

**Canon**

**MX390 series  
Online Manual**

Printing  
Copying

English

## Printing

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

## Printing from a Computer

- [Printing with Application Software that You are Using \(Printer Driver\)](#)

## Printing Using the Operation Panel of the Machine

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

# Copying

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

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

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

## Printing with Easy Setup

The simple setup procedure for carrying out appropriate printing on this machine is as follows:

1. Check that the machine is turned on

➡ Confirming that the Power Is On

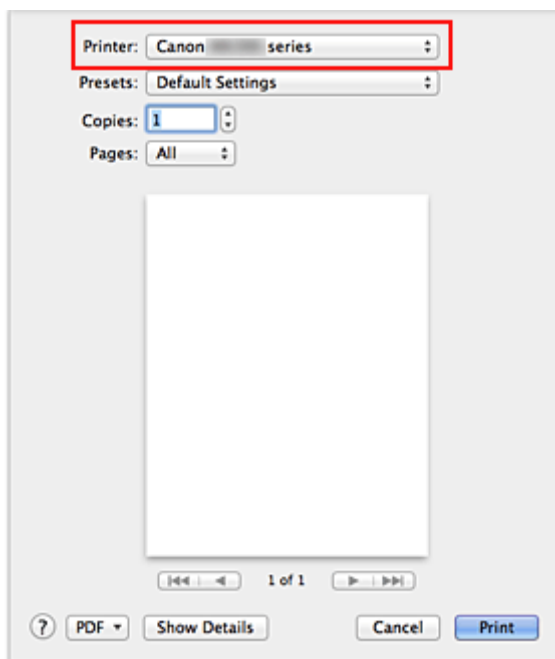
2. Load paper on the machine

➡ Loading Paper

3. Select the printer

Select your model from the **Printer** list in the Print Dialog.

➡ [Print Dialog](#)



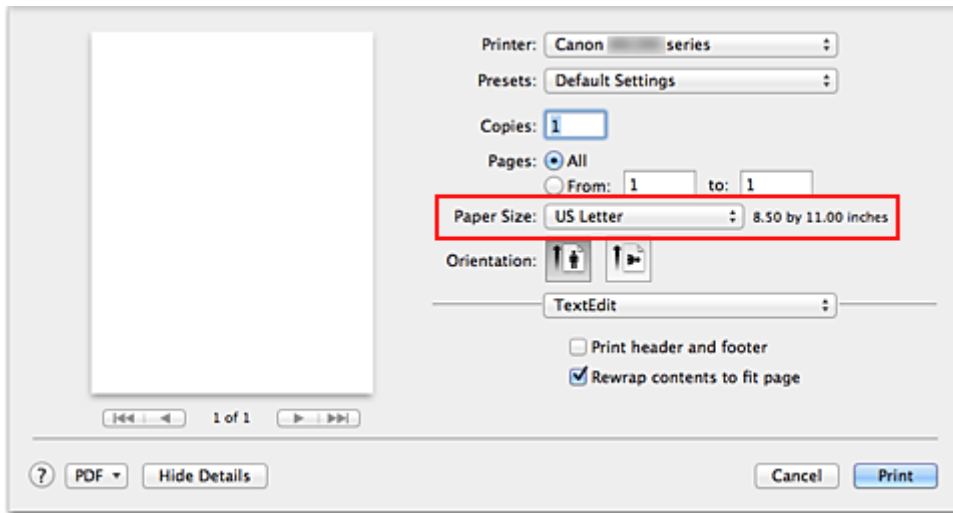
### ➤➤➤ Note

- Click **Show Details** (▼ (the disclosure triangle)) to switch the Setup window to the detailed display.

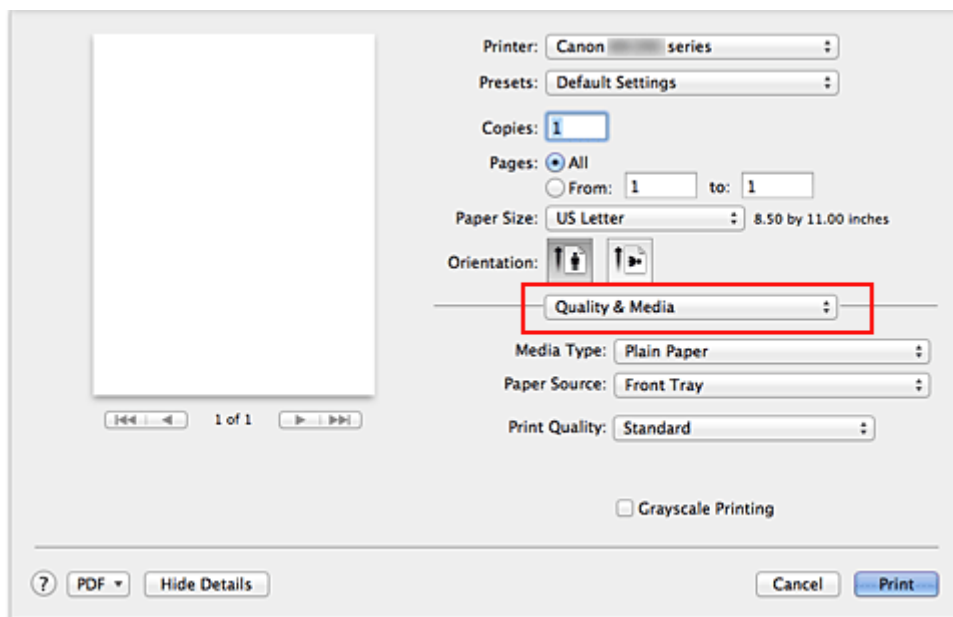
4. Select the paper size

For **Paper Size**, select the paper size to be used.

If necessary, set the number of copies, the pages to be printed, and the orientation.



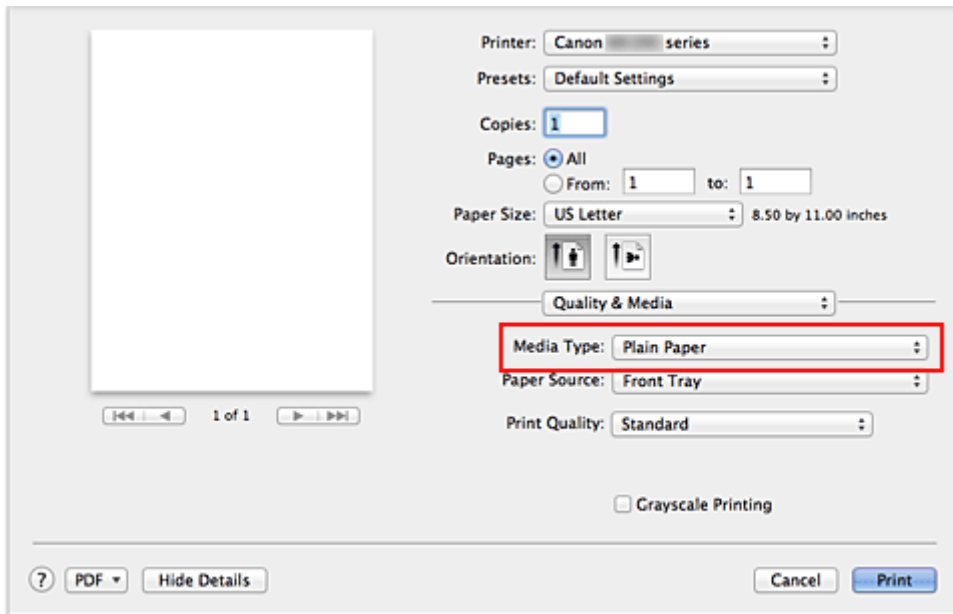
5. Select **Quality & Media** from the pop-up menu



6. Select the media type

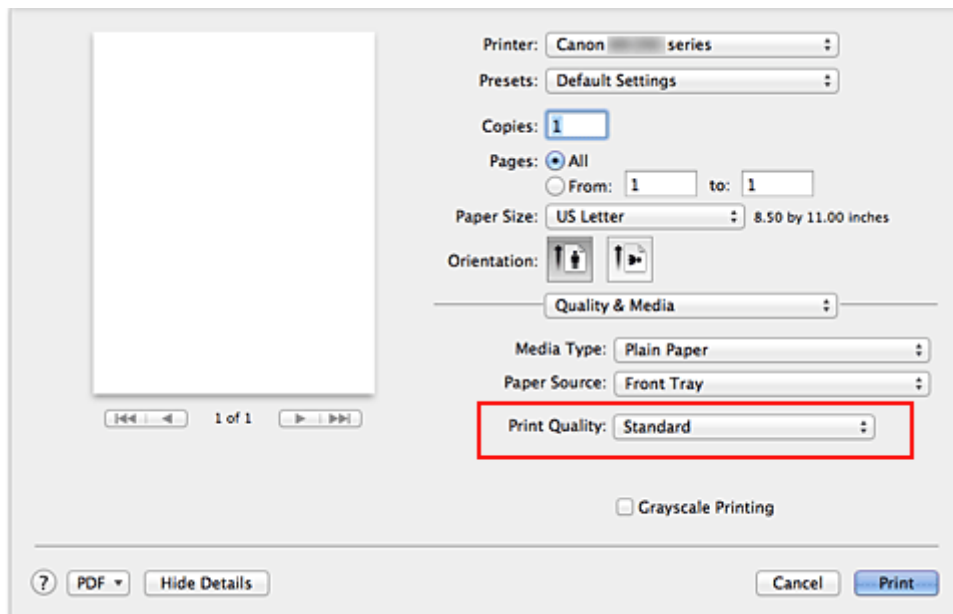
For **Media Type**, select the same paper type loaded in the machine.





## 7. Select the print quality

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



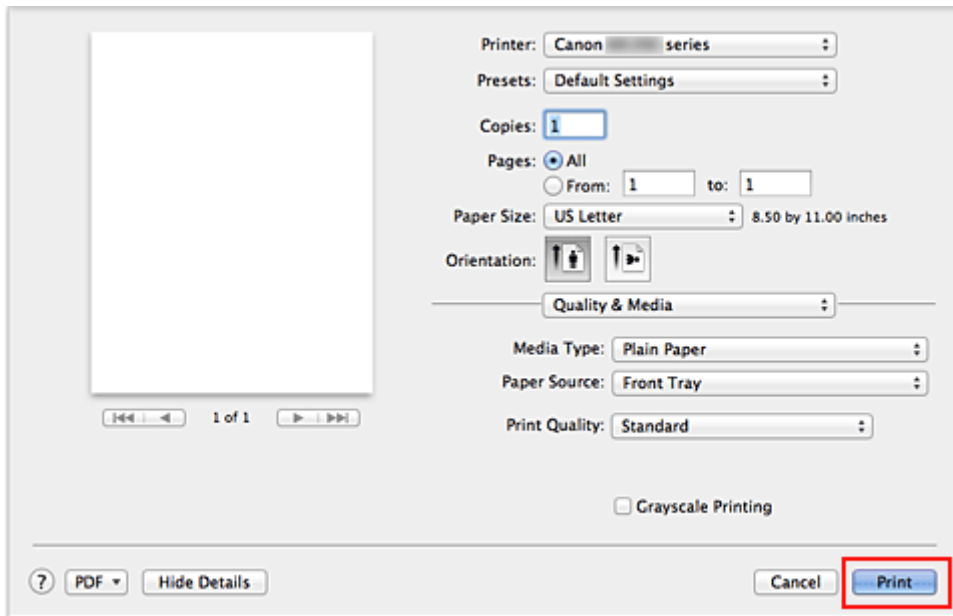
### ►►► Important

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

## 8. Complete the setup

Click **Print**.

When you execute print, the document will be printed in accordance with the type and size of the media.



### »»» Important

- In the **Presets** section, click **Save Current Settings as Preset... (Save As...)** to register the specified settings.
  - ➡ Registering a Changed Printing Profile

## Setting the Media Type with the Printer Driver

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

You can use the following media types on this machine.

