▶ Contents

How To Use This Guide 1
How To Read This Guide 1
How To Use The Documentation Provided 3
Reading The Document 4
Displaying Electronic Manuals Stored On The Setup CD-ROM 6
About The Software Guide 6
About The Photo Application Guide 7
Using The Utility Software 7
Using The Online Help 7
Safety Information 8
Legal Limitations On Use Of Your Product And Use Of Images 12
Users In Canada 13
Pre-Installation Requirements For Canon Facsimile Equipment 13

1 Introduction

Main Components And Their Functions 15
Machine 15
Operation Panel 17
LCD (Liquid Crystal Display) 19

2 Document Handling

Document Requirements 21
Loading Documents 21
Using The Platen Glass 22
Using The ADF 22

3 Paper Handling

Recommended Paper And Requirements 25
General Paper Guidelines 26
Setting The Paper Size And Type 27
Auto Sheet Feeder And Cassette 27
Selecting The Paper Source 27
Continuous Printing On The Same Size Of Paper By Using Both The Auto Sheet Feeder And The Cassette Together 27
Loading Paper In The Auto Sheet Feeder 28
Loading Paper 28
Loading Envelopes 29
Loading Paper In The Cassette 31
Loading Paper 31
Loading Envelopes 32

4 Copying

Documents You Can Copy 35
Making Copies 35
Setting The Paper Size And Type 36
Adjusting Image Quality 37
Adjusting Exposure (Density) 38
Reducing Or Enlarging A Copy 38
Using Preset Copy Ratios 38
Using Custom Copy Ratios 39
Copying An Image To Fit The Page 39
Copying Two Pages To Fit Onto A Single Page 40
Copying Onto Both Sides Of The Paper (Two-Sided Copy) 41
Specifying A Binding Margin For Two-Sided Copying 43
Making Multiple Copies Of An Entire Document (Collation) 43
Advanced Copy Features 44
Borderless Copying 45
Repeating An Image On A Page 46

5 Photo Printing Directly From A Digital Camera

Connecting To A Digital Camera 49
Printing Photographs Directly From A PictBridge-Compliant Digital Camera 51
Confirming And Changing Camera Settings 51
Printing Photographs Directly From A Canon “Bubble Jet Direct” Compatible Digital Camera 53
Media Types For Digital Camera 53
Printing Directly From A Digital Camera 53

6 Printing On CD-Rs/DVD-Rs

Items To Prepare 55
CD-Rs Or DVD-Rs (Printable Discs) 55
Attaching The CD-R Tray 55
Printing On CD-Rs/DVD-Rs 58
After Printing Is Complete 66

7 Preparing Your Machine For Fax

Methods Of Registering Information In Your Machine 69
Examples Of Connecting The Machine 69
Connecting A Computer 69
Connecting A Telephone Or Answering Machine 69
ADSL Connection 69
ISDN Connection 70
Setting The Telephone Line Type 70
Registering Sender Information 70
Entering The Date And Time 71
Registering Your Fax/Telephone Number And Name (Sender Information) 72
Speed Dialling Methods 73
Registering One-Touch Speed Dialling 73
Changing Or Deleting A One-Touch Speed Dialling 74
Registering Coded Speed Dialling 75

Changing Or Deleting A Coded Speed Dialling....76
Registering Group Dialling....77
Changing Or Deleting A Group Dialling....78
Printing Speed Dialling Lists....79
Setting Daylight Saving Time (Summer Time)....80
Guidelines For Entering Numbers, Letters, And Symbols....82
Summary Of Reports And Lists....84
ACTIVITY REPORT....84
Printing The ACTIVITY REPORT....84
USER'S DATA LIST....85
Printing The USER'S DATA LIST....85
TX REPORT....85
RX REPORT....86

8 Sending Faxes

Documents You Can Fax....87
Flow Of Sending Faxes....87
Before Sending Faxes....88
Adjusting The Image Quality (Fax Resolution)....88
Adjusting The Scan Contrast....89
Sending Methods....89
Sending From Your Machine (Memory Sending)....89
Sending From Your Machine (Manual Sending)....90
Sending The Same Document To Several Recipients (Sequential Broadcasting)....91
Sending Faxes From Your Computer....92
How To Use Speed Dialling....93
One-Touch Speed Dialling....93
Coded Speed Dialling....93
Group Dialling....93
Redialling A Busy Number....94
Manual Redialling....94
Automatic Redialling....94
Documents Stored In Memory....94
Printing A List Of Documents In Memory....94
Printing Or Deleting A Document In Memory....95
Checking A Document's Details In Memory....96
Special Dialling....96
Dialling Through A Switchboard....96
Switching Temporarily To Tone Dialling....97
Sending/Receiving Using ECM....97

9 Receiving Faxes

Flow Of Receiving Faxes....99
Paper Size And Type....100
Receive Modes....101
If You Want To Receive Only Faxes Automatically With Your Machine, Or You Have A Dedicated Telephone Line For Fax Use Only:....101
If You Receive Mainly Voice Calls And Sometimes Faxes, Or You Want To Receive Faxes Manually:....101
If You Want To Receive Voice Messages On Your Answering Machine And Receive Faxes Automatically:....102
If You Want To Receive Faxes Automatically As Well As Voice Calls:....102
If You Have Subscribed To A Distinctive Ring Pattern Detection (DRPD) Service With Your Telephone Company (US and Canada only):....103
If You Have Subscribed To The Telstra FaxStream™ Duet Service (Australia only) Or The Telecom FaxAbility Service (New Zealand only):....103
Setting The Receive Mode....104
Cancelling Receiving....105
Memory Receiving....105

10 Becoming Familiar With The Software

Installing The Software....107
System Requirements....107
Software Components....109
Using The MP Navigator....110
Uninstalling, Reinstalling The Software....110
Uninstalling The MP Navigator....111
Uninstalling The MP Drivers....112
Reinstalling....113

11 Printing From Your Computer

Before Printing....115
Is The Software (MP Drivers) Installed?....115
Is The Machine Specified As [Set as Default Printer]?....115
Is The Machine Set To The Default Printer?....115
Is The Correct Paper Set In The Auto Sheet Feeder Or Cassette?....116
Printing Documents....116
Cancelling Printing....118
Changing Print Settings....118
Changing Print Settings With The Print Advisor....119
Changing Print Settings Manually....119
Changing The Settings On The [Print] Dialogue Box....120
Changing The Settings On The [Page Setup] Dialogue Box....122

12 Maintenance

Replacing Ink Tanks....123
When To Replace An Ink Tank....123
Checking The Ink Level....123

Compatible Ink Tanks 124
Replacing An Ink Tank 124
Maintaining The Print Head 127
Flowchart Of Print Head Maintenance 127
Printing The Nozzle Check Pattern 128
Confirming The Nozzle Check Pattern 129
Cleaning The Print Head 130
Automatically Aligning The Print Head Position 130
Manually Aligning The Print Head Position 132
Using The Calibration Function 134
Setting The Power Save Timer 135
Cleaning Your Machine 135
Cleaning The Platen Glass And Document Cover 136
Cleaning The Interior 136
Cleaning The ADF 138
Cleaning The Exterior 139
Cleaning The Roller 139
Cleaning The Bottom Plate 140

13 Troubleshooting

Paper Is Jammed 143
Removing Jammed Paper 143
When A Document Is Jammed In The ADF ... 147
Removing A Jammed Document 147
If The Power Disconnects Unexpectedly 149
Nothing Displays On The LCD (There Is No Power) 149
Problems Outputting 149
Cannot Print At All, Cannot Print Correctly 149
Paper Curls 151
Outputting Stops In-Progress 151
Problems Installing And Uninstalling Software 152
Problems Printing From Your Computer 153
Cannot Print To A Shared Printer 156
Problems Receiving Faxes 156
Cannot Receive A Fax, Cannot Print A Fax 156
Cannot Receive Faxes Automatically 157
Machine Does Not Switch Automatically Between Voice And Fax Calls 158
Quality Of Received Fax Is Poor 158
Cannot Receive A Fax Using Error Correction Mode (ECM) Method 158
Repeated Errors Occur When You Receive A Fax 158
Problems Sending Faxes 159
Cannot Send A Fax 159
Cannot Send A Fax Clearly 159
Cannot Send A Fax Using Error Correction Mode (ECM) Method 160
Repeated Errors Occur When You Send A Fax 160
Telephone Problems 160
Cannot Dial 160
Telephone Disconnects During A Call 161
Problems Scanning 161
Cannot Scan Correctly With Multi-Scan 163
Scanned Image Is Displayed Large (Small) On The Computer Screen 163
When The Message Is Displayed On The Screen 164
When An Error Is Displayed Regarding Auto Duplex Printing 164
Error No.: 300 Is Displayed 164
Error No.: 1001 Is Displayed 165
Error No.: 1002 Is Displayed 165
Error No.: 1700 Is Displayed 165
Error No.: 1851 Is Displayed 166
Error No.: 1856 Is Displayed 166
Error No.: 2001 Is Displayed 166
Error No.: 2500 Is Displayed 166
If The Nozzle Check Pattern Is Not Printed Correctly 167
Problems Aligning The Print Head Position Automatically 167
When The Alarm Lamp Flashes 167
LCD Messages 168
Cannot Print Properly From The Digital Camera 173

14 Appendix

How To Change Settings And Explanation Of Their Content 177
Accessing The Machine Settings 177
Settings 178
MODE: [COPY] 178
MODE: [FAX] 178
MODE: Any Mode 183
MODE: Any Mode 183
Settings For Paper Types 185
For Copying 185
Characteristics And Applications Of Paper ... 186
Specifications 191
General Specifications 191
System Requirements 194
Ink Specifications 194
Copy Specifications 194
Fax Specifications 195
Telephone Specifications 196
Camera Direct Print (Canon “Bubble Jet Direct”) 196
Camera Direct Print (PictBridge) 196
Print Specifications 197
Scan Specifications 197

Index

▶ How To Use This Guide

This guide is written in HTML (Hyper Text Markup Language), the language used to display texts and images on Worldwide Web Pages.

Various Web browsers are available for seeing HTML view and therefore the same text or image may appear different depending on the browser you use. This guide has been prepared on the assumption that it would be displayed and read under the following conditions:

Windows

- Web browser: Microsoft® Internet Explorer 5.0 or later
- Web browser screen: Full screen
- Resolution of display (Desktop): 800 × 600 pixels or above
- Colour amount of display: 16 bit or more

Macintosh

- Web browser: Microsoft® Internet Explorer 5.0 or later, Safari 1.0 or later
- Web browser screen: Full screen
- Resolution of display (Desktop): 800 × 600 pixels or above
- Colour amount of display: 32,000 or more

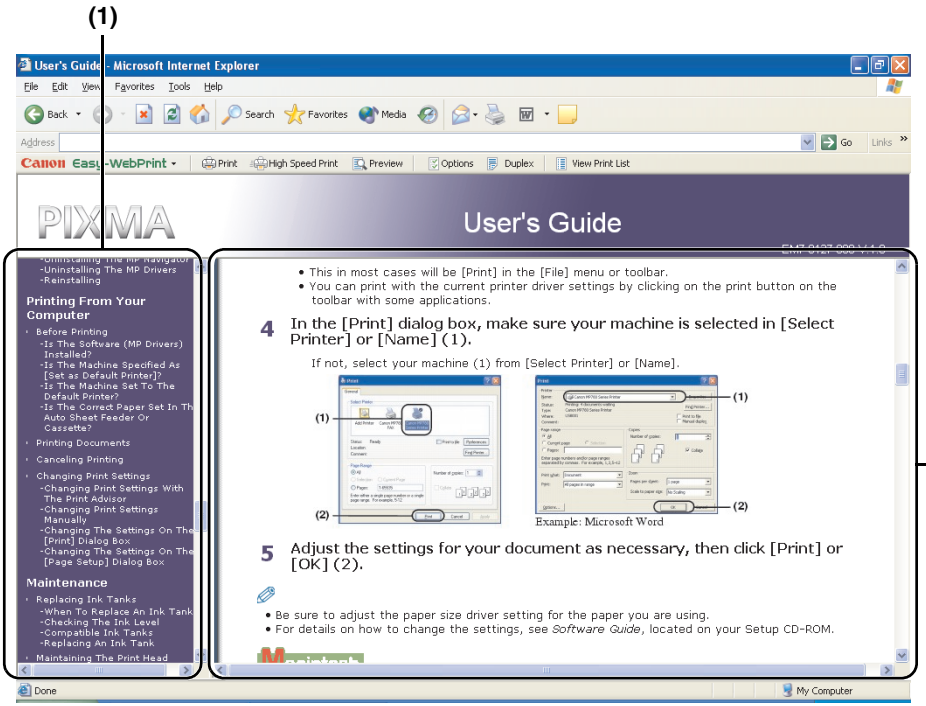
This guide refers to Windows XP and Mac OS X v.10.3.x operation. The operations may vary slightly depending on your operating system.

How To Read This Guide

This section describes how to read this guide. For instructions on how to use the browser, refer to the User's Guide or Help topics of the browser you use.

● Guide Configuration

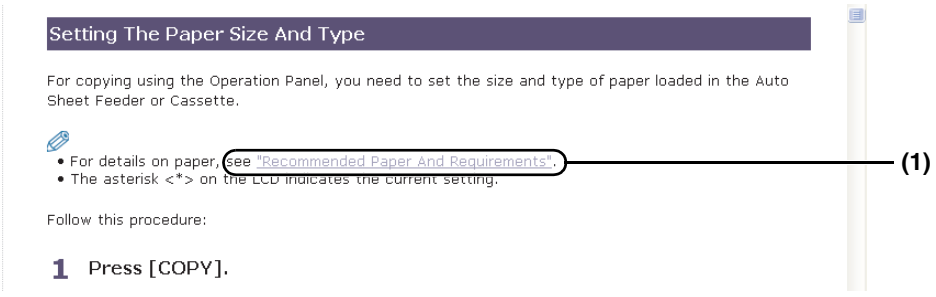
This guide consists of two screens: Contents and Description screen.



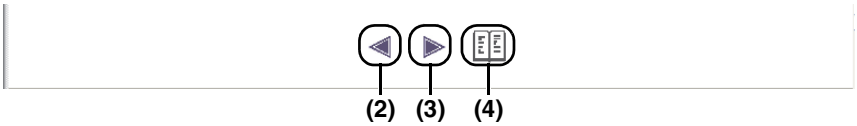
(1) Contents screen

(2) Description screen

● Using the Description Screen



(1) Clicking the character string with a blue underline allows you to jump to the associated page.



(2) Clicking this button allows you to jump to the previous page.

(3) Clicking this button allows you to jump to the next page.

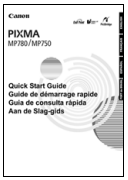
(4) Clicking this button allows you to jump to the beginning of this page.

▶ How To Use The Documentation Provided

Easy Setup Instructions
(Printed documentation)

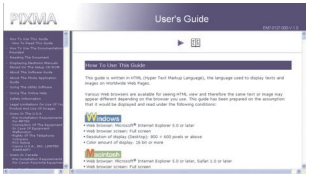
Be sure to read this sheet first.
This sheet includes instructions for setting up your machine and getting it ready for use.

Quick Start Guide
(Printed documentation)



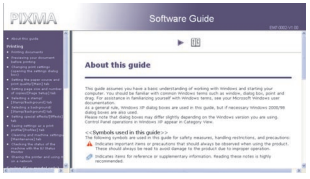
Read this guide when starting to use the machine.
(This guide may not be included depending on the country of purchase.)
After following instructions in the *Easy Setup Instructions*, we recommend you read this guide to familiarise yourself with the basic operation of some of the main functions that can be performed on your machine.

User's Guide (This guide)



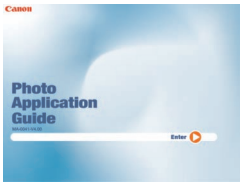
Read this guide when starting to use the machine.
After following instructions in the *Easy Setup Instructions*, read this guide for instructions on printing from your computer, direct photo printing from selected digital cameras, FAX faxing, copying, and scanning.

Software Guide
(Electronic documentation)



This guide is available on the Setup CD-ROM.
Refer to this guide for full instructions on printing, scanning, and FAX faxing (For Windows only) from your computer. This guide, included as an HTML file on the Setup CD-ROM, describes each function in detail, as well as the methods of using the MP Drivers, MP Navigator. To read this manual, see page 6.

Photo Application Guide
(Electronic documentation)



This guide is available on the Setup CD-ROM.
This guide, included as an HTML file, describes the utility software on the Setup CD-ROM, such as Easy-PhotoPrint and Easy-WebPrint, various printing methods, and function details. Like the *User's Guide*, this guide is included on the Setup CD-ROM. To read this manual, see page 6.
For the applications that are not mentioned in this guide, the electronic manuals are included on the Setup CD-ROM. Both HTML and PDF versions are available for each manual.
To read the PDF manuals, you must have Adobe Reader or Adobe Acrobat Reader. If neither is installed, download Adobe Reader on the Adobe Systems, Inc.'s homepage and install it.

The FAX icon indicates items that are only applicable to MP780.

▶ Reading The Document

Symbols Used In This Guide

Please read the list below of symbols used in this guide. The following symbols are used to indicate important instructions. Be sure to obey these instructions.

WARNING	**Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.**
CAUTION	**Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.**
IMPORTANT	**Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.**
	Indicates notes for operation or additional explanations. Reading these is highly recommended.
See *Easy Setup Instructions*	Refer to the *Easy Setup Instructions* for more information.
See Software Guide	Refer to the *Software Guide* (included on the Setup CD-ROM) for more information.
(See title)	Indicates a title where additional information can be found.
FAX	Indicates items that are only applicable to MP780.
PC	Indicates the description of the machine when connected to a computer.

Windows	Read this when the machine is connected to a Windows system.
Macintosh	Read this when the machine is connected to a Macintosh system.
● (Operation branch title)	Used for an operation that can be performed in branch procedures.
1. (Operation branch-step)	Used to explain each operation of a branch procedure.

Buttons Used In This Guide

Please read the descriptions below of notations of buttons and messages used in this guide.

[button name]	Text enclosed in these brackets indicates a button on the Operation Panel of the machine or an item on the computer to be manipulated. Example: [Colour]
<message>	Text enclosed in these brackets indicates a message or selectable menu item which appears on the LCD (Liquid Crystal Display). Example: <PHOTO PAPER PRO>, <OFF>

Terms Used In This Guide

Please read the list below of terms and abbreviations used in this guide.

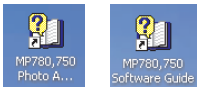
machine	General term used to represent MP780/750.
default	A setting that remains in effect unless you change it.
document	The original sheets of paper, pages of a book, or photographs you copy, FAX fax, or scan with the machine.
paper	Paper on which you can print with the machine.
menu	A list of settings from which you select an item to set up or change. A menu has a title which appears on the LCD.
FAX transaction number	A four-digit number assigned automatically to any document you send or receive.
FAX TX/RX NO.	Denotes Transaction number.
FAX TX	Denotes Sending.
FAX RX	Denotes Receiving.
PC click, double-click	Term that indicates selecting a command or option on your computer, generally with a mouse.
PC point	Term that indicates moving a mouse pointer onto a desired item.
PC right-click	Term that indicates clicking the right button of a mouse.

/(Slash) Used when consecutively listing OS or model names. For example, “Windows 2000/XP” indicates “Windows 2000” and “Windows XP.”

▶ PC Displaying Electronic Manuals Stored On The Setup CD-ROM

- **The electronic manuals will be displayed after installing the software with Easy Install.**
- **A start-up icon for each manual will be placed on the desktop.**

Windows



Macintosh

Double-click the icon of the electronic manual you want to open.

If you have installed the software with Custom Install and didn’t install these manuals, the icons will not be displayed.

▶ PC About The Software Guide

The *Software Guide* is an HTML file included on the Setup CD-ROM. This guide contains the following information:

- **Printing**
  –Explains the settings required for printing from a computer, and describes the MP Drivers.
- **Faxing (For Windows only)**
  –Explains the settings required for faxing from a computer.
- **MP Navigator**
  –Explains the functions that MP Navigator provides.
- **Scanning**
  –Explains how to scan in images.
- **Advanced scanning**
  –Explains the functions provided by ScanGear MP.
- **Glossary**
- **Index**

▶ PC About The Photo Application Guide

The *Photo Application Guide,* an HTML file included on the Setup CD-ROM, describes the utility software and how to use each software. On the first screen that appears when the *Photo Application Guide* starts, clicking the title or introduction of each application displays the screen describing the corresponding application. On this screen, click respective items to display detailed explanations of the functions, illustrations of the setup sheets, or explanations of the setting procedure.

▶ PC Using The Utility Software

- **Easy-PhotoPrint**

You can make a borderless print easily and quickly, just by selecting a photograph taken with a digital camera and the paper type on which to print. Easy-PhotoPrint is a must if you want to print your photos immediately.

You can apply red-eye correction and digital face smoothing before printing. Creating beautiful portraits is easy. Just follow the simple instructions.

- **Easy-WebPrint (For Windows only)**

No more problems with the right edge of your printed web page being cut off. With Easy-WebPrint, you can get an entire web page to fit the width of the paper, without complicated settings. Printing is fast too.

Easy-WebPrint is compatible with Microsoft Internet Explorer 5.5 or later and is displayed as a tool bar that anyone can use easily.

- **ScanSoft OmniPage SE**

ScanSoft OmniPage SE is an OCR (Optical Character Recognition) program which can convert the text in books or newspaper characters into editable text.

- **Presto! PageManager (For Windows only)**

Presto! PageManager makes it easy to scan, share and organise Documents and Photos. You can save all of your business related documents in unlimited nested folders for easy retrieval.

- **CD-LabelPrint**

You can combine image files and characters in any layout. You can easily print an original label on the CD-Rs/DVD-Rs.

* The CD-R printing is not available for the machine purchased in USA, Canada, or all countries in Latin America.

▶ PC Using The Online Help

When printing a document from the computer, you can use the online Help provided on the Properties dialogue box of the application used to print the document. The online Help displays descriptions of the setting items of the Properties dialogue box.
To display the online Help, click [Help] at the lower right corner of the dialogue box. In the [Help] dialogue box, click the item you want to check. The detailed explanation of the item is displayed.

Also, clicking the [?] at the upper right corner of the Properties dialogue box and then clicking the item you want to check displays the detailed explanation of the item.

▶ Safety Information

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

⚠ WARNING

You may cause an electric shock/fire or damage the machine if you ignore any of these safety precautions.

- **Location**

Do not place the machine close to flammable solvents such as alcohol or thinners. If flammable substances come into contact with electrical parts inside the machine, it may result in fire or electrical shock.

- **Power supply**

Never attempt to plug or unplug the machine from the power supply when your hands are wet. This may result in electrical shock.
Always push the plug all the way into the power outlet. If the prongs of the power plug come into contact with metal objects, it may result in fire or electrical shock.
Never damage, modify, stretch or excessively bend or twist the power cord. Do not place heavy objects on the power cord. These actions may cause electrical damage and result in fire or electrical shock.
Never plug the machine into a power socket that is shared with other equipment (extension lead/cord, 2- or 3-way adaptor, etc.). This may result in fire or electrical shock.
Plug the machine into a standard 110-127V, 50/60Hz or 200-240V AC, 50/60Hz, (depending on local electrical requirements), two-prong* grounded outlet. Operate the machine only from the type of power source indicated on the machine's label or a fire, electrical shock, or malfunction may occur. If you are unsure of the type of power available, consult your local power company. * The shape of the plug and outlet vary depending on the country of purchase.
Do not allow the power cord to be near objects that emit heat. The outer cover of the power cord may melt resulting in fire or electrical shock.
Never use the machine if the power cord is bundled or knotted. Knots in the cord may result in fire or electrical shock.
If you detect smoke, unusual smells or strange noises around the machine, immediately unplug the machine at the power supply and contact your local authorised Canon dealer or the Canon help line. Using the machine in such conditions may result in fire or electrical shock.

Periodically, unplug the machine and use a dry cloth to wipe off any dust or dirt collected on the plug and the power outlet.
If the machine is placed at a location exposed to a lot of dust, smoke, or high humidity, the dust collected on the plug absorbs moisture and may cause insulation failure and fire.

- **Maintenance**

Do not service the machine yourself except as specifically described in this guide. If further servicing is required, contact your local authorised Canon dealer or the Canon help line.

When storing the machine, choose a location where the machine is not exposed to dust. Dust accumulation may prevent the machine from operating properly.

Use a damp cloth to clean the machine. Never use flammable solvents such as alcohol, benzene or thinners. If flammable solvents come in contact with electrical components inside the machine, it could cause a fire or electrical shock.

Always turn OFF the power and unplug the machine from the power outlet before cleaning the machine.
If you accidentally switch the machine ON while cleaning it, it may result in injury or damage the machine.

- **Handling**

Do not attempt to disassemble or modify the machine. There are no user serviceable parts inside the machine.
The machine contains high-voltage components. Never attempt any maintenance procedure not described in this guide. Incorrect maintenance procedures may damage the machine, or cause a fire or electrical shock.

Do not drop paper clips, staples, or other metal objects inside the machine. Also do not spill water, liquid, or flammable substances inside the machine. If these items come into contact with high-voltage parts inside the machine, it may result in fire or electrical shock. If these items are dropped or spilled in the machine, turn OFF the power and unplug the power cord immediately with dry hands. Then contact your local authorised Canon dealer or the Canon help line.

Do not use flammable sprays near the machine.
This could cause a fire or electrical shock if the spray comes into contact with electrical components inside the machine.

There are high-voltage components inside the machine. If you are looking inside the machine to clear paper jams etc., do not allow metal objects such as jewelry to come into contact with the inside of the machine. Contact may result in burns or electrical shock.

- **Others**

This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

When setting the machine near electric products with fluorescent lighting, separate the machine at least 5 7/8 inches (15 cm) from electric products equipped with fluorescent lighting. If you place it near to them, the machine may malfunction as a result of the noise emitted by the fluorescent lighting.

When turning OFF the power, be sure to press [ON/OFF] and confirm that the Alarm Lamp has shut off. If you pull the power plug out of the wall outlet while the Alarm Lamp is lit or flashing, the print head is not protected, and you may not be able to print later.

⚠ CAUTION

You may cause injury or damage the machine if you ignore any of these safety precautions.

● **Location**

Do not block or cover the ventilation port or any openings on the machine with objects, as it may cause the inside of machine to overheat and cause a fire.
Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight. If the machine topples over, it may result in injury. (For the weight of the machine, see the Chapter 14.)
Do not use or store the machine outdoors.
Do not install the machine near devices that contain magnets or generate magnetic fields, such as speakers.
To ensure proper ventilation, make sure the machine is approximately 4 inches (10 cm) away from walls and other equipment.
Do not install the machine in a location that is very humid or dusty, in direct sunlight, outdoors, or close to a heating source. Installing in such a location may result in fire or electrical shock. To avoid the risk of fire or electrical shocks, install the machine in a location with an ambient temperature range of 41°F to 90°F (5°C to 32.5°C) and humidity of 10% to 90% (condensation free).
Do not place the machine on a thick rug or carpet. If fibers or dust come inside the machine, it could cause a fire.

● **Power supply**

Never remove the plug by pulling on the cord. Pulling on the power cord may damage the cord and cause a fire or electrical shock.
When turning OFF the power, be sure to press [ON/OFF] or unplug the machine. However, if the machine is unplugged during printing, the print head is not protected with the cap that prevents the ink from drying. This may affect the print quality of the machine when printing later.
During electrical storms, turn OFF the power and disconnect the power cord from the power outlet.
Do not use an extension cord as this may result in fire or electrical shock.
Ensure that the area around the power outlet is kept clear at all times so you can easily unplug the power cord if necessary. Otherwise you will be unable to disconnect the power plug in case of an emergency, and it may result in fire or electrical shock.

Never use a power supply source other than the one rated for the machine in the country where you purchased the machine as it may result in fire or electrical shock.
The operating requirement of this machine is as follows:
110-127V, 50/60Hz or 200-240V AC, 50/60Hz (depending on local electrical requirements)

Do not plug the machine into the same circuit as appliances such as an air conditioner, television, or copier. These devices generate electrical noise which may interfere with your machine's operation.

Whenever you turn OFF the power and unplug the machine, wait at least five seconds before you plug it in again.

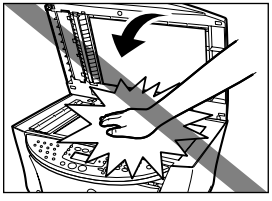
Use only the power cord that came with the machine. Using a different power cord may cause electric leakage or damage to the machine.

Turn OFF the power and unplug the machine in the following conditions:
- When the power cord or plug is damaged or frayed.
- If liquid has spilled into the machine.
- If the machine has been exposed to rain or water.
- If the machine does not operate normally when you have followed the instructions in the guides included with your machine.
- If the machine does not operate normally when you have followed the instructions provided in Chapter 13.
- If the machine has been dropped or damaged.
- If the machine exhibits a distinct change in performance, indicating a need for servicing.

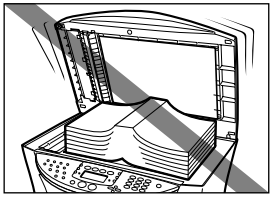
Turn OFF the power and disconnect the power cord if the machine will not be used for a long period such as during holidays.

● **Handling**

Close the Document Cover gently to avoid catching your hand. Failing to do so may result in personal injury.

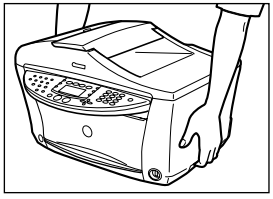


Do not press down hard on the Document Cover when using the Platen Glass to scan thick books. This may damage the Platen Glass and Document Cover and/or result in personal injury.



Do not place the following objects on top of the machine. If such objects come into contact with internal electrical components, the machine may short-circuit, resulting in fire or electrical shock.
- –Metal objects such as jewelry and watches
- –Containers of water or other liquids such as glasses, vases, or pot plants

If water does spill inside the machine, turn OFF the power immediately by pressing the [ON/OFF], and disconnect the power cord. Then, contact your local authorised Canon dealer or the Canon help line.

