window](#)

2. Set the preview

Check the **Preview before printing** check box on the **Main** tab.

3. Complete the setup

Click **OK**.

The Canon IJ XPS Preview will start and the print result will be displayed before printing.

4. Editing print documents and print pages

• **Combining print documents**

You can combine multiple print documents to form a single document.

To select multiple print documents, hold down the Ctrl key and click the documents to be merged, or hold down the Shift key and press the upper arrow or lower arrow key.

You can also click a blank area in the document list and drag the mouse to select multiple documents.

By combining print documents, you can prevent blank pages from being inserted when you execute duplex printing or page layout printing.

From the **Document Name** list, select the documents to be combined. On the **Edit** menu, select **Combine Documents** from **Documents** to combine the documents in the listed sequence. When you combine documents, the documents selected before the combining are deleted from the list and the combined document is added to the list.

• **Changing the sequence of print documents or print pages**

- To change the sequence of the print documents, go to the **Document Name** list, and select the print document to be moved. Next, on the **Edit** menu, select **Move Document** from **Documents**, and select the appropriate item. You can also click and drag a print document to change the print sequence.

- To change the sequence of the print pages, click **View Thumbnails** from the **Option** menu, and select the print page to be moved. Next, on the **Edit** menu, select **Move Page** from **Pages**, and select the appropriate item. You can also click and drag a print page to change the print sequence.

• **Deleting print documents and print pages**

- To delete a print document, select the target document from the **Document Name** list, and on the **Edit** menu, choose **Documents** and then **Delete Document**.
- To delete a print page, click **View Thumbnails** from the **Option** menu, and select the print page to be deleted. Next, on the **Edit** menu, select **Delete Page** from **Pages**.

• **Print page recovery**

You can recover pages that were deleted with **Delete Page**.

To recover pages, select the **View Deleted Pages** check box from the **Option** menu, and select the pages to be recovered from among the displayed thumbnail pages. Then from the **Edit** menu chose **Pages** and then **Restore Page**.

After editing the print documents or print pages, you can change the print settings on the **Page Information**, **Layout** and **Manual Color Adjustment** tabs as necessary.

▶▶▶ **Important**

- To display the multiple documents in the list, open the preview and execute print again.
- To return the print documents to their original condition before they were edited in the preview, on the **Edit** menu, select **Reset Documents** from **Documents**.
- If the documents to be combined have different print settings, a message may be displayed. Check the contents of the displayed message before combining the documents.
- If the documents to be combined have different output paper sizes and duplex printing or page layout printing is to be performed, the printer may not produce the expected print results for certain print pages. Check the preview before printing.
- Depending on the print settings of the print document, some functions may not be available in the Canon IJ XPS preview.

»»» Note

- You can rename **Document Name** to any name.

5. Executing print

Click **Print**.

When you execute print, the printer uses the specified settings to print the data.

Reprinting from the Print History

When you click **Save Print History** on the **File** menu to enable the setting, the document printed from the preview is saved, and you can reprint the document with the same settings.

1. Displaying the print history

Select the **Start** menu -> **All Programs** -> "Your model name" -> **View Print History XPS**.

The saved print document is displayed in the preview.

»»» Important

- To limit the number of print history registrations, click **History Entry Limit** on the **File** menu.
- If the limit on the number of registration is exceeded, the print history registrations are deleted starting from the oldest one.

2. Selecting a print document

From the **Document Name** list, select the document to be printed.

3. Executing print

Click **Print**.

Related Topic

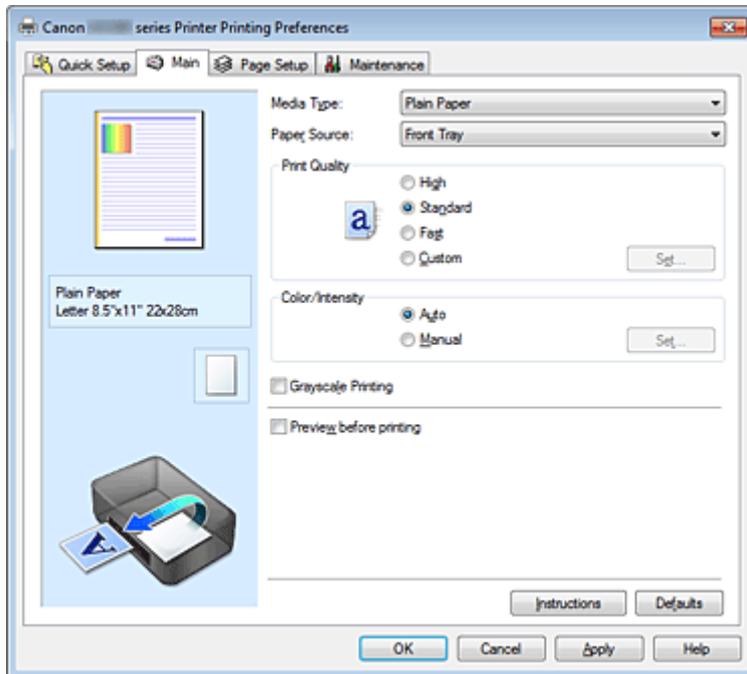
- [Displaying the Print Results before Printing](#)

Changing the Print Quality and Correcting Image Data

- Main Tab
- Setting the Print Quality Level (Custom)
- Printing a Color Document in Monochrome
- Specifying Color Correction
- Optimal Photo Printing of Image Data
- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles
- Adjusting Color Balance
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

Main Tab

On the **Main** tab, you can specify basic print settings such as the print quality level and color adjustments.



Features

- Setting the Print Quality Level (Custom)
- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast
- Adjusting Color Balance Using Sample Patterns (Printer Driver)
- Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)
- Specifying Color Correction
- Adjusting Colors with the Printer Driver
- Printing with ICC Profiles
- Printing a Color Document in Monochrome
- Displaying the Print Results before Printing

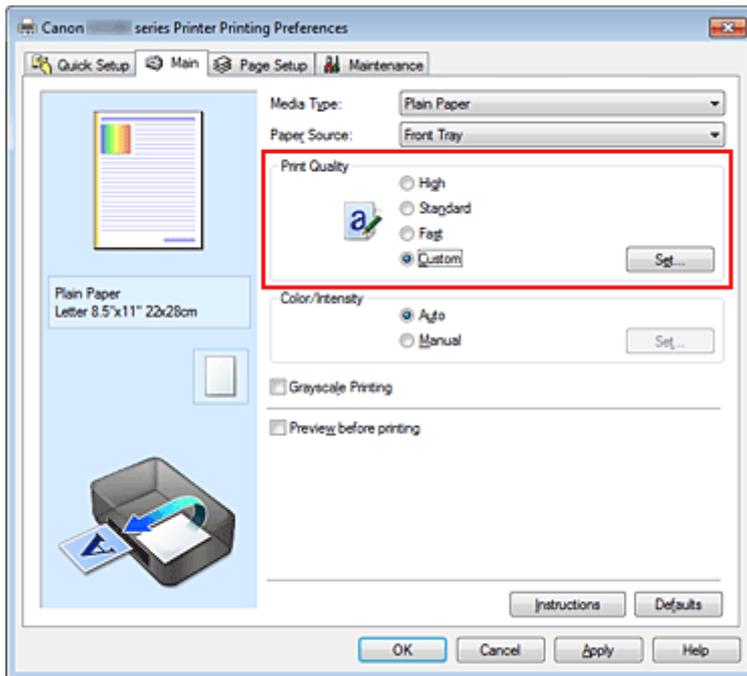
Setting the Print Quality Level (Custom)

The print quality level can be set in the **Custom**.

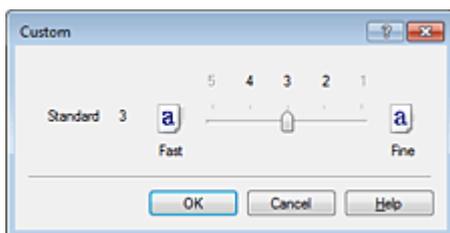
The procedure for setting the print quality level is as follows:

1. Open the [printer driver setup window](#)
2. Select the print quality

On the **Main** tab, select **Custom** for **Print Quality**, and click **Set...**



The **Custom** dialog box opens.



3. Setting the print quality level

Drag the slider bar to select the print quality level and click **OK**.

4. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the image data is printed with the selected print quality level.

▶▶▶ Important

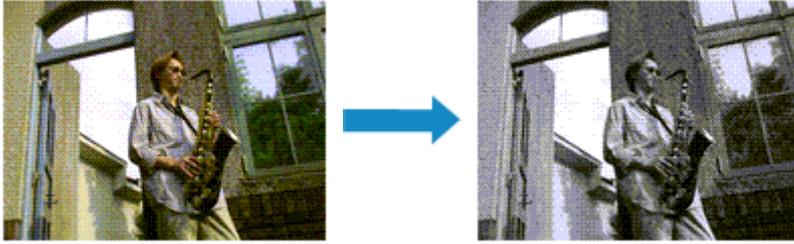
- Certain print quality levels cannot be selected depending on the settings of **Media Type**.

Related Topics

- [Specifying Color Correction](#)

- Adjusting Color Balance
- Adjusting Brightness
- Adjusting Intensity
- Adjusting Contrast

Printing a Color Document in Monochrome



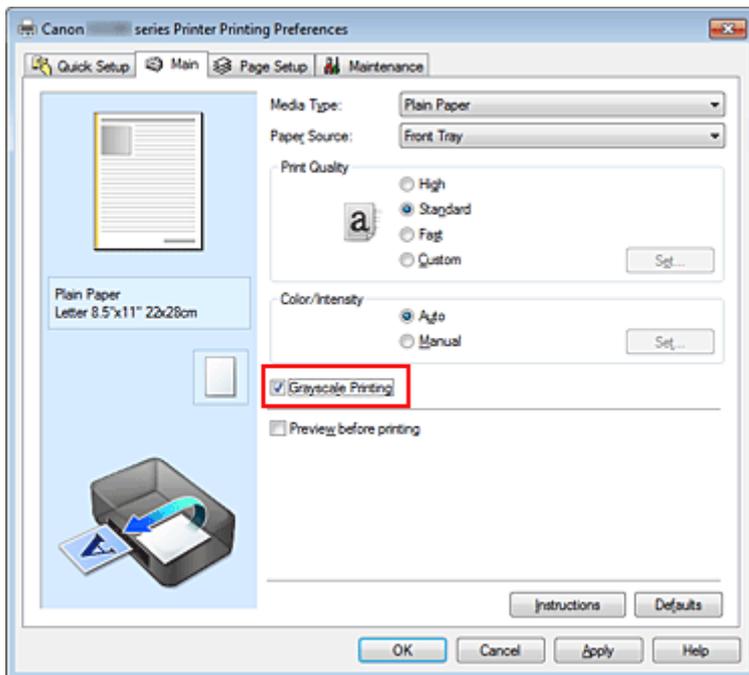
The procedure for printing a color document in monochrome is as follows:

You can also set a grayscale printing in **Additional Features** on the **Quick Setup** tab.

1. Open the [printer driver setup window](#)

2. Set grayscale printing

Check the **Grayscale Printing** check box on the **Main** tab.



3. Complete the setup

Click **OK**.

When you execute print, the document is converted to grayscale data. It allows you to print the color document in monochrome.

►►► Important

- When the **Grayscale Printing** check box is checked, the printer driver processes image data as sRGB data. In this case, actual colors printed may differ from those in the original image data. When using the grayscale printing function to print Adobe RGB data, convert the data to sRGB data using an application software.

►►► Note

- During **Grayscale Printing**, color inks may be used as well as black ink.

Specifying Color Correction

You can specify the color correction method suited to the type of document to be printed. Normally, the printer driver adjusts the colors by using Canon Digital Photo Color so that data is printed with color tints that most people prefer. This method is suitable for printing sRGB data.

When you want to print by using the color space (Adobe RGB or sRGB) of the image data effectively, select **ICM (ICC Profile Matching)**. When you want to use an application software to specify a printing ICC profile, select **None**.