### Commercially available papers

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

### Canon genuine papers (Photo Printing)

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

### Canon genuine papers (Business Letter Printing)

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

### Canon genuine papers (Original Products)

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

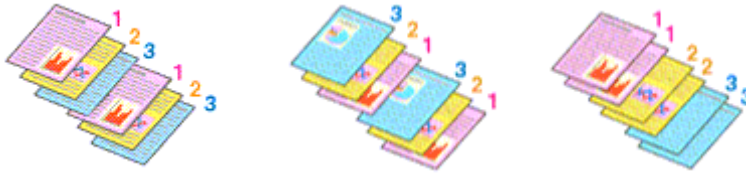
## Various Printing Methods

- [Setting the Number of Copies and Printing Order](#)
- [Setting the Stapling Margin](#)
- [Execute Borderless Printing](#)
- [Scaling the Printing to Fit the Paper Size](#)
- [Scaled Printing](#)
- [Page Layout Printing](#)
- [Printing on Postcards](#)
- [Displaying the Print Results before Printing](#)
- [Setting Paper Dimensions \(Custom Size\)](#)

## Setting the Number of Copies and Printing Order

Collate pages + Reverse Collate pages + Normal

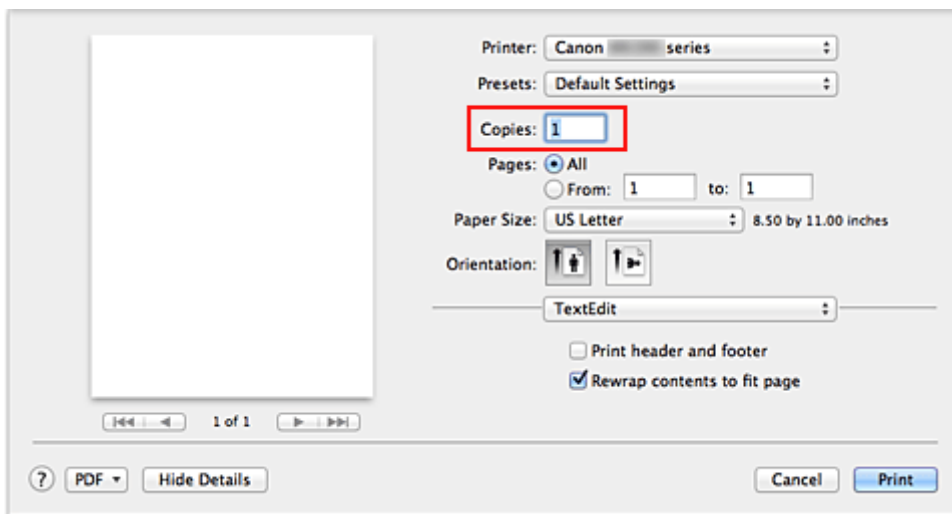
Reverse



The procedure for specifying the number of copies and printing order is as follows:

### 1. Specify the number of copies to be printed

Specify the number of copies to print from the **Copies** in the [Print Dialog](#).



### 2. Select **Paper Handling** from the pop-up menu

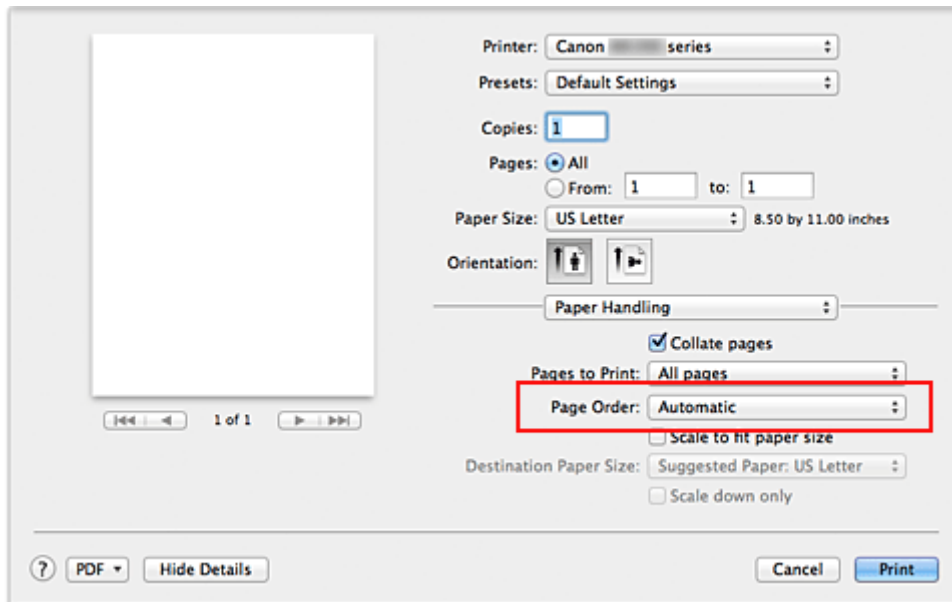
### 3. Check the **Collate pages** check box when you are specifying multiple copies in the **Copies** box

Check the **Collate pages** check box to print all the pages of a single copy together. Uncheck this check box to print all pages with the same page number together.

### 4. Specify the print order

Check **Page Order**.

When you select **Automatic** or **Reverse**, printing starts from the last page. When you select **Normal**, printing starts from the first page.



## 5. Complete the setup

Click **Print**.

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

### »»» Important

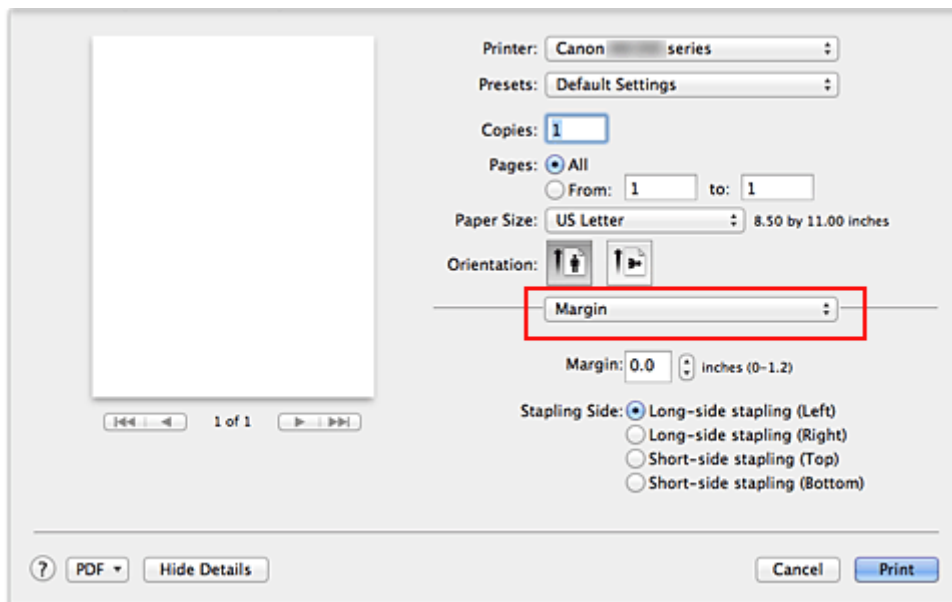
- When the application software that you used to create the document has the same function, specify the settings on the printer driver. However, if the print results are not acceptable, specify the function settings on the application software. When you specify the number of copies and the printing order with both the application software and this printer driver, the number of copies may be multiplied numbers of the two settings or the specified printing order may not be enabled.

## Setting the Stapling Margin



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

1. Select **Margin** from the pop-up menu on the [Print Dialog](#)



2. Set the staple side and the margin width

Select a stapling position from the **Stapling Side** list, and if necessary, set the **Margin** width.

### ►► Note

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

3. Complete the setup

Click **Print**.

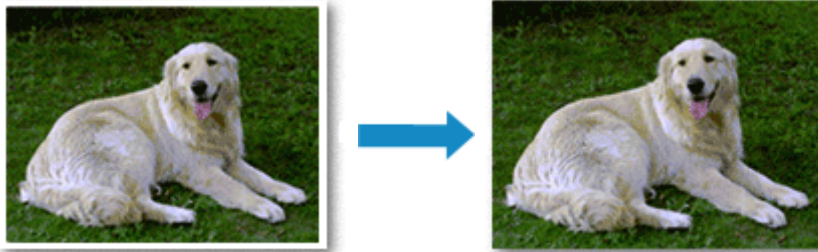
When you execute print, the data is printed with the specified staple side and margin width.

### ►► Important

- When borderless printing is enabled, **Stapling Side** and **Margin** appear grayed out and are unavailable.

## Execute Borderless Printing

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

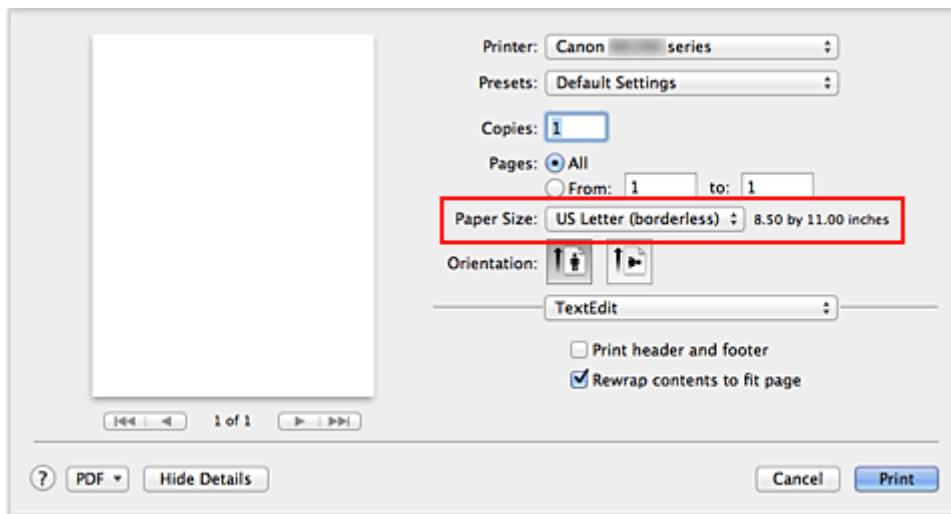


The procedure for performing borderless printing is as follows:

### Setting Borderless Printing

#### 1. Select the size of the paper for borderless printing

Select "XXX (borderless)" from the **Paper Size** in the [Print Dialog](#).



#### 2. Select **Borderless Printing** from the pop-up menu

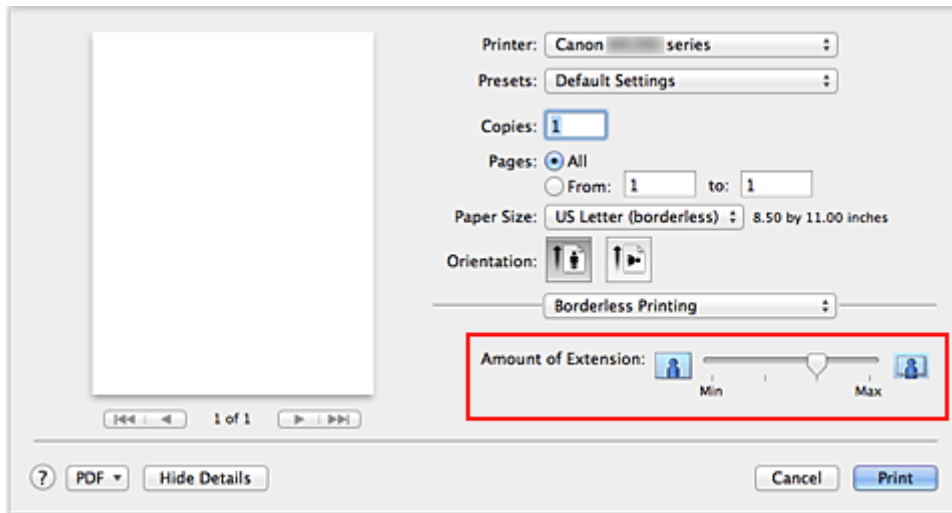
#### 3. Adjust the amount of extension from the paper

If necessary, adjust the amount of extension using the **Amount of Extension** slider.

Moving the slider to the right increases the amount extending off the paper, and moving the slider to the left decreases the amount.

It is recommended to set the slider at the second position from the right for most cases.





### »»» Important

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

## 4. Complete the setup

Click **Print**.

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

### »»» Important

- Borderless printing only supports specific paper sizes. Make sure to select a paper size with the wording "(borderless)" from the **Paper Size**.
- When borderless printing is enabled, **Envelope**, **High Resolution Paper**, and **T-Shirt Transfers** appear grayed out and are unavailable in **Media Type** list of **Quality & Media** of the pop-up menu in the Print dialog.
- Print quality may deteriorate or the sheet may be stained at the top and bottom depending on the type of paper used.
- When the ratio of the height to the width differs from the image data, a portion of the image may not be printed depending on the size of the media used.  
In this case, crop the image data with an application software according to the paper size.
- When scaled printing or page layout printing is enabled, you cannot perform borderless printing.

### »»» Note

- When **Plain Paper** is selected from the **Media Type** menu of the **Quality & Media**, borderless printing is not recommended.

## Expanding the Range of the Document to Print

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

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

### »»» Important

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

### »»» Note

- When the **Amount of Extension** slider is set to the leftmost position, image data will be printed in the full size. If you set this when printing the address side of a postcard, the postal code of the sender is printed in the correct position.