Do not touch the high-voltage electrical parts as this may result in electrical shock.
Do not place heavy objects on top of the machine as these may topple over and result in injury.
When removing paper jammed in the machine, be careful not to get ink on your hands or clothing. If ink gets on your hands or clothing, wash them soon in running water. If you use hot water, the ink may adhere and become difficult to remove.
After printing, do not touch the electrical contacts of the print head. They will be hot and may result in burns or electrical shock.
Do not subject the machine to strong physical shock or vibration. This can damage the machine's components.
Before moving the machine, turn OFF the power and unplug the machine.
When moving the machine, carry the machine at both ends. 
A distinct change in performance may indicate a need for servicing.
Do not insert your hands into the machine while it is printing. Parts inside the machine are moving and this may result in injury.
Do not turn the machine upside down. Ink may leak out and stain clothing or the surrounding area.
Adjust only those controls that are covered by the instructions in the guides since improper adjustment of other controls may result in damage and require extensive repair by a qualified technician to restore the product to normal operation.
When storing or transporting the machine, do not tilt it, stand it on its side, or turn it upside down. Doing so may cause ink to leak out.

● **Print head/Ink tanks**

For safety reasons, store print heads and ink tanks out of the reach of small children. If a child ingests any ink, consult a doctor immediately.
Do not shake print heads or ink tanks. Ink may leak out and stain clothing or the surrounding area.
Never touch the print head.

▶ Legal Limitations On Use Of Your Product And Use Of Images

It may be unlawful to make copies of, scan, print or use reproductions of the following documents. The list provided is non-exhaustive. When in doubt, check with a legal representative in your jurisdiction.

- Paper money
- Money orders
- Certificates of deposit
- Postage stamps (cancelled or uncancelled)
- Identifying badges or insignias
- Selective service or draft papers
- Checks or drafts issued by governmental agencies
- Motor vehicle licenses and certificates of title
- Traveler's checks
- Food stamps
- Passports
- Immigration papers
- Internal revenue stamps (cancelled or uncancelled)
- Bonds or other certificates of indebtedness
- Stock certificates
- Copyrighted works/works of art without permission of copyright owner

▶ Users In Canada

Pre-Installation Requirements For Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk for the machine. See the Appendix for the machine's specific dimensions and weight.

B. Order Information

1. Provide only a single line touch-tone or rotary telephone set terminated with a standard 4-pin modular telephone plug. (Touch-tone is recommended if available in your area.)
2. Order a CA11A modular wall jack, which should be installed by the telephone company. If the CA11A modular wall jack is not present, installation cannot occur.
3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per machine.
   DDD (Direct Distance Dial) line
   -or-
   IDDD (International Direct Distance Dial) line if you communicate overseas

Canon recommends an individual line following industry standards, such as the 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch Exchange) unit without "Call Waiting" can be used with your facsimile unit. Button telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error.

C. Power Requirements

The power outlet should be a two-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners or any electric equipment that is thermostatically controlled. The rated value is 120 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

This equipment meets the applicable Industry Canada terminal Specifications.

Avis

Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

Before installing this equipment, users should ensure that it is permitted to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single-line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

Even if the dual-line option is installed, the REN is applicable to each port.

Avis

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

Repairs to certified equipment should be made by an authorised Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

⚠ CAUTION

- **Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.**
- **This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.**
- **Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.**

CANON CANADA INC.
1-800-652-2666
Monday-Friday 9:00 am to 8:00 pm EST (excluding holidays)
http://www.canon.ca

Chapter

1 Introduction

▶ Main Components And Their Functions

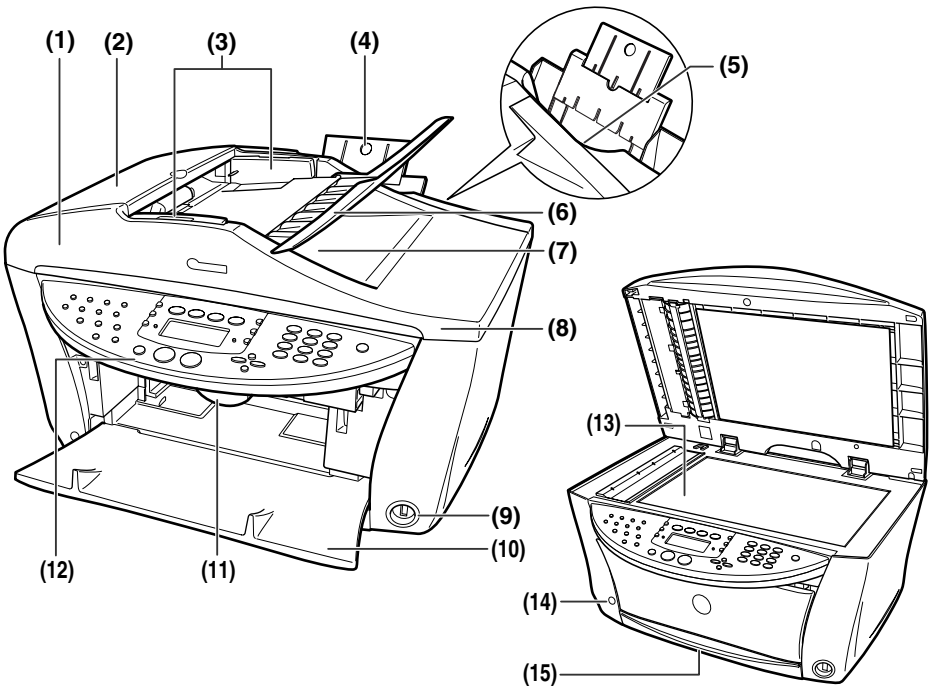
This section provides the name and location of main components of this machine, and also describes their functions.

MP780 is shown here.

The Operation Panels for MP780 and MP750 are different.

Machine

● **Front**

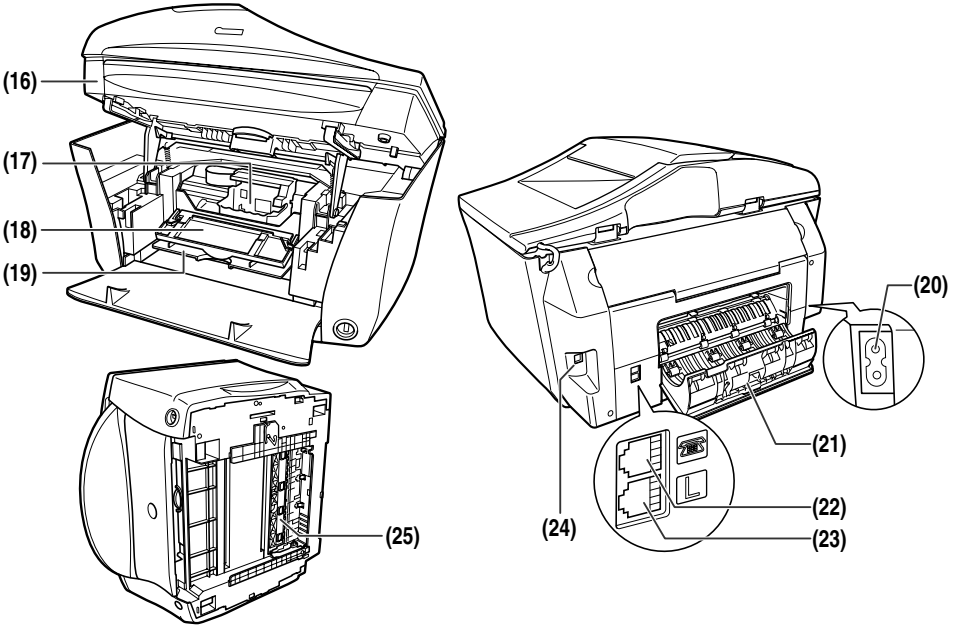


(1) ADF (Automatic Document Feeder) Automatically scans in documents loaded in the Document Tray.

(2) Feeder Cover Open when clearing jammed documents.

(3)	**Document Guides**	Adjust these guides to match the document width.
(4)	**Paper Support**	Supports paper loaded on the tray. Extend it before loading paper by putting your finger in the rounded indent and pulling out the extension until it stops.
(5)	**Auto Sheet Feeder**	Load paper here with the side to print onto facing up. Automatically feeds one sheet at a time from the Paper Support.
(6)	**Document Tray**	Open to load a document. Once loaded, the document is fed one page at a time. Load the document with the side you want to scan facing up.
(7)	**Document Output Slot**	Documents scanned from the Document Tray are delivered here.
(8)	**Document Cover**	Covers the Platen Glass. Open this cover when loading a document on the Platen Glass.
(9)	**Direct Print Port (for digital camera)**	Used to connect a PictBridge- or Canon Bubble Jet Direct-compatible digital camera or digital video camcorder to the machine when printing images directly from the camera. For details, see page 49.
(10)	**Paper Output Tray**	Printouts are output to this tray. Open the tray before you start copying or printing, by pressing the Open Button. If closed, the tray will automatically open when the machine starts to copy or print. When not being used, keep it closed in the machine.
(11)	**Scanning Unit Lever**	Pull forward to open the Scanning Unit.
(12)	**Operation Panel**	Displays the operating status of the machine. It is also used to change or check the settings of each function. For details, see page 17.
(13)	**Platen Glass**	Used to load a document to be processed.
(14)	**Open Button**	Press this button to open the Paper Output Tray accommodated in the machine.
(15)	**Cassette**	Load paper here with the side to print onto facing down.

- **Rear view and interior**

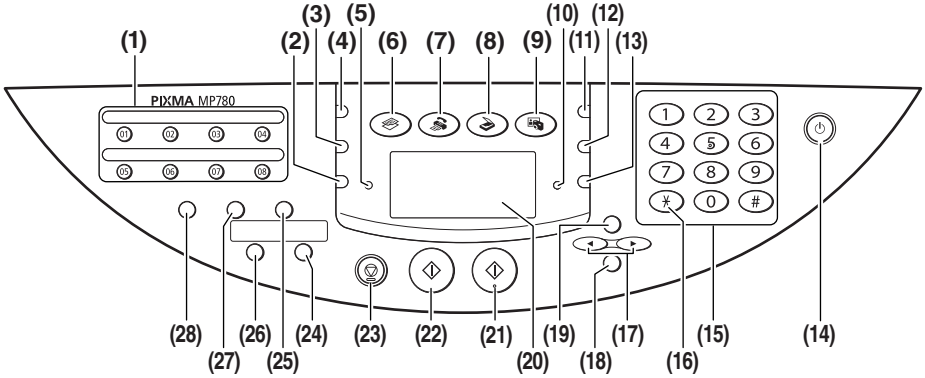


(16)	**Scanning Unit (Printer Cover)**	Lift this unit until it locks into place when the Inner Cover 2 needs to be opened.
(17)	**Print Head Holder**	Used to install a print head.
(18)	**Inner Cover 2**	Open this cover when replacing the ink tanks, or clearing a paper jam.
(19)	**Inner Cover 1**	Open this cover when replacing the ink tanks, or clearing a paper jam.
(20)	**Power Connector**	Used to connect the power cord to the machine.
(21)	**Rear Cover**	Open when clearing jammed paper.
(22)	**External Device Jack**	Connects the external device.
(23)	**Telephone Line Jack**	Connects the telephone line.
(24)	**USB Connector (for computer)**	Used to connect the machine to a computer for scanning, printing, and other operations.
(25)	**Duplexing Transport Unit**	Open when clearing jammed paper.

Operation Panel

This section describes the buttons on the Operation Panel, and their functions and locations.

MP780 is shown here.



(1)	**FAX One-Touch Speed Dial Key**	Push these buttons to dial pre-registered fax/telephone numbers or group.
(2)	**[Feed Switch]**	Selects the paper source.
(3)	**[Image Quality]**	Selects the copy resolution and FAX fax resolution.
(4)	**[Exposure]**	Selects the copy exposure and FAX fax exposure.
(5)	**In Use/Memory Lamp**	Lights during copying, scanning, or FAX the telephone line in use. Lights also when there are documents stored in the machine's memory.
(6)	**[COPY]**	Switches the machine to copy mode.
(7)	**FAX [FAX]**	Switches the machine to fax mode.
(8)	**[SCAN]**	Switches the machine to scan mode. This button is used when the machine is connected to a computer.
(9)	**[PHOTO]**	Switches the machine to photo mode.
(10)	**Alarm Lamp**	Flashes when the machine is turned ON or OFF, when an error occurs, or when paper or ink has run out.
(11)	**[Enlarge/Reduce]**	Sets the enlargement or reduction ratio for copying.
(12)	**[Collate]**	Selects software collation (sorting).
(13)	**[Paper]**	Selects the paper size and paper type for copying, and FAX for received faxes.
(14)	**[ON/OFF]**	Turns the machine ON and OFF. Before turning ON the machine, make sure the Scanning Unit is closed.
(15)	**Numeric Keys**	Enter numerical values such as the number of copies, as well as FAX fax/telephone numbers and characters.
(16)	**FAX [Tone]**	Switches temporarily to tone dialling. Also changes the mode when entering characters.
(17)	**[(–) ◀] and [▶ (+)]**	Scroll through menu selections, and increase or decrease the number of copies. FAX Also [◀] cancels the entered character, and [▶] enters a space between characters.
(18)	**[OK]**	Selects items in menus, and confirms selections. Restores the machine to normal operation if there is an error while printing or if paper jams. Ejects documents remaining in the ADF.
(19)	**[Menu]**	Accesses the settings to customise operation of your machine.

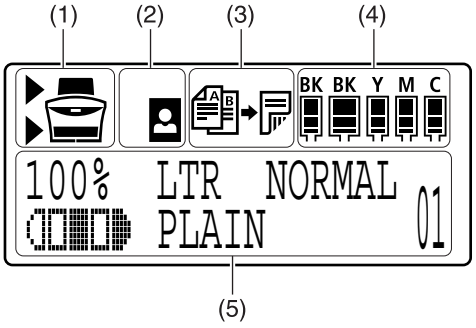
(20)	**LCD (Liquid Crystal Display)**	Displays messages, menu selections, and the operation status.
(21)	**[Colour]**	Starts colour copying, or FAX faxing.
(22)	**[Black]**	Starts black & white copying, or FAX faxing.
(23)	**[Stop/Reset]**	Cancels operations and returns the machine to standby mode.
(24)	**[Two-Sided]**	Selects two-sided copying.
(25)	FAX **[Hook]**	Engages or disengages the telephone line.
(26)	**[2 on 1]**	Selects 2 on 1 copying.
(27)	FAX **[Coded Dial]**	Press this button and a two-digit code to dial a pre-registered fax/ telephone number or group.
(28)	FAX **[Redial/Pause]**	Redials the last dialled number using Numeric Keys. Also enters pauses between or after numbers when dialling or registering numbers.

IMPORTANT

- **Always press [ON/OFF] before removing power. This covers the print head to prevent it from drying out. Disconnect the power cord after pressing [ON/OFF].**
- **If the machine is not used for an extended period of time, we recommend making black & white and colour prints/copies or performing print head cleaning about once every month to prevent the print head from degrading.**
- **The print head has many nozzles in order to produce high-definition prints. In the same way that the tip of a felt-tip or marker pen will naturally dry out over time and become unusable even with the cap in place, the nozzles might become clogged. Periodically printing or performing head cleaning can help to prevent this kind of clogging.**

- The power cannot be turned OFF with [ON/OFF] when the machine is operating.
- Your machine performs a print head cleaning every time you plug in the machine. This ensures optimum print quality but also consumes a small amount of ink during the cleaning process. We recommend turning off the power with [ON/OFF].
- FAX The machine cannot receive faxes when the power is turned OFF.

LCD (Liquid Crystal Display)



(1) Feed Switch "▶" is displayed by the currently selected paper source. This is displayed above when the Auto Sheet Feeder is selected, or below when the Cassette is selected.

(2)	**Borderless/with border**	Indicates whether a border should be applied. means without a border (“borderless”).
(3)	**Two-sided copying**	Displayed when two-sided copying is selected.
(4)	**Remaining ink**	Indicates how much ink is left. Displays from the left in the following sequence: 6BK/3eBK/6Y/6M/6C. (See page 123 for ink tank installation instruction.)
(5)	**Messages**	Displays messages, menu items, and the status of operations.

* Messages displayed on the LCD may differ, depending on the specification of your machine.

Chapter 2

Document Handling

▶ Document Requirements

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

	Platen Glass	ADF
Document type	• Special types of paper • Photographs • Book • Documents that are not suitable for the ADF	Multipage documents of the same size, thickness, and weight
Size (W x L)	Max. 8 $^{1}/_{2}$ x 11 $^{3}/_{4}$ in. (216 x 297 mm)	Max. 8 $^{1}/_{2}$ x 39 in. (216 mm x 1 m) Min. 4 $^{1}/_{8}$ x 5 $^{7}/_{8}$ in. (105 x 148 mm)
Quantity	• 1 sheet • PC 10 documents for multi-scan	• Max. 35 pages of A4- or letter-size sheets (20 lb. or 75 g/m^2 paper) • Max. 30 pages of legal-size sheets (20 lb. or 75g/m^2 paper) • 1 sheet for sizes other than these
Thickness	Max. $^{3}/_{4}$ in. (20 mm)	0.002 to 0.005 in. (0.06 to 0.13 mm)
Weight	—	13 to 24 lb. (50 to 90 g/m^2)

PC Multi-Scan is a function for scanning multiple documents (small-size documents) at a time. For more information, see *Software Guide,* located on your Setup CD-ROM.

▶ Loading Documents

- Load documents that you want to copy, FAX fax or scan in the ADF or on the Platen Glass.
- Make sure any glue, ink, correction fluid, or the like is completely dry before loading the document.
- Remove all staples, paper clips, and the like before feeding the document.
- Load legal-size documents in the ADF.
- Do not load the following types of documents in the ADF. They will jam.
  – Wrinkled or creased paper

– Curled paper
– Torn paper
– Paper with holes
– Carbon paper or carbon-backed paper
– Surface treated paper
– Onion skin or thin paper

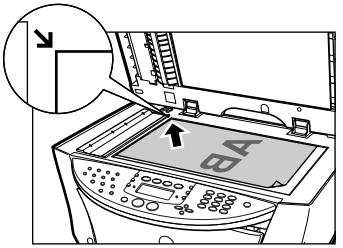
Using The Platen Glass

Make sure any glue, ink, or correction fluid on the document is completely dry before loading.

1 Lift the Document Cover.

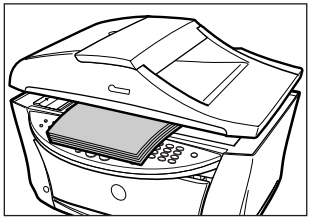
2 Load your document on the Platen Glass.

- Place your document face down on the Platen Glass.
- Align the upper left corner of your document with the alignment mark on the upper left corner of the Platen Glass.



- The machine cannot scan areas within about 1/16 in. (1 mm) from the inner edge, and within about 1/8 in. (2 mm) from the left edge of the Platen Glass.
- You can also scan in originals that are up to 3/4 in. (20 mm) thick, such as books. Set them on the Platen Glass in the same way as documents.

3 Gently close the Document Cover.

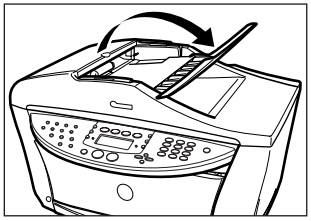


Using The ADF

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

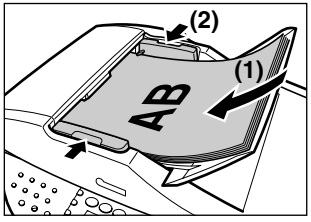
1 Remove any documents from the Platen Glass.

2 Open the Document Tray.



3 Load the document in the ADF (1).

Load the document with the side you want to copy, FAX fax, or scan face side up in the ADF.



4 Adjust the Document Guides to match the document width (2).

Chapter 3

Paper Handling

▶ Recommended Paper And Requirements

The following paper is recommended for use with your machine. Please be sure to follow the guidelines and meet the requirements when loading paper in the Auto Sheet Feeder or Cassette.

Paper Type	Model*1	Load Limit		PC Printer Driver Setting for [Media Type]
		Auto Sheet Feeder	Cassette	
Plain paper	—	Approx. 150 sheets (17 lbs or 64 g/m²)	Approx. 150 sheets (17 lbs or 64 g/m²)	[Plain Paper]
Envelopes	—	Approx. 10 envelopes	5 envelopes	[Envelope]
Super White Paper	SW-201	Less than 1/2 in. (13 mm) thick	Less than 1/2 in. (13 mm) thick	[Plain Paper]
High Resolution Paper	HR-101N	Approx. 80 sheets	Approx. 80 sheets	[High Resolution Paper]
Glossy Photo Paper	GP-401	10 sheets*2 (A4/Letter), 20 sheets (4"x6")	10 sheets (A4/Letter), 20 sheets (4"x6")	[Glossy Photo Paper]
Matte Photo Paper	MP-101	10 sheets	10 sheets	[Matte Photo Paper]
Photo Paper Plus Glossy	PP-101	10 sheets*2 (A4/Letter/ 5"x7"), 20 sheets (4"x6")	10 sheets (A4/Letter/ 5"x7"), 20 sheets (4"x6")	[Photo Paper Plus Glossy]
Photo Paper Plus Double Sided	PP-101D	10 sheets (A4/Letter/ 5"x7")	10 sheets (A4/Letter/ 5"x7")	[Photo Paper Plus Double-Sided]
Photo Paper Plus Semi-Glossy	SG-101	10 sheets (A4/Letter/ 5"x7"), 20 sheets (4"x6")	10 sheets (A4/Letter/ 5"x7"), 20 sheets (4"x6")	[Other Photo Paper]
Photo Paper Pro	PR-101	10 sheets*2 (A4/Letter), 20 sheets (4"x6")	10 sheets (A4/Letter), 20 sheets (4"x6")	[Photo Paper Pro]
Transparencies	CF-102	30 sheets	30 sheets	[Transparency]
T-Shirt Transfers	TR-301	1 sheet	1 sheet	[T-Shirt Transfer]

*1 Paper is not sold in the US by Model Number. Purchase paper by the name.

*2 If the paper does not feed normally, fan the sheets prior to loading them (up to 10) in the Auto Sheet Feeder. Fanning the sheets will prevent them from sticking together.

Paper having Model Number is a Canon speciality media.

General Paper Guidelines

Paper types you cannot use

- Do not use:
  - –Folded, creased, curled, or wrinkled paper
  - –Envelopes with double flaps, or with pressure seals
  - –Moist paper
  - –Any type of paper with holes (Loose-leaf paper is an exception, it is printable when loaded in the Auto Sheet Feeder.)
  - –Very thin paper (less than 17 lb. or 64 g/m^2)
  - –Very thick paper (more than 28 lb. or 105 g/m^2) *Other than Canon genuine paper.
  - –Postcards with photographs or stickers adhered to them
  - –Envelopes made with embossed or treated surfaces

Handling paper

- Hold the paper as closely as possible to its edges and try not to touch the print surface. Print quality will deteriorate if the print surface is damaged or becomes dirty.
- Do not touch the print surface until the ink has dried.
- Paper may curl or the print surface may smudge if you use a large amount of ink for printing. If this occurs, select the [Prevent paper abrasion] settings in [Custom Settings] under the [Maintenance] tab in the MP Driver (See *Software Guide*). Do not print photos or documents that contain graphics on paper that curls easily. Remove this kind of paper for printing text-only documents.
- If the paper is curled, uncurl it before printing.
- Place the paper back into its packet when not using it, and store out of direct sunlight in a place where the temperature and humidity are low.

Photo Paper Pro guidelines

- Do not touch the print surface until the ink is dry (approx. 30 minutes). Colors in dark images may appear indistinct at first, but will become clearer after approx. 30 minutes.
- Images may smudge if you place them in an album before the ink is completely dry. It is recommended that you allow the ink to dry for 24 hours.
- Do not attempt to dry the ink with a hair dryer or by exposing printouts to direct sunlight.
- Do not store or display printouts in hot, damp, or humid conditions. Never expose them to heat or direct sunlight.
- Store printouts in photo albums, photo frames, or presentation binders to protect them from direct exposure to air or sunlight.
- Do not mount printouts in an adhesive-type album as you may not be able to remove them.
- Be aware that some types of clear plastic folders and albums may cause the edges of the paper to turn yellow.

▶ Setting The Paper Size And Type

For copying or receiving faxes, set the size and type of paper loaded in the Auto Sheet Feeder or Cassette using the Operation Panel.

- For copying, specify the paper size as described in Chapter 4.
- For photo printing, specify the paper size as described in Chapter 5.
- FAX For receiving faxes, specify the paper size as described in Chapter 9.
- PC For documents printed from your computer, you can specify the paper size and type on your computer. (See *Software Guide*.)

▶ Auto Sheet Feeder And Cassette

Paper can be loaded into the machine at two locations: the Auto Sheet Feeder at the rear, and the Cassette at the front.

Auto Sheet Feeder	This tray is convenient when you regularly print onto different sizes or types of paper because it is so easy to load, especially with small sized paper.
Cassette	Loading the type of paper you most often use here saves you from having to load paper every time you print. The Cassette is also ideal for long print runs on one type of paper.

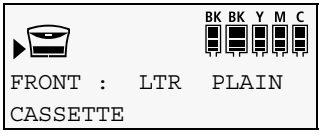
The following explanations describe how to use the Auto Sheet Feeder and Cassette in conjunction with each other.

Selecting The Paper Source

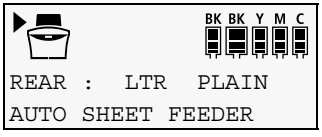
Follow this procedure:

1 Press [Feed Switch].

The paper source changes each time you press [Feed Switch].



: The Cassette is selected.



: The Auto Sheet Feeder is selected.

Continuous Printing On The Same Size Of Paper By Using Both The Auto Sheet Feeder And The Cassette Together

If paper runs out in one paper source, copying can continue using the other.

IMPORTANT

- **This function only works when both paper sources are loaded with paper of the same size and type.**
- **This function only works when both paper sources are loaded with A4, Letter, 4"x6" or 5"x7" size paper.**

Follow this procedure:

1 Press [Menu] repeatedly until <4.SYSTEM SETTINGS> appears.

The displayed menu number differs according to the selected mode.

2 Use [◀] or [▶] to select <AUTO FEED SWITCH>.

```
4.SYSTEM SETTINGS
◀ AUTO FEED SWITCH
```

3 Press [OK].

4 Use [◀] or [▶] to select whether to use both paper sources.

```
AUTO FEED SWITCH
        *OFF        ▶
```

ON: Use both paper sources.
OFF: Do not use both paper sources.

5 Press [OK].

▶ Loading Paper In The Auto Sheet Feeder

Loading Paper

IMPORTANT

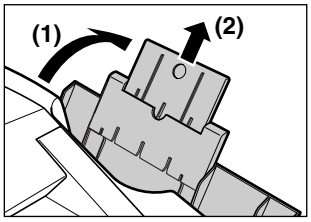
FAX Load plain paper (A4-, letter-, or legal-size) when receiving faxes.

- For how to load paper in the Cassette, see page 31.
- For how to load envelopes, see page 29.

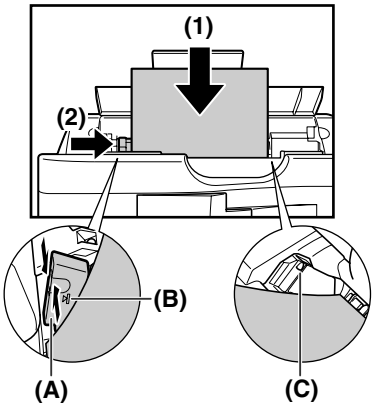
Follow this procedure:

1 Open the Auto Sheet Feeder (1), then pull out the Paper Support (2).

The Paper Support can be extended in two parts.



2 Place a stack of paper (print side up) in the Auto Sheet Feeder (1), and pinch the paper guide (A) and adjust it to the left side of the stack (2).



IMPORTANT

- **Make sure the stack does not exceed the paper limit mark (B).**
- **Make sure paper does not hang in the region of (C). If it does, paper might be fed at an angle.**

Loading Envelopes

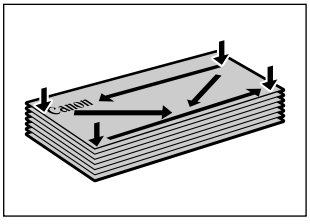
Follow this procedure:

1 Open the Auto Sheet Feeder, then pull out the Paper Support.

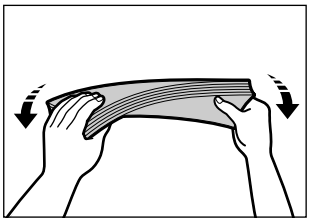
2 Prepare the envelopes for loading.

IMPORTANT

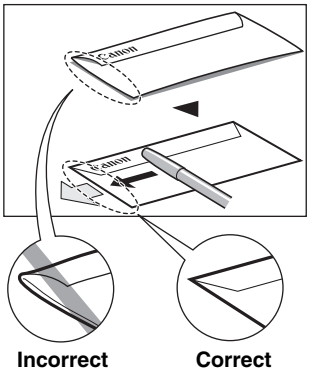
- **Press down firmly on the edges of the envelopes to make the folds crisp. Also, press firmly on the area that corresponds to the edges of the back flap.**



- **Remove any curling by holding the edges diagonally and bending them gently.**



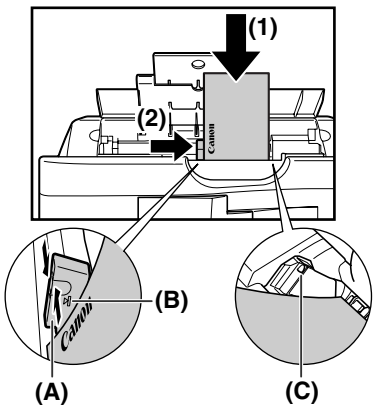
- **If the edges of the envelope are inflated or are curling, place the envelope on a flat surface. With a pen, press down while moving it from the centre towards the edges of the envelope.**
- **Ensure that no curl or puff exceeds 1/8 in. (3 mm).**



Cross-sections of the envelope edge

3 Place the stack of envelopes (print side up) in the Auto Sheet Feeder (1), and pinch the paper guide (A) and adjust it to the left side of the stack (2).

Load the envelopes in the Auto Sheet Feeder with the short side down.



IMPORTANT

- **Make sure the stack does not exceed the paper limit mark (B).**
- **Make sure paper does not hang in the region of (C). If it does, paper might be fed at an angle.**

▶ Loading Paper In The Cassette

Loading Paper

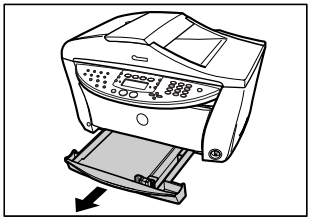
IMPORTANT

- **FAX Load plain paper (A4- or letter-size) when receiving faxes.**
- **Load legal-size paper in the Auto Sheet Feeder.**

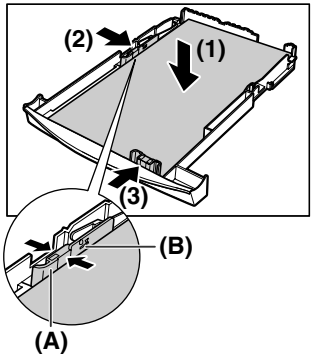
- For how to load paper in the Auto Sheet Feeder, see page 28.
- For how to load envelopes, see page 32.