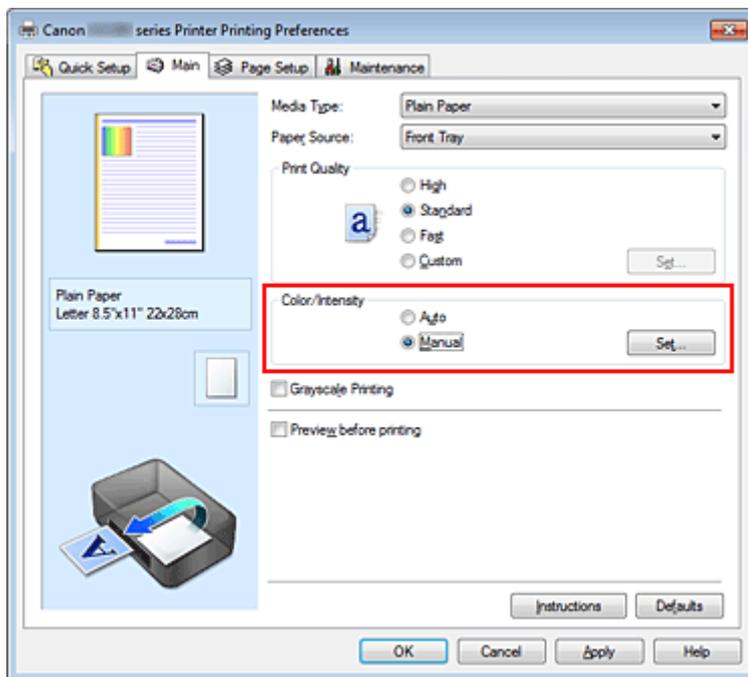
The procedure for specifying color correction is as follows:

You can also set color correction on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)

2. Select the manual color adjustment

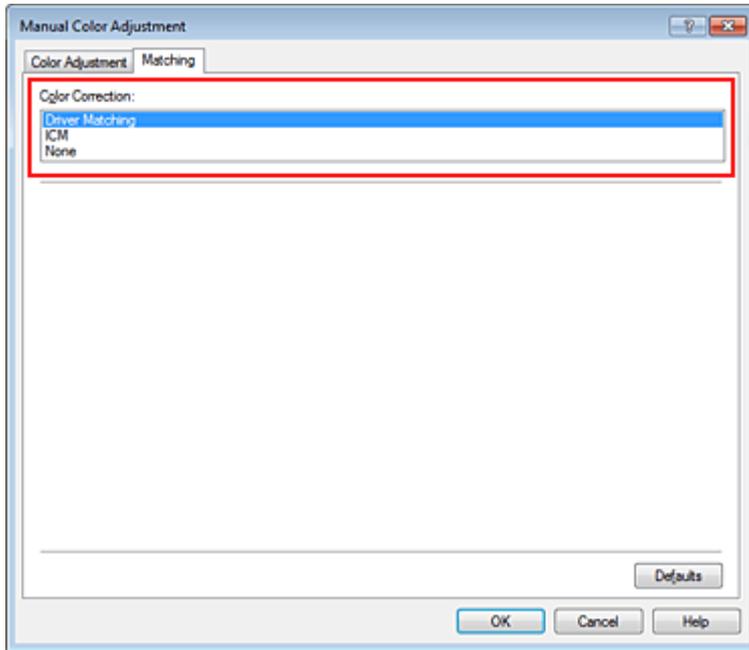
On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



The **Manual Color Adjustment** dialog box opens.

3. Select color correction

Click **Matching** tab, select **Color Correction** setting that matches your purpose from the following, and click **OK**.



Driver Matching

With Canon Digital Photo Color, you can print sRGB data with color tints that most people prefer.

ICM (ICC Profile Matching)

Adjusts the colors by using an ICC profile when printing.
Specify the input profile to be used.

None

The printer driver does not perform color correction. Select this value when you are specifying an individually created printing ICC profile in an application software to print data.

4. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the document data is printed with the specified color correction.

»»» Important

- When ICM is disabled in the application software, **ICM** is unavailable for **Color Correction** and the printer may not be able to print the image data properly.
- When the **Grayscale Printing** check box on the **Main** tab is checked, **Color Correction** appears grayed out and is unavailable.

Related Topics

- [Optimal Photo Printing of Image Data](#)
- [Adjusting Colors with the Printer Driver](#)
- [Printing with ICC Profiles](#)

Optimal Photo Printing of Image Data

When people print images taken with digital cameras, they sometimes feel that the printed color tones differ from those of actual image or those displayed on the monitor.

To get the print results as close as possible to the desired color tones, you must select a printing method that is best suited to the application software used or to your purpose.

Color Management

Devices such as digital cameras, scanners, monitors, and printers handle color differently. Color management (color matching) is a method that manages device-dependent "colors" as a common color space.

For Windows, a color management system called "ICM" is built into the operating system.

Adobe RGB and sRGB are popularly used as common color spaces. Adobe RGB has a wider color space than sRGB.

ICC profiles convert device-dependent "colors" into a common color space. By using an ICC profile and carrying out color management, you can draw out the color space of the image data within the color reproduction area that the printer can express.

Selecting a Printing Method Suited to the Image Data

The recommended printing method depends on the color space (Adobe RGB or sRGB) of the image data or the application software to be used.

There are two typical printing methods.

Check the color space (Adobe RGB or sRGB) of the image data and the application software to be used, and then select the printing method suited to your purpose.

Adjusting Colors with the Printer Driver

Describes the procedure for printing sRGB data by using the color correction function of the printer driver.

- **To print using Canon Digital Photo Color**

The printer prints data with color tints that most people prefer, reproducing colors of the original image data and producing three-dimensional effects and high, sharp contrasts.

- **To print by directly applying editing and touch-up results of an application software**

When printing the data, the printer brings out subtle color difference between dark and light areas, while leaving the darkest and lightest areas intact.

When printing the data, the printer applies fine adjustment results, such as brightness adjustments made with an application software.

Printing with ICC Profiles

Describes the procedure for printing by using the color space of Adobe RGB or sRGB effectively.

You can print with a common color space by setting up the application software and the printer driver so that the color management matches the input ICC profile of the image data.

The method for setting up the printer driver differs depending on the application software to be used.

Adjusting Colors with the Printer Driver

You can specify the color correction function of the printer driver to print sRGB data with color tints that most people prefer through the use of Canon Digital Photo Color.

When printing from an application software that can identify ICC profiles and allows you to specify them, use a printing ICC profile in the application software, and select settings for color management.

The procedure for adjusting colors with the printer driver is as follows:

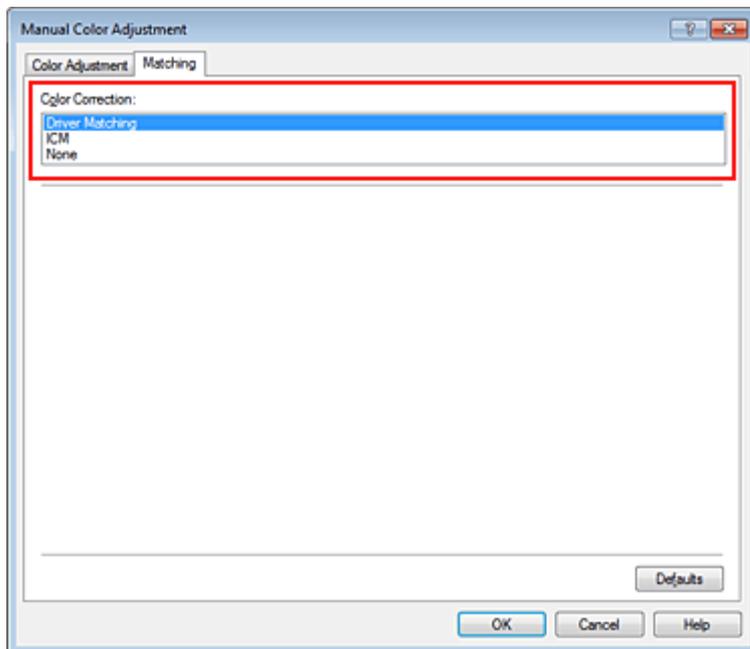
1. Open the [printer driver setup window](#)

2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**
The **Manual Color Adjustment** dialog box opens.

3. Select color correction

Click **Matching** tab, and select **Driver Matching** for **Color Correction**.



4. Set the other items

If necessary, click **Color Adjustment** tab, and adjust the color balance (**Cyan, Magenta, Yellow**) and adjust **Brightness, Intensity, and Contrast** settings, and then click **OK**.

5. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the printer driver adjusts the colors when printing the data.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

Printing with ICC Profiles

When the image data has a specified input ICC profile, you can print by using the color space (Adobe RGB or sRGB) of the data effectively.

The printer driver setting procedure varies depending on the application software used to print.

Specify an ICC Profile from the Application Software and Print the Data

When you print the editing and touch-up results of Adobe Photoshop, Canon Digital Photo Professional, or any application software that allows you to specify input and printing ICC profiles, you print by effectively using the color space of the input ICC profile specified in the image data.

To use this printing method, use your application software to select color management items and specify an input ICC profile and a printing ICC profile in the image data.

Even if you print using a printing ICC profile that you created yourself from your application software, be sure to select color management items from your application software.

For instructions, refer to the manual of the application software you are using.

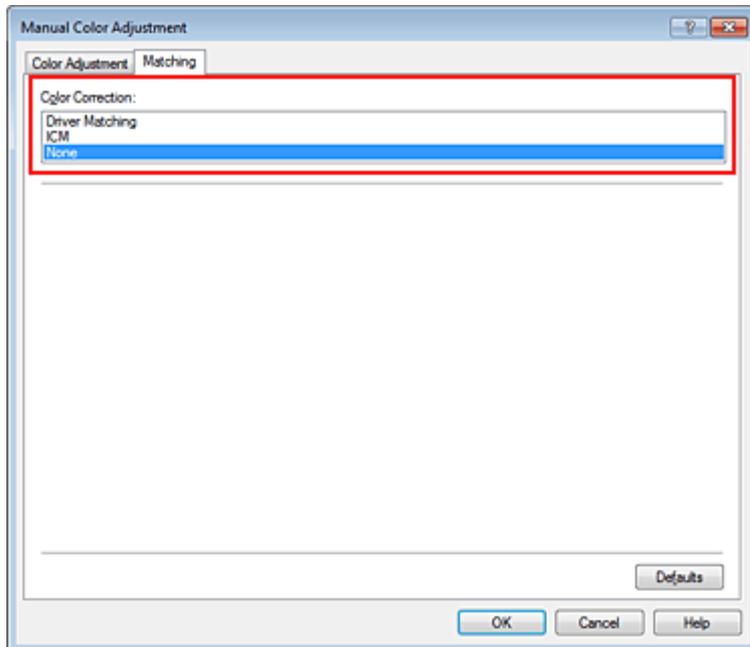
1. Open the [printer driver setup window](#)

2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**
The **Manual Color Adjustment** dialog box opens.

3. Select color correction

Click **Matching** tab, and select **None** for **Color Correction**.



4. Set the other items

If necessary, click **Color Adjustment** tab, and adjust the color balance (**Cyan, Magenta, Yellow**) and adjust **Brightness, Intensity**, and **Contrast** settings, and then click **OK**.

5. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the machine uses the color space of the image data.

Specify an ICC Profile with the Printer Driver, and then Print

Print from an application software that cannot identify input ICC profiles or does not allow you to specify one by using the color space of the input ICC profile (sRGB) found in the data. When printing Adobe RGB data, you can print the data with the Adobe RGB color space even if the application software does not support Adobe RGB.

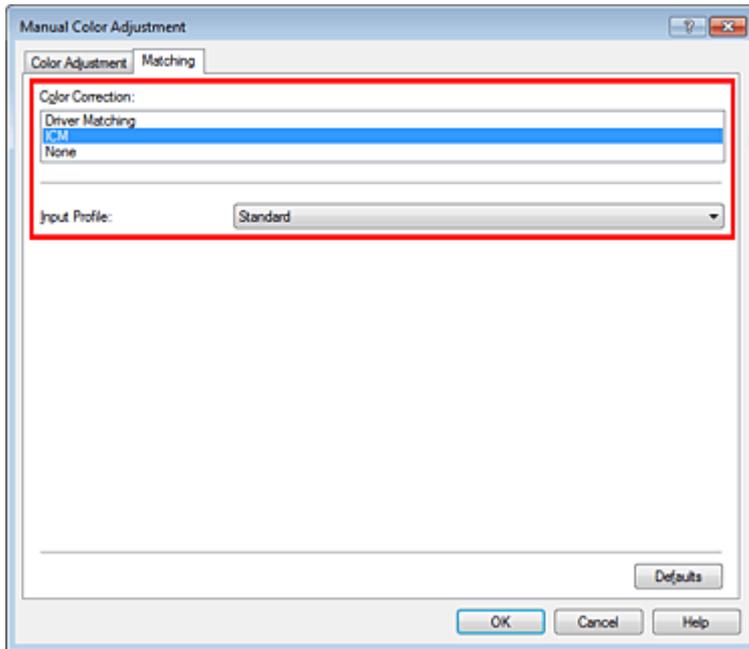
1. Open the [printer driver setup window](#)

2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**
The **Manual Color Adjustment** dialog box opens.

3. Select color correction

Click **Matching** tab, and select **ICM (ICC Profile Matching)** for **Color Correction**.



4. Select the input profile

Select an **Input Profile** that matches the color space of the image data.

- **For sRGB data or data without an input ICC profile:**

Select **Standard**.

- **For Adobe RGB data:**

Select **Adobe RGB (1998)**.

»»» Important

- When the application software specifies an input profile, the input profile setting of the printer driver becomes invalid.
- When no input ICC profiles are installed on your computer, **Adobe RGB (1998)** will not be displayed.

5. Set the other items

If necessary, click **Color Adjustment** tab, and adjust the color balance (**Cyan**, **Magenta**, **Yellow**) and adjust **Brightness**, **Intensity**, and **Contrast** settings, and then click **OK**.

6. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the machine uses the color space of the image data.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

Adjusting Color Balance

You can adjust the color tints when printing.

Since this function adjusts color balance of the output by changing the ink ratios of each color, it changes the total color balance of the document. Use the application software when you want to change the color balance significantly. Use the printer driver only when you want to adjust the color balance slightly.

The following sample shows the case when color balance is used to intensify cyan and to diminish yellow so that the overall colors are more uniform.



