Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6

ENG

Canon

Software Guide

imageCLASS
MF3200
Series

Please read this guide before operating this equipment. After you finish reading this guide, store it in a safe place for future reference.

How to Use This Guide

Table of Contents
Index

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6

Manuals for the Machine

- Machine Set-Up
- Software Installation

Starter Guide

- Basic Features
- Maintenance
- Machine Settings
- Specifications

Basic Guide

- Advanced Features
- System Monitor
- Reports and Lists

Advanced Guide

- Printing Features
- Scanning Features
- PC Faxing Features

Software Guide (This Document)

Indicates the manual is supplied in PDF format in the accompanying CD-ROM.

- To view the manuals in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/ Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.

Table of Contents
Index

Table of Contents

Manuals for the Machine i
How to Use This Guide viii
Legal Notices xi

1 Introduction 1-1

Where to Find Help 1-2
Canon Support Center 1-2
System Requirements 1-3
Checking Installation 1-4
Uninstalling and Reinstalling the Software 1-5
Removing the MF Toolbox 1-5
Removing the MF Drivers 1-5
Reinstalling the Software 1-6

2 Printing 2-1

Printing a Document 2-2

Canceling Printing 2-2

Changing Print Settings 2-4

From a Windows Application 2-4

From the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) Folder 2-5

Windows 98/Me Properties 2-7

Windows 2000/XP/Vista/7 Properties and Printing Preferences 2-26

Properties 2-27

Printing Preferences 2-34

Using the Machine on Your Network 2-54

Setting the Machine as a Shared Printer 2-54

Using the Shared Printer on Your Network 2-60

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6

3 Scanning a Document 3-1

Scanning with [Start] on the Machine 3-3

Setting the Scanning Function for [Start] 3-4

Setting Up [Start] to Operate in a Different Way from [Save] 3-4
Setting Up [Start] in the [Settings] Dialog Box 3-5
Setting Up [Start] in the [Scanners and Cameras] Folder 3-5

Scanning with the MF Toolbox 3-7

MF Toolbox Settings 3-9

Scanner Settings 3-9
Save Scanned Image to 3-11
External Program (Mail Program) 3-12
Confirmation of the Scanned Image and Exif Settings (Confirm the Scanned Image) 3-13

Table of Contents
Index

Scanning an Image from an Application 3-15

Creating One PDF File from Two or More Pages 3-16

Setting Preferences and Scanning with ScanGear MF 3-17

Switching between Simple Mode and Advanced Mode 3-17
Using Simple Mode 3-17
Using Advanced Mode 3-20
Advanced Mode – Specifying the Parameters of a Scan 3-22
Advanced Mode Settings 3-23
Determining Resolution 3-38

Scanning with the WIA Driver (Windows XP Only) 3-40

Scanning from the [Scanner and Camera Wizard] Dialog Box (Windows XP Only) 3-40
Scanning from the [Windows FAX & Scan] Dialog Box (Windows Vista/7 Only) 3-43
Scan from Windows Photo Gallery (Windows Vista Only) 3-44
[New Scan] Dialog Box 3-45
Scanning from an Application (Windows XP/Vista/7 Only) 3-46

4 PC Faxing 4-1

Sending a Fax 4-3

Characters and Symbols for Fax Numbers 4-4

Fax Sending Settings 4-4

Changing Fax Settings 4-14

From a Windows Application 4-14

From the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) Folder 4-15

Windows 98/Me Fax Properties 4-17

Windows 2000/XP/Vista/7 FAX Properties and FAX Printing Preferences 4-28

FAX Properties 4-28

FAX Printing Preferences 4-32

Canon Cover Sheet Editor 4-42

Installing and Uninstalling Cover Sheet Editor 4-43

Opening, Saving, and Closing a File 4-46

Creating an Original Cover Sheet 4-48

Printing a Cover Sheet 4-69

Registering an Original Cover Sheet as a Template 4-69

5 Troubleshooting 5-1

Printer Problems 5-2

Driver Problems 5-5

Scanning Problems 5-7

Installing and Uninstalling Problems 5-13

6 Appendix 6-1

Specifications 6-2

Printer Specifications 6-2

Scanner Specifications 6-2

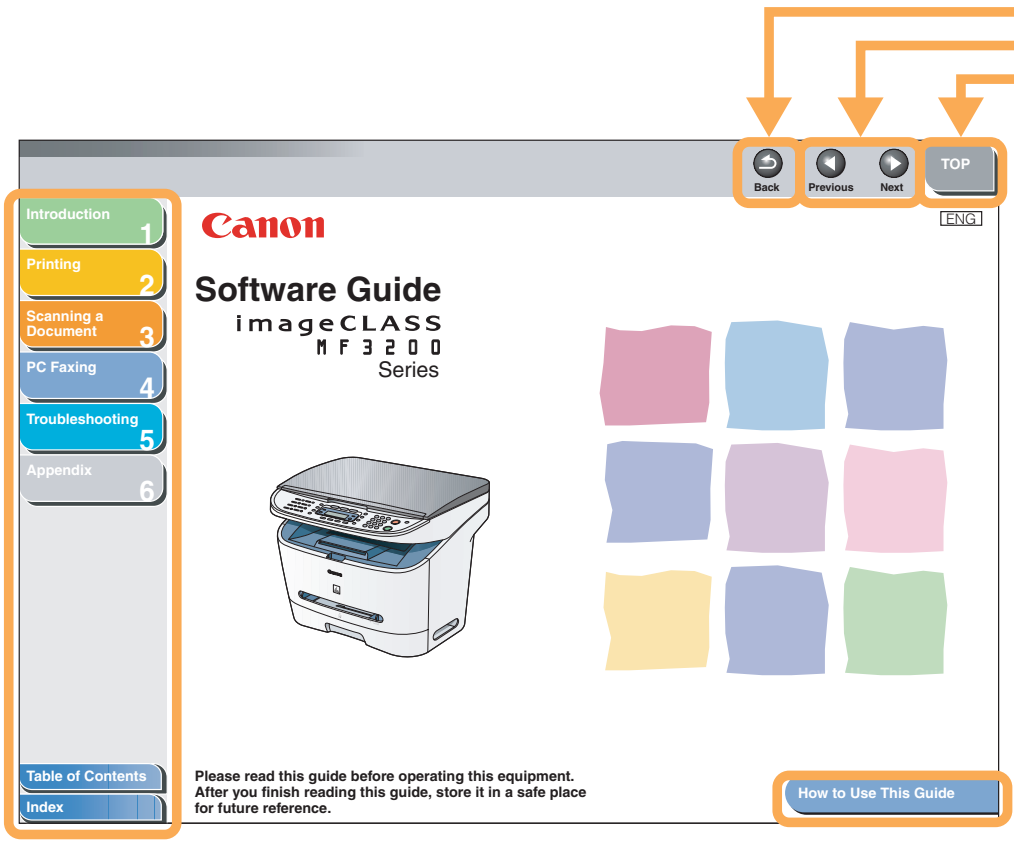
Glossary 6-3

Index 6-10

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

How to Use This Guide

Using the Top Page



Returns to the last page opened.

Displays the previous or next page.

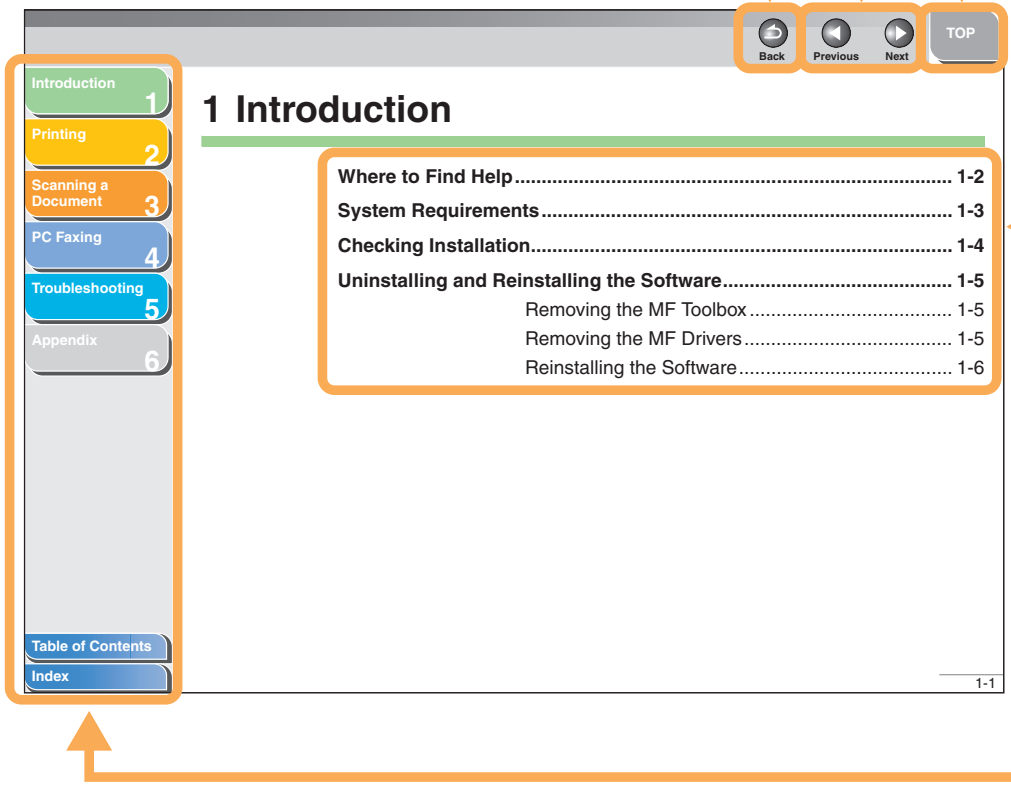
Returns to the top page.

Displays the “How to Use This Guide” page.

Quick links to the list of things you can do, topics for each chapter, table of contents, and the index.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Using the Chapter Topic List



Returns to the last page opened.
Displays the previous or next page.
Returns to the top page.

Table of contents for the chapter.

Quick links to the list of things you can do, topics for each chapter, table of contents, and the index.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

WARNING

Indicates a warning that may lead to death or serious injury if not observed.

CAUTION

Explains how to avoid actions that could injure you or damage your machine.

NOTE

Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses a distinctive notation to identify buttons and information in the LCD:

– Menu items you select and the buttons you press on the screen appear in square brackets: [Preferences].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Legal Notices

Trademarks

Canon, the Canon logo, and imageCLASS are trademarks of Canon Inc.
Microsoft, Windows, Windows Server, and Windows Vista are trademarks or registered trademarks of Microsoft Corporation in the U.S. and/or other countries.
All other product and brand names are registered trademarks, trademarks or service marks of their respective owners.

Copyright

Copyright © 2009 by Canon Inc. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of Canon Inc.

Disclaimer

The information in this document is subject to change without notice.
CANON INC. MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, EITHER EXPRESS OR IMPLIED, EXCEPT AS PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION, THEREOF, WARRANTIES AS TO MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OF USE OR AGAINST INFRINGEMENT OF ANY PATENT. CANON INC. SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, OR LOSSES OR EXPENSES RESULTING FROM THE USE OF THIS MATERIAL.

1 Introduction

Where to Find Help **1-2**
System Requirements **1-3**
Checking Installation **1-4**
Uninstalling and Reinstalling the Software **1-5**
Removing the MF Toolbox 1-5
Removing the MF Drivers 1-5
Reinstalling the Software 1-6

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Where to Find Help

When you encounter a problem during installation of the driver software or while operating your machine, consult the following:

In This Manual

See Chapter 5, “Troubleshooting.”

In the Basic Guide

See Chapter 11, “Troubleshooting,” in the Basic Guide.

README. TXT File

The hints, limitations, and restrictions you need to be aware of when installing and using the drivers are included in the README.TXT file provided with the drivers.

Online Help

You can locate additional help in the online help file provided with the driver software. In the [Properties] dialog box, you can click [Help] to display information about every feature and option in the drivers.

Context Sensitive Help

This Help displays the explanation of each item in the current dialog box. Use one of the following procedures to activate a context sensitive help.

– Click ? (Help) in the title bar of the dialog box → click the desired item.

– Right click the desired item → select [What’s this?].

– Select the desired item → press [F1].

Canon Support Center

If the above Help does not provide the information you need, please contact the Canon Support Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

System Requirements

General

– IBM or IBM-compatible PC

– CD-ROM drive or network environment with the access to CD-ROM

– PC equipped with a USB port and the USB class driver installed

Microsoft Windows 98, 98SE
CPU: Intel® Pentium® 90 MHz or higher
Memory: 64 MB of RAM, 128 MB or more is recommended

Microsoft Windows Me
CPU: Intel® Pentium® 150 MHz or higher
Memory: 64 MB of RAM, 128 MB or more is recommended

Microsoft Windows 2000 Professional
CPU: Intel® Pentium® 133 MHz or higher (USB 1.1), Intel® Pentium® II or higher (USB 2.0)
Memory: 64 MB of RAM, 128 MB or more is recommended (USB 1.1), 128 MB of RAM (USB 2.0)

Microsoft Windows XP
CPU: Intel® Pentium® 300 MHz or higher (USB 1.1), Intel® Pentium® II/Celeron® 300 MHz or higher (USB 2.0)
Memory: 64 MB of RAM, 128 MB or more is recommended (USB 1.1), 128 MB of RAM (USB 2.0)

Microsoft Windows Vista
CPU: 800 MHz or higher
Memory: 512 MB or more

Microsoft Windows 7
CPU: 1 GHz or faster
Memory: 1 GB or more

NOTE

– The USB 2.0 Hi Speed connection requires a PC equipped with a CPU faster than 300 MHz and more than 64 MB of RAM and with Windows XP SP1 or later installed, or with a CPU faster than 133 MHz and more than 64 MB of RAM and with Windows 2000 SP4 installed. If your PC meets all of these requirements and is preinstalled with USB 2.0 Host Controller, the USB 2.0 connection will be guaranteed.

– When scanning a document, the necessary memory size may differ depending on the scanning size and the memory usage of the application.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Checking Installation

Check if the drivers are installed successfully and the machine is selected as the default printer.

NOTE

If your machine is selected in the printer box when you open the [Print] dialog box in an application, which means your machine is set as the default printer.

1. Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.

Click [start] on the Windows task bar → select [Printers and Faxes] (Windows 98/Me/2000: [Start] → [Settings] → [Printers] Windows Vista: Click [Start] on the Windows task bar, → select [Control Panel] → [Hardware and Sound] → double-click [Printers]. Windows 7: Click [Start] on the Windows task bar, click [Start] → select [Devices and Printers]).
Make sure the driver icon is displayed.

2. Select the default printer.

Select the printer icon for this machine, then select [Set as Default Printer] (Windows 98/Me: [Set as Default]).

3. Open the [Scanners and Cameras] folder (Windows 98/2000: the [Scanners and Cameras Properties] dialog box).

Click [start] on the Windows task bar → select [Control Panel] → [Printers and Other Hardware] → [Scanners and Cameras] (Windows 98/Me/2000: [Start] → [Settings] → [Control Panel] → double-click [Scanners and Cameras] Windows Vista: Click [Start] → select [Control Panel] → [Hardware and Sound] → double-clic [Scanners and Cameras].
Windows 7: Enter “scanner” in [Search programs and files] under the [Start] menu → click [View scanners]).

4. Make sure that the corresponding scanner driver is displayed.

5. If the [Canon MF Toolbox 4.9] icon is displayed on the Windows desktop, installation of the MF Toolbox 4.9 was successful.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Uninstalling and Reinstalling the Software

If you want to reinstall the software, you must remove the currently installed software. Before you remove the driver, make sure the following:

- **You have the installation software available for installation.**
- **No application is running on your computer.**

NOTE

– To uninstall the software in Windows 2000/XP/Vista/7, you must be the user with administrative privileges.
– When removing the software, first remove the MF Toolbox, and then the MF drivers.
– For Windows Vista/7, click [Continue] or [Yes] to proceed if the [User Account Control] dialog box appears.

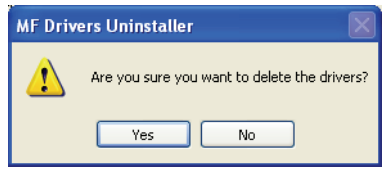
Removing the MF Toolbox

1. **Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox Uninstall].**
2. **Click [Remove].**
3. **Click [Exit].**

Removing the MF Drivers

1. **Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF3200 Series] → [Uninstall (Drivers)].**
2. **Click [Delete].**

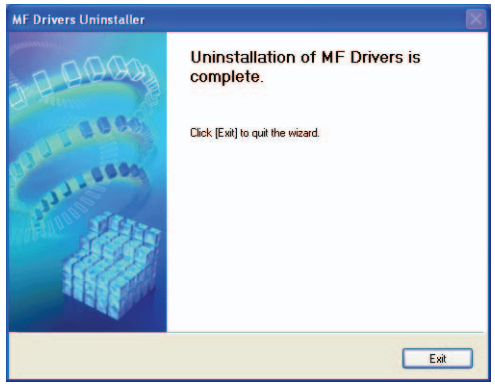
3. **Click [Yes] to confirm the deletion.**



Uninstallation proceeds automatically and next dialog box appears.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

4. **Click [Exit].**



NOTE

Restart your computer if asked to do so.

Reinstalling the Software

On the Windows desktop, click [start] → [(My) Computer] (Windows 98/Me/2000: double-click [My Computer]). Open the CD-ROM icon → double-click [MInst] ([MInst.exe]). The MF Setup screen appears. For instructions on reinstalling the software, see “Installing Software,” in the Starter Guide.

If you install the software using a copy on network or hard disk, open the setup screen by double-clicking the [Setup.exe] icon.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6

2 Printing

Printing a Document 2-2
Canceling Printing 2-2
Changing Print Settings 2-4
From a Windows Application 2-4
From the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) Folder 2-5
Windows 98/Me Properties 2-7
Windows 2000/XP/Vista/7 Properties and Printing Preferences 2-26
Properties 2-27
Printing Preferences 2-34
Using the Machine on Your Network 2-54
Setting the Machine as a Shared Printer 2-54
Using the Shared Printer on Your Network 2-60

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Printing a Document

1. **Open the document in an application.**
2. **Select the command to print.**

   In most cases, click [Print] from the [File] menu.
   The [Print] dialog box appears.
3. **From the [Select Printer] list box or the [Name] drop-down list in the [Print] dialog box, select the printer to be used.**
4. **Click [Preferences] or [Properties].**

   NOTE

   Depending on the application you are using, select the printer to be used in the [General] tab sheet in the [Print] dialog box, then specify the print settings in the corresponding tab sheet. (Only for Windows 2000.)
5. **Specify the required settings → click [OK].**

   NOTE

   For details, see “Changing Print Settings,” on p. 2-4.
6. **Click [Print] or [OK].**

   Printing starts.

   NOTE

   To cancel printing, click [Cancel].

Canceling Printing

Windows 2000/XP

1. **Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.**

   Click [start] on the Windows task bar → select [Printers and Faxes] (Windows 98/Me/2000: [Start] → [Settings] → [Printers]).
2. **Double-click the corresponding printer driver icon.**
3. **Right click the print job → click [Cancel] or [Cancel Printing] → [Yes].**

   NOTE

   – For Windows 98/Me/2000, the job will be canceled when you click [Cancel] or [Cancel Printing].
   – You can also cancel a print job using [System Monitor] on the operation panel of the machine. For details, see Chapter 3, “System Monitor,” in the Advanced Guide.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Windows Vista/7

1. Open the [Printers] folder.

Windows Vista: Click [Start] on the Windows task bar → select [Control Panel] → click [Printer] under [Hardware and Sound].
Windows 7: Click [Start] on the Windows task bar → click [Devices and Printers] on the [Start] menu.

2. Double-click the corresponding printer driver icon.

3. Right click the print job → click [Cancel] → [Yes].

You can cancel the print job also by selecting the print job → click [Cancel] from [Document] on the toolbar → click [Yes].

NOTE

You can display the print job by clicking the printer icon and selecting [See what's printing] on the toolbar.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Changing Print Settings

To view or change the print settings, access the properties or printing preferences dialog box of the printer driver. You can access the properties dialog box either from the application's [Print] dialog box or the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) folder, and the printing preferences dialog box from the [Printers and Faxes] (Windows 2000: [Printers]) folder.
To access the dialog box, follow this procedure.

NOTE

– The properties dialog box enables you to set up the printer configuration and configure the print settings for all Windows applications. The printing preferences dialog box enables you to specify the default settings for the printing options available when you print with the machine. (Only for Windows 2000/XP/Vista.)
– The number of tabs displayed in the properties dialog box will vary, depending on the type of operating system you are using and the method you use to access the dialog box.
– The method you use to access the dialog boxes determines how long the printing options remain in effect:
If you access the dialog box from an application's [Print] dialog box, your selected printing options apply only to the current print job. They will not be stored when you close the application.
If you access the dialog box from the [Printers and Faxes] (Windows 98/Me/2000: [Printers], Windows 7: [Devices and Printers]) folder, selected printing options apply to all Windows applications and remain in effect until you change those settings.

From a Windows Application

Opening the Printing Preferences or Properties Dialog Box

1. Select the command to print.

In most cases, click [Print] from the [File] menu.
The [Print] dialog box appears.

2. From the [Select Printer] list box or the [Name] drop-down list in the [Print] dialog box, select the printer to be used.

3. Click [Preferences] or [Properties].

The [Canon MF3200 Series Printing Preferences] or [Canon MF3200 Series Properties] dialog box appears.

NOTE

Depending on the application you are using, select the printer to be used in the [General] tab sheet in the [Print] dialog box, then specify the print settings in the corresponding tab sheet. (Only for Windows 2000.)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

From the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) Folder

Opening the Properties Dialog Box

1. **Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.**

   Click [start] on the Windows task bar → select [Printers and Faxes] (Windows 98/Me/2000: [Start] → [Settings] → [Printers]).

2. **Click the corresponding printer driver icon.**

3. **From the [File] menu, click [Properties].**

   You can also open the properties dialog box by right clicking the corresponding printer driver icon and selecting [Properties] from the pop-up menu.
   The [Canon MF3200 Series Properties] dialog box appears.

Opening the Printing Preferences Dialog Box (Windows 2000/XP)

1. **Open the [Printers and Faxes] (Windows 2000: [Printers]) folder.**

   Click [start] on the Windows task bar → select [Printers and Faxes].

2. **Click the corresponding printer driver icon.**

3. **From the [File] menu, click [Printing Preferences].**

   You can also open the printing preferences dialog box by right clicking the corresponding printer driver icon and selecting [Printing Preferences] from the pop-up menu.
   The [Canon MF3200 Series Printing Preferences] dialog box appears.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Windows Vista/7

● **Opening the Properties Dialog Box**

1. Open the [Printers] folder.

Windows Vista: Click [Start] on the Windows task bar → select [Control Panel] → click [Printer] under [Hardware and Sound].
Windows 7: Click [Start] on the Windows task bar → click [Devices and Printers].

2. Right click the corresponding printer driver icon and select [Properties] from the pop-up menu.

You can open the properties dialog box also by clicking the corresponding printer driver icon → [Set printer properties] on the toolbar.

● **Opening the Printing Preferences Dialog Box**

1. Open the [Printers] folder.

Windows Vista: Click [Start] on the Windows task bar → select [Control Panel] → click [Printer] under [Hardware and Sound].
Windows 7: Click [Start] on the Windows task bar → click [Devices and Printers].

2. Right click the corresponding printer driver icon and select [Printing Preferences] from the pop-up menu.

You can open the printing preferences dialog box also by clicking the corresponding printer driver icon → [Select printing preferences] on the toolbar.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

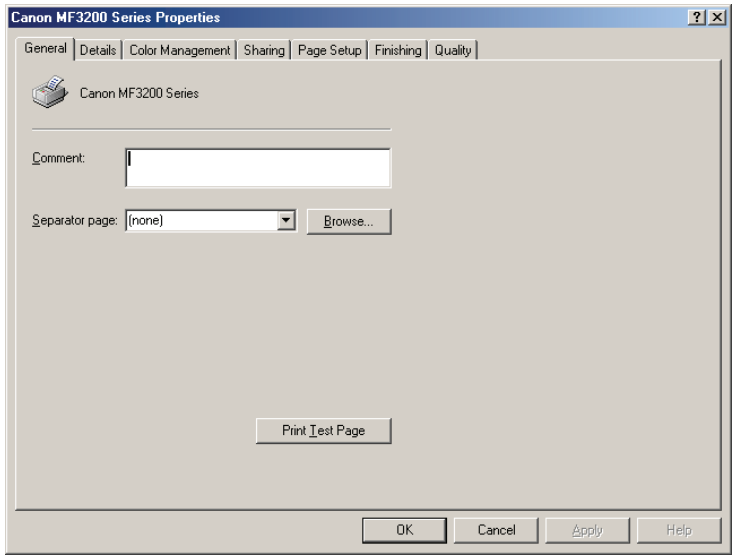
Windows 98/Me Properties

NOTE

– The screens shown below are displayed when you open [Canon MF3200 Series Properties] from the [Printers] folder.
– The number of tabs displayed in the properties dialog box depends on how you have your system set up.

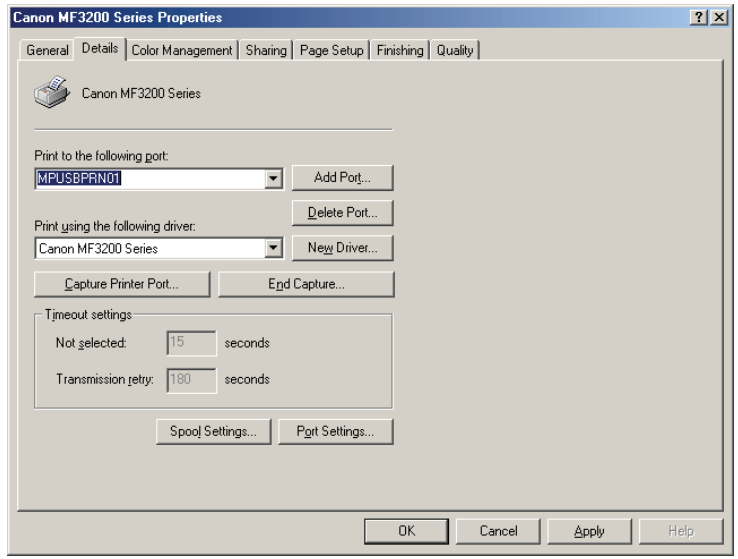
General Tab

Lets you print a test page or define separator pages. Refer to your Windows operating system documentation for more information.



Details Tab

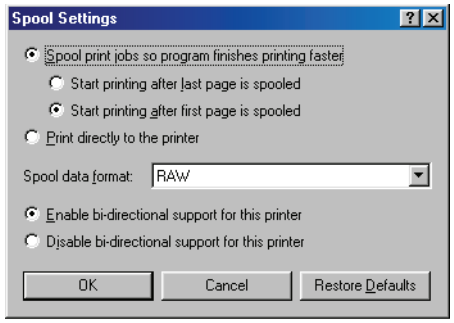
Specifies the printer port and timeout settings. Refer to your Windows operating system documentation for more information.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

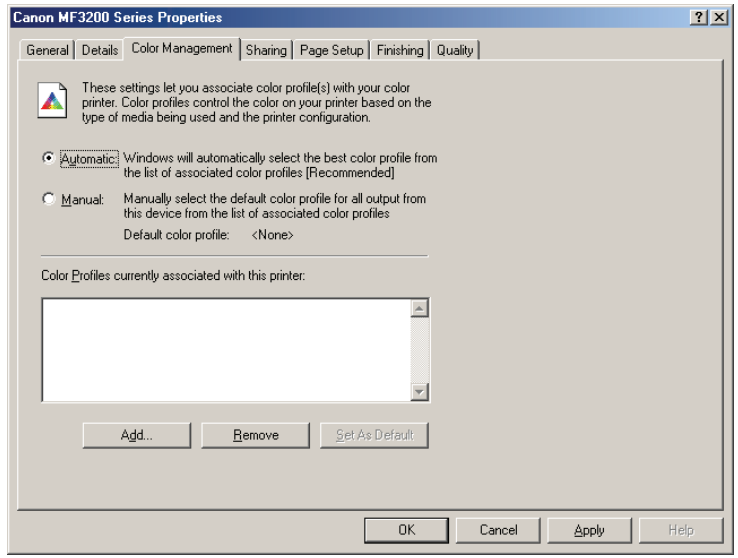
Spool Settings

The installer sets the following defaults.



Color Management Tab

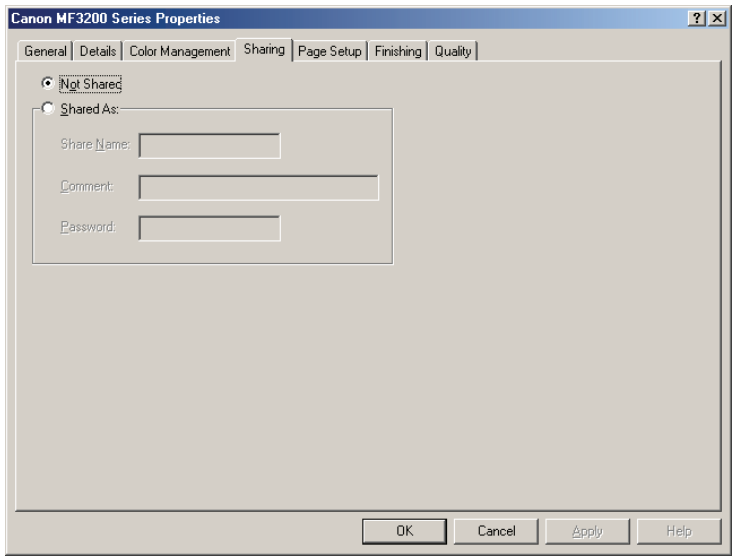
Associate color profiles with your color printer. Refer to your Windows operating system documentation for more information.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

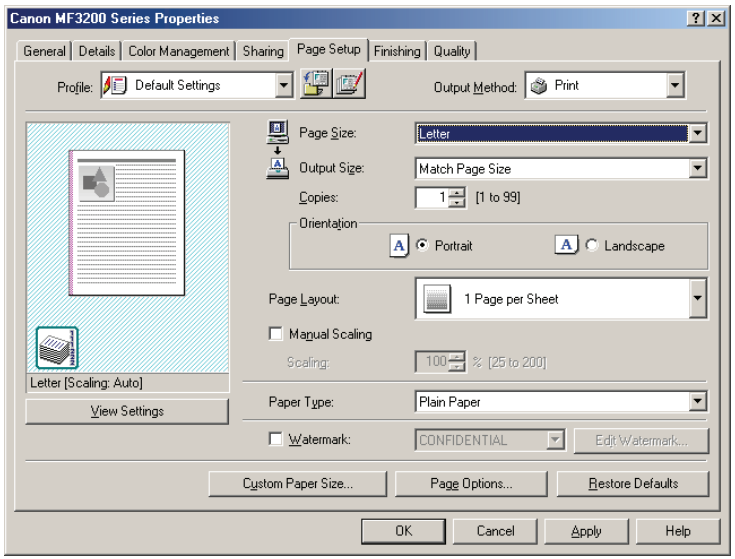
Sharing Tab

Specifies the printer sharing settings. This tab sheet is available only when the printer sharing is enabled. (See “Using the Machine on Your Network,” on p. 2-54.) Refer to your Windows operating system documentation for more information.



Page Setup Tab

Specifies the page settings including the paper size, scaling, number of copies, orientation, number of pages per sheet, etc. For information on [Profile] and [Output Method], see “Profiles,” on p. 2-22.



Default settings depend on the country/region of purchase.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Page Size] Selects the original page size to work with in an application. Available options are; [Letter], [11 x 17], [Legal], [Executive], [A5], [B5], [A4], [B4], [A3], [Envelope Monarch], [Envelope COM10], [Envelope DL], [Envelope C5] and [Custom [Name Fixed]]. However, when [11 x 17], [B4], or [A3] is selected in the [Page size], the original page size is reduced to fit [Letter] automatically.

[Output Size] Selects the output paper size to print on. When this option is set to anything other than [Match Page Size], the original page size is automatically reduced or enlarged to fit the selected output paper size when printed.

NOTE

Up to 50 sizes can be defined for [Custom Paper Size] with the [Custom Paper Size Settings] option. (See “Custom Paper Size Settings,” on p. 2-14.)

[Copies] Specifies the number of copies to be printed (1 to 99).

[Orientation] Selects the direction of printing relative to the paper ([Portrait] or [Landscape]).

[Page Layout] Selects the number (1, 2, 4, 6, 8, 9, or 16) of original pages per sheet or [Poster] (2 x 2, 3 x 3, or 4 x 4 pages to comprise one sheet). When this option is set to anything other than [1 Page per Sheet] and [Poster], the original page size is reduced to fit the selected page layout when printed.

NOTE

– When [1 Page per Sheet] is selected, [Manual Scaling] appears. When this option is set to anything other than [1 Page per Sheet] or [Poster], [Page Order] appears instead of [Manual Scaling] in its place.
– When [Poster] is selected, [Manual Scaling], [Watermark] and [Page Options] are disabled.

[Manual Scaling] Reduces or enlarges the original page size. Selecting this check box enables the edit box on the right side to specify the magnification factor (25 to 200%).

NOTE

If you select enlarge/reduce ratio on the [Print] screen of an application software, select 100% in [Manual Scaling].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Page Order] Selects the order in which original pages are placed on each sheet of the output paper when more than one page is printed per sheet.

[Paper Type] Selects the paper type to print. Available paper types are as follows:
– Plain Paper (18 to 24 lb. (64 to 90 g/m^2))
– Plain Paper L (18 to 24 lb. (64 to 90 g/m^2))
– Heavy Paper (28 to 32 lb. (105 to 128 g/m^2))
– Heavy Paper H (28 to 32 lb. (105 to 128 g/m^2))
– Transparency

NOTE
– If paper curls excessively when printed with [Plain Paper] selected, select [Plain Paper L].
– If print fixing is not sufficient when printed with [Heavy Paper] selected, select [Heavy Paper H].
– When you select [Envelope Monarch], [Envelope COM10], [Envelope DL], or [Envelope C5] as [Page Size] and [Match Page Size] as [Output Size], [Paper Type] is automatically set to [Envelope].
If you select [Envelope Monarch], [Envelope COM-10], [Envelope DL], or [Envelope C5] as [Output Size], [Paper Type] is automatically set to [Envelope] regardless of the setting of [Page Size].

[Watermark] Inserts the selected watermark to be printed on each page. Eight types of pre-defined watermark are available:
– CONFIDENTIAL
– COPY
– DRAFT
– FILE COPY
– FINAL
– PRELIMINARY
– PROOF
– TOP SECRET
Selecting this check box enables [Edit Watermark] to add a watermark.

NOTE
This option is disabled when [Page Layout] is set to [Poster].

[Edit Watermark] Opens the [Edit Watermark] dialog box. (See "Edit Watermark," on p. 2-12.)

[Custom Paper Size] Opens the [Custom Paper Size Settings] dialog box. (See "Custom Paper Size Settings," on p. 2-14.)

[Page Options] Opens the [Page Options] dialog box. (See "Page Options," on p. 2-15.)

NOTE
This option is disabled when [Page Layout] is set to [Poster].

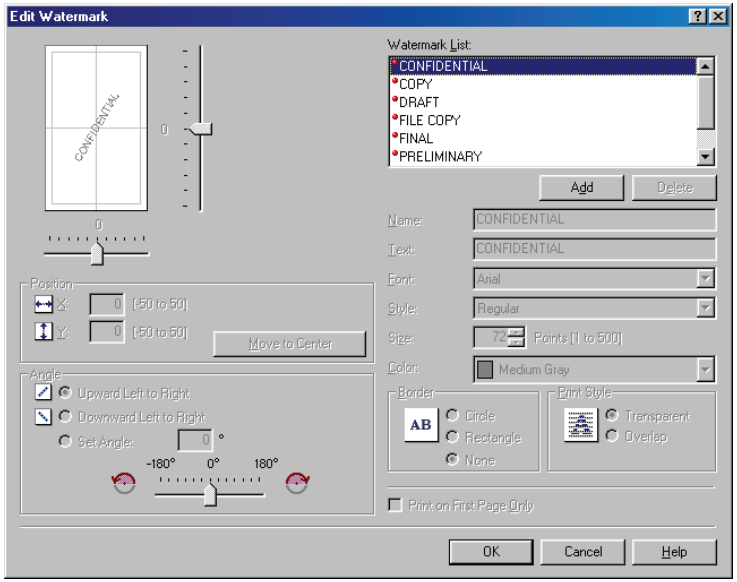
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Restore Defaults] Resets all the current settings to their default values.

[View Settings] Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed from. (See “View Settings,” on p. 2-25.)

Edit Watermark

Clicking [Edit Watermark] in the [Page Setup] tab sheet opens the [Edit Watermark] dialog box. This dialog box enables you to insert a text string as a watermark onto pages. This option is enabled only when the [Watermark] check box is selected in the [Page Setup] tab sheet. (See “Page Setup Tab,” on p. 2-9.)



[Watermark List] Displays the names of registered watermarks. The preview image in the upper left part of the dialog box displays the selected watermark with the specified settings reflected.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Add]	Registers a new watermark. Clicking this button adds a blank name field in [Watermark List] in which you enter the name of watermark to be registered. Up to 50 watermarks can be registered.
[Delete]	Removes the selected watermark from [Watermark List].

NOTE

You cannot delete a pre-defined watermark or a watermark currently selected in the [Page Setup] tab.

[Position]	Specifies the position where the watermark is printed on each page. You can enter the values in the [X] and [Y] edit boxes (in a range from –50 to 50), or use the X and Y slide bars to move the position.
[Move to Center]	Relocates the watermark to the center of the page.
[Angle]	Specifies the angle of watermark ([Upward Left to Right], [Downward Left to Right], or [Set Angle]). You can select the corresponding radio button, or use the slide bar to move the angle.
[Name]	Displays and allows you to change the name of the currently selected watermark.
[Text]	Displays and allows you to change the text string of the currently selected watermark.
[Font]	Selects the font type of the watermark.
[Style]	Selects the font style of the watermark. Available styles are [Regular], [Italic], [Bold] and [Bold Italic].
[Size]	Specifies the font size of the watermark (1 to 500).
[Color]	Selects the font color of the watermark.
[Border]	Adds the frame to the watermark. You can select the frame type ([Circle], [Rectangle], or [None]).
[Print Style]	Selects the type of watermark ([Transparent] or [Overlap]).
[Print on First Page Only]	Prints the selected watermark only on the first page of the document.

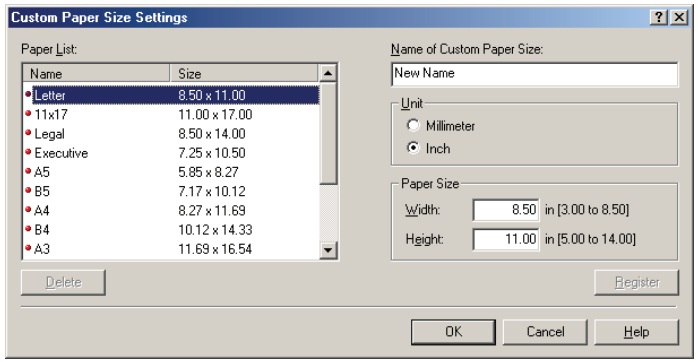
NOTE

You cannot edit pre-defined watermarks.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Custom Paper Size Settings

Clicking [Custom Paper Size] in the [Page Setup] tab sheet opens the [Custom Paper Size Settings] dialog box. This dialog box enables you to define custom paper sizes for quick selection and register new custom paper sizes to the [Paper List] box. You can specify the name, width, and height of each size. Up to 50 custom paper sizes can be defined.



NOTE

This setting is not available when the [Canon MF3200 Series Properties] dialog box is opened from a Windows application.

[Paper List] Displays the paper sizes actually available. Selects a paper size from which you can create a custom paper size.

NOTE

You can share the custom paper sizes with all printers connected to your computer. Up to 50 sizes can be defined for [Custom Paper Size].

[Name of Custom Paper Size] Specifies the name of custom paper.

[Unit] Selects the unit of measurement of paper size ([Millimeter] or [Inch]).

[Paper Size] Specifies the width and height of the custom paper.

NOTE

Be sure that [Width] does not exceed [Height] when specifying the values.

[Register] Registers the custom paper and adds its name to [Paper List].

[Delete] Removes the selected custom paper from [Paper List].

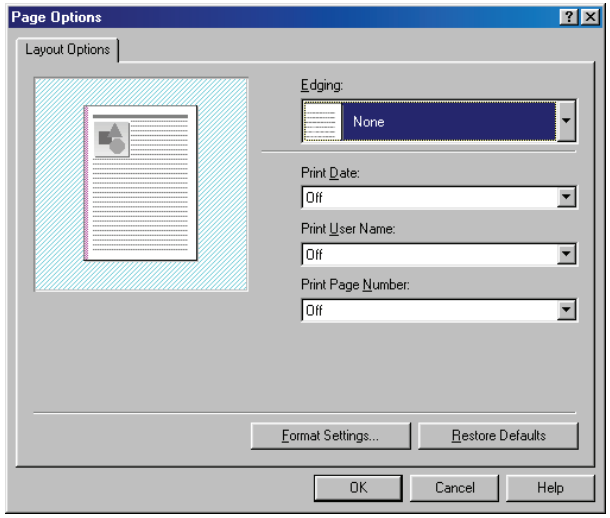
NOTE

You cannot delete a pre-defined paper size or a paper size currently selected in the [Page Setup] tab.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Page Options

Clicking [Page Options] in the [Page Setup] tab sheet opens the [Page Options] dialog box. This dialog box enables you to print pages with a page frame, header, and footer. This option is disabled when [Page Layout] in the [Page Setup] tab sheet is set to [Poster]. (See “Page Setup Tab,” on p. 2-9.)



[Edging] Adds a page frame to be printed on each page. 11 options are available.

[Print Date] Selects if the date is printed on each page or not. Six positions to print the date are available.

[Print User Name] Selects if the user name is printed on each page or not. Six positions to print the user name are available.

[Print Page Number] Selects if the page number is printed on each page or not. Six positions to print the page number are available.

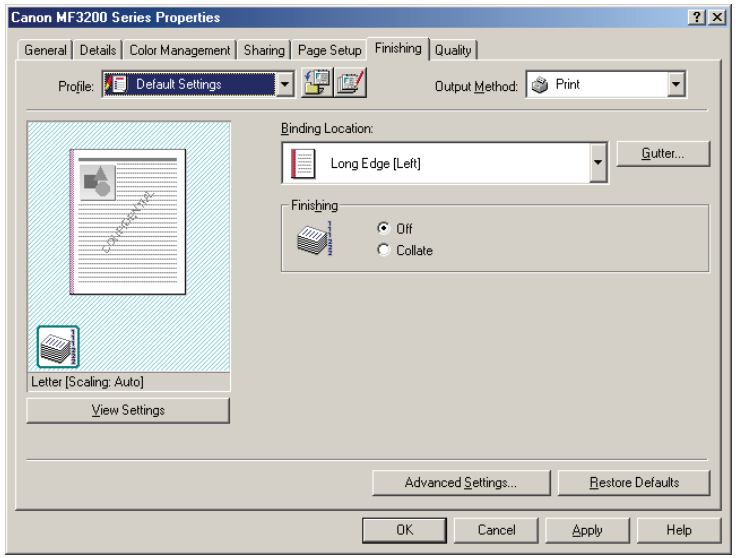
[Format Settings] Click this button to display the [Format Settings] dialog box. This dialog box allows you to set the default font type, style, size, and color, or reset to the factory default font settings.