Follow this procedure:

1 Pull out the Cassette towardss you.



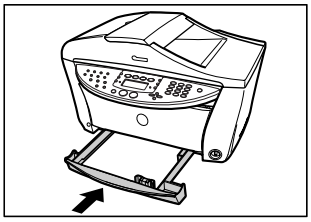
2 Load the stack of paper into the Cassette with the print side facing DOWN (1). Grasp the paper guide (A) and align it to the left edge of the paper stack (2). Align the front edge of the paper stack in the same way (3).



IMPORTANT

Make sure that the stack does not exceed the limit mark (B).

3 Load the Cassette into the machine.



Loading Envelopes

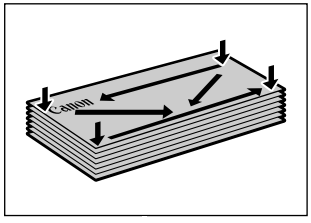
Follow this procedure:

1 Pull out the Cassette towardss you.

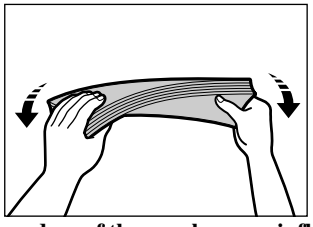
2 Prepare the envelopes for loading.

IMPORTANT

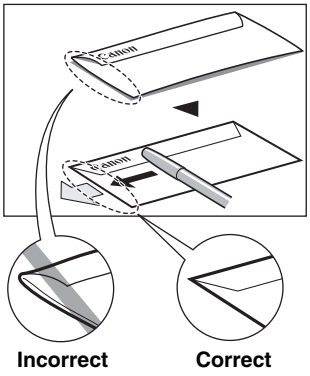
- **Press down firmly on the edges of the envelopes to make the folds crisp, and press firmly on the area that corresponds to the edges of the back flap.**



- **Remove any curling by holding the edges diagonally and bending them gently.**

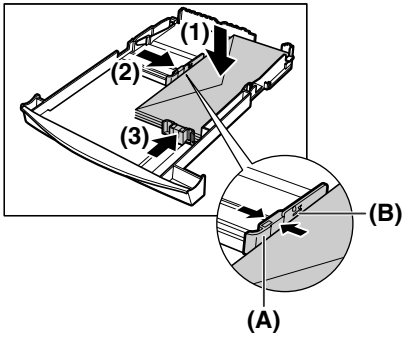


- **If the edges of the envelope are inflated or are curling, place the envelope on a flat surface. With a pen, press down while moving it from the centre towards the edges of the envelope.**
- **Ensure that no curl or puff exceeds 1/8 in. (3 mm).**



Cross-sections of the envelope edge

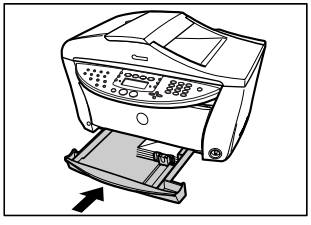
3 Load the stack of envelopes into the Cassette with the print side facing DOWN (1). Grasp the paper guide (A) and align it to the long edge of the envelope stack (2). Align the front edge of the paper stack in the same way (3).



IMPORTANT

Make sure that the stack does not exceed the limit mark (B).

4 Load the Cassette into the machine.



Chapter

4 Copying

▶ Documents You Can Copy

For information on the types of documents you can copy, their requirements, and details on loading them, see Chapter 2.

▶ Making Copies

When making colour or black & white copies, you can adjust the print resolution and density. You can also change reduction or enlargement settings.

IMPORTANT
After turning ON the machine, or after recovering from Power Save mode (see page 135), the image may not be correctly read by the machine. Wait at least one minute before copying.

Follow this procedure:

1 Load the document on the Platen Glass or the ADF.

For details on how to load documents, see page 21.

2 Press [COPY].

3 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

4 Use [◀] or [▶] to select the number of copies, or enter the number using the Numeric Keys (max. 99 copies).

Ex:
```
100%  LTR  NORMAL      03
◖▯▮▯◗  PLAIN
```

For the maximum load limit for the paper you are using in the Auto Sheet Feeder or Cassette, see page 25.

5 Adjust the settings for your document as necessary.

• To select the paper size and type, see page 36.

• To select the image quality, see page 37.
• To select the scanning exposure, see page 38.
• To select the copy ratio, see page 38.

6 Press [Colour] for colour copying, or [Black] for black & white copying.

The machine starts copying.

• To cancel copying, press [Stop/Reset].
• FAX The machine can also receive faxes in copy mode (when [COPY] is pressed).

▶ Setting The Paper Size And Type

For copying using the Operation Panel, you need to set the size and type of paper loaded in the Auto Sheet Feeder or Cassette.

• For details on paper, see page 25.
• The asterisk <*> on the LCD indicates the current setting.

Follow this procedure:

1 Press [COPY].

2 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

3 Press [Paper].

Ex:

```
SIZE : ◄   *LTR    ►
TYPE :    *PLAIN
```

4 Use [◀] or [▶] to select the paper size.

–<A4>: A4 size
–<LTR>: Letter size
–<B5>: B5 size
–<A5>: A5 size
–<4"x6">: Card size
–<5"x7">: Card size
–<LGL>: Legal size
–<CRED. CARD>: Card size

* <LGL> and <CRED. CARD> cannot be used for the Cassette.

Some of these are not available depending on the country of purchase.

5 Press [OK].

Ex:
```
SIZE :      *LTR
TYPE : ◄  *PLAIN   ►
```

6 Use [◀] or [▶] to select the paper type.

–<PLAIN>:	Suitable for plain paper.
–<GLOSSY>:	Suitable for Glossy Photo Paper.
–<HIGH RES.>:	Suitable for High Resolution Paper.
–<TRANS.>:	Suitable for Transparencies.
–<PHOTO PRO>:	Suitable for Photo Paper Pro.
–<PHOTO PLUS>:	Suitable for Photo Paper Plus Glossy.
–<OTHER>:	Suitable when using photo paper other than that described above (such as Matte Photo Paper), or if you do not know the paper type.

- In order to obtain optimal quality print results, when copying photographs, use Canon-recommended Photo Paper Pro or Photo Paper Plus Glossy.
- When selecting <CRED. CARD> as the paper size, the paper type is set to <GLOSSY>.

7 Press [OK].

▶ Adjusting Image Quality

You can adjust the image quality according to the document to be copied.

Follow this procedure:

1 Press [COPY].

2 Press [Image Quality].

```
IMAGE QUALITY
◄      *NORMAL      ►
```

3 Use [◀] or [▶] to select the image quality.

–<NORMAL>:	Suitable for text-only documents.
–<FINE (PHOTO)>:	Suitable for photographs.
–<FAST>:	Suitable for high speed copying at a lower image quality.

When <GLOSSY>, <HIGH RES.>, <TRANS.>, <PHOTO PRO>, <PHOTO PLUS>, or <OTHER> is selected as the paper type, only <FINE (PHOTO)> can be selected.

4 Press [OK].

- When using <FAST>, if the quality is different from that expected, select <NORMAL> or <FINE (PHOTO)> and try copying again.
- Select <FINE (PHOTO)> to copy in greyscale. Greyscale renders tones in a range of greys instead of black or white.

▶ Adjusting Exposure (Density)

Exposure (density) is the degree of difference between light and dark. Increasing the exposure setting further blackens dark areas and whitens bright areas. Whereas decreasing the exposure setting reduces the difference between bright and dark areas. You can adjust the exposure between nine gradations.

Follow this procedure:

1 Press [COPY].

2 Press [Exposure].

3 Use [◀] or [▶] to select the exposure.

Pressing [◀] decreases the density, and pressing [▶] increases the density.

4 Press [OK].

▶ Reducing Or Enlarging A Copy

You can reduce or enlarge copies using three different methods:

Preset copy ratios	You can select one of the preset ratios to reduce or enlarge copies.
Custom copy ratios	You can specify the copy ratio in percentage to reduce or enlarge copies.
Automatic ratios	The machine automatically reduces or enlarges the image to fit the paper size.

The following sections describe how to use these methods.

Using Preset Copy Ratios

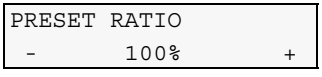
Preset copy ratios are convenient when changing between standard paper sizes, for example, reducing A4 to letter size, or enlarging 4"x6" to letter size.

Follow this procedure:

1 Press [COPY].

2 Press [Enlarge/Reduce].

Ex:



3 Use [◀] or [▶] to select the copy ratio.

–<25% MIN.>:	Reduces the document to 25% when copying.
–<70% A4 -> A5>:	Reduces an A4-size document to A5 size when copying.
–<86% A4 -> B5>:	Reduces an A4-size document to B5 size when copying.
–<95% A4 -> LTR>:	Reduces an A4-size document to letter size when copying.
–<100%>:	Does not change the document size when copying.
–<115% B5 -> A4>:	Enlarges a B5-size document to A4 size when copying.
–<141% A5 -> A4>:	Enlarges an A5-size document to A4 size when copying.
–<170% 5"x7" -> LTR>:	Enlarges a 5"x7" document to letter size when copying.
–<212% 4"x6" -> LTR>:	Enlarges a 4"x6" document to letter size when copying.
–<400% MAX.>:	Enlarges the document to 400% when copying.

- Some of these are not available depending on the country of purchase.
- Pressing the Numeric Keys while setting the preset copy ratio switches to the custom copy ratio (zoom copy) setting.

4 Press [OK].

Using Custom Copy Ratios

In addition to making reduction and enlargement decisions using preset copy ratios, you can make reduction and enlargement decisions in custom 1% increments.

Follow this procedure:

1 Press [COPY].

2 Press [Enlarge/Reduce] twice.

Ex:

```
ZOOM 25-400%
 -      100%       +
```

3 Use [◀] or [▶] to select a copy ratio between 25% and 400%, or enter the ratio using the Numeric Keys.

- Pressing [◀] decreases the copy ratio, and pressing [▶] increases the ratio.
- Press and hold down the [◀] or [▶] to quickly advance through the ratios.

4 Press [OK].

Copying An Image To Fit The Page

If the document to be copied is larger or smaller than the specified paper size, you can automatically reduce or enlarge the image to fit the size of the paper you are printing on.

- Some document sizes may not be correctly detected. If the document cannot be correctly detected, select the preset copy ratio or custom copy ratio.
- When using this feature, load the document on the Platen Glass.

Follow this procedure:

1 Press [COPY].

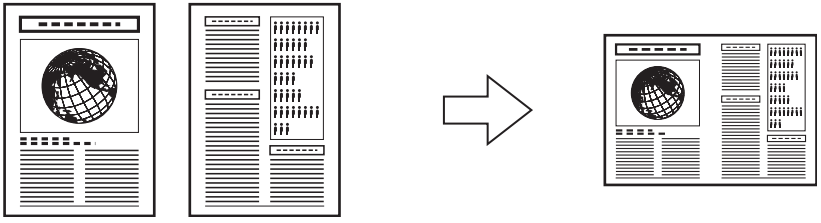
2 Press [Enlarge/Reduce] three times.

```
FIT-TO-PAGE
```

3 Press [OK].

▶ Copying Two Pages To Fit Onto A Single Page

This feature enables you to copy two documents onto a single sheet of paper by reducing each image.



If <MEMORY FULL> appears on the LCD when copying, set the image quality to <NORMAL> and try copying again. (See page 37)

Follow this procedure:

1 Load the document on the Platen Glass or the ADF.

2 Press [COPY].

3 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

4 Use [◀] or [▶] to select the number of copies, or enter the number using the Numeric Keys (max. 99 copies).

For the maximum load limit for the paper you are using in the Auto Sheet Feeder or Cassette, see page 25.

5 Adjust the settings for your document as necessary.

- You can use this feature only when the paper size is set to <A4> or <LTR>. (See page 36)
- To select the paper size and type, see page 36.
- To select the image quality, see page 37.
- To select the scanning exposure, see page 38.
- You cannot select the copy ratio.

6 Press [2 on 1].

Ex:
```
 62%  LTR  NORMAL
2 on 1                01
```

If a paper size setting other than <A4> or <LTR> is selected, the LCD displays the following message.

Ex:
```
SIZE : ◄   *LTR   ►
TYPE :     *PLAIN
```

- Use [◄] or [►] to select either <A4> or <LTR>, then press [OK].
- Use [◄] or [►] to select the paper type, then press [OK].

7 Press [Colour] for colour copying, or [Black] for black & white copying.

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

1. When the message below is displayed, load the next page on the Platen Glass.

```
NEXT PAGE    :START
END SCANNING:OK
```

If you have only one document to scan, press [OK].

2. Press [Colour] for colour copying, or [Black] for black & white copying.

Press the same button you pressed in step 7.

IMPORTANT

If you do not press the same button you pressed in step 7, the machine does not start copying.

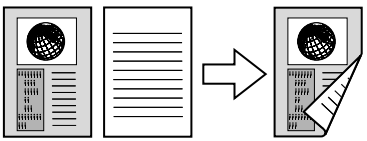
- **When the document was loaded in the ADF:**

The machine starts copying automatically after the document is scanned in.

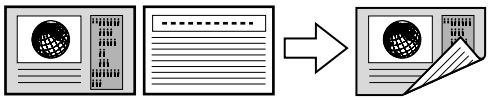
To cancel copying, press [Stop/Reset].

▶ Copying Onto Both Sides Of The Paper (Two-Sided Copy)

You can copy two document pages onto the sides of a single sheet of paper.



Long-side stapling



Short-side stapling

IMPORTANT

You can also select a binding margin. (See page 43.)

This function cannot be used in conjunction with 2 on 1 copying, collation or special copyings.

Follow this procedure:

1 Load the document on the Platen Glass or the ADF.

2 Press [COPY].

3 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

4 Use [◀] or [▶] to select the number of copies, or enter the number using the Numeric Keys (max. 99 copies).

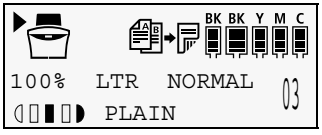
For the maximum load limit for the paper you are using in the Auto Sheet Feeder or Cassette, see page 25.

5 Adjust the settings for your document as necessary.

- To select the paper size and type, see page 36.
- To select the image quality, see page 37.
- To select the scanning exposure, see page 38.
- To select the copy ratio, see page 38.
- You cannot select <FIT-TO-PAGE> as the copy ratio.

6 Press [Two-Sided].

Ex:



IMPORTANT

You can also select a binding margin. (See page 43.)

7 Press [Colour] for colour copying, or [Black] for black & white copying.

● When the document was loaded on the Platen Glass:

1. When the message below is displayed, load the next page on the Platen Glass.

```
NEXT PAGE    :START
END SCANNING:OK
```

To finish now with only one page scanned, press [OK].

2. Press [Colour] for colour copying, or [Black] for black & white copying.

Press the same button you pressed in step 7.

IMPORTANT

If you press a button other than that pressed in step 7, copying does not start.

● When the document was loaded in the ADF:

The machine starts copying automatically after all the document pages are scanned in.

- Do not touch a printed-out paper until the machine finishes copying.
- To stop copying, press [Stop/Reset].

Specifying A Binding Margin For Two-Sided Copying

Follow this procedure:

1 Press [Menu] repeatedly until <4.SYSTEM SETTINGS> appears.

The displayed menu number differs according to the selected mode.

2 Use [◀] or [▶] to select <TWO-SIDED COPY>.

```
4.SYSTEM SETTINGS
◀  TWO-SIDED COPY  ▶
```

3 Press [OK].

4 Use [◀] or [▶] to select the binding direction.

```
TWO-SIDED COPY
 *REAR PG. SAME DIR▶
```

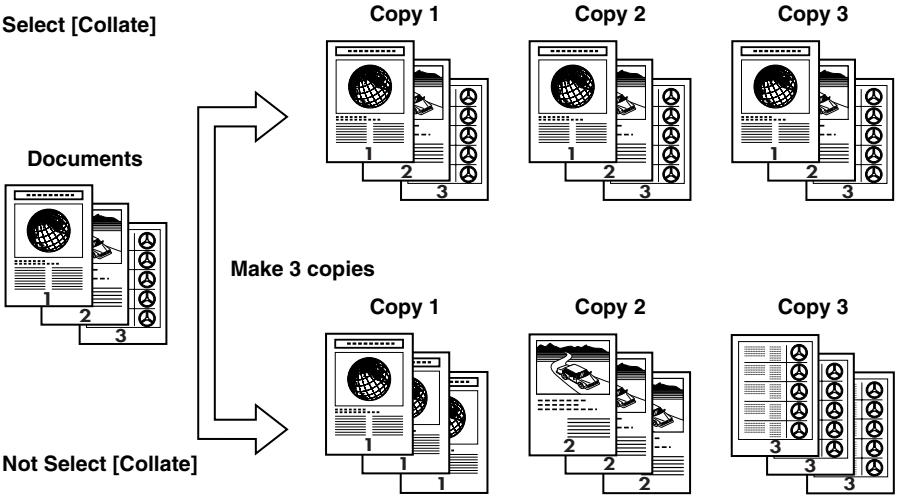
REAR PG. SAME DIR: Binds on the long side of the paper.
ROTATE REAR PAGE: Binds on the short side of the paper.

5 Press [OK].

6 Press [Stop/Reset].

▶ Making Multiple Copies Of An Entire Document (Collation)

When making multiple copies of a document with more than one page you have them delivered in sorted sets.



- This function cannot be used in conjunction with 2 on 1 copying, two-sided copying or special copyings.
- Load the document in the ADF when using this function.
- Using this function might cause a reduction in print quality. For best results, print without using collation.

Follow this procedure:

1 Load the document in the ADF.

2 Press [COPY].

3 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

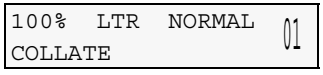
4 Use [◀] or [▶] to select the number of copies, or enter the number using the Numeric Keys (max. 99 copies).

For the maximum load limit for the paper you are using in the Auto Sheet Feeder or Cassette, see page 25.

5 Adjust the settings for your document as necessary.

- To select the paper size and type, see page 36.
- To select the image quality, see page 37.
- To select the scanning exposure, see page 38.
- To select the copy ratio, see page 38.
- You cannot select <FIT-TO-PAGE> as the copy ratio.

6 Press [Collate].



Changing the paper size or type after pressing [Collate] will cancel this function.

7 Press [Colour] or [Black].

Up to 5 colour copies or 10 black & white copies can be made at one time.

▶ Advanced Copy Features

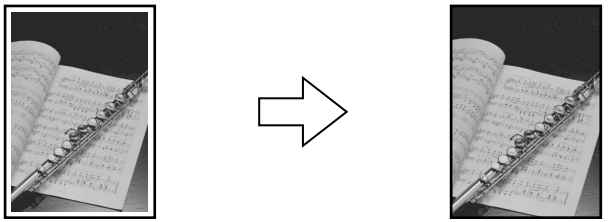
The following advanced copy features are available:

Borderless copying	Copies colour images so that they fill the entire page without borders.
Repeating an image on a page	Copies an image multiple times onto a single page.

The following sections describe how to use these features.

Borderless Copying

This feature enables you to copy colour images so that they fill the entire page without borders.



- You can use this feature only when the paper is set to <GLOSSY>, <HIGH RES.>, <PHOTO PRO>, <PHOTO PLUS>, or <OTHER>. For details on setting the paper type, see page 25.
- When using this feature, load the document on the Platen Glass.
- You can only copy in colour with this feature.
- The copied image may need to be enlarged to fit onto the selected paper size when making borderless copies. Some cropping may occur.
- When borderless copying is selected, the LCD will display the setting with the symbol "+," such as <95%+>, <100%+>, etc.

Follow this procedure:

1 Load the document on the Platen Glass.

2 Press [COPY].

3 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

4 Use [◀] or [▶] to select the number of copies, or enter the number using the Numeric Keys (max. 99 copies).

For the maximum load limit for the paper you are using in the Auto Sheet Feeder or Cassette, see page 25.

5 Adjust the settings for your document as necessary.

- You can use this feature only when the paper size is set to <A4>, <LTR>, <4"x6"> or <5"x7">.
- You can use this feature only when the paper is set to <GLOSSY>, <HIGH RES.>, <PHOTO PRO>, <PHOTO PLUS>, or <OTHER>. For details on setting the paper type, see page 25.
- The image quality is fixed to <FINE (PHOTO)>. You cannot change this setting.
- To select the scanning exposure, see page 38.
- To select the copy ratio, see page 38.
- You can select the width to be cropped from the borders of the original image. (See page 184)
- Pressing [Black] does not start copying.

6 Press [Menu].

7 Use [◀] or [▶] to select <BORDERLESS COPY>.

```
1.SPECIAL COPY
  *BORDERLESS COPY ▶
```

8 Press [OK].

Ex:

```
▶ BK BK Y M C
100%+ LTR  FINE
◖▯▮▯◗ PHOTO PRO  01
```

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

Ex:

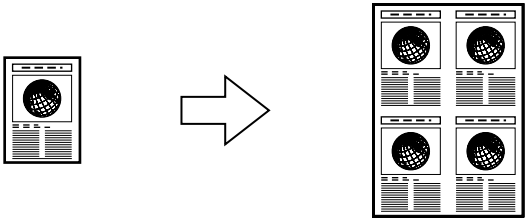
```
SIZE : ◀   *LTR   ▶
TYPE :  *PHOTO PRO
```

- Use [◀] or [▶] to select <A4> or <LTR> as the paper size, then press [OK].
- Use [◀] or [▶] to select <GLOSSY>, <HIGH RES.>, <PHOTO PRO>, <PHOTO PLUS>, or <OTHER> as the paper type, then press [OK].

9 Press [Colour].

Repeating An Image On A Page

This feature enables you to copy an image multiple times onto a single page. You can set the machine to automatically select the number of times it repeats the image, or you can specify the number.



IMPORTANT

- **When manually setting the number of times to copy the image, you must set the paper size before copying. (See page 36)**
- **The scannable region of the document varies according to the enlargement or reduction ratio.**

Follow this procedure:

1 Load the document on the Platen Glass or the ADF.

When selecting <AUTO> for the number of times to repeat the image, set the document on the Platen Glass. You cannot use the ADF.

2 Press [COPY].

3 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

4 Use [◀] or [▶] to select the number of copies, or enter the number using the Numeric Keys (max. 99 copies).

For the maximum load limit for the paper you are using in the Auto Sheet Feeder or Cassette, see page 25.

5 Adjust the settings for your document as necessary.

- To select the paper size and type, see page 36.
- To select the image quality, see page 37.
- To select the scanning exposure, see page 38.
- To select the copy ratio, see page 38.
- You cannot select <FIT-TO-PAGE> as the copy ratio.

6 Press [Menu].

7 Use [◀] or [▶] to select <IMAGE REPEAT>.

```
1.SPECIAL COPY
◀   IMAGE REPEAT
```

8 Press [OK].

```
IMAGE REPEAT
◀       AUTO
```

9 Use [◀] or [▶] to select <AUTO> or <MANUAL>.

● **If you select <AUTO>:**

1. **Press [OK].**

Ex:

```
100%  LTR  NORMAL   01
REPEAT  AUTO
```

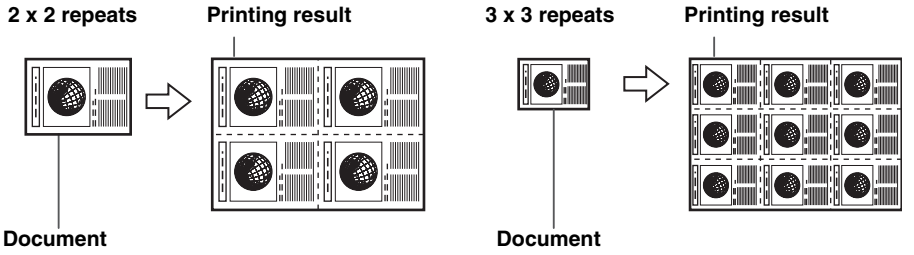
2. **Go to step 10.**

● **If you select <MANUAL>:**

1. **Decide the number of times you want to copy the image.**
   You can select a maximum of four vertical repeats and four horizontal repeats.

IMPORTANT

Your original image must be no larger than one of the divisions. For example, if you want to make four repeats of your image, the document must be no larger than one quarter of the paper size you are copying on to.



2. **Press [OK].**

Ex:

```
VERTICAL       ◄ 2 ►
HORIZONTAL       2
```

3. **Use [◄] or [►] to select the number of vertical repetitions (max. 4).**
4. **Press [OK].**

Ex:

```
VERTICAL         2
HORIZONTAL     ◄ 2 ►
```

5. **Use [◄] or [►] to select the number of horizontal repetitions (max. 4).**
6. **Press [OK].**
7. **Go to step 10.**

10 Press [Colour] for colour copying, or [Black] for black & white copying.

To cancel copying, press [Stop/Reset].

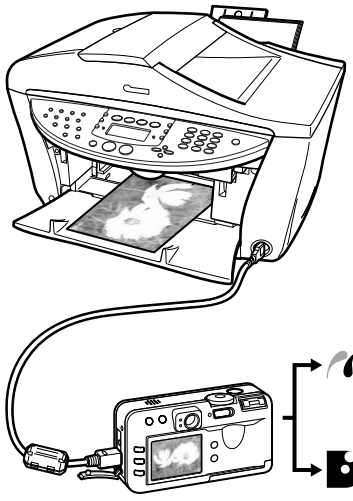
Chapter

5 Photo Printing Directly From A Digital Camera

Connecting a PictBridge- or Canon Bubble Jet Direct-compatible digital camera or digital video camcorder to the MP780/750 enables you to print captured images directly without using a computer.

- PictBridge is an industry standard enabling a range of digital photo solutions, including the direct printing of photos from a digital still camera or a digital video camcorder* without the need to use a computer. Having a PictBridge compatible digital camera and a PictBridge compatible printer enables you to print a beautiful image directly with an easy operation from the camera regardless of manufacturers or models. This is completely different from previous ones, which were advanced by each manufacturer with their own standard, and therefore whose compatibility was restricted.
- Canon "Bubble Jet Direct" allows you to print photos from a Canon "Bubble Jet Direct" compatible ("PictBridge" incompatible) digital camera or digital video camcorder without a computer by simply connecting the digital camera or digital video camcorder to this machine.

  * Hereafter, the digital still camera and digital video camcorder are collectively called a digital camera or camera.



Printing from a PictBridge compatible camera (see Printing Photographs Directly From A PictBridge-Compliant Digital Camera)

Printing from a Canon "Bubble Jet Direct" compatible camera (see Printing Photographs Directly From A Canon "Bubble Jet Direct" Compatible Digital Camera)

▶ Connecting To A Digital Camera

When connecting a supported digital camera to the machine, use the USB cable that is provided with the camera for connecting it to a computer.

CAUTION

Do not connect any equipment other than the camera ready for "PictBridge" or Canon "Bubble Jet Direct" to the Direct Print Port of the machine. If you do so, electric shock, fire, or damage to the camera could result.

IMPORTANT

- **Do not disconnect the USB cable when using the machine.**
- **Do not connect the digital camera to the machine while copying, scanning, FAX faxing or printing is in progress.**

- When producing photos with the digital camera connected to the machine, it is advisable to use the AC adaptor supplied with the camera. If you use the camera battery, be sure to charge it fully.
- Depending on the model or brand of your camera, you may have to select a mode of producing photos compliant with "PictBridge" before connecting the camera.
  You may also have to turn on the camera or select Play mode manually after connecting the camera to the machine.
  Perform necessary operations according to the instruction manual supplied with your camera.

Follow this procedure:

1 Turn on the machine.

2 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

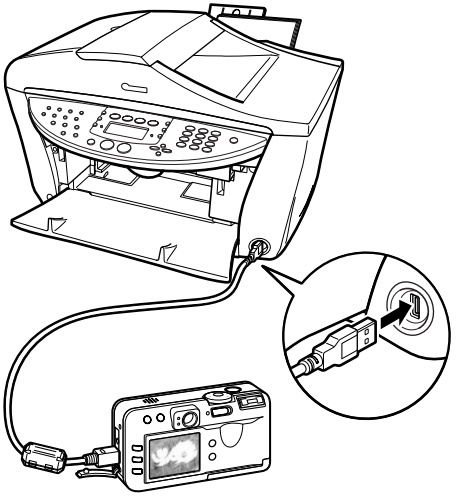
3 Load the paper in the Auto Sheet Feeder or the Cassette.

- For information on paper types, see page 25.
- For how to load paper, see page 28 or 31.

4 Make sure the camera is turned off.

5 Connect the camera to the machine using the USB cable (for connection to a computer) supplied with the camera.

The digital camera turns itself on automatically when the connection is established. If your model of camera does not turn itself on automatically, turn it on manually.



6 You are now ready to print images from the camera.

Either of the following icons will appear on the LCD of the digital camera display when the machine is correctly connected.

PictBridge-compliant digital camera.

Canon “Bubble Jet Direct” compatible digital camera.

If neither of these icons appears, see Cannot Print Properly From The Digital Camera.

▶ Printing Photographs Directly From A PictBridge-Compliant Digital Camera

Be sure to follow the instructions provided with your camera when operating it. This section describes the paper sizes, paper types, layouts, image optimization, and date printing settings that you can configure from a “PictBridge” compatible digital camera when using this machine.

Confirming And Changing Camera Settings

To change items such as the paper type or size of paper used, open the “PictBridge” print settings from the camera and confirm or change the settings.

When [default settings] (use the printer settings) or the equivalent is selected on the camera, the settings below are used when printing.

–Paper size	10 x 15 cm/4"x6"
–Paper type	Photo (Photo Paper Plus Glossy)
–Layout	Borderless
–Trimming	Off (No trimming)
–Image optimise	On (ExifPrint)
–Date print	Off (No printing)

● About the Settings Explained Below

The settings explained on the following pages cannot be made on some cameras. If any setting cannot be made, the default setting explained above is used.
Names of settings that are displayed on Canon PictBridge-compliant cameras are used in the description given below.
Different names may be displayed on your camera depending on the brand or model.
For details, refer to your camera's instruction manual.