## Scaling the Printing to Fit the Paper Size

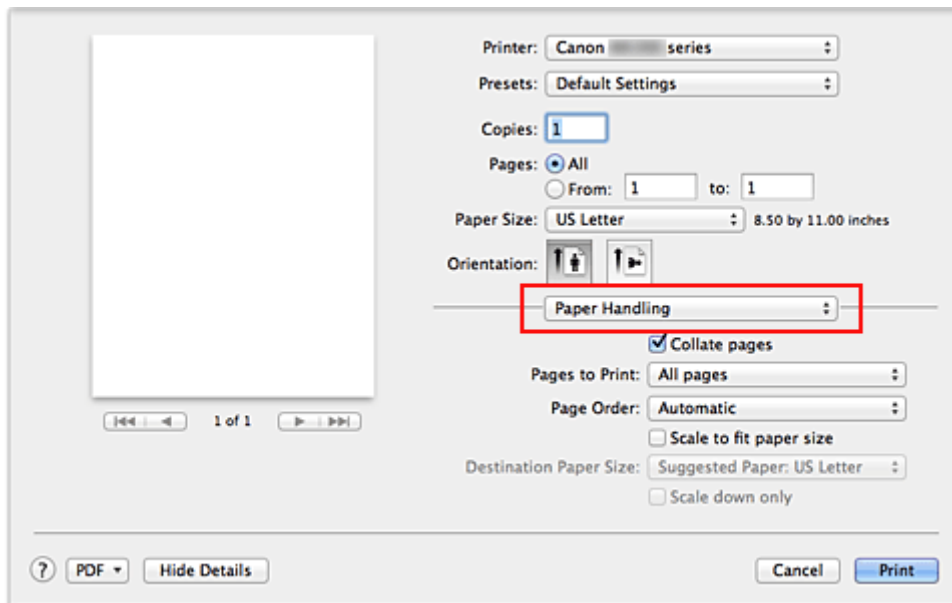


The procedure for printing a document that is automatically enlarged or reduced to fit the page size to be used is as follows:

### 1. Check the paper size

Check that the **Paper Size** in the [Print Dialog](#) is the same as the paper size that you set in the application software.

### 2. Select **Paper Handling** from the pop-up menu



### 3. Set the print paper size

Check the **Scale to fit paper size** check box. Then from the **Destination Paper Size** pop-up menu, select the paper size that is actually loaded in the machine.

### 4. If necessary, check the **Scale down only** check box

When you check this check box, the document will be reduced to fit to the paper size when the document size is larger than the page size. The document will be printed in the original size when the document size is smaller than the page size.

### 5. Complete the setup

Click **Print**.

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

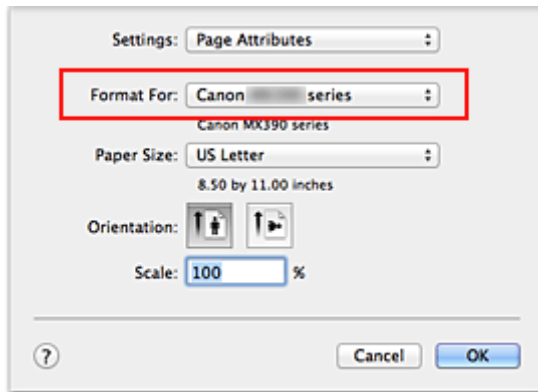
## Scaled Printing



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

### 1. Select the printer

In the [Page Setup Dialog](#), select your model name from the **Format For** list.



### 2. Set scaled printing

Specify the scaling factor in the **Scale** box, and click **OK**.

#### ►► Note

- If you are using Mac OS X v10.7, you can set the **Scale** rate to a value in the range from 1 to 999%.
- If you are using Mac OS X v10.6, set a value in the range from 1 to 10000%. If you enter any other value, an error message will be displayed.

### 3. Complete the setup

On the [Print Dialog](#), click **Print**.

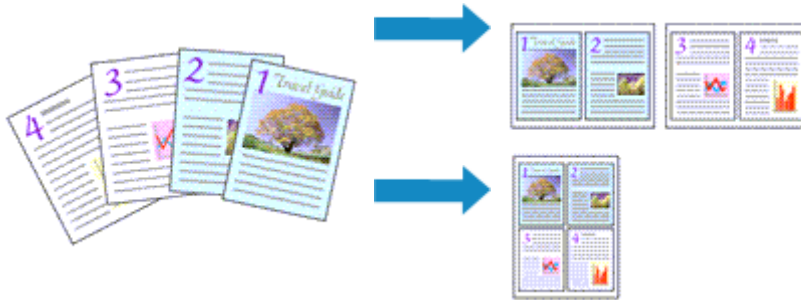
When you execute print, the document will be printed with the specified scale.

#### ►► Important

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

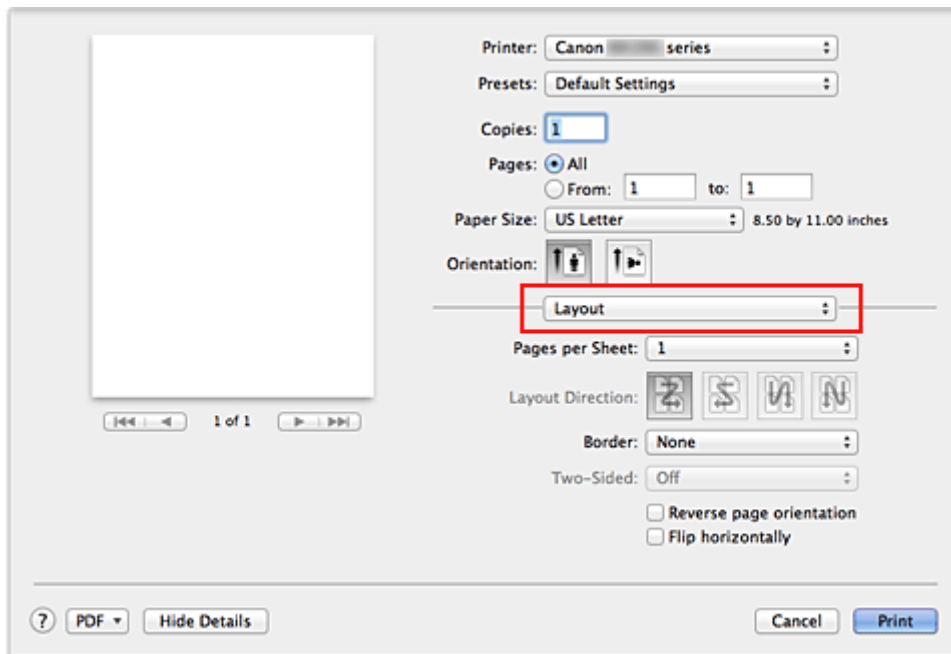
## Page Layout Printing

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



The procedure for performing page layout printing is as follows:

1. Select **Layout** from the pop-up menu in the [Print Dialog](#)



2. Set the number of original you print on one page

In **Pages per Sheet**, specify the number of page you print on one page.

3. If necessary, set the following items

### **Layout Direction**

To change the page placement order, select an icon from the list.

### **Border**

To print a page border around each document page, select a type of page border.

### **Reverse page orientation**

Select this check box to change the paper orientation.

### **Flip horizontally**

Select this check box to reverse left and right of the document.

4. Complete the setup

Click **Print**.

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

## Printing on Postcards

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

This section describes the procedure for postcard printing.

### 1. Select paper size in the [Print Dialog](#)

Select **Postcard** or **Postcard Double** from the **Paper Size** menu.

#### »» Important

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

### 2. Select **Quality & Media** from the pop-up menu

### 3. Select the media type

For **Media Type**, select the same paper type loaded in the machine.

#### »» Important

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

### 4. Complete the setup

Click **Print**.


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

## Displaying the Print Results before Printing

If you are using Mac OS X v10.6, you can display and check the print result before printing.

To display the print result before printing, click **Preview** on the [Print Dialog](#).

### **Note**

- When you click  (the disclosure triangle) in the Print dialog and switch to the detailed display, **Preview** is not displayed.  
For detailed display, a preview is displayed on the left side of the Print dialog.

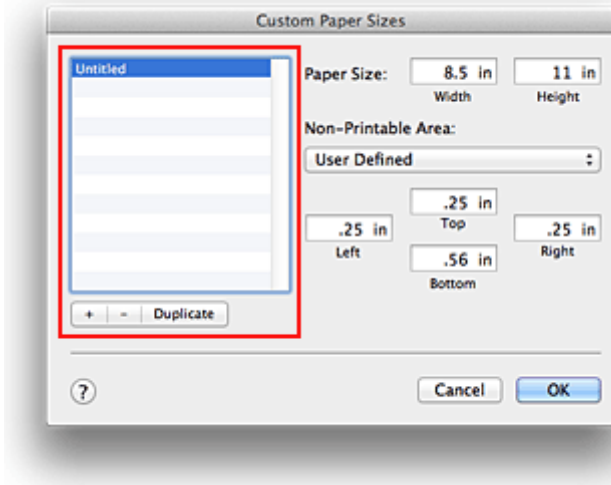
## Setting Paper Dimensions (Custom Size)

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

The procedure for specifying a custom size is as follows:

### 1. Creating a new custom paper size

In the **Print Dialog**, select **Manage Custom Sizes...** from **Paper Size**.  
In the **Custom Paper Sizes** dialog, click **+**.



**Untitled** will be added to the list.

### 2. Setting details about the custom paper size

Double-click **Untitled**, enter the name of the paper size you want to register, and specify the **Width** and **Height** of the paper for **Paper Size**.

Select **User Defined** or your model for **Non-Printable Area**, and enter the margins.

### 3. Registering the custom paper size

Click **OK**.

The custom size is registered.

## Important

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

## Note

- To duplicate the registered paper size, select the paper size that you want to duplicate from the **Custom Paper Sizes** list, and click **Duplicate**.
- To delete a registered paper size, select the paper size that you want to delete from the **Custom Paper Sizes** list, and click **-**.



## Changing the Print Quality and Correcting Image Data

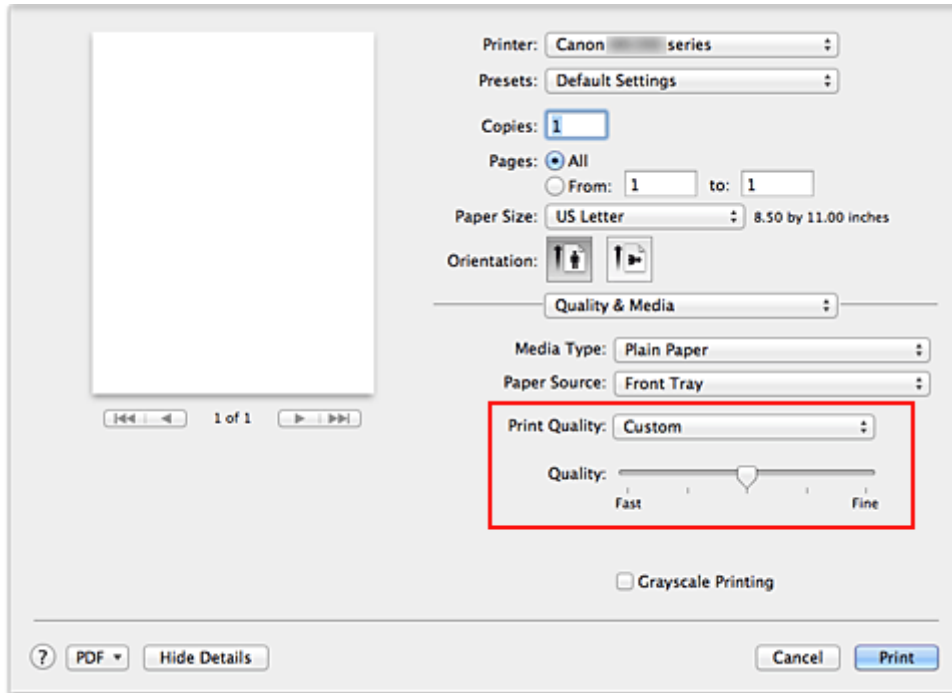
- [Setting the Print Quality Level \(Custom\)](#)
- [Printing a Color Document in Monochrome](#)
- [Specifying Color Correction](#)
- [Optimal Photo Printing of Image Data](#)
- [Adjusting Colors with the Printer Driver](#)
- [Printing with ICC Profiles \(Specifying an ICC Profile from the Application Software\)](#)
- [Printing with ICC Profiles \(Specifying an ICC Profile from the Printer Driver\)](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

## Setting the Print Quality Level (Custom)

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

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

1. Select **Quality & Media** from the pop-up menu on the [Print Dialog](#)
2. Select the print quality  
Select **Custom** for **Print Quality**.



3. Setting the print quality level  
Move the **Quality** slider to select the print quality level.

4. Complete the setup  
Click **Print**.  
When you execute print, the image data is printed with the selected print quality level.