[Restore Defaults] Resets all the current settings to their default values.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Finishing Tab

Specifies the finishing settings for the printed pages including the collating and binding.
For information on [Profile] and [Output Method], see “Profiles,” on p. 2-22.



[Binding Location] Selects a binding location for the printed pages.

[Gutter] Click this button to set the gutter width for binding a printed document. (See “Gutter Settings,” on p. 2-17.)

[Finishing] Selects the Collate option to print a document in correct binding order. For example, when printing multiple copies of a 3-page document, the print order is 1, 2, 3, 1, 2, 3, and so on ([Off] or [Collate]).

NOTE
If you select [Collate] in [Finishing], the image on the left bottom of the preview image will change.

[Advanced Settings] Click this button to display [Advanced Settings] dialog box for specifying the finishing details. (See “Advanced Settings,” on p. 2-17.)

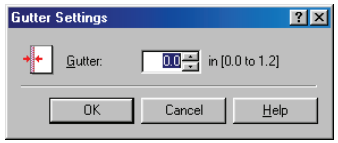
[Restore Defaults] Resets all the current settings to their default values.

[View Settings] Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-25.)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Gutter Settings

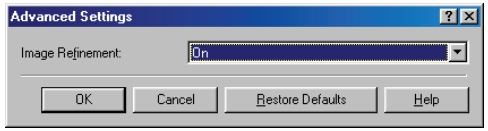
Clicking [Gutter] in the [Finishing] tab sheet opens the [Gutter Settings] dialog box.



[Gutter] Specifies the gutter width in a range from 0.0 to 1 1/4 in. (0 to 30 mm).

Advanced Settings

Clicking [Advanced Settings] in the [Finishing] tab sheet opens the [Advanced Settings] dialog box.



[Image Refinement] Sets the Super Smoothing function of the printer.

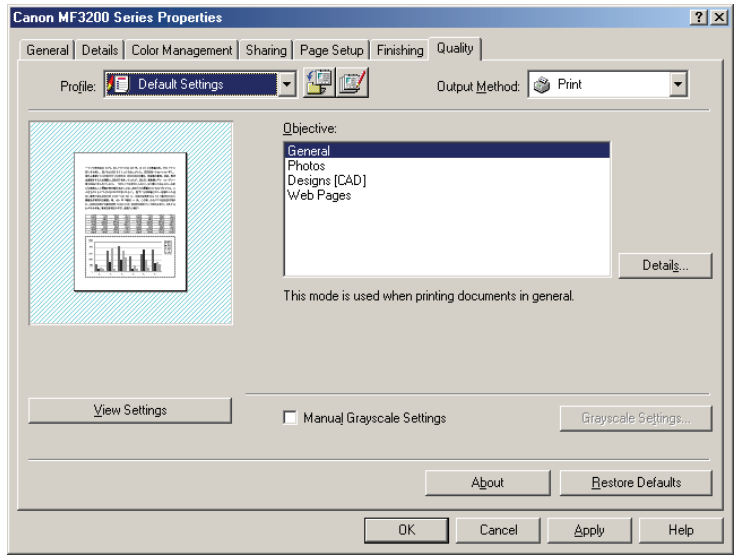
NOTE

If the [Resolution] in the [Detailed Settings] dialog box is set to [300 dpi], a document is always printed with Super Smooting function.

[Restore Defaults] Resets all the current settings to their default values.

Quality Tab

Specifies the settings for print quality including the resolution and contrast.
For more information on [Profile] and [Output Method], see “Profiles,” on p. 2-22.



[Objective] Selects the best setting for the print job according to document content.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Details]	Click this button to open the [Detailed Settings] dialog box and make print quality settings. (See “Detailed Settings,” on p. 2-18.)
[Manual Grayscale Settings]	Enables the manual grayscale. Selecting this check box enables [Grayscale Settings] to access the dialog box which enables you to set the grayscale for images. (See “Grayscale Settings,” on p. 2-19.)
[Grayscale Settings]	Click this button after selecting the [Manual Grayscale Settings] check box to manually adjust the grayscale settings. The [Grayscale Settings] dialog box allows you to specify Brightness, Contrast, and Matching Mode. (See “Grayscale Settings,” on p. 2-19.)

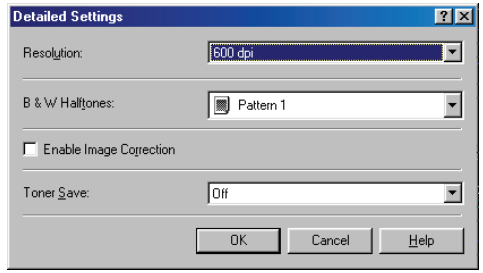
NOTE

This option is enabled only when [Manual Grayscale Settings] is selected.

[View Settings]	Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-25.)
[About]	Displays the version information on the driver.
[Restore Defaults]	Resets all the current settings to their default values.

Detailed Settings

Clicking [Details] in the [Quality] tab sheet opens the [Detailed Settings] dialog box. This dialog box enables you to specify the detailed settings for print quality.



[Resolution]	Selects the printer’s resolution in dot per inch (600 dpi or 300 dpi).

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

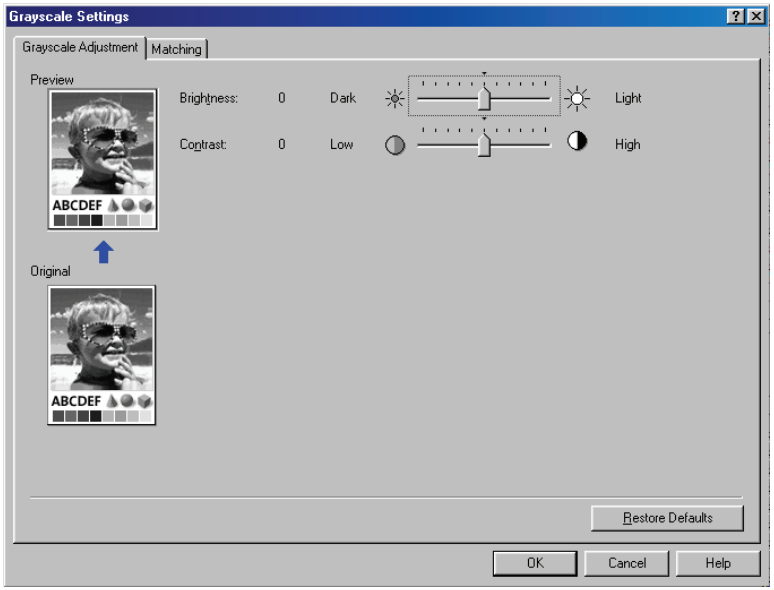
[B & W Halftones]	Specifies the use of dithering for printing halftone data. Pattern 1: Applies dither pattern of high-quality gradient for printing Web pages or other generic documents. Pattern 2: Applies dither pattern of high-quality tone for printing pictures. Pattern 3: Applies dither pattern of clear-cut for printing documents included with lines and figures. None [Solid]: Prints all colors in black except for white.
[Enable Image Correction]	Select [Enable Image Correction] to smooth out the streaking and coarse features that tend to occur when printing enlarged image files and photographs using a software application.
[Toner Save]	Modifies print data to print lighter and conserve toner. Printer Default: Prints using the settings in the operation panel of the printer. Off: Prints using normal density. On: Prints text lighter in printouts for proofreading and choking.

Grayscale Settings

Clicking [Grayscale Settings] in the [Quality] tab sheet opens the [Grayscale Settings] dialog box. This dialog box enables you to control the brightness and contrast of images. This function is enabled only when [Manual Grayscale Setting] is selected in the [Quality] tab sheet. (See “Quality Tab,” on p. 2-17.) Two tab sheets are provided in this dialog box.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Grayscale Adjustment Tab



[Preview] Displays the image with the currently selected brightness and contrast reflected.

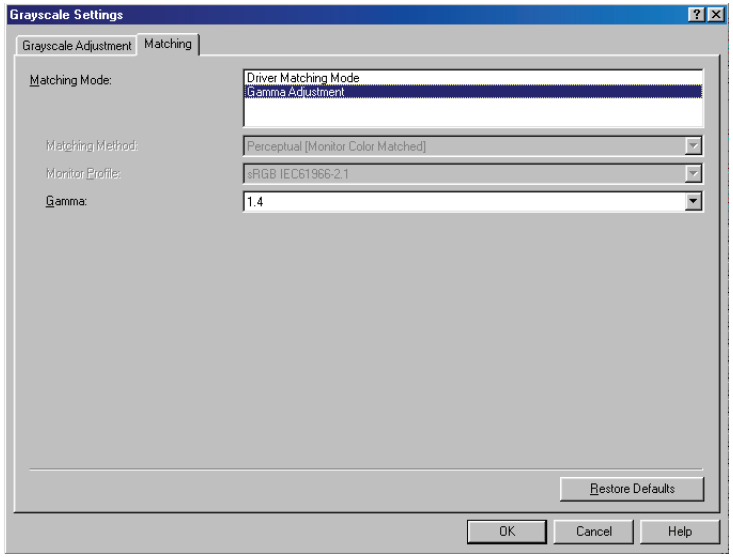
[Original] Displays the original image.

[Brightness] Adjusts the brightness of the preview image in the range from –5 to 5.

[Contrast] Adjusts the contrast of the preview image in the range from –5 to 5.

[Restore Defaults] Resets all the current settings to their default values.

Matching Tab



[Matching Mode] You can specify the procedure for Color correction.
Driver Matching Mode:
Processes color in the printer driver. The settings specified in [Matching Method] and [Monitor Profile] will be enabled.
Gamma Adjustment:
Performs gamma adjustment with the gamma correction value specified in the [Gamma] box.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Matching Method] Specifies the matching method by assigning highest priority when the [Driver Matching Mode] is selected in the [Matching Mode] box.
Perceptual [Monitor Color Matched]:
Gives priority to matching the hue of the color on the monitor with the color of the printed output.
Colorimetric:
Gives priority to reducing the color difference between the original document on the screen (a logo, for example) and the printed output.
Saturation:
Gives priority to vividness in matching.

NOTE

This option can be selected only when [Driver Matching Mode] is selected for [Matching Mode].

[Monitor Profile] Specifies the setting suitable for your monitor when the [Driver Matching Mode] is selected in the [Matching Mode] box.

NOTE

– In the case where several gamma values are provided for one option, select the higher gamma value to obtain better results if the printed image is lighter than that of the monitor.
– If the monitor is set to a custom setting, it is difficult to produce printed output similar to the color of the monitor when performing matching.

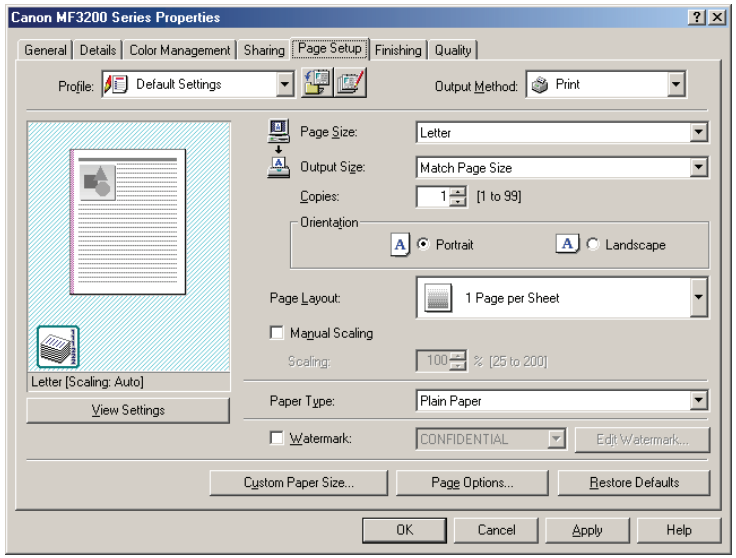
[Gamma] Specifies the gamma correction value when the [Gamma Adjustment] is selected in the [Matching Mode] box.
The brightness of the document printout can be adjusted without losing the brightest and darkest portion of the document.
This option is useful when the printout result is brighter than the original image (for example, a photograph before scanning or graphics displayed on the monitor), or when you want to intentionally change the brightness of the output.
Four gamma correction values are provided. The larger the value, the darker the printout is.
1.0
1.4
1.8
2.2

[Restore Defaults] Resets all the current settings to their default values.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Profiles

A registered combination of settings for the [Page Setup], [Finishing] and [Quality] tab sheets is referred to as a profile. The profile function commonly provided in each of these tab sheets enables you to add, edit, and select a profile, which facilitates your print jobs.

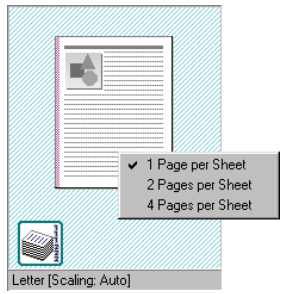


[Profile] Stores various printer driver settings, each suitable for certain print jobs, as user-defined Profiles. Selecting Profiles from the drop-down list enables the printer to perform a variety of print jobs. A frequently performed print job can also be saved as a Profile.

Preview image Displays the image with the currently selected settings reflected.
Changes the setting for [Page Layout] every time you click anywhere inside the image of the page. The setting changes in the following order; [1 Page per Sheet] → [2 Pages per Sheet] → [4 Pages per Sheet] → [1 Page per Sheet].
Right clicking the mouse button on the preview image displays the pop-up menu, from which you can also change the setting for [Page Layout].
Clicking the edges of the preview image of the page changes the binding location.

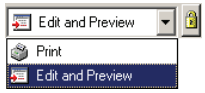
NOTE

Settings made on the [Quality] tab are not reflected in the preview image.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Output Method] Switches the job mode between [Print] and [Edit and Preview].



Print:
Executes a normal print job.

Edit and Preview:
Saves the data in the [Canon PageComposer] dialog box. If you open [Canon MF3200 Series Properties] from the [Printers] folder and select the [Edit and Preview] mode, (Lock) button appears on the right side. When you click this button, the [Edit and Preview] mode is locked.

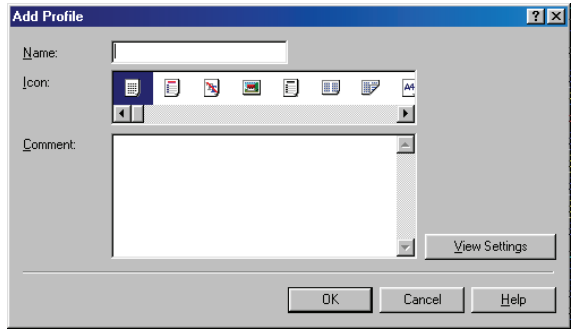
(Add Profile) Click this button to display the [Add Profile] dialog box to add a new Profile to the list. (See “Add Profile,” on p. 2-23.)

(Edit Profile) Click this button to display the [Edit Profile] dialog box to edit the name, icon, or comment of a stored Profile. (See “Edit Profile,” on p. 2-24.)

[View Settings] Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-25.)

Add Profile

Clicking (Add Profile) opens the [Add Profile] dialog box. This dialog box enables you to register a new profile with the current settings. You can add up to 50 new profiles.



[Name] Specifies the name of the profile to be registered.

[Icon] Selects an icon to represent the profile to be registered.

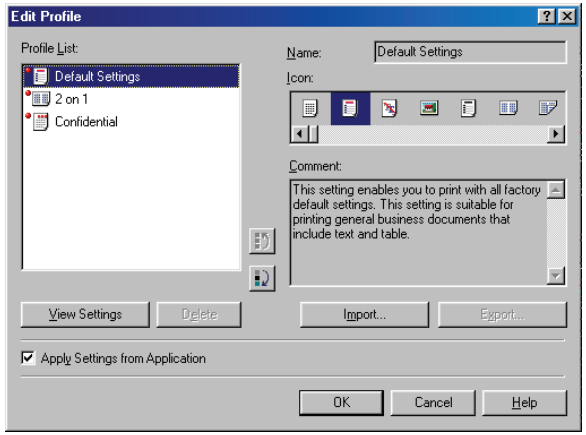
[Comment] Adds comments on the profile to be registered.

[View Settings] Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-25.)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Edit Profile

Clicking (Edit Profile) opens the [Edit Profile] dialog box. This dialog box enables you to edit the profile selected in [Profile List].



[Profile List] Executes a normal print job.

[View Settings] Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-25.)

(Move Up) Moves the profile selected in the [Profile List] one position up.

(Move Down) Moves the profile selected in the [Profile List] one position down.

[Delete] Removes the selected profile from [Profile List].

NOTE
You cannot delete the pre-defined profiles and the profile that is currently selected in [Profile] of the [Page Setup] tab.

[Name] Displays and allows you to change the name of the currently selected profile.

NOTE
You cannot change the names for the pre-defined profiles.

[Icon] Displays and allows you to change the icon representing the currently selected profile.

NOTE
You cannot change the icons for the pre-defined profiles.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Comment] Displays and allows you to change the comment on the currently selected profile.

NOTE
You cannot change the comments for the pre-defined profiles.

[Import] Enables you to import profile information from a file.

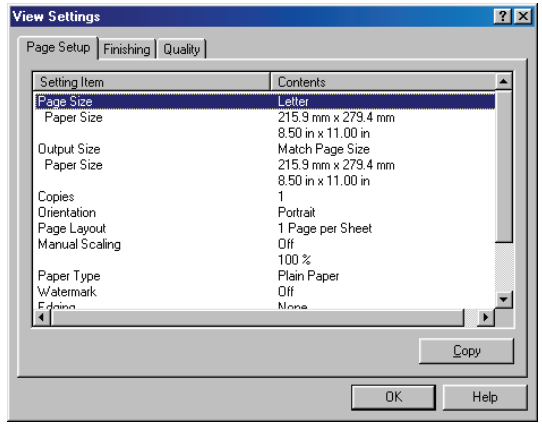
[Export] Enables you to export the selected profile information to a file.

NOTE
When one of the pre-defined profiles is selected, this button is disabled.

[Apply Settings from Application] Applies the selected profile only to the settings other than [Page Size], [Orientation], and [Copies].

View Settings

Clicking [View Settings] opens the [View Settings] dialog box. This dialog box displays the current settings in the [Page Setup], [Finishing], and [Quality] tab sheets.



[Copy] Copies the contents of the current settings to the clipboard.

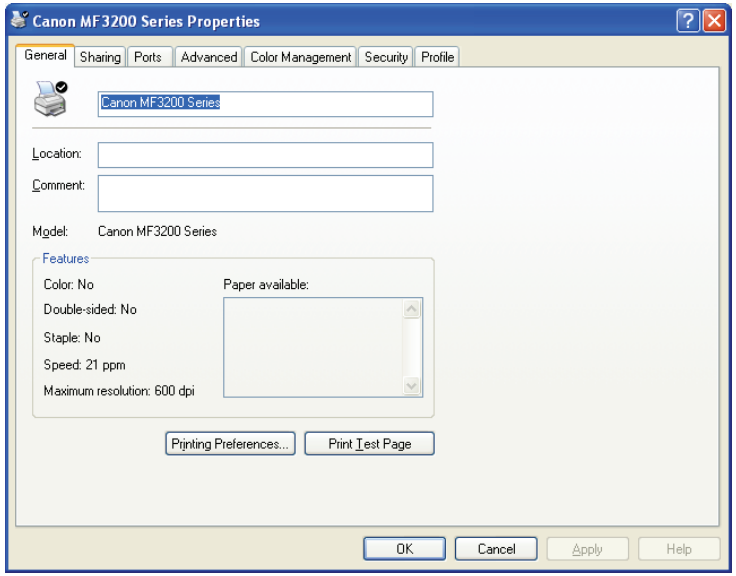
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Windows 2000/XP/Vista/7 Properties and Printing Preferences

The printer driver for Windows 2000/XP has the following two main dialog boxes:

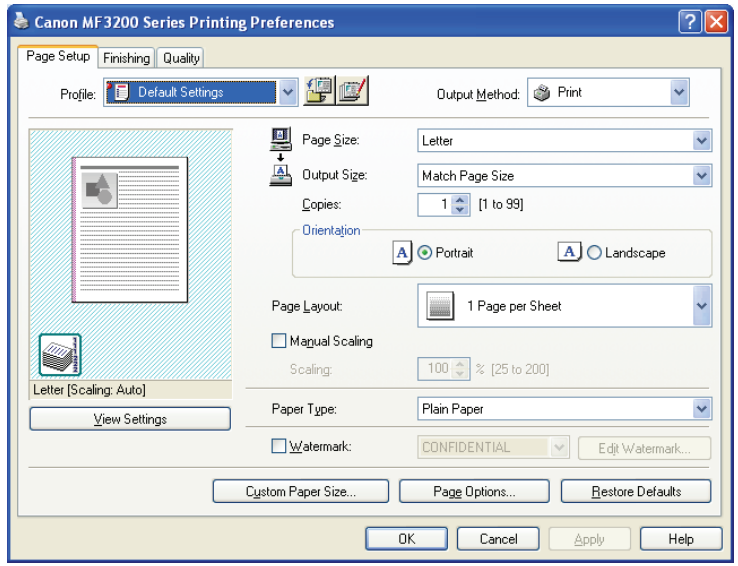
The Properties Dialog Box

This dialog box enables you to set up the printer configuration and configure the print settings for all Windows applications.



The Printing Preferences Dialog Box

This dialog box enables you to specify the default settings for the printing options available when you print on the Canon MF3200 Series printer.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Properties

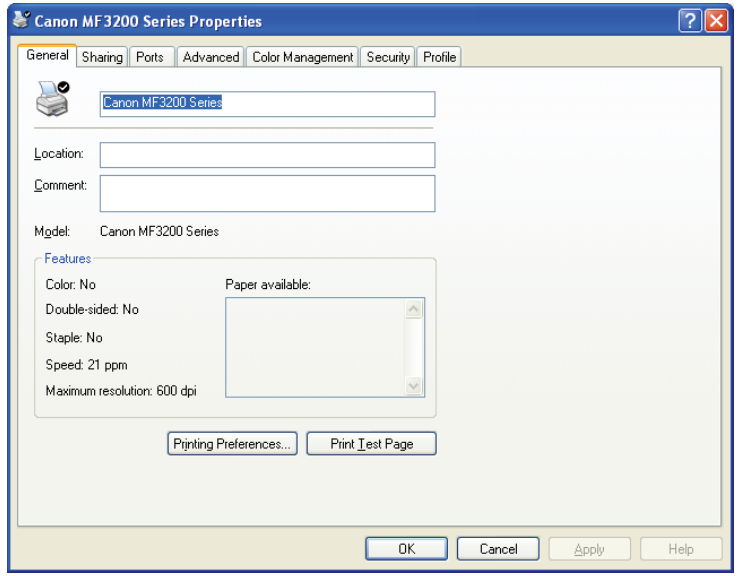
The [Canon MF3200 Series Properties] dialog box contains several tab sheets that enable you to set up the printer configuration and configure the print settings.

NOTE

– The number of tabs displayed in the properties dialog box depends on how you have your system set up.
– For more information about the following features, see the online help. (See “Online Help,” on p. 1-2.)
– The screen shots shown are from Windows XP.

General Tab

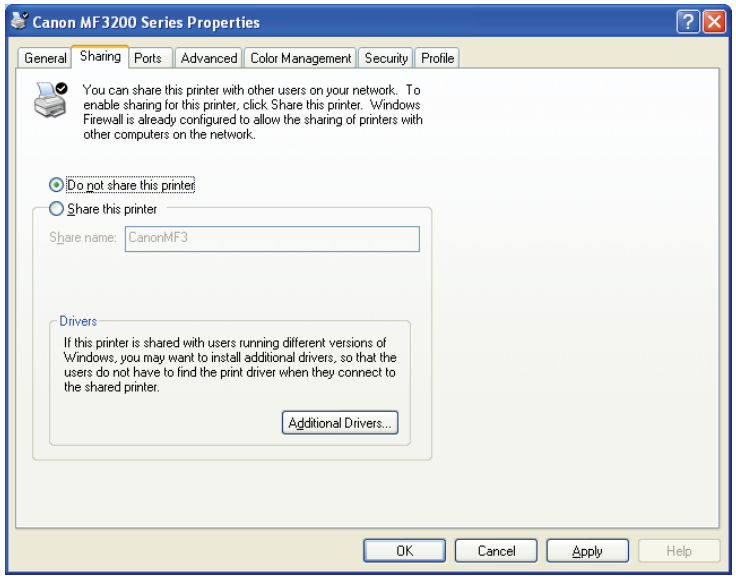
Lets you print a test page and define printing preferences. Refer to your Windows operating system documentation for more information.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

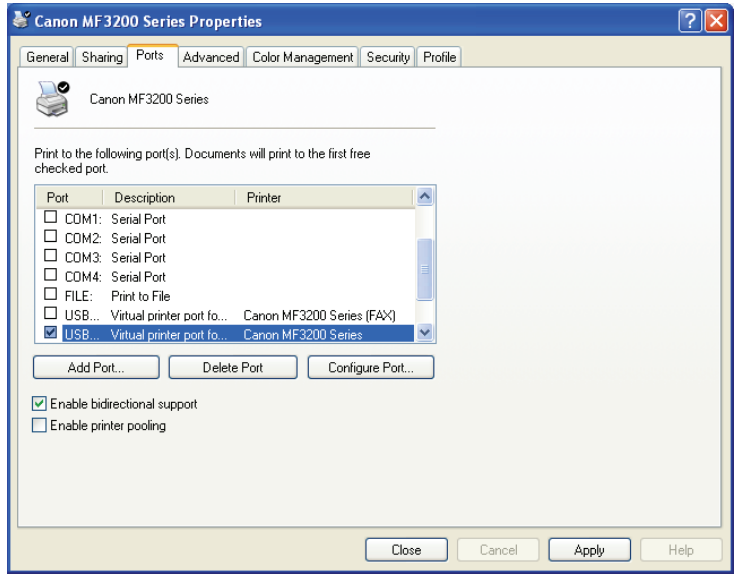
Sharing Tab

Specifies the printer sharing settings. This tab sheet is available only when the sharing is enabled. (See “Using the Machine on Your Network,” on p. 2-54.) Refer to your Windows operating system documentation for more information.



Ports Tab

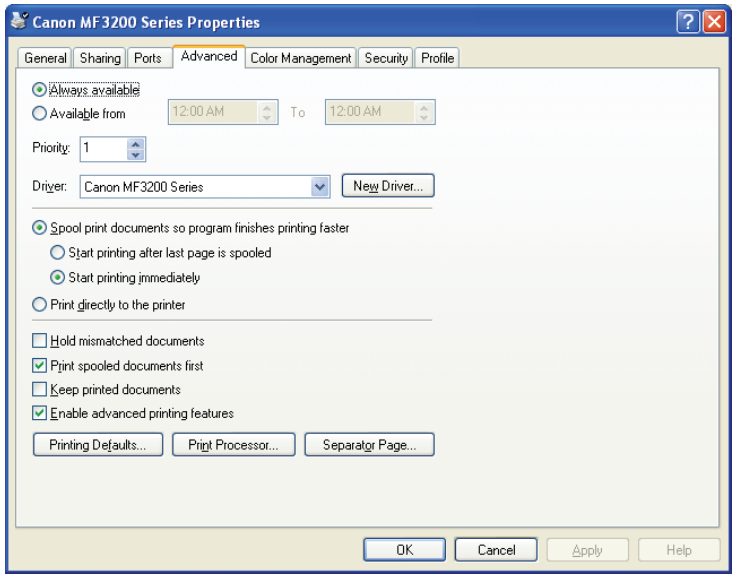
Specifies the port to which the printer is attached. Refer to your Windows operating system documentation for more information.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Advanced Tab

Specifies the settings for print spooling. Refer to your Windows operating system documentation for more information.

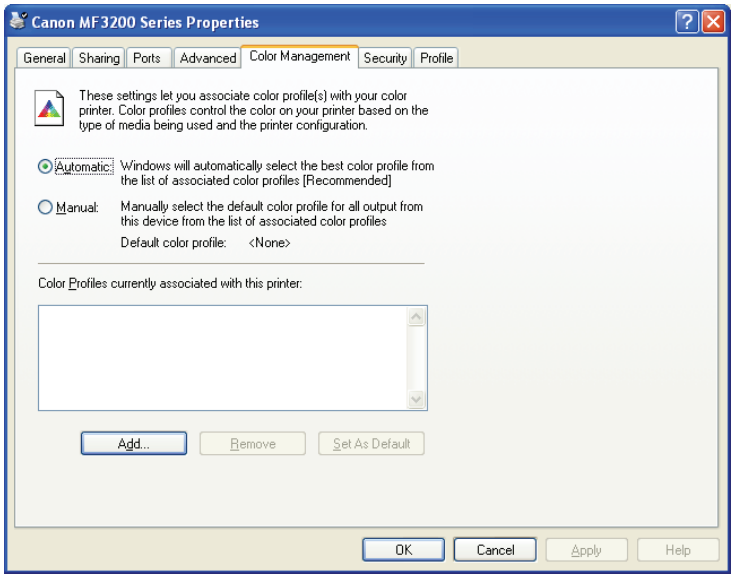


NOTE

[Spool print documents so program finishes printing faster] and [Start printing immediately] are set automatically when you install the printer driver.

Color Management Tab

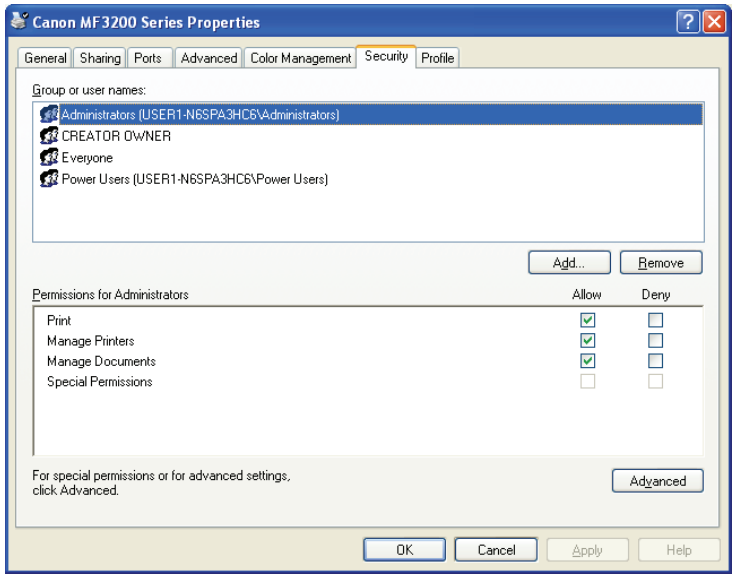
Associates color profiles with your color printer. Refer to your Windows operating system documentation for more information.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

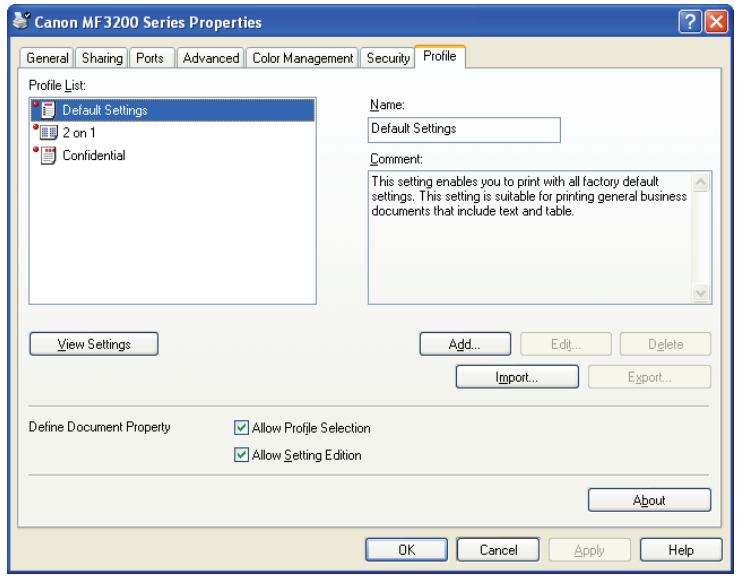
Security Tab

Specifies security settings. Refer to your operating system documentation for more information.



Profile Tab

Enables you to add, edit, and select a profile to be applied to print jobs.



[Profile List]	Displays the list of registered profiles.
[Name]	Displays the name of the profile currently selected in [Profile List].
[Comment]	Describes the currently selected profile.
[View Settings]	Displays the settings of the currently selected profile. (See “View Settings,” on p. 2-53.)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Add] Opens the [Add/Edit Profile] dialog box which enables you to register a new profile. (See “Add/Edit Profile,” on p. 2-31.)

[Edit] Opens the [Add/Edit Profile] dialog box which enables you to edit the registered profiles. (See “Add/Edit Profile,” on p. 2-31.)

NOTE
When one of the pre-defined profiles is selected in [Profile List], this button is disabled.

[Delete] Removes the selected profile from [Profile List].

NOTE
When one of the pre-defined profiles is selected, this button is disabled.

[Import] Enables you to import profile information from a file.

[Export] Enables you to export the selected profile information to a file.

NOTE
When one of the pre-defined profiles is selected, this button is disabled.

[Define Document Property] Controls the profile settings.
[Allow Profile Selection]:
Enables selection of profiles in the document properties dialog box, or the printing preferences dialog box.
[Allow Setting Edition]:
Enables addition and edition of profiles as well as selection.

NOTE
When [Allow Profile Selection] is cleared, [Allow Setting Edition] is disabled.

[About] Displays the version information on the driver.

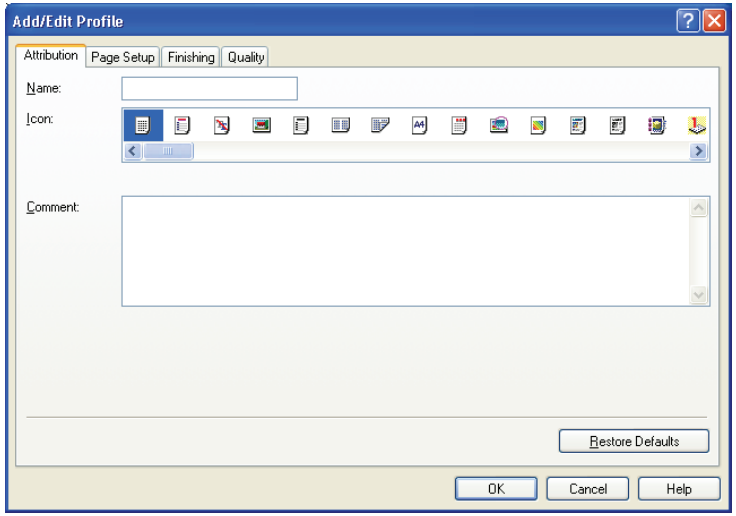
Add/Edit Profile

Clicking [Add] or [Edit] opens the [Add/Edit Profile] dialog box which enables you to register new profiles and edit existing profiles. This dialog box has four tab sheets.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Attribution Tab

The [Attribution] tab sheet enables you to specify attributions of the profile.



[Name] Specifies the name of the new profile, or allows you to change the name of the profile selected in the [Profile] tab sheet.

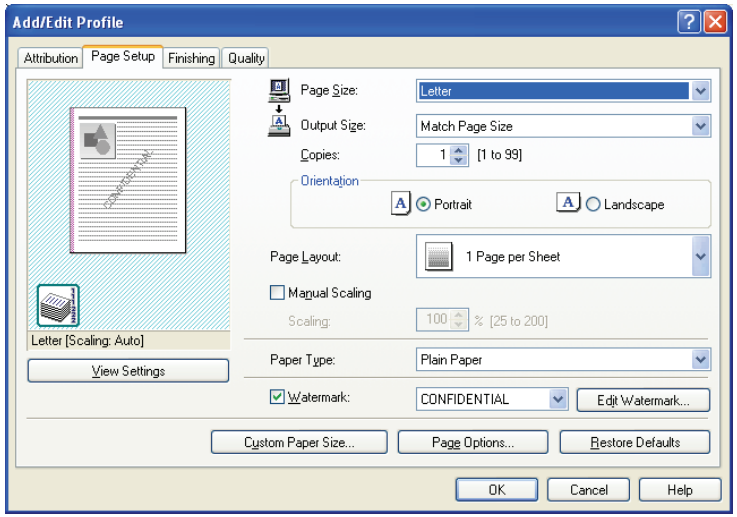
[Icon] Selects an icon to represent the new profile, or allows you to change the icon of the profile selected in the [Profile] tab sheet.

[Comment] Adds comments on the new profile, or allows you to change the comments on the profile selected in the [Profile] tab sheet.

[Restore Defaults] Resets all the current settings to the values that displayed when opening the [Add/Edit Profile] dialog box.

Page Setup Tab

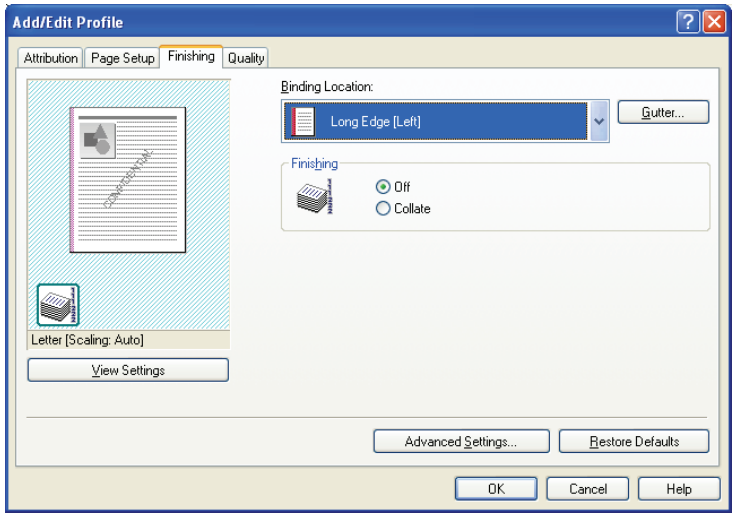
Specifies the page settings including the paper size, scaling, number of copies, orientation, and number of pages per sheet.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

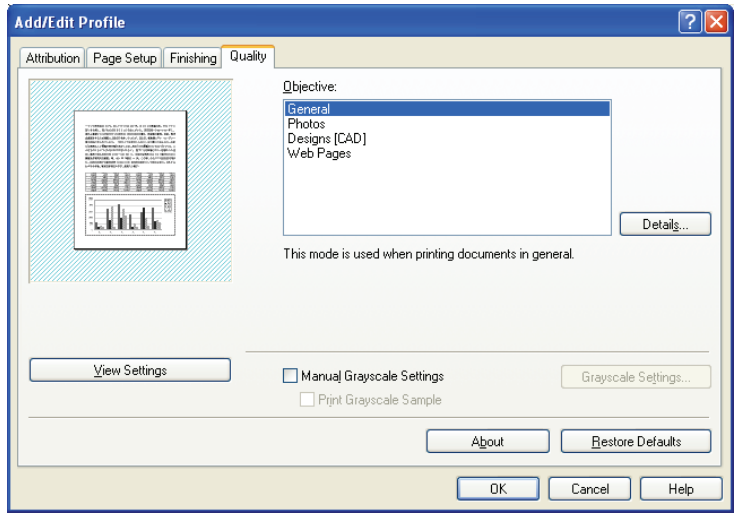
Finishing Tab

Specifies the finishing settings for the printed pages including the collating and binding.



Quality Tab

Specifies the print quality including resolution, brightness and contrast.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Printing Preferences

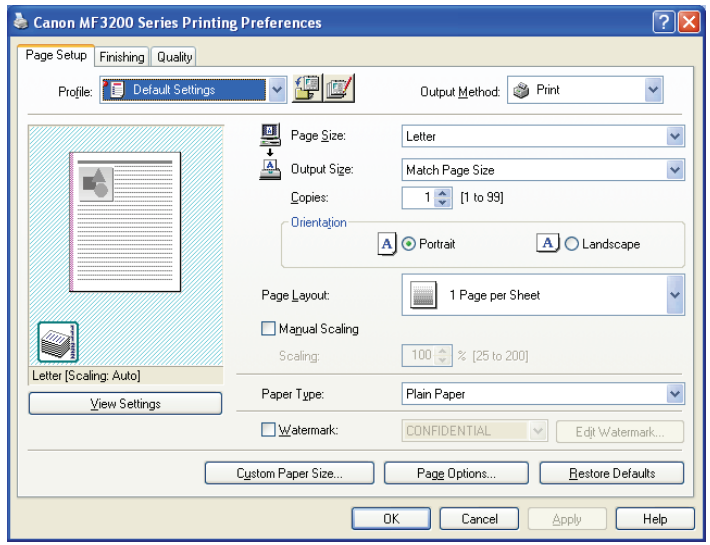
The [Canon MF3200 Series Printing Preferences] dialog box contains three tab sheets that enable you to specify the default print settings for every print job.

NOTE

– If you access the equivalent dialog box from an application's [Print] dialog box, your selected printing options apply to the print jobs that printed from the application. They will not be stored when you close the application.
– For more information about the following features, see the online help. (See "Online Help," on p. 1-2.)
– The screen shots shown are from Windows XP.

Page Setup Tab

Specifies the page settings including the paper size, scaling, number of copies, orientation, number of pages per sheet, etc. For information on [Profile] and [Output Method], see "Profiles," on p. 2-48.



Default settings depend on the country/region of purchase.

Preview image	Displays the image with the currently selected settings reflected. For details on preview image, see "Preview image," on p. 2-49.
[Page Size]	Selects the original page size to work with in an application. If the printer does not have the paper of your selection, the original paper size will automatically be reduced to fit the size of available paper.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Output Size] Selects the output paper size to print on. When this option is set to anything other than [Match Page Size], the original page size is automatically reduced or enlarged to fit the selected output paper size when printed.

NOTE

[Custom Paper Size] with the [Custom Paper Size Settings] option. (See "Custom Paper Size Settings," on p. 2-39.)

[Copies] Specifies the number of copies to be printed (1 to 99).

[Orientation] Selects the direction of printing relative to the paper ([Portrait] or [Landscape]).

[Page Layout] Selects the number (1, 2, 4, 6, 8, 9, or 16) of original pages per sheet or [Poster] (2 x 2, 3 x 3, or 4 x 4 pages to comprise one sheet). When this option is set to anything other than [1 Page per Sheet] and [Poster], the original page size is reduced to fit the selected page layout when printed.

NOTE

– When [1 Page per Sheet] is selected, [Manual Scaling] appears. When this option is set to anything other than [1 Page per Sheet] or [Poster], [Page Order] appears instead of [Manual Scaling] in its place.
– When [Poster] is selected, [Manual Scaling], [Watermark] and [Page Options] are disabled.

[Manual Scaling] Reduces or enlarges the original page size. Selecting this check box enables the edit box on the right side to specify the magnification factor (25 to 200%).