● About "Paper size" and "Paper type"

To change the paper size or paper type, operate the camera to select the PictBridge print setup mode and confirm or check the settings.
To print on Photo Paper Pro, select "Fast Photo" from "Paper type" on the display of the camera.
Select "Photo" for Photo Paper Plus Glossy.
If using a Canon PictBridge - compatible camera, you can select 5"x7" from "Paper size".
The following sizes and types of paper can be loaded in the machine by selecting options from Paper size and Paper type.

"Paper size" setting	"Paper type" setting	Paper loaded in machine
10 x 15 cm/4"x6" (Default)	Photo (Default)	Photo Paper Plus Glossy
	Fast Photo	Photo Paper Pro
	Photo	Photo Paper Plus Semi-Glossy
13 x 18 cm/5"x7"	Photo	Photo Paper Plus Glossy
A4	Photo	Photo Paper Plus Glossy
	Fast Photo	Photo Paper Pro
	Photo	Glossy Photo Paper

When 4"x6" is selected from "Paper size", "2-up", "4-up", "9-up", and "16-up" options may be available in "Layout".

● About "Image optimise"

If you use a Canon PictBridge-compliant camera, you can select "VIVID", "NR", or "VIVID+NR". (Note that these options cannot be selected for some models.)

When "VIVID" is selected, green and blue portions of photos are printed vividly.

When "NR" (Noise Reduction) is selected, noise in blue portions, such as the sky, and dark portions is removed.

When "VIVID+NR" is selected, functions of both "VIVID" and "NR" are performed.

● About "Date print"

If "On" is selected, the shooting date recorded in Exif image data is printed in the lower-right corner of each photo.

- This machine can handle only Exif/JPEG image data to produce photos using PictBridge.
- Never disconnect the USB cable during printing. When disconnecting the USB cable between the digital camera and machine, follow the instructions given in the instruction manual of the camera.
- Controls of the digital camera cannot be used for the following:
  - Print quality setting
  - Maintenance

▶ Printing Photographs Directly From A Canon "Bubble Jet Direct" Compatible Digital Camera

This section explains the types of paper that can be used and how to print from Canon "Bubble Jet Direct" compatible digital cameras (models that are not PictBridge compatible).

For the models of digital camera and digital camcorder that are Canon "Bubble Jet Direct" compatible, refer to "Canon "Bubble Jet Direct" Print" in the specifications. (See page 197)

Media Types For Digital Camera

When you connect a digital camera, you can use the following media:

Digital Camera Setting	Media Type
Card #1	Photo Paper Pro 4"x6"/101.6 x 152.4 mm
Card #2	Photo Paper Plus Glossy 4"x6"/101.6 x 152.4 mm
	Photo Paper Plus Semi-gloss 4"x6"/101.6 x 152.4 mm
	Glossy Photo Paper 4"x6"/101.6 x 152.4 mm
Card #3	Photo Paper Plus Glossy 5"x7"/127.0 x 177.8 mm
LTR	Photo Paper Pro Letter size
	Photo Paper Plus Glossy Letter size
	Photo Paper Plus Semi-gloss Letter size
	Glossy Photo Paper Letter size
A4	Photo Paper Pro A4 size
	Photo Paper Plus Glossy A4 size
	Photo Paper Plus Semi-gloss A4 size
	Glossy Photo Paper A4 size

Printing Directly From A Digital Camera

This section describes how to print after connecting a camera to the machine.

- For how to operate your digital camera/camcorder and information on print error messages and troubleshooting, refer to the manual supplied with your digital camera/camcorder.
- For how to operate your digital camera, refer to the manual supplied with your digital camera.

1 Display the image you want to print in replay mode.

- If the camera will not change to replay mode, refer to the manual supplied with your digital camera for instructions how to.
- When the digital camera is correctly connected, the icon will display on the LCD of the digital camera, and the LCD of the machine will display the following message.

2 Press [SET] on the digital camera.

- The print setting menu is displayed on the LCD of the digital camera.

3 Select [Style] and specify the paper size, bordered or borderless printing, and

date printing ON or OFF.

4 Specify the number of copies, select [Print], and then press [SET] on the digital camera.

• The machine starts printing.

• By operating the digital camera, you can make the following prints:
  – You can make a standard print from the image displayed in the single display mode or in the index display mode.
  – You can print specified numbers of images, or make an index print by editing the DPOF.
  – Images other than Exif may not be index printed.
  – For the images taken with an ExifPrint-compatible digital camera, the Photo Optimiser PRO function can be used.
  – If date printing is set from the digital camera, the date when the photograph was taken is to be printed (excluding the index print).
  – Images will be scaled automatically according to the image size set on the digital camera and the size of the media set on the machine.
• The digital camera does not support the following functions:
  – Print quality setting
  – Maintenance
• To disconnect the USB cable connecting the digital camera to the machine, follow the procedure below:
  1. Disconnect the USB cable from the machine.
  2. Turn OFF the digital camera.
  3. Disconnect the USB cable from the digital camera.
• When disconnecting the USB cable, be sure to hold the connector by its sides.

Chapter

6 Printing On CD-Rs/ DVD-Rs

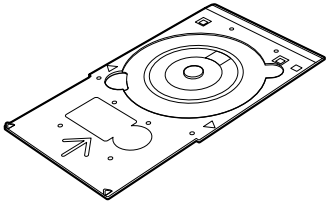
IMPORTANT

The CD-R printing is not available for the machine purchased in USA, Canada, or all countries in Latin America.

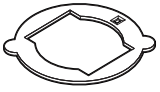
The CD-R tray (supplied) allows the printing of images on CD-Rs or DVD-Rs (printable discs). You can edit and print the images using the "CD-LabelPrint" or the "Easy-PhotoPrint" applications bundled on the Setup CD-ROM.

▶ Items To Prepare

The following items will be needed to print on CD-Rs or DVD-Rs:



CD-R tray



8 cm CD-R adaptor (only when printing on 8 cm CD-Rs)

CD-Rs Or DVD-Rs (Printable Discs)

Prepare a 12 cm/8 cm size CD-R/DVD-R having a label surface that is compatible with ink-jet printing.

Using a recommended CD-R or DVD-R results in higher print quality.

▶ Attaching The CD-R Tray

CAUTION

When shipped, an 8 cm CD-R adaptor is installed. Remove the 8 cm CD-R adaptor before printing onto 12 cm CD-Rs or DVD-Rs.

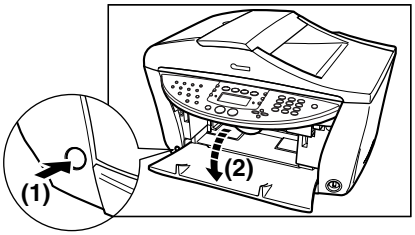
IMPORTANT

- **Hold CD-Rs and DVD-Rs by their edges. Take care not to touch either the label surface (printing surface) or recording surface.**
- **Do not get dirt on, or scratch the reflectors on the CD-R tray. If the reflectors on the CD-R tray become dirty, wipe the reflector plate clean with a soft, dry cloth taking care not to scratch the plate.**

- **Be sure to use the supplied 8 cm CD-R adaptor when printing on 8 cm CD-Rs. Not taking this precaution may result in retarded print quality or 8 cm CD-R discs being scratched.**

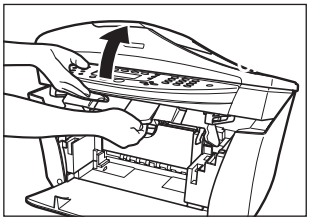
Follow this procedure:

1 Press the Open Button (1) to open the Paper Output Tray (2).



2 Raise the Scanning Unit until it stops.

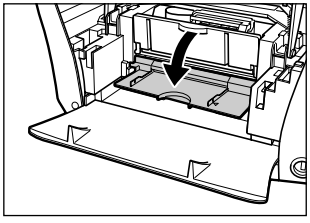
Pull and hold the Scanning Unit Lever towardss you, then raise the Scanning Unit.



The Print Head Holder moves to the middle.

CAUTION
Do not try to manually move or stop the Print Head Holder.

3 Open the Inner Cover 1.



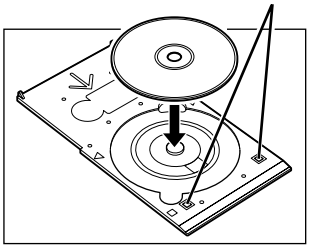
4 Pull the Scanning Unit Lever towardss you to close the Scanning Unit.

5 Place the CD-R or DVD-R on the CD-R tray.

● **12 cm CD-R or DVD-R:**

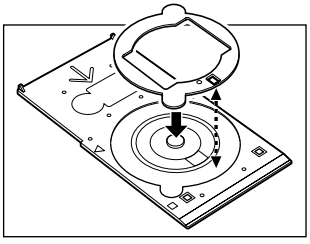
1. **Place the CD-R or DVD-R on the CD-R tray.**
2. **Go to step 6.**

Reflectors

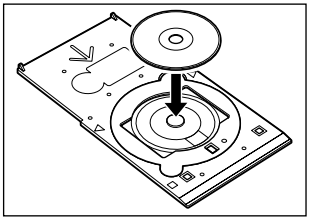


- **8 cm CD-R**

1. **Align the protrusions on both edges of the 8 cm CD-R adaptor with the indentations on the CD-R tray.**



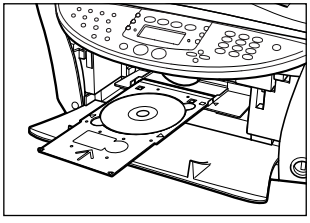
2. **Place the 8 cm CD-R on the CD-R tray.**



3. **Go to step 6.**

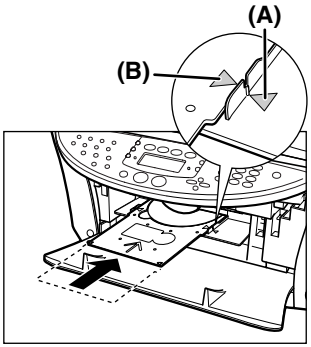
6 Place the CD-R tray on the Inner Cover 1.

When using the application to print on a CD-R or DVD-R, do not set the CD-R tray until the [Set the CD-R disc] is displayed on the screen.



7 Insert the CD-R tray until the arrow on the Inner Cover 1 (A) is almost aligned with the arrow on the CD-R tray (B).

Ensure that the CD-R tray does not exceed the arrow.



IMPORTANT

Confirm the position of the arrows on the CD-R tray and the arrow on the Inner Cover 1.

▶ Printing On CD-Rs/DVD-Rs

Print onto CD-Rs or DVD-Rs using the “CD-LabelPrint” and “Easy-PhotoPrint” applications bundled on the Setup CD-ROM.

This section describes how to print onto a 12 cm CD-R or DVD-R using one of the templates provided with “CD-LabelPrint”. For information on “Easy-PhotoPrint”, refer to the *Photo Application Guide* (Electronic documentation).

IMPORTANT

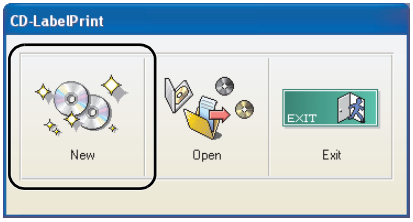
- **Do not print on CD-Rs/DVD-Rs that are not compatible with ink-jet printing. The ink may not dry and will prevent subsequent use.**
- **Only print on CD-Rs/DVD-Rs after having recorded data. Printing before recording data may result in fingerprints, dirt or scratches on the CD-R/DVD-R causing recording errors.**
- **Do not print on the CD-Rs/DVD-Rs’ recording surface. Doing so might prevent the reading of data recorded on CD-Rs/DVD-Rs.**
- **The CD-R may become dirty if software other than CD-LabelPrint or Easy-PhotoPrint is used.**
- **Do not remove the CD-R tray while printing on CD-Rs/DVD-Rs. Doing so may damage the machine, the CD-R tray or CD-R/DVD-R.**
- **After printing, allow the printing surface to dry naturally. Avoid using hairdryers or direct sunlight to dry the ink. Also, do not touch the printing surface until the ink has dried.**

Follow this procedure:

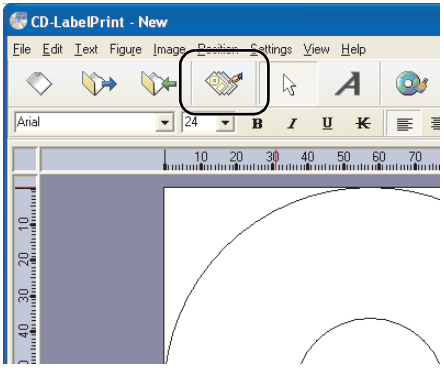
Windows

1 Click [Start] on the taskbar, point to [(All) Programs], [CD-LabelPrint], and then click [CD-LabelPrint] to start CD-LabelPrint.

2 Click [New].

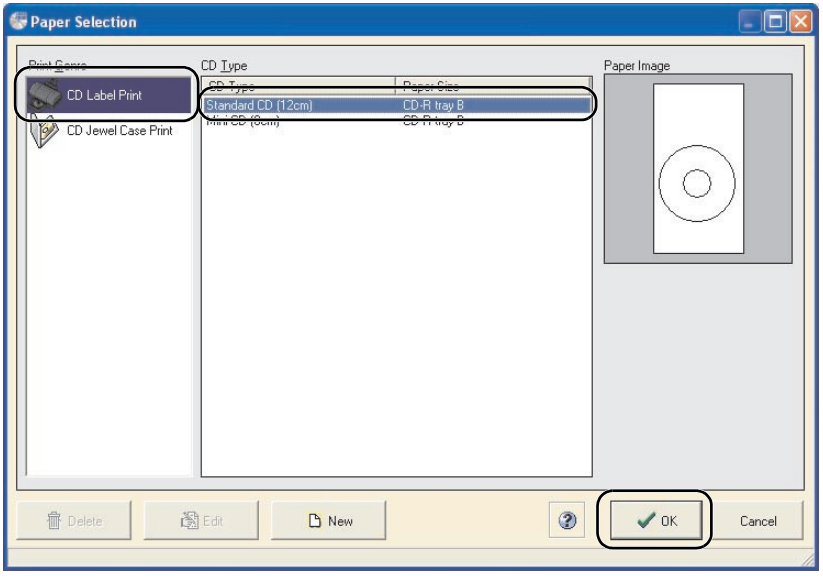


3 **Click** **(Select Paper).**



The [Paper Selection] dialogue box opens.

4 **Select [CD Label Print] from [Print Genre], and then select [Standard CD (12cm)] from [CD Type].**

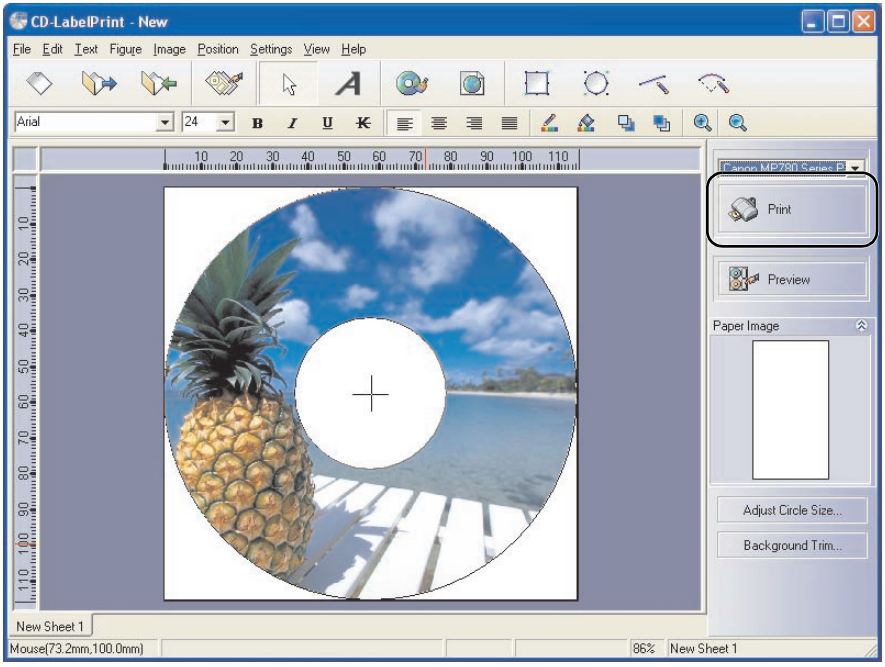


5 **Click [OK].**

Edit the label image.

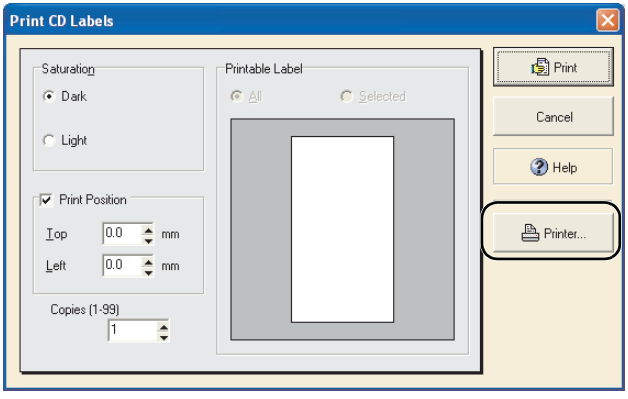
Refer to the CD-LabelPrint's manual for more information about how to edit the label image.

6 Click [Print].



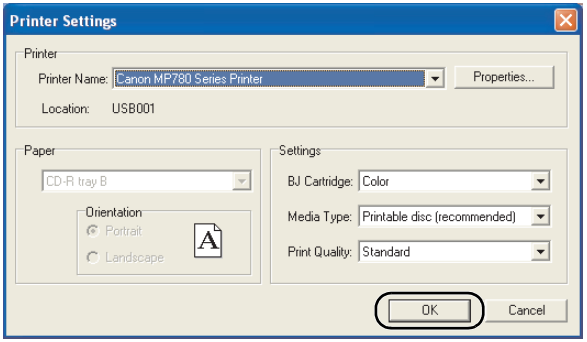
The [Print CD Labels] dialogue box opens.

7 Click [Printer].



- The [Printable Label] image on the [Print CD Labels] dialogue box shows the print image of the CD-R tray (rectangle) and the CD-R (circles). The leading edge of the CD-R tray is at the bottom of the image.
- If the "Dark" setting produces unsatisfactory results (e.g., if images are too dark or characters appear blurred), select [Light]. Print quality on CD-R/DVD-R may vary depending on the media you use.

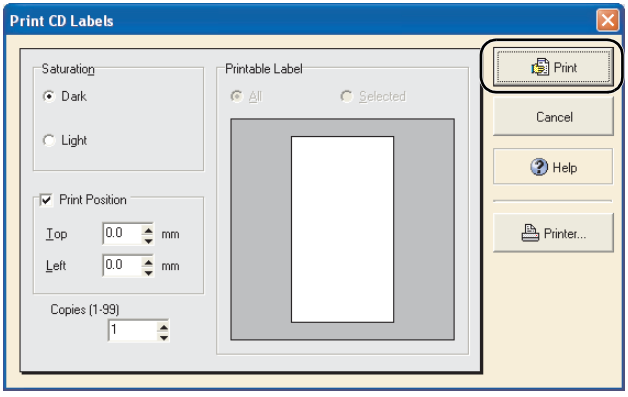
8 Set these items to correspond with the CD-R/DVD-R and printing data.



[BJ Cartridge]: Select [Colour].
[Media Type]: Select [Printable disc (recommended)] or [Printable disc (others)].
[Print Quality]: Select [High], [Standard], or [Draft].

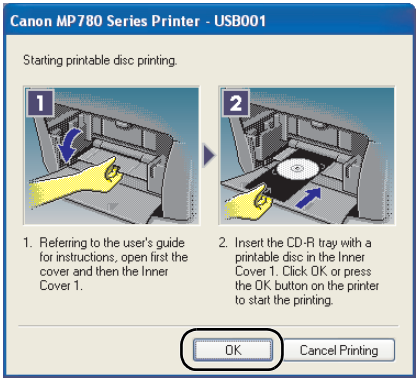
9 Click [OK].

10 Click [Print] in the [Print CD Labels] dialogue box.



If the CD-R tray is previously inserted, it may be ejected. In such a case, wait until the message in step 11 appears.

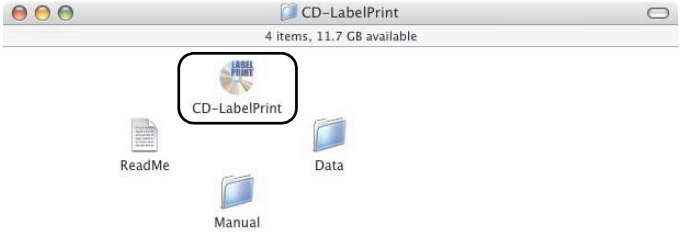
11 Insert the CD-R tray as instructed in the message and then click [OK].



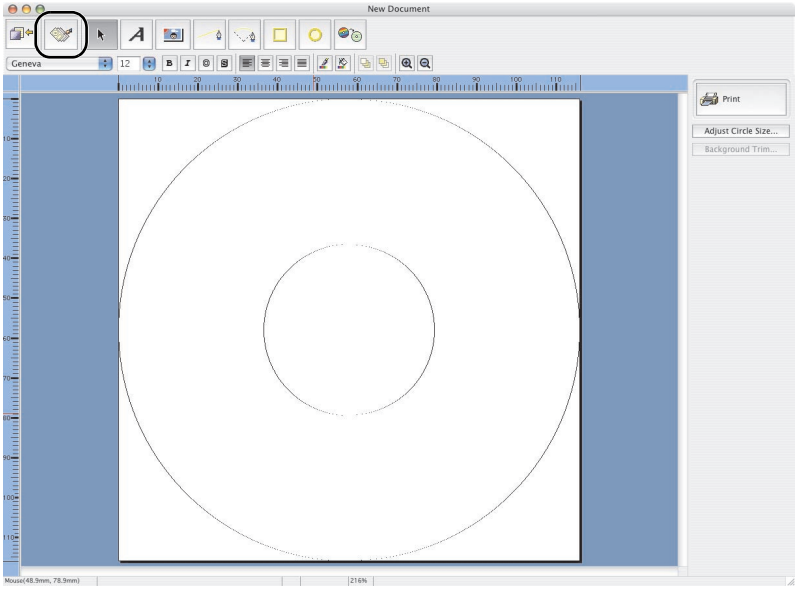
- Do not close the Inner Cover 1 during printing on the CD-R.
- For more information on using the CD-LabelPrint, see the manual. Click [start] on the taskbar, point to [(All)Programs], [CD-LabelPrint], and then click [Manual].

Macintosh

1 Select [Applications] from the [GO] menu. Double-click the [CD-LabelPrint] folder, and then [CD-LabelPrint] to start CD-LabelPrint.

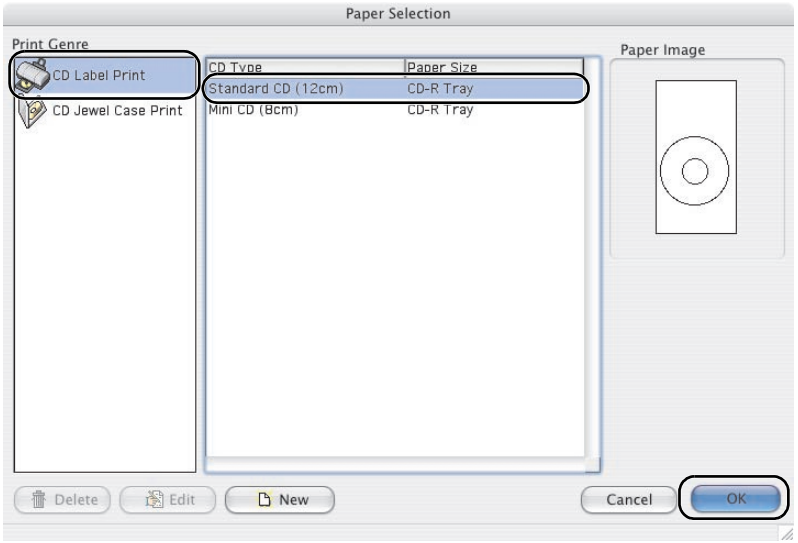


2 Click (Select Paper).



The [Paper Selection] dialogue box opens.

3 Select [CD Label Print] from [Print Genre], and select [Standard CD (12cm)] from [CD Type].

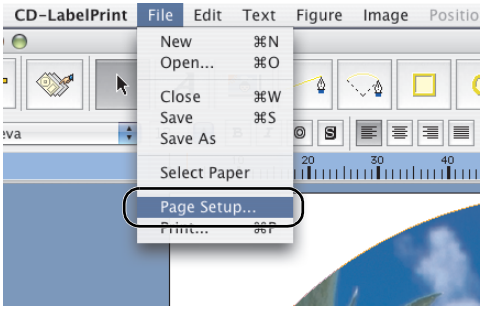


4 Click [OK].

Edit the label image.

Refer to the CD-LabelPrint's manual for more information about how to edit the label image.

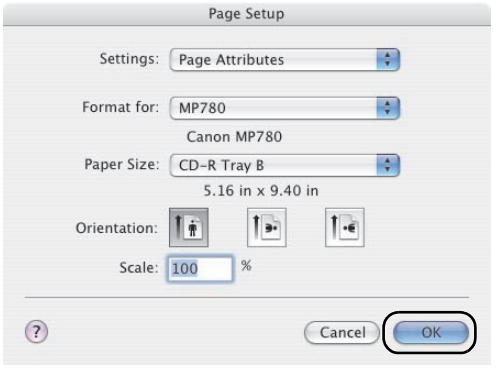
5 Select [Page Setup] from the [File] menu.



The [Page Setup] dialogue box opens.

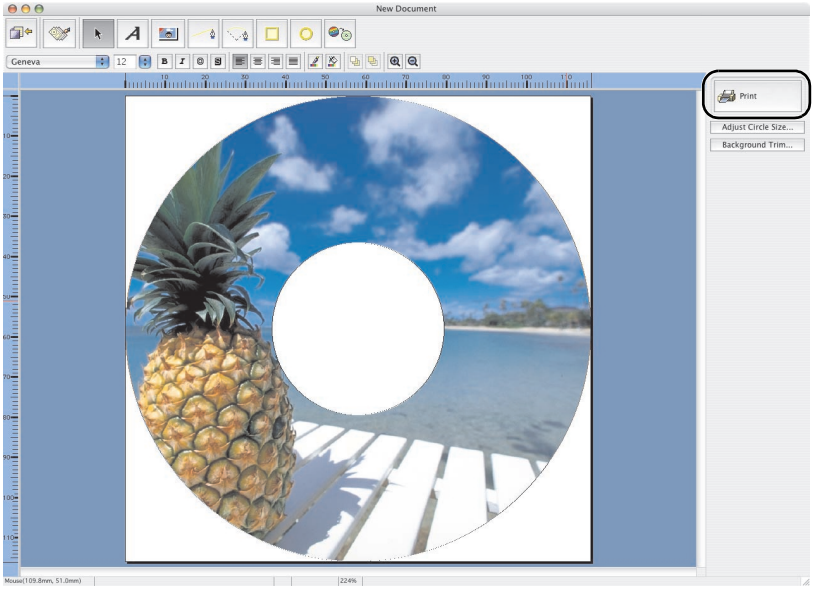
6 Specify the required settings.

[Format for]: Select the printer you are using.
[Paper Size]: Select [CD-R Tray B].
[Orientation]: Select the portrait icon.
[Scale]: Enter 100%.



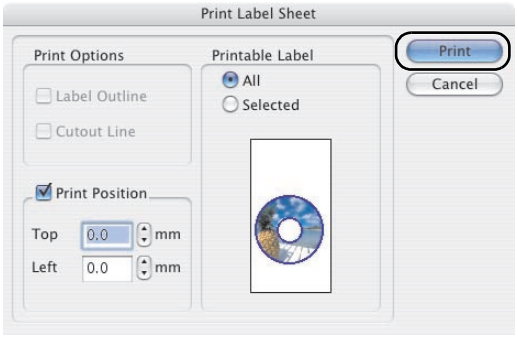
7 Click [OK].

8 Click [Print].



The [Print Label Sheet] dialogue box opens.

9 Confirm the changes you made, then click [Print].

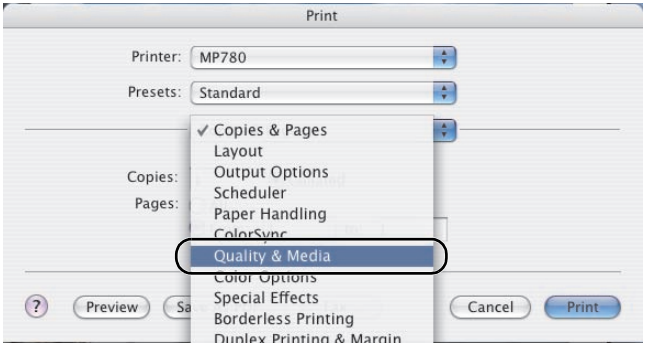


The [Printable Label] image on the [Print Label Sheet] dialogue box shows the print image of the CD-R tray (rectangle) and the CD-R (circles). The leading edge of the CD-R tray is at the bottom of the image.

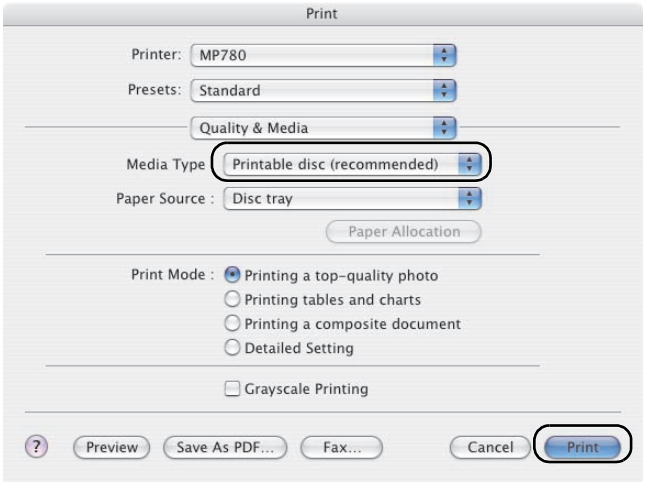
10 When the confirmation message appears, click [OK].

The [Print] dialogue box opens.

11 Select [Quality & Media] from the pop-up menu.



12 Select [Printable disc (recommended)] or [Printable disc (others)] from the [Media Type] pop-up menu.



If the [Printable disc (recommended)] setting produces unsatisfactory results (e.g., if images are too dark or characters appear blurred), select [Printable disc (others)]. Print quality on CD-R/DVD-R may vary depending on the media you use.