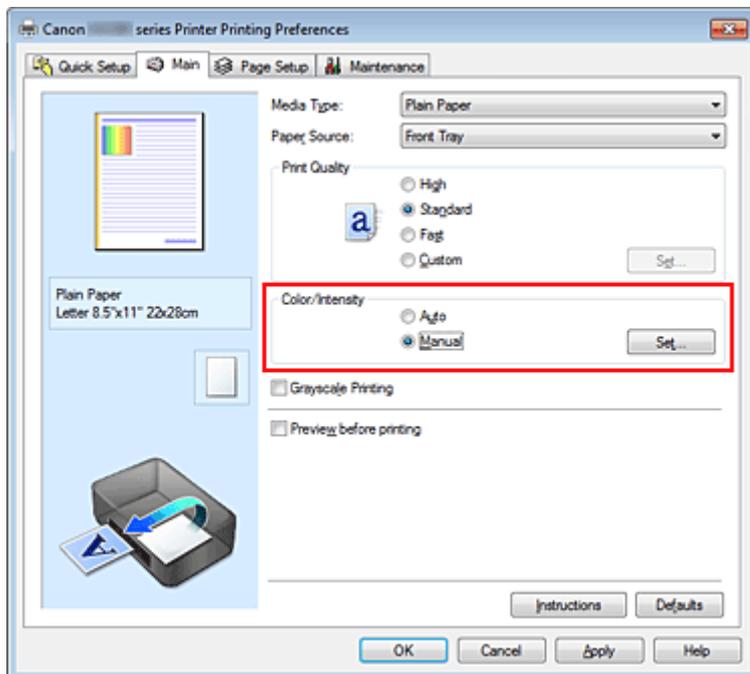
No adjustment Adjust color balance

The procedure for adjusting color balance is as follows:

You can also set color balance on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



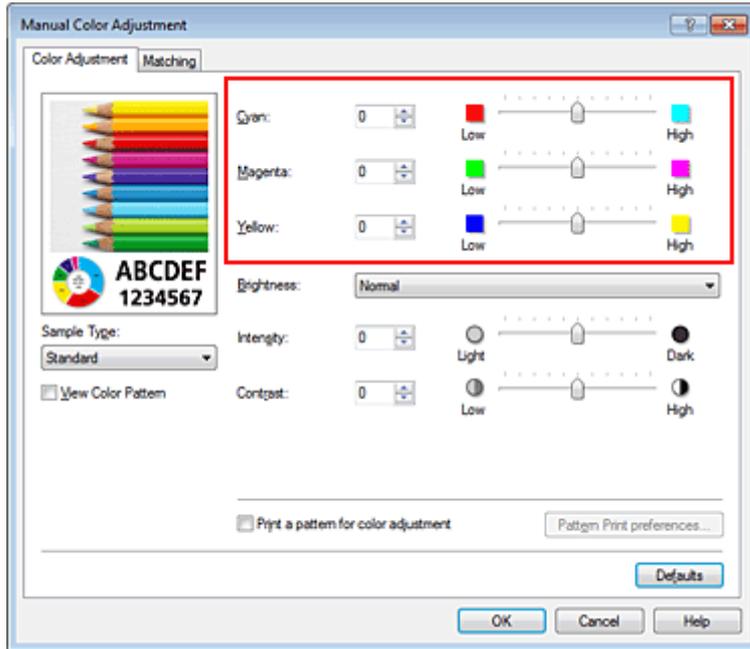
The **Manual Color Adjustment** dialog box opens.

3. Adjust color balance

There are individual sliders for **Cyan**, **Magenta**, and **Yellow**. Each color becomes stronger when the corresponding slider is moved to the right, and becomes weaker when the corresponding slider is moved to the left. For example, when cyan becomes weaker, the color red becomes stronger.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

After adjusting each color, click **OK**.



»» Important

- Adjust the slider gradually.

4. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the document is printed with the adjusted color balance.

»» Important

- When the **Grayscale Printing** check box on the **Main** tab is checked, **Cyan**, **Magenta**, and **Yellow** appear grayed out and are unavailable.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)
- [Adjusting Intensity/Contrast Using Sample Patterns \(Printer Driver\)](#)

Adjusting Color Balance Using Sample Patterns (Printer Driver)

You can look at the print results of pattern print and adjust the color balance.

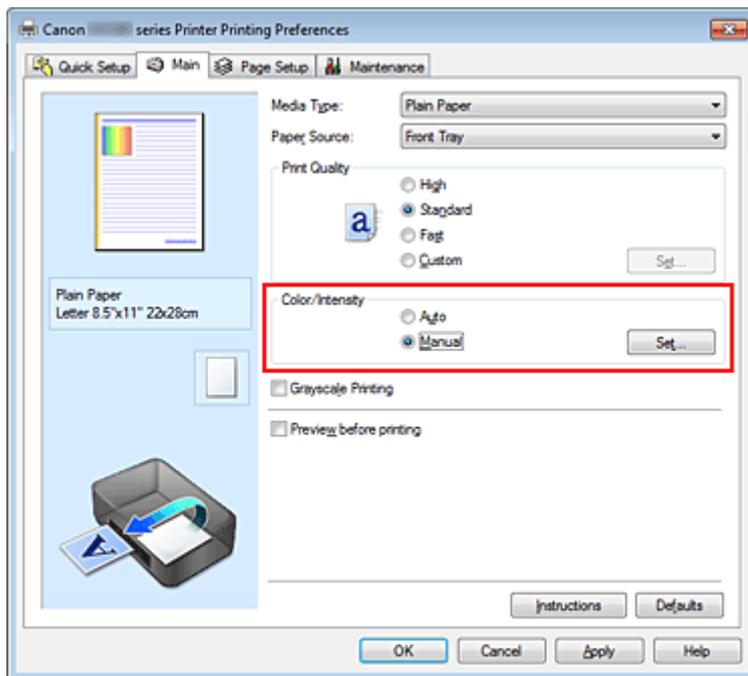
When you change the color balance or intensity/contrast of a document, the pattern print function prints the adjustment results in a list, together with the adjustment values.

Described below is the procedure for adjusting the color balance while looking at the pattern.

1. Open the [printer driver setup window](#)

2. Select the manual color adjustment

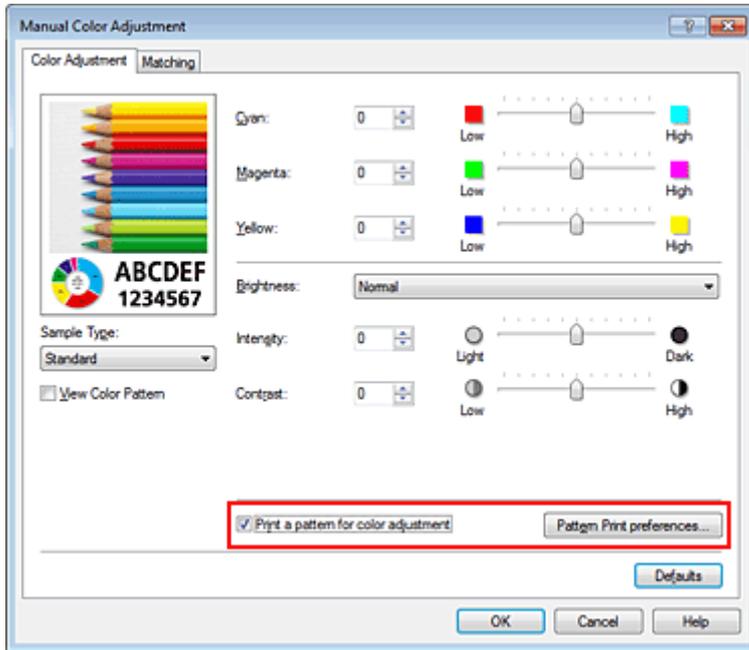
On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



The **Manual Color Adjustment** dialog box opens.

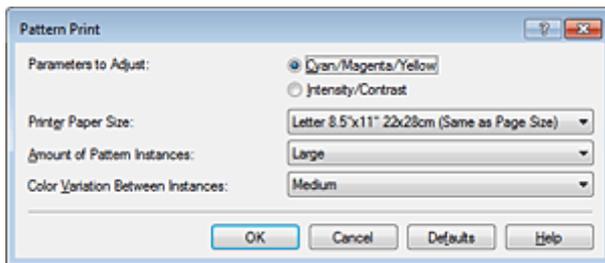
3. Selecting pattern print

On the **Color Adjustment** tab, select the **Print a pattern for color adjustment** check box, and click **Pattern Print preferences...**



4. Setting pattern print

When the **Pattern Print** dialog box opens, set the following items, and then click **OK**.



Parameters to Adjust

Select **Cyan/Magenta/Yellow**.

Important

- When the **Grayscale Printing** check box on the **Main** tab is checked, **Cyan/Magenta/Yellow** appear grayed out and are unavailable.

Printer Paper Size

Select the paper size to be used for pattern printing.

Note

- Depending on the paper size selected on the **Page Setup** tab, there may be sizes that cannot be selected.

Amount of Pattern Instances

Select **Largest**, **Large**, or **Small** to set the number of patterns to be printed.

Note

- Largest** and **Large** cannot be selected when certain paper sizes or output paper sizes are selected.

Color Variation Between Instances

Set the amount of color change between neighboring patterns.

Note

- Large** is about double the size of **Medium**, and **Small** is about half the size of **Medium**.

5. Checking the print results of pattern print

On the **Color Adjustment** tab, select **OK** to close the **Manual Color Adjustment** dialog box.
 On the **Main** tab, select **OK**, and then execute printing. The machine then prints a pattern in which the color balance that you set is the center value.



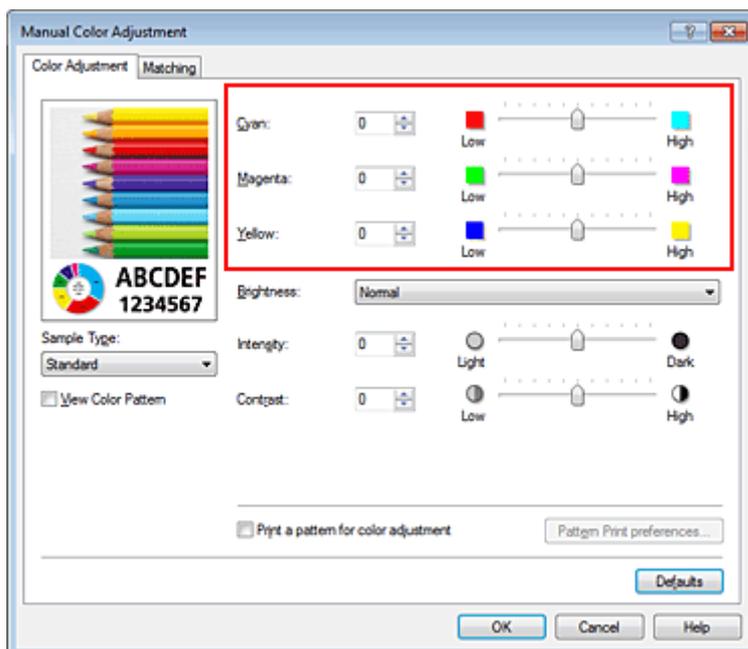
►► Important

- Normally, patterns are printed with the color balance settings as the center values. However, when **Black Only** is selected for **Ink Cartridge Settings** on the **Maintenance** tab, the color balance settings are not applied to pattern printing.

6. Adjusting the color balance

Look at the print results and select the image that you like best. Then enter the color balance numbers indicated at the bottom of that image into the **Cyan**, **Magenta**, and **Yellow** fields on the **Color Adjustment** tab.

Clear the **Print a pattern for color adjustment** check box, and click **OK**.



►► Note

- You can also set color balance on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

7. Complete the setup

Click **OK** on the **Main** tab.

Then when you execute printing, the document is printed with the color balance that was adjusted by the pattern print function.

▶▶▶ Important

- When **Print a pattern for color adjustment** is selected on the **Color Adjustment** tab, the following items are grayed out and cannot be set:
 - **Preview before printing** on the **Main** tab
 - **Stapling Side** and **Specify Margin...** on the **Page Setup** tab (When **Duplex Printing (Manual)** is set, only **Stapling Side** can be set.)
- You can print a pattern only if the **Page Layout** setting on the **Page Setup** tab is **Normal-size** or **Borderless**.
- When the **Grayscale Printing** check box on the **Main** tab is checked, **Cyan**, **Magenta**, and **Yellow** appear grayed out and are unavailable.
- Depending on your application software, this function may not be available.

Related Topics

- [Adjusting Color Balance](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)
- [Adjusting Intensity/Contrast Using Sample Patterns \(Printer Driver\)](#)

Adjusting Brightness

You can change the brightness of the overall image data during printing. This function does not change pure white or pure black but it changes the brightness of the intermediate colors.

The following sample shows the print result when the brightness setting is changed.