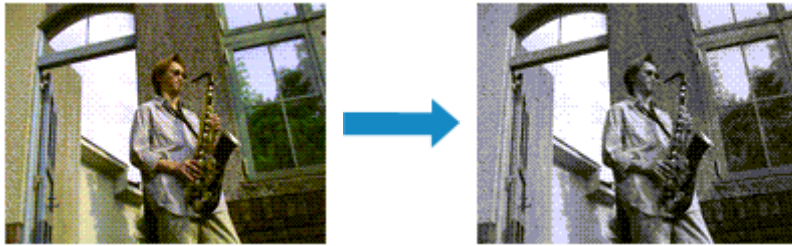
### Important

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

### Related Topics

- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

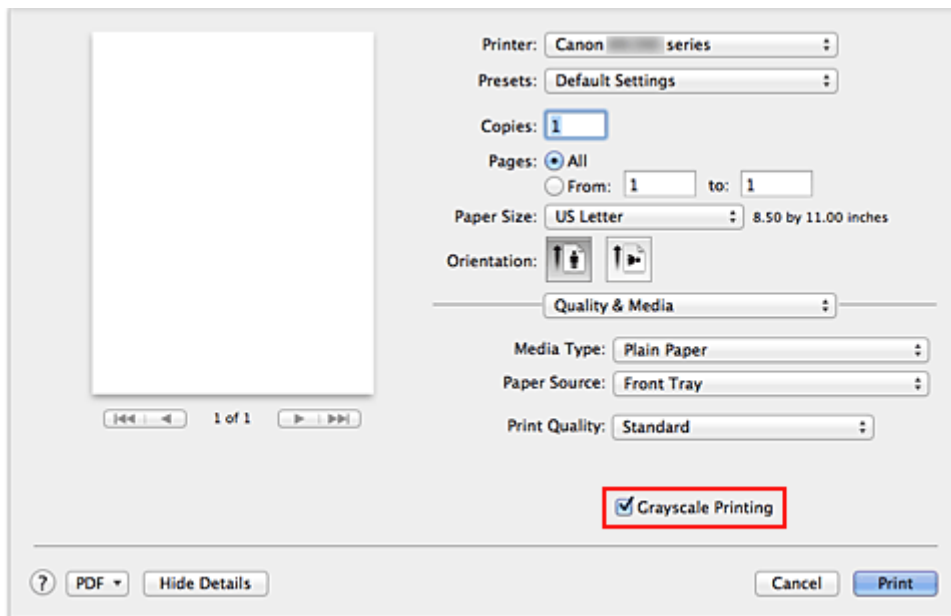
## Printing a Color Document in Monochrome



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

1. Select **Quality & Media** from the pop-up menu on the [Print Dialog](#)
2. Set grayscale printing

Check the **Grayscale Printing** check box.



3. Complete the setup

Click **Print**.

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

### ▶▶ Note

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

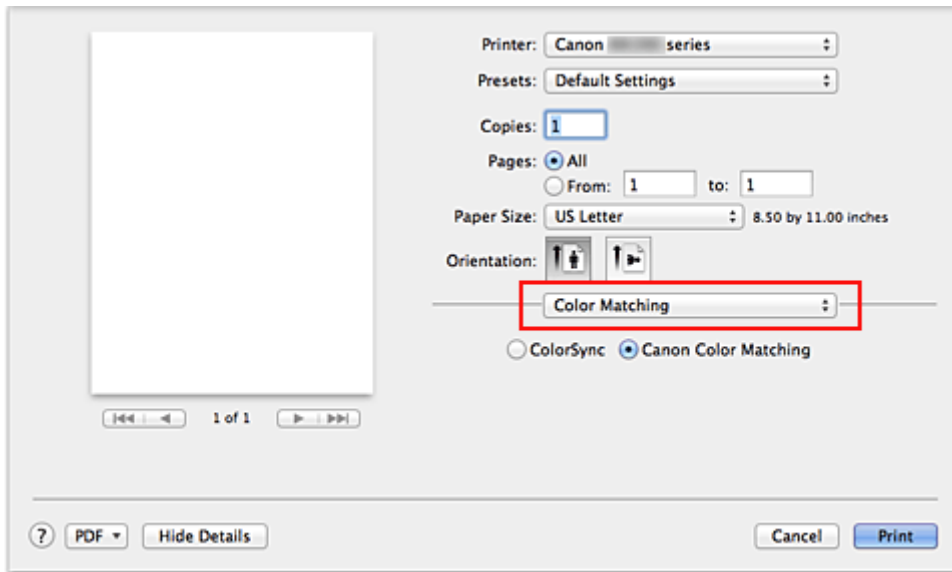
## Specifying Color Correction

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

When you want to print by using the color space (Adobe RGB or sRGB) of the image data effectively or by specifying a printing ICC profile from your application software, select **ColorSync**. When you want to print by having the printer driver correct the colors, select **Canon Color Matching**.

The procedure for specifying color correction is as follows:

1. Select **Color Matching** from the pop-up menu of the **Print Dialog**



2. Select color correction

Select the item below that matches your purpose.

### **ColorSync**

Perform color correction using ColorSync.

### **Canon Color Matching**

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

3. Complete the setup

Click **Print**.

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

## »» Important

- Depending on the application software, when a printing ICC profile is specified from that application software, **Canon Color Matching** cannot be selected because **ColorSync** is selected automatically.
- The **Quality & Media** setting is necessary even when **ColorSync** or **Canon Color Matching** is selected.

## Related Topics

- [Optimal Photo Printing of Image Data](#)
- [Adjusting Colors with the Printer Driver](#)
- [Printing with ICC Profiles \(Specifying an ICC Profile from the Application Software\)](#)
- [Printing with ICC Profiles \(Specifying an ICC Profile from the Printer Driver\)](#)

## Optimal Photo Printing of Image Data

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

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

### Color Management

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

For Mac OS, a color management system called "ColorSync" is built into the operating system. Adobe RGB and sRGB are popularly used as common color spaces. Adobe RGB has a wider color space than sRGB.

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

### Selecting a Printing Method Suited to the Image Data

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

There are two typical printing methods.

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

#### Adjusting Colors with the Printer Driver

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

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

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

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

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

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

#### Printing with ICC Profiles (Specifying an ICC Profile from the Application Software)

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

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

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

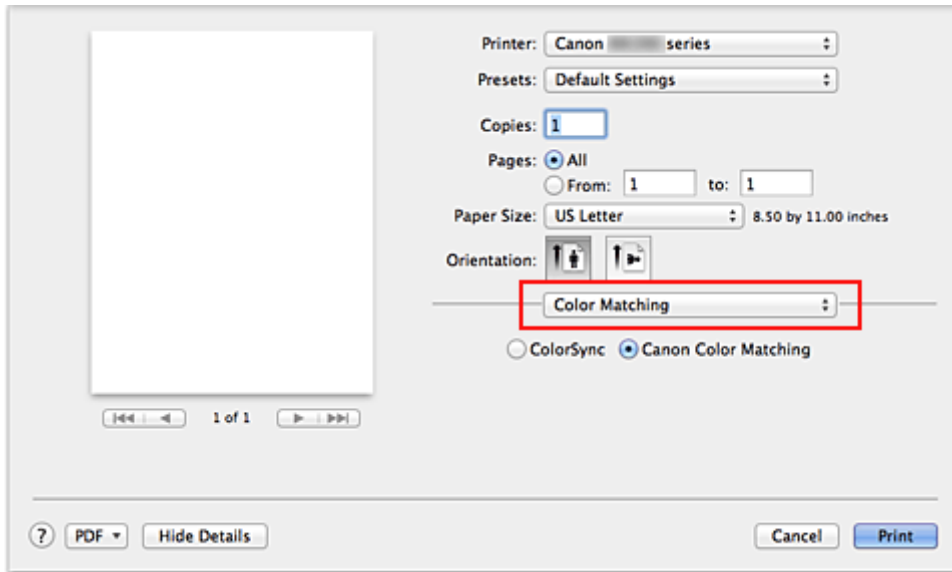
## Adjusting Colors with the Printer Driver

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

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

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

### 1. Select **Color Matching** from the pop-up menu of the **Print Dialog**



### 2. Select color correction

Select **Canon Color Matching**.

### 3. Set the other items

From the pop-up menu, select **Color Options**. If necessary, adjust the color balance (**Cyan, Magenta, Yellow**) and adjust **Brightness, Intensity, and Contrast** settings.

### 4. Complete the setup

Click **Print**.

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

## Related Topics

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

## Printing with ICC Profiles (Specifying an ICC Profile from the Application Software)

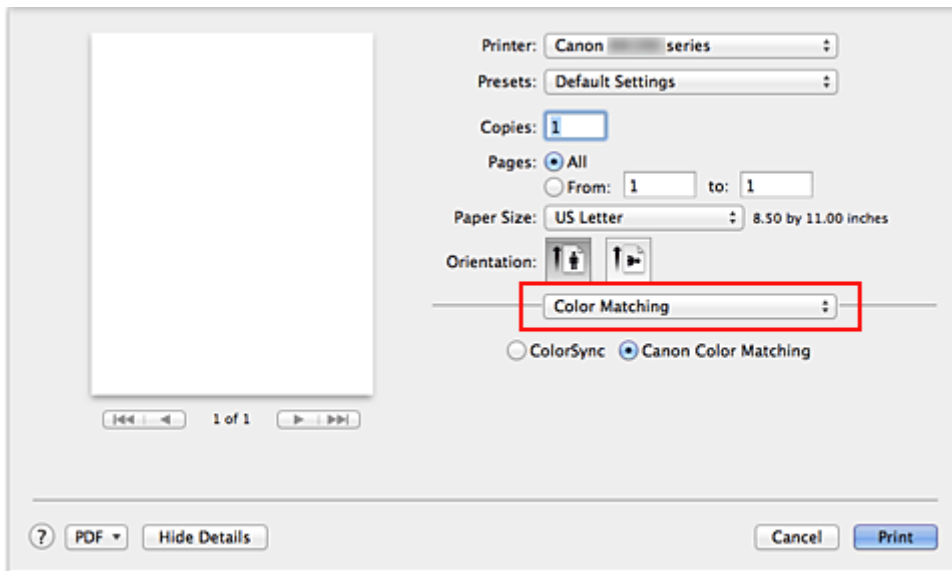
When you print from Adobe Photoshop, Canon Digital Photo Professional, or any application software that can identify input ICC profiles and allows you to specify such profiles, printer uses the color management system (ColorSync) built-into Mac OS when printing. The printer prints the editing and touch-up results of the application software and effectively uses the color space of the input ICC profile specified in the image data.

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

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

For instructions on specifying an ICC profile with an application software program, refer to the user's manual of your application software.

### 1. Select **Color Matching** from the pop-up menu of the **Print Dialog**



### 2. Select color correction

Select **ColorSync**.

You can leave **Profile** set to **Automatic**.

#### ►►► Important

- Depending on the application software you use, you may not be able to select setting items other than **ColorSync**.
- If you choose a **Profile** setting other than **Automatic**, the machine will not be able to print with the correct colors.

### 3. Complete the setup

Click **Print**.

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

## Related Topics

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

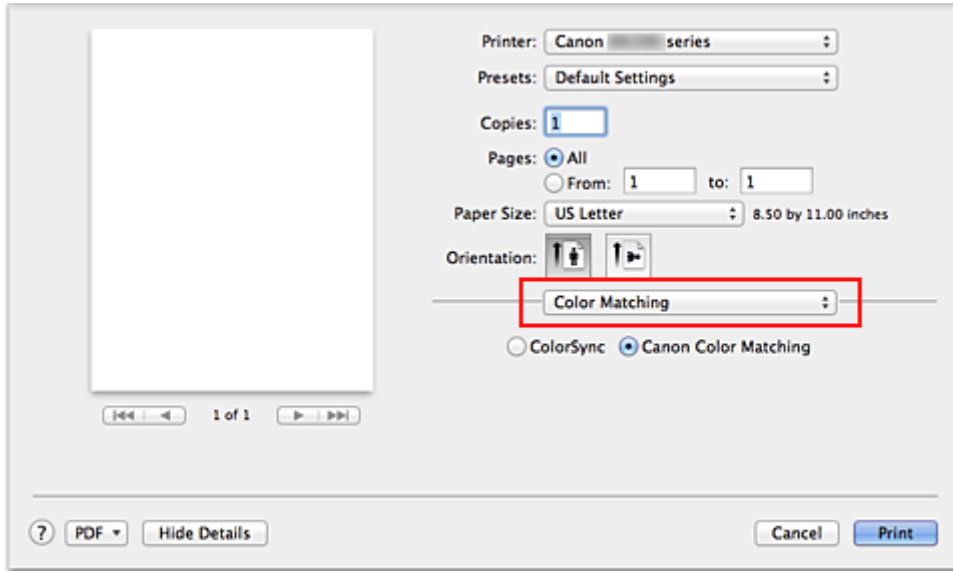
- Adjusting Intensity
- Adjusting Contrast



## Printing with ICC Profiles (Specifying an ICC Profile from the Printer Driver)

Print from an application software that cannot identify or specify input ICC profiles by using the color space of the input ICC profile (sRGB) found in the data.

1. Select **Color Matching** from the pop-up menu of the **Print Dialog**



2. Select color correction

Select **ColorSync**.

You can leave **Profile** set to **Automatic**.

### Important

- If you choose a **Profile** setting other than **Automatic**, the machine will not be able to print with the correct colors.

3. Complete the setup

Click **Print**.

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

### Important

- You cannot specify an input ICC profile from the printer driver.

## Related Topics

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

## Adjusting Color Balance

You can adjust the color tints when printing.