13 Click [Print].

14 If a message is displayed, read it then click [OK].

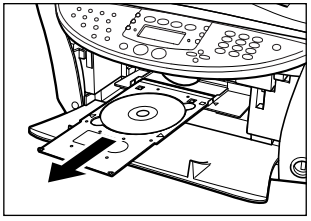
- Do not close the Inner Cover 1 during printing on the CD-R.
- Refer to the CD-LabelPrint's manual for more information about CD-LabelPrint.

▶ After Printing Is Complete

The CD-R tray slides into the machine during printing. Printing is finished when the CD-R tray returns to its initial position.

Follow this procedure:

1 Pull out the CD-R tray to remove it.

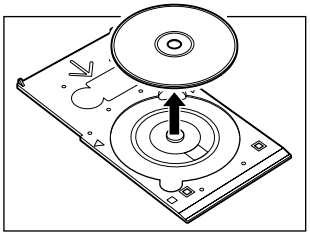


2 When the printed surface is completely dry, remove the CD-R or DVD-R.

CAUTION
When removing, do not touch the printed surface.

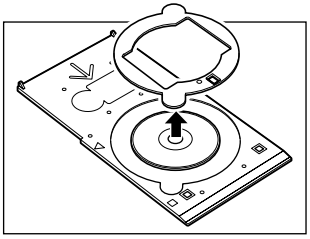
- **12 cm CD-R or DVD-R:**

  1. **Remove the CD-R or DVD-R from the CD-R tray.**

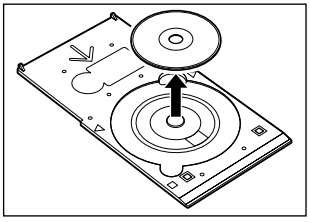


- **8 cm CD-R:**

  1. **Remove the 8 cm CD-R adaptor.**

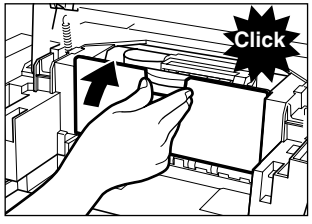


  2. **Remove the 8 cm CD-R.**



3 Close the Inner Cover 1.

You cannot print using normal paper when the Inner Cover 1 is open. Be sure to close the Inner Cover 1.



Chapter

7 Preparing Your Machine For Fax

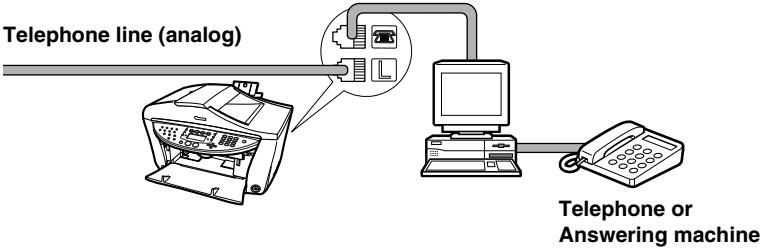
▶ Methods Of Registering Information In Your Machine

You can set the sending and receiving settings from the Operation Panel of the machine.

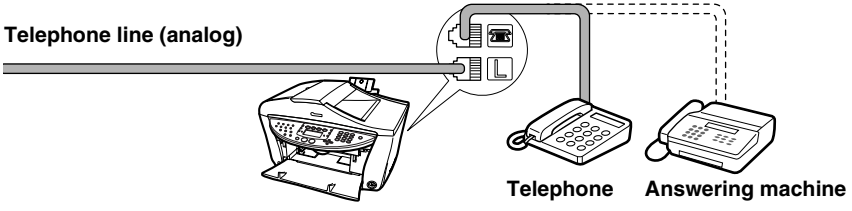
▶ Examples Of Connecting The Machine

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

Connecting A Computer



Connecting A Telephone Or Answering Machine



For Users In The UK

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

ADSL Connection

For details on ADSL connection and settings, see the manual supplied with your ADSL modem.

ISDN Connection

For details on ISDN connection and settings, see the manuals supplied with your terminal adaptor or dial-up router.

▶ Setting The Telephone Line Type

Before using your machine, make sure you set the correct telephone line type for your telephone line. If you are unsure of your telephone line type, contact your telephone company. For ISDN (Integrated Services Digital Network) or ADSL (Asymmetric Digital Subscriber Line) connections, contact the telephone company or service provider to confirm your line type.

You can print the USER'S DATA LIST to check the current setting. (See page 85)

Follow this procedure:

1 **Press [FAX], then press [Menu].**

2 **Use [◀] or [▶] to select <USER SETTINGS>.**

3 **Press [OK].**

```
USER SETTINGS
  DATE/TIME SETTING▶
```

4 **Use [◀] or [▶] to select <TEL LINE TYPE>.**

5 **Press [OK].**

Ex:
```
TEL LINE TYPE
◀    *TOUCH TONE
```

6 **Use [◀] or [▶] to select the telephone line type.**

–<TOUCH TONE>: Suitable for tone dialling.
–<ROTARY PULSE>: Suitable for pulse dialling.

7 **Press [OK].**

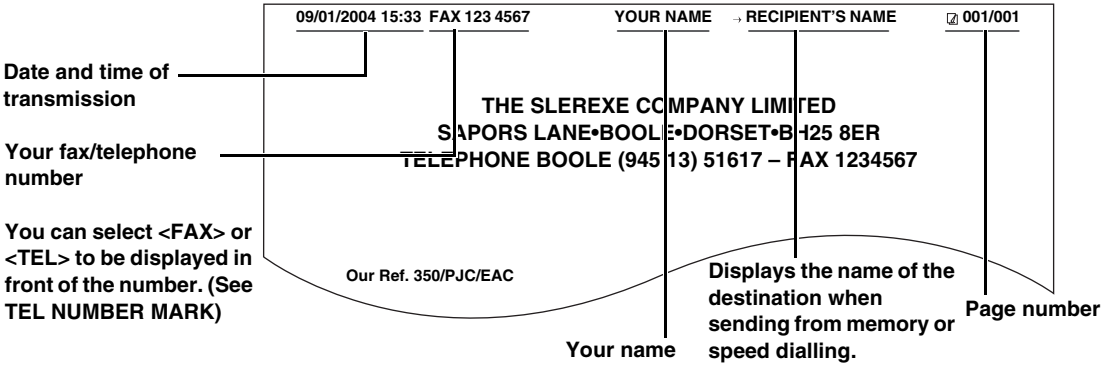
8 **Press [Stop/Reset].**

▶ Registering Sender Information

You can register sender information (Transmit Terminal Identification (TTI)) in your machine so that your name or company name, your fax/telephone number, and the date and time of transmission are printed in small type at the top of each page to be received. Thus, whenever you

send a fax, the recipient receiving the fax knows who sent it, and when it was sent.

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



- You can set the sender information to print inside or outside the image area. (See page 180)
- For colour sending, the recipient's name is not printed.
- You can enter the sender information from the Operation Panel. (See page 72)
- Three formats of date are available. For details on the date format settings, see page 180.

Entering The Date And Time

CAUTION

When your machine is connected to a computer, even if the date and time are entered from the Operation Panel of the machine, the date and time will be read from your computer every time you start the computer, turn the machine on, or disconnect and connect the USB cable.

Follow this procedure:

1 Press [FAX], then press [Menu].

2 Use [◀] or [▶] to select <USER SETTINGS>.

```
1.FAX SETTINGS
◀   USER SETTINGS  ▶
```

3 Press [OK] twice.

Ex:
```
DATE/TIME SETTING
09/01/2004     18:46
```

4 Use the Numeric Keys to enter the date and time (in 24-hour format).

Enter only the last two digits of the year.

- If you misentered the date and time, use [◀] or [▶] to move the cursor under the number to enter the correct number.
- Three formats of date are available. For details on the date format settings, see page 180.

5 Press [OK].

6 **Press [Stop/Reset].**

Registering Your Fax/Telephone Number And Name (Sender Information)

Follow this procedure:

1 **Press [FAX], then press [Menu].**

2 **Use [◀] or [▶] to select <USER SETTINGS>.**

```
1.FAX SETTINGS
◀   USER SETTINGS  ▶
```

3 **Press [OK].**

```
USER SETTINGS
  DATE/TIME SETTING▶
```

4 **Use [◀] or [▶] to select <UNIT TEL NUMBER>.**

```
USER SETTINGS
◀  UNIT TEL NUMBER ▶
```

5 **Press [OK].**

```
UNIT TEL NUMBER
TEL=
```

6 **Use the Numeric Keys to enter your fax/telephone number (max. 20 digits, including spaces).**

To enter a plus sign (+) before the number, press [#].

For details on how to enter or delete numbers, see page 82.

7 **Press [OK].**

```
USER SETTINGS
◀     UNIT NAME    ▶
```

8 **Press [OK].**

```
UNIT NAME          :A
```

9 **Use the Numeric Keys to enter your name (max. 24 characters, including spaces).**

For details on how to enter or delete characters, see page 82.

10 Press [OK].

11 Press [Stop/Reset].

You can print the USER'S DATA LIST to confirm the sender information you have registered. (See page 85)

▶ Speed Dialling Methods

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

- **One-touch speed dialling**

Register a fax/telephone number for one-touch speed dialling (See page 73), then to dial the number, simply press the One-Touch Speed Dial Key assigned to that number.

- **Coded speed dialling**

Register a fax/telephone number for coded speed dialling (See page 75), then to dial the number, simply press [Coded Dial] and enter the two-digit code assigned to that number.

- **Group dialling**

Register a group of fax numbers for group dialling (See page 77), then to send a document to all numbers in that group, simply press the One-Touch Speed Dial Key, or press [Coded Dial] and enter the two-digit code assigned to that group.

The following sections explain these methods.

▶ Registering One-Touch Speed Dialling

Before you can use one-touch speed dialling, you need to register the recipients' numbers. Follow this procedure:

1 Press [FAX], then press [Menu].

2 Use [◀] or [▶] to select <TEL# REGISTRATION>.

```
1.FAX SETTINGS
◀ TEL# REGISTRATION▶
```

3 Press [OK] twice.

```
1-TOUCH SPD DIAL
 01=
```

4 Use [◀] or [▶] to select a One-Touch Speed Dial Key (01 to 08).

You can also select a button by pressing the One-Touch Speed Dial Key.

5 Press [OK] twice.

```
TEL NUMBER ENTRY
TEL=
```

6 Use the Numeric Keys to enter the fax/telephone number you want to register.

- For details on how to enter or delete numbers, see page 82.
- Press [Redial/Pause] to enter a pause.
- Press [✳] to enter a tone.

7 Press [OK] twice.

```
NAME                :A
```

8 Use the Numeric Keys to enter a name for the One-Touch Speed Dial Key (max. 16 characters, including spaces).

For details on how to enter or delete characters, see page 82.

9 Press [OK].

To continue registering One-Touch Speed Dial Keys, repeat the procedure from step 4.

10 Press [Stop/Reset] to return to standby mode.

- Use the destination labels provided with your machine to label the One-Touch Speed Dial Keys with the recipients' names.
- For a list of the recipients you have registered, print the one-touch speed dialling list (See page 79).

Changing Or Deleting A One-Touch Speed Dialling

Follow this procedure:

- **To change a registered number:**
  1. **Follow the procedures from step 1 to 5 under "Registering One-Touch Speed Dialling."**
  2. **Use [◀] to delete the registered number.**
  3. **Use the Numeric Keys to enter the new number.**
  4. **Press [OK].**
  5. **Press [Stop/Reset].**
- **To change a registered name:**
  1. **Follow the procedures from step 1 to 7 under "Registering One-Touch Speed**

Dialling."

2. **Press and hold [◀] to delete the registered name.**
3. **Use the Numeric Keys to enter the new name.**
4. **Press [OK].**
5. **Press [Stop/Reset].**

- **To delete an entire entry:**

1. **Follow the procedures from step 1 to 5 under "Registering One-Touch Speed Dialling."**
2. **Press and hold [◀] to clear the registered number.**
3. **Press [OK].**
4. **Press [Stop/Reset].**

The name will automatically be deleted when you delete the number.

▶ Registering Coded Speed Dialling

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

Follow this procedure:

1 Press [FAX], then press [Menu].

2 Use [◀] or [▶] to select <TEL# REGISTRATION>.

```
1.FAX SETTINGS
◀ TEL# REGISTRATION▶
```

3 Press [OK].

4 Use [◀] or [▶] to select <CODED SPEED DIAL>.

5 Press [OK].

```
CODED SPEED DIAL
*00=
```

6 Use [◀] or [▶] to select a coded speed dialling code (00 to 99).

You can also select a code by pressing [Coded Dial] and then using the Numeric Keys to enter a two-digit code.

7 Press [OK] twice.

```
TEL NUMBER ENTRY
TEL=
```

8 Use the Numeric Keys to enter the fax/telephone number you want to register.

- For details on how to enter or delete numbers, see page 82.
- Press [Redial/Pause] to enter a pause.
- Press [✳] to enter a tone.

9 Press [OK] twice.

```
NAME                    :A
```

10 Use the Numeric Keys to enter a name for the coded speed dialling code (max. 16 characters, including spaces).

For details on how to enter or delete characters, see page 82.

11 Press [OK].

To continue registering coded speed dialling codes, repeat the procedure from step 6.

12 Press [Stop/Reset] to return to standby mode.

For a list of the recipients you have registered, print the coded speed dialling list (See page 79).

Changing Or Deleting A Coded Speed Dialling

Follow this procedure:

- **To change a registered number:**
  1. **Follow the procedures from step 1 to 7 under "Registering Coded Speed Dialling."**
  2. **Use [◀] to delete the registered number.**
  3. **Use the Numeric Keys to enter the new number.**
  4. **Press [OK].**
  5. **Press [Stop/Reset].**
- **To change a registered name:**
  1. **Follow the procedures from step 1 to 9 under "Registering Coded Speed Dialling."**
  2. **Press and hold [◀] to delete the registered name.**
  3. **Use the Numeric Keys to enter the new name.**
  4. **Press [OK].**
  5. **Press [Stop/Reset].**
- **To delete an entire entry:**
  1. **Follow the procedures from step 1 to 7 under "Registering Coded Speed Dialling."**
  2. **Press and hold [◀] to clear the registered number.**
  3. **Press [OK].**
  4. **Press [Stop/Reset].**

The name will automatically be deleted when you delete the number.

▶ Registering Group Dialling

Before you can use group dialling, you need to register the recipients' numbers.

Follow this procedure:

You can only group numbers that have already been registered for one-touch or coded speed dialling. For details, see page 73 or 75.

1 Press [FAX], then press [Menu].

2 Use [◀] or [▶] to select <TEL# REGISTRATION>.

```
1.FAX SETTINGS
◀ TEL# REGISTRATION▶
```

3 Press [OK].

4 Use [◀] or [▶] to select <GROUP DIAL>.

5 Press [OK].

Ex:
```
GROUP DIAL
 01=1-TOUCH SPD DIAL
```

6 Select a One-Touch Speed Dial Key or coded speed dialling code under which you want to register the group.

- **To register a group under a One-Touch Speed Dial Key:**
  1. **Use [◀] or [▶] to select an empty key (01 to 08).**
  2. **Go to step 7.**
- **To register a group under a coded speed dialling code:**
  1. **Press [Coded Dial], then use the Numeric Keys to enter an empty two-digit code (00 to 99).**
  2. **Go to step 7.**

7 Press [OK] twice.

```
TEL=
```

8 Enter the one-touch or coded speed dialling numbers you want to register in the group.

- **To enter a one-touch speed dialling entry:**
  1. **Press the One-Touch Speed Dial Key(s).**

2. **Go to step 9.**

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

  1. **Press [Coded Dial], then use the Numeric Keys to enter the code(s).**
  2. **Go to step 9.**

- You can only enter numbers that have already been registered for one-touch or coded speed dialling (i.e. you cannot enter numbers with the Numeric Keys).
- To review the numbers you have entered, use [◀] or [▶].

9 Press [OK].

```
GROUP DIAL
◀        NAME
```

- **To continue registering other one-touch or coded speed dialling numbers:**

  1. **Press [◀].**
  2. **Press [OK].**
  3. **Repeat the procedure from step 8.**

10 Press [OK].

```
NAME                :A
```

11 Use the Numeric Keys to enter a name for the group (max. 16 characters, including spaces).

- For details on how to enter or delete characters, see page 82.
- The name you enter here will appear in speed dialling lists.

12 Press [OK].

To continue registering other groups, repeat the procedure from step 6.

13 Press [Stop/Reset].

For a list of the entries you have made, print the group dialling list (See page 79).

Changing Or Deleting A Group Dialling

Follow this procedure:

- **To change a registered name:**

  1. **Follow the procedures from step 1 to 9 under “Registering Group Dialling.”**
  2. **Press and hold [◀] to delete the registered name.**
  3. **Use the Numeric Keys to enter the new name.**

4. **Press [OK].**
5. **Press [Stop/Reset].**

- **To delete a number to the group:**
  1. **Follow the procedures from step 1 to 7 under "Registering Group Dialling."**
  2. **Use [◀] or [▶] to select the number you want to delete.**
  3. **Press and hold [◀].**
  4. **Press [OK].**
  5. **Press [Stop/Reset].**
- **To add a number to the group:**
  1. **Follow the procedures from step 1 to 7 under "Registering Group Dialling."**
  2. **Enter the one-touch or coded speed dialling numbers you want to register in the group.**
  3. **Press [OK].**
  4. **Press [Stop/Reset].**
- **To delete an entire group:**
  1. **Follow the procedures from step 1 to 7 under "Registering Group Dialling."**
  2. **Press and hold [◀] until all numbers are deleted.**
  3. **Press [OK].**
  4. **Press [Stop/Reset].**

     The name of the group will be automatically deleted when you delete the number.

▶ Printing Speed Dialling Lists

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

Follow this procedure:

1 **Press [FAX], then press [Menu].**

2 **Use [◀] or [▶] to select <REPORTS/LISTS>.**

```
1.FAX SETTINGS
◀   REPORTS/LISTS  ▶
```

3 **Press [OK].**

```
1.REPORTS/LISTS
   ACTIVITY REPORT ▶
```

4 **Use [◀] or [▶] to select <SPEED DIAL LIST>.**

```
1.REPORTS/LISTS
◄  SPEED DIAL LIST ►
```

5 Press [OK].

```
1.SPEED DIAL LIST
    1-TOUCH LIST   ►
```

6 Use [◄] or [►] to select the list you want to print.

Select from the following.

–<1-TOUCH LIST>: Prints the 1 TOUCH LIST.
–<CODED DIAL LIST>: Prints the CODED DIAL LIST.
–<GROUP DIAL LIST>: Prints the GROUP DIAL LIST.

7 Press [OK].

8 Use [◄] or [►] to select whether to print the list in numerical order of the fax/telephone numbers, or in alphabetical order of the registered names.

```
SORTED OUTPUT
 - YES         NO +
```

–<YES> [◄]: Prints the list with the destination names in alphabetical order.
–<NO> [►]: Prints the list with the registered entries in numerical order.

The speed dialling list is printed.

▶ Setting Daylight Saving Time (Summer Time)

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

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

Follow this procedure:

1 Press [FAX], then press [Menu] three times.

2 Use [◄] or [►] to select <SUMMER TIME>.

3 Press [OK].

Ex:
```
SUMMER TIME
◄        *ON
```

4 Use [◄] or [►] to select <ON> to enable summer time or <OFF> to disable it.

- **If you select <OFF>:**

  1. Go to step 21.

● **If you select <ON>:**

1. **Go to step 5.**

5 Press [OK] three times.

Ex:
```
MONTH
◄       *APRIL       ►
```

6 Use [◄] or [►] to select the month when summer time starts.

7 Press [OK] twice.

Ex:
```
WEEK
◄    *FIRST WEEK     ►
```

8 Use [◄] or [►] to select the week when summer time starts.

–<FIRST WEEK>
–<SECOND WEEK>
–<THIRD WEEK>
–<FOURTH WEEK>
–<LAST WEEK> (fourth or fifth week depending on the month)

9 Press [OK] twice.

Ex:
```
DAY
       *SUNDAY       ►
```

10 Use [◄] or [►] to select the day when summer time starts.

11 Press [OK] twice.

Ex:
```
TIME
                02:00
```

12 Use the Numeric Keys to enter the time (in 24-hour format) when summer time starts.

Precede single digit with a zero.

13 Press [OK] three times.

Ex:
```
MONTH
◄      *OCTOBER      ►
```

14 Use [◄] or [►] to select the month when summer time ends.

15 Press [OK] twice.

Ex:
```
WEEK
      *LAST WEEK     ►
```

16 **Use [◀] or [▶] to select the week when summer time ends.**

–<FIRST WEEK>
–<SECOND WEEK>
–<THIRD WEEK>
–<FOURTH WEEK>
–<LAST WEEK> (fourth or fifth week depending on the month)

17 **Press [OK] twice.**

Ex:
```
DAY
       *SUNDAY        ▶
```

18 **Use [◀] or [▶] to select the day when summer time ends.**

19 **Press [OK] twice.**

Ex:
```
TIME
                02:00
```

20 **Use the Numeric Keys to enter the time (in 24-hour format) when summer time ends.**

Precede single digit with a zero.

21 **Press [OK].**

22 **Press [Stop/Reset].**

▶ Guidelines For Entering Numbers, Letters, And Symbols

Follow this procedure:

1 **Press [*] to switch to uppercase letter mode (:A), lowercase letter mode (:a), or number mode (:1).**

You can see what mode you are in by the character displayed on the top right corner of the LCD.

Ex:
```
NAME                    :A
```

Lowercase letter mode (:a) may not be available, depending on the country of purchase.

2 **Use the Numeric Keys to enter a character. Press the button repeatedly until the character you want appears.**

- **To enter two characters that are under the same button:**

  1. Press the Numeric Key, press [▶], then press the same Numeric Key again.

● **To enter a space:**

1. Press [▶] twice.

In number mode, press [▶] once.

● **To delete a character:**

1. Press [◀].

● **To delete an entire entry:**

1. Press and hold [◀].

•With lowercase letter mode:

Button	Uppercase letter mode	Lowercase letter mode	Number mode
[1]			1
[2]	ABCÅÄÁÀÃÂÆÇ	abcåäáàãâæç	2
[3]	DEFÐËÉÈÊ	defðëéèê	3
[4]	GH I Ï Í Ì Î	gh i ï í ì î	4
[5]	JKL	jkl	5
[6]	MNOÑØÖÓÒÕÔ	mnoñøöóòõô	6
[7]	PQRSÞ	pqrsþ	7
[8]	TUVÜÚÙÛ	tuvüúùû	8
[9]	WXYZÝ	wxyzý	9
[0]			0
[#]	-.⁎#!",;:^`_=/|'?$@%&+()[]{}<>		
[⁎]	Uppercase letter mode (: A) →	Lowercase letter mode (: a) →	Number mode (:1)

•Without lowercase letter mode:

Button	Letter mode	Number mode
[1]		1
[2]	ABCabc	2
[3]	DEFdef	3
[4]	GHIghi	4
[5]	JKLjkl	5
[6]	MNOmno	6
[7]	PQRSpqrs	7
[8]	TUVtuv	8
[9]	WXYZwxyz	9
[0]		0
[#]	-.⁎#!",;:^`_=/|'?$@%&+()[]{}<>	

▶ Summary Of Reports And Lists

The table below shows the reports and lists that can be printed from your machine. Refer to the pages indicated for more details.

Report Or List	Description	Details
ACTIVITY REPORT	Shows recent facsimile transactions performed by your machine. You can enable or disable automatic printing of this report after every 20 transactions. You can also manually set the machine to print it.	page 84
ONE-TOUCH SPEED DIAL LIST	Lists the numbers and names registered for one-touch speed dialling.	page 79
CODED SPEED DIAL LIST	Lists the numbers and names registered for coded dial speed dialling.	page 79
GROUP DIAL LIST	Lists group registered for group dialling.	page 79
USER'S DATA LIST	Lists the current settings of your machine and the registered sender information.	page 85
DOCUMENT MEMORY LIST	Lists the documents currently stored in the machine's memory.	page 94
TX (Transmission) REPORT	Prints after transmission of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs. You can also set the machine to print the first page of the document under the transmission report to remind you of the contents of the document.	page 85
RX (Reception) REPORT	Prints after reception of a document. You can enable or disable this feature, or set the machine to print a report only when an error occurs.	page 86
MULTI TX/RX (Transaction) REPORT	Prints after sequential broadcasting of a document.	—

▶ ACTIVITY REPORT

The machine is factory-set to print an ACTIVITY REPORT after every 20 transactions. You can also disable automatic printing of this report.

For details on the ACTIVITY REPORT setting, see page 181.

Printing The ACTIVITY REPORT

Follow this procedure:

1 Press [FAX], then press [Menu].

2 Use [◀] or [▶] to select <REPORTS/LISTS>.

```
1.FAX SETTINGS
◀   REPORTS/LISTS  ▶
```

3 **Press [OK] twice.**

The ACTIVITY REPORT is printed.

▶ USER'S DATA LIST

The USER'S DATA LIST enables you to confirm the current settings of your machine as well as the registered sender information. (See page 70)

Printing The USER'S DATA LIST

Follow this procedure:

1 **Press [FAX], then press [Menu].**

2 **Use [◀] or [▶] to select <REPORTS/LISTS>.**

```
1.FAX SETTINGS
◀   REPORTS/LISTS  ▶
```

3 **Press [OK].**

```
1.REPORTS/LISTS
   ACTIVITY REPORT ▶
```

4 **Use [◀] or [▶] to select <USER DATA LIST>.**

```
1.REPORTS/LISTS
◀  USER DATA LIST  ▶
```

5 **Press [OK].**

The USER'S DATA LIST is printed.

▶ TX REPORT

Your machine can print a TX (transmission) REPORT after sending a document. You can set the machine to print every time it sends a document, or only when an error occurs. Alternatively, you can disable printing of a report.

- For details on the TX REPORT setting, see page 181.
- The default setting is <PRINT ERROR ONLY>.

▶ RX REPORT

Your machine can print an RX (reception) REPORT after receiving a document. You can set the machine to print every time it receives a document, or only when an error occurs. Alternatively, you can disable printing of a report.

- For details on the RX REPORT setting, see page 183.
- The default setting is <OUTPUT NO>.

Chapter 8

FAX Sending Faxes

▶ Documents You Can Fax

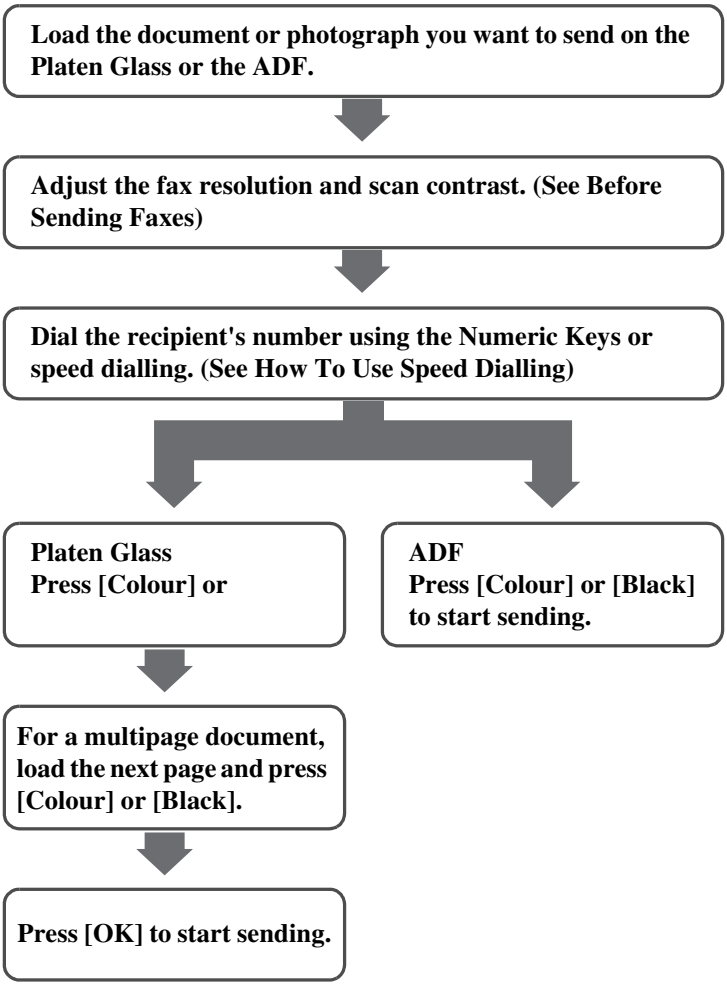
For information on the types of documents you can fax, their requirements, and details on loading them, see Chapter 2.

▶ Flow Of Sending Faxes

The operation flow of sending faxes is as follows:

IMPORTANT

Colour sending is available only when the recipient's fax machine supports colour faxing.



▶ Before Sending Faxes

The machine enables you to adjust the resolution and scan contrast to suit the type of document.

Adjusting The Image Quality (Fax Resolution)

You can adjust the image quality (fax resolution) of the document you send. The higher the image quality, the better the output quality at the other end, but the slower the transmission speed. Adjust the image quality according to the type of document you are sending.

Follow this procedure:

1 Press [FAX], then press [Image Quality].

Ex:

```
FAX RESOLUTION
◄    *STANDARD    ►
```

2 Use [◀] or [▶] to select the resolution.

–<STANDARD>: Suitable for text-only documents.
–<FINE>: Suitable for fine-print documents.
–<PHOTO>: Suitable for photographs.

* When sending colour faxes, selecting <FINE> has the same effect as selecting <PHOTO>.

3 Press [OK].

Adjusting The Scan Contrast

Contrast is the degree of difference between light and dark. Increasing the contrast setting further blackens dark areas and whitens bright areas. Whereas decreasing the contrast setting reduces the difference between bright and dark areas. You can adjust the contrast between three gradations.

Follow this procedure:

1 Press [FAX], then press [Exposure].

Ex:
```
SCAN CONTRAST
   -LT ◖▯▮▯◗ DK+
```

2 Use [◀] or [▶] to select the contrast.

Pressing [◀] decreases the density, and pressing [▶] increases the density.

3 Press [OK].

▶ Sending Methods

There are four methods of sending faxes:

• Memory sending
• Manual sending
• Sequential broadcasting
• Sending from your computer (See *Software Guide*)

This section explains how to use these methods.

Sending From Your Machine (Memory Sending)

Follow this procedure:

1 Load the document on the Platen Glass or the ADF.

For details on how to load documents, see page 22 or 22.

2 Press [FAX].

3 Adjust the settings for your document as necessary.

• To select the image quality (fax resolution), see page 88.
• To select the scan contrast, see page 89.