Light is selected

Normal is selected

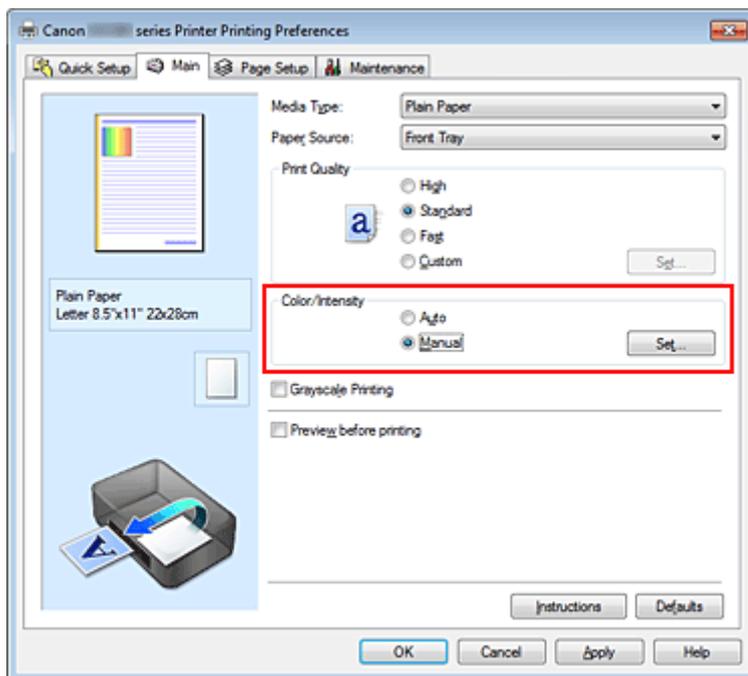
Dark is selected

The procedure for adjusting brightness is as follows:

You can also set brightness on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

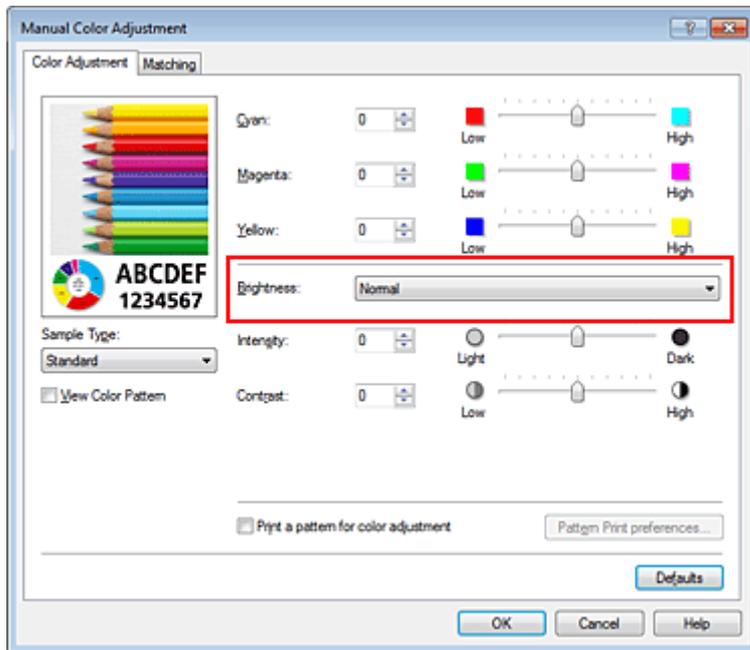
On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



The **Manual Color Adjustment** dialog box opens.

3. Specify the brightness

Select **Light**, **Normal**, or **Dark** for **Brightness**, and click **OK**. The current settings are displayed in the settings preview on the left side of the printer driver.



4. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the data is printed at the specified brightness.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

Adjusting Intensity

You can dilute (brighten) or intensify (darken) the colors of the overall image data during printing. The following sample shows the case when the intensity is increased so that all colors become more intense when the image data is printed.



No adjustment

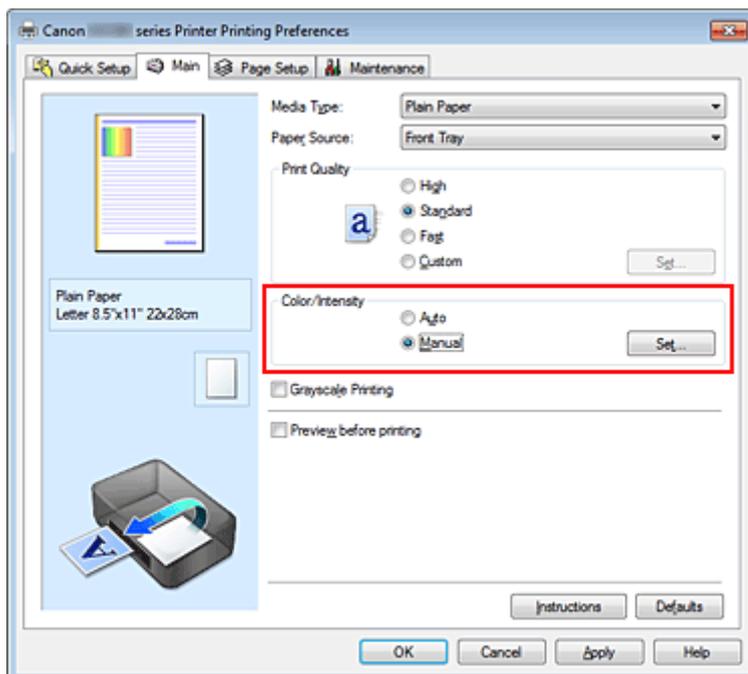
Higher intensity

The procedure for adjusting intensity is as follows:

You can also set intensity on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



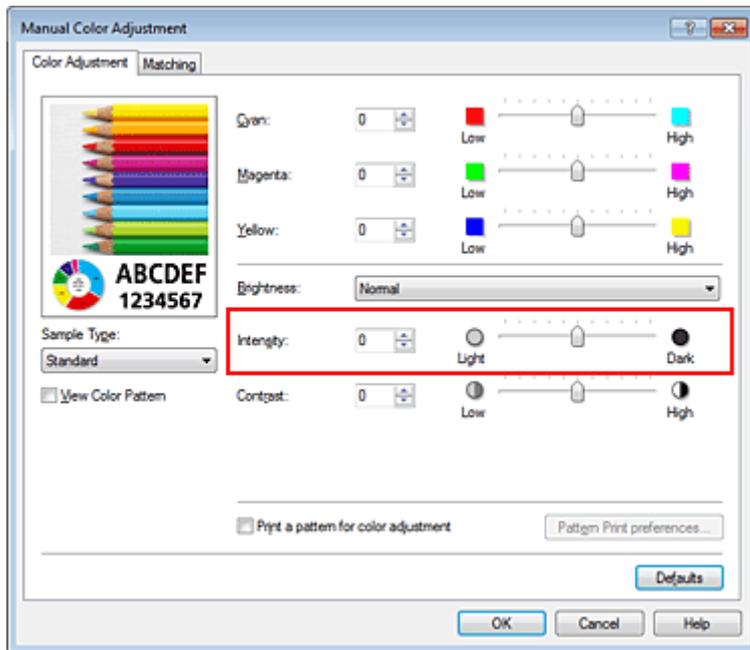
The **Manual Color Adjustment** dialog box opens.

3. Adjust intensity

Moving the **Intensity** slider to the right intensifies (darkens) the colors, and moving the slider to the left dilutes (brightens) the colors.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

After adjusting each color, click **OK**.



►► Important

- Adjust the slider gradually.

4. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the image data is printed with the adjusted intensity.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Brightness](#)
- [Adjusting Contrast](#)
- [Adjusting Intensity/Contrast Using Sample Patterns \(Printer Driver\)](#)

Adjusting Contrast

You can adjust the image contrast during printing.

To make the differences between the light and dark portions of images greater and more distinct, increase the contrast. On the other hand, to make the differences between the light and dark portions of images smaller and less distinct, reduce the contrast.



No adjustment

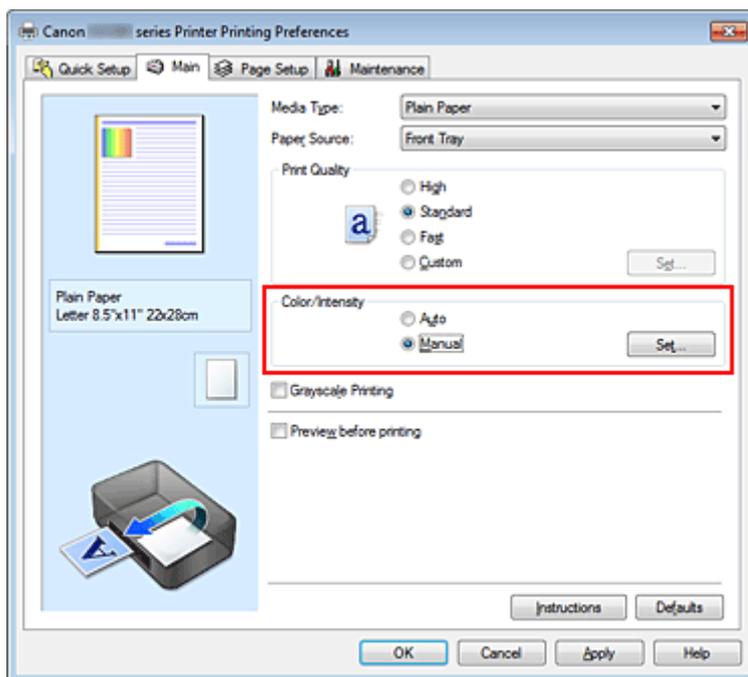
Adjust the contrast

The procedure for adjusting contrast is as follows:

You can also set contrast on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

1. Open the [printer driver setup window](#)
2. Select the manual color adjustment

On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



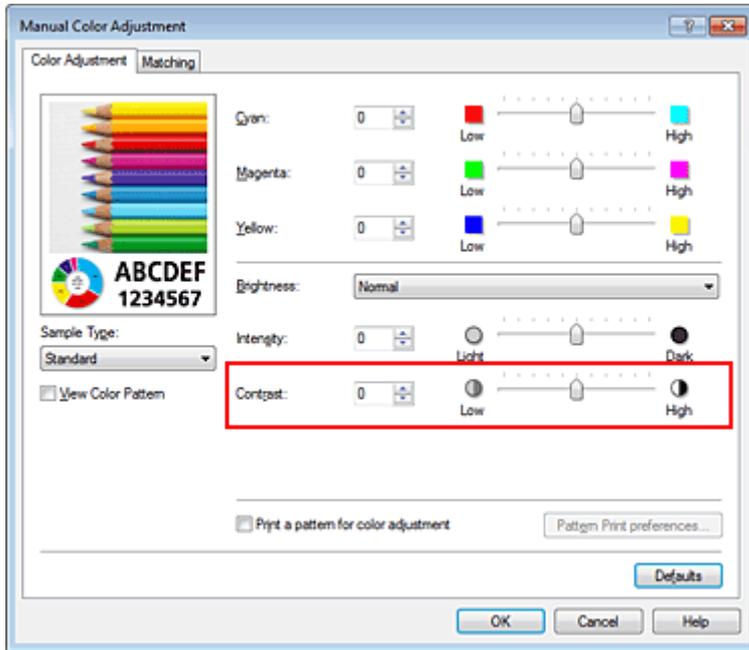
The **Manual Color Adjustment** dialog box opens.

3. Adjust the contrast

Moving the **Contrast** slider to the right increases the contrast, and moving the slider to the left decreases the contrast.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.

After adjusting each color, click **OK**.



►► Important

- Adjust the slider gradually.

4. Complete the setup

Click **OK** on the **Main** tab.

When you execute print, the image is printed with the adjusted contrast.

Related Topics

- [Setting the Print Quality Level \(Custom\)](#)
- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Intensity/Contrast Using Sample Patterns \(Printer Driver\)](#)

Adjusting Intensity/Contrast Using Sample Patterns (Printer Driver)

You can look at the print results of pattern print and adjust the intensity/contrast.

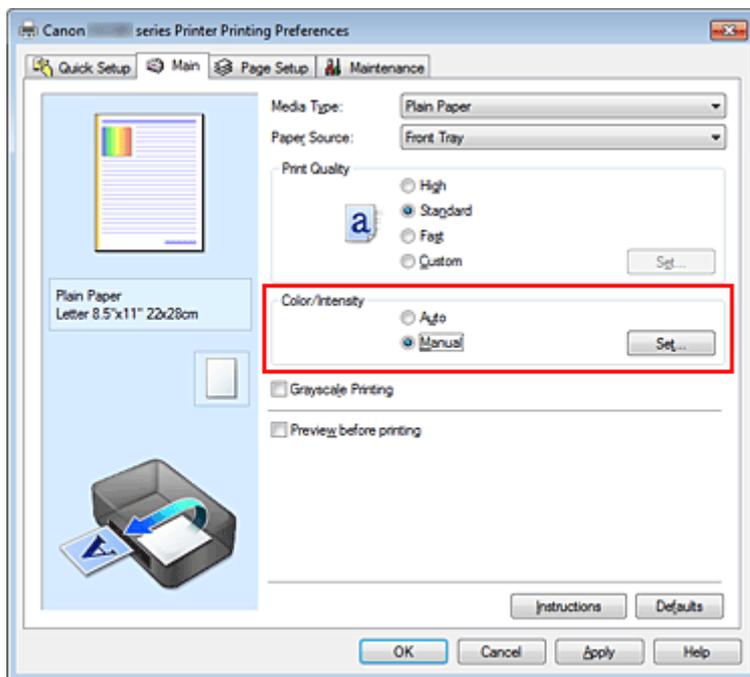
When you change the color balance or intensity/contrast of a document, the pattern print function prints the adjustment results in a list, together with the adjustment values.

Described below is the procedure for adjusting the intensity/contrast while looking at the pattern.