NOTE

Set the enlarge/reduce ratio on the [Print] screen of the application software. The value set in [Manual Scaling] of the printer driver applies to all Windows applications.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Page Order] Selects the order in which original pages are placed on each sheet of the output paper when more than one page is printed per sheet.

[Paper Type] Selects the paper type to print.

[Watermark] Inserts the selected watermark to be printed on each page.
Selecting this check box enables [Edit Watermark] to add a watermark.

NOTE

This option is disabled when [Page Layout] is set to [Poster].

[Edit Watermark] Click this button to specify detailed watermark settings. (See “Edit Watermark,” on p. 2-37.)

[Custom Paper Size] Click this button to specify the dimensions for a paper size other than the provided standard paper sizes. (See “Custom Paper Size Settings,” on p. 2-39.)

NOTE

– You can specify the dimensions for a paper size only in the [Printer Properties] dialog box ([start] → [Printers and Faxes] (Windows 2000/Vista: [Printers], Windows 7: [Devices and Printers]). You cannot specify the dimensions from the [Document Properties] dialog box (software application).
– Depending on the application you are using, you can specify the dimensions for a paper size from the [Print] dialog box accessed from the application. (Only for Windows 2000)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Page Options] Click this button to select options for printing dates, user name, page numbers, and borders, etc. (See “Page Options,” on p. 2-41.)

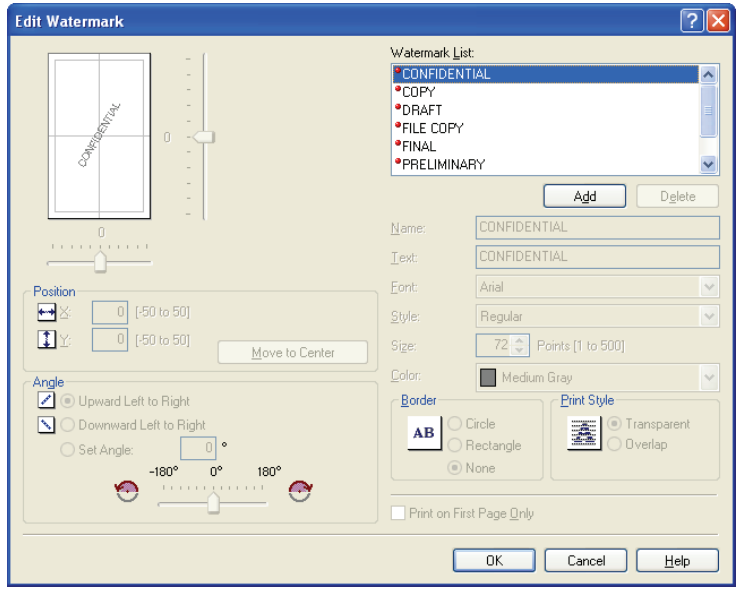
NOTE
This option is disabled when [Page Layout] is set to [Poster].

[Restore Defaults] Resets all the current settings to their default values.

[View Settings] Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-53.)

Edit Watermark

Clicking [Edit Watermark] in the [Page Setup] tab sheet opens the [Edit Watermark] dialog box. This dialog box enables you to insert a text string as a watermark onto pages. This option is enabled only when the [Watermark] check box is selected in the [Page Setup] tab sheet.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Watermark List] Displays the names of registered watermarks. The preview image in the upper left part of the dialog box displays the selected watermark with the specified settings reflected.

[Add] Registers a new watermark. Clicking this button adds a blank name field in [Watermark List] in which you enter the name of watermark to be registered. Up to 50 watermarks can be registered.

[Delete] Removes the selected watermark from [Watermark List].

NOTE

You cannot delete a pre-defined watermark or a watermark currently selected in the [Page Setup] tab.

[Position] Specifies the position where the watermark is printed on each page. You can enter the values in the [X] and [Y] edit boxes (in a range from –50 to 50), or use the X and Y slide bars to move the position.

[Move to Center] Relocates the watermark to the center of the page.

[Angle] Sets the angle of watermark ([Upward Left to Right], [Downward Left to Right], or [Set Angle]). You can select the corresponding radio button, or use the slide bar to move the angle, or enter a desired value in the [Set Angle] edit box.

[Name] Displays and allows you to change the name of the currently selected watermark.

[Text] Displays and allows you to change the text string of the currently selected watermark.

[Font] Selects the font type of the watermark.

[Style] Selects the font style of the watermark. Available styles are [Regular], [Italic], [Bold] and [Bold Italic].

[Size] Specifies the font size of the watermark (1 to 500).

[Color] Selects the font color of the watermark.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Border]	Adds the frame to the watermark. You can select the frame type ([Circle], [Rectangle], or [None]).
[Print Style]	Selects the type of watermark ([Transparent] or [Overlap]).
[Print on First Page Only]	Prints the selected watermark only on the first page of the document.

NOTE

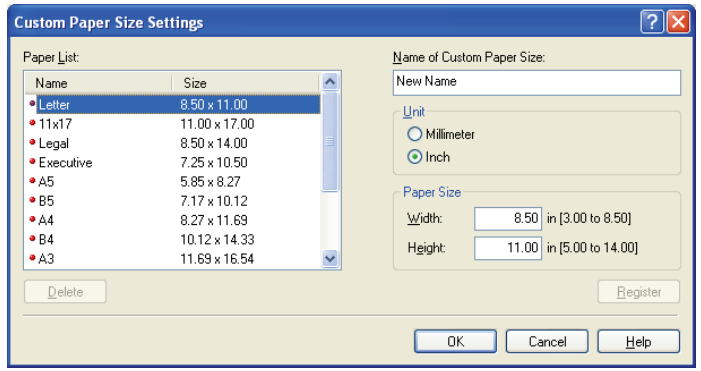
You cannot edit pre-defined watermarks.

Custom Paper Size Settings

Clicking [Custom Paper Size] in the [Page Setup] tab sheet opens the [Custom Paper Size Settings] dialog box. This dialog box enables you to define custom paper sizes for quick selection and register new custom paper sizes to the [Paper List] box. You can specify the name, width, and height of each size.

NOTE

- This setting is available only when you open the [Canon MF3200 Series Printing Preferences] dialog box from the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) folder.
- Depending on the application you are using, you can specify the dimensions for a paper size from the [Print] dialog box accessed from the application. (Only for Windows 2000)



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Paper List] Displays the paper sizes actually available. Selects a paper size from which you can create a custom paper size.

NOTE

– You can share the custom paper sizes with all printers connected to your computer.
– To print across the longer axis of the page, set [Orientation] to [Landscape].

[Name of Custom Paper Size] Specifies the name of custom paper.

[Unit] Selects the unit of measurement of paper size ([Millimeter] or [Inch]).

[Paper Size] Specifies the width and height of the custom paper.

NOTE

Be sure that [Width] does not exceed [Height] when specifying the values.

[Register] Registers the custom paper and adds its name to [Paper List].

NOTE

To register a new custom paper size, be sure to log on as a member of Administrators or Power User (Windows 2000 only). To change the paper size for the existing custom paper size, be sure to log on as a member of Administrators.

[Delete] Removes the selected custom paper from [Paper List].

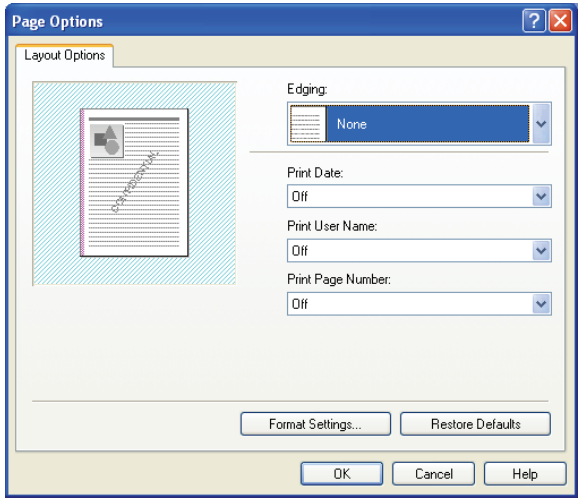
NOTE

– You cannot delete a pre-defined paper size or a paper size currently selected in the [Page Setup] tab.
– To delete a registered custom paper size, be sure to log on as a member of Administrators.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Page Options

Clicking [Page Options] in the [Page Setup] tab sheet opens the [Page Options] dialog box. This dialog box enables you to print pages with a page frame, header, and footer. This option is disabled when [Page Layout] in the [Page Setup] tab sheet is set to [Poster].



[Edging] Adds a page frame to be printed on each page. 11 options are available. Edging is not available to use with [Print Grayscale Sample] in the [Quality] tab sheet. (See “Quality Tab,” on p. 2-43.)

[Print Date] Selects if the date is printed on each page or not. Six positions to print the date are available.

[Print User Name] Selects if the user name is printed on each page or not. Six positions to print the user name are available.

[Print Page Number] Selects if the page number is printed on each page or not. Six positions to print the page number are available.

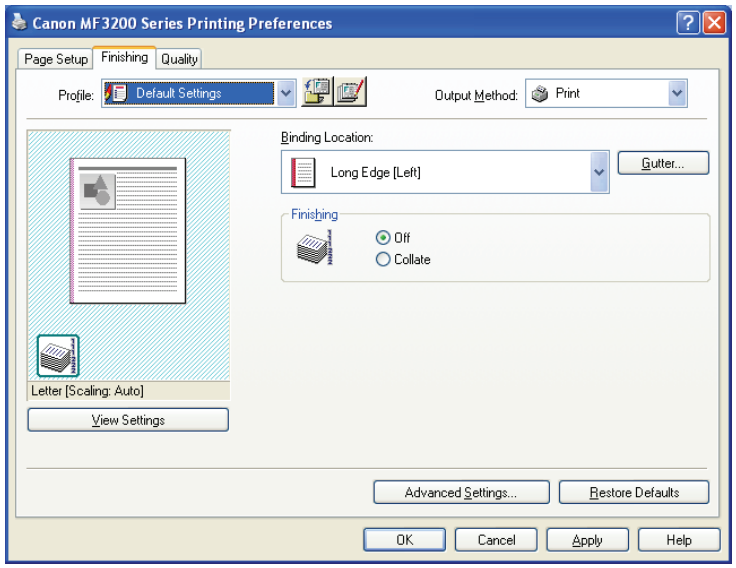
[Format Settings] Click this button to display the [Format Settings] dialog box. This dialog box allows you to set the default font type, style, size, and color, or reset to the factory default font settings.

[Restore Defaults] Resets all the current settings to their default values.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Finishing Tab

Specifies the finishing settings for the printed pages including the collating and binding.
For information on [Profile] and [Output Method], see “Profiles,” on p. 2-48.



Preview image	Displays the image with the currently selected settings reflected. For details on preview image, see “Preview image,” on p. 2-49.
[Binding Location]	Selects a binding location for the printed pages.
[Gutter]	Click this button to set the gutter width for binding a printed document. (See “Gutter Settings,” on p. 2-43.)
[Finishing]	Select the Collate option to print a document in correct binding order. For example, when printing multiple copies of a 3-page document, the print order is 1, 2, 3, 1, 2, 3, and so on ([Off] or [Collate]).

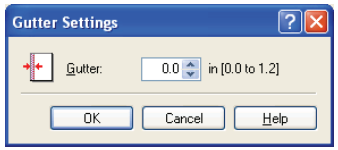
NOTE
If you select [Collate] in [Finishing], the image on the left bottom of the preview image will change.

[Advanced Settings]	Click this button to display [Advanced Settings] dialog box for specifying the finishing details. (See “Advanced Settings,” on p. 2-43.)
[Restore Defaults]	Resets all the current settings to their default values.
[View Settings]	Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-53.)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Gutter Settings

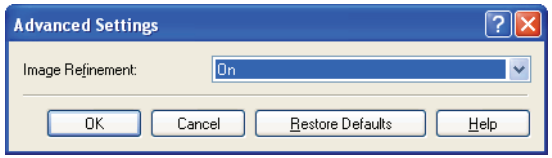
Clicking [Gutter] in the [Finishing] tab sheets opens the [Gutter Settings] dialog box.



[Gutter] Specifies the gutter width in a range from 0.0 to 1 1/4 in. (0 to 30 mm).

Advanced Settings

Clicking [Advanced Settings] in the [Finishing] tab sheet opens the [Advanced Settings] dialog box.



[Image Refinement] Sets the Super Smoothing function of the printer.

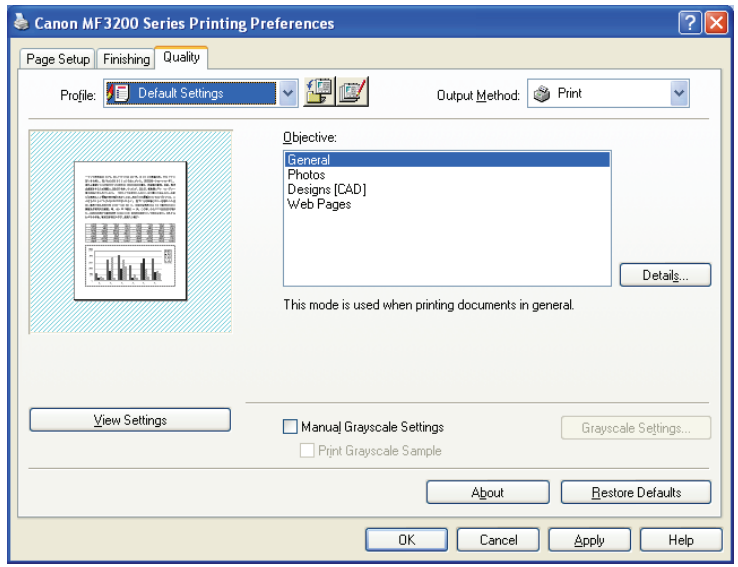
NOTE

If the [Resolution] in the [Detailed Settings] dialog box is set to [300 dpi], a document is always printed with Super Smooting function.

[Restore Defaults] Resets all the current settings to their default values.

Quality Tab

Specifies the settings for print quality including the resolution and contrast.
For information on [Profile] and [Output Method], see “Profiles,” on p. 2-48.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Objective]	Selects the best setting for the print job according to document content.
[Details]	Click this button to open the [Detailed Settings] dialog box and make print quality settings. (See “Detailed Settings,” on p. 2-45.)
[Manual Grayscale Settings]	Enables the manual grayscale. Selecting this check box enables [Grayscale Settings] to access the dialog box which allows you to set the grayscale for images. (See “Grayscale Settings,” on p. 2-46.)
[Print Grayscale Sample]	Prints nine thumbnails per sheet to provide the print samples with the current grayscale settings when printing the document.

NOTE
This option is enabled only when [Manual Grayscale Settings] is selected.

[Grayscale Settings]	Click this button after selecting the [Manual Grayscale Settings] check box to manually adjust the grayscale settings. The [Grayscale Settings] dialog box allows you to specify Brightness, Contrast, and Matching Mode. (See “Grayscale Settings,” on p. 2-46.)

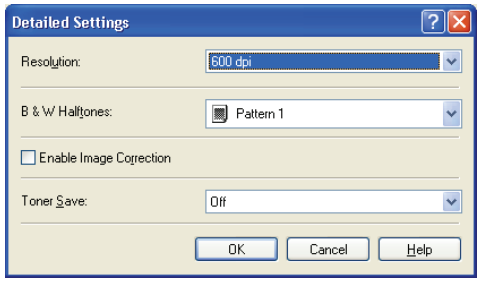
NOTE
This option is enabled only when [Manual Grayscale Settings] is selected.

[View Settings]	Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-53.)
[About]	Displays the version information on the driver.
[Restore Defaults]	Resets all the current settings to their default values.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Detailed Settings

Clicking [Details] in the [Quality] tab sheet opens the [Detailed Settings] dialog box. This dialog box enables you to specify detailed settings for print quality.



[Resolution] Selects the printer's resolution in dot per inch (600 dpi or 300 dpi).

[B & W Halftones] Specifies the use of dithering for printing halftone data.
Pattern1:
Applies dither pattern of high-quality gradient for printing graphics and graphs with gradation.
Pattern2:
Applies dither pattern of high-quality tone with sharpness and stability for printing image data such as pictures.
Pattern3:
Applies dither pattern of sensitive and clearcut for printing documents including with lines and figures.
None [Solid]:
Prints all colors in black except for white.

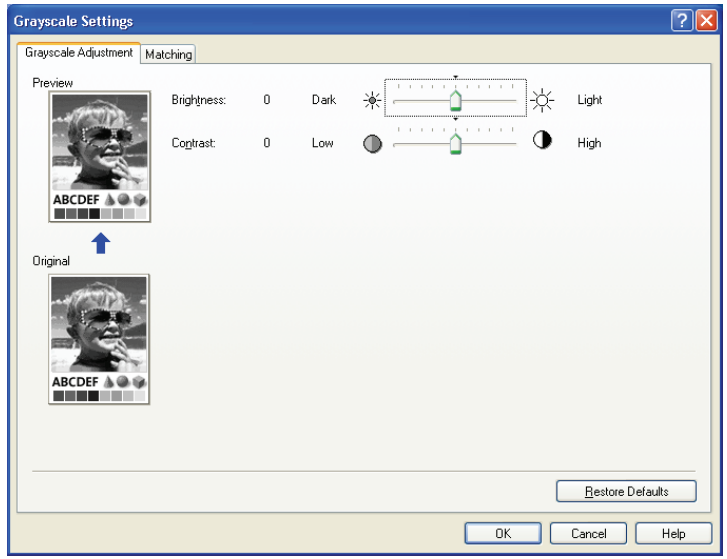
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Enable Image Correction]	Select [Enable Image Correction] to smooth out the streaking and coarse features that tend to occur when printing enlarged image files and photographs using a software application.
[Toner Save]	Modifies print data to print lighter and conserve toner. Printer Default: Prints using the settings in the operation panel of the printer. Off: Prints using normal density. On: Prints text lighter in printouts for proofreading and checking.

Grayscale Settings

Clicking [Grayscale Settings] in the [Quality] tab sheet opens the [Grayscale Settings] dialog box. This dialog box enables you to control the brightness and contrast of images. This function is enabled only when [Manual Grayscale Settings] is selected in the [Quality] tab sheet. (See “Quality Tab,” on p. 2-43.) Two tab sheets are provided in this dialog box.

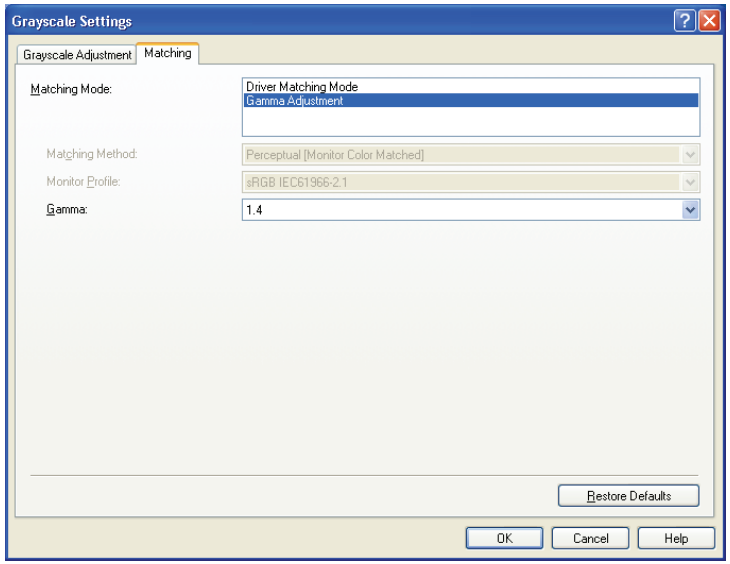
Grayscale Adjustment Tab



[Preview]	Displays the image with the currently selected brightness and contrast reflected.
[Original]	Displays the original image.
[Brightness]	Adjusts the brightness of the preview image in the range from –5 to 5.
[Contrast]	Adjusts the contrast of the preview image in the range from –5 to 5.
[Restore Defaults]	Resets all the current settings to their default values.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Matching Tab



[Matching Mode] Specifies the procedure for color correction.
Driver Matching Mode:
Processes color in the printer driver. The settings specified in [Matching Method] and [Monitor Profile] will be enabled.
Gamma Adjustment:
Performs gamma adjustment with the gamma correction value specified in the [Gamma] box.

[Matching Method] Specifies the matching method by assigning highest priority when the [Driver Matching Mode] is selected in the [Matching Mode] box.
Perceptual [Monitor Color Matched]:
Gives priority to matching the hue of the color on the monitor with the color of the printed output.
Colorimetric:
Gives priority to reducing the color difference between the original document on the screen (a logo, for example) and the printed output.
Saturation:
Gives priority to vividness in matching.

NOTE

This option can be selected only when [Driver Matching Mode] is selected for [Matching Mode].

[Monitor Profile] Specifies the setting suitable for your monitor when the [Driver Matching Mode] is selected in the [Matching Mode] box.

NOTE

– This option can be selected only when [Driver Matching Mode] is selected for [Matching Mode].
– In the case where several gamma values are provided for one option, select the higher gamma value to obtain better results if the printed image is lighter than that of the monitor.
If the monitor is set to a custom setting, it is difficult to produce printed output similar to the color of the monitor when performing matching.
– If the monitor is set to a custom setting, it is difficult to produce printed output similar to the color of the monitor when performing matching.

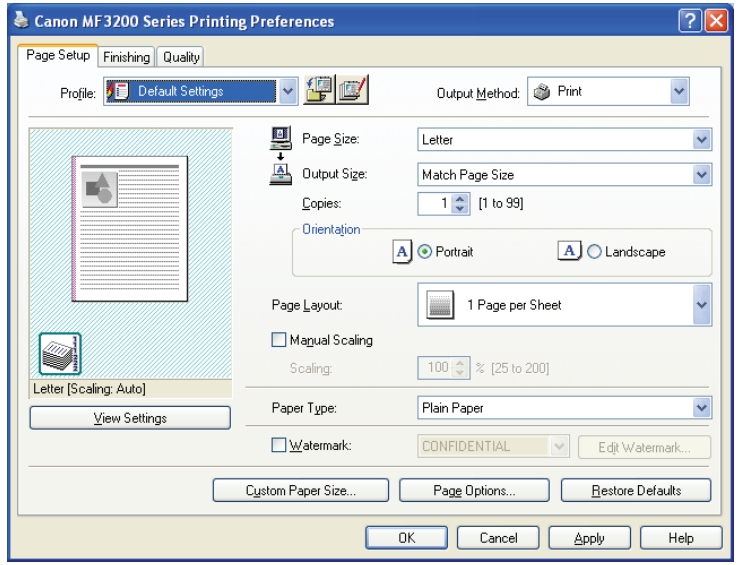
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Gamma] Specifies the gamma correction value when the [Gamma Adjustment] is selected in the [Matching Mode] box.
The brightness of the document printout can be adjusted without losing the brightest and darkest portion of the document.
This option is useful when the printout result is brighter than the original image (for example, a photograph before scanning or graphics displayed on the monitor), or when you want to intentionally change the brightness of the output.
Four gamma correction values are provided. The larger the value, the darker the printout is.
1.0
1.4
1.8
2.2

[Restore Defaults] Resets all the current settings to their default values.

Profiles

A registered combination of settings for the [Page Setup], [Finishing], and [Quality] tab sheets is referred to as a profile. The profile function commonly provided in each of these tab sheets enables you to add, edit, and select a profile, which facilitates your print jobs.



[Profile] Stores various printer driver settings, each suitable for certain print jobs, as user-defined Profiles. Selecting Profiles from the drop-down list enables the printer to perform a variety of print jobs. A frequently performed print job can also be saved as a Profile.

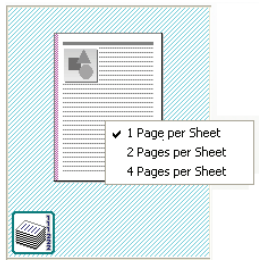
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Preview image

Displays the image with the currently selected settings reflected.
Changes the setting for [Page Layout] every time you click anywhere inside the image of the page. The setting changes in the following order; [1 Page per Sheet] → [2 Pages per Sheet] → [4 Pages per Sheet] → [1 Page per Sheet].
Right clicking the mouse button on the preview image displays the pop-up menu, from which you can also change the setting for [Page Layout].
Clicking the edges of the preview image of the page changes the binding location.

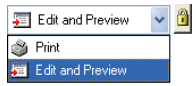
NOTE

Settings made on the [Quality] tab are not reflected in the preview image.



[Output Method]

Switches the job mode between [Print] and [Edit and Preview].



Print:
Executes a normal print job.

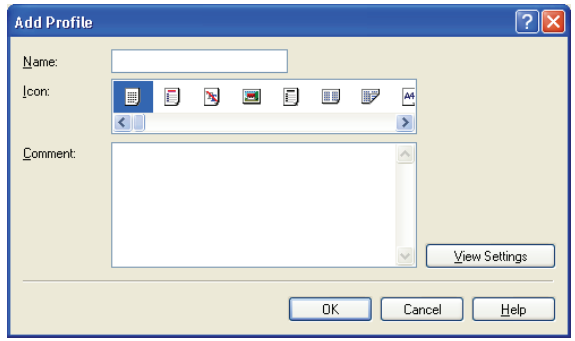
Edit and Preview:
Saves the data in the [Canon PageComposer] dialog box. If you open [Canon MF3200 Series Printing Preferences] from the [Printers and Faxes] (Windows 2000/Vista: [Printers], Windows 7: [Devices and Printers]) folder and select the [Edit and Preview] mode, (Lock) button appears on the right side. When you click this button, the [Edit and Preview] mode is locked.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

(Add Profile)	Click this button to display the [Add Profile] dialog box to add a new Profile to the list. (See “Add Profile,” on p. 2-50.)
(Edit Profile)	Click this button to display the [Edit Profile] dialog box to edit the name, icon, or comment of a stored Profile. (See “Edit Profile,” on p. 2-51.)
[View Settings]	Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-53.)

Add Profile

Clicking (Add Profile) opens the [Add Profile] dialog box. This dialog box enables you to register a new profile with the current settings. You can add up to 50 new profiles.

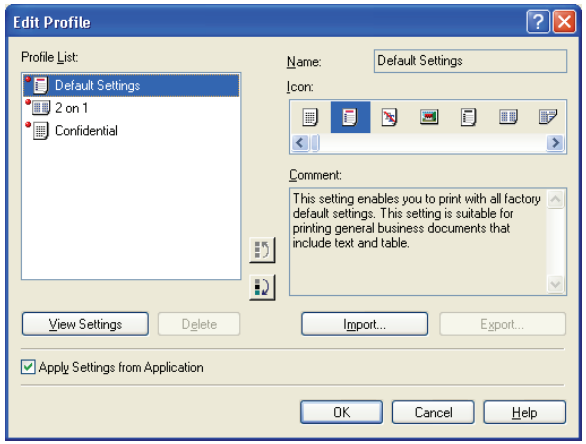


[Name]	Specifies the name of the profile to be registered.
[Icon]	Selects an icon to represent the profile to be registered.
[Comment]	Adds comments on the profile to be registered.
[View Settings]	Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See “View Settings,” on p. 2-53.)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Edit Profile

Clicking (Edit Profile) opens the [Edit Profile] dialog box. This dialog box enables you to edit the profile selected in [Profile List].



[Profile List] Displays the list of registered profiles.

[View Settings] Click this button to display the [View Settings] dialog box. This dialog box allows you to view and confirm all of the current page settings in a listed form. (See "View Settings," on p. 2-53.)

(Move Up) Moves the profile selected in the [Profile List] one position up.

(Move Down) Moves the profile selected in the [Profile List] one position down.

[Delete] Removes the selected profile from [Profile List].

NOTE

You cannot delete the pre-defined profiles and the profile that is currently selected in [Profile] of the [Page Setup] tab.

[Name] Displays and allows you to change the name of the currently selected profile.

NOTE

You cannot change the names for the pre-defined profiles.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Icon] Displays and allows you to change the icon representing the currently selected profile.

NOTE
You cannot change the icons for the pre-defined profiles.

[Comment] Displays and allows you to change the comment on the currently selected profile.

NOTE
You cannot change the comments for the pre-defined profiles.

[Import] Enables you to import profile information from a file.

[Export] Enables you to export the selected profile information to a file.

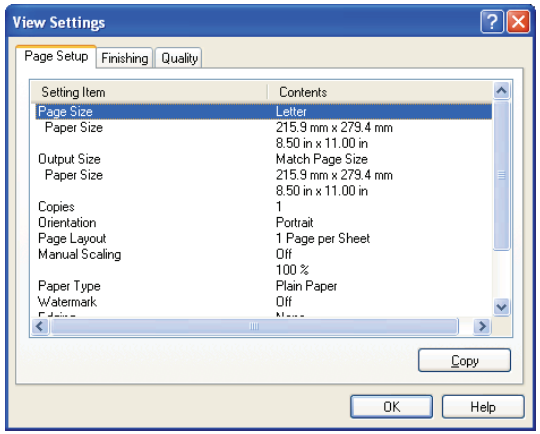
NOTE
When one of the pre-defined profiles is selected, this button is disabled.

[Apply Settings from Application] Applies the selected profile only to the settings other than [Page Size], [Orientation], and [Copies].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

View Settings

Clicking [View Settings] opens the [View Settings] dialog box. This dialog box displays the current settings in the [Page Setup], [Finishing], and [Quality] tab sheets.



[Copy] Copies the contents of the current settings to the clipboard.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Using the Machine on Your Network

This section provides instructions for using the machine on your network as a shared printer.
By setting your machine as a shared printer on your network, the network users can share the machine for printing. The print server and clients do not need to use the same operating system, and it is possible to print from a computer with different OS.
You can start printing simply by starting the server, even if the server was not running when the client was started.
If the server is running on Windows 2000/XP/Vista/7, you can print even if no one is logged into the server.

Setting the Machine as a Shared Printer

If you plan to share your machine on a network, install the print server locally, then make the following settings. For more information, see your print server system documentation.

Windows 2000/XP Server Settings

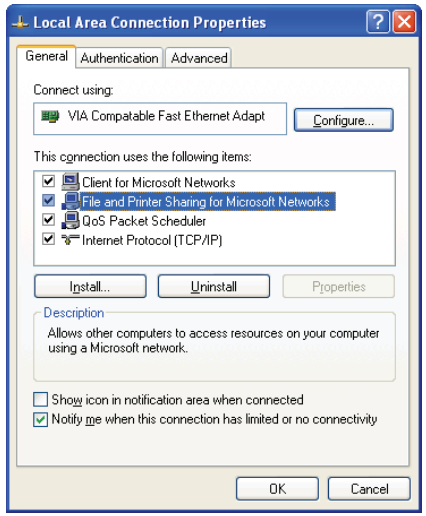
The following is the procedure to make your machine available to your network users, under Windows 2000/XP.

● **Adding Server Service (Windows XP)**

1. **Click [start] on the Windows task bar → select [Control Panel].**
   The [Control Panel] folder appears.
2. **Select [Network and Internet Connections] → click [Network Connections].**
   The [Network Connections] folder appears.
3. **Right click the [Local Area Connection] icon → select [Properties] from the pop-up menu.**
   The [Local Area Connection Properties] dialog box appears.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

4. Select [File and Printer Sharing for Microsoft Networks] → click [OK].



The server service is added.

● **Adding Server Service (Windows 2000)**

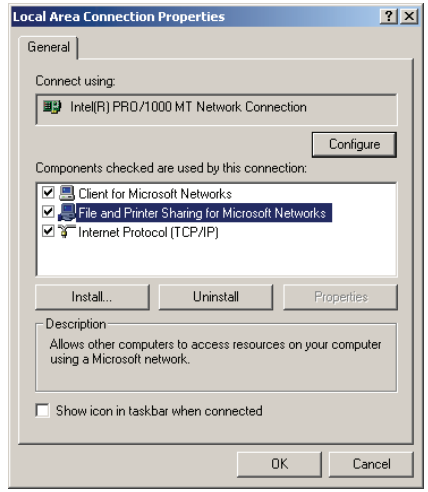
1. Click [Start] on the Windows task bar → select [Settings] → [Network and Dial-up Connections].

The [Network and Dial-up Connections] folder appears.

2. Right click the [Local Area Connection] icon → select [Properties] from the pop-up menu.

The [Local Area Connection Properties] dialog box appears.

3. Select [File and Printer Sharing for Microsoft Networks] → click [OK].

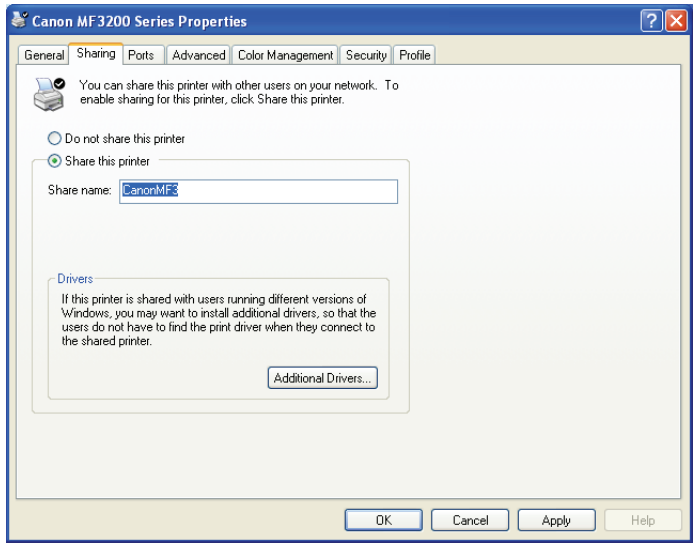


The server service is added.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Setting Printer Sharing**

1. Open the printer properties dialog box → select [Share this printer] (Windows 2000: [Shared as]) in the [Sharing] tab sheet.



NOTE

On how to open the printer properties dialog box, see “Changing Print Settings,” on p. 2-4.

2. Enter a share name in the edit box as needed.

NOTE

Do not enter a space or special character in the [Share name] edit box.

3. Click [OK].

The printer driver icon changes to indicate sharing.

Windows 98/Me Server Settings

The following is the procedure to make your machine available to your network users, under Windows 98/Me.
The screen shots shown are from Windows 98.

● **Adding Server Service**

1. Click [Start] on the Windows task bar → select [Settings] → [Control Panel].

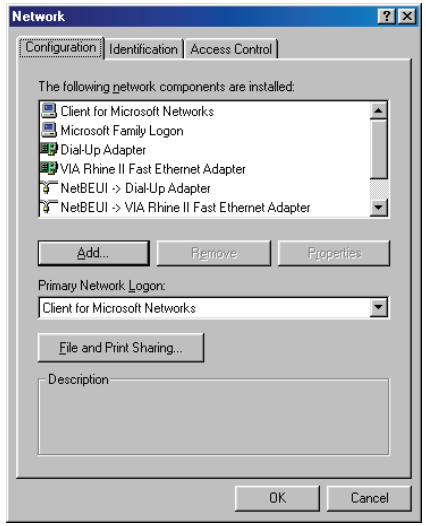
The [Control Panel] folder appears.

2. Double-click the [Network] icon.

The [Network] dialog box appears.

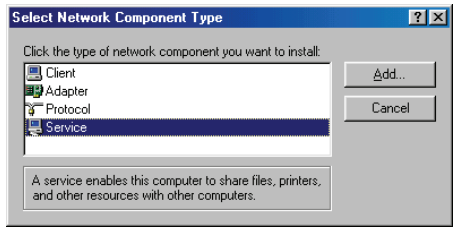
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

3. **Click [Add] in the [Configuration] tab sheet.**



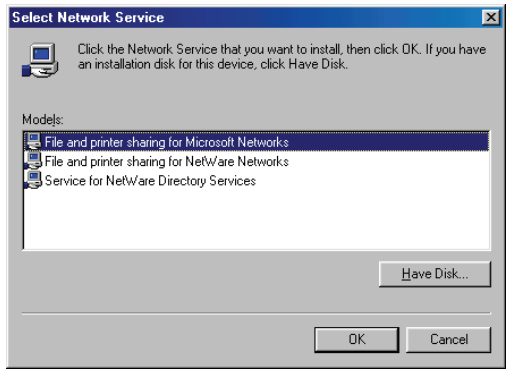
The [Select Network Component Type] dialog box appears.

4. **Select [Service] → click [Add].**



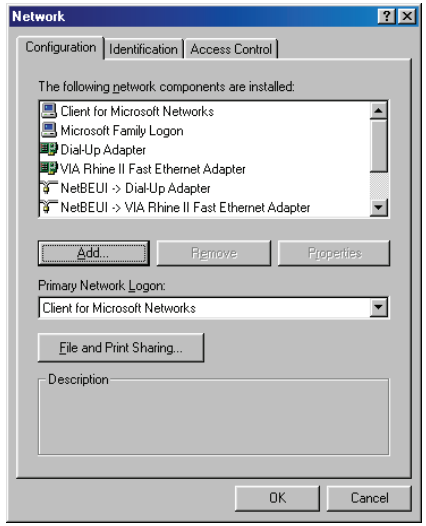
The [Select Network Service] dialog box appears.

5. **Select [File and printer sharing for Microsoft Networks] → click [OK].**



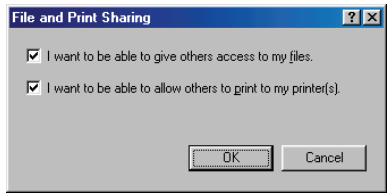
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

6. **Click [File and Print Sharing].**

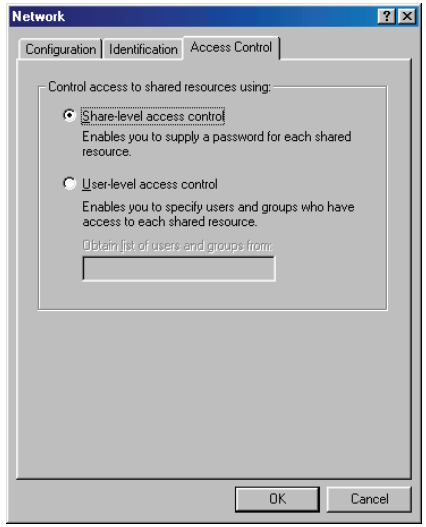


The [File and Print Sharing] dialog box appears.

7. **Make sure that [I want to be able to allow others to print to my printer(s).] is selected → click [OK].**



8. **Select the [Access Control] tab → [Share-level access control] or [User-level access control].**



9. **Click [OK].**

The server service is added.
If the confirmation message dialog box appears, click [Yes] to restart your computer.

Windows Vista/7 Server Settings

● Adding Server Service

1. **Click [Start] on the Windows task bar → select [Network].**

The [Network] folder appears.
Windows 7: Click [Start] on the Windows task bar → [Control Panel] → select [View network status and tasks] under the [Network and Internet].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

2. **Select [Network and Sharing Center] on the toolbar → click [Manage network connections].**

Windows 7: Select [Change adapter settings].
The [Network Connections] folder appears.

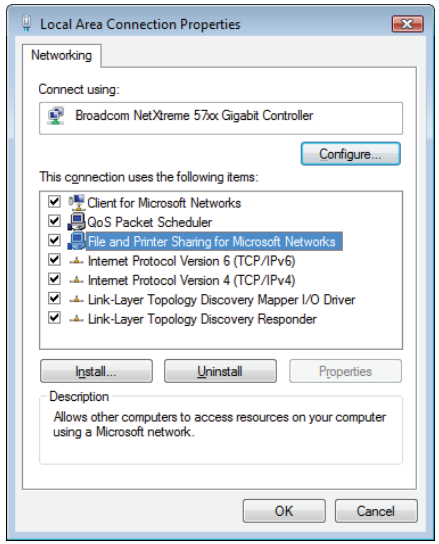
NOTE

If the [User Account Control] dialog box appears, click [Continue] to proceed.

3. **Right click the [Local Area Connection] icon → select [Properties] from the pop-up menu.**

The [Local Area Connection Properties] dialog box appears.

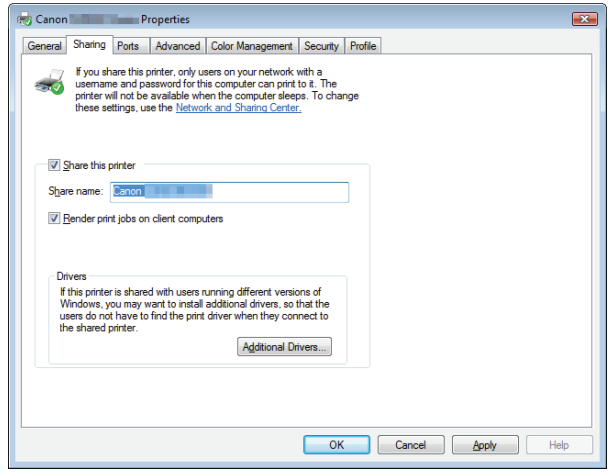
4. **Select [File and Printer Sharing for Microsoft Networks] → click [OK].**



The server service is added.

● **Setting Printer Sharing**

1. **Open the printer properties dialog box → click [Change sharing options] → select [Share this printer] in the [Sharing] tab sheet.**



NOTE

– If the [User Account Control] dialog box appears, click [Continue] to proceed.
– On how to open the printer properties dialog box, see “Changing Print Settings,” on p. 2-4.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

2. Enter a share name in the edit box as needed.

NOTE

Do not enter a space or special character in the [Share name] edit box.

3. Click [OK].

The printer driver icon changes to indicate sharing.

Using the Shared Printer on Your Network

When the machine is already on your network and set as a shared printer, you can use it via network. The easiest way to make the machine available for your computer is using network download. If your operating system is Windows 2000/XP/Vista/7, you cannot download the driver from Windows 98/Me servers. In that case, use [Add Printer Wizard].

Network Download

The following is the procedure to connect to the shared printer on your network using network download.

NOTE

Windows 2000/XP clients cannot download the driver from Windows 98/Me servers.

1. Open Windows Explorer → browse the network until you see the icon of the shared printer.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

2. Double-click the machine icon, or drag the machine icon to your [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers] Windows 7: [Devices and Printers]) folder.

The [Add Printer Wizard] dialog box appears.

3. Follow the instructions on the screen to complete the installation.

Add Printer Wizard (Windows 2000/XP)

The following is the procedure to connect to the shared printer on your network using Windows 2000/XP.

NOTE

Installation in Windows 2000/XP needs to be done by a user with administrator privileges.

1. Open the [Printers and Faxes] (Windows 2000: [Printers]) folder.

Click [start] on the Windows task bar, then select [Printers and Faxes] (Windows 2000: [Start] → [Settings] → [Printers]).

2. Open the [Add Printer Wizard] dialog box.

Click [Add a printer] in [Printer Tasks] (Windows 2000: double-click the [Add Printer] icon).

3. Click [Next].

4. Select [A network printer, or a printer attached to another computer] (Windows 2000: [Network printer]), then click [Next].

The [Specify a Printer] (Windows 2000: [Locate Your Printer]) dialog box appears.

5. Select [Connect to this printer (or to browse for a printer, select this option and click [Next])] (Windows 2000: [Type the printer name, or click Next to browse for a printer]) → enter the name of the printer you want to connect to → click [Next].

If you do not know the name of the printer, click [Next] without entering the name to proceed to the [Browse for Printer] dialog box. In this dialog box, select the printer → click [Next].

NOTE

– If the printer name is invalid, it means the client cannot connect the shared printer.
– If a suitable driver is not found, it probably means the server is a Windows 98/Me computer.