4 Dial the recipient's number using the Numeric Keys or speed dialling.

For details on how to use speed dialling, see page 93.

5 Press [Colour] for colour sending, or [Black] for black & white sending.

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

1. When the following message is displayed, load the next page on the Platen Glass.

```
NEXT PAGE    :START
END SCANNING:OK
```

If you have only one document to scan, press [OK].

2. Press [Colour] to send in colour, or [Black] to send in black and white.

Press the same button you pressed in step 5.

IMPORTANT

If you do not press the same button you pressed in step 5, the machine does not start scanning.

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

The machine starts sending automatically after the document is scanned in.

IMPORTANT

Colour sending is available only when the recipient's fax machine supports colour faxing.

• To cancel sending before sending a fax, press [Stop/Reset].
• To cancel memory sending while sending a fax, follow any instructions on the LCD after pressing [Stop/Reset].
• If the document remains in the ADF after pressing [Stop/Reset] during sending a fax, press [OK]. The remaining document is automatically fed out.

Sending From Your Machine (Manual Sending)

Use manual sending when you want to talk to the recipient before sending a document, or if the recipient does not have a fax machine that can receive automatically.

IMPORTANT

• With manual sending, you cannot use the Platen Glass to send documents.
• You will need to connect a telephone to your machine if you want to talk to the recipient before sending a document.

Follow this procedure:

1 Connect a telephone to your machine if you want to talk to the recipient before sending a document (See *Easy Setup Instructions*).

2 Load the document in the ADF.

For details on how to load documents, see page 22.

3 Press [FAX].

4 Adjust the settings for your document as necessary.

- To select the image quality (fax resolution), see page 88.
- To select the scan contrast, see page 89.

5 Press [Hook]. Alternatively, you can lift the handset if one is connected to the machine.

6 Dial the recipient's number using the Numeric Keys or speed dialling.

For details on how to use speed dialling, see page 93.

7 Talk through the handset to the recipient.

If you hear a high-pitched signal instead of the recipient's voice, go to step 9.

8 Ask the recipient to set recipient's fax machine to receive faxes.

9 When you hear a high-pitched signal, press [Colour] for colour sending, or [Black] for black & white sending. Then hang up the handset.

To cancel manual sending, press [Stop/Reset].

Sending The Same Document To Several Recipients (Sequential Broadcasting)

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

- One-touch speed dialling: up to 8 destinations
- Coded speed dialling: up to 100 destinations
- Regular dialling (using the Numeric Keys) or redialling: one destination

You can enter the destinations in any order, but be sure to press [OK] after your entry with the Numeric Keys.

If you frequently send documents to the same group of recipients, you can group these numbers for group dialling. This will allow you to send documents to all recipients in the group at the press of one or a few buttons (See page 77).

Follow this procedure:

1 Load the document on the Platen Glass or ADF.

For details on how to load documents, see page 22 or 22.

2 Press [FAX].

3 Adjust the settings for your document as necessary.

- To select the image quality (fax resolution), see page 88.
- To select the scan contrast, see page 89.

4 Enter the recipient's number using the Numeric Keys or speed dialling.

- For details on how to use speed dialling, see page 93.
- You must enter the second fax number within five seconds of entering the first fax number. All subsequent fax numbers must each be entered within 10 seconds. If you wait longer than these times, the machine will automatically begin scanning the document for sending.
- To review the numbers you have entered, use [◀] or [▶].

5 Press [Colour] for colour sending, or [Black] for black & white sending.

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

1. When the following message is displayed, load the next page on the Platen Glass.

```
NEXT PAGE    :START
END SCANNING:OK
```

If you have only one document to scan, press [OK].

2. Press [Colour] to send in colour, or [Black] to send in black and white.

Press the same button you pressed in step 5.

IMPORTANT

If you do not press the same button you pressed in step 5, the machine does not start scanning.

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

The machine starts sending automatically after the document is scanned in.

IMPORTANT

Colour sending is available only when the recipient's fax machine supports colour faxing.

To cancel sequential broadcasting, press [Stop/Reset] and follow the instructions in the LCD. When you press [Stop/Reset], sending to all recipients will be cancelled. You cannot cancel sending to only one recipient.

Windows

Sending Faxes From Your Computer

With your machine connected to your computer, you can send faxes from the computer. For details, see *Software Guide*.

▶ How To Use Speed Dialling

Registering fax or telephone numbers in speed dials enables you to dial them easily.

When sending a fax with speed dialling methods, the document will be scanned in automatically after dialling, so wait a little until this finishes.
Or you can scan in the document immediately by pressing [Colour] or [Black].

Three speed dialling methods are provided:

- **One-touch speed dialling**
- **Coded speed dialling**
- **Group dialling**

These are explained below.

- <NO TEL #> is displayed if no number is registered in the speed dialling button.
- For how to register numbers in speed dialling buttons, see page 73.
- For how to send faxes, see page 89.

One-Touch Speed Dialling

Pre-registering fax numbers in the One-Touch Speed Dial Keys (01-08) enables you to dial them at the touch of a button.

Follow this procedure:

1 Press the One-Touch Speed Dial Key (01-08) that has been assigned the number you want to dial.

Coded Speed Dialling

Pre-registering fax numbers in coded speed dials enables you to dial them by just pressing [Coded Dial] and entering a two-digit code.

Follow this procedure:

1 Press [Coded Dial].

2 Use the Numeric Keys to enter the two-digit code (00-99) assigned to the number you want to dial.

Group Dialling

Pre-registering fax numbers in group dials enables you to send a document to all numbers in that group by just pressing the One-Touch Speed Dial Key or [Coded Dial] followed by the two-digit code.

Follow this procedure:

- **For a group registered for one-touch speed dialling:**

1. Press the One-Touch Speed Dial Key assigned to the group you want to dial (See

page 73).

- **For a group registered for coded speed dialling:**

  1. **Press [Coded Dial], then use the Numeric Keys to enter the two-digit code assigned to the group you want to dial (See page 75).**

▶ Redialling A Busy Number

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

Manual Redialling

To redial the fax number last dialled with the Numeric Key, press [Redial/Pause].

- For details on memory sending, see page 89.
- To cancel manual redialling, press [Stop/Reset].

Automatic Redialling

When using memory sending to send a document and the recipient's line is busy, your machine will redial the number after a specified interval.

- Your machine enables you to customise automatic redialling settings to suit your needs.
- To cancel automatic redialling, wait until the machine starts redialling, then press [Stop/Reset]. Follow the instructions on the LCD.
- You can also delete the document from memory. For details, see page 95.

Customising Automatic Redialling Settings

You can customise the following settings:

- Whether or not your machine redials automatically
- The number of times the machine redials (1 to 10 times)
- The time interval between rediallings (2 to 99 minutes)

For details on the redialling settings, see page 181.

▶ Documents Stored In Memory

CAUTION
If you turn OFF the machine, all the documents stored in memory are deleted. Send or print all the documents stored in memory you do not wish to lose before turning OFF the machine.

Printing A List Of Documents In Memory

The machine can print a list of documents stored in memory (DOC. MEMORY LIST) showing the transaction number (TX/RX NO.), transaction mode, recipient name, number of pages, date, and transmission time of each document. This will help you select a document in memory you wish to

delete or print.

Follow this procedure:

1 Press [FAX], then press [Menu].

2 Use [◀] or [▶] to select <MEMORY REFERENCE>.

3 Press [OK] twice.

The list of documents stored in memory is printed.

- If there are no documents stored in memory, the machine will switch to the standby mode after <NO DOC. STORED> is displayed.
- In step 2, you can also print this list from the <DOC. MEMORY LIST> in the <REPORTS/LISTS> setting of [FAX SETTINGS] menu. (See page 179)

Printing Or Deleting A Document In Memory

Follow this procedure:

1 Press [FAX], then press [Menu].

2 Use [◀] or [▶] to select <MEMORY REFERENCE>.

3 Press [OK].

4 Use [◀] or [▶] to select <PRINT DOCUMENT> or <DELETE DOCUMENT>.

- **If you select <PRINT DOCUMENT>:**

  1. **Press [OK].**
  2. **Use [◀] or [▶] to select the transaction number (TX/RX NO.) of the document you want to print, or enter the number using the Numeric Keys.**

     If you are unsure of the transaction number, print the DOC. MEMORY LIST. (See page 94.)
  3. **Press [OK].**
  4. **Press [◀] to print the first page only, or press [▶] to print all pages of the document.**
  5. **To print another document, return to branch-step 2, or to finish printing, go to step 6.**

- **If you select <DELETE DOCUMENT>:**

  1. **Press [OK].**
  2. **Use [◀] or [▶] to select <ALL PRINTED DOCS.> or <1 DOCUMENT>.**

     –<ALL PRINTED DOCS.>: Deletes all the printed documents stored in memory.
     –<1 DOCUMENT>: Deletes a single document stored in memory.
  3. **Go to step 5.**

5 Press [OK].

- **If you selected <ALL PRINTED DOCS.> above:**

  1. **Press [◀].**

  Press [▶] to cancel deleting, and the machine returns to the standby mode.

- **If you selected <1 DOCUMENT> above:**

  1. **Use [◀] or [▶] to select the transaction number (TX/RX NO.) of the document you want to delete, or enter the number using the Numeric Keys.**

  If you are unsure of the transaction number, print the DOC. MEMORY LIST. (See page 94.)

  2. **Press [OK].**

  3. **Press [◀].**

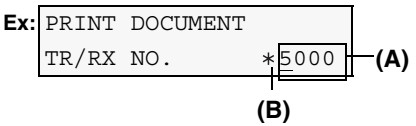
  Press [▶] to cancel deleting, and the machine returns to the LCD of branch-step 1.

  4. **To delete another document, return to branch-step 1, or to finish deleting, go to step 6.**

6 Press [Stop/Reset].

Checking A Document's Details In Memory

When selecting a document in memory to be printed or deleted, you can check its details on the LCD as follows:



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

• A transaction number between 0001 and 4999 is a document being sent.
• A transaction number between 5001 and 9999 is a document being received.

(B) Marks before the transaction number

• No mark indicates a black & white document.
• <∗> indicates a colour document.
• <#> indicates a black & white document being sent or printed.
• <&> indicates a colour document being sent or printed.

Displaying Details Of The Transaction

Use [∗] or [#] to display the details (e.g. transaction number, transaction time and fax number).

If you are unsure of the transaction number, print the DOC. MEMORY LIST. (See page 94.)

▶ Special Dialling

Dialling Through A Switchboard

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

Switching Temporarily To Tone Dialling

Many information services for banks, airline reservations, hotel reservations, etc. require tone dialling for their services. If your machine is connected to a rotary pulse line, you can set the machine temporarily for tone dialling.

Follow this procedure:

1. **Press [FAX].**
2. **Press [Hook]. Alternatively, you can lift the handset if one is connected to the machine.**
3. **Use the Numeric Keys to dial the number of the information service.**
4. **When the recorded message of the information service answers, press [Tone] ([✳]) to switch to tone dialling.**

   If you pressed [Hook] in step 2 and wish to talk to the other party, lift the handset.
5. **Use the Numeric Keys to enter the numbers requested by the information service.**
6. **When you have finished using the service, press [Hook] or hang up the handset.**

Sending/Receiving Using ECM

This machine is set to send/receive faxes in ECM (Error Correction Mode). Checking the sending and receiving condition at the sending end and the receiving end respectively, ECM automatically corrects errors caused by telephone line trouble.

- If the sender's or receiver's fax is not ECM-compatible, the fax will be sent/received in the standard mode.
- You can also disable ECM sending/receiving. (See page 181)

Chapter

9 FAX Receiving Faxes

▶ Flow Of Receiving Faxes

The operation flow of receiving faxes is as follows:

Step 1

Load paper in the Auto Sheet Feeder. (See Loading Paper In The Auto Sheet Feeder)
Load paper in the Cassette. (See Loading Paper In The Cassette)

- The paper size should be A4, LTR or LGL.
- Load legal-size paper in the Auto Sheet Feeder.

Step 2

Select the receive mode.

- **If you want to receive only faxes automatically with your machine, or you have a dedicated telephone line for fax use only:**
  <FAX ONLY MODE> (See If You Want To Receive Only Faxes Automatically With Your Machine, Or You Have A Dedicated Telephone Line For Fax Use Only:)
- **If you receive mainly voice calls and sometimes faxes, or you want to receive faxes manually:**
  <MANUAL MODE> (See If You Receive Mainly Voice Calls And Sometimes Faxes, Or You Want To Receive Faxes Manually:)
- **If you want to receive voice messages on your answering machine and receive faxes automatically:**
  <ANS.MACHINE MODE> (See If You Want To Receive Voice Messages On Your Answering Machine And Receive Faxes Automatically:)
- **If you want to receive faxes automatically as well as voice calls:**
  <FAX/TEL AUTO SW> (See If You Want To Receive Faxes Automatically As Well As Voice Calls:)
- **If you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service with your telephone company (US and Canada only):**
  <DRPD> (See If You Have Subscribed To A Distinctive Ring Pattern Detection (DRPD) Service With Your Telephone Company (US and Canada only):)
- **If you have subscribed to the Telstra FaxStream™ Duet service (Australia only) or the Telecom FaxAbility service (New Zealand only):**
  <NET SW.> (See If You Have Subscribed To The Telstra FaxStream™ Duet Service (Australia only) Or The Telecom FaxAbility Service (New Zealand only):)

- You have to connect a telephone to the External Device Jack when you set <MANUAL MODE>, <FAX/TEL AUTO SW> <NET SW.>, or <DRPD>.
- You have to connect an answering machine to the External Device Jack when you set <ANS.MACHINE MODE>.

▶ Paper Size And Type

Load A4- or letter-size paper in the Auto Sheet Feeder or Cassette when you print the fax.

IMPORTANT

- **Load legal-size paper in the Auto Sheet Feeder.**
- **If the paper size is set to a setting other than <A4> or <LTR>, the received faxes will not be printed, and the LCD will display <CHANGE PAPER TO> and <RECEIVED IN MEMORY>. Change the paper size setting to <A4> or <LTR>, and then press [OK].**
- **If a size of paper other than A4, LTR or LGL is loaded in the paper source specified under [Feed Switch], only one sheet of the loaded paper is printed and <CHANGE PAPER TO> is displayed. Replace the paper loaded in the specified paper source with A4, LTR or LGL then press [OK].**
- **The auto feed function can be applied when the paper size for both paper sources is set to <A4> or <LTR>. See page 27.**

If the sender sent documents larger than letter-size, such as 11" x17" or legal-size, the sender's machine may send the fax, automatically shrinking or dividing it, or send only a part of the original.

▶ Receive Modes

Select the receive mode according to your needs.

IMPORTANT

The machine cannot receive faxes when the power is turned OFF. Press [ON/OFF] to turn the power ON.

The machine can receive faxes in any mode, such as copy mode (when [COPY] is pressed), fax mode (when [FAX] is pressed), scan mode (when [SCAN] is pressed), or photo print mode* (when [PHOTO] is pressed).
* If faxes are received in photo mode, [FAX] flashes. Press [FAX] to print received faxes.

If You Want To Receive Only Faxes Automatically With Your Machine, Or You Have A Dedicated Telephone Line For Fax Use Only:

- **Select <FAX ONLY MODE>.**
  - When you receive a fax call: The machine will receive the fax automatically.
  - When you receive a voice call: You will not be able to answer the call.

The telephone does not ring when it receives a fax call. If you want it to ring, connect a telephone to your machine and enable the <INCOMING RING> setting (see page 182). You can also select the number of rings before the machine answers. (See page 182)

If You Receive Mainly Voice Calls And Sometimes Faxes, Or You Want To Receive Faxes Manually:

- **Select <MANUAL MODE>.**
  - When you receive a fax call: The telephone will ring. Pick up the handset and if you hear a beep, press [Colour] or [Black] on the machine to receive the fax.

• When you receive a voice call:	The telephone will ring. Pick up the handset to answer the call.
• For remote receiving:	If you are far from your machine, dial 25 (the remote receiving ID) on your telephone to receive faxes.

- The machine can receive faxes automatically after the telephone rings for a specified length of time. (See page 182)
- You can customise remote receiving by enabling/disabling it, or by changing the remote receiving ID. (See page 182)
- If you have an answering machine connected to your machine that can carry out remote-control operations (controlling your answering machine from a remote telephone), the security code for this function may be the same as the remote receiving ID. If so, make sure you change the machine's remote receiving ID to make it distinct from the answering machine's security code. (See page 182)

If You Want To Receive Voice Messages On Your Answering Machine And Receive Faxes Automatically:

● **Select <ANS.MACHINE MODE>.**

• When you receive a fax call:	First the answering machine connected to your machine will respond to an incoming call, and then the machine will receive faxes automatically.
• When you receive a voice call:	The answering machine connected to your machine will respond to an incoming call.

Adjusting The Answering Machine

Adjust your answering machine as follows:

- Set the answering machine to answer on the first or second ring.
- The entire message should be no longer than 15 seconds.
- In the message, tell your callers how to send a fax.

If You Want To Receive Faxes Automatically As Well As Voice Calls:

● **Select <FAX/TEL AUTO SW>.**

• When you receive a fax call:	The machine will receive the fax automatically.
• When you receive a voice call:	The machine will ring. Pick up the handset to answer the call.

The telephone does not ring when it receives a fax call. If you want it to ring, connect a telephone to your machine and enable the <INCOMING RING> setting (see page 182). You can also select the number of rings before the machine answers. (See page 182)

Customising FAX/TEL AUTO SW

You can customise this mode to control precisely how your machine handles incoming calls. You can adjust the time the machine takes to check whether a call is a fax or voice call, the length of time the machine rings when it is a voice call, and the action the machine must take if no one

answers a voice call.

For details on the FAX/TEL AUTO SW settings, see page 182.

If You Have Subscribed To A Distinctive Ring Pattern Detection (DRPD) Service With Your Telephone Company (US and Canada only):

- **Select <DRPD>.**

• When you receive a fax call:	The machine will ring according to the ring pattern you have chosen and receive the fax automatically.
• When you receive a voice call:	The telephone will ring according to the ring pattern you have chosen. Pick up the handset to answer the call.

Setting The Ring Pattern

Your telephone company will assign a distinctive ring pattern to each number when you order the DRPD service. Set the fax ring pattern that matches the pattern assigned by the telephone company.

If You Have Subscribed To The Telstra FaxStream™ Duet Service (Australia only) Or The Telecom FaxAbility Service (New Zealand only):

- **Select <NET SW.>.**

• When you receive a fax call:	The machine will ring and receive the fax automatically.
• When you receive a voice call:	The telephone will ring. Pick up the handset to answer the call.

Telstra FaxStream™ Duet service (Australia only)

In Australia, Telstra offers the FaxStream™ Duet capability. This service allows you to assign two numbers to your line: one for fax and one for telephone. When the fax number is called, the network sends a specific ring tone which your machine recognises and automatically handles as a fax call. If the telephone number is called, a different ring tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the caller's end.

- Triple ring (short-short-short) for fax receiving. Three short rings, at regular intervals.
- Any ring except triple ring (depending on your switchboard) for telephone conversation. Contact Telstra for connection information.

Network Switch System Operation

The procedure for using the network switch system is almost the same as when using your machine over a normal telephone line. When you receive calls, however, the machine will respond slightly differently as described below:

- **When you hear the telephone call ring pattern:**

Pick up the handset and talk normally. If you hear a slow beep, it means the call is from a fax machine trying to send a fax. Press [Colour] or [Black] to receive the fax. If you do not pick up the

handset, the machine continues to ring until the other party hangs up. If an answering machine is connected, it takes over the call.

- **When you hear the fax call ring pattern (triple ring):**

After the machine rings, it receives the document automatically.

Telecom FaxAbility service (New Zealand only)

In New Zealand, Telecom N.Z. offers the FaxAbility capability. This service allows you to assign two numbers to your line: one for fax and one for telephone. When the fax number is called, the network sends a specific ring tone which your machine recognises and automatically handles as a fax call. If the telephone number is called, a different ring tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the caller's end. Contact Telecom for connection information.

Network Switch System Operation

The procedure for using the network switch system is almost the same as when using your machine over a normal telephone line. When you receive calls, however, the machine will respond slightly differently as described below:

- **When you hear the telephone call ring pattern:**

Pick up the handset and talk normally. If you hear a slow beep, it means the call is from a fax machine trying to send a fax. Press [Colour] or [Black] to receive the fax. If you do not pick up the handset, the machine continues to ring until the other party hangs up. If an answering machine is connected, it takes over the call.

- **When you hear the fax call ring pattern:**

After the machine rings, it receives the document automatically.

▶ Setting The Receive Mode

Follow this procedure:

1 Press [FAX], then press [Menu].

2 Press [OK].

Ex:

```
RECEIVE MODE
  *FAX/TEL AUTO SW ▶
```

3 Use [◀] or [▶] to select the receive mode.

–<FAX ONLY MODE>:	Set to automatically receive faxes only. (If you connected a telephone to your machine, the telephone will not ring.)
–<MANUAL MODE>:	Set for the machine to ring for fax and voice calls. Fax calls must be answered manually.
–<ANS.MACHINE MODE>:	Set for the answering machine connected to your machine to respond to an incoming call first, and then to receive faxes automatically.

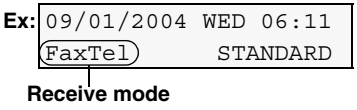
–<FAX/TEL AUTO SW>:	Set to automatically switch between fax and voice calls. Faxes will be received automatically, and the machine will ring for voice calls.
–<DRPD>*1:	Set if you have subscribed to a Distinctive Ring Pattern Detection (DRPD) service offered by some companies.
–<NET SW.>*2:	Set if you have subscribed to the Telstra FaxStream™ Duet service (Australia) or the Telecom FaxAbility service (New Zealand).

*1 This setting is only available in US and Canada.

*2 This setting is only available in Australia and New Zealand.

4 Press [OK].

The receive mode will be displayed on the bottom left of the LCD.



▶ Cancelling Receiving

Press [Stop/Reset] and follow any instructions on the LCD.

▶ Memory Receiving

If paper has run out, ink has run low, or a paper jam occurs while receiving faxes, the fax will be stored in memory, and the LCD will display a message such as <RECEIVED IN MEMORY>. The fax stored in memory will be printed when paper is reloaded, the ink tank is replaced, or the paper jam is cleared.

- The machine can store up to 250 pages* of faxes in memory.
- If the memory becomes full, the machine cannot receive the remaining faxes. Contact the sender and have him/her resend them.

* When using ITU-T No.1 chart (Standard mode)

Chapter

10 Becoming Familiar With The Software

▶ Installing The Software

In order to use the machine connecting to a computer, you need to install the software contained on the Setup CD-ROM supplied with the machine.

For details on all features of the software, see *Software Guide*, located on your Setup CD-ROM.

▶ System Requirements

To successfully install and use the software, your system must meet the following requirements:

Windows

- **CD-ROM drive, or access to one over a network connection**
- **256-colour or greater SVGA monitor (High Colour or better recommended)**
- **SVGA monitor with 800 x 600 dots or higher resolution and 32000 or more colour (High Colour or better recommended)**
- **IBM PC/AT or compatible computer**
- **Microsoft Internet Explorer version 4.01 Service Pack *2 or later**
- **130 MB or more of available hard disk space (200 MB or more recommended)**

  –MP Drivers: 130 MB or more
  –MP Navigator: 50 MB or more

- **If using the machine with USB 2.0 Hi-Speed:**

  This machine is equipped with a USB 2.0 Hi-Speed interface. Hi-Speed USB mode greatly increases data-transfer rates. However, to use this mode, you must connect it to a computer equipped with a USB 2.0 Hi-Speed interface by using a USB 2.0 Hi-Speed cable.

  Use a USB 2.0-compliant cable less than 9 7/8 feet (3 m) long.

Requirements to connect via USB 2.0 Hi-Speed:

Operating System	CPU	Required RAM
Microsoft Windows 2000 Professional (Service Pack* 4 or later)	Pentium/Celeron 566 MHz processor or higher	128 MB or more (256 MB or more recommended)
Microsoft Windows XP Professional/Home Edition (Service Pack* 1 or later)		

- The USB 2.0 Hi-Speed interface must be pre-installed on the computer. The machine may not operate properly with add-on USB 2.0 Hi-Speed cards.
- USB 2.0 Hi-Speed interface is fully compatible with USB Full-Speed (USB1.1-equivalent). You can use it as a USB Full-Speed (USB1.1-equivalent) interface.
- When installing the software in Windows 2000, you must have Service Pack* 4 or later version installed. When installing the software in Windows XP, you must have Service Pack* 1 or later version installed.

● **If using the machine with USB Full-Speed (USB1.1-equivalent):**

To use the machine with USB Full-Speed, your computer must meet the following requirements. Use a USB-IF-approved USB Full-Speed cable not longer than 9 7/8 feet (3 m).

Requirements to connect via USB Full-Speed port:

Operating System	CPU	Required RAM
Microsoft Windows 98	Pentium/Celeron 233 MHz processor or higher	64 MB or more (128 MB or more recommended)
Microsoft Windows Me		
Microsoft Windows 2000 Professional		
Microsoft Windows XP Professional/Home Edition	Pentium/Celeron 300 MHz processor or higher	

* Service Pack is a set of modification programs provided by Microsoft Corporation. For how to acquire Service Pack, contact Microsoft Corporation.

• Perform the following to check whether a Service Pack is installed:
1. Right-click [My Computer], then select [Properties].
2. The currently installed Service Pack is displayed under [System].

IMPORTANT
While the machine is printing from or scanning images to the computer, or the computer is in the sleep mode or standby mode, do not disconnect and connect the USB cable.

User privileges when using Microsoft Windows 2000/XP

When installing the software in Windows 2000, you must log on as Administrator or have Administrator privileges. When installing the software in Windows XP, you must log on as Administrator. When using the software, log on as a user with permissions equivalent to or greater than those of the Users group.

The privilege installing software to a computer and managing users are called administrator.

Macintosh

- **CD-ROM drive, or access to one over a network connection**
- **256-colour or greater SVGA monitor (32000 colour or better recommended)**
- **800 x 600 dots or higher resolution**
- **Operating System**
  - –Mac OS X v.10.2.4 or later (When using USB Full-Speed (USB 1.1 equivalent))
  - –Mac OS X v.10.2.7 or later (When using USB 2.0 Hi-Speed)
- **Microsoft Internet Explorer version 5.0 or later**
- **128 MB or more memory**
- **110 MB or more of available hard disk space**
  - –MP Drivers: 100 MB or more
  - –MP Navigator: 200 MB or more
- **USB Interface**

IMPORTANT

While the machine is printing from or scanning images to the computer, or the computer is in the sleep mode or standby mode, do not disconnect and connect the USB cable.

User privileges in Mac OS X

To install software in Mac OS X you must be logged on as an administrator.

Mac OS X Classic users

This machine does not support Mac OS X Classic environments.

▶ Software Components

The following components are installed when you install the software. For the functions of each type of software, see *Software Guide* or the manual supplied with each software.

MP Drivers

- **Printer driver (See *Software Guide*, located on your Setup CD-ROM)**

Enables you to print from any application that supports printing.

- **Fax driver (See *Software Guide*, located on your Setup CD-ROM)**

Enables you to fax from any Windows application that supports printing.

- **Scanner driver (ScanGear MP, WIA driver (only for Windows XP)) (See *Software Guide*, located on your Setup CD-ROM)**

Enables you to scan an image to your computer.

Installing the MP Driver also installs the ScanGearStarter (Windows) or the ScanGear Starter 1.0E (Macintosh). The ScanGearStarter (Windows) or the ScanGear Starter 1.0E (Macintosh) enables you to start the ScanGear MP and save scanned images in various file formats.

MP Navigator

Enables you to scan a document to your computer, process and save it.

Utility Software

- **Easy-PhotoPrint**
- **Easy-WebPrint (For Windows only)***[1]
- **ScanSoft OmniPage SE**
- **Presto!PageManager (For Windows only)**
- **CD-LabelPrint***[2]

*[1] This is compatible with Microsoft Internet Explorer version 5.5 or later.

*[2] The CD-R printing is not available for the machine purchased in USA, Canada, or all countries in Latin America.

▶ Using The MP Navigator

MP Navigator enables you to scan in documents loaded in the ADF or on the Platen Glass, and view the saved images on your computer. You can check the document in the preview area and easily print and edit it for various purposes.

You can also use an application included in this machine to edit/print the document you have scanned.

Shown below are the applications that can be started by MP Navigator.

- –Easy-PhotoPrint (Multiple Printing): You can easily print high-quality photo images.
- –CD-LabelPrint* (CD-R Printing): You can print images directly onto CD-R or DVD-R discs.
- –ScanSoft OmniPage SE (Converting document to text): You can convert the printed word scanned as an image to text data (characters).

* The CD-R printing is not available for the machine purchased in USA, Canada, or all countries in Latin America.

▶ Uninstalling, Reinstalling The Software

If you do not need the MP Navigator or MP Drivers any longer, or if they are not installed correctly, uninstall them.

When uninstalling the software from Windows 2000, you must log on as Administrator or have Administrator privileges. When uninstalling the software from Windows XP, you must log on as Administrator. To uninstall software in Mac OS X, you must log on as an administrator.

Windows

IMPORTANT

When uninstalling the MP Navigator or the MP Drivers, uninstall the software in a sequential order of the MP Navigator, the ScanGearStarter, and the MP Drivers. If the MP Drivers is uninstalled

beforehand, [Canon] may remain in [(All) Programs] of the [Start] menu after the uninstallation of the software.

Uninstalling The MP Navigator

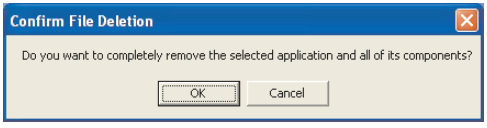
Follow this procedure:

Windows

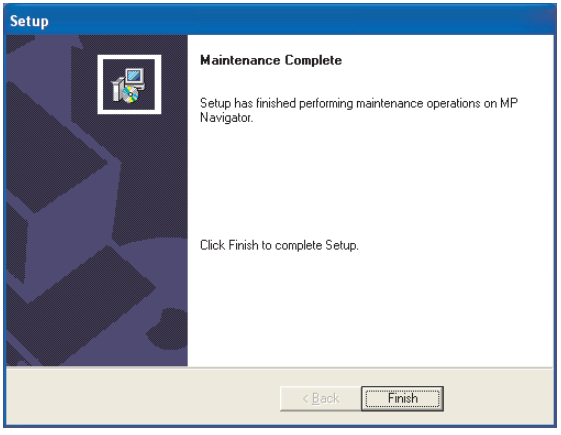
1 Close any open software applications, including the MP Navigator and virus checkers.