1. Open the [printer driver setup window](#)

2. Select the manual color adjustment

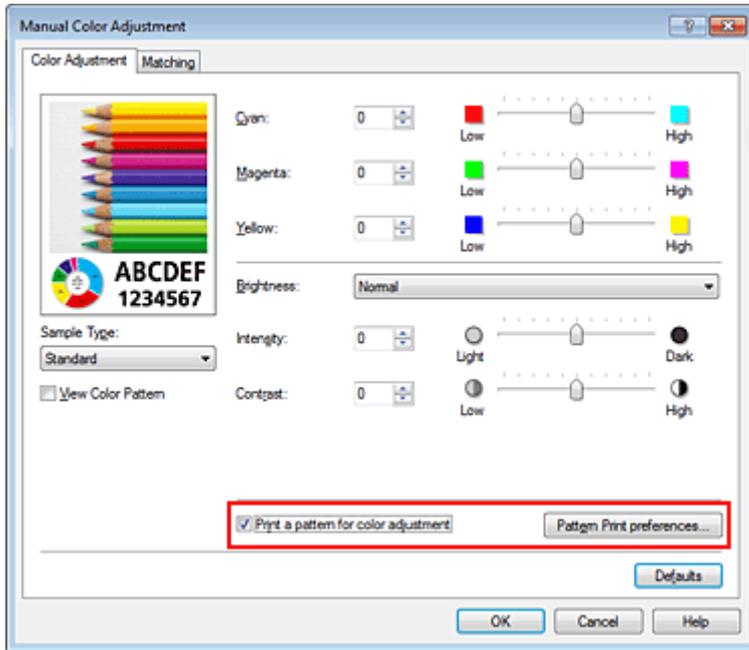
On the **Main** tab, select **Manual** for **Color/Intensity**, and click **Set...**



The **Manual Color Adjustment** dialog box opens.

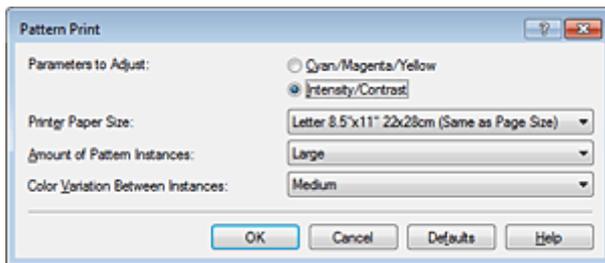
3. Selecting pattern print

On the **Color Adjustment** tab, select the **Print a pattern for color adjustment** check box, and click **Pattern Print preferences...**



4. Setting pattern print

When the **Pattern Print** dialog box opens, set the following items, and then click **OK**.



Parameters to Adjust

Select **Intensity/Contrast**.

Printer Paper Size

Select the paper size to be used for pattern printing.

»»» Note

- Depending on the paper size selected on the **Page Setup** tab, there may be sizes that cannot be selected.

Amount of Pattern Instances

Select **Largest**, **Large**, or **Small** to set the number of patterns to be printed.

»»» Note

- **Largest** and **Large** cannot be selected when certain paper sizes or output paper sizes are selected.

Color Variation Between Instances

Set the amount of color change between neighboring patterns.

»»» Note

- **Large** is about double the size of **Medium**, and **Small** is about half the size of **Medium**.

5. Checking the print results of pattern print

On the **Color Adjustment** tab, select **OK** to close the **Manual Color Adjustment** dialog box.

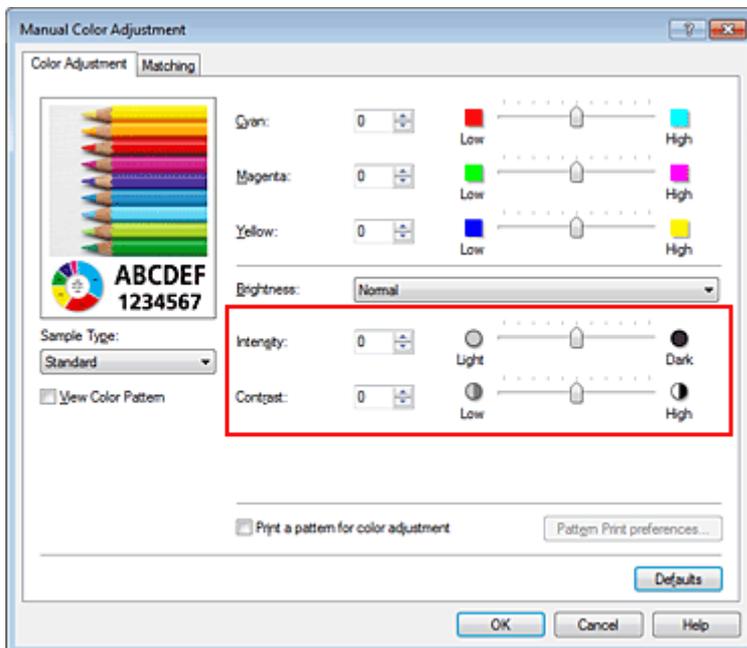
On the **Main** tab, select **OK**, and then execute printing. The machine then prints a pattern in which the intensity/contrast that you set is the center value.



6. Adjusting the intensity/contrast

Look at the print results and select the image that you like best. Then enter the intensity/contrast numbers indicated at the bottom of that image into the **Intensity** and **Contrast** fields on the **Color Adjustment** tab.

Clear the **Print a pattern for color adjustment** check box, and click **OK**.



►► Note

- You can also set intensity/contrast on the **Quick Setup** tab by choosing **Photo Printing** under **Commonly Used Settings**, and then choosing **Color/Intensity Manual Adjustment** under **Additional Features**.

7. Complete the setup

Click **OK** on the **Main** tab.

Then when you execute printing, the document is printed with the intensity/contrast that was adjusted by the pattern print function.

»» Important

- When **Print a pattern for color adjustment** is selected on the **Color Adjustment** tab, the following items are grayed out and cannot be set:
 - **Preview before printing** on the **Main** tab
 - **Stapling Side** and **Specify Margin...** on the **Page Setup** tab (When **Duplex Printing (Manual)** is set, only **Stapling Side** can be set.)
- You can print a pattern only if the **Page Layout** setting on the **Page Setup** tab is **Normal-size** or **Borderless**.
- Depending on your application software, this function may not be available.

Related Topics

- [Adjusting Color Balance](#)
- [Adjusting Color Balance Using Sample Patterns \(Printer Driver\)](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

Overview of the Printer Driver

- [Canon IJ Printer Driver](#)
- [How to Open the Printer Driver Setup Window](#)
- [Maintenance Tab](#)
- [Canon IJ Status Monitor](#)
- [Checking the Ink Status from Your Computer](#)
- [Canon IJ Preview](#)
- [Deleting the Undesired Print Job](#)
- [Instructions for Use \(Printer Driver\)](#)

Canon IJ Printer Driver

The Canon IJ printer driver (called printer driver below) is a software that is installed on your computer for printing data with this machine.

The printer driver converts the print data created by your application software into data that your printer can understand, and sends the converted data to the printer.

Because different models support different print data formats, you need a printer driver for the specific model you are using.

Printer Driver Types

On Windows Vista SP1 or later, you can install the XPS printer driver in addition to the regular printer driver.

The XPS printer driver is suited to print from an application software that supports XPS printing.

Important

- To use the XPS printer driver, the standard printer driver must already be installed on your computer.

Installing the Printer Driver

- To install the regular printer driver, load the Setup CD-ROM that comes with the machine, and then install the driver from **Start Setup Again**.
- To install the XPS printer driver, load the Setup CD-ROM that comes with the machine, and then select **XPS Driver** from **Add Software**.

Specifying the Printer Driver

To specify the printer driver, open the **Print** dialog box of the application software you are using, and select "XXX Printer" (where "XXX" is your model name) to specify the regular printer driver or select "XXX Printer XPS" (where "XXX" is your model name) to specify the XPS printer driver.

How to Use Printer Driver Help

You can display the Help function from the printer driver setup window.

- **To view all descriptions of a tab...**

Click the **Help** button on each tab. A dialog box opens, displaying a description of each item on the tab.

You can also click the link found in the description of an item to display a description of the linked dialog box.

- **To see a description for each item...**

Right-click the item you want to learn about and then click **What's This?**.

Alternatively, when the  **Help** button is found at the right end of the title bar, click that button, and then click the item you want to learn about.

A description of the item is displayed.

Related Topic

- [How to Open the Printer Driver Setup Window](#)

How to Open the Printer Driver Setup Window

The printer driver setup window can be displayed through the application software in use or the **Start** menu of the Windows.

Open the Printer Driver Setup Window through the Application Software

Follow the procedure below to configure printing profile when printing.

1. Select the command that you perform printing on the application software

In general, select **Print** on the **File** menu to open the **Print** dialog box.

2. Select your model name and click **Preferences (or **Properties**)**

The printer driver setup window appears.

▶▶▶ Note

- Depending on application software you use, command names or menu names may vary and there may be more steps. For details, refer to the user's manual of your application software.

Open the Printer Driver Setup Window through the Start Menu

Follow the procedure below to perform machine maintenance operations such as print head cleaning, or to configure a printing profile that is common to all application software.

1. Select items from the **Start menu as shown below:**

- If you are using Windows 7, select the **Start** menu -> **Devices and Printers**.
- If you are using Windows Vista, select the **Start** menu -> **Control Panel** -> **Hardware and Sound** -> **Printers**.
- If you are using Windows XP, select the **start** menu -> **Control Panel** -> **Printers and Other Hardware** -> **Printers and Faxes**.

2. Right-click your model name icon, and then select **Printing preferences from the displayed menu**

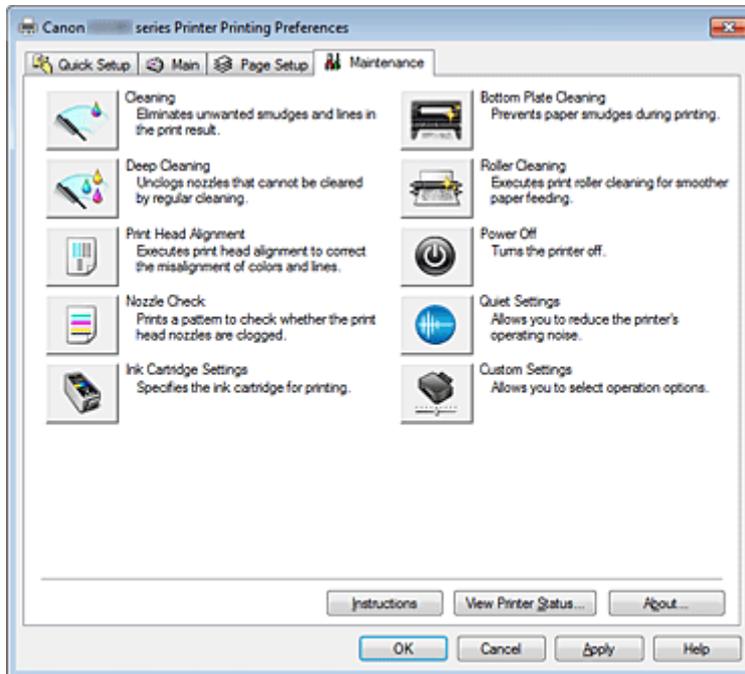
The printer driver setup window appears.

▶▶▶ Important

- Opening the printer driver setup window through **Printer properties** (Windows 7) or **Properties** (Windows Vista, Windows XP) displays such tabs regarding the Windows functions as the **Ports** (or **Advanced**) tab. Those tabs do not appear when opening through **Printing preferences** or application software. For tabs regarding Windows functions, refer to the user's manual for the Windows.

Maintenance Tab

The **Maintenance** tab allows you to perform machine maintenance or change the settings of the machine.



Features

- Cleaning the Print Heads from Your Computer
- Aligning the Print Head Position from Your Computer
- Use Your Computer to Print a Nozzle Check Pattern
- Setting the Ink Cartridge to be Used
- Cleaning Inside the Machine
- Cleaning the Paper Feed Rollers from Your Computer
- Managing the Machine Power

Related Features

- Reducing the Machine Noise
- Changing the Machine Operation Mode

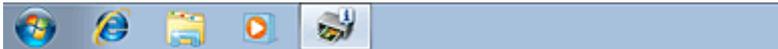
Canon IJ Status Monitor

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

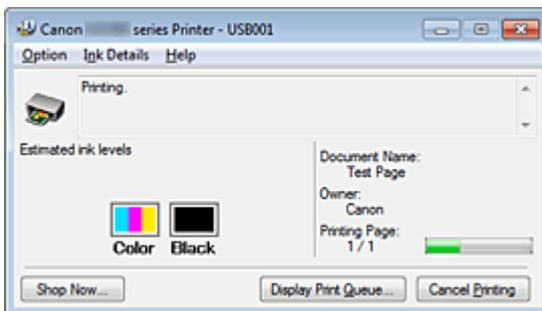
The Canon IJ Status Monitor is an application software that shows the status of the printer and the progress of printing. You will know the status of the printer with graphics, icons, and messages.

Launching the Canon IJ Status Monitor

The Canon IJ Status Monitor launches automatically when print data is sent to the printer. When launched, the Canon IJ Status Monitor appears as a button on the task bar.



Click the button of the status monitor displayed on the task bar. The Canon IJ Status Monitor appears.