6. Follow the instructions on the screen to complete the installation.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Add Printer Wizard (Windows 98/Me)

The following is the procedure to connect to the shared printer on your network using Windows 98/Me [Add Printer Wizard]. The screen shots shown are from Windows 98.

1. Click [Start] on the Windows task bar → select [Settings] → [Printers].

The [Printers] folder appears.

2. Double-click the [Add Printer] icon.

The [Add Printer Wizard] dialog box appears.

3. Click [Next].

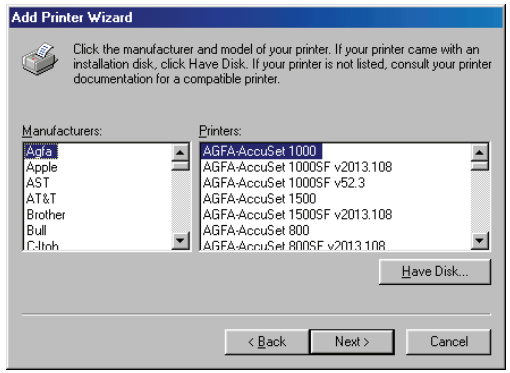
4. Select [Network printer] → click [Next].

5. Enter the network path or print queue that you want to connect to, or select the location of the shared printer.

To enter the location directly:
Enter the path name or print queue in the edit box.
To select the location:
Click [Browse].
Select the location of the printer → click [OK].
Depending on your network environment, the installation of the driver may be carried out automatically. In this case you need not perform steps 7 through 10.

6. Click [Next].

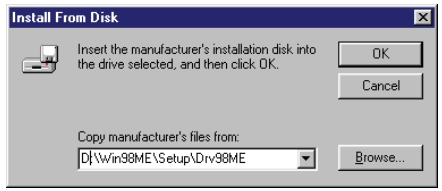
7. Click [Have Disk].



The [Install From Disk] dialog box appears.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

8. Select the location containing the printer driver.



To specify in the default location:
Go to step 9.
To change the location:
Click [Browse].
Select the location containing the printer driver → click [OK].
You can also enter the path name directly in the edit box.

9. Click [OK].

10. Enter the name of the printer you want to use → click [Next].

If you accept the default name, leave the edit box as it is → click [Next].

NOTE

If the connection fails, you will be able to install the printer but you will not be able to use the printer until it comes back online.

11. Follow the instructions on the screen to complete the installation.

● **Windows Vista/7**

1. Open the [Printers] folder.

Windows Vista: Click [Start] on the Windows task bar → select [Control Panel] → click [Printer] under [Hardware and Sound].
Windows 7: Click [Start] menu on the Windows task bar → [Devices and Printers]

2. Open the [Add Printer Wizard] dialog box.

Click [Add a printer] on the toolbar.

3. Click [Add a network, wireless or Bluetoothprinter].

4. Select a printer from the printer list, then click [Next].

If the desired printer is not listed, click [The printer that I want isn't listed] and search for it.

NOTE

– If the printer name is invalid, it means the client cannot connect the shared printer.
– If a suitable driver is not found, it probably means the server is a Windows 98/Me computer.

5. Follow the instructions on the screen to complete the installation.

3 Scanning a Document

Scanning with [Start] on the Machine 3-3

Setting the Scanning Function for [Start] 3-4

Setting Up [Start] to Operate in a Different Way from [Save] 3-4

Setting Up [Start] in the [Settings] Dialog Box 3-5

Setting Up [Start] in the [Scanners and Cameras] Folder 3-5

Scanning with the MF Toolbox 3-7

MF Toolbox Settings 3-9

Scanner Settings 3-9

Save Scanned Image to 3-11

External Program (Mail Program) 3-12

Confirmation of the Scanned Image and Exif Settings (Confirm the Scanned Image) 3-13

Scanning an Image from an Application 3-15

Creating One PDF File from Two or More Pages 3-16

Setting Preferences and Scanning with ScanGear MF 3-17

Switching between Simple Mode and Advanced Mode 3-17

Using Simple Mode 3-17

Using Advanced Mode 3-20

Advanced Mode – Specifying the Parameters of a Scan 3-22

Advanced Mode Settings..... 3-23

Determining Resolution 3-38

Scanning with the WIA Driver (Windows XP Only)..... 3-40

Scanning from the [Scanner and Camera Wizard] Dialog Box (Windows XP Only) 3-40

Scanning from an Application (Windows XP/Vista/7 Only) 3-46

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Scanning with [Start] on the Machine

You can scan documents and transmit the scanned data to your computer using the operation panel of the machine.

NOTE

Your machine must be connected via USB and the USB printer driver must be loaded to scan. This machine does not support network scanning.

1. **Set documents.**
2. **Press [SCAN] on the machine.**
3. **Press [Start] on the machine.**

   If you are asked to select a program to launch, select “MF Toolbox Ver4.9.” The scanned document will be processed according to your settings.

   When you use [Start] for the first time, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

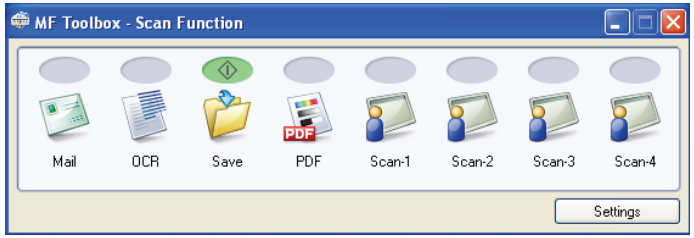
Setting the Scanning Function for [Start]

When you scan for the first time using [Start] on the machine, scanning will occur in the same way as when you click [Save] in the MF Toolbox. You can change the scanning function set for [Start] on the machine.

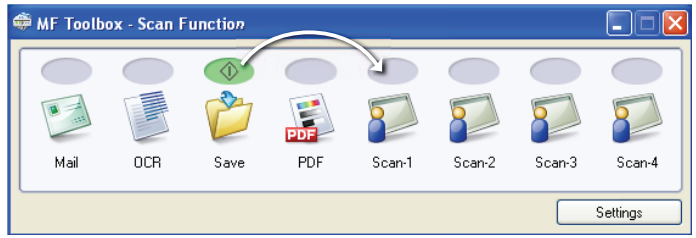
Setting Up [Start] to Operate in a Different Way from [Save]

1. On the Windows desktop, double-click the [Canon MF Toolbox 4.9] icon to open the MF Toolbox.

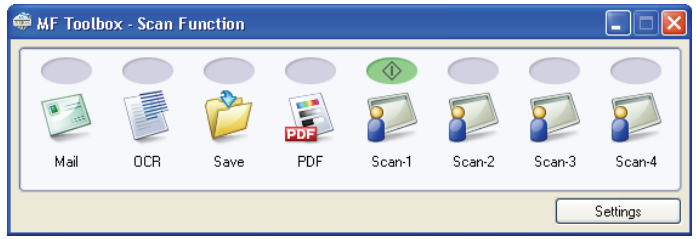
You can also open the MF Toolbox by clicking [Start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox 4.9].



2. Drag the ◇ mark over the button you want to select.



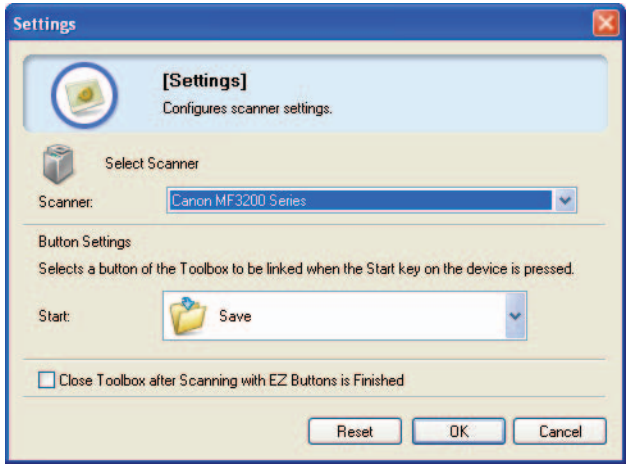
The ◇ mark will be displayed above the button you select.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Setting Up [Start] in the [Settings] Dialog Box

In the MF Toolbox, click [Settings] to open the [Settings] dialog box. From the [Start] drop-down list, select the scanning function you want to link [Start] to, then click [OK].



Setting Up [Start] in the [Scanners and Cameras] Folder

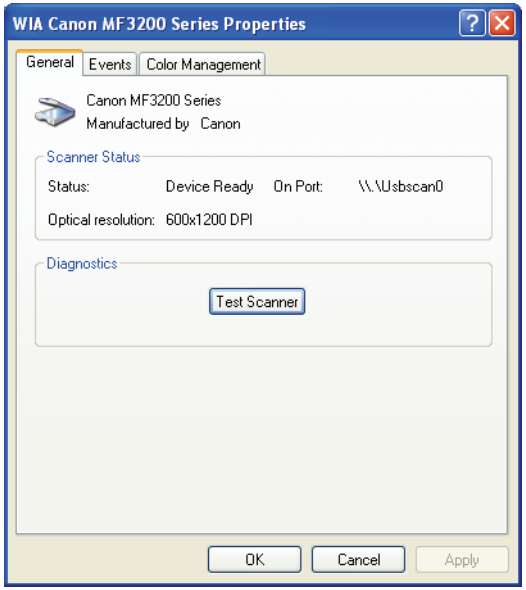
1. **Open the [Scanners and Cameras] folder (Windows 98/2000: the [Scanners and Cameras Properties] dialog box).**

   Click [start] on the Windows task bar → select [Control Panel] → [Printers and Other Hardware] → [Scanners and Cameras] (Windows 98/Me/2000: [Start] → [Settings] → [Control Panel] → double-click [Scanners and Cameras], Windows Vista: [Start] → [Control Panel] → [Hardware and Sound] → [Scanners and Cameras]. 7: Enter "scanner" in [Search programs and files] under [Start] on the Windows task bar → click [View scanners and cameras].).

2. **Click the corresponding scanner driver icon.**

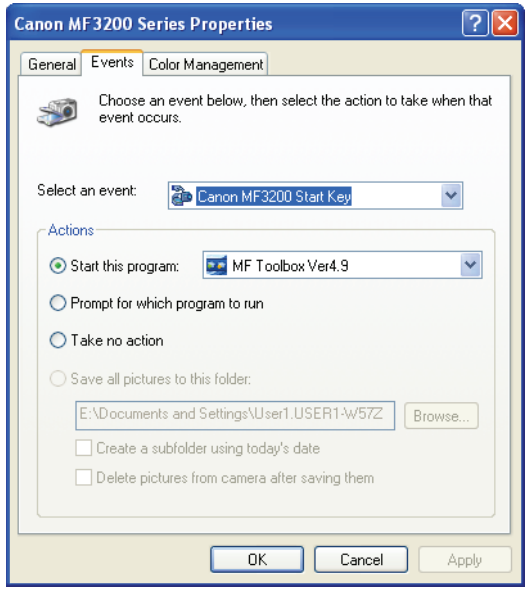
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

3. Select [Properties] from the [File] menu (Windows 98/2000/Vista/7: Click [(Scan)Properties]).



4. Specify an action for [Start].

On Windows XP/Vista/7:
Select the [Events] tab → select the option corresponding to your machine from [Select an event] → select the operation for [Start] in [Actions] → click [OK].



On Windows 98/Me/2000:
Select the [Events] tab → select the option corresponding to your machine from [Scanner events] → select the operation for [Start] in [Send to this application] → click [OK].

NOTE

If the settings you specified in the scanner property dialog box do not work immediately, disconnect and reconnect the USB cable, or restart your computer.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

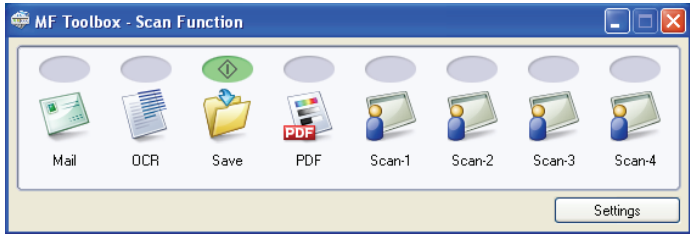
Scanning with the MF Toolbox

You can scan a document using the buttons on the MF Toolbox.

1. Set documents.

2. On the Windows desktop, double-click the [Canon MF Toolbox 4.9] icon to open the MF Toolbox.

You can also open the MF Toolbox by clicking [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox 4.9].



3. Click one of the scanning buttons.

[Mail]: The document will be scanned and attached to an e-mail message in your e-mail application.

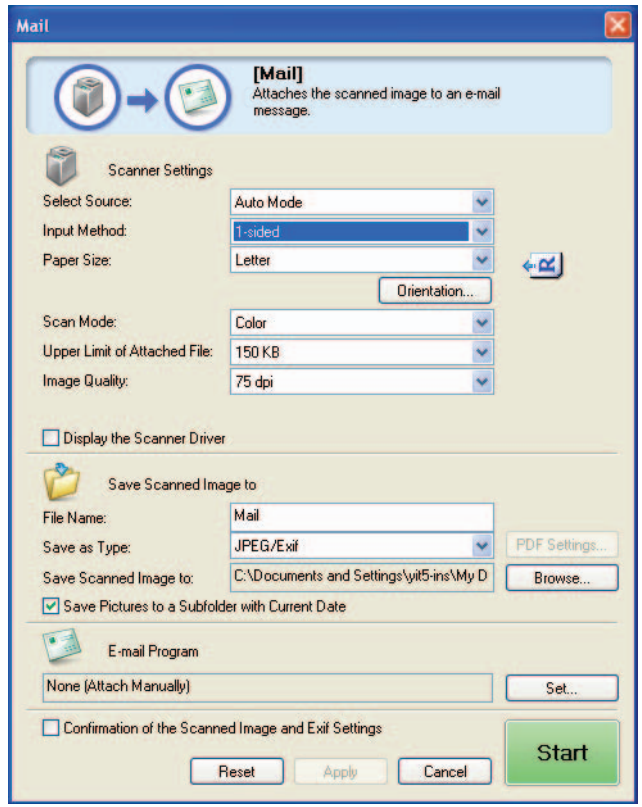
[OCR]: The text will be scanned and read by the OCR software.

[Save]: The document will be scanned and saved.

[PDF]: The text will be scanned and saved as a PDF file.

[Scan-1], [Scan-2], [Scan-3], [Scan-4]: The text will be scanned and appear in the registered application. You can change the button name by directly entering a new name (up to 8 characters long) over the button name.

A dialog box appears for each of the buttons.



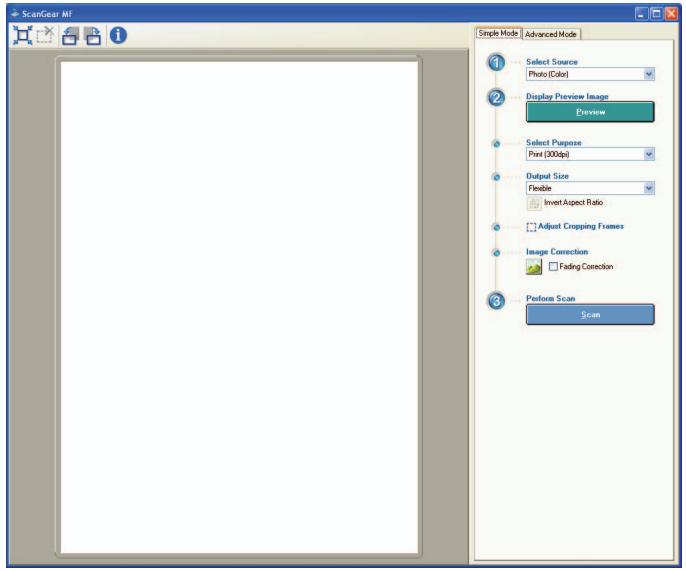
Example: [Mail] dialog box

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

4. Specify the required settings.

For details, see “MF Toolbox Settings,” on p. 3-9.
Select the [Display the Scanner Driver] check box, to display the [ScanGear MF] dialog box on step 5. This check box is not available when scanning with the [OCR] button.
If you want to keep the same settings for future scans, click [Apply] before clicking [Start].

5. Click [Start].



When the [Display the Scanner Driver] check box is not selected in step 5, the scanning will start.

6. Specify the required settings.

For details, see “Setting Preferences and Scanning with ScanGear MF,” on p. 3-17.

7. Click [Scan].

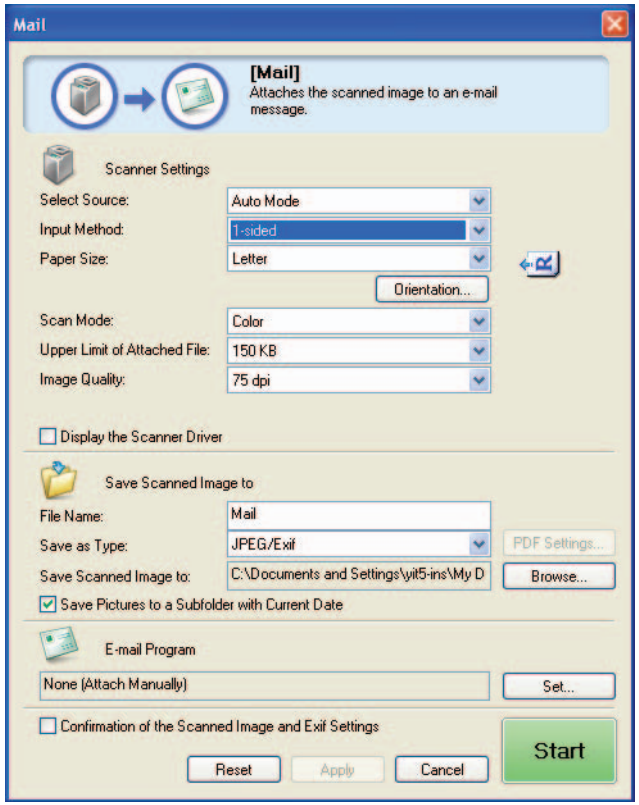
If you click [Mail], [Save], or [PDF] in step 3, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder.

If you have applications registered to the [Mail], [OCR], [PDF], [Scan-1], [Scan-2], [Scan-3] or [Scan-4] buttons, the scanned image will be displayed in the application or attached to an e-mail message after scanning. For details, see “External Program (Mail Program),” on p. 3-12.

For some models, the CD-ROM provided with the machine contains the application Presto! PageManager which can be used with the MF Toolbox. Presto! PageManager will be registered in the [OCR] and [PDF] buttons of the MF Toolbox at the time of installation.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

MF Toolbox Settings



Example: [Mail] dialog box

Scanner Settings

You can specify the scanning mode, resolution, document size, and file size of the scanned image.

[Select Source] Selects where the document is placed.

NOTE

You can select [Platen Glass] only.

[Paper Size] Selects the size and orientation of the document to be scanned. Selecting [Custom] opens the [Paper Size Settings] dialog box which enables you to set the custom paper size.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Scan Mode]

Selects the scan mode. The scan modes you can select differ depending on the MF Toolbox button you press.

[Black and White]:
Scans document as a black and white image.

[Black and White (OCR)]:
Scans document as a black and white image for OCR software.

[Grayscale]:
Scans document as a grayscale image (similar to a monochrome picture).

[Color]:
Scans document as a color image.

[Color (Magazine)]:
Scans document as a color image with the Descreen function, which enables you to reduce the moiré when scanning printed photographs and pictures.

[Upper Limit of Attached File]

Selects an approximate upper size limit (after compression) for the image you will send. For an ordinary mail message, [150 KB] is recommended.
You cannot select this item when [PDF], [PDF (Multiple Pages)] or [PDF (Add Page)] is selected in [Save as Type].

[Image Quality]

Selects the scan resolution up to 600 dpi. When scanning using the [OCR] button, or [PDF], [PDF (Single Page)], [PDF (Multiple Pages)], or [PDF (Add Page)] is selected in [Save as Type], you can only select up to 400 dpi.
When scanning using the [Mail] button, the resolution you can select depends on the setting in [Upper Limit of Attached File].

[Display the Scanner Driver]

If you select this check box, all items in the [Scanner Settings] become invalid, and when [Start] is clicked the [ScanGear MF] dialog box appears and enables you to make advanced settings for scanning.
This check box is not available when scanning with the [OCR] button.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Save Scanned Image to

You can specify the file name, file format, and location to save the scanned image. If you select PDF as a file format, you can also specify the detailed settings for the PDF file.

[File Name] Enter a file name for the scanned image. If you save another file with the same name, four digits starting from 0001 will be attached after the file name.

[Save as Type] Specifies the file type to save the scanned image.

[BMP]:
Bitmap format.

[JPEG/Exif]:
JPEG/Exif format. This option is available when [Grayscale], [Color] or [Color (Magazine)] is selected in [Scan Mode].

[TIFF]:
TIFF format.

[PDF]:
PDF format.

[PDF(Single Page)]:
Creates a single-page PDF file.

[PDF (Multiple Pages)]:
Creates one PDF file from two or more scanned pages. (See “Creating One PDF File from Two or More Pages,” on p. 3-16.)

[PDF (Add Page)]:
Adds the scanned image to the last page of an existing PDF file that was created with the MF Toolbox.

NOTE

– The type of file which can be saved with each button is shown below.

	BMP	JPEG/ Exif	TIFF	PDF	PDF (Single Page)	PDF (Multiple Pages)	PDF (Add Page)
[Mail]	–	●	–	–	●	●	●
[OCR]	●	●	●	–	–	–	–
[Save]	●	●	●	–	●	●	●
[PDF]	–	–	–	–	●	●	●
[Scan-1] to [Scan-4]	●	●	●	●	–	–	–

– When [PDF], [PDF (Single Page)], [PDF (Multiple Pages)], or [PDF (Add Page)] is selected and if an error message appears indicating that the image size is too large, reduce the data size of the scanned image. For details, see “Output Settings,” on p. 3-25.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[PDF Settings]	Opens the [PDF Settings] dialog box which enables you to make advanced settings of the PDF file. (See “Creating One PDF File from Two or More Pages,” on p. 3-16.) This button appears when [PDF], [PDF (Single Page)], [PDF (Multiple Pages)] or [PDF (Add Page)] is selected in [Save as Type].
[Save Scanned Image to]	Shows the location to save the scanned images when an option other than [PDF (Add Page)] is selected in [Save as Type]. To change the location, click [Browse] → select a folder → click [OK]. When you scan for the first time, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder.
[Add Scanned Image to]	This item appears instead of [Save Scanned Image to] when [PDF (Add Page)] is selected in [Save as Type]. You can select the PDF file to which you want to add the scanned image.
[Save Pictures to a Subfolder with Current Date]	Select this check box to create a folder with current date (e.g. 2005-12-31) in the specified location and save the scanned images in this folder.

External Program (Mail Program)

When scanning using the [OCR], [PDF], [Scan-1], [Scan-2], [Scan-3] or [Scan-4] buttons, you can specify an application to be used to display the scanned image. Click [Set] → select the application to use → click [Open]. You can also specify an application by dragging and dropping the application icon onto the dialog box.

To delete the link to the application, click [Delete]

When scanning using the [Mail] button, you can specify an e-mail software to which you want to attach the scanned image. The MF Toolbox is compatible with e-mail software such as Outlook Express, Microsoft Outlook, EUDORA, Netscape Messenger and Windows Mail (Windows Vista only). Click [Set] → select the application to use → click [OK].

If [None (Attach Manually)] is displayed, you need to attach the image file manually.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Confirmation of the Scanned Image and Exif Settings (Confirm the Scanned Image)

You can preview the scanned images as thumbnail images, and specify the file type and location to save them.

NOTE

You cannot use this function when scanning with the [OCR] button.

Select [Confirmation of the Scanned Image and Exif Settings] (for the [PDF] button, [Confirm the Scanned Image]) → click [Start]. When the scanning is complete, the thumbnail of the scanned image is displayed.
Confirm the thumbnail image → specify the file type and location → press [Save] or [Forward].

[Save as Type]	Specifies the file type to save the scanned image. The available file types are the same as those listed in “Save Scanned Image to,” on p. 3-11.
[Exif Settings]	Opens the [Exif Settings] dialog box which enables you to set the Exif information when [JPEG/Exif] is selected in [Save as Type]. (See “Exif Settings,” on p. 3-14.)
[PDF Settings]	Opens the [PDF Settings] dialog box which enables you to make advanced settings of the PDF file. (See “Creating One PDF File from Two or More Pages,” on p. 3-16.) This button appears when [PDF], [PDF (Single Page)], [PDF (Multiple Pages)] or [PDF (Add Page)] is selected in [Save as Type].
[Save Scanned Image to]	Specifies the location to save the scanned image.
[Add Scanned Image to]	This item appears instead of [Save Scanned Image to] when [PDF (Add page)] is selected in [Save as Type]. You can select the PDF file to which you want to add the scanned image.
[Save Pictures to a Subfolder with Current Date]	Select this check box to create a folder with current date inside the specified location and save the scanned images in this folder. This check box appears when the file type other than [PDF (Add Page)] is selected in [Save as Type].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Forward]	Press to forward the scanned images to the application you specified in the [Mail Program] or the [External Program] setting.
[Save]	Press to save the scanned images in the specified location. This button appears instead of [Forward].
[Cancel]	Cancels the operation and returns to the previous window. Deletes all the images scanned in the operation.

Exif Settings

You can attach extra information in the EXIF format, such as the description of the image, the date when the image was scanned, etc., to the JPEG files. Select a scanned image from the drop-down list to view and add information for the image.

[Basic Information]	Displays the information automatically acquired by scanning.
[Advanced Information]	Displays the extra information you enter.
[Apply the Same Setting of Input Items Automatically]	Select this check box to use the same values you have specified in the previous scanning operation.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Scanning an Image from an Application

You can scan an image from a TWAIN- or WIA- (Windows XP/Vista/7 only) compliant application and use the image in that application. The following is an example of the procedure.

1. **Set documents.**
2. **Open the application you want to use.**
3. **Select the command to scan.**
4. **Select the scanner driver to be used.**

   With Windows XP/Vista/7, you can use the ScanGear MF or the WIA driver as the scanner driver.

   NOTE

   You may not select the TWAIN driver on the 'Paint' tool that is attached to Windows XP.

5. **Specify the scanner settings → click [Scan].**

   For details, see "Setting Preferences and Scanning with ScanGear MF," on p. 3-17, or "Scanning with the WIA Driver (Windows XP Only)," on p. 3-40.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

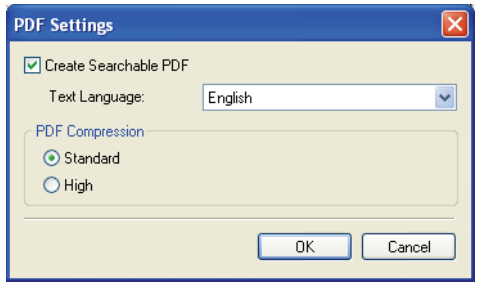
Creating One PDF File from Two or More Pages

You can scan two or more pages and make them into one PDF file.

1. **Set documents.**
2. **Double-click the [Canon MF Toolbox 4.9] icon on the Windows desktop to open the MF Toolbox.**

   You can also open the MF Toolbox by clicking [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox 4.9].
3. **Click [PDF].**
4. **Select [PDF (Multiple Pages)] in [Save as Type].**
5. **Specify other required settings → click [PDF Settings].**

   The [PDF Settings] dialog box appears.



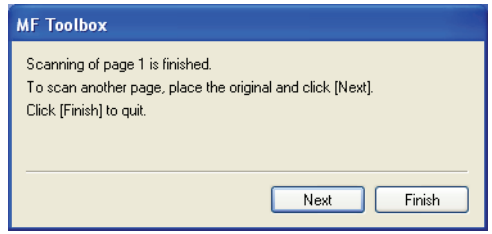
6. **Specify the required settings → click [OK].**

   [Create Searchable PDF]: Converts the characters in the document to text data and makes the PDF document searchable with keywords.

   [Text Language]: Select the language of the text to be scanned. The characters may be recognized more accurately if you select [English] from this drop-down list and set [Image Quality] to [300 dpi] or higher in [Scanner Settings]. (See “Scanner Settings,” on p. 3-9.)

   [PDF Compression]: Select [High] for color images such as photos or illustrations to be further compressed, reducing the file size. For the other type of images, select [Standard].
7. **Click [Start].**

   When you place the document on the platen glass, the following dialog box appears as each page is scanned.



   To continue to scan, place the next page and click [Next]. When scanning is complete, click [Finish].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Setting Preferences and Scanning with ScanGear MF

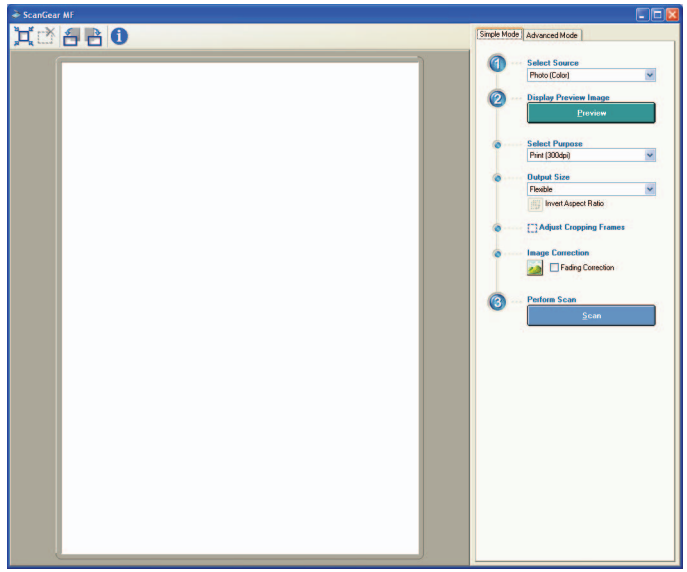
The ScanGear MF enables you to preview the image to be scanned and make detailed adjustments for the image. To use the ScanGear MF, select [Display the Scanner Driver] in the MF Toolbox, or scan from the application.

Switching between Simple Mode and Advanced Mode

The ScanGear MF has two modes: [Simple Mode] and [Advanced Mode]. With [Advanced Mode] you can perform detailed settings such as resolution and contrast.

To switch between two modes, click the corresponding tab.

Using Simple Mode



1. Set documents.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

2. Select the document type in [Select Source].

[Photo (Color)]: To scan color photos.

[Magazine (Color)]: To scan color magazines (with the Descreen function).

[Newspaper (B&W)]: To scan text and line drawings (black and white).

[Document (Grayscale)]: To scan color image or text in monochrome. Appropriate for scanning high-resolution monochrome image.

NOTE

On how to turn off the automatic color correction for the document type other than [Newspaper (B&W)], see "[Color Settings] Tab," on p. 3-36.

3. Click [Preview].

A preview of the scanned image appears in the preview window.

4. Select the use for the scanned image in [Select Purpose].

You can select from [Print (300dpi)], [Image display (150dpi)], or [OCR (300dpi)], depending on the document type you selected in step 2. For details, see "Determining Resolution," on p. 3-38.

5. Select the output size of the scanned image in [Output Size].

The options you can select vary depending on what you selected in step 4.
Click to switch the orientation of the output size (landscape or portrait).

6. Adjust the cropping frame and select the [Fading Correction] check box as needed.

To adjust the cropping frame, click (Auto Crop) or drag the corner or edge of the frame.

NOTE

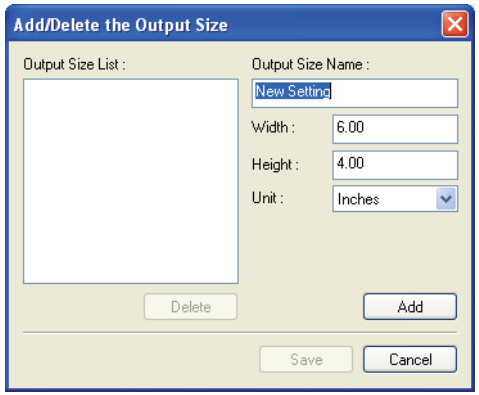
The [Fading Correction] check box can be selected only when the color preview image is displayed.

7. Click [Scan].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Add/Delete the Output Size

Selecting [Add/Delete] for [Output Size] opens the [Add/Delete the Output Size] dialog box. This dialog box enables you to add and delete the custom output size.



[Output Size Name]	Specifies the output size name you want to register.
[Width]	Specifies the width of the output size.
[Height]	Specifies the height of the output size.
[Unit]	Selects the unit of measurement for the output size.
[Add]	Adds the output size to the [Output Size List].
[Delete]	Deletes the selected output size from the [Output Size List].
[Save]	Apply the settings specified in the [Add/Delete the Output Size] dialog box.

NOTE

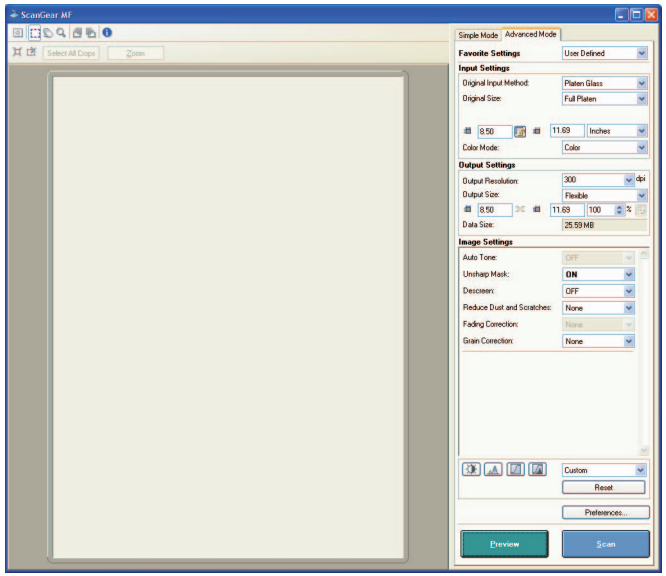
You cannot delete the output size that is currently selected in [Output Size] of the [Simple Mode] tab.

Simple Mode Toolbar

(Auto Crop)	Crops the image border automatically. You can gradually crop the image by clicking this button.
(Remove Cropping Frame)	Removes the selected cropping frames.
(Left Rotate)	Rotates the scanned image 90 degrees left.
(Right Rotate)	Rotates the scanned image 90 degrees right.
(Information)	Lists the scanning information.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Using Advanced Mode



1. Set documents.

2. Select settings for [Favorite Settings], [Input Settings], [Output Settings] and [Image Settings], and adjust the color settings.

For details on the settings, see “Advanced Mode Settings,” on p. 3-23.

3. Click [Preview].

NOTE

– Selecting the range in the preview window and clicking [Zoom] reloads the selected image to be enlarged.
– To delete the displayed preview image, click .

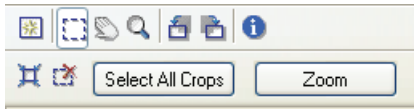
4. If you want to scan only part of the document, specify the parameters.

For details, see “Advanced Mode – Specifying the Parameters of a Scan,” on p. 3-22.

5. Click [Scan].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Advanced Mode Toolbar



(Clear)	Deletes the preview image from the Preview Area. It also resets the toolbar settings and color settings.
(Crop)	Specifies the parameter of a scan.
(Move)	Moves the enlarged image on the screen.
(Zoom)	Enlarges or reduces the preview image. Click on the image to zoom in, and right click on the image to zoom out.
(Left Rotate)	Rotates the image 90 degrees left.
(Right Rotate)	Rotates the image 90 degrees right.
(Information)	Lists the scanning information.
(Auto Crop)	Crops the image border automatically.
(Remove Cropping Frame)	Removes the selected cropping frames.
[Select All Crops]	When this button is used, all the cropping frames reflect the settings made on the [Advanced Mode] tab sheet.
[Zoom]	Click this button to rescan the focal cropping area of the preview image at a higher level of magnification. Once clicked, this button changes into [Undo]. The image returns to its original size by clicking [Undo].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Advanced Mode – Specifying the Parameters of a Scan

You can create scan areas (cropping areas) for images shown in the Preview Area. When you click [Scan], only the cropped area will be scanned.

Selecting the Cropping Area Automatically

After previewing, click (Auto Crop) on the toolbar. Clicking this button enables you to gradually crop off the image outside the borders detected in the preview image.

Creating a Cropping Frame

Click (Crop) on the toolbar, click on the preview image and drag over the area you wish to select. To make further adjustments, drag the corner or edge of the selected frame or enter the desired parameter values for (Width) and (Height) in [Input Settings]. To move the cropping frame you have selected, click inside the cropping frame and drag.

NOTE

To maintain the current width and height proportion of the image, click in [Input Settings].

Creating Multiple Cropping Frames

You can create another cropping frame even if there is already one in the Preview Area. Click and drag the mouse cursor outside the existing cropping frame to create a new cropping frame in that area.

You can create up to 10 cropping areas. By clicking [Scan] once, all the cropped areas will be scanned. (Scanning will continue until all selected areas have been scanned.)

The most recently created cropping frame will become the focal point. To make adjustments to previously created cropping frames, select the frame or frames by clicking on them.

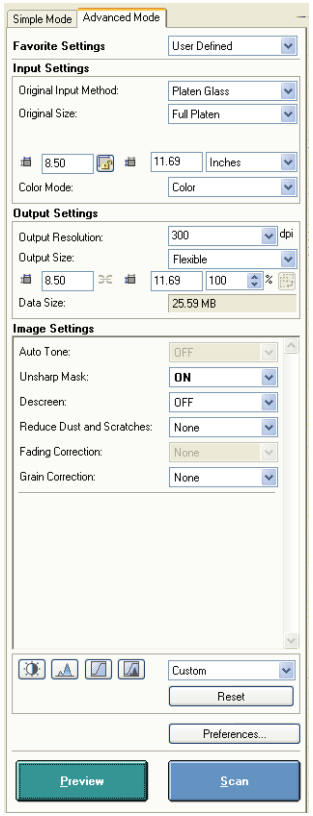
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Deleting Cropping Frames

If you want to remove cropping frames, select the frame or frames and do one of the following:

– Click [Delete] on the keyboard.
– Click (Remove Cropping Frame) on the toolbar.
– Right click on the cropped area and select [Delete].
– Hold down [Ctrl] on the keyboard, right click outside the cropped area, and select [Delete].

Advanced Mode Settings



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Favorite Settings

Favorite Settings enables you to save a set of settings (Input Settings, Output Settings, Image Settings and Color Settings) made for the focal cropping frame. If there are no cropping frames, settings for the whole preview area are saved.
You can also recall the saved settings and apply them to the selected frames or the whole preview area.

NOTE

The following items cannot be saved in Favorite Settings:
– Values of (Width) and (Height) in [Input Settings] and in [Output Settings]
– Activation of button (maintaining the proportion of width and height) in [Input Settings]
– Value of [%] (Scale) in [Output Settings]

[User Defined]	When this option is selected, specify a value for each setting.
[Default]	Restores the default settings. The preview image will be cleared.
[Add/Delete]	Opens the [Add/Delete Favorite Settings] dialog box. This dialog box enables you to name and register a set of settings for the current preview image.

Input Settings

[Original Input Method]	Selects where the document is placed.

NOTE

You can select [Platen Glass] only.

[Input Size]	Selects the size and orientation of the original document.

NOTE

If you change this setting after previewing, the preview image will be deleted.

Scan Size	You can specify the parameters of the scan by entering a value in (Width) and (Height). Click to maintain the current width and height proportions of the image.

NOTE

– Some applications have a limit to the amount of image data they can receive. If the parameters of a scan contain more than 21,000 x 30,000 pixels, the image will not be received.
– When [Output Resolution] is set to [600] dpi, minimum parameters of an image are 96 x 96 pixels.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Color Mode] Selects the type of document and the way in which it is scanned.

[Black and White]:
To output documents to a monochrome printer. The contrast in the image is divided at certain levels (threshold values) into black and white and is displayed in two colors. For the threshold setting, see “Color Settings,” on p. 3-29.

[Grayscale]:
To scan black and white photos or monochrome images. The image is expressed in a 0-255 scale of black and white.

[Color]:
To scan color photos. The image is expressed in 256 levels (8 bit) of R(ed), G(reen) and B(lue).

[Color (Documents)]:
To scan color documents that include texts or charts in addition to color photos. The image is expressed in 256 levels (8 bit) of R(ed), G(reen) and B(lue).

[Text Enhanced]:
To scan texts crisply, particularly to process it with OCR software. The image is displayed in black and white.

Output Settings

[Output Resolution] Selects the resolution for the scan. Enter a resolution from 25 to 9,600 dpi. For details, see “Determining Resolution,” on p. 3-38.

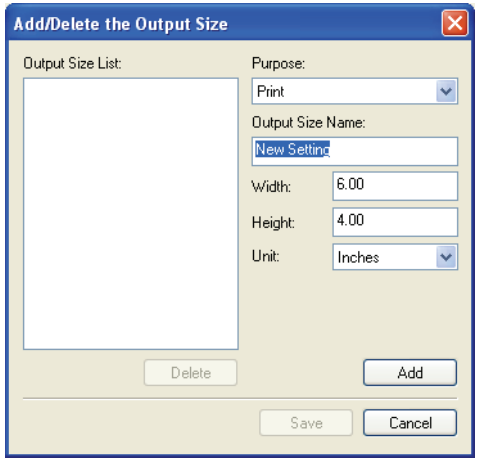
[Output Size] Selects the output size of the scanned image. If you select [Add/Delete], the [Add/Delete the Output Size] dialog box will appear and you can add and delete the custom output size. (See “Add/Delete the Output Size,” on p. 3-26.)
If [Flexible] is selected, enter values in (Width), (Height) or [%] (Scale). The resolution when you actually scan will change in accordance with the value of [%]. The ratio of (Width) and (Height) is linked to (Width) and (Height) of the Original Size. You can enter the value for [%] from 25 to 38,400, but the upper limit varies depending on the value of [Output Resolution].
Click to switch the orientation of the output size (landscape or portrait). This button is invalid when [Flexible] is selected.

[Data Size] Shows the data size of the scanned image according to your settings.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● Add/Delete the Output Size

Selecting [Add/Delete] for [Output Size] opens the [Add/Delete the Output Size] dialog box. This dialog box enables you to add and delete the custom output size.



[Purpose]	Select the purpose of using output ([Print] or [Image Display]).
[Output Size Name]	Specifies the output size name you want to register.
[Width]	Specifies the width of the output size
[Height]	Specifies the height of the output size.
[Unit]	Selects the unit of measurement for the output size.
[Add]	Adds the output size to the [Output Size List].
[Delete]	Deletes the selected output size from the [Output Size List].
[Save]	Apply the settings specified in the [Add/Delete the Output Size] dialog box.

NOTE

You cannot delete the output size that is currently selected in [Output Size] of the [Advanced Mode] tab.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Image Settings

[Auto Tone] Set to [ON] to automatically adjust the tone of the image. You can apply this setting when the preview image is displayed.

NOTE

– This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode].
– This setting is not available when [Color Correction] is set to [None] in the [Preferences] dialog box. (See "[Color Settings] Tab," on p. 3-36.)

[Unsharp Mask] Set to [ON] to emphasize the outline of an image and make it sharper. It is effective for scanning photos etc., which have a soft focus.

NOTE

This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode].