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

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

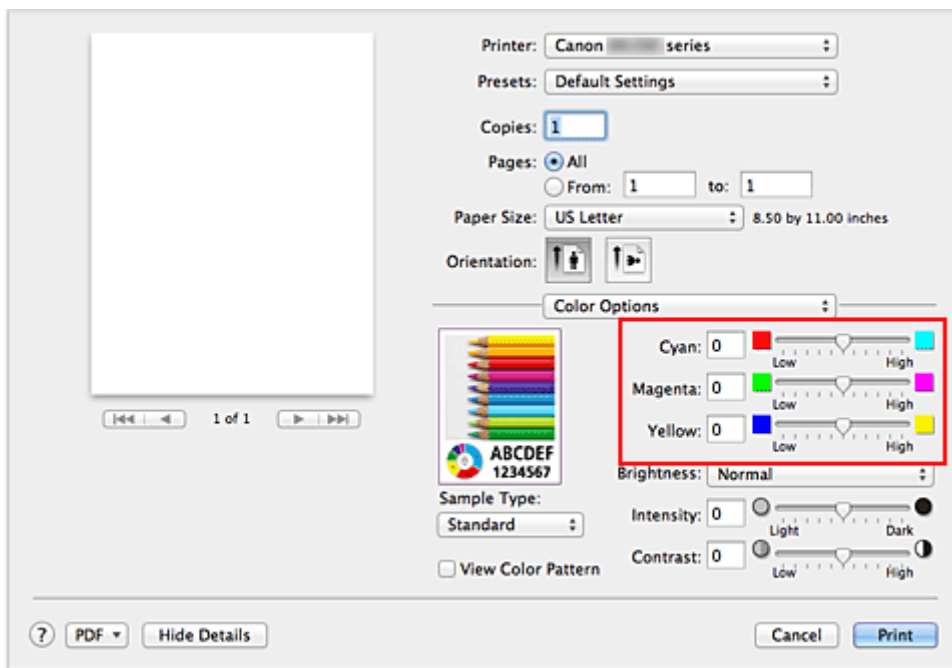


No adjustment    Adjust color balance

The procedure for adjusting color balance is as follows:

1. Select **Color Options** from the pop-up menu of the **Print Dialog**
2. Adjust color balance

There are individual sliders for **Cyan**, **Magenta**, and **Yellow**. Each color becomes stronger when the corresponding slider is moved to the right, and becomes weaker when the corresponding slider is moved to the left. For example, when cyan becomes weaker, the color red becomes stronger. You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50. The current settings are displayed in the settings preview on the left side of the printer driver.



### ►►► Important

- Adjust the slider gradually.

3. Complete the setup

Click **Print**.

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

### **Important**

- When the **Grayscale Printing** check box is checked for **Quality & Media**, the color balance (**Cyan, Magenta, Yellow**) appear grayed out and are unavailable.
- If you select **ColorSync** for **Color Matching**, then the color balance (**Cyan, Magenta, Yellow**) appear grayed out and is unavailable.

### **Related Topics**

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

## Adjusting Brightness

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

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



Light is selected

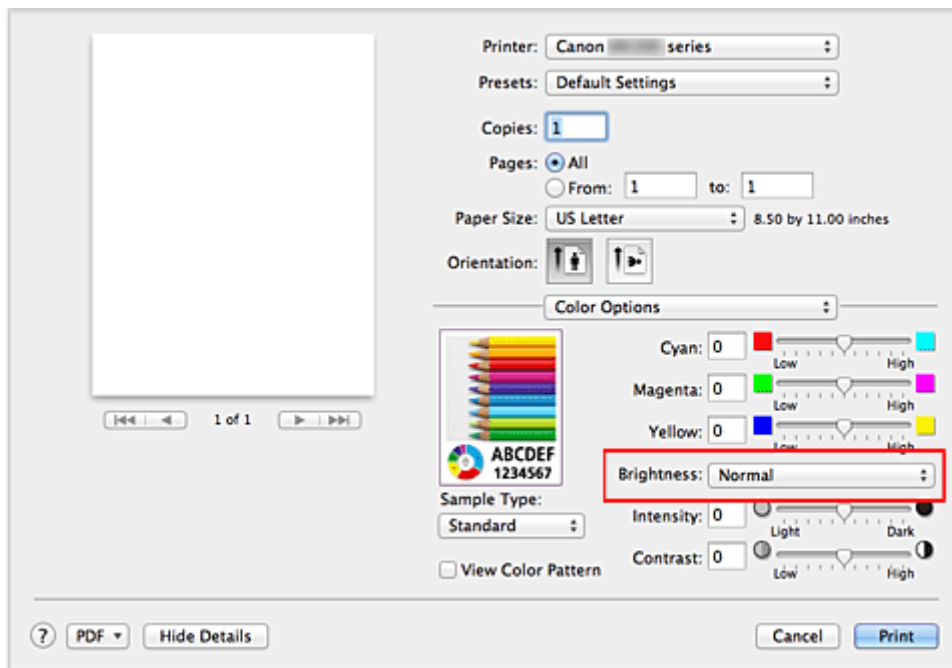
Normal is selected

Dark is selected

The procedure for adjusting brightness is as follows:

1. Select **Color Options** from the pop-up menu of the [Print Dialog](#)
2. Specify the brightness

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



3. Complete the setup

Click **Print**.

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

### Important

- If you select **ColorSync** for **Color Matching**, then the **Brightness** appear grayed out and is unavailable.

### Related Topics

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

- Adjusting Color Balance
- Adjusting Intensity
- Adjusting Contrast

## Adjusting Intensity

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



No adjustment

Higher intensity

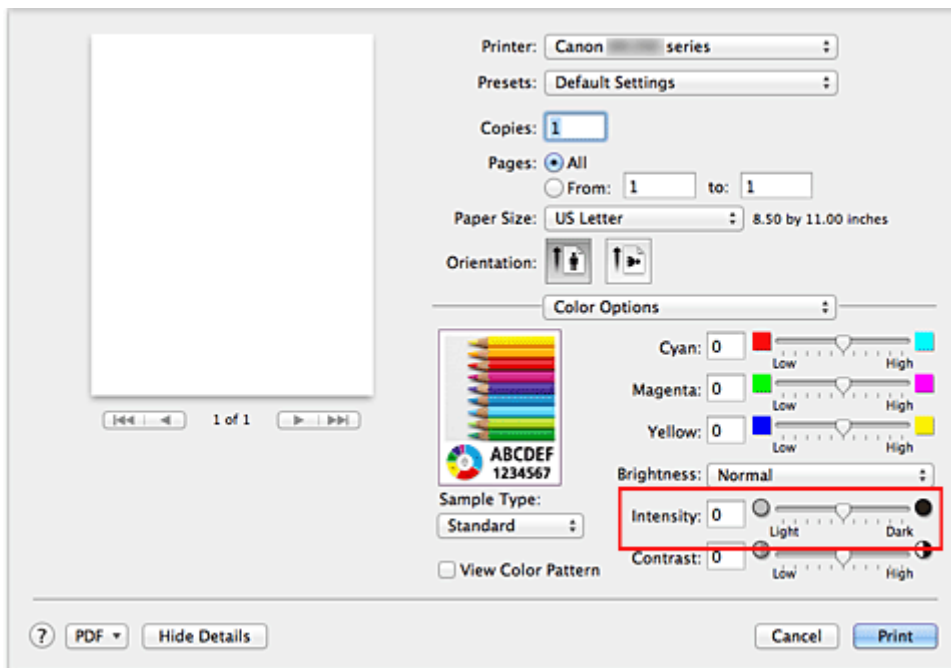
The procedure for adjusting intensity is as follows:

### 1. Select **Color Options** from the pop-up menu of the **Print Dialog**

### 2. Adjust intensity

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

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



### ►► Important

- Adjust the slider gradually.

### 3. Complete the setup

Click **Print**.

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

### ►► Important

- If you select **ColorSync** for **Color Matching**, then the **Intensity** appear grayed out and is unavailable.

## **Related Topics**

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

## Adjusting Contrast

You can adjust the image contrast during printing.

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



No adjustment

Adjust the contrast

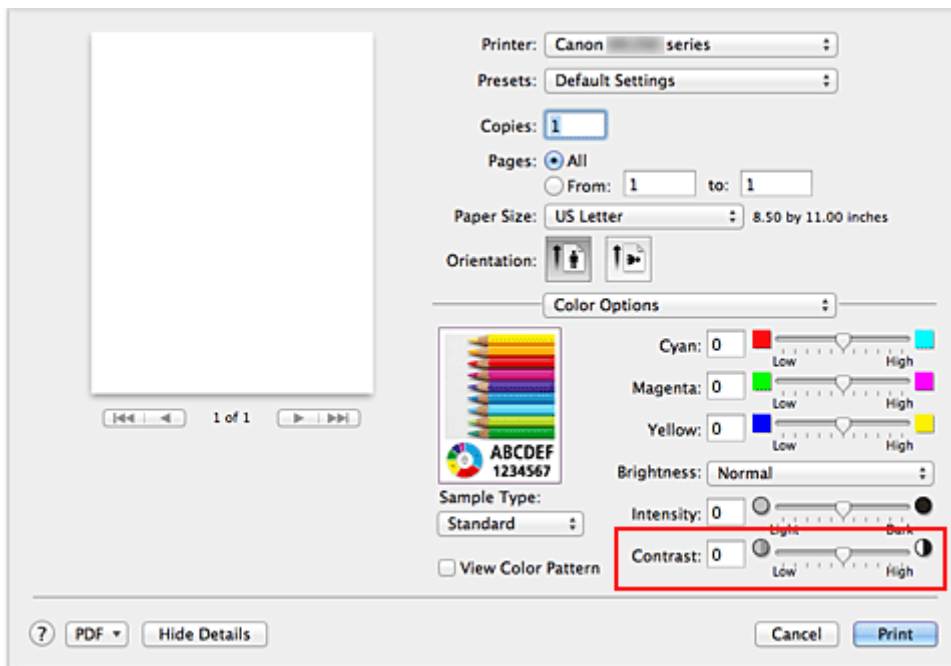
The procedure for adjusting contrast is as follows:

1. Select **Color Options** from the pop-up menu of the [Print Dialog](#)

2. Adjust the contrast

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

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



### ►►► Important

- Adjust the slider gradually.

3. Complete the setup

Click **Print**.

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

### ►►► Important

- If you select **ColorSync** for **Color Matching**, then the **Contrast** appears grayed out and is unavailable.



## **Related Topics**

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

## Overview of the Printer Driver

- [Canon IJ Printer Driver](#)
- [How to Open the Printer Driver Setup Window](#)
- [Page Setup Dialog](#)
- [Print Dialog](#)
- [Quality & Media](#)
- [Color Options](#)
- [Borderless Printing](#)
- [Margin](#)
- [Canon IJ Printer Utility](#)
- [Opening the Canon IJ Printer Utility](#)
- [Maintenance of this Machine](#)
- [Display the Printing Status Screen](#)
- [Deleting the Undesired Print Job](#)
- [Instructions for Use \(Printer Driver\)](#)

## Canon IJ Printer Driver


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

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

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

### Using Help of the Printer Driver

You can display Help function from the [Print Dialog](#).

Select a setup item from the pop-up menu in the Print dialog. Then click  at the bottom left of the screen to display an explanation of the item.

Help for the print driver is displayed when the following pop-up menu item is selected:

- **Quality & Media**
- **Color Options**
- **Borderless Printing**
- **Margin**

## How to Open the Printer Driver Setup Window

You can display the printer driver setup window from the application software you are using.

### Opening the Page Setup Dialog

Use this procedure to set the page (paper) settings before printing.

1. Select **Page Setup...** from the **File** menu of the application software

The [Page Setup Dialog](#) opens.

### Opening the Print Dialog

Use this procedure to set the print settings before printing.

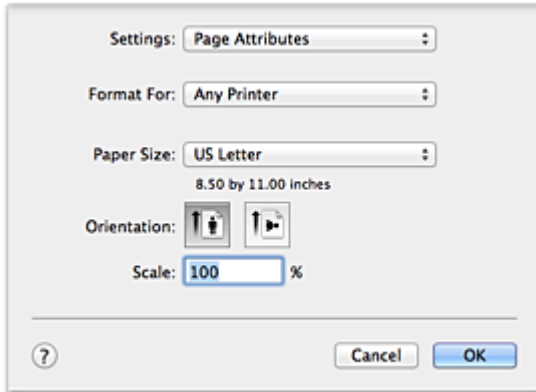
1. Select **Print...** from the **File** menu of the application software

The [Print Dialog](#) opens.

## Page Setup Dialog

In the Page Setup dialog, you configure the basic print settings such as the size of paper loaded in the machine or the scaling ratio.

To open the Page Setup dialog, you typically select **Page Setup...** from the **File** menu of your application software.



### Settings

Click the pop-up menu, and then select the following items:

#### **Page Attributes**

Set the paper size or scaled printing.

#### **Save as Default**

You can save the attributes of the displayed page as the default settings.

### **Format For**

Select the model to be used for printing.

### **Paper Size**

Select the size of the paper to be used for printing.

To set a non-standard size, select **Manage Custom Sizes...**

### **Orientation**

Select the print orientation.