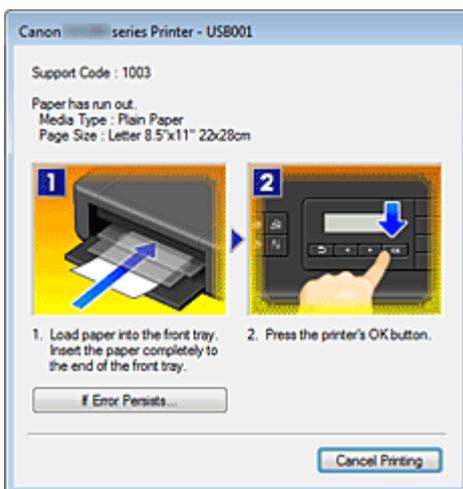


Note

- To open the Canon IJ Status Monitor when the machine is not printing, open the [printer driver setup window](#) and click **View Printer Status...** on the **Maintenance** tab.
- The information displayed on the Canon IJ Status Monitor may differ depending on the country or region where you are using your machine.

When Errors Occur

The Canon IJ Status Monitor is automatically displayed if an error occurs (e.g., if the printer runs out of paper or if the ink is low).



In such cases, take the appropriate action as described.

Checking the Ink Status from Your Computer

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

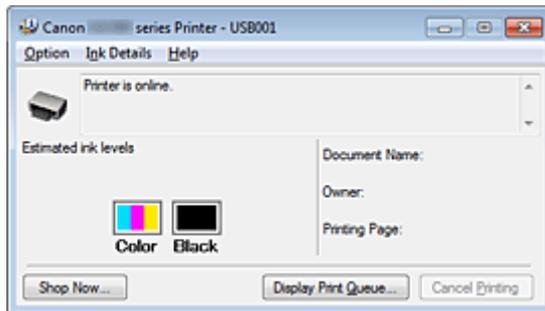
You can check the remaining ink level and the FINE cartridge types for your model.

1. Open the [printer driver setup window](#)

2. Launching the Canon IJ Status Monitor

On the **Maintenance** tab, click **View Printer Status...**

The Canon IJ Status Monitor opens and displays an image of the ink status.



►► Note

- The information displayed on the Canon IJ Status Monitor may differ depending on the country or region where you are using your machine.

3. If necessary, click **Ink Details**.

You can check the ink-related information.

If a warning or error related to the remaining ink amount occurs, a notification icon is displayed at the top of the image in the **Ink Details** dialog box.

In such cases, take the appropriate action as described on the screen.

►► Note

- You can also display the **Ink Details** dialog box by selecting the ink icon on the Canon IJ Status Monitor.

Canon IJ Preview

The Canon IJ Preview is an application software that displays what the print result will look like before a document is actually printed.

The preview reflects the information that is set within the printer driver and allows you to check the document layout, print order, and number of pages. You can also change the media type settings.

When you want to display a preview before printing, open the [printer driver setup window](#), click the **Main** tab, and check the **Preview before printing** check box.

When you do not want to display a preview before printing, uncheck the check box.

Important

- If you are using the XPS printer driver, see "[Editing the Print Document or Reprinting from the Print History](#)."

Related Topic

- [Displaying the Print Results before Printing](#)

Deleting the Undesired Print Job

If you are using the XPS printer driver, replace "Canon IJ Status Monitor" with "Canon IJ XPS Status Monitor" when reading this information.

If the printer does not start printing, canceled or failed print job data may be remaining. Delete the undesired print job by using the Canon IJ Status Monitor.

1. Display the Canon IJ Status Monitor

Click the button of the status monitor displayed on the task bar.
The Canon IJ Status Monitor appears.

2. Display the print jobs

Click **Display Print Queue...**
The print queue window opens.

3. Delete the print jobs

Select **Cancel All Documents** from the **Printer** menu.
When the confirmation message appears, click **Yes**.
The deletion of the print job is complete.

Important

- Users who have not been granted access permission for printer management cannot delete the print job of another user.

Note

- When you perform this operation, all print jobs are deleted. If the print queue list contained a necessary print job, start the printing process over from the beginning.

Instructions for Use (Printer Driver)

This printer driver is subject to the following restrictions. Keep the following points in mind when using the printer driver.

Restrictions on the Printer Driver

- With some applications, the **Copies** setting in the **Page Setup** tab of the printer driver may not be enabled.
In this case, use the copies setting in the **Print** dialog box of the application software.
- If the selected **Language** in the **About** dialog box of the **Maintenance** tab does not match the operating system interface language, the printer driver setup window may not be displayed properly.
- Do not change the **Advanced** tab items of the printer properties. If you change any of the items, you will not be able to use the following functions correctly.
Also, if **Print to file** is selected in the **Print** dialog box of the application software and with applications that prohibit EMF spooling, such as Adobe Photoshop LE and MS Photo Editor, the following functions will not operate.
 - **Preview before printing** on the **Main** tab
 - **Prevention of Print Data Loss** in the **Print Options** dialog box on the **Page Setup** tab
 - **Page Layout, Tiling/Poster, Booklet, Duplex Printing (Manual), Specify Margin..., Print from Last Page, Collate, and Stamp/Background... (Stamp...)** on the **Page Setup** tab
 - **Print a pattern for color adjustment** on the **Color Adjustment** tab in the **Manual Color Adjustment** dialog box
- Since the resolution in the preview display differs from the printing resolution, text and lines in the preview display may appear different from the actual print result.
- With some applications, the printing is divided into multiple print jobs.
To cancel printing, delete all divided print jobs.
- If image data is not printed correctly, display the **Print Options** dialog box from the **Page Setup** tab and change the setting of **Disable ICM required from the application software**. This may solve the problem.

▶▶▶ Note

- **Disable ICM required from the application software** cannot be used when the XPS printer driver is used.

Points to Note About Applications with Restrictions

- There are following restrictions in Microsoft Word (Microsoft Corporation).
 - When Microsoft Word has the same printing functions as the printer driver, use Word to specify them.
 - When selecting **Fit-to-Page**, **Scaled**, or **Page Layout** from the **Page Layout** list on the **Page Setup** tab, the selected printing function may not be effective, depending on the version of Word.
If this happens, follow the procedure below.
 1. Open Word's **Print** dialog box.
 2. Open the [printer driver setup window](#), specify **Page Layout** on the **Page Setup** tab, and click **OK**.
 3. Without starting printing, close the **Print** dialog box.
 4. Open Word's **Print** dialog box again.
 5. Open the printer driver setup window and click **OK**.

6. Start printing.

- If bitmap printing is enabled in Adobe Illustrator (Adobe Systems Incorporated), printing may take time or some data may not be printed. Print after unchecking the **Bitmap Printing** check box in the **Print** dialog box.

Updating the MP Drivers

- [Obtaining the Latest MP Drivers](#)
- [Deleting the Unnecessary MP Drivers](#)
- [Before Installing the MP Drivers](#)
- [Installing the MP Drivers](#)

Obtaining the Latest MP Drivers

The MP Drivers include a printer driver, ScanGear (scanner driver), and fax driver.

By updating the MP Drivers to the latest version of the MP Drivers, unresolved problems may be solved.

You can access our website and download the latest MP Drivers for your model.

Important

- You can download the MP Drivers for free, but any Internet access charges incurred are your responsibility.
- Before installing the latest MP Drivers, delete the previously installed version.
For information on how to delete the MP Drivers, see "[Deleting the Unnecessary MP Drivers.](#)"

Related Topics

- [Before Installing the MP Drivers](#)
- [Installing the MP Drivers](#)

Deleting the Unnecessary MP Drivers

The MP Drivers which you no longer use can be deleted.
When deleting the MP Drivers, first exit all programs that are running.

The procedure to delete the unnecessary MP Drivers is as follows:

1. Start the uninstaller

- If you are using Windows 7 or Windows Vista, select **Start** menu -> **Control Panel** -> **Programs** -> **Programs and Features**.
From the program list, select "XXX MP Drivers" (where "XXX" is your model name) and then click **Uninstall**.
- If you are using Windows XP, select **Start** menu -> **Control Panel** -> **Add or Remove Programs**.
From the program list, select "XXX MP Drivers" (where "XXX" is your model name) and then click **Remove**.

The confirmation window for uninstalling the model appears.

»» Important

- In Windows 7 or Windows Vista, a confirmation/warning dialog box may appear when starting, installing or uninstalling software.
This dialog box appears when administrative rights are required to perform a task.
When you are logged on to an administrator account, click **Yes** (or **Continue**, **Allow**) to continue.
Some applications require an administrator account to continue. When you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

2. Execute the uninstaller

Click **Execute**. When the confirmation message appears, click **Yes**.
When all the files have been deleted, click **Complete**.

The deletion of the MP Drivers is complete.

»» Important

- Printer driver, XPS printer driver, ScanGear (scanner driver), and fax driver will be deleted when you uninstall the MP Drivers.

Before Installing the MP Drivers

This section describes the items that you should check before installing the MP Drivers. You should also refer to this section if the MP Drivers cannot be installed.

Checking the Machine Status

- Confirm that the USB port of this machine and the computer are firmly connected with the USB cable.
- Turn off the machine.

Checking the Personal Computer Settings

- Terminate all running applications.
- In Windows 7, Windows Vista, log on as a user who has the administrator account.
In Windows XP, log on as the computer administrator.

Important

- Before installing the latest MP Drivers, delete the previously installed version. For instructions on deleting the MP Drivers, see "[Deleting the Unnecessary MP Drivers](#)."

Related Topics

- [Obtaining the Latest MP Drivers](#)
- [Installing the MP Drivers](#)

Installing the MP Drivers

You can access our web site through the Internet and download the latest MP Drivers and XPS printer driver for your model.

The procedure for installing the downloaded MP Drivers is as follows:

1. Turn off the machine

2. Start the installer

Double-click the icon of the downloaded file.
The installation program starts.

»»» Important

- In Windows 7 or Windows Vista, a confirmation/warning dialog box may appear when starting, installing or uninstalling software.
This dialog box appears when administrative rights are required to perform a task.
When you are logged on to an administrator account, click **Yes** (or **Continue**, **Allow**) to continue. Some applications require an administrator account to continue. When you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

3. Install the MP Drivers

Take the appropriate action as described on the screen.

»»» Note

- To use a network printer from a client machine, you must manually select the connection destination from the client.
To manually select a connection destination, click **Cancel** in the **Connect Cable** window. When the confirmation message appears, click **Yes**.
In the **Installation Incomplete** window, select the **Select printer port** check box, click **Manual Selection**, and then select the appropriate port.

4. Complete the installation

Click **Complete** or **Finish**.

The procedure for installing the MP Drivers is complete.

Depending on the environment you are using, a message prompting you to restart the computer may be displayed. To complete the installation properly, restart the computer.

»»» Important

- You can install the XPS printer driver with the same procedure for installing the MP Drivers. However, when installing the XPS printer driver, first complete installation of the MP Drivers.
- You can download the MP Drivers and XPS printer driver for free, but any Internet access charges incurred are your responsibility.
- Before installing the latest MP Drivers, delete the previously installed version. For instructions on deleting the MP Drivers, see "[Deleting the Unnecessary MP Drivers](#)."

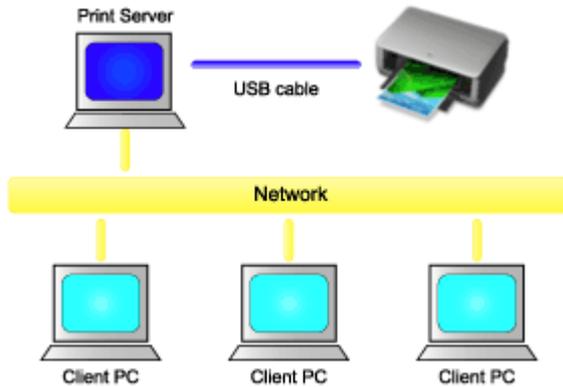
Related Topics

- [Obtaining the Latest MP Drivers](#)
- [Deleting the Unnecessary MP Drivers](#)
- [Before Installing the MP Drivers](#)

Sharing the Printer on a Network

When multiple computers are being used in the network environment, you can share the printer connected to one computer with the other computers.

The Windows versions of the computers connected to the network do not necessarily have to be the same.



- **Settings on Print Server**

This section describes the procedure for setting a computer that connects with this printer directly through a USB cable.

- **Settings on Client PC**

This section describes the procedure for setting a computer that uses this printer through a network. When you execute print, the data is sent to the printer through the print server system.

►►► Important

- In case an error occurred when a document is printed by the client system to a shared printer, the error message of Canon IJ Status Monitor will be displayed both on the client system and the print server system. For regular printing, Canon IJ Status Monitor will be displayed only on the client system.

►►► Note

- You must install a print driver in the print server and in each client.

Related Topic

- [Restrictions on Printer Sharing](#)

Settings on Print Server

When you use the printer on a network, set up the printer driver for sharing on the print server system.

The procedure for setting up the print server systems is as follows:

1. Install the printer driver on the print server system

For installation instructions, see "[Installing the MP Drivers.](#)"

2. Select items from the **Start** menu as shown below:

- If you are using Windows 7, select the **Start** menu -> **Devices and Printers**.
- If you are using Windows Vista select the **Start** menu -> **Control Panel** -> **Hardware and Sound** -> **Printers**.
- If you are using Windows XP, select the **start** menu -> **Control Panel** -> **Printers and Other Hardware** -> **Printers and Faxes**.

The **Devices and Printers** window (Windows 7), **Printers** window (Windows Vista) or **Printers and Faxes** window (Windows XP) is displayed.