To close the MP Navigator, click on the [x] at the top right of the screen or [Close] at the bottom right. When the confirmation message displays, click [OK].

2 Click [Start] on the taskbar, point to [(All) Programs], [Canon], and [MP Navigator 1.0], then click [MP Navigator Uninstall].



3 Click [OK].



4 Click [Finish]

Macintosh

1 Close any open software applications, including the MP Navigator and virus checkers.

To close the MP Navigator, click on the [x] at the top left of the screen or [Close] at the bottom right.

2 Double-click the hard disk icon where MP Navigator was installed, double-click the [Applications] folder, and put the [MP Navigator 1.0] icon into Trash.

3 Restart your computer.

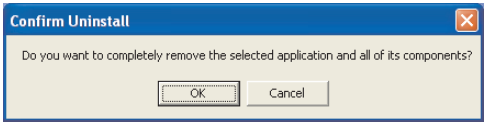
Uninstalling The MP Drivers

Follow this procedure:

Windows

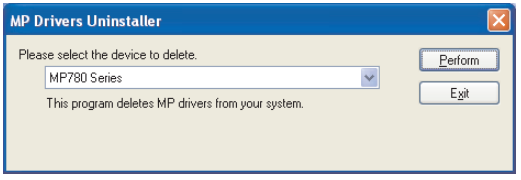
1 Close any open software applications, including virus checkers.

2 Click [Start] on the taskbar, point to [(All) Programs], [Canon], and [ScanGearStarter], then click [Uninstall ScanGearStarter].



3 Click [OK].

4 Click [Start] on the taskbar, point to [(All) Programs], [Canon], and [MP Drivers 6.0], then click [Uninstall Drivers].



5 In [Please select the device to delete], select the name of this machine ([MP780 Series] or [MP750 Series]), then click [Perform].

When a message confirming whether you want to delete the MP Drivers is displayed, click [OK].

6 If prompted, restart your computer.

IMPORTANT

If restarting the computer is necessary, disconnect the USB cable before the computer restarts.

7 Disconnect the USB cable from the computer and the machine.

Macintosh

1 Close any open software applications, including virus checkers.

2 Double-click the hard disk icon where the MP Driver was installed, double-click the [Applications] folder, double-click the [Utilities] folder and then double-click [Printer Setup Utility] (with any system other than Mac OS X v.10.3.x, double-click the [Utilities] folder and then the [Printer List]).

3 Select all BJ printers registered in the [Printer List] and click [Delete].

4 Double-click the hard disk icon where the ScanGear Starter 1.0E was installed, double-click the [Applications] folder, then put the [ScanGear Starter 1.0E] folder into Trash.

5 Double-click the hard disk icon where the MP Driver was installed, the [Library] folder, the [Printers] folder followed by the [Canon] folder and then put the [BJPrinter] folder into Trash.

6 Restart the computer.

IMPORTANT

If restarting the computer is necessary, disconnect the USB cable before the computer restarts.

7 Disconnect the USB cable from the computer and the machine.

Reinstalling

After uninstalling the software in the order MP Navigator, ScanGearStarter (Windows) or ScanGear Starter 1.0E (Macintosh), and then MP Drivers, reinstall the software. (See *Easy Setup Instructions*)

Chapter

11

PC

Printing From Your Computer

▶ Before Printing

Before printing, confirm the following:

You can print from your computer in any of the copy mode (when [COPY] is pressed), fax mode (when [FAX] is pressed), and scan mode (when [SCAN] is pressed).

Is The Software (MP Drivers) Installed?

If the software is not yet installed, see *Easy Setup Instructions*.

Windows

Is The Machine Specified As [Set as Default Printer]?

You can confirm whether the machine is specified as [Set as Default Printer] by opening the [Printers] screen in an application software. If the machine is not set as the default printer, do as follows:

IMPORTANT

In Windows 2000 the machine may not be set as the default Windows printer after installing the printer driver. Perform the following to make it the default printer:

1. **Click [Start] on the taskbar, point to [Settings], then click [Printers]. (For Windows XP, Click [start] on the taskbar then click [Control Panel] -> [Printers and Other Hardware] -> [Printers and Faxes].)**
2. **In the [Printers] screen, click the printer icon of the machine. (For Windows XP, In the [Printers and Faxes] screen, double-click the printer icon of the machine.)**
3. **On the [File] menu (for Windows XP, On the [Printer] menu), click [Set as Default Printer].**

Macintosh

Is The Machine Set To The Default Printer?

You can check whether the machine is set to the default printer when you open the [Print] screen in the application. If the machine is not set to the default printer, do as follows:

1 Open [System Preferences] in the apple menu and click [Print & Fax].

2 Click [Printing] on the opened dialogue box and select the machine from the [Selected printer in Print Dialogue] pop-up menu.

Is The Correct Paper Set In The Auto Sheet Feeder Or Cassette?

For details, see Chapter 3.

▶ Printing Documents

Installing the MP Drivers enables you to print from application software supporting a print function. The print procedure varies slightly depending on the application software. The basic print procedure is explained here. For the actual operation, see the manuals of the application software to be used for printing.

IMPORTANT
While the machine is printing from the computer, or the computer is in the sleep mode or standby mode, do not disconnect and connect the USB cable.

- The menu screens and dialogue boxes that appear may vary, depending on the application software you are using.
- The screen shots used in this procedure are from Windows XP or Mac OS X v.10.3.x.

Follow this procedure:

Windows

1 Load paper in the Auto Sheet Feeder or Cassette. (See page 28 or 31)

2 Select the paper source with [Feed Switch].

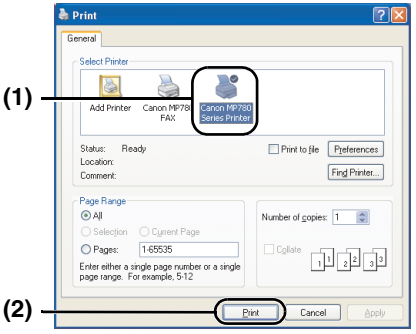
For details on switching the paper source, see page 27.

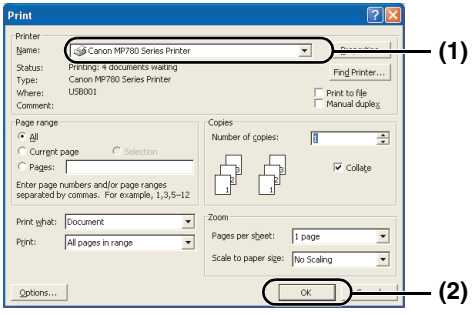
3 Open the document in the application software, and select the command to print.

- This in most cases will be [Print] in the [File] menu or toolbar.
- You can print with the current printer driver settings by clicking on the print button on the toolbar with some applications.

4 In the [Print] dialogue box, make sure your machine is selected in [Select Printer] or [Name] (1).

If not, select your machine (1) from [Select Printer] or [Name].





Example: Microsoft Word

5 Adjust the settings for your document as necessary, then click [Print] or [OK] (2).

- Be sure to adjust the paper size driver setting for the paper you are using.
- For details on how to change the settings, see *Software Guide*, located on your Setup CD-ROM.

Macintosh

1 Load the paper in the Auto Sheet Feeder or the Cassette. (See page 28 or 31)

2 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

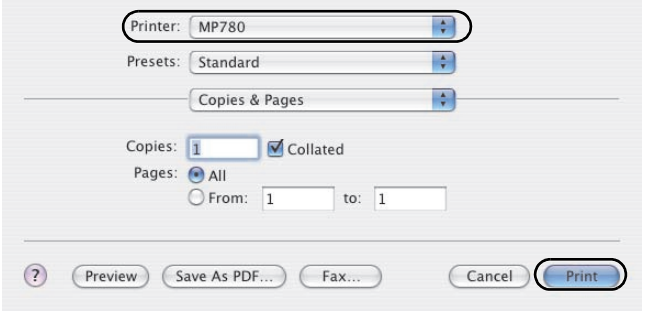
3 Open the document in the application software, and select the command to print.

This in most cases will be [Print] in the [File] menu or toolbar.

4 Make sure your machine is selected in the [Printer] pop-up menu.

If not, select your machine from the [Printer] pop-up menu.

5 Click [Print].



- Be sure to adjust the paper size driver setting for the paper you are using.
- For details on how to change the settings, see *Software Guide*, located on your Setup CD-ROM.

▶ Cancelling Printing

You can cancel printing either before or after the machine starts printing.

Windows

- **Cancelling before the machine starts printing**

  1. **In the [Print] dialogue box, click the button to cancel printing.**

     This in most cases will be [Cancel].

- **Cancelling after the machine starts printing**

  1. **Click [Start] on the taskbar, point to [Settings], then click [Printers]. (For Windows XP, Click [start] on the taskbar then click [Control Panel] -> [Printers and Other Hardware] -> [Printers and Faxes].)**
  2. **In the [Printers] dialogue box (for Windows XP, [Printers and Faxes] dialogue box), double-click the printer icon of the machine.**
  3. **Right-click the print job to be cancelled, then click [Cancel].**

Press [Stop/Reset] on the machine to cancel printing.

Macintosh

- **Cancelling before the machine starts printing**

  1. **In the [Print] dialogue box, click the button to cancel printing.**

     This in most cases will be [Cancel].

- **Cancelling after the machine starts printing**

  1. **Click [Edit Printer List] from the [Printer] pop-up menu in the [Print] screen.**
  2. **Double-click the printer icon of the machine in the Printer List.**
  3. **Select the print job you wish to cancel and click [Delete].**

Press [Stop/Reset] on the machine to cancel printing.

▶ Changing Print Settings

You can fine-adjust the print settings when printing documents. For details, see the online Help or *Software Guide*, located on your Setup CD-ROM. Use the following procedures to adjust the print settings.

Windows

Use the following procedures to adjust the print settings.

- **Changing Print Settings With The Print Advisor**

You can change the print settings according to displayed messages.

- **Changing Print Settings Manually**

  You can change the print settings by finding relevant items in the settings dialogue box.

Changing Print Settings With The Print Advisor

Follow this procedure:

1 Load the paper in the Auto Sheet Feeder or the Cassette. (See page 28 or 31)

2 Select the paper source with [Feed Switch].

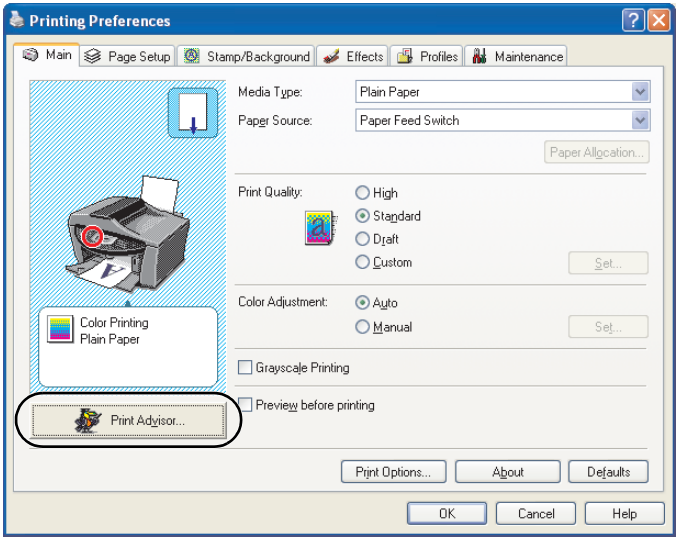
For details on switching the paper source, see page 27.

3 Open the document in the application software, and select the command to print.

This in most cases will be [Print] in the [File] menu or toolbar.

4 In the [Print] dialogue box, click [Preferences] or [Properties].

5 In the [Printer Properties] or [Printing Preferences] dialogue box, on the [Main] tab, click [Print Advisor].



6 Follow the instructions on the screen.

Changing Print Settings Manually

Follow this procedure:

1 Load the paper in the Auto Sheet Feeder or the Cassette. (See page 28 or 31)

2 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

3 Open the document in the application software, and select the command to print.

This in most cases will be [Print] in the [File] menu or toolbar.

4 In the [Print] dialogue box, click [Preferences] or [Properties].

5 In the [Printer Properties] or [Printing Preferences] dialogue box, change the settings on the relevant tab or screen.

To restore the original settings after changing them, click [Defaults].

6 Confirm, then click [OK] to apply the changes and close the dialogue box.

- The changes are applied to the settings, and the dialogue box closes.
- To cancel changing the settings and close the dialogue box, click [Cancel].

Macintosh

Use the following procedures to adjust the print settings.

- **Changing The Settings On The [Print] Dialogue Box**

  In the [Print] dialogue box you can configure settings such as the media type, feed method, and print quality before printing, as well as start printing.

- **Changing The Settings On The [Page Setup] Dialogue Box**

  In the [Page Setup] dialogue box you can configure settings such as the media size, print direction, and enlarged/reduced printing. Start printing from the [Print] dialogue box.

Changing The Settings On The [Print] Dialogue Box

Follow this procedure:

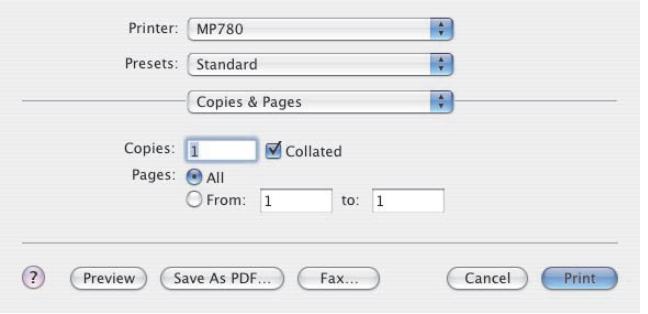
1 Load the paper in the Auto Sheet Feeder or the Cassette. (See page 28 or 31)

2 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

3 Open the document in the application software, and select the command to print.

This in most cases will be [Print] in the [File] menu or toolbar.



4 Make sure your machine is selected in the [Printer] pop-up menu.

- If not, select your machine from the [Printer] pop-up menu.
- Select [Edit Printer List] to launch the Printer Setup Utility.

5 Select the required items in the pop-up menu and configure the settings.

The [Print] dialogue box changes with each pop-up menu.

6 Perform one of the following operations.

- **Display [Preview]:**

  1. Click [Preview].

  You can preview what you are about to print, on the screen.

- **Save as PDF**

  1. Click [Save As PDF].

  You can also save documents in PDF format by selecting [Output Options] from the pop-up menu, selecting [Save as File], then selecting [PDF] from [Format]. Clicking [Save] displays a dialogue box for specifying a file name and save location.

- **Send a fax from your computer:**

  1. Click [Fax].

  See the OS utility help for information on sending a fax.

- **Cancel the changes:**

  1. Click [Cancel].

- **Start printing:**

  1. Click [Print].

- You can save and delete the print settings when you select [Save As] with [Presets]. Input the print settings name you wish to save and click [OK]. You can review and edit the print settings you have saved.
  - To recall print settings, select the saved print settings from [Presets] in the [Print] dialogue box.
  - To edit the print settings, delete the settings or change the name when the print settings you have saved are selected.
- When you select [Summary] from the pop-up menu, the details on the settings in the [Print] dialogue box is displayed.

Changing The Settings On The [Page Setup] Dialogue Box

Follow this procedure:

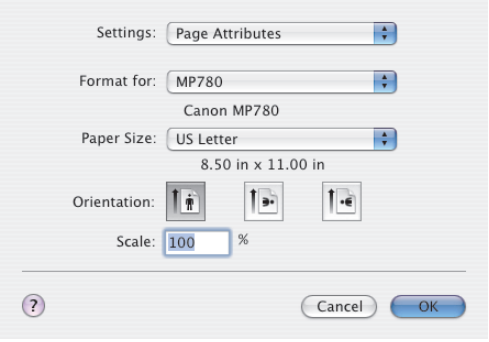
1 Load the paper in the Auto Sheet Feeder or the Cassette. (See page 28 or 31)

2 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

3 Open the document that you will print using the application and select the media settings command.

Normally, you should select [Page Setup] in the [File] menu.



4 Select the printer name to configure in [Format for].

5 Select the required item from the [Settings] pop-up menu and configure the settings.

The [Page Setup] dialogue box changes with each of the [Settings] pop-up menus.

6 Check the settings and click [OK].

When you select [Summary] from the [Settings] pop-up menu, the details on the settings of the [Page Setup] dialogue box is displayed.

Chapter

12 Maintenance

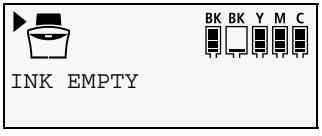
IMPORTANT

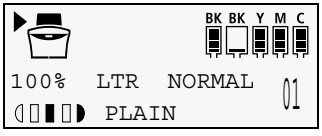
- **When unplugging the power cord, be sure to press [ON/OFF] first. When you press [ON/OFF], the print head is protected by the cap to prevent the ink from drying. When unplugging the power cord, be sure to unplug it after turning OFF the machine with [ON/OFF].**
- **When not using the machine for a long time, print or copy in both black & white and in colour, or perform print head cleaning, about once a month to prevent degradation of the print head.**
- **Numerous nozzles are installed in the print head for high-precision printing. Just as the uncapped tip of a ballpoint pen or marker becomes dry and unusable if not used for a long period of time, the print head nozzles become blocked by dried ink. Periodically printing or cleaning the print head can prevent this blockage.**

▶ Replacing Ink Tanks

When To Replace An Ink Tank

Replace the ink tank if the message below is displayed on the LCD.



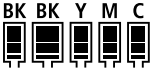


(The above messages are displayed by turns.)

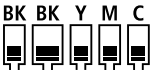
In general, you will need to replace an ink tank when print quality deteriorates or printouts are blank. However before replacing an ink tank, refer to the flowchart to check whether poor print quality is due to another problem.

Checking The Ink Level

You can check how much ink remains on the LCD.



: There is sufficient ink.



: Approximately half the ink remains.

BK BK Y M C : Ink is running low. Prepare a new ink tank.

Compatible Ink Tanks

Ink tanks compatible with the machine are as follows:

Black:BCI-3eBK

Black:BCI-6BK

Cyan:BCI-6C

Magenta:BCI-6M

Yellow:BCI-6Y

IMPORTANT

The model numbers of the two black ink tanks are different. If buying them separately be careful not to mix them up.

CAUTION

- **Keep the print head and ink tanks out of the reach of children. If a child inadvertently ingests ink, consult a physician immediately.**
- **To ensure optimum printing results and to avoid printing problems, Canon recommends using original Canon ink tanks only. Damage caused by using refilled tanks is not covered by Canon's warranty.**
- **Replaced ink tanks should be new. If you install partially used ink tanks, the nozzles may block and the ink counter may not be accurate.**
- **For best ink quality, use ink tanks before the expiration date printed on the package. After placing ink tanks in the machine, use the ink tanks within six months.**
- **Do not open the ink tank packaging until ready to install. After opening the ink tank packaging, use the ink tanks within six months.**
- **Do not touch printouts with wet hands or spill liquids on them as the ink may run.**
- **Replace ink tanks quickly. Once installed, do not remove it from the machine or leave out in the open. Doing so may cause the ink tank not to function when reinstalled in the machine.**

Replacing An Ink Tank

This section describes how to replace an ink tank. For details on when to replace an ink tank, see page 123.

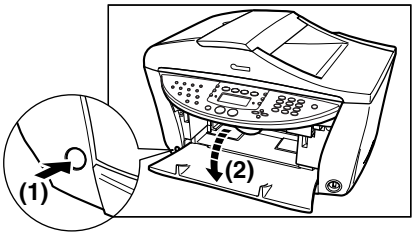
CAUTION

Do not replace ink tanks while the machine is printing or performing another operation.

Follow this procedure:

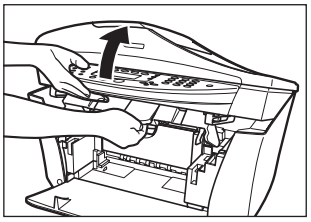
1 Make sure the power is turned ON.

2 Press the Open Button (1) to open the Paper Output Tray (2).



3 Raise the Scanning Unit until it stops.

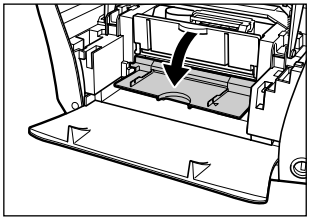
Pull and hold the Scanning Unit Lever towards you, then raise the Scanning Unit.



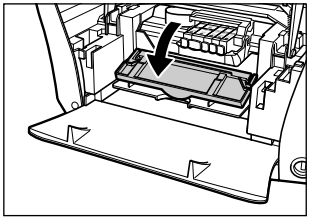
The Print Head Holder moves to the middle.

CAUTION
Do not try to manually move or stop the Print Head Holder.

4 Open the Inner Cover 1.

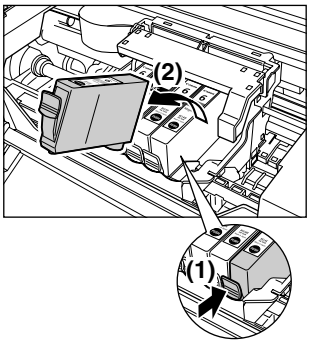


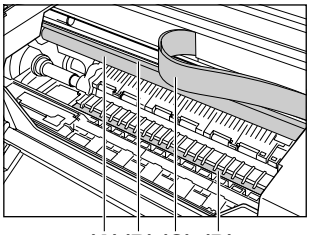
5 Open the Inner Cover 2.



CAUTION
Do not touch any metal parts.

6 Press the empty ink tank's tab (1), then remove it from the slot (2).





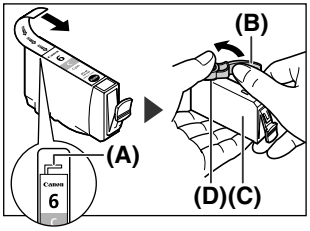
CAUTION

- **Do not remove the print head from the machine.**
- **When replacing multiple ink tanks, be sure to replace them one at a time.**
- **Do not touch the round shaft (A), transparent film (B), film cable (C), ink absorber (sponge part) (D), or any metal parts.**

IMPORTANT

- **Discard the empty ink tank according to local laws and regulations for disposal of consumables.**
- **Handle ink tanks carefully to avoid staining clothing or the surrounding area.**

7 Remove the new ink tank from its packaging, then pull the orange tape towards the arrow so that the protective film does not remain on the air hole (A). Then hold the ink tank as shown and remove the orange protective cap (B).

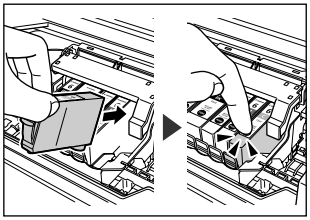


CAUTION

- **Do not touch the side of the ink tank (C) as ink might pop out.**
- **After removing the protective cap (B), do not touch the ink port (D).**
- **Do not shake or drop the ink tank as the ink may leak and stain your clothes or hands. Always remove the ink tank packaging exactly as directed in this procedure.**
- **Once the protective cap has been removed, do not reattach it.**

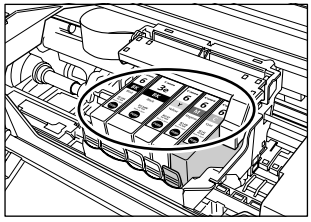
8 Insert the ink tank diagonally into the print head.

Press it in firmly until it locks into place.



IMPORTANT

- **Make sure that the ink tank is inserted in the slot that corresponds to the ink tank's colour.**
- **If you insert it in the wrong slot, perform head refreshing two or three times.**
- **Note that cleaning the print head causes waste ink to be absorbed in the waste ink absorber. Deep print head cleaning consumes more ink than standard print head cleaning, so perform deep print head cleaning only when necessary.**



9 If you need to replace another ink tank, repeat steps 6 to 8.

10 Close the Inner Cover 2.

11 Close the Inner Cover 1.

12 Pull the Scanning Unit Lever towardss you to close the Scanning Unit.

▶ Maintaining The Print Head

You can print a nozzle check pattern to check whether the print head is operating properly, and then clean or align the print head.

If prints contain streaks or specific colors are missing even though there is enough ink, the print head nozzles might be clogged. After printing the nozzle check pattern and checking the results, perform head cleaning. If print results are still not satisfactory, aligning the print head may improve the situation.

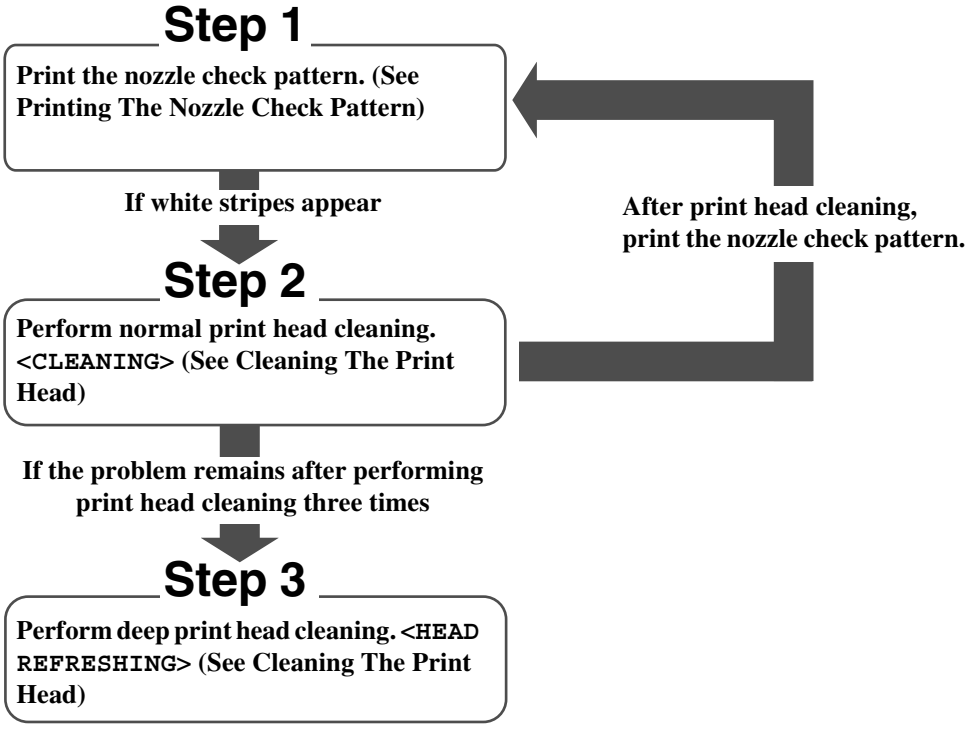
Flowchart Of Print Head Maintenance

IMPORTANT

Before printing the nozzle check pattern or cleaning the Print Head, check the following:

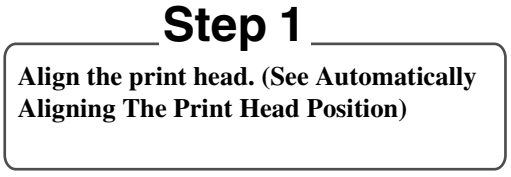
- **Raise the Scanning Unit, and make sure that the ink tank contains ink. If it is out of ink, replace it.**
- **Ensure that all the orange tape of the ink tank has been peeled off.**
- **Press on the ● mark on the ink tank and ensure that the ink tank is installed securely.**

– **Ensure that each ink tank is installed at the correct location.**
– **Increase the print quality setting in the printer driver settings. (See *Software Guide*)**



If deep print head cleaning does not resolve the problem, contact a Canon service representative.

- **If the ruled lines are shifted**



Printing The Nozzle Check Pattern

Print the nozzle check pattern to confirm that inks are being correctly ejected from the print head nozzles.

PC You can also print the nozzle check pattern from your computer. (See *Software Guide*, located on your Setup CD-ROM)

Follow this procedure:

1 Load A4- or letter-size plain paper in the Auto Sheet Feeder or Cassette.

2 Select the paper source with [Feed Switch].

For details on switching the paper source, see page 27.

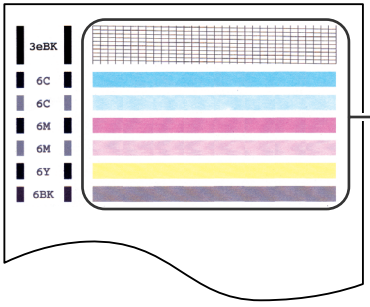
3 Press [Menu] repeatedly until <3.MAINTENANCE> appears.

```
3.MAINTENANCE
    NOZZLE CHECK    ▶
```

The menu number may vary depending on which mode you select.

4 Press [OK].

The machine prints a nozzle check pattern.

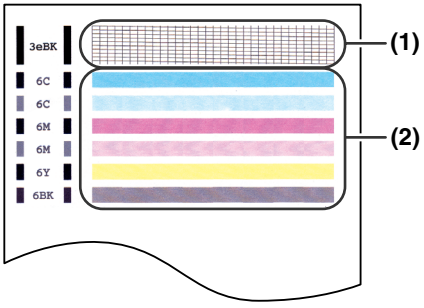


Nozzle check pattern

For details on confirming the nozzle check pattern, see page 129.

Confirming The Nozzle Check Pattern

This section describes how to confirm the nozzle check pattern and the print head position pattern.

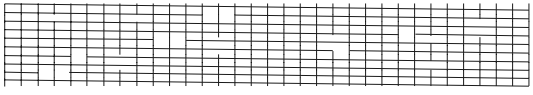


If the ink level is low, the nozzle check pattern is not printed correctly. Replace the relevant ink tank. (See page 124)

- **If lines are broken in pattern (1):**

  1. **Clean the print head. (See page 130)**

     Broken lines



● **If white horizontal lines are obvious in pattern (2):**

1. Clean the print head. (See page 130)

White horizontal lines

Cleaning The Print Head

If the printed nozzle check pattern is broken, missing, or a specific colour is not printed, clean the print head.

- Cleaning the print head consumes a small amount of ink. Cleaning too often reduces the amount of ink in the ink tanks.
- Print head cleaning is performed when you connect the power cord. Your machine may perform print head cleaning periodically to avoid clogging.
- PC You can also clean the print head from your computer. (See *Software Guide*, located on your Setup CD-ROM)

Follow this procedure:

1 Press [Menu] repeatedly until <3.MAINTENANCE> appears.

The menu number may vary depending on which mode you select.

2 Use [◀] or [▶] to select <CLEANING> or <HEAD REFRESHING> as necessary.

Ex:

```
3.MAINTENANCE
◀      CLEANING      ▶
```

–<CLEANING>: Performs normal print head cleaning.
–<HEAD REFRESHING>: Performs deep print head cleaning.