[Descreen] Set to [ON] to reduce the distorted pattern (moiré) when scanning printed photographs and pictures.

NOTE

– This setting is available when [Color], [Color (Documents)], or [Grayscale] is selected in [Color Mode].
– Even if [Descreen] is set to [ON], some moiré effect may remain if [Unsharp Mask] is also set to [ON]. In this case, disable [Unsharp Mask].
– You cannot set [Descreen] to [ON] when scanning from an application which does not display the [ScanGear MF] dialog box.
– A change in this setting is reflected in the next scan process.

[Reduce Dust and Scratches] Reduces the dust and scratches on photos.

[None]:
No reduction of dust and scratches will be made.

[Low]:
Reduces only small dust and scratch marks.

[Medium]:
Normally this setting is recommended.

[High]:
Reduces large dust and scratch marks. This may remove delicate parts of the image.

NOTE

This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Fading Correction] Rebuilds the color quality that has faded over time. It also increases saturation of dull-colored originals to reproduce a vivid image. You can apply this setting when the preview image is displayed.

[None]:
No fading correction will be made.

[Low]:
Corrects slightly faded images.

[Medium]:
Normally this setting is recommended.

[High]:
Corrects highly faded images. This may change the tone of the image.

NOTE

This setting is available when [Color] or [Color (Documents)] is selected in [Color Mode], and [Color Correction] is set to [Recommended] in the [Preferences] dialog box. (See "[Color Settings] Tab," on p. 3-36.)

[Grain Correction] Smooths out the film grain of the image recorded on fast film. The result is smoother tones and higher overall quality.

[None]:
No grain correction will be made.

[Low]:
Select this setting when the grain in the picture is not so notable.

[Medium]:
Normally this setting is recommended.

[High]:
Smooths out even very notable grain in the picture. This may lower the image sharpness and tonal quality.

NOTE

– This setting is available when [Color], [Color (Documents)], or [Grayscale] is selected in [Color Mode].
– This setting is not reflected in the preview image.

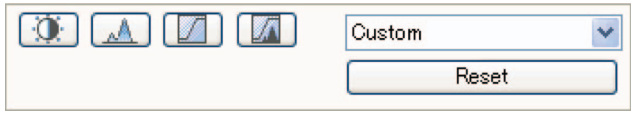
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Color Settings

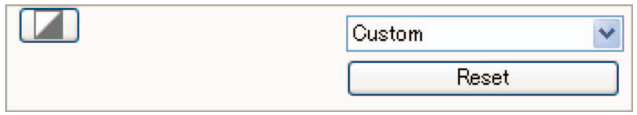
Using Color Settings buttons, you can adjust the brightness and contrast of the whole image, specify highlights and shadows, and adjust the contrast and balance in an image.

The Color Settings buttons are displayed when [Color], [Color (Documents)], or [Grayscale] is selected in [Color Mode]. When [Black and White] is selected, the Threshold button is displayed instead of the Color Settings buttons.

When [Color], [Color (Documents)], or [Grayscale] is selected in [Color Mode]:



When [Black and White] is selected in [Color Mode]:

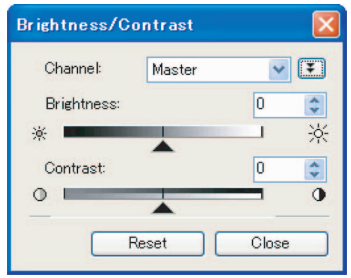


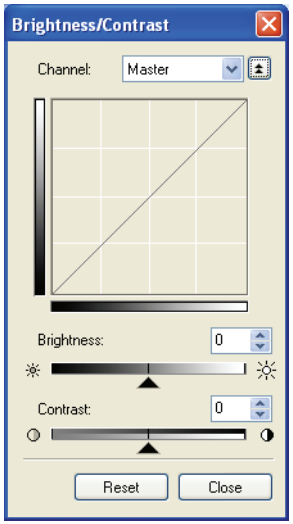
By selecting [Add/Delete] from the drop-down list, you can name and save a set of color or threshold settings. For details, see “Tone Curve/Threshold Drop-Down List,” on p. 3-34.

Clicking a button opens the dialog box for each color setting.
If [Reset] is clicked, all color adjustment settings will be reset to the default values.

● Brightness/Contrast

This dialog box enables you to adjust the levels of brightness and contrast of the image.
Click to adjust the brightness and contrast diagrammatically.



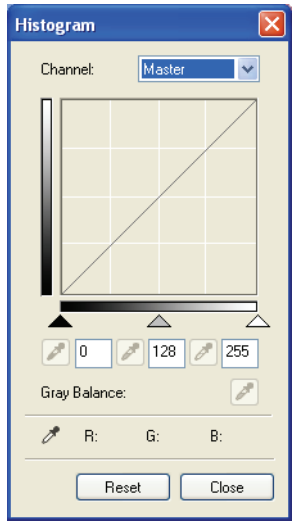


Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Channel]	Select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust three colors together when [Color] or [Color (Documents)] is selected in [Color Mode]. Adjust the elements of grayscale when [Grayscale] is selected in [Color Mode].
[Brightness]	Adjust the brightness of the image by moving the slider ▲ or entering values (–127 to 127).
[Contrast]	Adjust the contrast of the image by moving the slider ▲ or entering values (–127 to 127).
[Reset]	Resets all the current settings to their default values.

● Histogram

This dialog box enables you to see the data concentration at each brightness level in an image. You can specify the darkest and brightest levels within an image, cut the levels and expand the middle of the tonal range of the image.



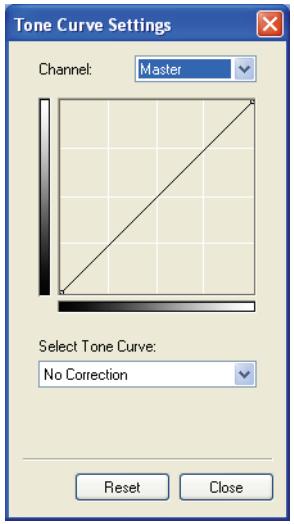
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Channel]	Select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust the three colors at once when [Color] or [Color (Documents)] is selected in [Color Mode]. Adjust the elements of grayscale when [Grayscale] is selected in [Color Mode].
(Black-point eyedropper tool)	Click this button, then click a point inside the focal crop in the preview image to specify the darkest point. You can also enter a value (0 to 245) or move the slider ▲ to an appropriate level.
(Mid-point eyedropper tool)	Click this button, then click a point inside the focal crop in the preview image to specify the midtone point. You can also enter a value (5 to 250) or move the slider △ to an appropriate level.
(White-point eyedropper tool)	Click this button, then click a point inside the focal crop in the preview image to specify the highlighted point. You can also enter a value (10 to 255) or move the slider △ to an appropriate level.
(Gray Balance eyedropper tool)	When adjusting a color image, click this button, then click a point in the preview image (or inside the focal crop) to specify the point to execute gray balance adjustment. The gray elements within a scanned image will appear as a neutral gray, and other elements within the image will also have true color reproduction.
[Reset]	Resets all the current settings to their default values.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● Tone Curve Settings

This dialog box enables you to adjust the brightness of a specific area of an image by selecting the type of the tone curve. The tone curve is a graph showing the balance of tone input and output.

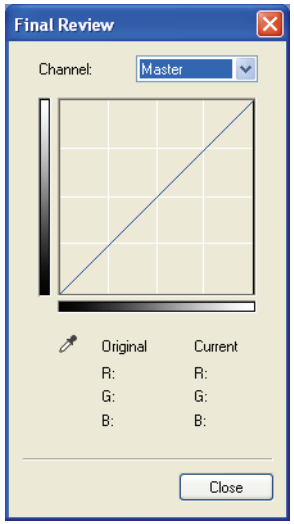


[Channel]	Select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust three colors together when [Color] or [Color (Documents)] is selected in [Color Mode]. Adjust the elements of grayscale when [Grayscale] is selected in [Color Mode].
[Select Tone Curve]	Select the tone curve from [No Correction], [Over Exposure], [Under Exposure], [High Contrast], or [Invert the Negative/Positive Image].
[Reset]	Resets all the current settings to their default values.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

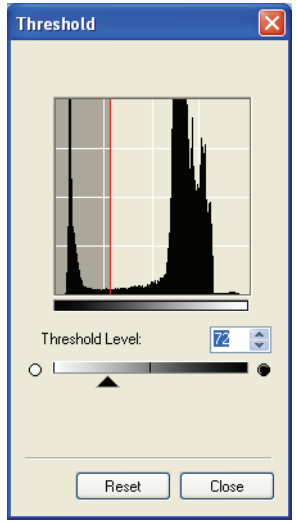
● Final Review

This dialog box enables you to confirm the color settings.



● Threshold

This dialog box enables you to adjust the threshold. By adjusting the threshold, you can sharpen characters in a text document and reduce back-printing such as in newspapers.



[Threshold Level] Adjust the threshold by moving the slider ▲ or entering a value (0 to 255).

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Reset] Resets the current setting to the default value.

NOTE

The brightness of color and grayscale images are expressed as a value from 0 to 255 but the brightness of black and white images is expressed in terms of either black or white, including the parts of an image which are a color between the two. The boundary at which black and white is divided is called “threshold”.

● Tone Curve/Threshold Drop-Down List

This drop-down list enables you to save a set of Color Settings made for the focal cropping frame. If there are no cropping frames, settings for the whole preview area are saved.
You can also recall the saved settings and apply them to the selected frames or the whole preview area.

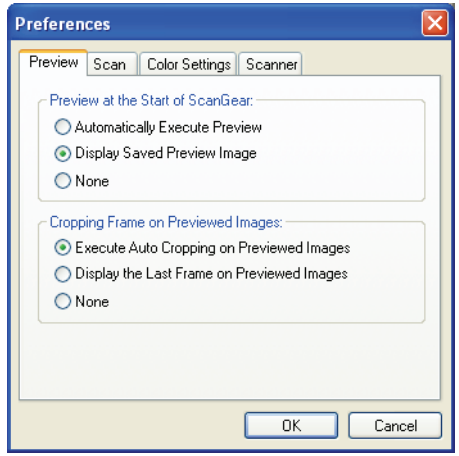
[Custom] When this option is selected, specify a value for each Color Settings item. Even after the registered settings are applied, [Custom] resumes automatically if you change any setting or make adjustments to the selected cropping frame.

[Add/Delete] Opens the [Add/Delete Tone Curve Settings] dialog box ([Add/Delete Threshold Settings] dialog box, when [Black and White] is selected in [Color Mode]). This dialog box enables you to name and register a set of Color Settings.

[Preferences] Dialog Box

Clicking [Preferences] on the [Advanced Mode] tab sheet opens the [Preferences] dialog box. This dialog box enables you to adjust settings for scanning and previewing.

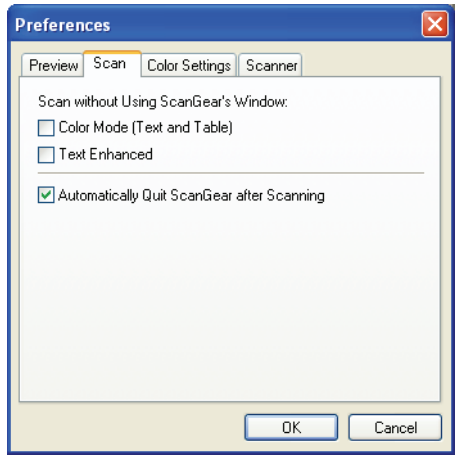
● [Preview] Tab



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Preview at the Start of ScanGear]	Selects the preview operation when you open the ScanGear MF. [Automatically Execute Preview]: The preview scan starts automatically when you open the ScanGear MF. [Display Saved Preview Image]: Displays the image last previewed. [None]: Nothing is displayed.
[Cropping Frame on Previewed Images]	Sets how the cropping frame is displayed when you preview images. [Execute Auto Cropping on Previewed Images]: The image will be automatically cropped to match the document size. [Display the Last Frame on Previewed Images]: Displays the last frame. [None]: No frame will be displayed.

● **[Scan] Tab**

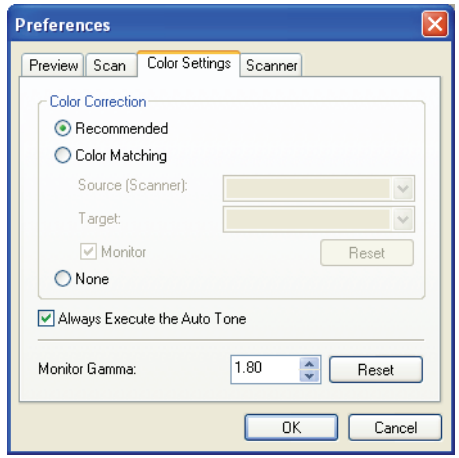


[Scan without Using ScanGear's Window]	Enables you to scan in a specific color mode when using an application that will not display the [ScanGear MF] dialog box (such as OCR software), overriding the application settings. [Color Mode (Text and Table)]: The document is scanned in [Color (Documents)] mode regardless of the application settings. [Text Enhanced]: The document is scanned in [Text Enhanced] mode regardless of the application settings.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Automatically Quit ScanGear after Scanning]	If selected, the [ScanGear MF] dialog box quits automatically after the image is scanned. Some applications will automatically quit ScanGear MF after scanning irrespective of this setting.

● **[Color Settings] Tab**



[Color Correction]	Selects the type of color correction. [Recommended]: Vividly reproduces the tone of a document on the screen.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Color Matching]:
Select to automatically match the scanner, monitor and color printer colors. If selected, the Color Settings buttons are invalid in the [Advanced Mode] tab sheet. This setting is available when [Color] or [Color (Documents)] is selected in [Color Mode].

[None]:
No color matching is made. This setting is available when [Color], [Color (Documents)], or [Grayscale] is selected in [Color Mode].

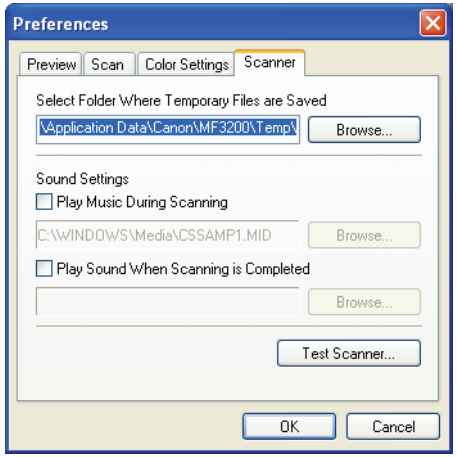
[Always Execute the Auto Tone] — If selected, the image color will always be automatically corrected. This setting is available when [Color], [Color (Documents)], or [Grayscale] is selected in [Color Mode].

[Monitor Gamma] — Enables you to perform gamma correction. Specify the gamma value (0.10 to 10.00) of the monitor for viewing the scanned image.

NOTE

[Monitor Gamma] value will be fixed to 1.80 when [Color Matching] is selected in [Color Correction].

● **[Scanner] Tab**



[Select Folder Where Temporary Files are Saved] — Click [Browse] and specify the folder in which the temporary files are saved.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Sound Settings] Sets the scanner to play music during scanning or play a sound when scanning is completed.

[Play Music During Scanning]:
If selected, the scanner plays music during scanning. Click [Browse], then specify a sound file.

[Play Sound When Scanning is Completed]:
If selected, the scanner plays sound when scanning is completed. Click [Browse], then specify a sound file.

You can specify the following files: MIDI files (*.mid, *.rmi, *.midi), Audio files (*.wav, *.aiff, *.aif), MP3 file (*.mp3).

[Test Scanner] Click this button, then click [Start] to check the power cord plugged in, or the USB cable connected between the machine and your computer.

Determining Resolution

The data in the image you scan is a collection of dots carrying information about brightness and color. The density of these dots is called “resolution,” and “dpi” (dots per inch) refers to the number of dots in one inch.
You can specify a resolution in [Image Quality] in the MF Toolbox settings dialog box, or in [Output Resolution] in the ScanGear MF.

● Images for Display on a Monitor

Images for display on a monitor in general should be scanned at a resolution of 75 dpi.

● Images for Printing

Images to be printed should be scanned at a resolution which corresponds to the resolution of the printer.

NOTE

With a color printer, the colors are expressed as a certain percentage of ink pigment so scanning your document at half the resolution of the printer should be fine.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Printing Scale**

For example, if you want to print a document which is twice the original size both vertically and horizontally, the resolution of your document will be reduced by half. In such a case, scan the original document at double the resolution so that you can print the document with sufficient quality, even if you double the size of the document. Conversely, if you want to print a document at a reduced size, it should be sufficient to scan at half the resolution.

● **Resolution and Data Size**

If you double the resolution, the image data will be four times greater. If the data is too large, processing speed will slow down significantly, and you may experience malfunctions such as lack of memory. Make sure the resolution corresponds to the purpose of use of the image and set at the lowest level possible.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Scanning with the WIA Driver (Windows XP Only)

Scanning from the [Scanner and Camera Wizard] Dialog Box (Windows XP Only)

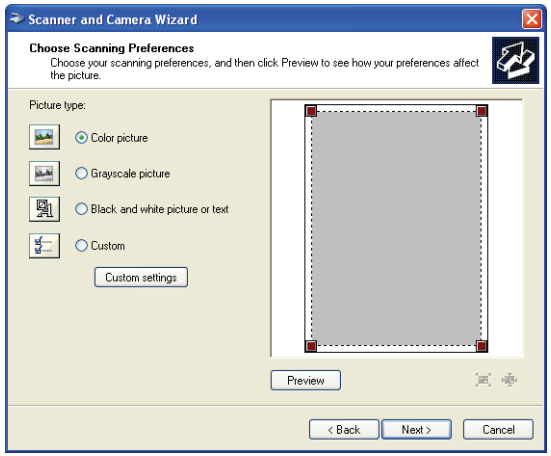
1. **Open the [Scanners and Cameras] folder.**

   Click [start] on the Windows task bar → select [Control Panel] → [Printers and Other Hardware] → [Scanners and Cameras].

2. **Double-click the corresponding WIA driver icon.**

3. **Click [Next >].**

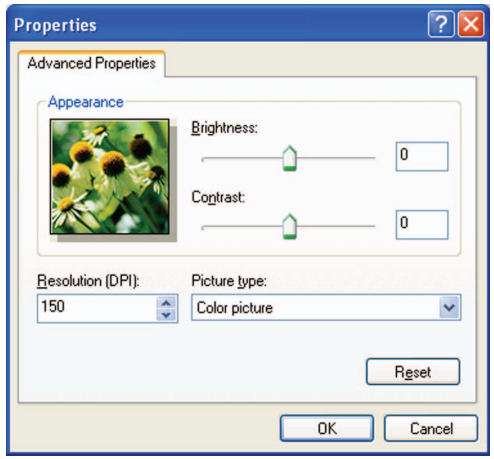
4. **Select a picture type.**



You can select from [Color picture], [Grayscale picture], [Black and white picture or text], and [Custom].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

When selecting [Custom], click [Custom settings] to make detailed settings in the [Properties] dialog box.

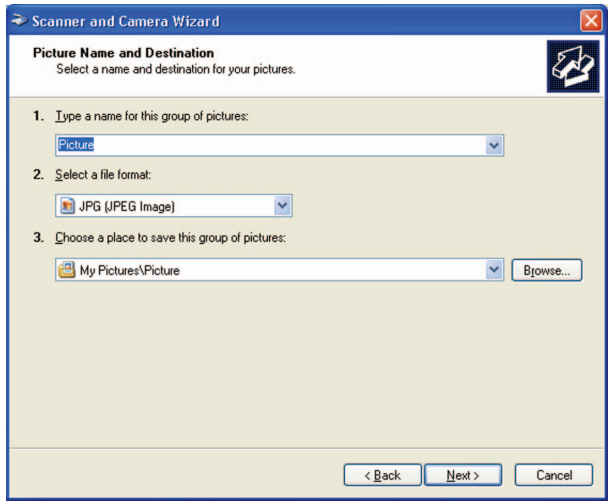


5. Specify the scanned area.

Click [Preview] → drag ■ to specify the scanned area.

6. Click [Next >].

7. Specify a name, a file format, and the location for saving the group of pictures.

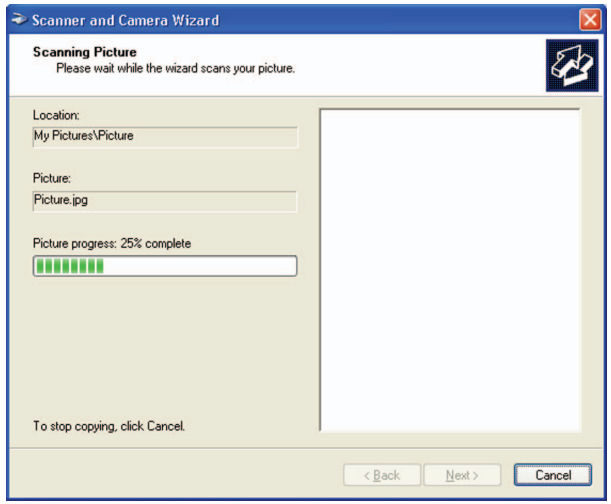


NOTE

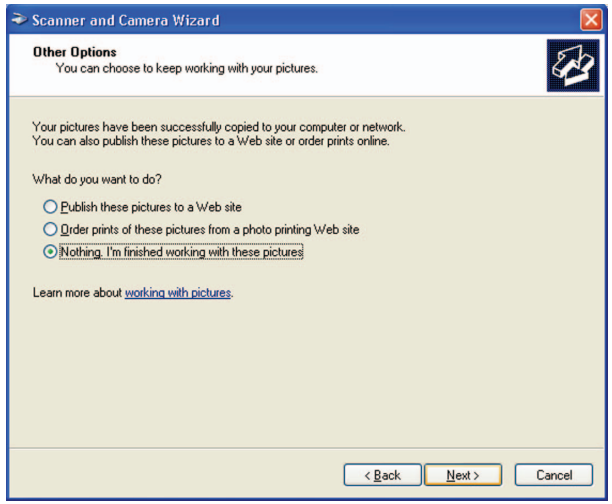
– When you save more than one picture in the same location, sequential numbers are automatically added at the ends of file names.
– You can select a file format from [BMP (Bitmap Image)], [JPG (JPEG Image)], [TIF (TIF Image)], and [PNG (PNG Image)].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

8. **Click [Next >] to start scanning.**



9. **Click [Next >].**



If you want to publish these pictures to a Web site or order printouts online, select the corresponding option.

10. **Click [Finish].**

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Scanning from the [Windows FAX & Scan] Dialog Box (Windows Vista/7 Only)

Depending on the Edition of your Windows Vista/7, this function may not be supported.

1. Open the [Windows FAX & Scan] dialog box.

Windows Vista: Click [Start] on the Windows task bar → select [Control Panel] → [Hardware and Sound] → [Scan a document or picture] in [Scanners and Cameras].
Windows 7: Enter "scanner" in [Search programs and files] under [Start] on the Windows task bar → click [View scanners and cameras].

2. Click [New Scan] to open the [New Scan] dialog box.

You can open it also from the [File] menu by selecting [New] → [Scan].

3. Make sure the corresponding scanner driver icon is displayed on [Scanner].

If you want to use other scanners, click [Change...] to select a desired scanner driver icon.

4. Specify required scan settings.

For details on the settings, see “[New Scan] Dialog Box,” on p. 3-45.

5. Click [Scan].

Scanning will start. When completed, the scanned image is displayed on [Windows Fax & Scan].
When you scan more than one picture, sequential numbers are automatically added to the file names and the image files are saved in the [Scanned Documents] folder in the [Document] folder.
The file names of the images can be renamed afterwards.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Scan from Windows Photo Gallery (Windows Vista Only)

1. Open the [Windows Photo Gallery].

Click [Start] on the Windows task bar → select [All programs] → [Windows Photo Gallery].

2. Open the [Import Pictures and Videos] dialog box.

Select [Import from Camera or Scanner] from the [File] menu.

3. Double-click the corresponding scanner driver icon.

Or select the corresponding scanner driver icon then press [Import].

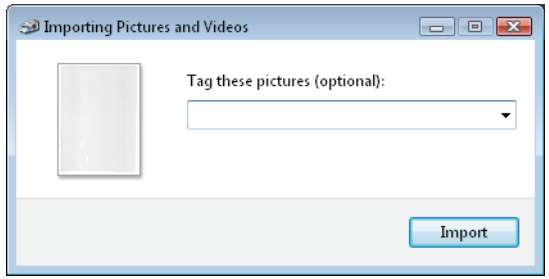
4. Make sure the corresponding scanner driver is displayed on [Scanner].

If you want to use other scanners, click [Change...] to select a desired scanner driver icon.

5. Specify required scan settings.

For details on the settings, see “[New Scan] Dialog Box,” on p. 3-45.

6. Click [Scan]



You can classify the scanned image by typing tag in [Tag these pictures (optional):].
If you save the scanned image without typing the tag, it will be saved in a new folder created under the [Pictures] folder, named by its scan date.

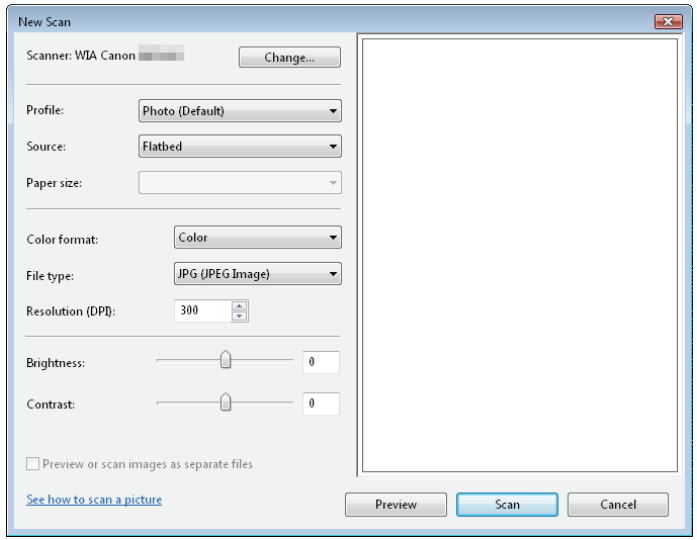
7. Click [Import].

When you scan more than one picture, sequential numbers are automatically added to the file names.
The file names of the images can be renamed afterwards.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[New Scan] Dialog Box

You can specify the detailed settings for each scan.



[Scanner] The corresponding scanner driver is displayed. Click [Change...] to select a desired scanner driver icon.

[Profile] Selects the use for the scanned image from [Add profile...], [Last used settings], [Document], and [Photo (Default)]

NOTE

– If you select [Last used settings], the settings previously used are recalled.
– If you select [Add profile...], you can save new profiles from the [Add New Profile] dialog box.
– To delete or edit added profiles, click [Delete] or [Edit] in the [Scan Profiles] dialog box in the [Scanners and Cameras] folder.

[Source] Selects from [Flatbed] (Platen glass) or [Feeder (Scan one side)].

NOTE

If you have selected [Flatbed] as the paper source, click [Preview] → drag to specify the scanned area. If you have selected [Feeder (Scan one side)] as the paper source, select the page size from the [Paper size].

[Color format] Selects the scanning color type from [Color picture], [Grayscale picture], or [Black and white picture or text].

[File type] Selects a file format from [BMP (Bitmap Image)], [JPG (JPEG Image)], [TIF (TIF Image)], and [PNG (PNG Image)].

[Resolution (DPI)] Selects the scanning resolution in dot per inch (50 to 600).

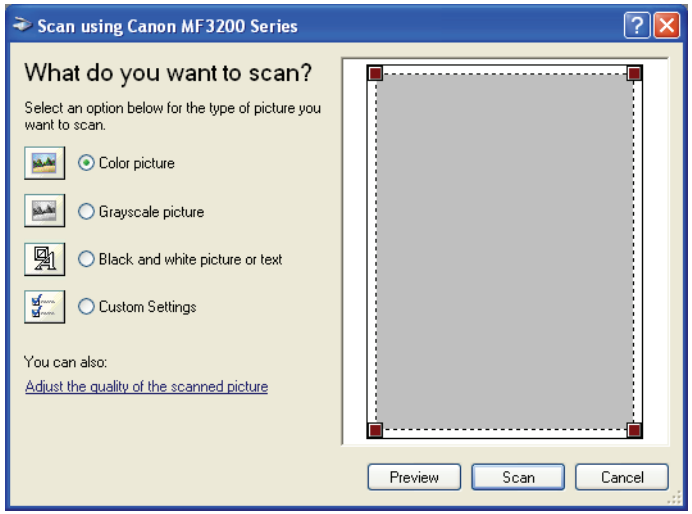
[Brightness] Specifies the brightness (–100 to 100).

[Contrast] Specifies the contrast (–100 to 100) (only for color or grayscale scanning).

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Scanning from an Application (Windows XP/Vista/7 Only)

With the WIA driver dialog box open, follow the procedure below. On how to display the WIA driver, see “Scanning an Image from an Application,” on p. 3-15.



1. Select the picture type.

You can select from [Color picture], [Grayscale picture], [Black and white picture or text], and [Custom Settings].

2. If necessary, click [Adjust the quality of the scanned picture].

The [Advanced Properties] dialog box appears.

3. Adjust the quality of the image → click [OK].

For details on the settings, see “Advanced Properties,” on p. 3-47.

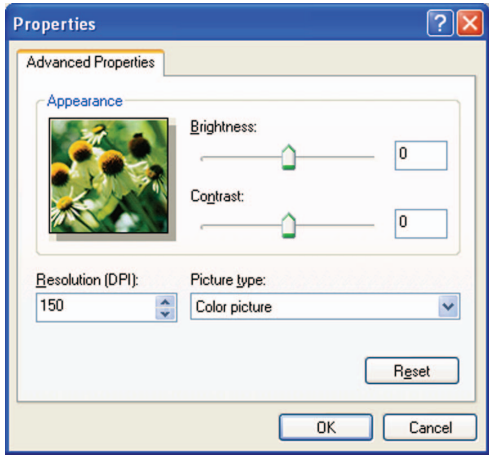
4. Specify the scanned area.

Click [Preview] → drag ■ to specify the scanned area.

5. Click [Scan].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Advanced Properties



Appearance	Shows the preview of sample image.
[Brightness]	Specifies the brightness (–127 to 127).
[Contrast]	Specifies the contrast (–127 to 127) (only for color or grayscale scanning).
[Resolution (DPI)]	Selects the scanning resolution in dot per inch (50 to 600).
[Picture type]	Selects the scanning color type ([Color picture], [Grayscale picture], or [Black and white picture or text]).
[Reset]	Resets all the current settings to their default values.

NOTE

The setting items and default values in the [Advanced Properties] tab vary depending on the type of picture you select.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6

4 PC Faxing

Sending a Fax 4-3

Characters and Symbols for Fax Numbers 4-4

Fax Sending Settings 4-4

Changing Fax Settings 4-14

From a Windows Application 4-14

From the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) Folder 4-15

Windows 98/Me Fax Properties 4-17

Windows 2000/XP/Vista/7 FAX Properties and FAX Printing Preferences 4-28

FAX Properties 4-28

FAX Printing Preferences 4-32

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6

Canon Cover Sheet Editor 4-42
Installing and Uninstalling Cover Sheet Editor..... 4-43
Opening, Saving, and Closing a File 4-46
Creating an Original Cover Sheet..... 4-48
Printing a Cover Sheet 4-69
Registering an Original Cover Sheet as a Template ... 4-69

Table of Contents
Index

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Sending a Fax

You can send a fax to multiple recipients in one operation.

NOTE

– You cannot send a fax when an error occurs in the machine.
– A very large document may not be sent.
– You can send up to 256 pages per fax (Based on ITU-T No. 1 Chart, Standard Mode.). A document of 257 pages or more needs to be sent in separate faxes.
– Your machine must be connected via USB and the USB printer driver loaded to fax from your computer. This machine does not support network faxing.

1. Open the document you want to fax in an application → select the command to print.

In most cases, click [Print] from the [File] menu.
The [Print] dialog box appears.

2. From the [Select Printer] list box or the [Name] drop-down list in the [Print] dialog box, select [Canon MF3200 Series (FAX)].

3. Click [Print] or [OK].

The [Fax Sending Settings] dialog box appears.

4. In the [Fax Sending Settings] dialog box, enter the [Recipient Name] and [Fax Number], or select them from the Address Book → click [Add to Recipient List] or [Add to List].

For details on how to use the [Fax Sending Settings] dialog box, see “Fax Sending Settings,” on p. 4-4.
For details on the characters and symbols you can use for fax numbers, see “Characters and Symbols for Fax Numbers,” on p. 4-4.
For details on how to select a recipient from the Address Book, see “Select Recipient from Address Book,” on p. 4-6.

NOTE

– You cannot send a fax without entering the [Recipient Name].
– Up to 38 characters (excluding “-”) can be entered in the [Fax Number] edit box.
– Up to 85 characters can be entered in the [Recipient Name] edit box.
– To select the [Recipient Name] and [Fax Number] from the Address Book, you must register them in the Address Book first. For details, see “Edit Address Book Tab,” on p. 4-33.
– You can register the recipient and his/her fax number in the Address Book so that you can use it in the future. Click [Add to Address Book] after entering the recipient name and fax number in the [Fax Sending Settings] dialog box. You can enter additional information, such as the company name and department, etc., in the [Edit Address Book] tab. (See “Edit Address Book Tab,” on p. 4-33.)

5. Click [OK].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Characters and Symbols for Fax Numbers

You can use the following characters and symbols in the fax numbers you send from your computer or for a recipient you register in the Address Book.

Character/symbol	Explanation
0-9 * #	For use in telephone and fax numbers.
P/p	To place a pause in numbers.
R	Required for the first character of the number.
+ - (),	To make the number easier to read.

Fax Sending Settings

If you select the command to print from an application, the [Fax Sending Settings] dialog box appears. The [Fax Sending Settings] dialog box has three tab sheets.

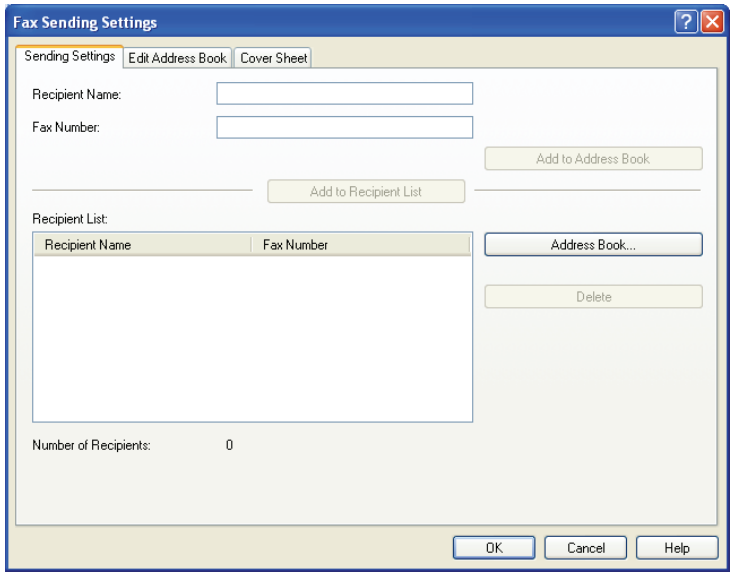
NOTE

– For more information about the following features, see the online help. (See “Online Help,” on p. 1-2.)
– The screen shots shown are from Windows XP.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Sending Settings Tab

Specifies the recipient name and fax number of the destination to which you send a fax. You can specify multiple destinations in one operation.



[Recipient Name] Specifies the recipient's name.

[Fax Number] Specifies the fax/telephone number of the recipient.
For details on the characters and symbols you can use for fax numbers, see "Characters and Symbols for Fax Numbers," on p. 4-4.

[Add to Address Book] Adds the recipient name and fax numbers you entered in [Recipient Name] and [Fax Number] to the Address Book.

[Add to Recipient List] Adds the recipient name and fax numbers you entered in [Recipient Name] and [Fax Number] to the [Recipient List].

[Recipient List] Shows the list of the recipient names and fax numbers of the destinations you are going to send a fax.

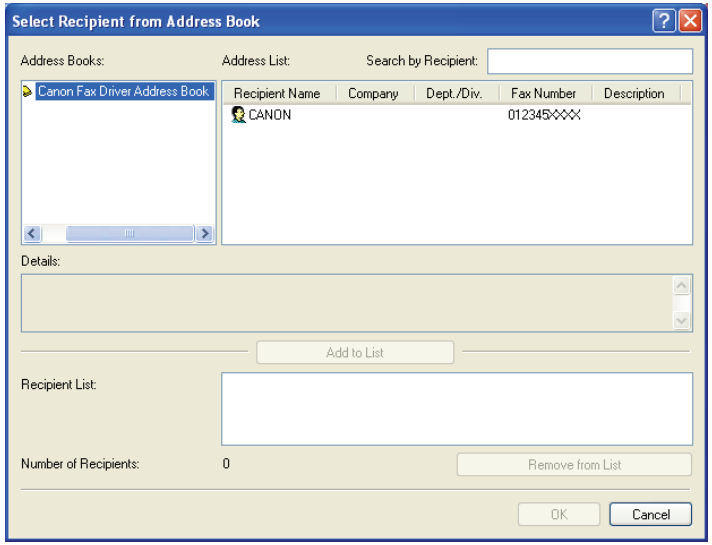
[Address Book] Opens the [Select Recipient from Address Book] dialog box. (See "Select Recipient from Address Book," on p. 4-6.)

[Delete] Deletes destination(s) from the [Recipient List]. Select the destination(s) you want to delete from the list and click [Delete].

[Number of Recipients] Display the number of recipients added to the [Recipients List].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Select Recipient from Address Book



[Address Books] Shows the available address books.

NOTE

Address books might not be shown in the cases below.
– There are no address book files.
– The address book file is a read-only file.
– The user is not authorized to write in the address book.

[Address List]	Displays the list of the destinations registered in the Address Book. The entries can be sorted by their information ([Recipient Name], [Company], [Dept./Div.], [Fax Number], and [Description]).
[Search by Recipient]	Searches the destination by the recipient name.
[Details]	Displays the information about the selected destination in the [Address List].
[Add to List]	Adds the recipient names and fax numbers you selected in the [Address List].
[Recipient List]	Shows the list of the recipient names and fax numbers of the destinations you are going to send a fax.
[Number of Recipients]	Display the number of recipients added to the [Recipients List].
[Remove from List]	Deletes destination(s) from the [Recipient List]. Select the destination(s) you want to delete from the list and click [Remove from List].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Edit Address Book Tab

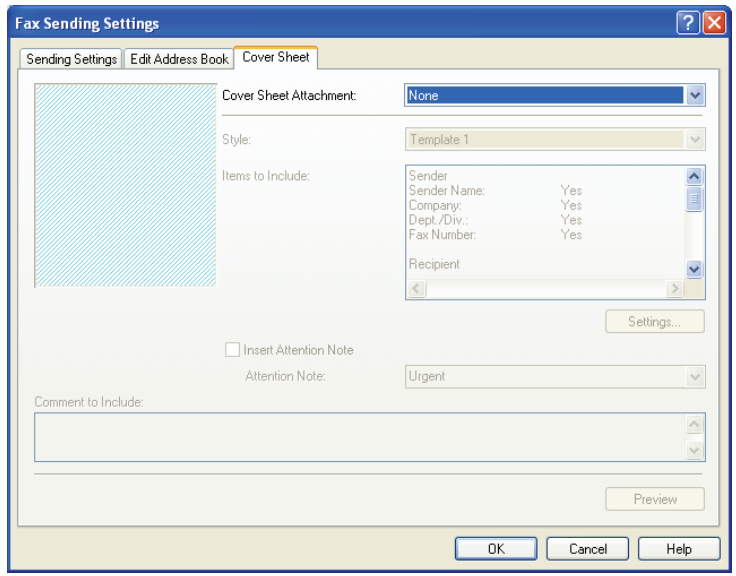
Allows you to edit the Address Book. For details, see “Edit Address Book Tab,” on p. 4-33.

Cover Sheet Tab

Specifies the cover sheet to be attached to the document you fax.

NOTE

You can create your original cover sheets using the Canon Cover Sheet Editor. For details, see “Canon Cover Sheet Editor,” on p. 4-42.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

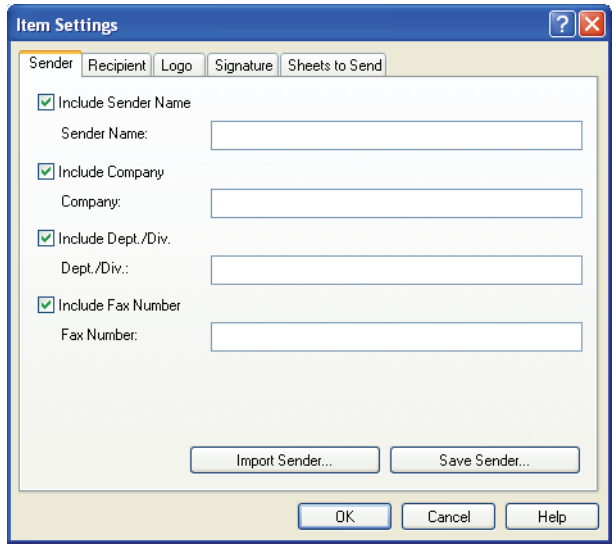
[Cover Sheet Attachment]	Specifies if the cover sheet is attached or not ([None], [Different Sheet to Each Recipient], or [Same Sheet to All Recipients]).
[Style]	Selects the style of the cover sheet from the list of the cover sheet templates supplied with the fax driver, or the cover sheets you registered in the [Register Cover Sheet] dialog box (for Windows 98/Me, see “Register Cover Sheet Tab,” on p. 4-24, for Windows 2000/XP/Vista/7, see “Register Cover Sheet Tab,” on p. 4-38.)
[Items to Include]	Displays the items to be included in the cover sheet.
[Settings]	Opens the [Item Settings] dialog box. (See “Item Settings,” on p. 4-8.)
[Insert Attention Note]	Prints the attention label specified in the [Attention Note] drop-down list, to the cover sheet ([Urgent], [Very Urgent], [FYI], or [Confidential]).
[Comment to Include]	Allows you to enter the comment to be included in the cover sheet.
[Preview]	Displays the preview image of the cover sheet.

Item Settings

The [Item Settings] dialog box allows you to set the details of the items to be included in the cover sheets. The [Item Settings] dialog box has the following five tab sheets.

● Sender Tab

The [Sender] tab sheet enables you to edit the sender information to be included in the cover sheets.