### **Scale**

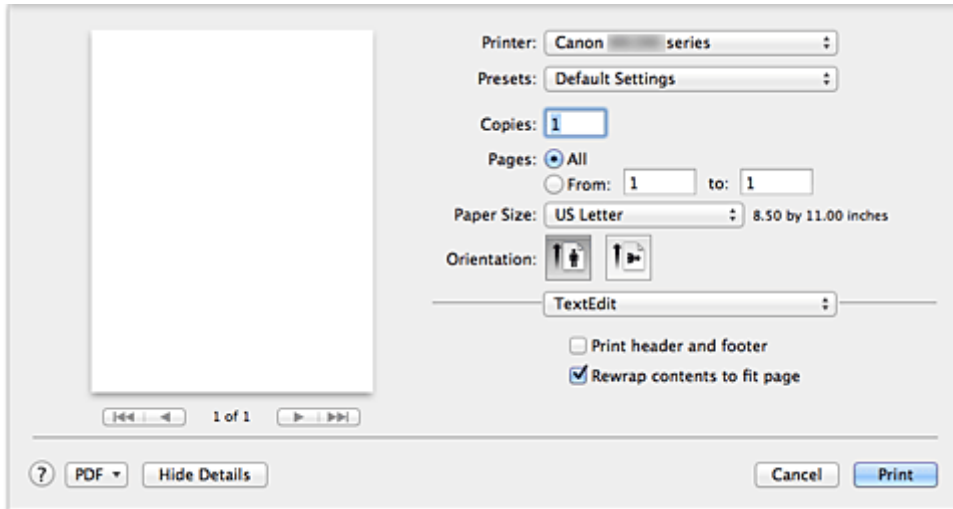
Set the scaling percentage.

You can expand or reduce the size of the document when printing.

## Print Dialog

In the Print dialog, you can set paper type and print quality to start printing.

To open the Print dialog, you typically select **Print...** from the **File** menu of your application software.



### Printer

Select the model to be used for printing.

When you click **Add Printer...**, a dialog for specifying the printer opens.

### Presets

You can save or delete the settings of the Print dialog.

### »» Note

- If you are using Mac OS X v10.7, you can select **Show Presets...** to check the print settings that are set in the Print dialog.

### Copies

You can set the number of copies to be printed.

### »» Note

- If you are using Mac OS X v10.6, you can also set collate printing.
- If you are using Mac OS X v10.7, you can set collated printing by choosing **Paper Handling** from the pop-up menu.

### Pages

You can set the range of pages to be printed.

### Paper Size

Select the size of the paper to be used for printing.

To set a non-standard size, select **Manage Custom Sizes...**

### Orientation

Select the print orientation.

### Pop-up Menu

You can switch between pages in the Print dialog by the pop-up menu. The first menu to appear differs depending on the application software that opened the Print dialog.

You can choose one of the following items from the pop-up menu.

#### Layout

You can set page layout printing.

Use **Reverse page orientation** to change the paper orientation, and use **Flip horizontally** to print a mirror image of the document.

**Color Matching**

Select the color correction method.

**Paper Handling**

You can set the pages to be printed on paper and the print order.

**Cover Page**

You can output cover pages both before and after a document.

**Scheduler**

You can set the print start time and print priorities.

**Quality & Media**

You can set basic print settings that match the machine.

**Color Options**

You can adjust the print colors as you desire.

**Borderless Printing**

You can adjust the amount of document that extends off the paper when performing borderless printing.

**Margin**

You can set the stapling side and the stapling margin.

**Supply Levels**

A rough indication of the remaining ink level is displayed.

**Summary**

The selected items in the Print dialog are displayed.


**▶▶▶ Important**

- If you are using Mac OS X v10.7, you cannot use **Scheduler** and **Summary**.

**PDF**

You can save a document in PDF (Portable Document Format) format.

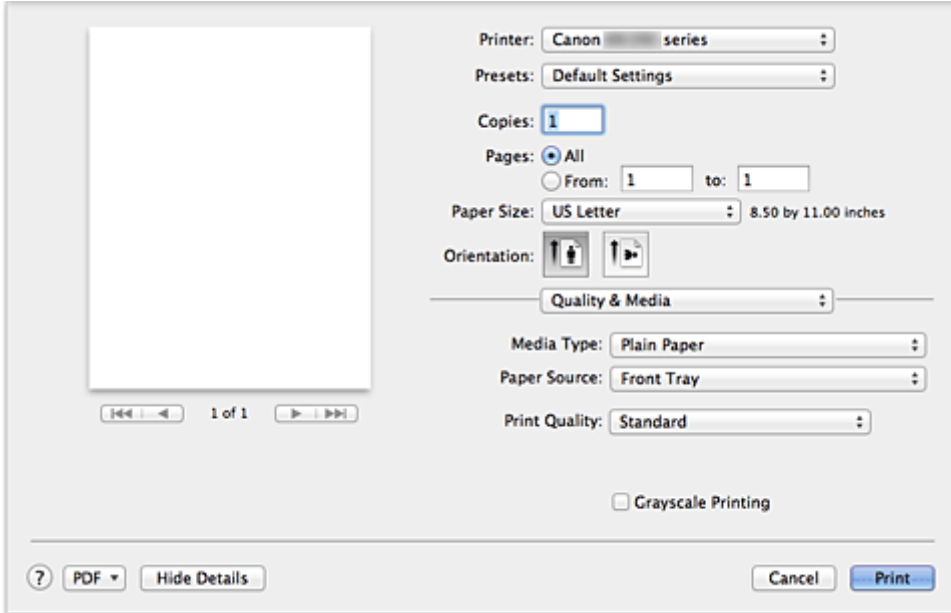
**Preview**

If you are using Mac OS X v10.6, when you click  (the disclosure triangle) on the side of **Printer** and switch to the simple display, **Preview** is displayed.

This button allows you to check the print results on the screen before printing.

## Quality & Media

This dialog allows you to create a basic print setup in accordance with the paper type. Unless special printing is required, normal printing can be performed just by setting the items in this dialog.



### Media Type

Select the type of media to be used.

You must select the type of media actually loaded in the machine. This selection enables the printer to carry out printing properly for the material of the media used.

### Paper Source

Shows the source from which paper is supplied.

### Print Quality

Select the one that is closest to the original document type and the purpose.

When one of the radio buttons is selected, the appropriate quality will be set automatically.

#### High

Gives priority to print quality over printing speed.

#### Standard

Prints with average speed and quality.

#### Fast

Gives priority to printing speed over print quality.

#### Custom

Select this radio button to specify a quality.

#### Quality

Selecting **Custom** in the **Print Quality** allows you to adjust the print quality level.

Dragging the slider to the right enhances the print quality while dragging the slider to the left increases the printing speed.

### Grayscale Printing

Set grayscale printing. Grayscale printing refers to the function of converting your document to grayscale data in the printer to print it in monochrome.

When you check the check box, both monochrome and color documents will be printed in monochrome.

When printing a color document, be sure to uncheck the check box.

## Related Features

- [Setting the Print Quality Level \(Custom\)](#)

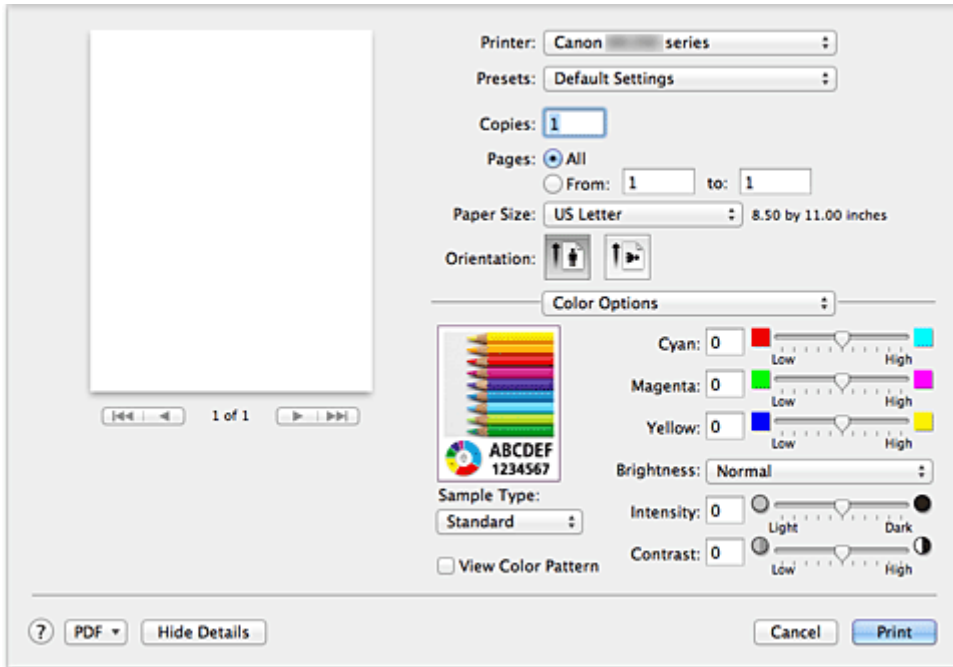


● [Printing a Color Document in Monochrome](#)

## Color Options

This dialog allows you to adjust the print color as you like. If the color of the printed image is not as expected, adjust the properties in the dialog and retry printing.

The adjustments made here do not affect the colors of the original print data unlike application software dedicated to image processing. Use this dialog just to make fine adjustments.



### Preview

Shows the effect of color adjustment.

As you adjust each item, the effects are reflected in the color and brightness. You can check the color adjustment status easily.

### Sample Type

Select an image that you want to display as a sample.

If necessary, select one from **Standard**, **Portrait**, **Landscape**, or **Graphics**, whichever is most similar to the print results.

### View Color Pattern

Displays a pattern for checking color changes produced by color adjustment.

When you want to display the sample image with a color pattern, check this check box.

When you want to display the sample image with one that you selected with **Sample Type**, uncheck this check box.

### Note

- When the **Grayscale Printing** check box is checked in the **Quality & Media**, the graphic is displayed in monochrome.

### Color balance (Cyan, Magenta, Yellow)

If necessary, adjust the strength of each color. To strengthen a color, drag the slider to the right. To weaken a color, drag the slider to the left.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

Adjusting the color balance will result in variations in the balance among the volumes of the individual color inks and hence in the hues of the document as a whole.

Use the printer driver only when adjusting the color balance slightly. To change the color balance significantly, use the application software.

### **Brightness**

Select the brightness of printed images.

You cannot change the levels of pure white and black. You can change the contrast of the colors between white and black.

### **Intensity**

Select this method to adjust the overall density of your print.

To increase the overall intensity, drag the slider to the right. To decrease the overall intensity, drag the slider to the left.

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

### **Contrast**

The Contrast function changes the differences between light and dark in images during printing.

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

You can also directly enter a value linked to the slider. Enter a value in the range from -50 to 50.

### **»» Important**

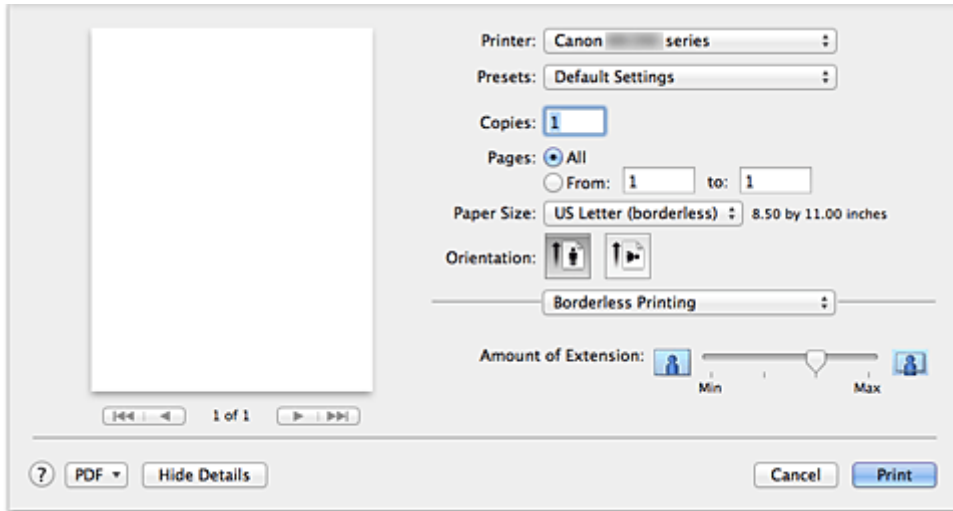
- When the **Grayscale Printing** check box is checked for **Quality & Media**, the color balance (**Cyan, Magenta, Yellow**) appear grayed out and are unavailable.
- If you select **ColorSync** for **Color Matching**, then the color balance (**Cyan, Magenta, Yellow**), **Brightness**, **Intensity**, and **Contrast** appear grayed out and are unavailable.

### **Related Features**

- [Specifying Color Correction](#)
- [Adjusting Color Balance](#)
- [Adjusting Brightness](#)
- [Adjusting Intensity](#)
- [Adjusting Contrast](#)

## Borderless Printing

This dialog allows you to adjust the amount of the document that extends off the paper when borderless printing is performed.