3. Click the icon for the model name of printer to be shared

- If you are using Windows 7, press the Alt key on your keyboard and then select **Printer properties** -> **Sharing** tab from the displayed **File** menu.
- If you are using Windows Vista, press the Alt key on your keyboard and then select **Run as administrator** -> **Sharing...** from the displayed **File** menu.
- If you are using Windows XP, select **Sharing...** from the **File** menu.

»» Important

- In Windows 7 or Windows Vista, a confirmation/warning dialog box may appear when starting, installing or uninstalling software. This dialog box appears when administrative rights are required to perform a task. When you are logged on to an administrator account, click **Yes** (or **Continue**, **Allow**) to continue. Some applications require an administrator account to continue. When you are logged on to a standard account, switch to an administrator account, and restart the operation from the beginning.

»» Note

- Windows XP may display a message recommending the user to use the Network Setup Wizard to set up sharing. When this message appears, choose not to use the wizard and then set up sharing.

4. Set sharing

Select **Share this printer** on the **Sharing** tab to set a shared name if necessary, and click **OK**.

The setup on the print server system is complete. Next, set up the client systems.

Settings on Client PC

After setting up the print server system, set up the client system.

The procedure for setting up the client systems is as follows:

If you are using Windows 7 or Windows Vista

1. Install the printer driver on the client systems

For installation instructions, see "[Installing the MP Drivers.](#)"

»» Note

- During the installation, a screen prompting you to turn the printer on appears. Click **Manual Selection** and then select an appropriate port to complete your installation.

2. Start the wizard

- If you are using Windows 7, select the **Start** menu -> **Devices and Printers** -> **Add a printer**.
- If you are using Windows Vista, select the **Start** menu -> **Network** -> **Add Printer**.

The **Add Printer** window appears.

3. Add a printer

Select **Add a network, wireless or Bluetooth printer**, and click the icon for the printer that you have configured on the print server system to be shared, and then click **Next**.

»» Note

- If the icon for the printer is not displayed, check that the printer is actually connected to the print server.
- It may take some time for the icon for the printer to appear.

4. Complete the setup

Take the appropriate action as described on the screen and then click **Finish**.

- If you are using Windows 7, the icon for the shared printer will be created in the **Devices and Printers** window.
- If you are using Windows Vista, the icon for the shared printer will be created in the **Printers** window.

The setup on the client systems is complete. You can now share the printer in the network.

If you are using Windows XP

1. Install the printer driver on the client systems

For installation instructions, see "[Installing the MP Drivers.](#)"

»» Note

- During the installation, a screen prompting you to turn the printer on appears. Click **Manual Selection** and then select an appropriate port to complete your installation.

2. Start the wizard

Select the **start** menu -> **Control Panel** -> **Printers and Other Hardware** -> **Printers and Faxes** -> **Add a printer**.

When **Welcome to the Add Printer Wizard** screen appears, click **Next**.

3. Add a printer

Select **A network printer, or a printer attached to another computer**, then click **Next**.

On the **Specify a Printer** window, click **Next** and then search for the print server system.

Click the icon for the printer that you have configured on the print server system to be shared, and then click **Next**.

Note

- If the icon for the printer is not displayed, check that the printer is actually connected to the print server.

4. Complete the setup

Take the appropriate action as described on the screen and then click **Finish**.

The icon for the shared printer will be created in the **Printers and Faxes** window.

The setup on the client systems is complete. You can now share the printer in the network.

Restrictions on Printer Sharing

If you are using the XPS printer driver, replace "Canon IJ Preview" with "Canon IJ XPS Preview" when reading this information.

These are restrictions that apply when you are using a printer in a network environment. Check the restrictions for the environment you are using.

When You Are Sharing a Printer in a Network

- A print completion message may be displayed. To disable the message from being displayed, follow the procedure below.
 - **If you are using Windows 7:**

In the **Devices and Printers** window of the client, select the printer from **Printers and Faxes**, and click **Print server properties** on the command bar.

Uncheck **Show information notifications for network printers** on the **Advanced** tab, and then restart the computer.
 - **If you are using Windows Vista:**

Press the Alt key from the **Printers** window on the client system. Open **Run as administrator -> Server Properties...** from the displayed **File** menu.

Uncheck **Show informational notifications for network printers** on the **Advanced** tab, and then restart the computer.
 - **If you are using Windows XP:**

Open **Server Properties** from the **File** menu of the **Printers and Faxes** window on the print server system.

Uncheck **Notify when remote documents are printed** on the **Advanced** tab, and then restart the computer.
- The bi-directional communication function is disabled and the correct printer status may not be recognized.

If a client user opens the printer driver properties (to display the properties when using Windows 7, press the Alt key, and select **Printer properties** from the displayed **File** menu) and then clicks **OK** with the **Enable bidirectional support** check box cleared on the **Ports** tab, the bidirectional communication function of the print server may also be disabled.

In this case, check **Enable bidirectional support** check box on both the print server system and the client system.
- When you print from a client system, you cannot use Canon IJ Preview.
- When the functions on the **Maintenance** tab cannot be set properly from a client system, they may be grayed out. In this case, change the settings from the print server.

When you change the settings of the print server, you should delete the icon of the shared printer from the client system, and then specify the shared settings again in the client system.

When the Same Printer Driver is Installed in the Print Server System and the Client System as the Local Printer

- The net crawl function may automatically create a network printer icon on the client system.

Printing Using the Operation Panel of the Machine

- [Printing Template Forms Such As Lined Paper or Graph Paper](#)

Printing Template Forms Such As Lined Paper or Graph Paper

You can print a template form such as lined paper, graph paper, or checklist, etc. on A4, B5, or Letter-sized plain paper.

➔ [Printable template forms](#)

➔ [Printing template forms](#)

Printable template forms

The following templates are available:

• Notebook paper



You can select three line spacing formats.

Setting on the LCD:

- **Notebook paper 1:** 8 mm spacing
- **Notebook paper 2:** 7 mm spacing
- **Notebook paper 3:** 6 mm spacing

➤➤➤ Note

- You cannot print Notebook paper on B5 sized paper.

• Graph paper



You can select two square sizes.

Setting on the LCD:

- **Graph paper 1:** Graph 5 mm
- **Graph paper 2:** Graph 3 mm

➤➤➤ Note

- You cannot print Graph paper on B5 sized paper.

• Checklist



You can print a notepad with checkboxes.

Setting on the LCD:

Checklist

• Staff paper



You can print staff paper with 10 or 12 staves.

Setting on the LCD:

- **Staff paper 1:** 10 staves
- **Staff paper 2:** 12 staves

• Handwriting paper



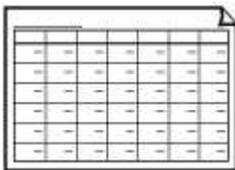
You can print handwriting paper.
Setting on the LCD:
Handwriting paper

• **Weekly schedule**



You can print a weekly schedule form.
Setting on the LCD:
Weekly schedule

• **Monthly schedule**



You can print a monthly schedule form.
Setting on the LCD:
Monthly schedule

Printing template forms

Print template form following the procedure below.

1. Make sure that the machine is turned on.
➡ Confirming that the Power Is On
2. Load A4, B5, or Letter-sized plain paper.
➡ Loading Paper
3. Press the **Setup** button.
The **Setup menu** screen is displayed.
4. Use the ◀▶ button to select **Template print**, then press the **OK** button.
5. Use the ◀▶ button to select the template you want to print, then press the **OK** button.
➡ [Printable template forms](#)
6. Use the ◀▶ button to specify the paper size, then press the **OK** button.

▶▶▶ Note

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

7. Make sure that **Plain paper** is selected, then press the **OK** button.

▶▶▶ Note

- If any media type other than **Plain paper** is selected on the LCD, select **Plain paper** using the ◀▶ button.

8. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.
9. Press the **OK** button to start printing.

▶▶ Note

- You can also press the **Color** button or **Black** button to start printing.

Copying

- Making Copies  **Basic**
- Setting Items
- Reducing or Enlarging a Copy
- About Special copy Menu
- Copying Two Pages to Fit onto a Single Page
- Copying Four Pages to Fit onto a Single Page
- Copying Thick Originals Such as Books
- Copying without Borders
- Collated Copying

Making Copies

Load the original to copy.

This section describes the basic procedure to perform standard copying.

1. Make sure that the machine is turned on.

➡ Confirming that the Power Is On

2. Load paper.

➡ Loading Paper

3. Press the **COPY** button.

The Copy standby screen is displayed.

4. Load the original document on the platen glass or in the ADF.

➡ Loading Originals

5. Confirm the page size and magnification.



1. Magnification

2. Page size

➤➤➤ Note

- To change or confirm the page size, magnification, or other settings, press the **Menu** button, then use the ◀▶ button to display the desired setting item.
 - ➡ [Setting Items](#)
- Press the **Stop** button to reset the magnification to 100%.

6. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.

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

The machine starts copying.

Remove the original on the platen glass or from the document output slot after copying is complete.

➤➤➤ Important

- If you load the original on the platen glass, do not open the document cover or remove the original while **Scanning..** is displayed on the screen.
- If you load the original in the ADF, do not move the original until copying is complete.

➤➤➤ Note

- To cancel copying, press the **Stop** button.
- If you load the original on the platen glass, you can add the copying job while printing.
 - ➡ [Adding the Copying Job \(Reserve copy\)](#)

Adding the Copying Job (Reserve copy)

If you load the original on the platen glass, you can add the copying job while printing (Reserve copy).

The screen below is displayed when you can reserve copy.

Black copying...
Scan next page → Start 01

Load the original on the platen glass and press the same button (the **Color** button or the **Black** button) as the one which you previously pressed.

▶▶▶ Important

- When you load the original on the platen glass, move the document cover gently.

▶▶▶ Note

- When **Image quality** is set **High**, or you load the original in the ADF, you cannot add the copying job.
- When you add the copying job, the number of copies or the settings such as the page size or media type cannot be changed.
- If you press the **Stop** button while reserve copying is in progress, the screen to select the method to cancel copying is displayed. If you select **Cancel all reserv.** then press the **OK** button, you can cancel copying all scanned data. If you select **Cancel last reserv.**, then press the **OK** button, you can cancel the last copying job.
- If you set a document of too many pages to reserve copy, **Memory is full** may appears on the LCD. Press the **OK** button and wait a while, then try copying again.
- If **Try again** appears on the LCD when scanning, press the **OK** button, then press the **Stop** button to cancel copying. After that, copy the documents that have not been finished copying.

Setting Items

You can change the copy settings such as the page size, media type, and intensity.

Press the **Menu** button, use the ◀▶ button to select a setting item, then press the **OK** button.

Use the ◀▶ button to adjust each setting item, then press the **OK** button. The next setting item is displayed.

The LCD returns to the Copy standby screen when all the settings are complete.

▶▶▶ Note

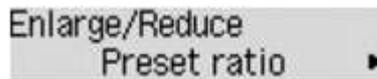
- The * (asterisk) on the LCD indicates the current setting.
- Some settings cannot be specified in combination with the setting of other setting items or the copy menu.
- The settings of the page size, media type, etc. are retained even if the machine is turned off.

• Enlarge/Reduce

Select the reduction/enlargement method.

➔ [Reducing or Enlarging a Copy](#)

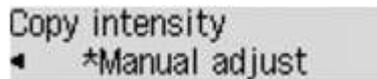
Ex:



• Copy intensity

Change the intensity.

Ex:



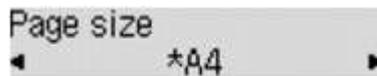
▶▶▶ Note

- If you select **Auto adjust**, load the original on the platen glass.
- If you select **Manual adjust**, use the ◀ button to decrease the intensity or the ▶ button to increase it.

• Page size

Select the page size of the loaded paper.

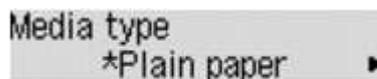
Ex:



• Media type

Select the media type of the loaded paper.

Ex:



• Image quality

Select the image quality according to the original.

Ex:

Image quality
◀ *Standard ▶

▶▶▶ **Note**

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

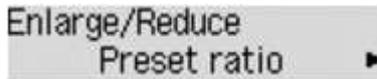
Reducing or Enlarging a Copy

You can specify the magnification optionally or select the preset-ratio copying or fit-to-page copying.

In the copy mode, press the **Menu** button, use the ◀▶ button to select **Enlarge/Reduce**, then press the **OK** button.

Use the ◀▶ button to select the reduction/enlargement method, then press the **OK** button.

Ex:

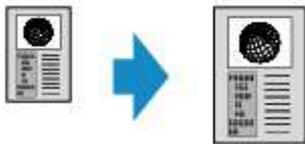


▶▶▶ Note

- Some of the reduction/enlargement methods are not available depending on the copy menu.

• **Preset ratio**

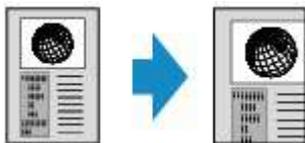
You can select one of the preset ratios to reduce or enlarge copies.



Use the ◀▶ button to select a preset ratio to match the size of your original document and printing paper, then press the **OK** button.

• **Magnification**

You can specify the copy ratio as a percentage to reduce or enlarge copies.



Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the reduction or enlargement ratio (25 - 400%), then press the **OK** button.

▶▶▶ Note

- Press and hold the ◀ (-) ▶ (+) button to quickly advance through the ratios. For details, see Key repeat.

• **Fit to page**

The machine automatically reduces or enlarges the image to fit the page size.