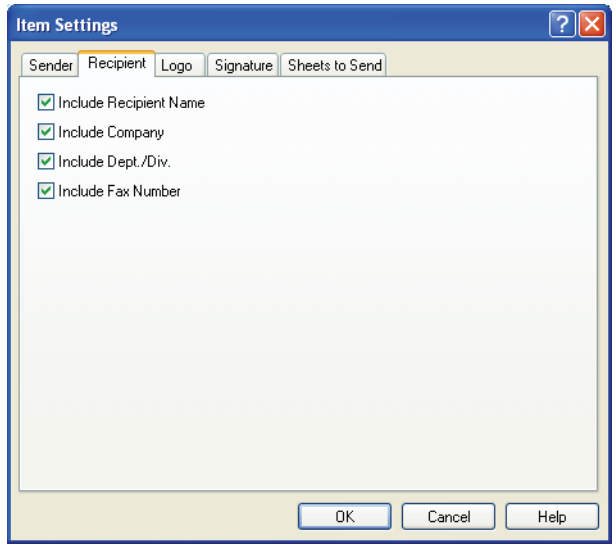


Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Include Sender Name]	Enables you to enter the sender name in [Sender Name] text box up to 85 characters.
[Include Company]	Enables you to enter the company name in the [Company] text box up to 40 characters.
[Include Dept./ Div.]	Enables you to enter the department or division name of the sender in the [Dept./Div.] text box up to 40 characters.
[Include Fax Number]	Enables you to enter the fax number in the [Fax Number] text box up to 45 characters (up to 38 characters excluding hyphens “-”).
[Import Sender]	Imports sender information from a CSV file.
[Save Sender]	Saves sender information in a CSV file.

● Recipient Tab

Specifies to include the display of Recipient information specified in the Address Book on the cover sheet.

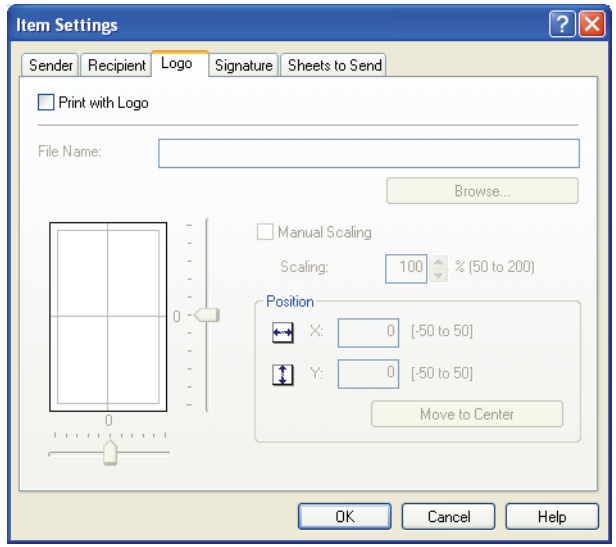


Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Include Recipient Name]	Enters the recipient name.
[Include Company]	Enters the recipient's company name.
[Include Dept./ Div.]	Enters the recipient's department or division name.
[Include Fax Number]	Enters the recipient's fax number. For details on the characters and symbols you can use for fax numbers, see "Characters and Symbols for Fax Numbers," on p. 4-4.

● Logo Tab

The [Logo] tab sheet enables you to select whether the logo is attached to the cover sheet, and sets how the logo is attached.

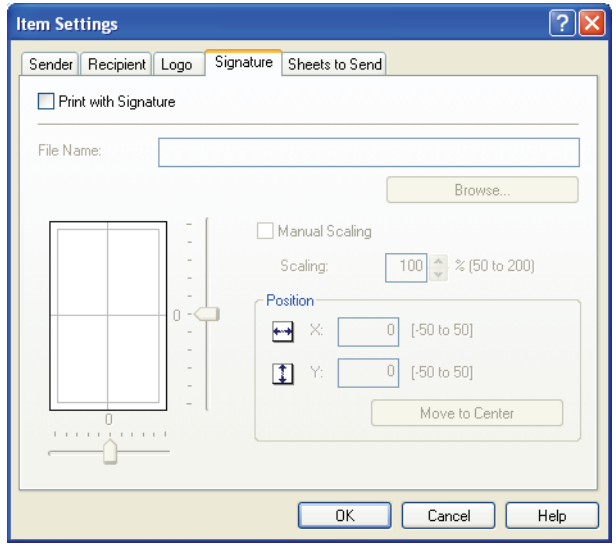


Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Print with Logo]	Attaches the logo to the cover sheet.
[File Name]	Selects the data file of the logo to be attached to the cover sheet. You can select a bitmap data only.
[Browse]	Allows you to search for the logo file in your computer.
[Manual Scaling]	Enables you to specify the size of the logo in [Scaling] from 50% to 200%.
[Position]	Specifies the vertical and horizontal position where the logo is printed. You can enter the values in the [X] and [Y] edit boxes (in a range from –50 to 50), or use the X and Y slide bars to move the position.
[Move to Center]	Relocates the logo to the center of the page.

● Signature Tab

The [Signature] tab sheet enables you to select whether the signature is attached to the cover sheet, and sets how the signature is attached.

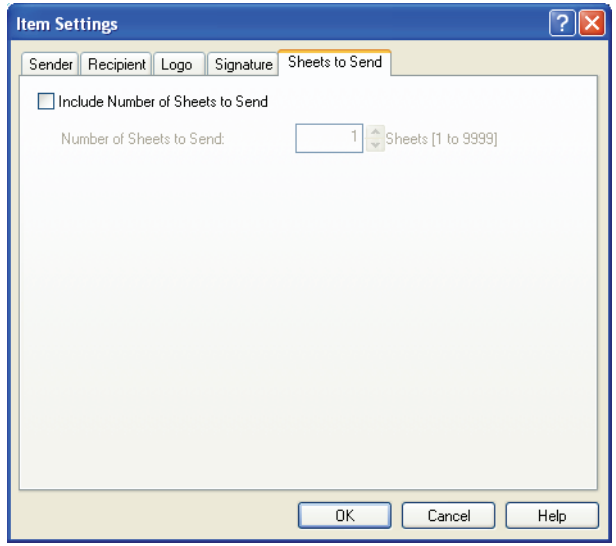


Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Print with Signature]	Attaches the signature to the cover sheet.
[File Name]	Selects the data file of the signature to be attached to the cover sheet. You can select a bitmap data only.
[Browse]	Allows you to search for the signature file in your computer.
[Manual Scaling]	Enables you to specify the size of the signature in [Scaling] from 50% to 200%.
[Position]	Specifies the vertical and horizontal position where the signature is printed. You can enter the values in the [X] and [Y] edit boxes (in a range from –50 to 50), or use the X and Y slide bars to move the position.
[Move to Center]	Relocates the signature to the center of the page.

● Sheets to Send Tab

The [Sheets to Send] tab sheet enables you to select whether the number of sheets to send is included in the cover sheet, and edit the number of sheets to be included in the cover sheet.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Include Number of Sheets to Send]	Enables you to specify the number of sheets in the [Number of Sheets to Send] text box up to maximum of 9999.

NOTE

Number of sheet to send is not counted automatically. The number you entered will be printed on the cover page.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Changing Fax Settings

If you want to view or change the fax options, access the fax properties or fax printing preferences dialog box of the fax driver.
You can access the fax properties dialog box either from the application's [Print] dialog box and the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder, or the fax printing preferences dialog box from the [Printers and Faxes] (Windows 2000: [Printers]) folder.
To access the dialog box, follow this procedure below.

NOTE

– If you open the fax properties dialog box from the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) folder, you can set up the fax configuration and configure the fax settings for all Windows applications. The fax printing preferences dialog box enables you to specify the default settings for the faxing options available when you fax with the Canon imageCLASS MF3200 Series (only for Windows 2000/XP/Vista/7).
– The number of tabs displayed in the properties dialog box will vary, depending on the type of operating system you are using and the method you use to access the dialog box.
– The method you use to access the dialog boxes determines how long the faxing options remain in effect:
If you access the dialog box from an application's [Print] dialog box, your selected faxing options apply to the fax jobs that sent from the application. They will not be stored when you close the application.
If you access the dialog box from the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) folder, selected faxing options apply to all Windows applications and remain in effect until you change those settings.

From a Windows Application

Opening the Canon MF3200 Series (FAX) Printing Preferences or Canon MF3200 Series (FAX) Properties Dialog Box

1. **Open the application from which you will fax the document.**
2. **Select the command to print.**
   In most cases, click [Print] from the [File] menu.
   The [Print] dialog box appears.
3. **From the [Select Printer] list box or the [Name] drop-down list in the [Print] dialog box, select the fax to be used.**
4. **Click [Preferences] or [Properties].**
   The [Canon MF3200 Series (FAX) Printing Preferences] or [Canon MF3200 Series (FAX) Properties] dialog box appears.

   NOTE

   Depending on the application you are using, select the printer to be used in the [General] tab sheet in the [Print] dialog box, then specify the print settings in the corresponding tab sheet. (Only for Windows 2000.)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

From the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) Folder

Opening the Canon MF3200 Series (FAX) Properties Dialog Box

1. **Open the [Printers and Faxes] (Windows 98/Me/2000: [Printers]) folder.**

   Click [start] on the Windows task bar → select [Printers and Faxes] (Windows 98/Me/2000: [Start] → [Settings] → [Printers]).

2. **Click the corresponding printer driver icon.**

3. **From the [File] menu, click [Properties].**

   You can also open the [Canon MF3200 Series (FAX) Properties] dialog box by right clicking the corresponding printer driver icon and selecting [Properties] from the pop-up menu.
   The [Canon MF3200 Series (FAX) Properties] dialog box appears.

Opening the Canon MF3200 Series (FAX) Printing Preferences Dialog Box (Windows 2000/XP Only)

1. **Open the [Printers and Faxes] (Windows 2000: [Printers]) folder.**

   Click [start] on the Windows task bar → select [Printers and Faxes] (Windows 2000: [Start] → [Settings] → [Printers]).

2. **Click the corresponding printer driver icon.**

3. **From the [File] menu, click [Printing Preferences].**

   You can also open the [Canon MF3200 Series (FAX) Printing Preferences] dialog box by right clicking the corresponding printer driver icon and selecting [Printing Preferences] from the pop-up menu.
   The [Canon MF3200 Series (FAX) Printing Preferences] dialog box appears.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Windows Vista/7

● **Opening the fax properties dialog box**

1. Open the [Printers] folder.

Windows Vista: Click [Start] on the Windows task bar → select [Control Panel] → click [Printer] under [Hardware and Sound].
Windows 7: Click [Start] on the Windows task bar → [Devices and Printers].

2. Right click the corresponding fax driver icon and select [Properties] from the pop-up menu.

You can also open the properties dialog box by clicking the corresponding fax driver icon → [Set printer properties] on the toolbar.

● **Opening the fax printing preferences dialog box**

1. Open the [Printers] folder.

Windows Vista: Click [Start] on the Windows task bar → select [Control Panel] → click [Printer] under [Hardware and Sound].
Windows 7: Click [Start] on the Windows task bar → [Devices and Printers].

2. Right click the corresponding fax driver icon and select [Printing Preferences] from the pop-up menu.

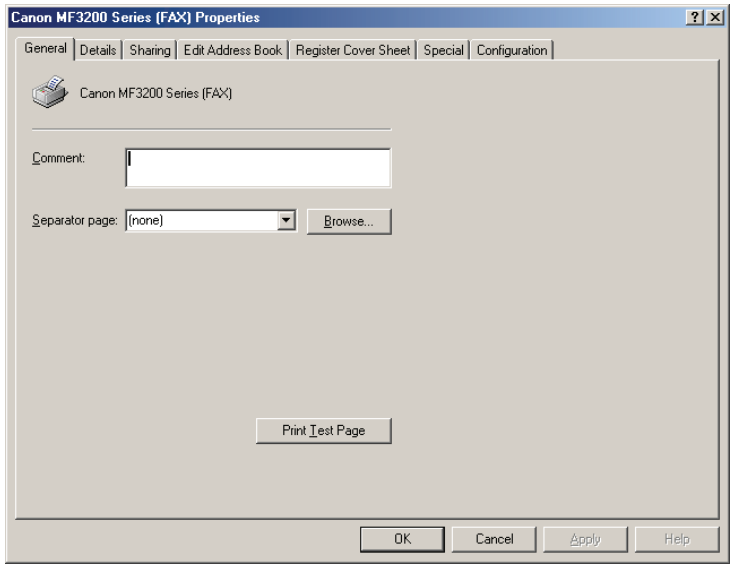
You can open the fax printing preferences dialog box also by clicking the corresponding fax driver icon → [select printing preferences] on the toolbar.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Windows 98/Me Fax Properties

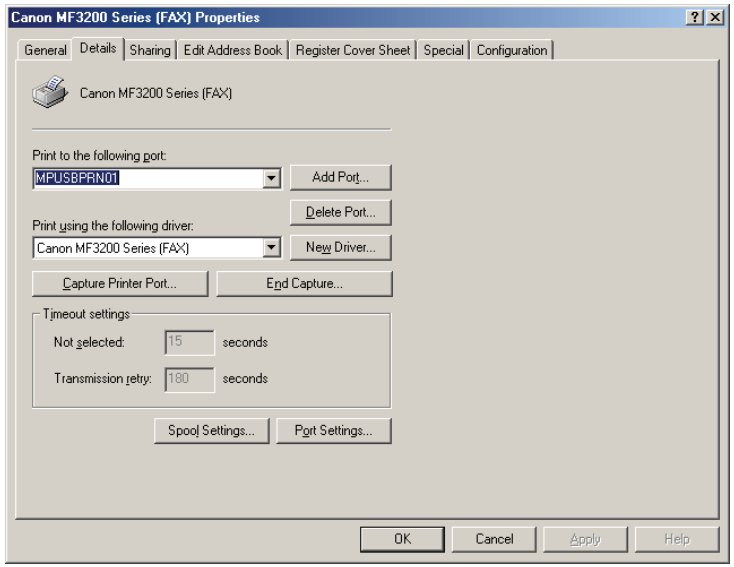
General Tab

Lets you print a test page or define separator pages. Refer to your Windows operating system documentation for more information.



Details Tab

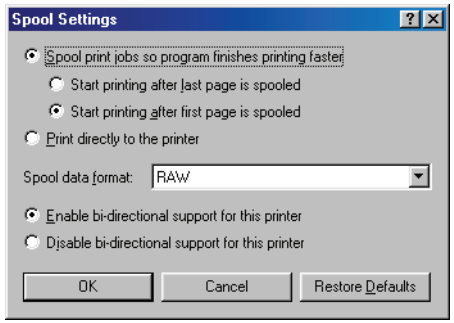
Specifies the printer port and timeout settings. Refer to your Windows operating system documentation for more information.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

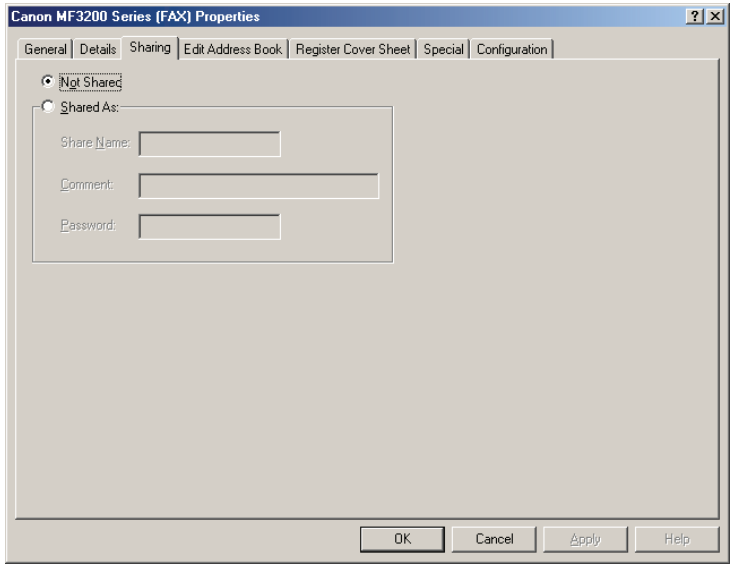
Spool Settings

The installer sets the following defaults.



Sharing Tab

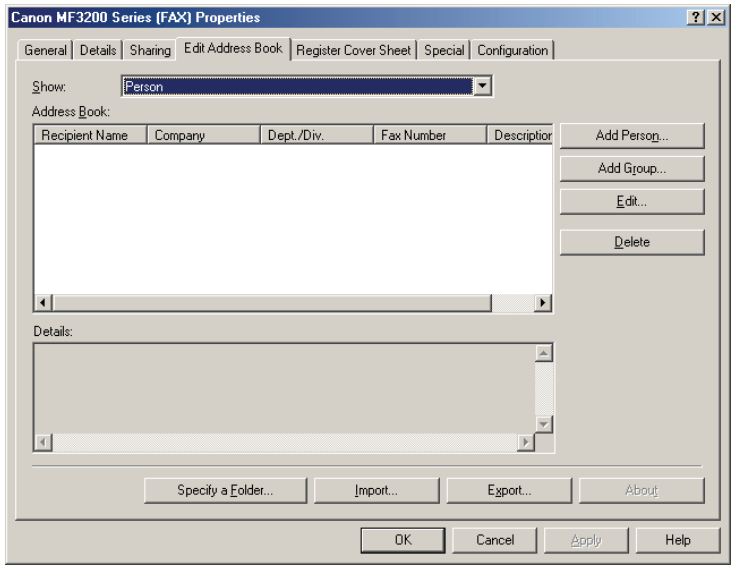
Specifies the printer sharing settings. This tab sheet is available only when the printer sharing is enabled. (See “Using the Machine on Your Network,” on p. 2-54.) Refer to your Windows operating system documentation for more information.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Edit Address Book Tab

Lets you edit the address book.



[Show] Selects the category of the list displayed in [Address Book] from the drop-down list ([Person], [Group], or [All]).

[Address Book] Displays the list of the destinations registered in the Address Book. The entries can be sorted by their information ([Recipient Name], [Company], [Dept./Div.], [Fax Number], and [Description]).

[Add Person] Opens the [Add Person] dialog box. (See “Add Person,” on p. 4-20.)

[Add Group] Opens the [Add Group] dialog box. (See “Add Group,” on p. 4-21.)

[Edit] Edits the selected entry in the Address Book list. If you select a person, the [Edit Person] dialog box appears. (See “Edit Person,” on p. 4-22.) If you select a group, the [Edit Group] dialog box appears. (See “Edit Group,” on p. 4-23.)

[Delete] Deletes the selected entry from the Address Book.

[Details] Displays the information about the selected destination in the [Address Book].

[Specify a Folder] Opens the [Browse for Folder] dialog box. Enables you to make changes to the Address book folder.

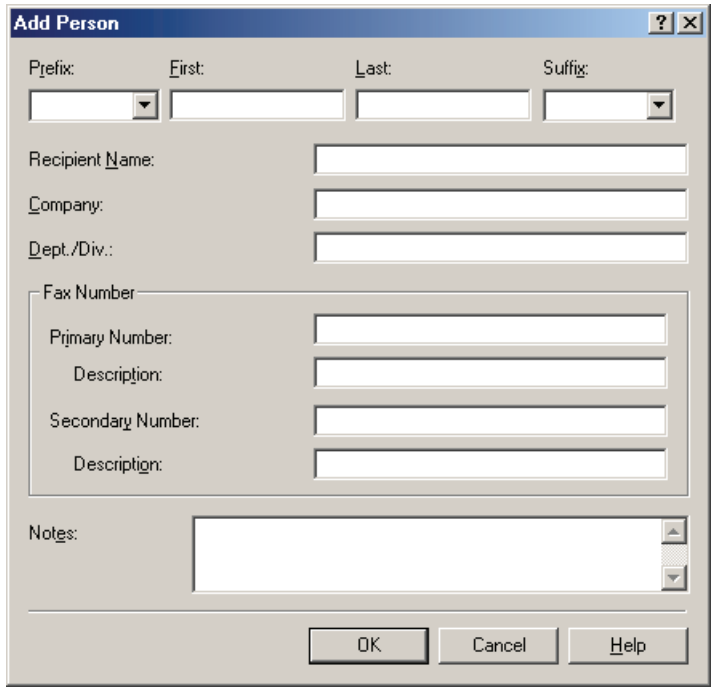
[Import] Enables you to import address book data from files. Importable file types are: some CSV files (with file extension “*.csv”) and some Canon Data Files (with file extension “*.abk”).

[Export] Exports the address book data to an outside file. You can select the exported file type from a CSV file (with file extension “*.csv”) or a Canon Data File (with file extension “*.abk”).

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Add Person

The [Add Person] dialog box enables you to register a person and his/her information in the Address Book.



You can register the following information:

[Prefix]	Enters the prefix to the recipient's name, or selects the prefix from the drop-down list ([Dr.], [Mr.], [Mrs.], or [Ms.]).
[First]	Enters the recipient's first name.
[Last]	Enters the recipient's last name.
[Suffix]	Enters the suffix to the recipient's name, or selects the suffix from the drop-down list ([Jr.], [MD], or [Sr.]).
[Recipient Name]	Enters the recipient name.
[Company]	Enters the recipient's company name.
[Dept./Div.]	Enters the recipient's department or division name.
[Fax Number]	Enters the recipient's fax number. You can enter two numbers and descriptions.
[Notes]	Enters the additional information about the recipient.

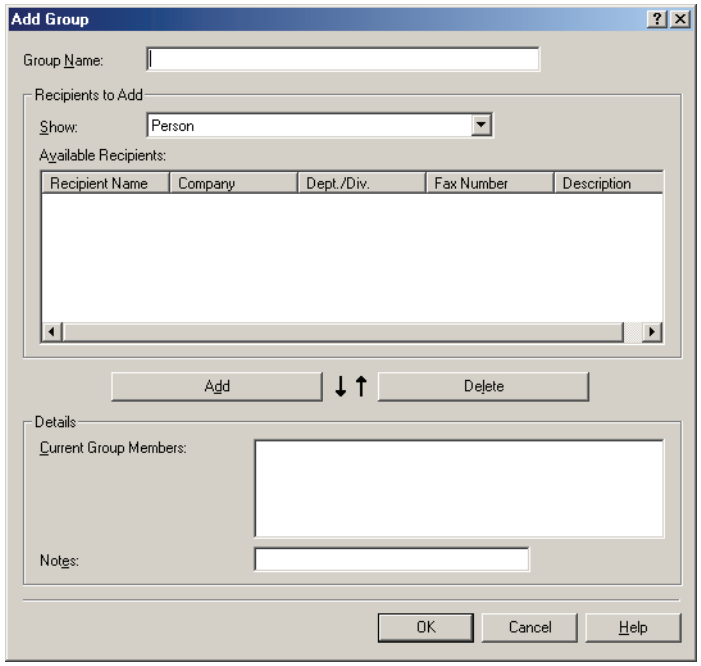
NOTE

When you press [OK] without entering the recipient name in the [Recipient Name], the [Prefix], [First], [Last], and [Suffix] are automatically applied to the [Recipient Name] and displayed on the cover sheet.
If names in the [Recipient Name] and the [Prefix], [First], [Last], and [Suffix] are different, the name in the [Recipient Name] is displayed on the cover sheet.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Add Group

The [Add Group] dialog box enables you to register a group and its information in the Address Book.



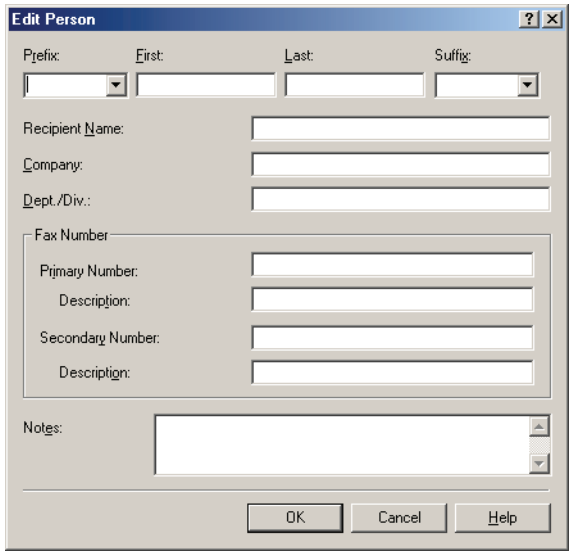
You can register the following information:

[Group Name]	Enters the group name.
[Show]	Selects the category of the list displayed in [Available Recipients] from the drop-down list ([Person], [Group], or [All]).
[Available Recipients]	Displays the list of recipients already registered in the Address Books.
[Add]	Adds a person/group to the group.
[Delete]	Deletes a person/group from the group.
[Current Group Members]	Displays the members currently registered in the group.
[Notes]	Enters the additional information about the group.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Edit Person

The [Edit Person] dialog box enables you to edit a person and his/her information in the Address Book.



You can edit the following information:

[Prefix]	Enters the prefix to the recipient's name, or selects the prefix from the drop-down list ([Dr.], [Mr.], [Mrs.], or [Ms.]).
[First]	Enters the recipient's first name.
[Last]	Enters the recipient's last name.
[Suffix]	Enters the suffix to the recipient's name, or selects the suffix from the drop-down list ([Jr.], [MD], or [Sr.]).
[Recipient Name]	Enters the recipient name.
[Company]	Enters the recipient's company name.
[Dept./Div.]	Enters the recipient's department or division name.
[Fax Number]	Enters the recipient's fax number. You can enter two numbers and descriptions.
[Notes]	Enters the additional information about the recipient.

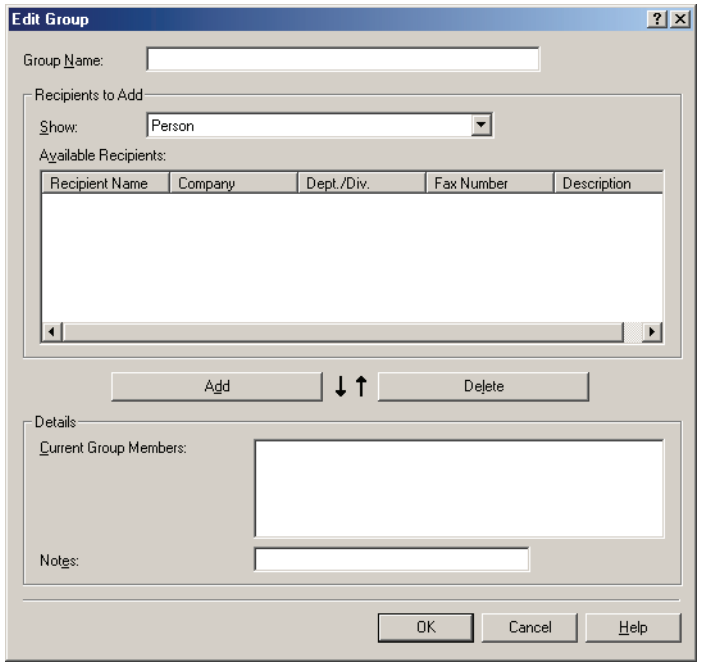
NOTE

When you press [OK] without entering the recipient name in the [Recipient Name], the [Prefix], [First], [Last], and [Suffix] are automatically applied to the [Recipient Name] and displayed on the cover sheet.
If names in the [Recipient Name] and the [Prefix], [First], [Last], and [Suffix] are different, the name in the [Recipient Name] is displayed on the cover sheet.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Edit Group

The [Edit Group] dialog box enables you to edit a group and its information in the Address Book.



You can edit the following information:

[Group Name]	Enters the group name.
[Show]	Selects the category of the list displayed in [Available Recipients] from the drop-down list ([Person], [Group], or [All]).
[Available Recipients]	Displays the list of recipients already registered in the Address Books.
[Add]	Adds a person/group to the group.
[Delete]	Deletes a person/group from the group.
[Current Group Members]	Displays the members currently registered in the group.
[Notes]	Enters the additional information about the group.

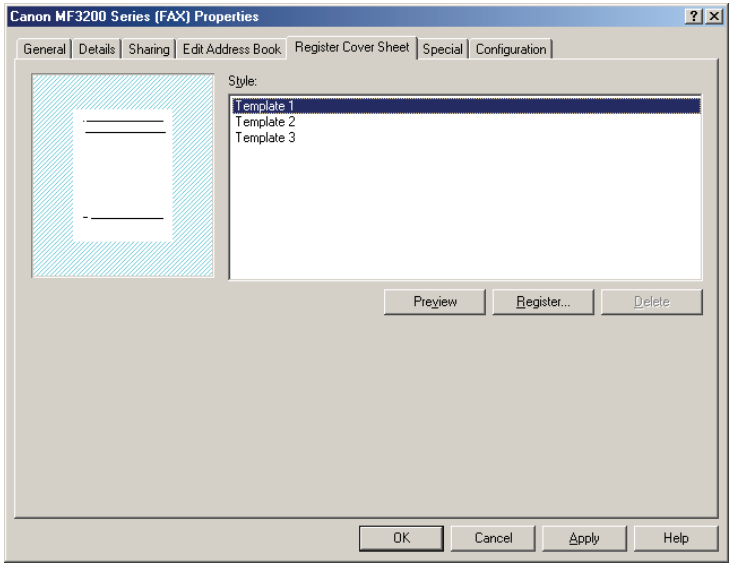
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Register Cover Sheet Tab

Registers/deletes the cover sheets to be attached to the document you fax.

NOTE

You can create your original cover sheets using the Canon Cover Sheet Editor. For details, see “Canon Cover Sheet Editor,” on p. 4-42.



Preview image	Displays the image with the currently selected settings reflected.
[Style]	Displays the list of the registered cover sheets.
[Preview]	Displays the preview image of the selected cover sheet.
[Register]	Registers the cover sheet template.
[Delete]	Deletes the registered cover sheet template. Select a cover sheet template from [Style], then press [Delete].

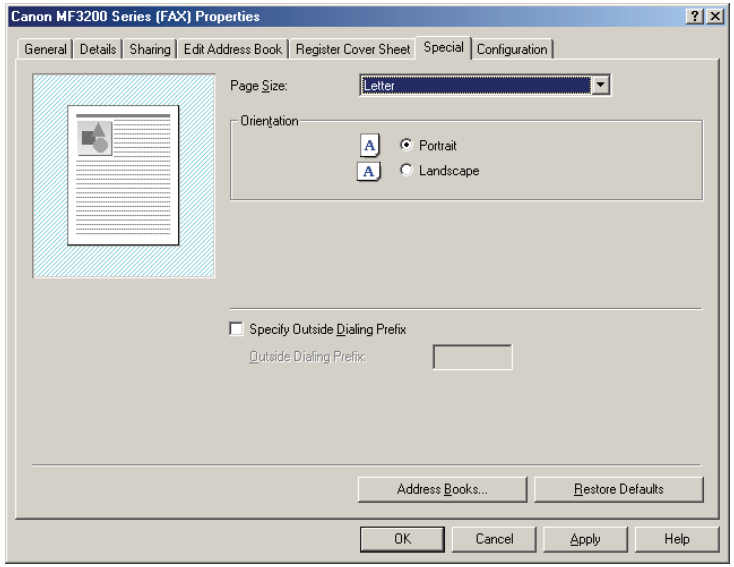
NOTE

You cannot delete a pre-defined cover sheet template.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Special Tab

Specifies the page settings including the paper size and orientation.
You can also specify the outside dialing prefix if you dial through a switchboard.



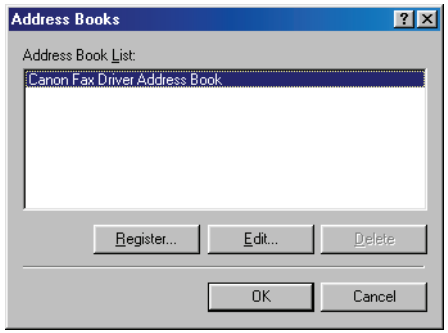
Default settings depend on the country/region of purchase.

Preview image	Displays the image with the currently selected settings reflected.
[Page Size]	Selects the original page size to work with in an application ([Letter], [Legal], [A4], or [A5]).
[Orientation]	Selects the direction of printing relative to the paper ([Portrait] or [Landscape]).
[Specify Outside Dialing Prefix]	Enables you to enter the prefix number in [Outside Dialing Prefix] up to 5 digits.
[Address Books]	Opens the [Address Books] dialog box. (See “Address Books,” on p. 4-26.)
[Restore Defaults]	Resets all the current settings to their default values.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Address Books

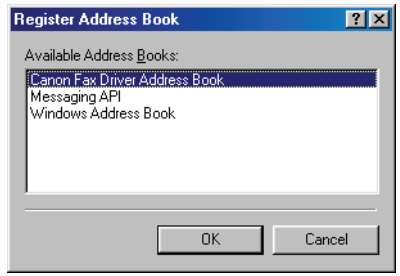
Clicking [Address Books] in the [Special] tab sheet opens the [Address Books] dialog box. This dialog box enables you to specify an Address Book to be referred to when sending a fax.



[Address Book List]	Displays the list of the registered Address Books.
[Register]	Opens the [Register Address Book] dialog box. (See “Register Address Book,” on p. 4-26.)
[Edit]	Opens the [Add/Edit Canon Fax Driver Address Book] dialog box. (See “Add/Edit Canon Fax Driver Address Book,” on p. 4-27.)
[Delete]	Deletes the selected Address Book from the [Address Book List].

Register Address Book

This dialog box enables you to register the Address Books to be used when you send a fax.

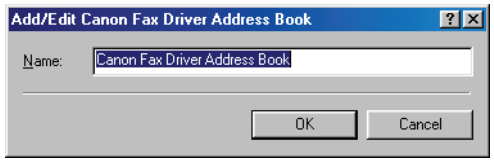


[Available Address Books]	Displays the list of the available Address Books.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

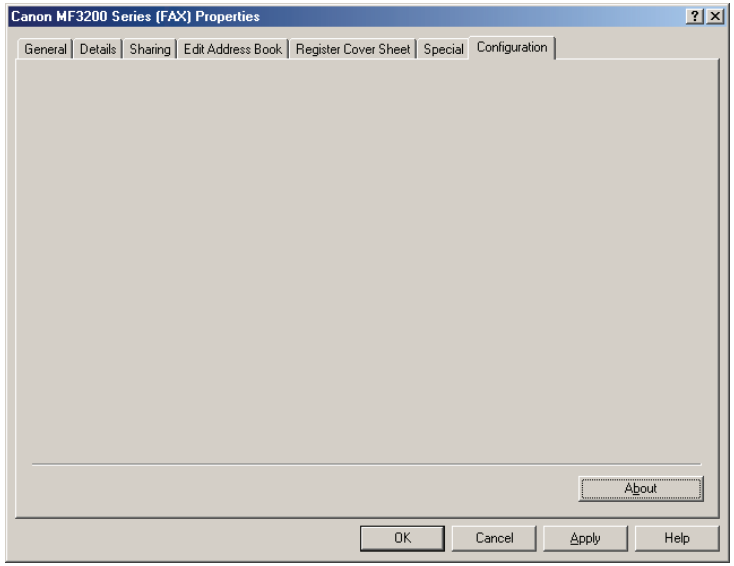
Add/Edit Canon Fax Driver Address Book

This dialog box enables you to edit the properties of the Address Books to be used when you send a fax.



[Name] Changes the name of the Address Book. You can enter up to 64 characters.

Configuration Tab



[About] Displays the version information on the driver.

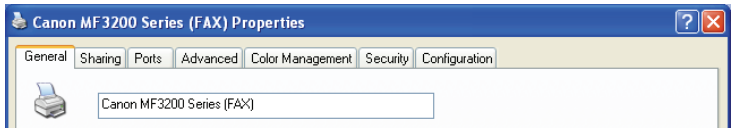
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Windows 2000/XP/Vista/7 FAX Properties and FAX Printing Preferences

The FAX driver for Windows 2000/XP/Vista/7 has the following two main dialog boxes:

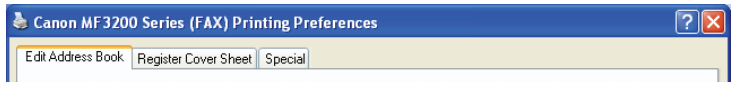
The FAX Properties Dialog Box

This dialog box enables you to set up the fax configuration and configure the fax settings for all Windows applications.



The FAX Printing Preferences Dialog Box

This dialog box enables you to edit the address book, register the cover sheets, and set up the page settings.



FAX Properties

The [Canon MF3200 Series (FAX) Properties] dialog box contains several tab sheets that enable you to set up the fax configuration and configure the fax settings.

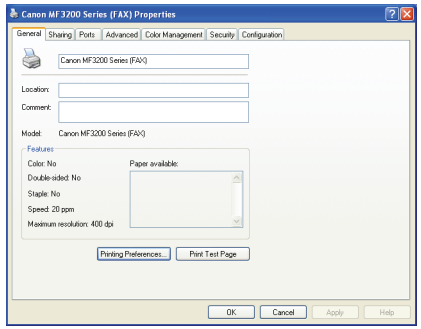
NOTE

- The number of tabs displayed in the properties dialog box depends on how you have your system set up.
- For more information about the following features, see the online help. (See “Online Help,” on p. 1-2.)
- The screen shots shown are from Windows XP.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

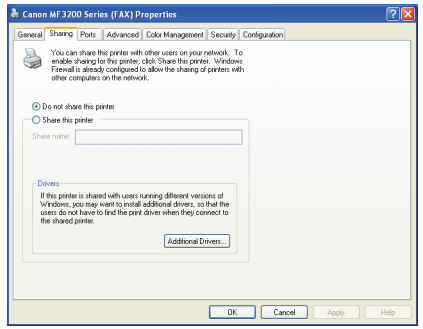
General Tab

Lets you print a test page and define faxing preferences. Refer to your Windows operating system documentation for more information.



Sharing Tab

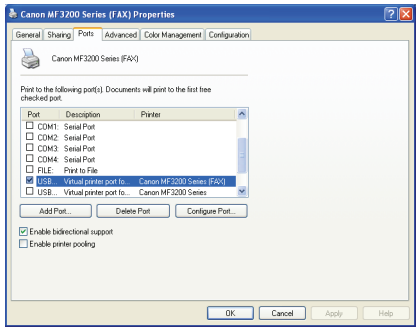
Specifies the printer sharing settings. This tab sheet is available only when the sharing is enabled. Refer to your Windows operating system documentation for more information.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

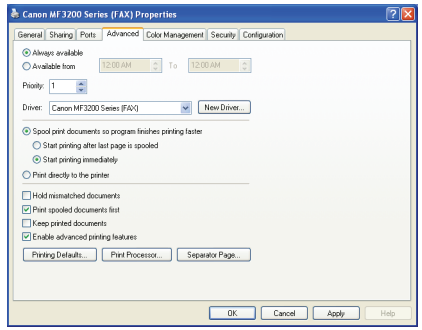
Ports Tab

Specifies the port to which the printer is attached. Refer to your Windows operating system documentation for more information.



Advanced Tab

Specifies the settings for print spooling. Refer to your Windows operating system documentation for more information.



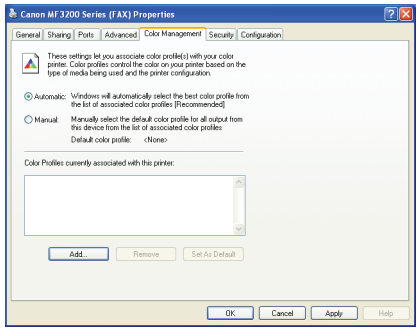
NOTE

[Spool print documents so program finishes printing faster] and [Start printing immediately] are set automatically when you install the printer driver.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

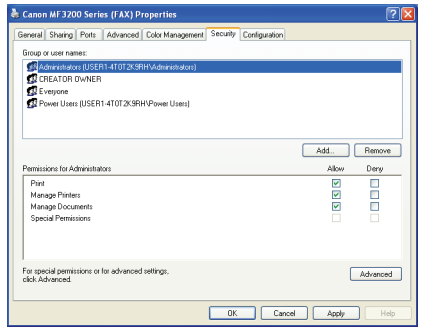
Color Management Tab

Associates color profiles with your color printer. Refer to your Windows operating system documentation for more information.



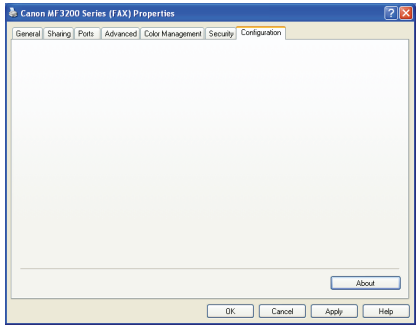
Security Tab

Specifies security settings. Refer to your operating system documentation for more information.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Configuration Tab



[About] Displays the version information on the driver.

FAX Printing Preferences

The [Canon MF3200 Series (FAX) Printing Preferences] dialog box contains three tab sheets that enable you to edit the address book, register the cover sheets, and set up the page settings.

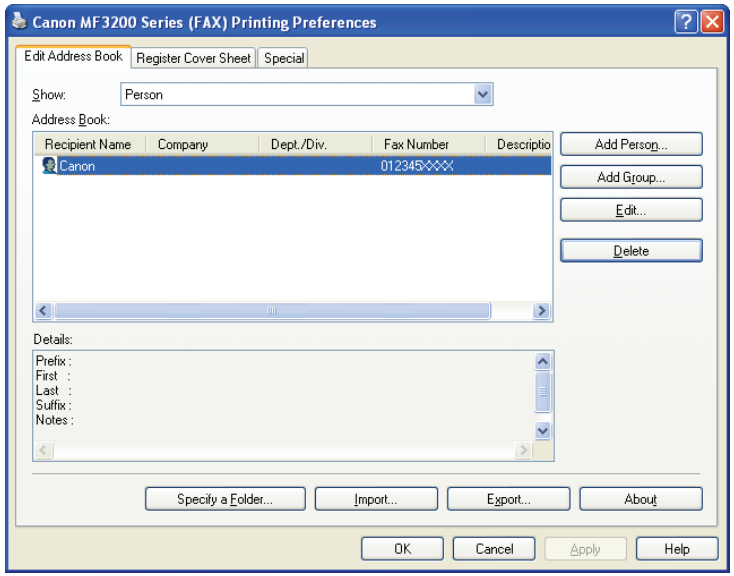
NOTE

– If you access the equivalent dialog box from an application's [Print] dialog box, your selected faxing options apply only to the current fax job.
– For more information about the following features, see the online help. (See “Online Help,” on p. 1-2.)
– The screen shots shown are from Windows XP.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Edit Address Book Tab

Lets you edit the address book.



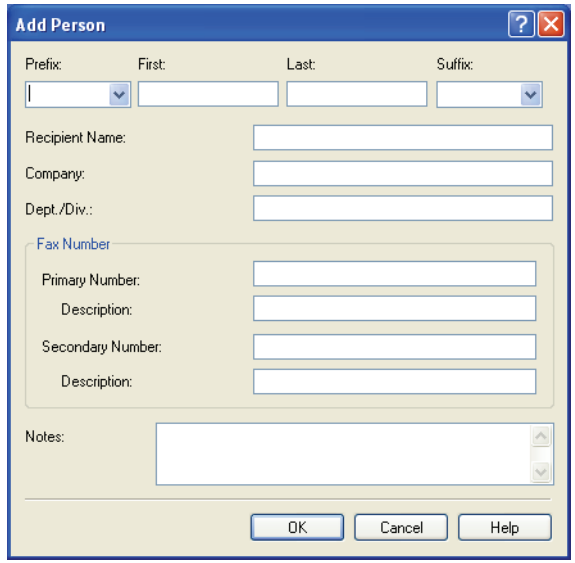
[Show]	Selects the category of the list displayed in [Address Book] from the drop-down list ([Person], [Group], or [All]).
[Address Book]	Displays the list of the destinations registered in the Address Book. The entries can be sorted by their information ([Recipient Name], [Company], [Dept./Div.], [Fax Number], and [Description]).
[Add Person]	Opens the [Add Person] dialog box. (See “Add Person,” on p. 4-34.)
[Add Group]	Opens the [Add Group] dialog box. (See “Add Group,” on p. 4-35.)
[Edit]	Edits the selected entry in the Address Book list. If you select a person, the [Edit Person] dialog box appears. (See “Edit Person,” on p. 4-36.) If you select a group, the [Edit Group] dialog box appears. (See “Edit Group,” on p. 4-37.)
[Delete]	Deletes the selected entry from the Address Book.
[Details]	Displays the information about the selected destination in the [Address Book].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

[Specify a Folder]	Opens the [Browse for Folder] dialog box. Enables you to make changes to the Address book folder.
[Import]	Enables you to import address book data from files. Importable file types are: some CSV files (with file extension "*.csv") and some Canon Data Files (with file extension "*.abk").
[Export]	Exports the address book data to an outside file. You can select the exported file type from a CSV file (with file extension "*.csv") or a Canon Data File (with file extension "*.abk").
[About]	Opens a dialog box containing the copyright and version information about this fax driver software.