### Amount of Extension

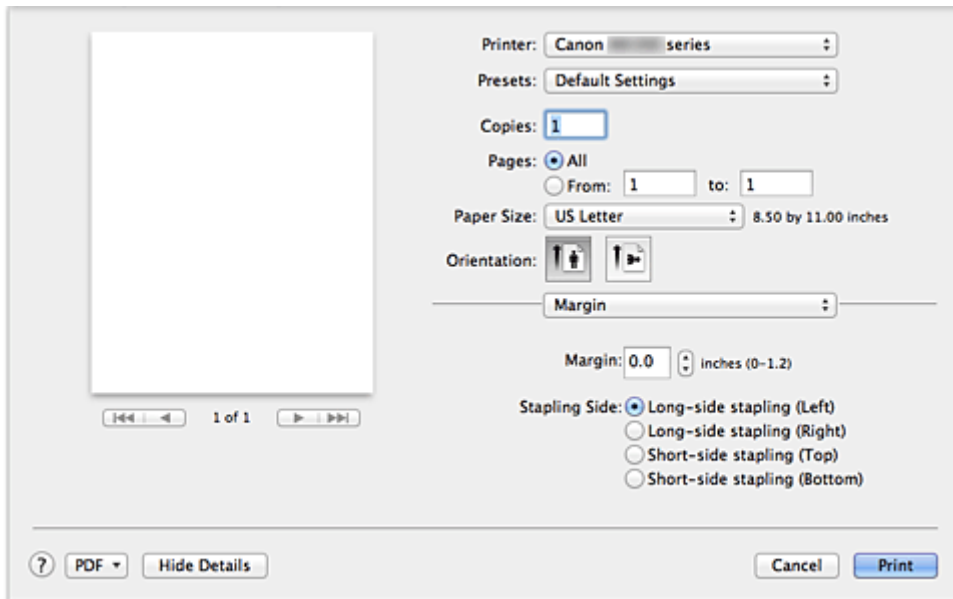
Use the **Amount of Extension** slider to adjust the amount of the document that extends off the paper. Moving the slider to the right makes the amount larger and moving the slider to the left makes the amount smaller.

### Related Feature

- [Execute Borderless Printing](#)

## Margin

This dialog allows you to set the stapling side and amount of margin for stapling multiple sheets of paper.



### Margin

Specify the amount of margin space for stapling the paper. Enter a value between 0 inches (0 mm) to 1.2 inches (30 mm).

### Stapling Side

Specify the stapling side.

#### **Long-side stapling (Left) / Long-side stapling (Right)**

Select this option to staple the long side of the paper.  
Choose left or right.

#### **Short-side stapling (Top) / Short-side stapling (Bottom)**

Select this option to staple the short side of the paper.  
Choose top or bottom.

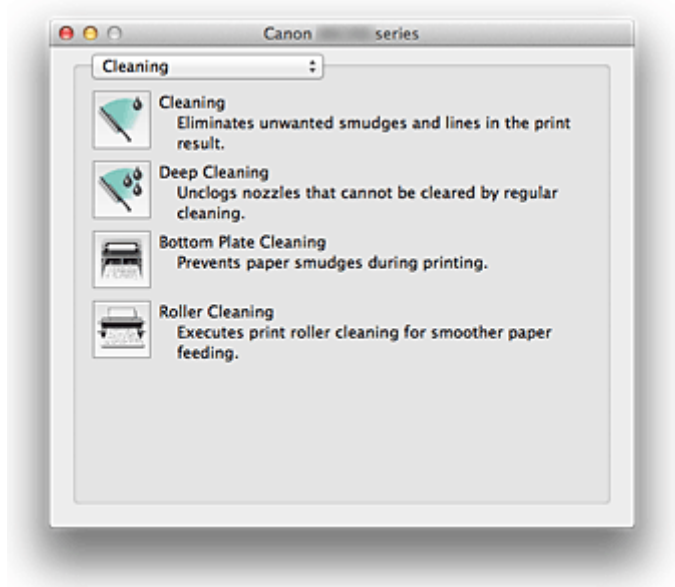
### Related Feature

- [Setting the Stapling Margin](#)

# Canon IJ Printer Utility

The Canon IJ Printer Utility allows you to perform machine maintenance or change the settings of the machine.

## What You Can Do with the Canon IJ Printer Utility



You can switch between pages in Canon IJ Printer Utility by the pop-up menu. You can choose one of the following items from the pop-up menu.

### **Cleaning**

Clean the printer to prevent print smudges and clear up clogged print head nozzle.

### **Test Print**

Execute a test print to check the condition of the print head nozzle and to adjust the print head position.

### **Power Settings**

Operate the power of this machine from the printer driver.

### **Ink Level Information**

Check the remaining ink levels.

### **Ink Cartridge Settings**

Selects the FINE cartridge you use for printing.

### **Quiet Settings**

You can reduce the operating noise of the machine.

### **Custom Settings**

Change the settings of this machine.

### **▶▶▶ Note**

- To open the Canon IJ Printer Utility, turn on the machine and make sure that it is connected to the computer with a USB cable.
- Depending on the items selected, the computer communicates with the machine to obtain information. If the computer is unable to communicate with the machine, an error message appears. If this happens, click **Cancel** to display the most recent settings specified on your computer.

## **Related Topics**

- [Cleaning the Print Heads from Your Computer](#)
- [Cleaning Inside the Machine](#)

- Cleaning the Paper Feed Rollers from Your Computer
- Use Your Computer to Print a Nozzle Check Pattern
- Aligning the Print Head Position from Your Computer
- Checking the Ink Status from Your Computer
- Setting the Ink Cartridge to be Used
- Managing the Machine Power
- Reducing the Machine Noise
- Changing the Machine Operation Mode

## Opening the Canon IJ Printer Utility

To open the Canon IJ Printer Utility, follow the steps below.

1. Open **System Preferences**, and select **Print & Scan (Print & Fax)**

2. Start the Canon IJ Printer Utility

Select your model from the printer list, and click **Options & Supplies...**

Click **Open Printer Utility** in **Utility** tab.

Canon IJ Printer Utility is launched.



## **Maintenance of this Machine**


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

## Display the Printing Status Screen

Check the print progress according to the following procedure:

### 1. Launch the printing status screen

- **If the print data has been sent to the machine**

The printing status screen opens automatically. To display the printing status screen, click the  (the printer icon) displayed on the Dock.

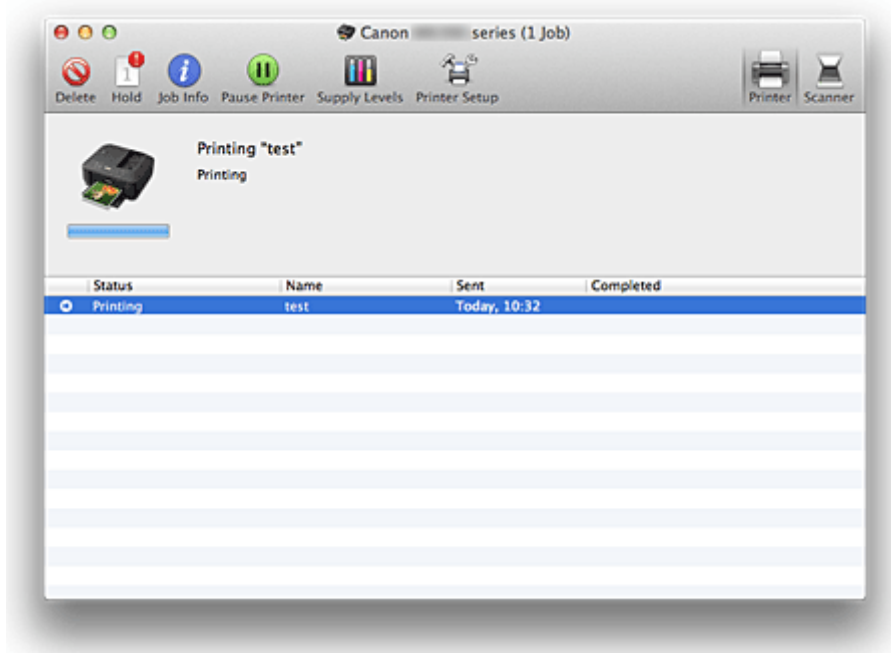
- **If the print data has not been sent to the machine**


Open **System Preferences**, and select **Print & Scan (Print & Fax)**.


To display the printing status screen, select the name of your printer model from the printer list, and then click **Open Print Queue....**


### 2. Checking the printing status


You can check the name of the file being printed or ready for being printed.





 Deletes the specified print job.

 Stops printing the specified document.

 Resumes printing the specified document.


 Displays the print job information.

 Stops printing all documents.

 Displayed only when printing of all documents is being stopped, and resumes printing all documents.

## Deleting the Undesired Print Job

If the printer does not start printing, canceled or failed print job data may be remaining. Delete unnecessary print jobs from the print status check screen.

1. Open **System Preferences**, and select **Print & Scan (Print & Fax)**
2. Select your model, and then click **Open Print Queue...**  
The print status check screen appears.
3. Select the unnecessary print job and click  **Delete**  
The selected print jobs will be deleted.

## Instructions for Use (Printer Driver)

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

### Restrictions on the Printer Driver

- When you set up the Page Setup dialog, be sure to begin by selecting the model you are using from the **Format For** list. If you select another printer, printing may not be performed properly.
- If the Canon IJ Printer Utility does not display the remaining ink level in the **Ink Level Information**, check whether the FINE cartridge is properly installed.
- When the Canon IJ Printer Utility displays the **Ink Level Information**, close the paper output cover of the machine.
- The following functions cannot be used in Mac OS, though they can be used in Windows computers.
  - Duplex Printing
  - Booklet Printing
  - Tiling/Poster Printing
- Depending on the application software that you are using, a preview may not be displayed on the left side of the Print dialog.
- If you connect this machine and AirPort with a USB cable and print, you must install the latest AirPort firmware.

## Updating the Printer Driver

- [Obtaining the Latest Printer Driver](#)
- [Delete the Unnecessary Canon IJ Printer from the Printer List](#)
- [Before Installing the Printer Driver](#)
- [Installing the Printer Driver](#)

## Obtaining the Latest Printer Driver

By updating the printer driver to the latest version of the printer driver, unresolved problems may be solved.

### Obtaining the Printer Driver

You can access our website and download the latest printer driver for your model.

#### Important

- You can download the printer driver for free, but any Internet access charges incurred are your responsibility.

### Related Topics

- [Before Installing the Printer Driver](#)
- [Installing the Printer Driver](#)

## Delete the Unnecessary Canon IJ Printer from the Printer List

A Canon IJ Printer that you no longer use can be deleted from the printer list.  
Before deleting the Canon IJ Printer, disconnect the cable that connects the machine to the computer.

The procedure to delete the unnecessary Canon IJ Printer from the printer list is as follows:

You cannot delete the Canon IJ Printer unless you are logged in as a user with the administrative right. For information about an administrative user, refer to the user's manual for the Mac OS.

1. Open **System Preferences**, and select **Print & Scan (Print & Fax)**

2. Delete the Canon IJ Printer from the printer list

From the printer list, select the Canon IJ Printer to be deleted, and then click -.

### **Note**

- Even if a Canon IJ Printer is deleted from the printer list, you can re-register it automatically by connecting the machine to your computer.

## Before Installing the Printer Driver

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

### Checking the Machine Status

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

### Checking the Personal Computer Settings

- Terminate all running applications.
- Log on as the computer administrator. The installer will prompt you to enter the name and password of the administrative user. When multiple users are using Mac OS X, log on with the account of the administrator who registered first.

### Important

- When you upgrade from Mac OS X v10.6 to Mac OS X v10.7, all printer drivers that were installed will be deleted.  
If you plan to continue using this machine, re-install the latest printer driver.

### Related Topics

- [Obtaining the Latest Printer Driver](#)
- [Installing the Printer Driver](#)



# Installing the Printer Driver

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

The procedure for installing the downloaded printer driver is as follows:

## 1. Mount the disk

Double-click the disk image file you have downloaded.  
The file is unpacked, and then the disk is mounted.

## 2. Start the installer

Double-click "PrinterDriver\_XXX\_YYY.pkg" (where "XXX" is your model name, and "YYY" is version) contained in the disk.

## 3. Start the installation

Install the printer driver according to the messages on the screen.

When the Software License Agreement is displayed, check the contents, and click **Continue**. If you do not agree to the terms of the Software License Agreement, you cannot install this software.

## 4. Selecting the install destination

If necessary, select where you want to install the printer driver, and then click **Continue**.

## 5. Executing the installation

Click **Install**.

When the authentication screen is displayed, enter the name and password of the administrator, and then click **Install Software**.

## 6. Complete the installation

When the completion message appears, click **Close**.

The printer driver is installed successfully.

### Important

- If the Installer does not operate properly, select **Quit Installer** from the **Installer** menu of the Finder to quit the Installer. Then start the Installer again.
- You can download the printer driver for free, but you are responsible for paying any connection fees to the Internet.

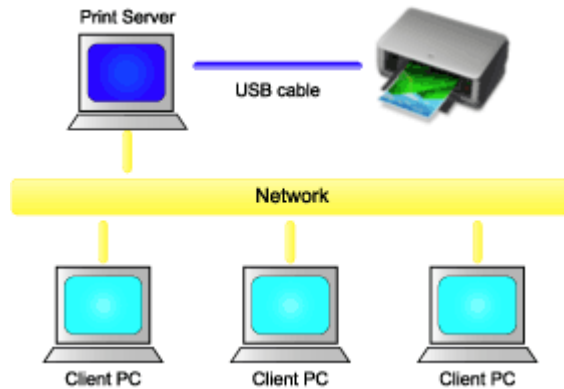
### Related Topics

- [Obtaining the Latest Printer Driver](#)
- [Delete the Unnecessary Canon IJ Printer from the Printer List](#)
- [Before Installing the Printer Driver](#)

## Sharing the Printer on a Network

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

Before carrying out the setup for printer sharing, select **Network** from **System Preferences**, and check whether the network settings have been set.