▶▶▶ Note

- When you select **Fit to page**, the document size may not be detected correctly depending on the original. In this case, select **Preset ratio** or **Magnification**.
- When **Fit to page** is selected, load the document on the platen glass.

About Special copy Menu

The following menus are selectable in the **Special copy** menu.

- **Frame erase copy**

When copying thick originals such as books, you can make a copy without black margins around the image and gutter shadows.

➡ [Copying Thick Originals Such as Books](#)

- **Borderless copy**

You can copy images so that they fill the entire page without borders.

➡ [Copying without Borders](#)

- **2-on-1 copy**

You can copy two original pages onto a single sheet of paper by reducing each image.

➡ [Copying Two Pages to Fit onto a Single Page](#)

- **4-on-1 copy**

You can copy four original pages onto a single sheet of paper by reducing each image.

➡ [Copying Four Pages to Fit onto a Single Page](#)

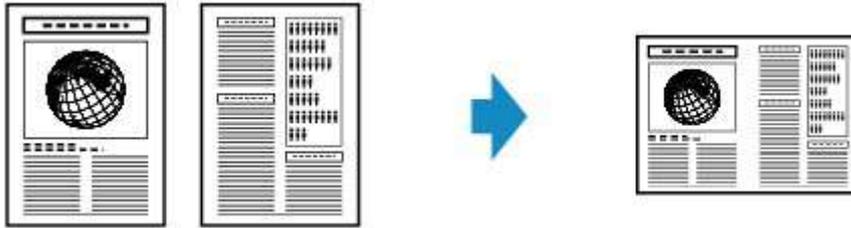
- **Collated copy**

You can obtain sorted printouts when making multiple copies of a multi-paged original.

➡ [Collated Copying](#)

Copying Two Pages to Fit onto a Single Page

You can copy two original pages onto a single sheet of paper by reducing each image.



1. Make sure that the machine is turned on.

➡ Confirming that the Power Is On

2. Load paper.

➡ Loading Paper

3. Press the **COPY button.**

The Copy standby screen is displayed.

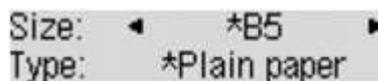
4. Press the **Menu button.**

The **Copy menu** screen is displayed.

5. Use the ◀▶ button to select **Special copy, then press the **OK** button.**

6. Use the ◀▶ button to select **2-on-1 copy, then press the **OK** button.**

If a page size setting or a media type setting that cannot be used in 2-on-1 copying is selected, the LCD displays the following message.



1. Use the ◀▶ button to select the page size, then press the **OK** button.

2. Use the ◀▶ button to select the media type, then press the **OK** button.

7. Load the original document on the platen glass or in the ADF.

➡ Loading Originals

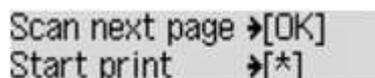
8. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.

Change the print settings as necessary.

➡ [Setting Items](#)

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

- When the document has been loaded on the platen glass:
When the machine finishes scanning the first document, the message below is displayed.



If you have the next sheet of document to scan, load it on the platen glass and press the **OK** button. The machine starts copying.

If you do not need more scanning, press the tone button to start copying. The machine starts copying.

▶▶▶ Note

- You can add the copying job while printing.
 - ➔ [Adding the Copying Job \(Reserve copy\)](#)

- When the document has been loaded in the ADF:
The machine starts scanning the next sheet of document automatically after one sheet of document finishes being scanned.

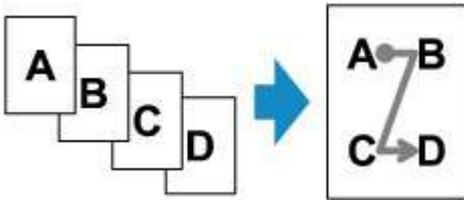
▶▶▶ Note

- If **Memory is full** appears on the LCD when scanning, set the image quality to **Standard** or reduce the number of sheets of documents, then try copying again. If the problem is not resolved, set the image quality to **Fast** and try copying again.

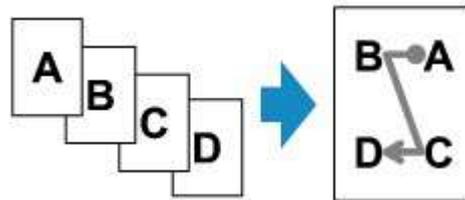
Copying Four Pages to Fit onto a Single Page

You can copy four original pages onto a single sheet of paper by reducing each image. Four different layouts are available.

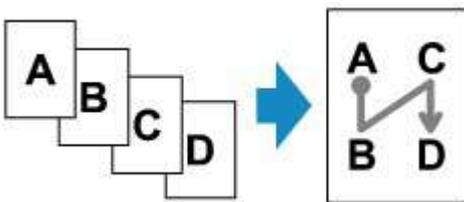
Layout 1



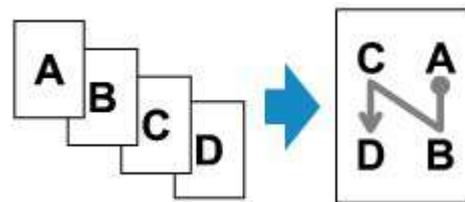
Layout 2



Layout 3



Layout 4



1. Make sure that the machine is turned on.

➡ Confirming that the Power Is On

2. Load paper.

➡ Loading Paper

3. Press the **COPY** button.

The Copy standby screen is displayed.

4. Press the **Menu** button.

The **Copy menu** screen is displayed.

5. Use the ◀▶ button to select **Special copy**, then press the **OK** button.

6. Use the ◀▶ button to select **4-on-1 copy**, then press the **OK** button.

If a page size setting or a media type setting that cannot be used in 4-on-1 copying is selected, the LCD displays the following message.

```
Size: ◀ *B5 ▶
Type: *Plain paper
```

1. Use the ◀▶ button to select the page size, then press the **OK** button.

2. Use the ◀▶ button to select the media type, then press the **OK** button.

7. Specify the layout.

Follow the procedure below to select the layout.

1. Press the **Menu** button.

The **Copy menu** screen is displayed.

2. Use the ◀▶ button to select **4-on-1 layout**, then press the **OK** button.
3. Select the layout, then press the **OK** button.

Select the layout from **Layout 1**, **Layout 2**, **Layout 3**, or **Layout 4**.

▶▶▶ Note

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

8. Load the original document on the platen glass or in the ADF.

➡ Loading Originals

9. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.

Change the print settings as necessary.

➡ [Setting Items](#)

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

- When the document has been loaded on the platen glass:
When the machine finishes scanning each sheet from the first to the third document, the message below is displayed.

The image shows a close-up of the LCD screen. The top line displays 'Scan next page →[OK]' and the bottom line displays 'Start print →[*]'. The text is white on a dark background.

If you have the next sheet of document to scan, load it on the platen glass and press the **OK** button. The machine starts copying.

If you do not need more scanning, press the tone button to start copying. The machine starts copying.

▶▶▶ Note

- You can add the copying job while printing.
➡ [Adding the Copying Job \(Reserve copy\)](#)

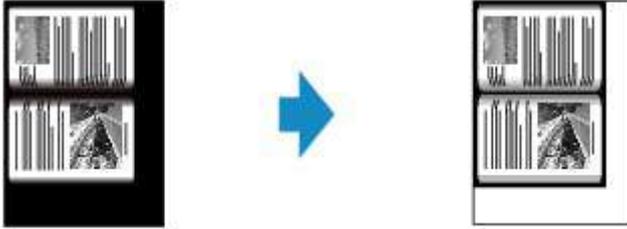
- When the document has been loaded in the ADF:
The machine starts scanning the next sheet of document automatically after one sheet of document finishes being scanned.

▶▶▶ Note

- If **Memory is full** appears on the LCD when scanning, set the image quality to **Standard** or reduce the number of sheets of documents, then try copying again. If the problem is not resolved, set the image quality to **Fast** and try copying again.

Copying Thick Originals Such as Books

When copying thick originals such as books, you can make a copy without black margins around the image and gutter shadows. Using this function, you can reduce unnecessary ink consumption.



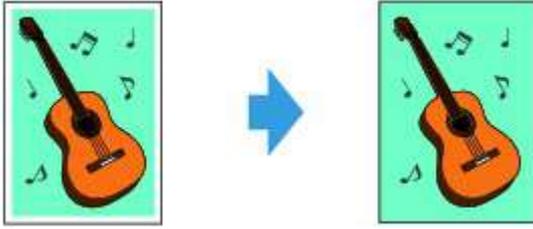
1. Make sure that the machine is turned on.
➔ Confirming that the Power Is On
 2. Load paper.
➔ Loading Paper
 3. Press the **COPY** button.
The Copy standby screen is displayed.
 4. Press the **Menu** button.
The **Copy menu** screen is displayed.
 5. Use the ◀▶ button to select **Special copy**, then press the **OK** button.
 6. Use the ◀▶ button to select **Frame erase copy**, then press the **OK** button.
 7. Load the original on the platen glass.
➔ Loading Originals
- ▶▶▶ **Note**
- When you use this function, load the original on the platen glass.
8. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.
Change the print settings as necessary.
➔ [Setting Items](#)
 9. Press the **Color** button for color copying, or the **Black** button for black & white copying.
The machine starts copying.

▶▶▶ Note

- Close the document cover.
- There may be a narrow black margin that appears around the image. This function removes the dark margins only. If a scanned book is too thin or when the machine is used near a window or in a bright environment, a faint black frame may remain. Also, if the color of an original is dark, the machine cannot distinguish the document color from the shadow and this may cause slight cropping or a shadow on the crease.

Copying without Borders

You can copy images so that they fill the entire page without borders.



1. Make sure that the machine is turned on.

➔ Confirming that the Power Is On

2. Load the photo paper.

➔ Loading Paper

3. Press the **COPY** button.

The Copy standby screen is displayed.

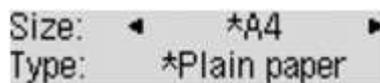
4. Press the **Menu** button.

The **Copy menu** screen is displayed.

5. Use the ◀▶ button to select **Special copy**, then press the **OK** button.

6. Use the ◀▶ button to select **Borderless copy**, then press the **OK** button.

If a page size setting or a media type setting that cannot be used in borderless copying is selected, the LCD displays the following message.



1. Use the ◀▶ button to select the page size, then press the **OK** button.
2. Use the ◀▶ button to select the media type, then press the **OK** button.

7. Load the original document on the platen glass.

➔ Loading Originals

▶▶▶ Note

- When you use this function, load the original on the platen glass.

8. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.

Change the print settings as necessary.

➔ [Setting Items](#)

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

The machine starts borderless copying.

▶▶▶ Note

- Slight cropping may occur at the edges since the copied image is enlarged to fill the whole page. You can change the width to be cropped from the borders of the original image as needed. However, the cropped area will be larger if the extension amount is large.

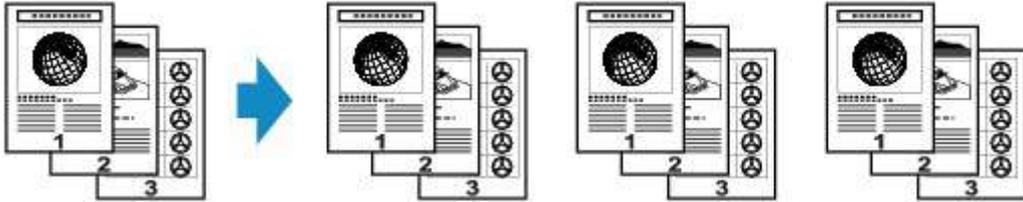
For details:

- ➡ Extended copy amt.
- For details on the paper size and the media type available for borderless copying:
 - ➡ Printing Area

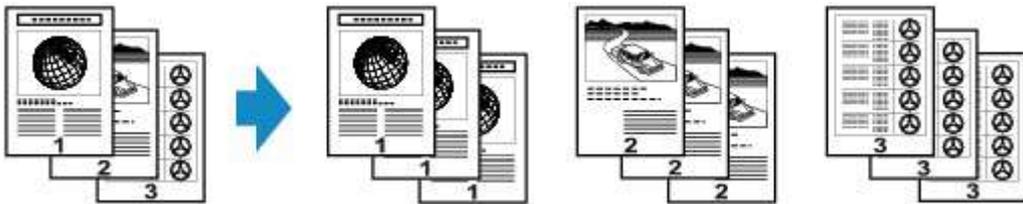
Collated Copying

You can obtain sorted printouts when making multiple copies of a multi-paged original.

- **When Collated copy is selected:**



- **When Collated copy is not selected:**



1. Make sure that the machine is turned on.

➔ Confirming that the Power Is On

2. Load the paper.

➔ Loading Paper

3. Press the **COPY** button.

The Copy standby screen is displayed.

4. Press the **Menu** button.

The **Copy menu** screen is displayed.

5. Use the ◀▶ button to select **Special copy**, then press the **OK** button.

6. Use the ◀▶ button to select **Collated copy**, then press the **OK** button.

7. Load the original in the ADF.

➔ Loading Originals

▶▶▶ **Note**

- When you use this function, load the original in the ADF.

8. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.

Change the print settings as necessary.

➔ [Setting Items](#)

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

The machine starts copying.

▶▶ Note

- The number of pages the machine can read varies with the document. If **Memory is full** appears on the LCD when scanning, reduce the number of document pages to scan and try copying again.