Add Person

The [Add Person] dialog box enables you to register a person and his/her information in the Address Book.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

You can register the following information:

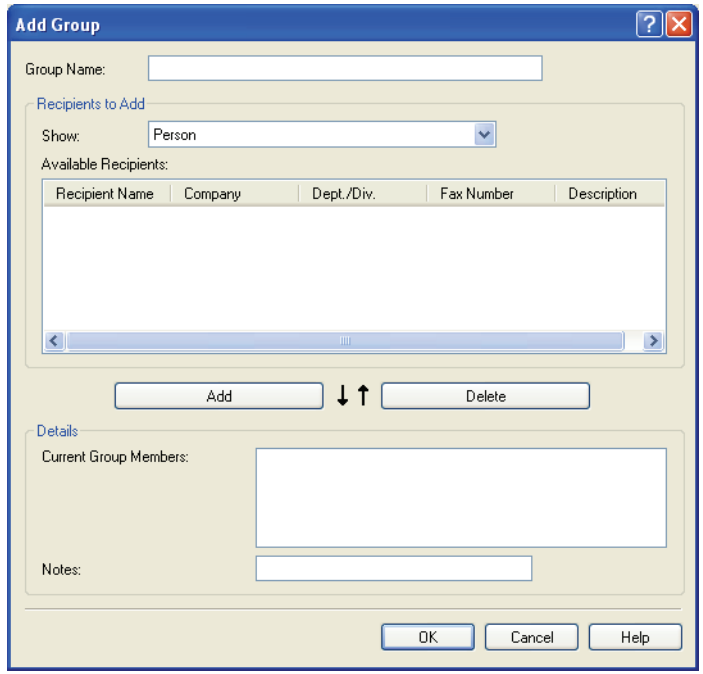
[Prefix]	Enters the prefix to the recipient's name, or selects the prefix from the drop-down list ([Dr.], [Mr.], [Mrs.], or [Ms.]).
[First]	Enters the recipient's first name.
[Last]	Enters the recipient's last name.
[Suffix]	Enters the suffix to the recipient's name, or selects the suffix from the drop-down list ([Jr.], [MD], or [Sr.]).
[Recipient Name]	Enters the recipient name.
[Company]	Enters the recipient's company name.
[Dept./Div.]	Enters the recipient's department or division name.
[Fax Number]	Enters the recipient's fax number. You can enter two numbers and descriptions.
[Notes]	Enters the additional information about the recipient.

NOTE

When you press [OK] without entering the recipient name in the [Recipient Name], the [Prefix], [First], [Last], and [Suffix] are automatically applied to the [Recipient Name] and displayed on the cover sheet.
If names in the [Recipient Name] and the [Prefix], [First], [Last], and [Suffix] are different, the name in the [Recipient Name] is displayed on the cover sheet.

Add Group

The [Add Group] dialog box enables you to register a group and its information in the Address Book.



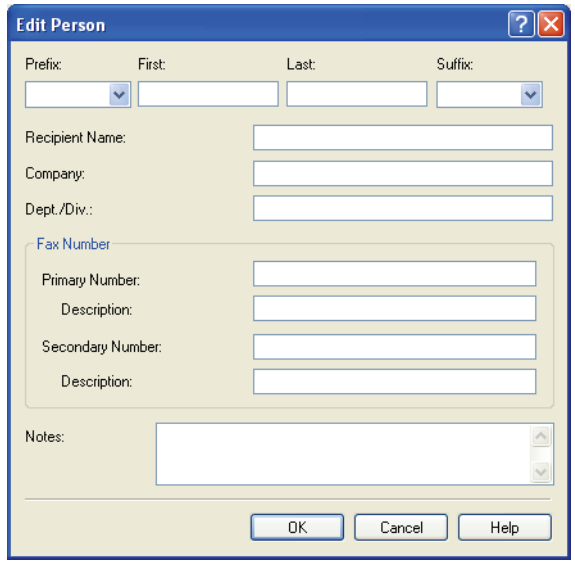
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

You can register the following information:

[Group Name]	Enters the group name.
[Show]	Selects the category of the list displayed in [Available Recipients] from the drop-down list ([Person], [Group], or [All]).
[Available Recipients]	Displays the list of recipients already registered in the Address Books.
[Add]	Adds a person/group to the group.
[Delete]	Deletes a person/group from the group.
[Current Group Members]	Displays the members currently registered in the group.
[Notes]	Enters the additional information about the group.

Edit Person

The [Edit Person] dialog box enables you to edit a person and his/her information in the Address Book.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

You can edit the following information:

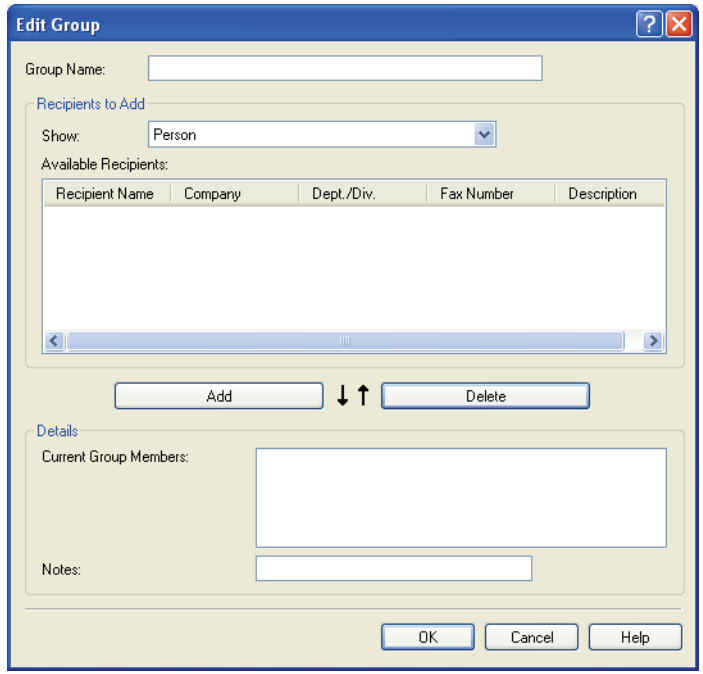
[Prefix]	Enters the prefix to the recipient's name, or selects the prefix from the drop-down list ([Dr.], [Mr.], [Mrs.], or [Ms.]).
[First]	Enters the recipient's first name.
[Last]	Enters the recipient's last name.
[Suffix]	Enters the suffix to the recipient's name, or selects the suffix from the drop-down list ([Jr.], [MD], or [Sr.]).
[Recipient Name]	Enters the recipient name.
[Company]	Enters the recipient's company name.
[Dept./Div.]	Enters the recipient's department or division name.
[Fax Number]	Enters the recipient's fax number. You can enter two numbers and descriptions.
[Notes]	Enters the additional information about the recipient.

NOTE

When you press [OK] without entering the recipient name in the [Recipient Name], the [Prefix], [First], [Last], and [Suffix] are automatically applied to the [Recipient Name] and displayed on the cover sheet.
If names in the [Recipient Name] and the [Prefix], [First], [Last], and [Suffix] are different, the name in the [Recipient Name] is displayed on the cover sheet.

Edit Group

The [Edit Group] dialog box enables you to edit a group and its information in the Address Book.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

You can edit the following information:

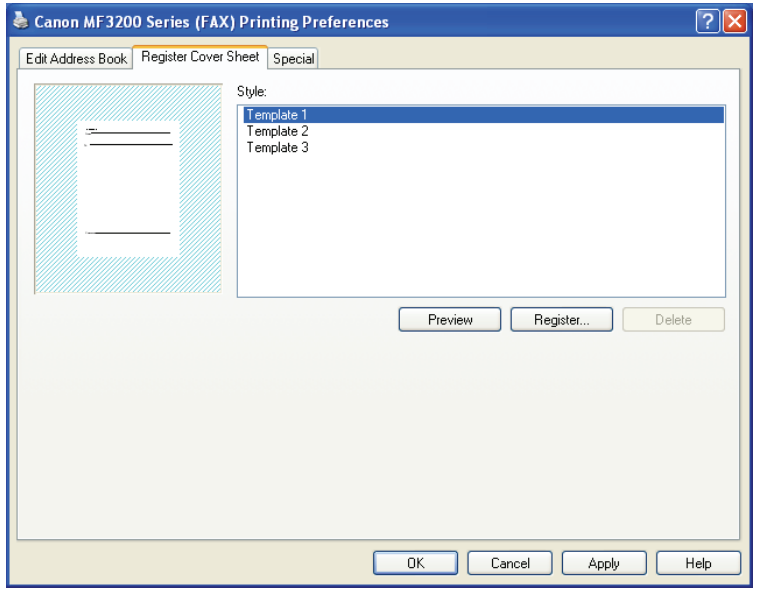
[Group Name]	Enters the group name.
[Show]	Selects the category of the list displayed in [Available Recipients] from the drop-down list ([Person], [Group], or [All]).
[Available Recipients]	Displays the list of recipients already registered in the Address Books.
[Add]	Adds a person/group to the group.
[Delete]	Deletes a person/group from the group.
[Current Group Members]	Displays the members currently registered in the group.
[Notes]	Enters the additional information about the group.

Register Cover Sheet Tab

Registers/deletes the cover sheets to be attached to the document you fax.

NOTE

You can create your original cover sheets using the Canon Cover Sheet Editor. For details, see “Canon Cover Sheet Editor,” on p. 4-42.



Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

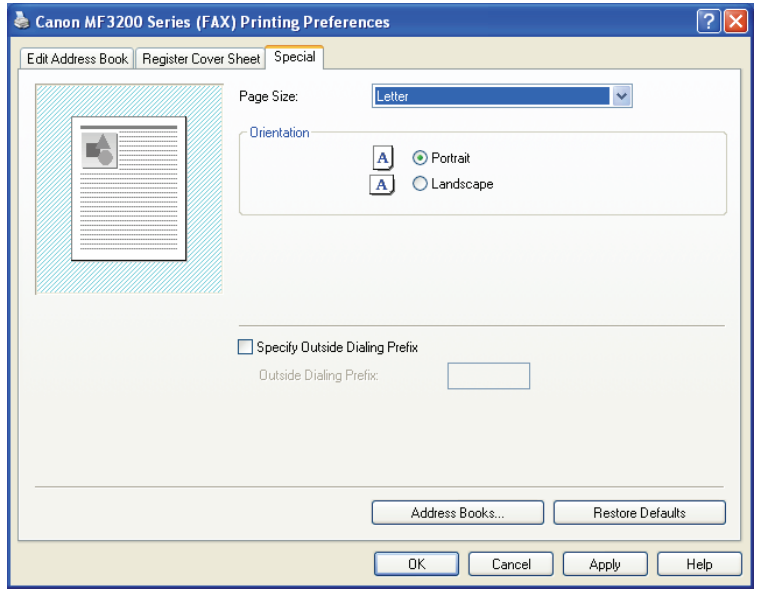
Preview image	Displays the image with the currently selected settings reflected.
[Style]	Selects the style of the cover sheet. A bitmap image of the selected cover sheet style is displayed in the preview area to the left of the options.
[Preview]	Displays the preview image of the selected cover sheet.
[Register]	Registers the cover sheet template.
[Delete]	Deletes the registered cover sheet template. Select a cover sheet template from [Style], then press [Delete].

NOTE

You cannot delete a pre-defined cover sheet template.

Special Tab

Specifies the page settings including the paper size and orientation.
You can also specify the outside dialing prefix if you dial through a switchboard.



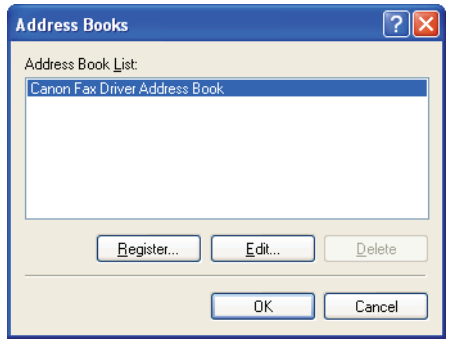
Default settings depend on the country/region of purchase.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Preview image	Displays the image with the currently selected settings reflected.
[Page Size]	Selects the original page size to work with in an application ([Letter], [Legal], [A4], or [A5]).
[Orientation]	Selects the direction of printing relative to the paper ([Portrait] or [Landscape]).
[Specify Outside Dialing Prefix]	Enables you to enter the prefix number in [Outside Dialing Prefix] up to 5 digits.
[Address Books]	Opens the [Address Books] dialog box. (See “Address Books,” on p. 4-40.)
[Restore Defaults]	Resets all the current settings to their default values.

Address Books

Clicking [Address Books] in the [Special] tab sheet opens the [Address Books] dialog box. This dialog box enables you to specify an Address Book to be referred to when sending a fax.

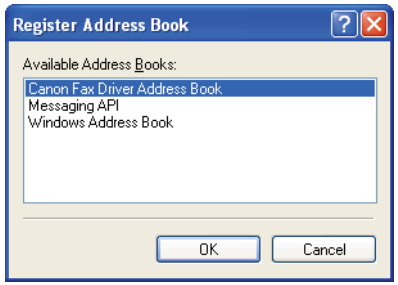


[Address Book List]	Displays the list of the registered Address Books.
[Register]	Opens the [Register Address Book] dialog box. (See “Register Address Book,” on p. 4-41.)
[Edit]	Opens the [Add/Edit Canon Fax Driver Address Book] dialog box. (See “Add/Edit Canon Fax Driver Address Book,” on p. 4-41.)
[Delete]	Deletes the selected Address Book from the [Address Book List].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Register Address Book

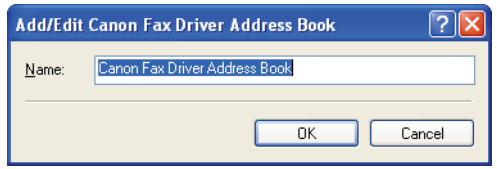
This dialog box enables you to register the Address Books to be used when you send a fax.



[Available Address Books] Displays the list of the available Address Books.

Add/Edit Canon Fax Driver Address Book

This dialog box enables you to edit the properties of the Address Books to be used when you send a fax.



[Name] Changes the name of the Address Book. You can enter up to 64 characters.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Canon Cover Sheet Editor

This section describes instructions for installing Canon Cover Sheet Editor, launching the editor, and creating and registering original cover sheets.
The Canon Cover Sheet Editor is software for creating original fax cover sheet templates for use with a Canon fax driver.
After registering the cover sheets created with this software in your fax driver, you can use them with any fax. If you specify fields instead of manually entering data for sender or recipient information, the actual sender or recipient information that you select in the fax driver is automatically entered in the cover sheet when the fax is sent.

With the Canon Cover Sheet Editor, you can do the following:

- Insert text using different fonts, font styles, and font sizes into a cover sheet.
- Insert a variety of objects, such as drawings and images, into a cover sheet.
- Use the field feature for creating cover sheets for sending faxes to multiple recipients.
- Add fields for specifying remarks and comments in addition to the sender and recipient information fields.
- Easily edit the display order and position of objects, and group different objects.
- Align objects on a grid while you work with them.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Installing and Uninstalling Cover Sheet Editor

NOTE

The screen shots shown are from Windows XP.

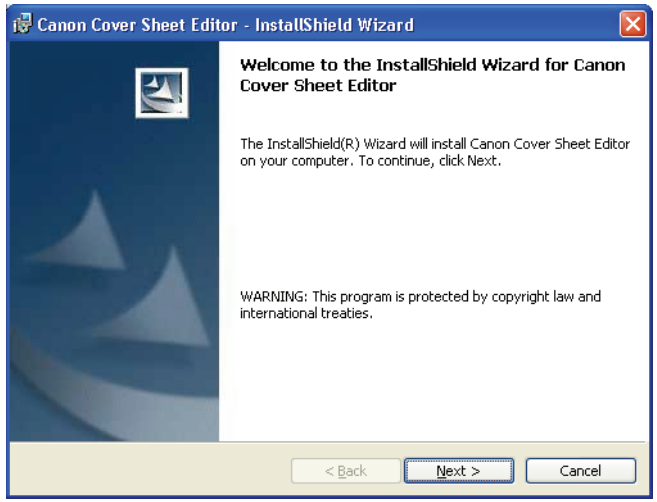
Installation

1. **Insert the CD-ROM into your CD-ROM drive.**
2. **Click [start] on the Windows task bar → [My Computer] (Windows 98/Me/2000: double-click [My Computer], Windows Vista/7: click [Computer]).**
3. **Open the CD-ROM icon → double-click the following folders: [FAX] → [us_eng] → [CSE].**
4. **Double-click the [setup] ([setup.exe]) icon to start the installation process.**

NOTE

For Windows Vista/7, click [Allow] or [Yes] to proceed if the [User Account Control] dialog box appears.

5. **Click [Next >] → follow the instructions on the screen to continue the installation.**

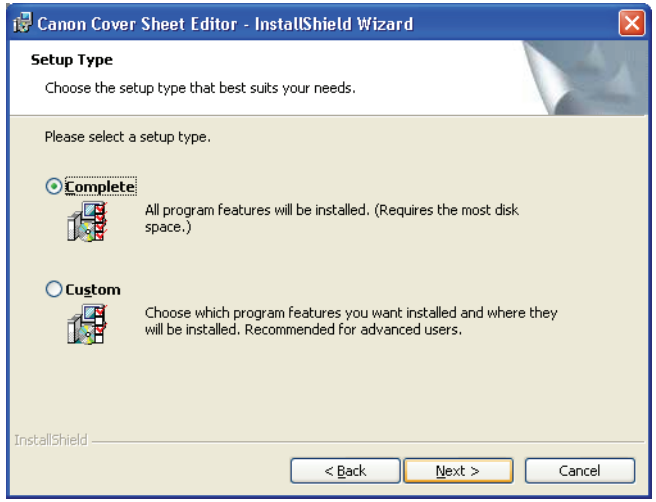


The [License Agreement] dialog box is displayed.

6. **Read the CANON SOFTWARE LICENSE AGREEMENT carefully. If you agree to the terms, select [I accept the terms in the license agreement] → click [Next >] → follow the instructions on the screen to continue the installation.**

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

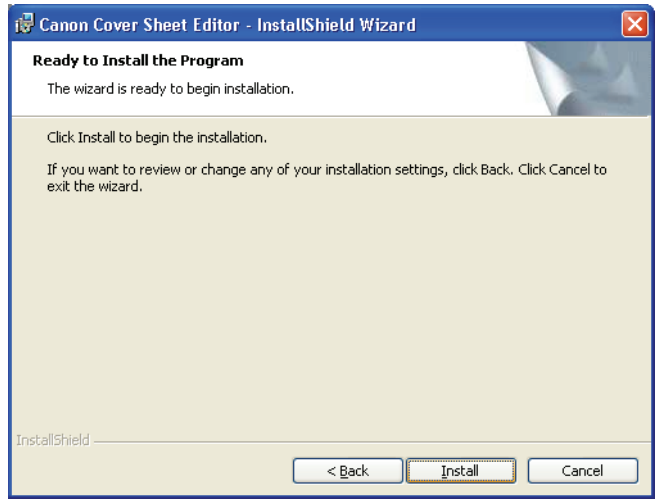
7. **In the dialog box for selecting a setup type, select [Complete] or [Custom] → click [Next >].**



NOTE

If you select [Custom] in the dialog box for selecting [Setup Type], you can specify the directory into which Canon Cover Sheet Editor is to be installed.

8. **Click [Install] to start copying the files.**



9. **Click [Finish].**

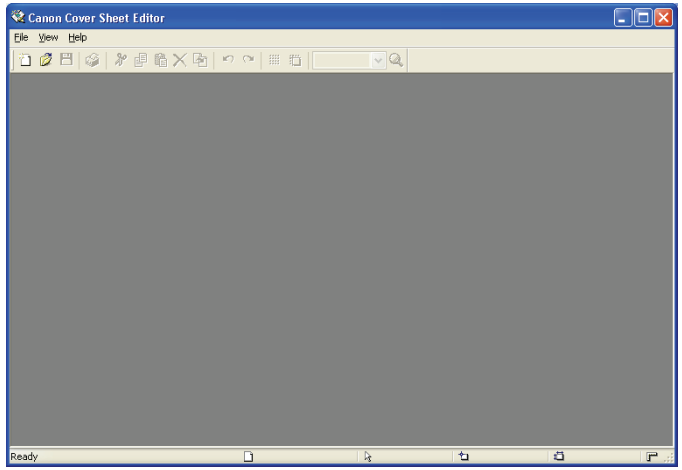
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Launching

To start the Cover Sheet Editor, follow the procedure below.

1. Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [CSE] → [Cover Sheet Editor].

The Canon Cover Sheet Editor will open.



Uninstalling

If it becomes necessary to uninstall the Canon Cover Sheet Editor, follow the procedure below.

1. Open the [Add or Remove Programs] dialog box.

Click [start] on the Windows task bar → select [Control Panel] → Click [Add or Remove Programs] (Windows 98/Me/2000: [Start] → [Settings] → [Control Panel] → double-click [Add/Remove Programs] Windows Vista/7: [Start] → [Control Panel] → [Uninstalling a program]).

2. Select [Canon Cover Sheet Editor] → click [Change] or [Remove].

Windows Vista/7: [Unistall/Change]

3. When the [InstallShield Wizard] dialog box appears, follow the instructions on the screen.

The Canon Cover Sheet Editor is uninstalled.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Opening, Saving, and Closing a File

Opening a File

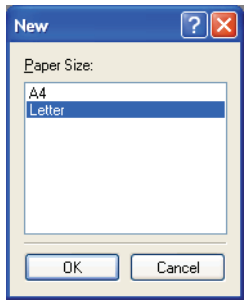
● Creating a New File

To create a new cover sheet, follow the procedure below.

1. Click [ ] (New) on the toolbar.

Alternatively, select [New] from the [File] menu.
The [New] dialog box appears.

2. Select a paper size for the new cover sheet → click [OK].



The New Cover Sheet screen appears.

● Opening a Saved Cover Sheet

You can open a saved cover sheet by specifying its file name.
To open a saved cover sheet, follow the procedure below.

1. Click [ ] (Open) on the toolbar.

Alternatively, select [Open] from the [File] menu.
The [Open] dialog box appears.

2. Specify the file name of the cover sheet that you want to open.

NOTE

Clicking [Preview] displays an image of the selected cover sheet.

3. Click [Open].

The selected cover sheet appears.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Saving and Closing a File

● Saving a New File

If you save a cover sheet, you can register it later in the fax driver for use as an original cover sheet.

1. Click [ ] (Save) on the toolbar.

Alternatively, select [Save] or [Save as] from the [File] menu. The [Save as] dialog box appears.

2. Enter a name for the file in [File name] → specify the location where you want to save the file → click [Save].

The file extension is automatically set to “cse.”

● Saving an Existing File

Follow the procedure below to save an existing cover sheet after editing it.

1. Click [ ] (Save) on the toolbar.

Alternatively, select [Save] from the [File] menu.

NOTE

– To preserve the opened file as it was before editing, select [Save as] from the [File] menu and specify a different name or location for saving the edited file. Selecting [Save] will overwrite the existing file.
– Selecting the [Save as] command is necessary only to specify a different file name or a different location to save the cover sheet.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Closing a File**

Follow the procedure below to close a currently open cover sheet without exiting the Canon Cover Sheet Editor.

1. Click the lower [ ] (Close) at the top-right corner of the Canon Cover Sheet Editor main window.

Alternatively, select [Close] from the [File] menu.

NOTE

If you close a cover sheet that has not been saved after editing, a message appears asking whether you want to save the changes. Click [Yes] to save the changes, or [No] if you do not want to save changes. Click [Cancel] if you do not want to close the cover sheet.

Creating an Original Cover Sheet

This section explains how to insert text, adjust text properties, specify fields, create objects, adjust objects, and specify grid options in order to create an original cover sheet.

Inserting Text

You can insert text and numbers into the cover page. The properties of any text or the text box itself can also be changed. To edit the text, change to the edit mode by clicking anywhere inside of a text box, and then place the cursor on the text that you want to edit.

1. Click [A] (Text Box) on the toolbar.

Alternatively, select [Text Box] from the [Insert] menu.

2. Drag the pointer on the area of the cover sheet to insert text.

A square or rectangular text box appears.

3. Click inside the text box.

The cursor for editing text appears.

4. Enter the desired text.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Adjusting Text Properties

You can change text properties whenever you want. When you change text properties, all text inside the selected text box is affected.

Text properties for field settings inside a text box are also changed according to the text properties you specified. For details on field features, see “Specifying Fields,” on p. 4-53.

● **Font**

1. **Click inside the text box.**
   The text box is now ready for editing.
2. **Select the desired font from the Font drop-down list on the toolbar.**

● **Font Size**

1. **Click inside the text box.**
   The text box is now ready for editing.
2. **Select the desired font size from the Font Size drop-down list on the toolbar.**
   You can also specify the font size by directly entering it into Font Size and pressing [Enter] on the keyboard.

● **Font Color**

1. **Click inside the text box.**
   The text box is now ready for editing.
2. **Select the desired font color from the Font Color drop-down list on the toolbar.**

● **Bold Formatting**

1. **Click inside the text box.**
   The text box is now ready for editing.
2. **Click [B] (Bold) on the toolbar.**
   To undo the bold formatting, click [B] (Bold) again.

● **Italic Formatting**

1. **Click inside the text box.**
   The text box is now ready for editing.
2. **Click [I] (Italic) on the toolbar.**
   To undo the italic formatting, click [I] (Italic) again.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Underlining**

1. Click inside the text box.

The text box is now ready for editing.

2. Click [U] (Underline) on the toolbar.

To undo the underlining, click [U] (Underline) again.

● **Aligning Text**

1. Click inside the text box.

The text box is now ready for editing.

2. Click [ ] (Align Left), [ ] (Align Center), or [ ] (Align Right) on the toolbar.

● **Specifying Text Properties**

You can specify all of the properties for text inside a text box simultaneously.
[Preview] inside the [Text Properties] dialog box displays a preview of how the text would appear with the currently selected settings. Use it as a guide if you are specifying settings.

1. Click inside the text box.

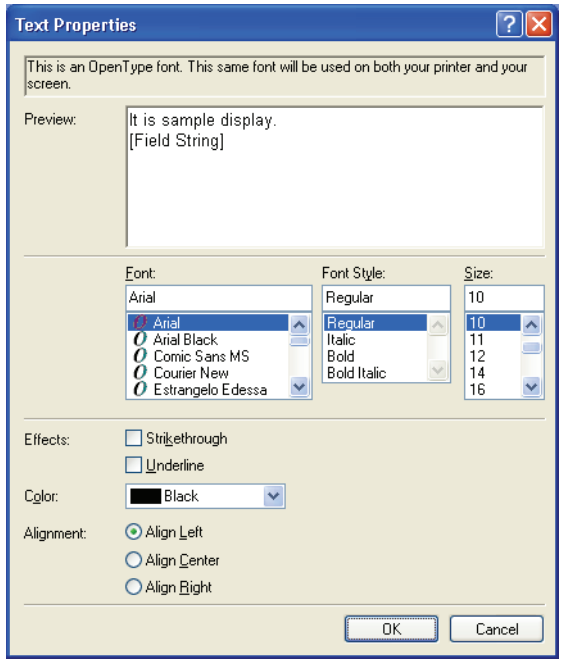
The text box is now ready for editing.

2. Click [ ] (Properties) on the toolbar.

Alternatively, select [Properties] from the [Edit] menu.
Alternatively, right click inside the text box → click [Properties].
The [Text Properties] dialog box appears.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

3. Select [Font], [Font Style], and [Size] from the respective list boxes.



Alternatively, enter the desired font size directly into [Size].

4. Select [Strikethrough] or [Underline] to draw a line through or to underline text.

5. Select the desired text color from [Color].

6. Specify [Alignment] for the text.

7. Click [OK].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Specifying Text Box Properties**

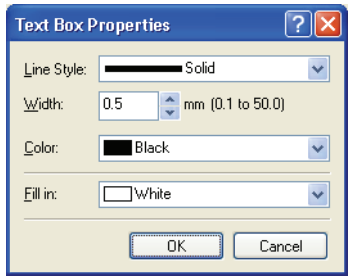
Follow the procedure below to specify the type of border, border color, and background color of the selected text box.

1. Click anywhere on the border of the text box.

The border of the text box is selected.

2. Click [ ] (Properties) on the toolbar.

You can also select [Properties] from the [Edit] menu.
You can also display the [Text Box Properties] dialog box by double-clicking anywhere on the border of the text box.
The [Text Box Properties] dialog box appears.



3. Select the desired border type from [Line Style].

4. Specify the [Width] setting to set the thickness of the border (0.1 to 50.0).

NOTE

– The [Width] setting is available only if [Line Style] is set to [Solid].
– You can change the unit of measure for the width in the [Unit Setting] dialog box displayed by selecting [Unit] from the [View] menu.

5. Select the desired color of the border from [Color].

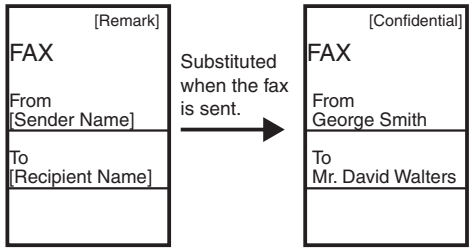
6. Select the desired background color for the text box from [Fill in].

7. Click [OK].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Specifying Fields

You can show sender or fax recipient information, such as the name, fax number, company name, and department/division name on the cover sheet using a feature called a “field.” Fields are objects in the cover sheet that you can replace with data when sending a fax. Actual sender and recipient information as specified in the fax driver is automatically inserted in the corresponding fields on the cover sheet during transmission.



Available fields:

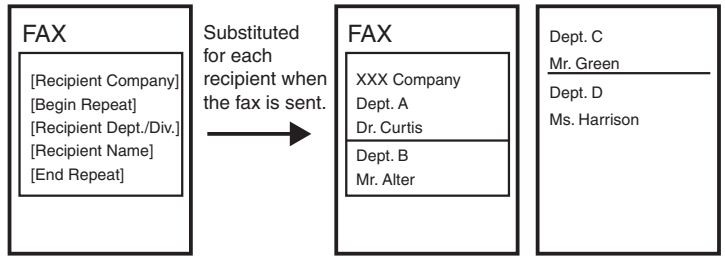
– Sender information: Name, Fax Number, Company, Dept./Div.

– Recipient information: Name, Fax Number, Company, Dept./Div.

– Sheets to send

– Other information: Remark, Comment

A recipient information field that contains multiple values is called a “repeating field.” This feature is convenient for using the same cover sheet to send faxes to multiple recipients. The repeating field is used to insert data for every recipient specified in the fax driver.



In addition to the [Sender Information] and [Recipient Information] fields, you can also insert [Sheets to Send], [Remark], and [Comment] fields on the cover sheet. When the fax is sent, the number of sheets to send as a fax specified in the fax driver is inserted in the [Sheets to Send] field, information specified in the fax driver such as [Urgent] or [Confidential] is inserted in the [Remark] field, and comments specified in the fax driver are entered in the [Comment] field.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Inserting Sender and Recipient Information Fields When Editing Text**

1. **Inside the text box, place the cursor to where you want to insert the field.**
2. **Click the [Insert] menu → [Sender Information] or [Recipient Information] → select the field (such as [Name], [Fax Number], [Company], and [Dept./Div.]) to insert.**

   The selected field is inserted.

NOTE

If you select [Insert All], all of the available fields for sender or recipient information are inserted simultaneously. The fields are inserted in this order: [Name], [Fax Number], [Company], and [Dept./Div.]. You can change the position of the fields as needed.

● **Inserting Sender and Recipient Information Fields When Not Editing Text**

1. **Click the [Insert] menu → [Sender Information] or [Recipient Information] → select the field (such as [Name], [Fax Number], [Company], and [Dept./Div.]) to insert.**
2. **Drag the pointer on the area of the cover sheet to where you want to insert the field.**

   A square or rectangular text box containing the selected field appears.

NOTE

If you select [Insert All], all of the available fields for sender or recipient information are inserted simultaneously. The fields are inserted in this order: [Name], [Fax Number], [Company], and [Dept./Div.]. You can change the position of the fields as needed.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Inserting Repeating Fields**

Follow the procedure below to show information for multiple recipients on the cover sheet when sending a fax.

1. **Insert the desired recipient information field, such as [Name], [Fax Number], [Company], and [Dept./Div.].**

2. **Inside the text box, place the cursor to the left of the field to repeat.**

3. **Click the [Insert] menu → [Recipient Information] → [Begin Repeat].**

   The [Begin Repeat] field is inserted.

4. **Inside the text box, place the cursor to the right of the field to repeat.**

5. **Click the [Insert] menu → [Recipient Information] → [End Repeat].**

   The [End Repeat] field is inserted.
   The field between the [Begin Repeat] and [End Repeat] fields is replaced with multiple recipients' information when sending a fax.

   NOTE

   The text box may not be able to accommodate all of the actual data for a repeating field if a large number of recipients are specified for sending a fax. In this case, a new page is automatically created and data that does not fit into the text box displays from the top of the new page.

● **Inserting Borders Between Repeating Fields**

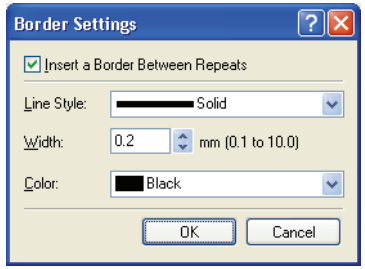
When you specify a repeating field for recipient information, you can also select to insert borders between the values for easier reading.

1. **Click the [Insert] menu → [Recipient Information] → [Borders].**

   The [Border Settings] dialog box appears.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

2. Select [Insert a Border Between Repeats] to insert borders between multiple values in a repeating recipient information field.



If you do not want to insert borders between the values, deselect this check box → click [OK].

3. Select the type of line to use as the border from [Line Style].

4. Specify the [Width] setting to set the thickness of the borders (0.1 to 10.0).

NOTE

– The [Width] setting is available only if [Line Style] is set to [Solid].
– You can change the unit of measure for the width in the [Unit Setting] dialog box displayed by selecting [Unit] from the [View] menu.

5. Select the desired color of the borders from [Color].

6. Click [OK].

● **Inserting Sheets to Send Field When Editing Text**

1. Inside the text box, place the cursor where you want to insert the field.

2. From the [Insert] menu, select [Sheets to Send].

The [Sheets to Send] field is inserted.

● **Inserting Sheets to Send Field When Not Editing Text**

1. From the [Insert] menu, select [Sheets to Send].

2. Drag the pointer on the area of the cover sheet to insert the field.

A square or rectangular text box containing the selected field appears.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Inserting Remark and Comment Fields When Editing Text**

1. **Inside the text box, place the cursor to where you want to insert the field.**
2. **From the [Insert] menu, select either [Remark] or [Comment].**

   The [Remark] field or the [Comment] field is inserted depending on your selection.

● **Inserting Remark and Comment Fields When Not Editing Text**

1. **From the [Insert] menu, select either [Remark] or [Comment].**
2. **Drag the pointer on the area of the cover sheet to insert the field.**

   A square or rectangular text box containing the selected field appears.

Creating Objects

You can draw lines, rectangles, rounded rectangles, or ovals on the cover sheet. You can also change their properties once they are drawn.

● **Lines**

1. **Click [ ] (Line) on the toolbar.**

   You can also select [Line] from the [Drawing] menu.
2. **Drag the pointer on the area of the cover sheet to draw the line.**

   To draw horizontal or vertical lines, or to draw lines angled at 45 degrees and 45/2 degrees, hold down [SHIFT] on the keyboard while dragging.

● **Rectangles**

1. **Click [ ] (Rectangle) on the toolbar.**

   You can also select [Rectangle] from the [Drawing] menu.
2. **Drag the pointer on the area of the cover sheet to draw the rectangle.**

   To draw a square, hold down [SHIFT] on the keyboard while dragging.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Rounded Rectangles**

1. Click [ ] (Rounded Rectangle) on the toolbar.

You can also select [Rounded Rectangle] from the [Drawing] menu.

2. Drag the pointer on the area of the cover sheet to draw the rounded rectangle.

To draw a rounded square, hold down [SHIFT] on the keyboard while dragging.
You can adjust the degree of the curve or the roundness of the corners of the rounded rectangle. To do so, click anywhere outside the newly created rounded rectangle → click the rounded rectangle again → click and drag the inner handle in its upper right corner to change the degree of the curve.

● **Ovals**

1. Click [ ] (Oval) on the toolbar.

You can also select [Oval] from the [Drawing] menu.

2. Drag the pointer on the area of the cover sheet to draw the oval.

To draw a circle, hold down [SHIFT] on the keyboard while dragging.

● **Inserting Images**

1. Click [ ] (Image) on the toolbar.

You can also select [Image] from the [Insert] menu.
The [Open] dialog box appears.

2. Specify the file name of the bitmap file that you want to insert.

NOTE

Clicking [Preview] opens the [Preview] dialog box, where an image of the highlighted bitmap file is displayed.

3. Click [Open].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Editing Objects

You can copy, move, and delete objects such as lines, rectangles, rounded rectangles, ovals, images, and text boxes on the cover sheet.

● **Selecting an Object**

1. Click the object to select.

You can also drag the pointer completely over the object. The object is selected.

NOTE

You can also select multiple objects by holding down [SHIFT] on the keyboard and clicking each object that you want to select, or by dragging the pointer completely over the objects. If you want to deselect any of the objects you selected, hold down [SHIFT] on the keyboard → click the objects that you want to deselect.

● **Moving an Object within the Same Cover Sheet**

1. Select the object to move.

You can select multiple objects and move them at the same time.

2. Drag the selected object to the desired location.

Alternatively, use any of the four arrow keys [←], [↑], [→], or [↓] to move the object in the desired direction in 0.0039" (0.1 mm) increments.

NOTE

– Hold down [SHIFT] on the keyboard while dragging to move the object horizontally or vertically only.
– Hold down [CTRL] on the keyboard while dragging to copy the selected object and drag the copy to the desired location.
– If [Snap to Grid] is specified, holding down [SHIFT] on the keyboard while pressing an arrow key moves the object in the direction of the arrow in half-grid space increments. If [Snap to Grid] is not specified, holding down [SHIFT] on the keyboard while pressing an arrow key moves the object in the direction of the arrow in 0.0787" (2.0 mm) increments.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Moving an Object to a Different Cover Sheet**

1. Select the object to move.

NOTE

You can select multiple objects and move them at the same time.

2. Click [ ] (Cut) on the toolbar.

Alternatively, select [Cut] from the [Edit] menu.

3. Display the second cover sheet.

NOTE

If the second cover sheet is open, you can select it from the [Window] menu.

4. Click [ ] (Paste) on the toolbar.

Alternatively, select [Paste] from the [Edit] menu.
The selected object is moved to the active cover sheet.

● **Resizing an Object**

1. Select the object whose size you want to change.

NOTE

You can select multiple objects and change all of their sizes at the same time.

2. Drag any handle on the selected object to change its size.

NOTE

– The shape of the pointer changes depending on which handle you place it over.
– Dragging the handles on the top and bottom sides of the object changes its height.
– Dragging the handles on the left and right sides of the object changes its width.
– Dragging the handles on the corners of the object changes both its height and width.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Copying an Object by Dragging**

1. Select the object to copy.

NOTE

You can select multiple objects and copy them at the same time.

2. Hold down [CTRL] on the keyboard → drag the selected (copied) object to the desired location.

NOTE

Dragging the selected object without holding down [CTRL] on the keyboard moves the object to the new location instead of copying it.

● **Copying an Object by Using Button or Menu Commands**

You can use button and menu commands to copy an object such as a line, rectangle, rounded rectangle, oval, image, or text box on the same cover sheet or to another cover sheet.

1. Select the object to copy.

NOTE

You can select multiple objects and copy them at the same time.

2. Click [ ] (Copy) on the toolbar.

You can also select [Copy] from the [Edit] menu.

3. If you want to copy the object to a different cover sheet, display the second cover sheet.

NOTE

If the second cover sheet is open, you can select it from the [Window] menu.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

4. Click [ ] (Paste) on the toolbar.

Alternatively, select [Paste] from the [Edit] menu.
The selected object is copied.

NOTE

– You cannot copy an object to a different cover sheet by dragging.
– To copy text, drag the pointer over the text to select it → click [ ] (Copy) or select the [Copy] command to copy it → select the text box you want to copy into → click [ ] (Paste) or select the [Paste] command. If you want to copy text within the same text box, hold down [CTRL] on the keyboard while dragging the selected text.

● Duplicating an Object

Duplicating enables you to copy and paste an object in one operation.

1. Select the object to duplicate.

NOTE

You can select multiple objects and duplicate them at the same time.

2. Click [ ] (Duplicate) on the toolbar.

Alternatively, select [Duplicate] from the [Edit] menu.
The selected object is duplicated.

● Deleting an Object

1. Select the object to delete.

NOTE

You can select multiple objects and delete them at the same time.

2. Click [ ] (Delete) on the toolbar.

Alternatively, select [Delete] from the [Edit] menu, or press [DELETE] on the keyboard.
The selected object is deleted.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● **Grouping Objects**

You can edit or handle multiple objects that are grouped together as a single object. You can move, copy, or change the size of grouped objects in a single operation. You can also simultaneously modify the properties of all objects in the group.

1. While holding down [SHIFT] on the keyboard, you can individually select multiple objects by left clicking on them with the mouse, or you can select all of the objects by dragging the mouse over them.

2. Click [ ] (Group) on the toolbar.

Alternatively, select [Group] from the [Layout] menu.
You can ungroup objects by selecting the group of objects that you want to ungroup and clicking [ ] (Ungroup) on the toolbar or selecting [Ungroup] from the [Layout] menu.

Specifying Object Properties

Follow the procedure below to change the line style, line color, and background color of objects such as lines, rectangles, rounded rectangles, ovals, and images.

1. Select the object whose properties you want to change.

NOTE
You can select multiple objects and change their properties at the same time.

2. Click [ ] (Properties) on the toolbar.

Alternatively, select [Properties] from the [Edit] menu, or display the [Object Properties] dialog box by double-clicking the selected object.
The [Object Properties] dialog box appears.

3. Select the desired line type for the object from [Line Style].

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

4. Specify the [Width] setting to set the thickness of the line.

NOTE

The [Width] setting is available only if [Line Style] is set to [Solid].