This section describes the procedure for sharing a printer among Mac.

- **Settings on Print Server**

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

- **Settings on Client PC**

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

### Related Topic

- [Restrictions on Printer Sharing](#)

## Settings on Print Server

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

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

1. Install the printer driver on the print server system

For installation instructions, see "[Installing the Printer Driver.](#)"

2. Check that the printer to be used has been added

Open **System Preferences**, and select **Print & Scan (Print & Fax)**.  
The printer list displays the printers that are connected to the computer.

3. Set sharing

Check the **Share this printer on the network** check box.

### Note

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

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

## Settings on Client PC

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

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

1. Install the printer driver on the client systems

For installation instructions, see "[Installing the Printer Driver.](#)"

2. Display the printer list

Open **System Preferences**, and select **Print & Scan (Print & Fax)**.  
Click **+** to display the printer list.

3. Add a printer to be shared

Select a shared printer displayed in the printer list, and then click **Add**.

The setup on the client systems is now completed.

### Note

- The print procedures are the same as when the computer is connected directly to the printer with a USB cable.  
At the Page Setup dialog, select the printer of the print server to be used.

## Restrictions on Printer Sharing

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

- Install the same version of the printer driver in the print server system and the client systems. You can download the latest printer driver from our web site.
- Use printer sharing with users who have the administrator privilege.

## Printing Using the Operation Panel of the Machine

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

## Printing Template Forms Such As Lined Paper or Graph Paper

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

➔ [Printable template forms](#)

➔ [Printing template forms](#)

### Printable template forms

The following templates are available:

- **Notebook paper**



You can select three line spacing formats.

Setting on the LCD:

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

➔➔➔ **Note**

- You cannot print Notebook paper on B5 sized paper.

- **Graph paper**



You can select two square sizes.

Setting on the LCD:

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

➔➔➔ **Note**

- You cannot print Graph paper on B5 sized paper.

- **Checklist**



You can print a notepad with checkboxes.

Setting on the LCD:

**Checklist**

- **Staff paper**



You can print staff paper with 10 or 12 staves.

Setting on the LCD:

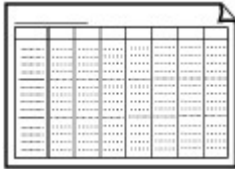
- **Staff paper 1:** 10 staves
- **Staff paper 2:** 12 staves

- **Handwriting paper**



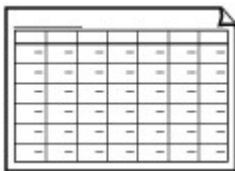
You can print handwriting paper.  
Setting on the LCD:  
**Handwriting paper**

- **Weekly schedule**



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

- **Monthly schedule**



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

## Printing template forms

Print template form following the procedure below.

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

### ▶▶▶ Note

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

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

### ▶▶▶ Note

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




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

9. Press the **OK** button to start printing.

▶▶ **Note**

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

# Copying

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

## Making Copies

Load the original to copy.

This section describes the basic procedure to perform standard copying.

1. Make sure that the machine is turned on.

➡ Confirming that the Power Is On

2. Load paper.

➡ Loading Paper

3. Press the **COPY** button.

The Copy standby screen is displayed.

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

➡ Loading Originals

5. Confirm the page size and magnification.



1. Magnification

2. Page size

### ➤➤➤ Note

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

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

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

The machine starts copying.

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

### ➤➤➤ Important

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

### ➤➤➤ Note

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

## Adding the Copying Job (Reserve copy)

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

The screen below is displayed when you can reserve copy.

Black copying..  
Scan next page →Start 01

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

### ▶▶▶ Important

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

### ▶▶▶ Note

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

## Setting Items

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

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

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

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

### ▶▶▶ Note

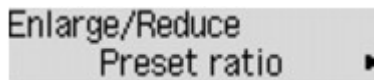
- The \* (asterisk) on the LCD indicates the current setting.
- Some settings cannot be specified in combination with the setting of other setting items or the copy menu.
- The settings of the page size, media type, etc. are retained even if the machine is turned off.

#### • Enlarge/Reduce

Select the reduction/enlargement method.

▶ [Reducing or Enlarging a Copy](#)

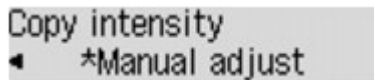
Ex:



#### • Copy intensity

Change the intensity.

Ex:



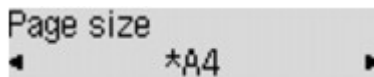
### ▶▶▶ Note

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

#### • Page size

Select the page size of the loaded paper.

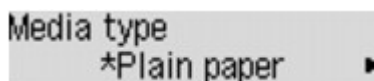
Ex:



#### • Media type

Select the media type of the loaded paper.

Ex:



#### • Image quality

Select the image quality according to the original.

Ex:

Image quality  
◀ \*Standard ▶

▶▶ **Note**

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

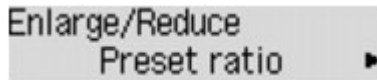
## Reducing or Enlarging a Copy

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

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

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

Ex:



### ▶▶▶ Note

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

#### • Preset ratio

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



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

#### • Magnification

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



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

### ▶▶▶ Note

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

#### • Fit to page

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



### ▶▶▶ Note

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

## About Special copy Menu

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

- **Frame erase copy**

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

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

- **Borderless copy**

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

➡ [Copying without Borders](#)

- **2-on-1 copy**

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

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

- **4-on-1 copy**

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

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

- **Collated copy**

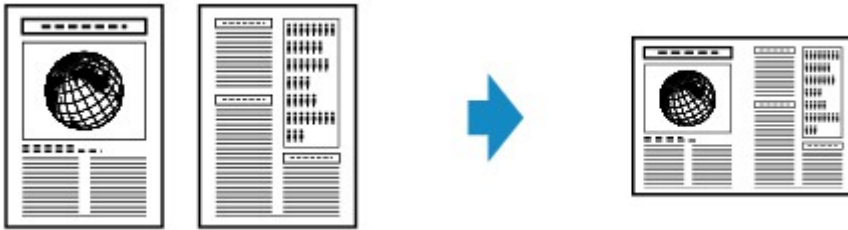
You can obtain sorted printouts when making multiple copies of a multi-paged original.

➡ [Collated Copying](#)



## Copying Two Pages to Fit onto a Single Page

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



**1. Make sure that the machine is turned on.**

➡ Confirming that the Power Is On

**2. Load paper.**

➡ Loading Paper

**3. Press the **COPY** button.**

The Copy standby screen is displayed.

**4. Press the **Menu** button.**

The **Copy menu** screen is displayed.

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

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

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

Size: ◀ \*B5 ▶  
Type: \*Plain paper

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

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

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

➡ Loading Originals

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

Change the print settings as necessary.

➡ [Setting Items](#)

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

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

Scan next page →[OK]  
Start print →[\*]

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

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

### ▶▶▶ Note

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

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

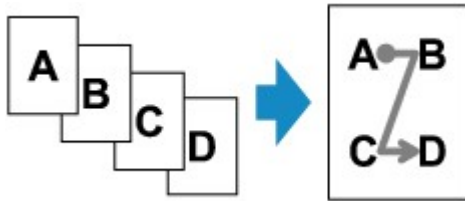
### ▶▶▶ Note

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

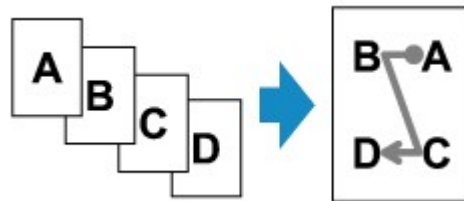
## Copying Four Pages to Fit onto a Single Page

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

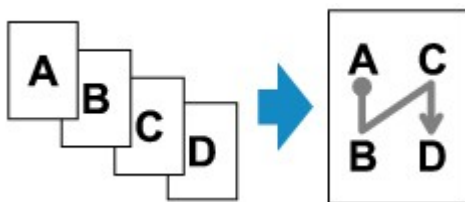
Layout 1



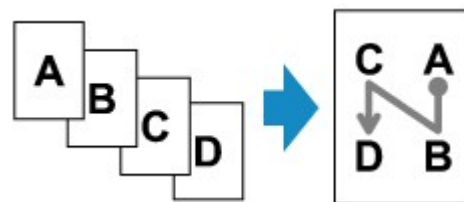
Layout 2



Layout 3



Layout 4



1. Make sure that the machine is turned on.

➡ Confirming that the Power Is On

2. Load paper.

➡ Loading Paper

3. Press the **COPY** button.

The Copy standby screen is displayed.

4. Press the **Menu** button.

The **Copy menu** screen is displayed.

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

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

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

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

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

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

7. Specify the layout.

Follow the procedure below to select the layout.

1. Press the **Menu** button.

The **Copy menu** screen is displayed.

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

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

### ▶▶▶ Note

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

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

➡ Loading Originals

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

Change the print settings as necessary.

➡ [Setting Items](#)

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

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

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

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

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

### ▶▶▶ Note

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

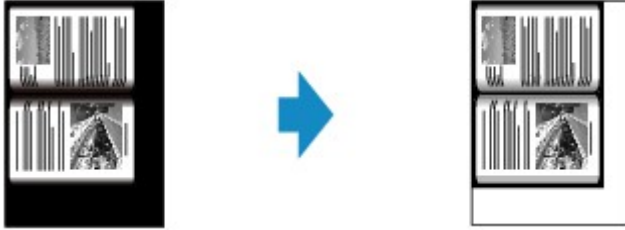
- When the document has been loaded in the ADF:  
The machine starts scanning the next sheet of document automatically after one sheet of document finishes being scanned.

### ▶▶▶ Note

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

## Copying Thick Originals Such as Books

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



1. Make sure that the machine is turned on.  
➔ Confirming that the Power Is On
2. Load paper.  
➔ Loading Paper
3. Press the **COPY** button.  
The Copy standby screen is displayed.
4. Press the **Menu** button.  
The **Copy menu** screen is displayed.
5. Use the ◀▶ button to select **Special copy**, then press the **OK** button.
6. Use the ◀▶ button to select **Frame erase copy**, then press the **OK** button.
7. Load the original on the platen glass.  
➔ Loading Originals

### ▶▶▶ Note

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

8. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.  
Change the print settings as necessary.  
➔ [Setting Items](#)
9. Press the **Color** button for color copying, or the **Black** button for black & white copying.  
The machine starts copying.

### ▶▶▶ Note

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

## Copying without Borders

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



1. Make sure that the machine is turned on.

➔ Confirming that the Power Is On

2. Load the photo paper.

➔ Loading Paper

3. Press the **COPY** button.

The Copy standby screen is displayed.

4. Press the **Menu** button.

The **Copy menu** screen is displayed.

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

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

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

Size: ◀ \*A4 ▶  
Type: \*Plain paper

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

7. Load the original document on the platen glass.

➔ Loading Originals

### ▶▶▶ Note

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

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

Change the print settings as necessary.

➔ [Setting Items](#)

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

The machine starts borderless copying.

### ▶▶▶ Note

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

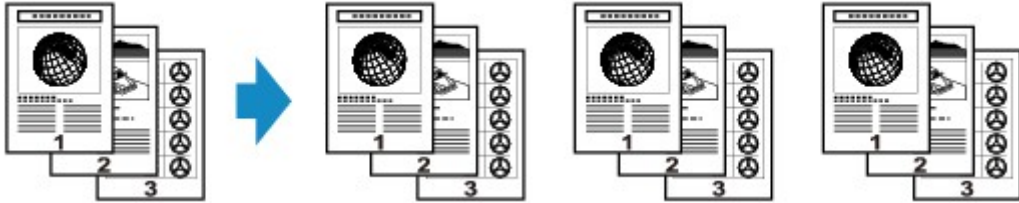
For details:

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

## Collated Copying

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

- **When Collated copy is selected:**



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



1. Make sure that the machine is turned on.  
➔ Confirming that the Power Is On
2. Load the paper.  
➔ Loading Paper
3. Press the **COPY** button.  
The Copy standby screen is displayed.
4. Press the **Menu** button.  
The **Copy menu** screen is displayed.
5. Use the ◀▶ button to select **Special copy**, then press the **OK** button.
6. Use the ◀▶ button to select **Collated copy**, then press the **OK** button.
7. Load the original in the ADF.  
➔ Loading Originals

### ▶▶▶ Note

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

8. Use the ◀ (-) ▶ (+) button or the Numeric buttons to specify the number of copies.  
Change the print settings as necessary.  
➔ [Setting Items](#)
9. Press the **Color** button for color copying, or the **Black** button for black & white copying.



The machine starts copying.

**▶▶ Note**

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