5. Select the desired line color for the object from [Color].

6. Select the desired background color for the object from [Fill in].

NOTE

[Fill in] cannot be specified if the selected object is either a line or an image.

7. Click [OK].

Arranging Objects

You can rearrange the order and appearance of objects such as lines, rectangles, rounded rectangles, ovals, images, and text boxes on the cover sheet.

● Changing the Order of Display

If multiple objects overlap, you can specify the order in which they overlap. Use the following four commands to change the order of display of overlapping objects.

– [Bring to Front]: Moves the selected object to the front.

– [Send to Back]: Moves the selected object to the back.

– [Bring Forward]: Moves the selected object one level higher.

– [Send Backward]: Moves the selected object one level lower.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

1. Select the object whose display order you want to change.

NOTE

– You can select multiple objects and change the order of display for all of them at the same time.
– If the object you want to select lies behind other objects and thus is hidden from view, press [TAB] on the keyboard repeatedly until the object you want is selected. You can also select in reverse order by holding down [SHIFT] on the keyboard while pressing [TAB] on the keyboard.

2. Click [ ] (Bring to Front), [ ] (Send to Back), [ ] (Bring Forward), or [ ] (Send Backward) on the toolbar.

NOTE

Alternatively, select [Bring to Front], [Send to Back], [Bring Forward], or [Send Backward] from the [Layout] menu.

● Aligning Multiple Objects

You can align multiple selected objects according to their left edge, right edge, top edge, bottom edge, or center in one operation. The position of the last selected object becomes the point of reference of alignment.
Use the following commands to change the alignment of the selected objects.

– [Align Left]: Aligns the left edge of all objects along the left edge of the last selected object.
– [Align Center]: Aligns the left-right center axis of all objects along the left-right center axis of the last selected object.
– [Align Right]: Aligns the right edge of all objects along the right edge of the last selected object.
– [Align Top]: Aligns the top edge of all objects along the top edge of the last selected object.
– [Align Middle]: Aligns the top-bottom center axis of all objects along the top-bottom center axis of the last selected object.
– [Align Bottom]: Aligns the bottom edge of all objects along the bottom edge of the last selected object.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

1. While holding down [SHIFT] on the keyboard, you can individually select multiple objects by left clicking on them with the mouse, or you can select all of the objects by dragging the mouse over them.

Select the object to be used as the point of reference last.

NOTE

If you drag the pointer to select multiple objects, the last created object is used as the point of reference. If any of the selected objects are overlapped, the object positioned in the front is used as the point of reference.

2. Click [ ] (Align Left), [ ] (Align Center), [ ] (Align Right), [ ] (Align Top), [ ] (Align Middle), or [ ] (Align Bottom) on the toolbar.

Alternatively, click the [Layout] menu → point to [Distribute Horizontally] or [Distribute Vertically] → select the type of alignment you want.

Specifying Grid Options

The grid function is useful for arranging created objects.

● Showing Grids

You can display the grid on the cover sheet to help you create and arrange objects.

1. On the toolbar, click [ ] (Show Grids) to activate the grid.

Alternatively, activate the command by clicking [Show Grids] from the [View] menu.
Hide the grid by clicking the activated [ ] (Show Grids) to deactivate it or by clicking [Show Grids] from the [View] menu.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

● Snapping Objects to Grid

If you activate the [Snap to Grid] setting for the cover sheet, objects are aligned along the grid when they are moved or resized on the cover sheet.

1. On the toolbar, click [ ] (Snap to Grid) to activate the grid.

Alternatively, activate the command by clicking [Snap to Grid] from the [View] menu.
Deactivate the [Snap to Grid] setting by clicking the activated [ ] (Snap to Grid) or by clicking [Snap to Grid] from the [View] menu.

NOTE

[Snap to Grid] is available only after this setting is specified. It does not affect objects that are modified before this setting is specified.

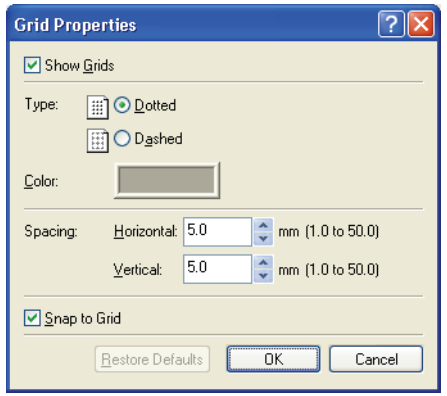
● Specifying Grid Properties

Follow the procedure below to specify the properties for the grid on the cover sheet, such as type, color, and spacing. You can also specify whether to display the grid and whether to snap objects to the grid.

1. Select [Grid Properties] from the [View] menu.

The [Grid Properties] dialog box appears.

2. Select [Show Grids].



Deselect the check box if you do not want to display the grid.

NOTE

Deselecting this check box disables the [Type] and [Color] settings.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

3. Select [Dotted] or [Dashed].

4. Click the button to the right of [Color].

The [Color Setting] dialog box appears.

5. Select a color to use as the grid's basic color from [Basic colors].

You can create your own color by clicking on a color that is the closest to the color you want → [Define Custom Colors >>] → adjusting the color → clicking [Add to Custom Colors].

6. Click [OK] in the [Color Setting] dialog box.

7. Specify the [Horizontal] and [Vertical] spacing for the grid.

NOTE

You can change the unit of measure for the spacing in the [Unit Setting] dialog box displayed by selecting [Unit] from the [View] menu.

8. To align objects along the grid, select [Snap to Grid].

To deactivate [Snap to Grid], deselect the check box.

9. Click [OK].

NOTE

Clicking [Restore Defaults] in the [Grid Properties] dialog box restores all [Grid Properties] settings for the cover sheet to their default values.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Printing a Cover Sheet

Follow the procedure below to print the cover sheet.

1. Click [ ] (Print) on the toolbar.

Alternatively, select [Print] from the [File] menu.
The [Print] dialog box appears.

2. Select the printer.

If necessary, click [Properties] to specify detailed print settings.

3. Specify the number of copies to print.

NOTE

[All] is the only active selection for the [Print range] setting because the cover sheet consists of only one page.

4. Click [OK].

Registering an Original Cover Sheet as a Template

You can register the cover sheet created with the Canon Cover Sheet Editor with the fax driver for use as a template.

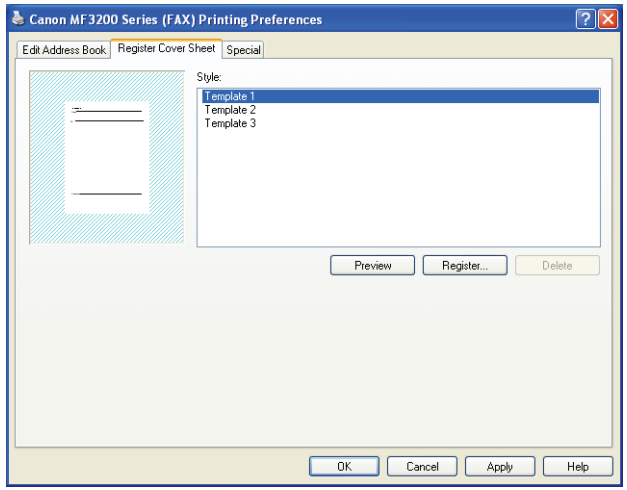
1. Open the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) folder.

Click [start] on the Windows task bar → select [Printers and Faxes] (Windows 98/Me/2000: [Start] → [Settings] → [Printers], Windows Vista: [Start] → [Control Panel] → [Hardware and Sound] → [Printers], Windows 7: [Start] → [Devices and Printers]).

2. In the [Printers] folder, right click the printer icon for your fax → click [Printing Preferences] (Windows 98/Me: [Properties]).

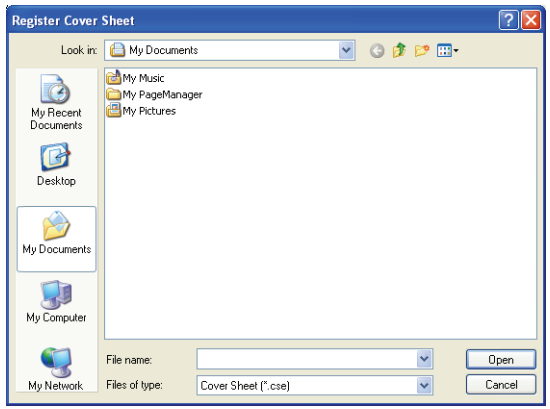
Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

3. **Click the [Register Cover Sheet] tab.**



4. **Click [Register].**

The [Register Cover Sheet] dialog box appears.



5. **Select the cover sheet template file → click [Open].**

The selected template is added to [Style] in the [Register Cover Sheet] sheet.

NOTE

In addition to the default templates, you can add up to 30 templates to the fax driver.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6

5 Troubleshooting

Printer Problems 5-2
Driver Problems 5-5
Scanning Problems 5-7
Installing and Uninstalling Problems 5-13

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Printer Problems

Printer does not print.

Q **Is there some paper in the machine?**

A Make sure paper is loaded.

Q **Does the copy job stop due to out of paper?**

A Load paper. The print job will start automatically when the copy job is completed.

Q **Is the toner cartridge installed correctly?**

A Make sure the toner cartridge is installed correctly. (See “Install Toner Cartridge” in the Starter Guide.)

Q **Does your BIOS port setting need to be modified?**

A See your computer’s documentation concerning available ports.

Q **Is your computer working properly?**

A Make sure your computer is turned on. If so, see your computer’s documentation for troubleshooting.

No power is supplied.

Q **Is the power cord plugged in?**

A Make sure the power cord is securely plugged into both the machine and the AC outlet.

Q **Is the AC outlet supplying power?**

A Make sure the AC outlet is supplying power; try another outlet if necessary.

Q **Does the AC voltage match the printer?**

A Make sure the voltage of the AC outlet matches the ratings on the machine.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Printer stops printing.

Q **Is the interface cable loose?**

A Check your computer and cable.

Q **Are you working on an application in the foreground?**

A Printer performance improves if you give priority to your print job.

Printout is wrong.

Q **Is there a communication problem between the printer and your computer?**

A Make sure your cable connections are secure.

A Make sure your USB cable is less than 9.8 ft (3 m) long.

A Make sure you are not using a USB hub.

A Make sure you have selected the correct printer driver in Windows.

Q **Is a wrong printer driver selected in the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) folder?**

A Make sure the corresponding printer driver is selected in the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) folder.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Printer locks up system.

Q	**Does your system setup have a problem?**
A	Make sure that you have a high-quality shielded interface cable.
A	The problem might be in your BIOS. Verify that your BIOS setup is correct. (See your computer's documentation for details.)
A	Verify that your physical memory is working correctly.
A	If you have a Toshiba laptop, change the following line in your CONFIG.SYS. file: c:\winutils\mxtime.exe to: REM c:\winutils\mxtime.exe

Computer indicates a device time-out.

Q	**Is the machine off, offline, or not connected to the computer?**
A	Make sure the machine's interface cable is securely connected to both the machine and the computer.
A	Make sure paper is properly loaded in the machine.
A	Reset the machine and the computer.
A	Try the print operation again.
A	Try a different cable.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Driver Problems

Driver is not working properly.

Q **Is the printer driver selected as the default printer driver?**

A Specify the corresponding printer driver as the default printer driver for the MF3200 Series.

Cannot print some fonts in a document correctly.

Q **Does the document contain Adobe Type Manager (ATM) fonts?**

A ATM is not supported. Replace ATM fonts to other appropriate fonts.

Cannot print with a printer driver other than the MF3200 Series printer.

Q **Is the printer driver connected to the same port as the MF3200 Series printer driver?**

A Connect the printer driver to a port different from the MF3200 Series printer driver.

Cannot install the MF3200 Series printer driver using the USB port.

Q **Is the USB driver installed properly?**

A Perform the following steps.

1. Make sure the machine is connected to your computer using a USB cable and the machine is turned on.

Windows Vista/7:

2. Click [Start] on the Windows task bar → select [Control Panel] → [System and Maintenance] → Under [Device Manager], click [View hardware and devices]. (Windows 7: Click [Start] on the Windows task bar → select [Control Panel] → [Hardware and Sound] → [Device Manager] under the [Devices and Printers].)
3. Double-click [Universal Serial Bus controllers].
4. Under [Universal Serial Bus controllers], select the USB class driver. Delete ONLY the USB class driver specified for your operating system. Select [USB Printing Support] → From the [Action] menu, select [Uninstall].
5. Close the [Control Panel] folder → unplug the USB cable.
6. Restart your computer.
7. Install the printer driver.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Windows 98/Me/2000/XP:

2. Click [Performance and Maintenance] in the [Control Panel] folder → [See basic information about your computer] in the [Performance and Maintenance] folder (Windows 98/Me/2000: double-click [System] in the [Control Panel] folder). The [System Properties] dialog box appears.
3. Select the [Hardware] tab → click [Device Manager] → double-click [Universal Serial Bus controllers] (Windows 98/Me: select the [Device Manager] tab → double-click [Universal Serial Bus controllers]).
4. Locate the USB class driver under [Universal Serial Bus controllers]. Delete ONLY the USB class driver specified for your operating system. (If the USB class driver is displayed under [Other device], delete ONLY one of the following, depending on your operating system: [USB Printing Support], [Canon MF3200 Series], or [Unknown].)
   Select [USB Printing Support] → select [Uninstall] from the [Action] menu (Windows 98/Me: select [Canon MF3200 Series] → click [Remove]).
5. Close the [Control Panel] folder → unplug the USB cable.
6. Restart your computer.
7. For instructions on installing the printer driver, see “Installing Software,” in the Starter Guide.

Strings of garbled characters are printed.

Q **Is the driver installed properly?**

A Check if the corresponding printer driver icon is displayed in the [Printers and Faxes] (Windows 98/Me/2000/Vista: [Printers], Windows 7: [Devices and Printers]) folder. If not, install the driver. If the corresponding printer driver icon is displayed, right click the corresponding printer driver icon → check if [Set as Default Printer] (Windows 98/Me: [Set as Default]) is selected in the pop-up menu. For more information, see “Checking Installation,” on p. 1-4.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Scanning Problems

Cannot scan a document.

Q **Is there anything displayed in the LCD?**

A If nothing is displayed in the LCD, see Chapter 5, “Troubleshooting,” in the Advanced Guide.

Q **Is the Error indicator blinking?**

A If the Error indicator is blinking, see Chapter 5, “Troubleshooting,” in the Advanced Guide.

Q **Is the document placed correctly?**

A Remove the document and place it on the platen glass correctly. (See Chapter 2, “Document Handling,” in the Basic Guide.)

Q **Is your computer working properly?**

A Restart your computer.

Q **Is a USB hub or repeater working properly?**

A When using a USB hub or repeater, try connecting a USB cable directly to the computer to check if it works properly. If you can scan the document successfully after connecting a USB cable directly to the computer, check your USB hub or repeater if it is working properly.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Q **Are you using a USB 2.0-compatible USB hub?**

A If you connect the machine to a USB 2.0-equipped computer using a USB 2.0-compatible USB hub, you may not be able to scan. In this case, connect a USB cable directly to the computer.

A If you connect the machine to a USB 2.0-equipped computer, you may not be able to scan. If your PC is equipped with two or more USB ports, try connecting the machine to another USB ports. If the problem persists, follow the procedure below to modify the INI file. It is recommended to make a backup copy of the file before making any changes to it.

1. Open the following file in Notepad or another text editor application.
   Windows 98/Me:
   windows\system\CNCMFPxx.ini
   Windows 2000:
   winnt\system32\CNCMFPxx.ini
   Windows XP/Vista/7:
   windows\system32\CNCMFPxx.ini
2. In the [ScanSize] section, change "Read512Bytes=0" to "Read512Bytes=1," then save the file. Take care not to modify any other parts.

Q **After installing the software, did you install a TWAIN-compatible application?**

A The TWAIN system file is replaced with something inappropriate and you will be unable to scan images. If this happens, remove the software (see "Uninstalling and Reinstalling the Software," on p. 1-5), then reinstall it (see "Installing Software," in the Starter Guide).

Q **Is the machine recognized in [Scanners and Cameras] of the [Control Panel] folder?**

A Make sure the corresponding scanner driver icon is displayed in [Scanners and Cameras] of the [Control Panel] folder.

1. Click [start] on the Windows task bar → select [Control Panel] → [Printers and Other Hardware] → [Scanners and Cameras] (Windows 98/Me/2000: Click [Start] on the Windows task bar → select [Settings] → [Control Panel] → double-click [Scanners and Cameras], Windows Vista: Click [Start] on the Windows task bar → select [Control Panel] → [Hardware and Sound] → double-click [Scanners and Cameras], Windows 7: Enter "scanner" in [Search programs and files] under the [Start] menu → click [View scanners and cameras]).
2. If the corresponding scanner driver icon is displayed in the [Scanners and Cameras], the machine is recognized. If not, remove the software (see "Uninstalling and Reinstalling the Software," on p. 1-5), then reinstall it (see "Installing Software," in the Starter Guide).

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

You tried to create a multipage PDF, but were not able to scan several documents.

Q **Is the [Automatically Quit ScanGear after Scanning] check box in [Preferences] selected?**

A If you scan with the [Automatically Quit ScanGear after Scanning] setting selected, only the documents placed at one time on the platen glass will be scanned.
Click a button on the MF Toolbox and, in the settings dialog box, select [Display the Scanner Driver] to open the ScanGear MF. In the [Preferences] dialog box of Advanced Mode, clear the [Automatically Quit ScanGear after Scanning] check box before scanning.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Computer has hung up or frozen.

Q **Is enough memory loaded in your computer?**

A Quit other opened applications and try again.

Q **Is enough space available in the hard disk?**

A Check that the hard disk has enough available space, in particular when scanning large documents at a high resolution. For example, a LTR-size document scanned at 600 dpi, full color requires a minimum of 300 MB of disk space.

Q **Does an error occur when scanning an image in Photoshop?**

A Change the allocated memory. From the [Edit] menu, select [Preferences] → click [Memory & Image Cache]. Change the [Physical Memory Usage] or [Memory Usage] in a range of approximately 10% to 20%.

Q **Is the driver installed properly?**

A Remove the software (see “Uninstalling and Reinstalling the Software,” on p. 1-5), then reinstall it (see “Installing Software,” in the Starter Guide).

You installed the applications in the CD-ROM supplied with the machine but they are not registered in the MF Toolbox.

Q **Have you installed the applications with the MF Toolbox open?**

A If you install the applications with the MF Toolbox open, the applications will not be registered in the MF Toolbox. Click a button on the MF Toolbox dialog box and click [Set] to register the application manually. (See “External Program (Mail Program),” on p. 3-12.)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

When you click a button on the MF Toolbox, another application opens.

Q **Is the application selected correctly for that button?**

A Click a button on the MF Toolbox and select the application you want to open for that button. (See “External Program (Mail Program),” on p. 3-12.)

Changed settings in a dialog box are not activated (Windows 2000).

Q **Did you restart your computer after changing the settings?**

A If you open [Scanners and Cameras] in the [Control Panel] folder and change the settings in the [Events] tab, the settings will not be activated unless you restart your computer. Once you have changed your settings, restart your computer.

Scanned images look dirty.

Q **Is the platen glass or the platen glass cover clean?**

A Clean the platen glass or the platen glass cover.

Q **Is the image size too small?**

A Some applications do not display an image properly at small sizes. Try displaying the image at 100% magnification.

Q **Does the monitor display color set at below 16 bits?**

A In [Display Properties], set the display colors to 16-bit color, 24-bit color or higher.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

White lines appear on one edge of the image you scan.

Q **Is the document placed on the platen glass correctly?**

A Place the document at approximately 1/8" (3 mm) from the front edge of the platen glass.

Cannot scan highlighted marks.

Q **Is [Color Correction] set to [Color Matching] ?**

A In [Advanced Mode] in ScanGear MF, set [Color Correction] to [Color Matching]. (See “[Color Settings] Tab,” on p. 3-36.)

Scanned image is displayed at a larger (smaller) size on the computer screen.

Q **Is the resolution setting correct?**

A Do one of the following:

– Enlarge or reduce the image display in the application. If you open the image in Paint or Imaging, it may display at a large size and you will not be able to reduce it.

– Change the resolution and scan again. The image will be large if the resolution is high. It will be small if the resolution is low. (See “Determining Resolution,” on p. 3-38.)

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Installing and Uninstalling Problems

Cannot install the software.

Q **Have you followed the instructions to install the software?**

A Try reinstalling the software. If an error occurred and installation was not complete, restart your computer and try reinstalling the software.

Q **Are any other applications open?**

A Quit all of these and try reinstalling the software.

Removal of the drivers takes too long (Windows XP).

Q **Is any application such as an anti-virus open when removing the software?**

A Quit any applications (including anti-virus) before removing the software.

Removal of the software was completed, but [Canon] remains.

Q **Did you remove the MF drivers before removing the MF Toolbox?**

A You have to remove the MF Toolbox first, then the MF driver.
Perform the following steps to remove the folder.
Right click the [start] menu to open the Windows Explorer → select [Start Menu] in [All Users] → [Programs] → delete the [Canon] folder (Windows 7: Click [Start] on the Windows task bar → [All Programs] → delete the [Canon] folder, Windows Vista: Right click the [Start] menu → select [Explore All Users] → select [Start Menu] in [All Users] → [Programs] → delete the [Canon] folder, Windows 2000: open [Settings] from the [Start] menu → click [Taskbar & Start Menu] → [Advanced] → [Advanced] → select [Start Menu] in [All Users] → [Programs] → delete the [Canon] folder) (Windows 98/Me: open [Settings] from the [Start] menu → click [Taskbar & Start Menu] → [Start Menu Programs] or [Advanced] → [Remove] → select the [Canon] folder → click [Remove]).

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

The message <Version conflict> appears on your computer (Windows 98).

Q **Is Photoshop installed on your computer?**

A If the message <Version conflict> or <Windows 98 file language or...> appears during installation, click [Yes] or [No]. Whichever you click, installation thereafter will continue trouble-free.

Cannot use the software after upgrading to Windows XP.

Q **Have you upgraded Windows 98/Me/2000 to Windows XP without removing the software?**

A Remove the software (see “Uninstalling and Reinstalling the Software,” on p. 1-5), then reinstall it (see “Installing Software,” in the Starter Guide).

In [Device Manager], green mark “?” is displayed (Windows Me).

Q **Is green mark “?” displayed on [USB Composite Device] in [USB (Universal Serial Bus) Controller] in [Device Manager] in Windows Me?**

A As this is not a problem, you can continue to use it as is.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6

6 Appendix

Specifications 6-2
Printer Specifications 6-2
Scanner Specifications 6-2
Glossary 6-3
Index 6-10

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Specifications

Printer Specifications

● **Hardware**

Host Interface	USB 1.1, USB 2.0

● **Software**

Printing Software	CARPS
Paper Sizes	A4, B5, A5, Letter, Legal, Executive, Envelope COM10, Envelope C5, Envelope DL, Envelope Monarch
Valid Printing Area	Max. 1/4" (5 mm) margin at each edge For Envelope Monarch, Envelope COM10, Envelope DL, and Envelope C5: Max. 1/4" (5 mm) margin at each edge

NOTE
Specifications are subject to change without notice.

Scanner Specifications

Type	Color scanner
Max Scanning Size	8 1/2" x 11 3/4" (215.9 mm x 297.0 mm)
Scanning Resolution	600 dpi x 1200 dpi (optical) 9600 dpi x 9600 dpi (interpolated)
Scanning Speed	1.5 msec/line (600 dpi)
Host Interface	USB 1.1, USB 2.0
Output Format	BMP, Exif, TIFF, PDF Compression method: JPEG
Device Driver	TWAIN and WIA (Windows XP/ Vista/7 only) compliant

NOTE
Specifications are subject to change without notice.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Glossary

A

AC

Alternating Current. The type of electrical current typically available from household wall outlets.

Application

Abbreviation of the phrase “application software.” Software designed for a specific purpose such as word processing software, spreadsheet software, database software, or a combination of these.

B

Bit

An indication of the volume of data used to describe points in an image. A 1-bit image assigns image data black or white color values depending on whether the brightness value is above or below a particular threshold value. The result is a two-color image. An 8-bit grayscale image expresses an image in 256 shades of gray ranging from white to black. A 24-bit color image assigns 8 bits to each RGB color channel, expressing each pixel in approximately 16.8 million colors.

Bold

A characteristic of a printed character with wider, and darker representation. Also referred to as emphasized or double-strike printing.

Brightness

The relative proportion of light and dark areas. Decreasing brightness darkens the overall image; increasing brightness lightens it.

C

Client

A computer that is connected to the printer over a network. A client does not control the printer directly. It interacts with the printer through a server. See also Server.

Collate

To print multiple copies of a multi-page document in sequential page order.

Color Matching

In some cases, the range of colors captured by a scanner exceeds the range that can be displayed by a particular monitor. In addition, the colors displayed for an image on the monitor may be slightly different from those output by a printer. Color Matching is the process used to make the colors captured by a scanner consistent with those shown on a display or printed on a printer.

Command

An instruction that tells the machine to perform a certain function. Commands are sent from the computer to the machine via the interface cable when the machine is ready.

Contrast

The degree of difference between the lightest and darkest areas of an image. Decreasing contrast lightens the dark areas and darkens the light areas; increasing it darkens the dark areas and lightens the light areas.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Control Panel

The set of Windows programs you can use to change system, hardware, software, and Windows settings.

Crop

The action of selecting only part of an image for use. Using the Crop button on the ScanGear MF toolbar, a portion of the preview image can be selected and only that portion is then re-previewed or included in the final scan.

D

Default setting

A setting that is automatically used if no other setting is specified.

Descreen

A function that reduces the occurrence of moiré in the scan of a printed item. Moiré is the patterns or stripes that are visible in a low-resolution scan of a picture or photo in a book or magazine due to the interference patterns between the dots that comprise the image.

Desktop

The entire Windows screen that represents your work area in Windows. Icons, windows, and the taskbar are displayed on the Windows desktop.

Dot

Images are reproduced as rows and columns of dots. When an item is scanned with a scanner, the resolution, or dot density, of the scanned image is measured as the number of dots per inch (dpi).

dpi

Dots per inch. A unit of measurement for indicating a machine's resolution.

Driver

A program that controls how the computer and an external device interact. For example, the printer driver supplies Windows with information such as descriptions of the fonts and features of the installed printer.

E

Exif

The Exchangeable Image File (Exif) format is a Japan Electronic Industry Development Association (JEIDA) standard used by most digital cameras to store images. The Exif compressed files use the baseline JPEG format, so they can be read by any application supporting "JPEG." Exif supports the storage of extra information, such as the date & time the image was taken, exposure information, etc., within the header of each JPEG file.

F

Folder

A container in which documents, program files, and other folders are stored on your disks. Formerly referred to as a directory.

Font

A complete set of characters of the same size and style. For example, 12-point Courier bold.

Form

A custom paper size, with width and height defined by the user.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

G

Gamma Correction

Method for changing the brightness of an image. With gamma correction, the brightness of parts of an image in the middle of the tonal on range is changed without changing the lightest or darkest areas of the image, which means you can change the brightness of an image while maintaining contrast.

Grayscale image

A bitmap image that stores data for each dot as a shade of gray, rather than as black or white.

H

Halftones

The process of converting a grayscale image to black dots and white (unprinted) dots that simulate the gray shades in the original image.

I

Import

To bring in information created in another application.

Install

To copy software to a designated location on a computer's hard disk so that it can be used at any time.

Interface

The connection between two devices through which they communicate with each other. The machine features a USB interface, which makes it compatible with IBM and similar personal computers.

Italic

A font style distinguished by slanted characters (the upright strokes of the characters are at an angle to the vertical axis).

J

Jam

A situation created when paper becomes caught along the paper path. You must remove jammed paper before you can continue printing.

K

Kilobyte (KB)

A unit of measurement, representing the binary number 1024, used to describe machine or computer memory size in thousand byte units.

L

Landscape

A horizontal print orientation. Text and graphics are printed across the longer axis of the page.

M

Megabyte (MB)

A unit of measurement, representing one million bytes, used to describe machine or computer memory size.

Multipage PDF

Several scanned documents saved as one PDF. Each document will become one page of the PDF.

My Computer

The Windows program that you can use to browse through your computer's filing system, and to open drives, folders, and files. You can also use [My Computer] to manage your files and your filing system, by moving, copying, renaming, and deleting items.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

N

Network

A group of computers connected by cables or other means and using software that enables them to share equipment (such as printers) and exchange information.

O

OCR (Optical Character Reader)

Device for reading characters optically. System for extracting information in a text format from information in the form of a graphic such as hand-written or printed characters which have been scanned with a scanner. You cannot edit text scanned with a scanner because it is in a graphic format, but with OCR software you can convert to a text file and then edit the text with word processing software.

Orientation

The printing of text either along the width (portrait) or length (landscape) of the page.

P

Paper feed

The act of guiding a sheet of paper into the machine's paper path.

Paper jam

A situation created when paper becomes caught along the paper path. You must remove jammed paper before you can continue printing.

Paper path

The route that paper travels through the machine.

Paper source

Source of paper feed. The machine has a paper cassette and a multi-purpose feeder.

Paper type

All kinds of paper (plain paper, heavy paper, transparencies, and envelopes) are grouped under several paper types.

PDF

Stands for Portable Document Format. A widely used format for transmitting and viewing documents on computers. PDF documents can be read or printed out with Adobe's Acrobat Reader program.

Physical RAM

Random Access Memory (RAM) that is physically present in the computer in the form of memory chips, as opposed to virtual memory. See also Virtual Memory.

Pixel

Short for picture element, a pixel is the smallest unit used to measure a display image.

Platen

The document scanning unit.

Portrait

A vertical print orientation. Text and graphics are printed across the shorter axis of the page.

Preview

Provisional scanning and display of the document you are about to scan before you actually scan it. If the preview scan looks different from what you want, you can change the settings, display the preview again and confirm before scanning.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Preview Area

The area at the left of the ScanGear MF main window. When the Preview button is clicked, the item(s) on the platen glass of the scanner are scanned, and the results are displayed as the preview image in this area. At this stage, the scanned image is not passed on to the host application program.

Print job

A document that a Windows application has processed and sent to the Spooler to be added to the print queue or directly to the machine.

Print queue

A list of files that are either waiting to be printed or are currently printing. Once a file has been printed, it is removed from the print queue.

Printer driver

A program that controls how the computer and printer interact. The printer driver supplies Windows with information such as descriptions of fonts and features of the installed printer.

Printers and Faxes folder (Printers folder)

The container in which your printer and fax information is stored.

Properties dialog box

The dialog box that contains information about a particular device, such as a printer.

Q

Queue

A list of files that are either waiting to be printed or are currently printing. Once a file has been printed, it is removed from the print queue.

R

Random Access Memory (RAM)

The working memory of the computer in which programs and data are temporarily stored while you use them. Resetting or shutting off the computer clears all information from RAM. Printing very complicated documents might require closing other running programs or adding more RAM to the computer. See also Physical RAM, Virtual memory.

Reinstall

To remove installed software and install again.

Resolution

The density of dots for any given output device, expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance, but prints faster than higher resolutions. Higher resolution provides smoother curves and angles as well as a better match to traditional typeface designs, but prints more slowly. Resolution values are represented by horizontal data and vertical data, for example, 600 x 600 dpi.

S

Scalable fonts

Scalable fonts allow characters to be printed in various sizes and rotation angles. This is different from bitmap fonts, which are printed in fixed sizes and angles.

Scaling

Enlarging or reducing the printed image.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

Scanner driver

A program that controls how the computer and scanner interact. The scanner driver is provided with two drivers: The TWAIN and the WIA driver (for use with Windows XP).

Scanners and Cameras folder (Scanners and Cameras Properties dialog box)

The folder or dialog box that contains information about your imaging devices, such as scanners or cameras.

Separator page

Optional pages printed at the beginning of each document to help separate one print job from another.

Server

A network computer that is directly attached to the printer. The server controls the printer and handles print jobs sent from the clients. See also Client.

Shielded

A type of cable that contains a metallic sheath over the conductor material to protect the data passing through the cable from electromagnetic interference. You need to use a double-shielded interface cable with this machine.

Spooling

A process by which an application sends a document to the spooler, rather than directly to the printer, thus freeing the computer and application for other tasks. Spooled documents are printed in the order they are received.

T

Title bar

The horizontal bar that contains the title of a window or dialog box. On many windows, the title bar contains the [Control] menu box and Maximize and Minimize buttons.

Toner

A black, resin-coated powder contained in the toner cartridge. The machine applies the toner to the surface of the photosensitive drum inside the machine via an electrophotographic mechanism.

TWAIN (Technology Without Any Interested Name)

Industry-standard protocol for transferring information from devices such as scanners and digital cameras to a computer.

Industry-standard protocol for an application programming interface (API) for input devices such as scanners. If both the device and the application comply with the standard, they will be compatible regardless of differences in manufacturer or model.

For example, with TWAIN-compatible image-processing software, you can start the scanner's TWAIN driver from the software's menu, scan the document and return the scanned image to its original image-processing software.

U

Uninstall

To remove software installed on a computer and return the computer to its condition before the software was installed.

Universal Serial Bus (USB) interface

These are new serial interface standards. This bus automatically recognizes connections (Plug and Play) to allow plugging and unplugging connectors with the power still turned on to the PC or peripheral equipment.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

V

Virtual Memory

Space on the hard disk that Windows uses for temporary data storage as if it were actually random access memory (RAM). Windows does this by means of a swap file. This provides Windows with more usable memory, but reduces speed of access to it when the swap file must be used. See also Physical RAM.

W

Weight

Refers to the thickness of a font: light, medium, or bold. Also refers to the thickness of paper.

WIA (Windows Image Acquisition)

Standard for downloading images from scanners or digital cameras. The machine includes a TWAIN-compliant driver and a WIA-compliant driver. The WIA driver can only be used with Windows XP. With either driver, you can scan documents with the machine in applications which support the TWAIN interface (Photoshop etc.).

Windows Explorer

The Windows program you can use to browse through, open, and manage the disk drives, folders, and files on your computer in a network system. You can also use Windows Explorer to view and open shared folders on other computers on the network. You can use Windows Explorer to manage your files by moving, copying, renaming, and deleting files.

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6

Index

A

Add Group dialog box
- Windows 2000/XP 4-35
- Windows 98/Me 4-21

Add Person dialog box
- Windows 2000/XP 4-34
- Windows 98/Me 4-20

Add Printer Wizard (Windows 2000/XP) 2-61

Add Printer Wizard (Windows 98/Me) 2-62

Add Profile
- Windows 2000/XP 2-50
- Windows 98/Me 2-23

Add/Delete the Output Size dialog box 3-19, 3-26

Add/Edit Canon Fax Driver Address Book dialog box
- Windows 2000/XP 4-41
- Windows 98/Me 4-27

Add/Edit profile 2-31

Address Books dialog box
- Windows 2000/XP 4-40
- Windows 98/Me 4-26

Advanced Mode
- add/delete the output size 3-26
- settings 3-23
- switching 3-17
- toolbar 3-21
- using 3-20

Advanced Properties dialog box 3-47

Advanced Settings
- Windows 2000/XP 2-43
- Windows 98/Me 2-17

Advanced tab
- Windows 2000/XP 2-29, 4-30

Application 3-15

Attribution tab
- Windows 2000/XP 2-32

Auto Tone 3-27

B

Brightness 3-29

C

Color Management tab
- Windows 2000/XP 2-29, 4-31
- Windows 98/Me 2-8

Color Matching 3-37

Color Settings 3-29

Color Settings tab 3-36

Configuration tab
- Windows 2000/XP 4-32
- Windows 98/Me 4-27

Contrast 3-29

Cover Sheet Editor 4-42
- installing/uninstalling 4-43

Cover Sheet tab 4-7

Crop 3-22, 3-23

D

Descreen 3-27

Detailed Settings
- Windows 2000/XP 2-45
- Windows 98/Me 2-18

Details tab
- Windows 98/Me 2-7, 4-17

Dialog boxes
- printer properties 6-7

dpi 6-4

Driver
- problems 5-5
- uninstall 1-5

Driver Problems 5-5

E

Edit Address Book tab 4-7
- Windows 2000/XP 4-33
- Windows 98/Me 4-19

Edit Group dialog box
- Windows 2000/XP 4-37
- Windows 98/Me 4-23

Edit Person dialog box
- Windows 2000/XP 4-36
- Windows 98/Me 4-22

Edit Profile
- Windows 2000/XP 2-51
- Windows 98/Me 2-24

Table of Contents
Index

Edit Watermark
Windows 2000/XP 2-37
Windows 98/Me 2-12
Exif settings 3-13, 3-14

F
Fading Correction 3-28
Favorite Settings 3-24
Fax
sending 4-3
settings 4-14
FAX Printing Preferences
Windows 2000/XP 4-32
Fax Properties
Widows 2000/XP dialog boxes 4-28
Windows 98/Me dialog boxes 4-17
Fax Sending
Characters and Symbols for Fax Numbers 4-4
Fax Sending Settings 4-4
Fax Setting
changing 4-14
Final Review 3-33
Finishing tab
Windows 2000/XP 2-33, 2-42
Windows 98/Me 2-16
Font 6-4
Form 6-4

G
Gamma 3-37
General tab
Windows 2000/XP 2-27, 4-29
Windows 98/Me 2-7, 4-17
Grain Correction 3-28
Grayscale Adjustment tab
Windows 2000/XP 2-46
Windows 98/Me 2-20
Grayscale image 6-5
Grayscale Settings
Windows 2000/XP 2-46
Windows 98/Me 2-19
Gutter Settings
Windows 2000/XP 2-43
Windows 98/Me 2-17

H
Histogram 3-30

I
Image Settings 3-27
Import 6-5
Input Settings 3-24
Installing and Uninstalling Problems 5-13
Interface 6-5
Item Settings dialog box 4-8

L
Landscape 6-5
Logo tab 4-10

M
Matching tab
Windows 2000/XP 2-47
Windows 98/Me 2-20
Megabyte 6-5
MF Toolbox
External Program 3-12
Save Scanned Image to 3-11
scanner settings 3-9
using 3-7
Multiple PDF 3-16

N
Network
Setting Shared Printer 2-59
setting shared printer 2-56
using shared printer 2-60
Windows 2000/XP server settings 2-54
Windows 98/Me server settings 2-56
Network Download 2-60
New Scan Dialog Box 3-45

O
Orientation 6-6
Output Settings 3-25

P
Page Options
Windows 2000/XP 2-41
Windows 98/Me 2-15
Page Setup tab
Windows 2000/XP 2-32, 2-34
Windows 98/Me 2-9

Paper Size (custom settings)
Windows 2000/XP 2-39
Windows 98/Me 2-14
Parameters of a scan
specifying 3-22
PDF Setting dialog box 3-16
Portrait 6-6
Ports tab
Windows 2000/XP 2-28, 4-30
Power
not supplied 5-2
Preferences dialog box 3-34
Preview tab 3-34
Print queue 6-7
Printer
does not print 5-2
driver 6-7
locks up 5-4
problems 5-2
Sharing Settings 2-59
sharing settings 2-9, 2-28
stops printing 5-3
Printer Problems 5-2
Printer Properties
Windows 2000/XP dialog boxes 2-26
Windows 98/Me dialog boxes 2-7
Printer Specifications 6-2
Printing
Canceling 2-2
Changing Print Settings 2-4
Printing a Document 2-2
Problems
driver 5-5
installing 5-13
printer 5-2
problems during installation 5-13
problems during removal 5-13
Profile tab
Windows 2000/XP 2-30
Profiles
Windows 2000/XP 2-48
Windows 98/Me 2-22

Q

Quality tab
Windows 2000/XP 2-33, 2-43
Windows 98/Me 2-17

R

Random Access Memory 6-7
Recipient tab 4-9
Reduce Dust and Scratches 3-27
Register Address Book dialog box
Windows 2000/XP 4-41
Windows 98/Me 4-26
Register Cover Sheet tab
Windows 2000/XP 4-38
Windows 98/Me 4-24
Reinstall 1-6
Reinstalling 1-5
Removing (Uninstalling) 1-5
Resolution
determining 3-38
DPI 3-47
output 3-25

S

Scan tab 3-35
ScanGear MF
Advanced Mode 3-20
Setting 3-17
Simple Mode 3-17
Scanner and Camera Wizard 3-40
Scanner Specifications 6-2
Scanner tab 3-37
Scanning
from an application 3-15, 3-46
New Scan Dialog Box 3-45
setting 3-5
using MF Toolbox 3-7
Windows Photo Gallery 3-44
with [Start] on the machine 3-3
Security tab
Windows 2000/XP 2-30, 4-31
Select Recipient from Address Book dialog box 4-6
Sender tab 4-8
Sending a Fax 4-3
Sending Settings tab 4-5
Setting the scanning function for [Start]
in the [Scanners and Cameras] folder 3-5
in the [Settings] dialog box 3-5
on the MF Toolbox main window 3-4
Shared Printer 2-59
Shared printer 2-56

Sharing tab
Windows 2000/XP 2-28, 4-29
Windows 98/Me 2-9, 4-18
Sheets to Send tab 4-12
Signature tab 4-11
Simple Mode
add/delete the output size 3-19
switching 3-17
toolbar 3-19
using 3-17
Special tab
Windows 2000/XP 4-39
Windows 98/Me 4-25
Spool Settings
Windows 98/Me 2-8, 4-18
System Requirements 1-3

T

Threshold 3-33
Tone Curve 3-32
Tone Curve/Threshold drop-down list 3-34
Troubleshooting 5-1
TWAIN driver 3-15

U

Uninstalling 1-5
Uninstalling/Reinstalling 1-5
Unsharp Mask 3-27

V

Version conflict 5-14
View Settings
Windows 2000/XP 2-53
Windows 98/Me 2-25

W

WIA Driver
Windows Photo Gallery 3-44
WIA driver 3-15, 3-40
Windows Photo Gallery 3-44

Introduction 1
Printing 2
Scanning a Document 3
PC Faxing 4
Troubleshooting 5
Appendix 6
Table of Contents
Index

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan
CANON U.S.A., INC.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
CANON CANADA INC.
6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada
CANON EUROPA N.V.
Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands
CANON FRANCE S.A.S.
17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France
CANON COMMUNICATION & IMAGE FRANCE S.A.S
12, rue de l' Industrie 92414 Courbevoie Cedex, France
CANON (U.K.) LTD.
Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom
CANON DEUTSCHLAND GmbH
Europark Fichtenhain A10, 47807 Krefeld, Germany
CANON ITALIA S.p.A.
Via Milano, 8 20097 San Donato Milanese (MI) Italy
CANON ESPAÑA, S.A.
c/ Joaquín Costa 41, 28002 Madrid, Spain
CANON LATIN AMERICA, INC.
703 Waterford Way Suite 400, Miami, Florida 33126 U.S.A.
CANON AUSTRALIA PTY. LTD
1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia
CANON CHINA CO.,LTD
15F, North Tower, Beijing Kerry Centre, 1 Guang Hua Road, Chao Yang District, 100020, Beijing, China
CANON SINGAPORE PTE. LTD.
1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632

USRM1-6106-00
© CANON INC. 2009