3 Press [OK].

Ex:

```
CLEANING
```

IMPORTANT

If normal print head cleaning does not improve print quality, perform deep print head cleaning.

When cleaning has finished, the machine will return to standby mode and no document will be printed.

▶ Automatically Aligning The Print Head Position

If the ruled lines are shifted after running the print head maintenance, align the print head. You can align the print head position either automatically or manually. When automatic alignment does not work well, align the print head position manually.

You can also align the print head position from your computer. (See *Software Guide*, located on your Setup CD-ROM)

Follow this procedure:

1 Load A4- or letter-size plain paper in the Auto Sheet Feeder.

2 Press [Menu] repeatedly until <3.MAINTENANCE> appears.

The menu number may vary depending on which mode you select.

3 Use [◀] or [▶] to select <AUTO HEAD ALIGN>.

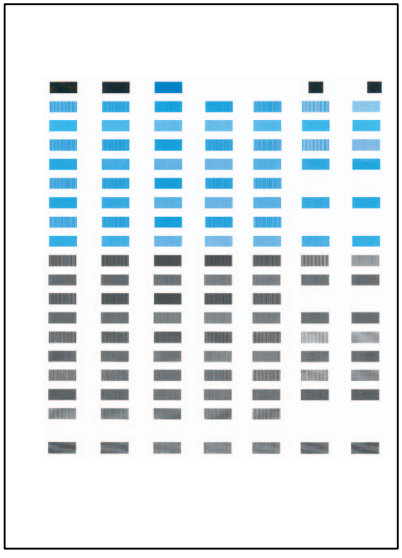
```
3.MAINTENANCE
◀  AUTO HEAD ALIGN ▶
```

4 Press [OK].

```
AUTO HEAD ALIGN
PRINTING...
```

The print head position alignment pattern prints.

5 Check the printed pattern.



If the printed pattern matches the illustration, the print head position alignment is complete.

- If the above pattern is not printed, do the following.
  - –Load A4- or letter-size paper.
  - –Load paper in the Auto Sheet Feeder. (See page 28.)

– Change the ink tank or adjust securely. (See page 123.)
– Print the nozzle check pattern. (See page 128.)
– Adjust the output slot to avoid intense light.

• If you cannot print the pattern even after doing the above, align the print head position manually. (See page 132.)

Manually Aligning The Print Head Position

When automatic alignment does not work well, align the print head position manually.

PC You can also align the print head from your computer. (See *Software Guide*, located on your Setup CD-ROM)

Follow this procedure:

1 Load A4- or letter-size plain paper in the Auto Sheet Feeder or Cassette.

2 Select the paper source with [Feed Switch].

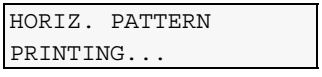
For details on switching the paper source, see page 27.

3 Press [Menu] repeatedly until <3.MAINTENANCE> appears.

The menu number may vary depending on which mode you select.

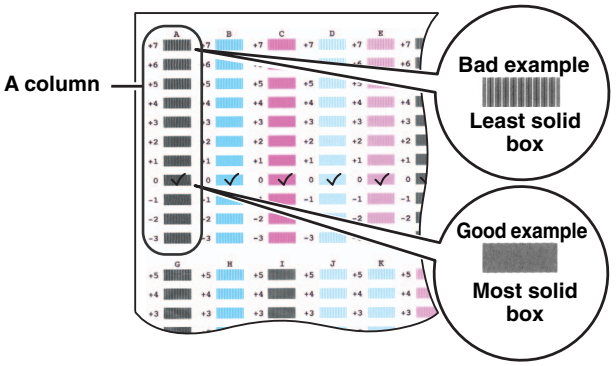
4 Use [◀] or [▶] to select <ALIGN PRINT HEAD>.

5 Press [OK].



A horizontal pattern is printed.

6 Beginning from column A on the printout, enter checkmarks in the patterns that have the most solid image.



7 **Use [◀] or [▶] to select the pattern number that you checked in column A on the printout in step 6.**

Ex:
```
CHANGE H VALUE
     A   O
```

Column — Select pattern number with most solid image.

8 **Press [OK].**

Ex:
```
CHANGE H VALUE
     B   O
```

9 **Repeat steps 7 and 8 to adjust columns B to L.**

When all the horizontal patterns are adjusted, the following is displayed on the LCD:

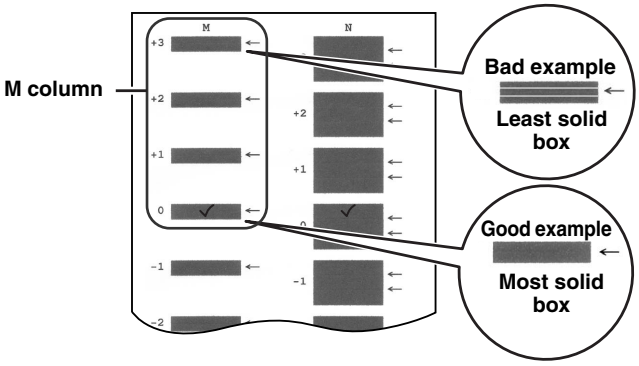
```
PRINT VERT. PATTERN?
 - YES          NO +
```

10 **Press [◀].**

```
VERTICAL PATTERN
PRINTING...
```

A vertical pattern is printed.

11 **Beginning from column M on the printout, enter checkmarks in the patterns that have the most solid image.**



12 Use [◀] or [▶] to select the pattern number that you checked in column M on the printout in step 11.

Ex:
```
CHANGE V VALUE
     M   O
```

13 Press [OK]

Ex:
```
CHANGE H VALUE
     N   O
```

14 Repeat steps 12 and 13 to adjust column N.

Using The Calibration Function

If the colour tone of copies or scans of photos differs from that of the original, you can use the calibration function to adjust the colour tone printed.

Follow this procedure:

1 Press [Menu] repeatedly until <3.MAINTENANCE> appears.

The menu number may vary depending on which mode you select.

2 Use [◀] or [▶] to select <CALIBRATION>.

```
3.MAINTENANCE
◀    CALIBRATION
```

3 Press [OK].

```
CALIBRATING...
```

The machine starts calibrating.

When calibration completes, the machine switches to the standby mode.

Setting The Power Save Timer

Power Save mode allows the scanning lamp is shut off, based on the length of time you specify using the Power Save Timer setting. If you perform an operation immediately after recovering from Power Save mode, the image may not be correctly read by the machine. If you use the machine frequently, we recommend that you set the Power Save Timer to <4 HOURS> or <8 HOURS>.

IMPORTANT

- **After recovering from Power Save mode, wait at least one minute before scanning, copying, or sending faxes.**
- **The default setting is <1 HOUR>.**

Follow this procedure:

1 Press [Menu] repeatedly until <4.SYSTEM SETTINGS> appears.

The menu number may vary depending on which mode you select.

2 Use [◀] or [▶] to select <POWER SAVE TIMER>.

```
4.SYSTEM SETTINGS
◀ POWER SAVE TIMER ▶
```

3 Press [OK].

Ex:
```
POWER SAVE TIMER
◀      *1 HOUR      ▶
```

4 Use [◀] or [▶] to select the time to switch the machine to Power Save mode.

- <15 MINUTES>: Switches the machine to Power Save mode if any button on the Operation Panel is not pressed for fifteen minutes.
- <1 HOUR>: Switches the machine to Power Save mode if any button on the Operation Panel is not pressed for one hour.
- <4 HOURS>: Switches the machine to Power Save mode if any button on the Operation Panel is not pressed for four hours.
- <8 HOURS>: Switches the machine to Power Save mode if any button on the Operation Panel is not pressed for eight hours.

5 Press [OK].

6 Press [Stop/Reset].

▶ Cleaning Your Machine

This section describes the necessary cleaning procedures for your machine.

CAUTION

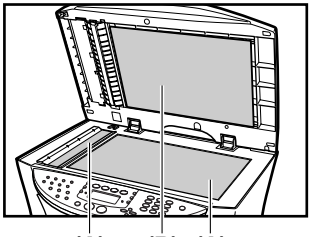
- **Be sure to turn OFF the power and disconnect the power cord before cleaning the machine.**
- **If you turn OFF the machine, all the documents stored in memory are deleted. Print all the necessary**

documents stored in memory before turning OFF the machine.

- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges. Use a soft cloth to avoid scratching the components.**
- **Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine; these can damage the machine's components.**

Cleaning The Platen Glass And Document Cover

Wipe the Platen Glass (A) and the inner side of the Document Cover (white area) (B) with a clean, soft, lint-free cloth moistened with water. Then wipe with a clean, soft, dry, lint-free cloth making sure not to leave any residue, especially on the Platen Glass. If you have trouble getting the scanning area clean, wipe with diluted mild detergent (for dish washing).



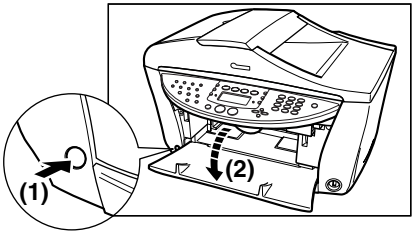
Cleaning The Interior

Regularly clean the interior of the machine to avoid deterioration in print quality due to parts being dirtied by ink or paper dust.

Follow this procedure:

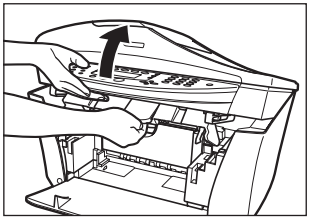
1 Turn OFF the power then disconnect the power cord.

2 Press the Open Button (1) to open the Paper Output Tray (2).

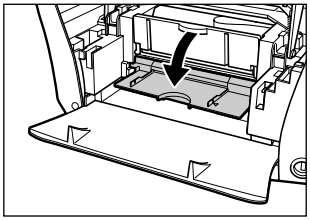


3 Raise the Scanning Unit until it stops.

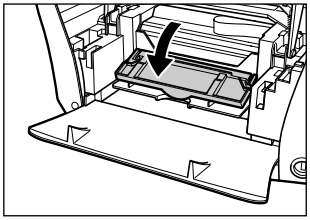
Pull and hold the Scanning Unit Lever towardss you, then raise the Scanning Unit.

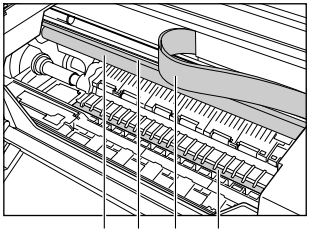


4 **Open the Inner Cover 1.**



5 **Open the Inner Cover 2.**

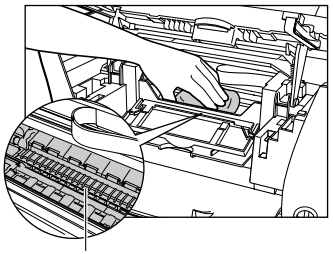




IMPORTANT

Do not touch the round shaft (A), transparent film (B), film cable (C), ink absorber (sponge part) (D), or any metal parts.

6 **Use a dry cloth to wipe away any stray drops of ink, scraps of paper, and dust, especially from the black panel (E).**



7 **Close the Inner Cover 2.**

8 **Close the Inner Cover 1.**

9 **Close the Scanning Unit.**

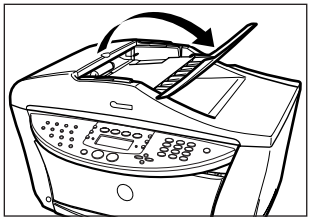
10 **Reconnect the power cord then turn the power ON.**

Cleaning The ADF

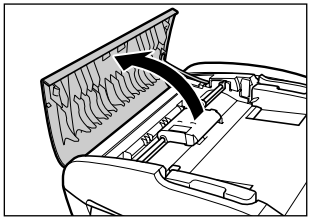
Follow this procedure:

1 **Turn OFF the power then disconnect the power cord.**

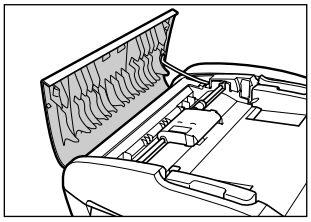
2 **Open the Document Tray.**



3 **Open the Feeder Cover.**



4 **With a soft, clean, lint-free and dry cloth, wipe off any paper dust from the inside of the Feeder Cover as illustrated by grey colored part.**



5 **After wiping, close the Feeder Cover by pushing it until it clicks into place.**

6 **Close the Document Tray.**

7 **Reconnect the power cord then turn ON the power.**

Cleaning The Exterior

Wipe the machine's exterior with a clean, soft, lint-free damp cloth.

Cleaning The Roller

Clean the roller when paper does not feed correctly.

Follow this procedure:

1 **Remove any paper from the Auto Sheet Feeder and Cassette.**

2 **Select the paper source with [Feed Switch].**

For details on switching the feed paper settings, see page 27.

3 **Press [Menu] repeatedly until <3.MAINTENANCE> appears.**

The menu number may vary depending on which mode you select.

4 **Use [◀] or [▶] to select <ROLLER CLEANING>.**

```
3.MAINTENANCE
◀  ROLLER CLEANING ▶
```

5 **Press [OK].**

```
ROLLER CLEANING
```

The machine starts cleaning the roller.

6 **When cleaning has finished, repeat steps 3 to 5 for a total of three times.**

7 **Load A4- or letter-size plain paper in the selected paper source and repeat**

steps 3 to 5 additional three times.

Cleaning The Bottom Plate

Cleans the inside of the machine. If the inside of the machine is dirty, paper you print onto may be marked, so we recommend performing cleaning on a regular basis.

IMPORTANT
Do not perform another operation while the bottom plate is being cleaned.

Follow this procedure:

1 **Ensure that there is no paper loaded in the Auto Sheet Feeder.**

2 **Prepare a sheet of A4- or letter-size plain paper. Fold it in half along the long edge. Unfold the paper, then load it in the Auto Sheet Feeder with the outside edge of the fold facing down.**

3 **Press [Menu] repeatedly until <3.MAINTENANCE> appears.**

The displayed menu number differs according to the selected mode.

4 **Use [◀] or [▶] to select <BOTTOM CLEANING>.**

```
3.MAINTENANCE
◀ BOTTOM CLEANING  ▶
```

5 **Press [OK].**

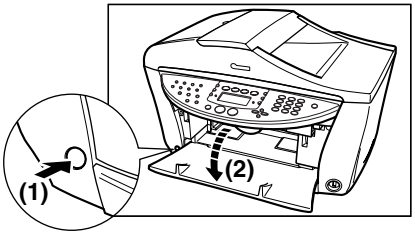
The paper is fed and output.

● **If The Problem Remains After Cleaning With The Driver**

Follow this procedure:

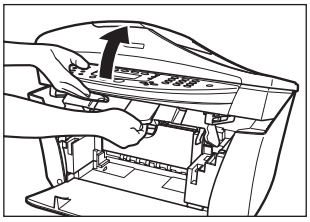
1 **Turn OFF the power then disconnect the power cord.**

2 **Press the Open Button (1) to open the Paper Output Tray (2).**

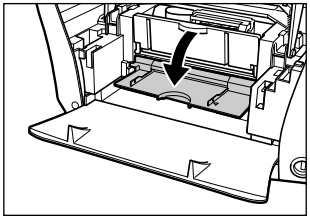


3 **Raise the Scanning Unit until it stops.**

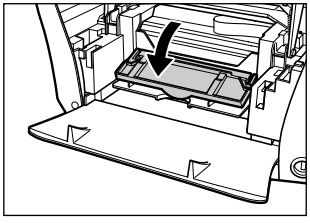
Pull and hold the Scanning Unit Lever towardss you, then raise the Scanning Unit.



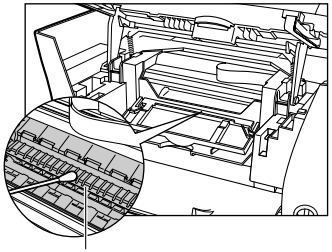
4 **Open the Inner Cover 1.**



5 **Open the Inner Cover 2.**



6 **Use a cotton swab or the like to wipe away any stray drops of ink, scraps of paper, and dust, especially from the black panel (A).**



7 **Close the Inner Cover 2.**

8 **Close the Inner Cover 1.**

9 **Close the Scanning Unit.**

10 **Reconnect the power cord then turn the power ON.**

Chapter

13 Troubleshooting

▶ Paper Is Jammed

Removing Jammed Paper

If <CLEAR PAPER JAM> and <PRESS [OK]> are displayed on the LCD, follow this procedure to clear the paper jam.

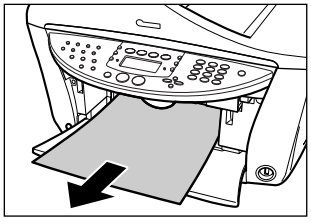
FAX If a paper jam occurs when receiving a fax, that fax will be stored in memory and printed automatically when you clear the jam and press [OK].

- **Clearing Jams In The Paper Output Tray**

Follow this procedure:

1 Gently pull any jammed paper out of the Paper Output Tray.

If you cannot see any jammed paper in the Paper Output Tray, remove it from the machine's interior.



2 Press [OK].

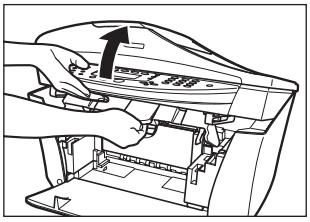
PC If you are printing from an application software, follow the instructions displayed on your computer.

- **Clearing Jams Inside Machine**

Follow this procedure:

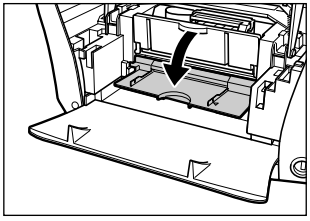
1 Raise the Scanning Unit until it stops.

Pull and hold the Scanning Unit Lever towardss you, then raise the Scanning Unit.

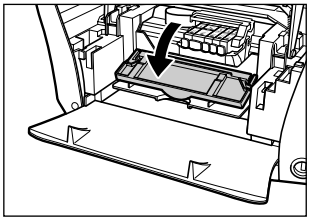


The Print Head Holder moves to the middle.

2 Open the Inner Cover 1.

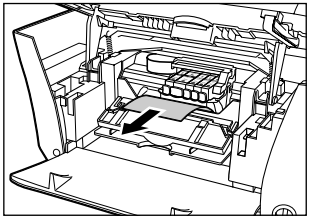


3 Open the Inner Cover 2.



4 Gently pull out the jammed paper from centre of the paper exit.

CAUTION
Be careful not to touch any parts in the machine.



5 Close the Inner Cover 2.

6 Close the Inner Cover 1.

7 Close the Scanning Unit.

8 Press [OK].

If you are printing from an application software, follow the instructions displayed on your

computer.

● Clearing Jams From The Auto Sheet Feeder

Follow this procedure:

1 Gently pull out any jammed paper from the Auto Sheet Feeder.

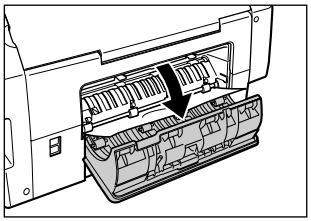
2 Press [OK].

If you are printing from an application software, follow the instructions displayed on your computer.

● Clearing Jams In The Transport Unit

Follow this procedure:

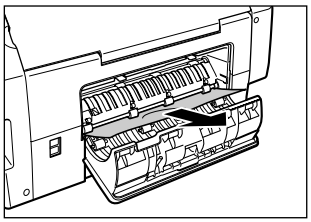
1 Open the Rear Cover.



2 Gently pull out the jammed paper.

If you cannot see the paper, pull out and remove the Cassette. (See page 145.)

CAUTION
Be careful not to touch any parts in the machine.



3 Close the Rear Cover.

4 Press [OK].

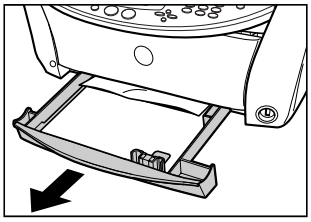
● Clearing Jams In The Duplexing Transport Unit

Follow this procedure:

1 Turn OFF the power then disconnect the power cord.

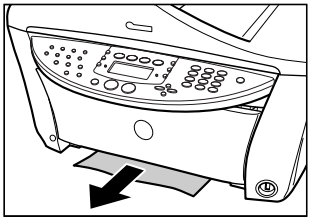
2 Remove the Cassette.

If paper is loaded in the Auto Sheet Feeder, remove the paper and close the Paper Support.



- **If you can see the paper:**

  1. **Gently pull out the jammed paper.**

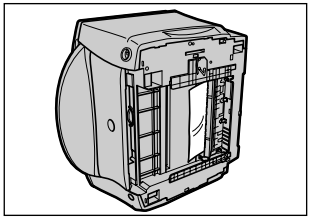


  2. **Go to step 3.**

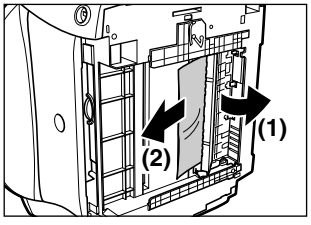
- **If you cannot see the paper:**

  1. **Stand the machine on its LEFT side.**

CAUTION
Do not stand the machine on its right side.



  2. **Pull and hold the green lever towardss you (1), then gently pull out the paper from the Duplexing Transport Unit (2).**



  3. **Go to step 3.**

3 **If paper is sticking out of the Cassette, load it back in.**

4 **Replace the Cassette back into the machine.**

5 **Press [OK].**

● If There Are Repeated Paper Jams

Paper jams can occur repeatedly when the roller is not operating correctly, or paper is not loaded correctly. Paying attention to the following points, reload the paper or clean the roller.

Item to be checked	Checking point	Corrective action
Roller	Is the roller clean?	If the roller is dirty, clean it. (See page 139.)
	Is the roller operating properly?	If the roller is not operating properly, contact your local authorised Canon dealer or the Canon help line.
Paper	Do the sheets of paper stick together?	Fan the sheets of paper well before loading.
	Are the edges of the paper aligned?	Align the edges of the paper.
	Is the paper guide adjusted correctly?	Adjust the paper guide correctly.
	Does the paper stack exceed the paper limit mark?	Make sure the paper stack does not exceed the paper limit mark when loading. (See page 25.)
	Is there any different type of paper in the paper stack?	Only use the same type of paper.
	Does the paper meet the requirements of this machine?	Use the paper meeting the requirements of this machine. (See page 25.)

▶ When A Document Is Jammed In The ADF

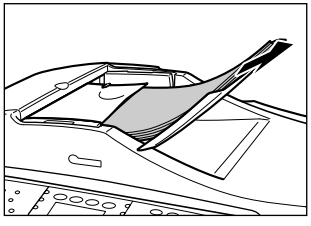
Removing A Jammed Document

If a document jams in the ADF or a document longer than 3 3/8 ft. (1m) cannot be fed properly, <CLEAR PAPER JAM> is displayed on the LCD. Press [OK]. There is no need to turn off the power before removing the jammed document from the ADF.

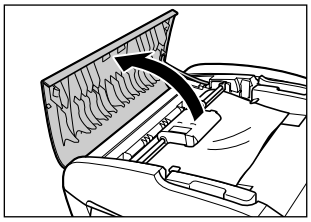
Follow this procedure:

1 Press [Stop/Reset].

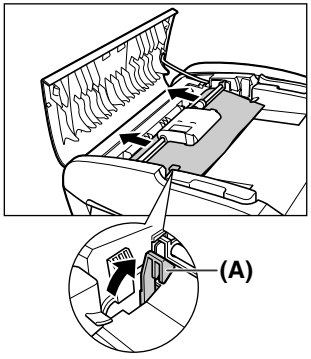
2 If a multi-page document is loaded, remove any pages other than the jammed page from the ADF.



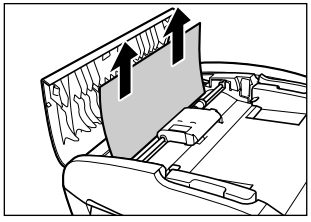
3 Open the Feeder Cover.



4 Raise the paper release lever (A) then remove the jammed page from under the roller to the Feeder Cover side.

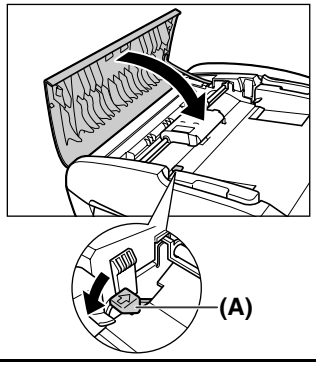


5 Pull out the jammed document from the ADF.



6 Lower the paper release lever (A) then close the Feeder Cover.

If documents remain in the ADF after pressing [Stop/Reset] during scanning, confirm the machine is in the standby mode and press [OK]. The remaining document is automatically fed out.



▶ If The Power Disconnects Unexpectedly

User data and speed dialling settings are stored using the internal battery if there is a power failure or if you accidentally disconnect the power cord. However, all documents stored in memory will be deleted.

If the power disconnects, the following will apply:

- You will not be able to send or receive faxes or make copies.
- If a telephone is connected to the machine, you can receive voice calls.
- Whether you are able to make voice calls or not depends on your telephone type.

▶ Nothing Displays On The LCD (There Is No Power)

When you connect the power cord to the machine and wall outlet, and press [ON/OFF], the machine powers ON and a message is displayed on the LCD.
While the Alarm Lamp flashes, the machine is initialising and you will not be able to use it. Wait until the Alarm Lamp stops flashing.
If nothing is displayed on the LCD, check the cause of the error and take corrective actions according to the list.

Cause	Action
The power cord is not correctly connected.	Securely connect the power cord to the machine and wall outlet.
You have not pressed [ON/OFF].	The machine will power ON and the LCD will display a message when you connect the power cord and press [ON/OFF].
The wall outlet is not working normally.	Connect another electrical appliance to the wall outlet and check whether the wall outlet is working properly.
The power cord is connected to a table tap, OA tap or extension cord.	Disconnect the power cord from any table taps, OA taps or extension cords and connect directly to the wall outlet. If the machine powers ON when the power cord is connected directly, the table taps, OA taps or extension cords are probably defective and should be replaced. If they have a power switch, check that it is turned ON.
The power cord is defective.	Either replace the power cord with another, suitably fused, or using a tester, check whether the cord is defective.

▶ Problems Outputting

Cannot Print At All, Cannot Print Correctly

- **When Copying, Printing From A Computer, FAX Printing Faxes Or Printing Photographs**

Cause	Action
The Alarm Lamp is flashing.	An error has occurred. See page 167.
The ink tanks are not installed correctly.	Lift the Scanning Unit until it locks into place, and open the Inner Cover 2, then check that the ink tanks are securely inserted. Also, check that the ink tanks are inserted in the correct slots. (See page 124.)
Ink tanks are installed in the wrong position.	Open the Scanning Unit, confirm the label, and re-install the ink tanks in their correct positions. (See page 124.) After re-installing the ink tanks, perform deep print head cleaning two or three times. (See page 130.)
The ink tank is not installed properly.	Open the Paper Output Tray, Scanning Unit, and Inner Cover 2, then press the ● mark on the ink tank to set the ink tank properly.
The ink is not ejecting correctly.	Print the nozzle check pattern. (See page 128.)
The print head is misaligned.	Align the print head. (See page 130)
The paper is too thick.	Use 64 g/m^2–105 g/m^2 paper. (See page 25.)
The paper stack exceeds the capacity of the Auto Sheet Feeder or Cassette.	If the paper stack exceeds the paper limit mark, or exceeds the capacity of the Auto Sheet Feeder or Cassette, reduce the amount of paper. (See page 25.)
The paper is not loaded correctly.	Check that the paper has been loaded correctly and that the paper guide is properly adjusted. (See page 28 or 31.)
The paper is creased or curled.	You cannot use paper that is creased. Uncurl the paper, then load it into the Auto Sheet Feeder or Cassette.
The roller is dirty.	Clean the roller. (See page 139.)
There is some foreign matter in the Auto Sheet Feeder or Cassette.	Check and remove any foreign matter.
Ink has run low or out.	Check whether the ink tanks are empty. Replace the ink tanks if necessary.
Recommended paper is not used.	Use recommended paper. (See page 25.)
The paper type set from the computer or Operation Panel of the machine differs from the type of paper loaded in the Auto Sheet Feeder or Cassette.	Set to the paper type loaded. (See page 25.)
The print head is dirty.	Clean the print head. (See page 130.)
The machine's interior is dirty.	If the machine's interior is dirty with ink or there is a build-up of paper dust, your printout may contain ink stains or be smudged. Clean the machine. (See page 136 or 140.)
The paper source is not configured properly.	Make sure that the paper source in which the paper is loaded is correctly configured. (See page 28 or 31.)
The Paper Output Tray is closed.	Press the Open Button to open the Paper Output Tray.

Cause	Action
Inner Cover 1 is open.	Close Inner Cover 1.

- **When Copying**

Cause	Action
The document is not loaded correctly.	Check that the document is loaded correctly on the Platen Glass or ADF. (See page 21.)
The image quality displayed on the LCD is not suitable for the document.	Set an image quality suitable for the document. (See page 37.)
The document is not loaded with the side to be copied face down.	When loading the document on the Platen Glass, the side to be copied should be face down. When loading in the ADF, the side to be copied should be face up.
The document or photograph set on the Platen Glass was printed from your machine.	Image quality may be poor if you copy a printed document or photograph. Instead, reprint the photograph directly from the digital camera, or the document from your computer.
The Platen Glass or inner side of the Document Cover is dirty.	Clean the Platen Glass or inner side of the Document Cover. (See page 136.)

Paper Curls

Cause	Action
Ink is not dry.	Leave the printed paper for around 30-60 seconds in the Paper Output Tray, and remove it when the ink is dry.
You are using thin paper to print.	Use 17 lb.-28 lb. (64 g/m^2-105 g/m^2) paper.
You have set curled paper in the Auto Sheet Feeder or Cassette.	Uncurl the paper, then load it into the Auto Sheet Feeder or Cassette.
You are printing images that use a large quantity of ink such as photographs or pictures.	Use thicker paper such as high resolution paper or glossy photo paper.

Outputting Stops In-Progress

- **When Copying, Printing From A Computer, FAX Printing Faxes Or Printing Photographs**

Cause	Action
Paper does not feed properly.	See page 149.

Cause	Action
The machine has been printing continuously over a long period.	If so, the print head will overheat. To protect the print head, printing will stop temporarily and resume after a period of time. Interrupt printing when appropriate, turn OFF the machine, and wait at least 15 minutes. **CAUTION** **The area around the print head may become extremely hot. Do not under any circumstances touch it.**
You are copying high-resolution documents such as photographs or illustrations.	If you are copying high-resolution documents, processing the data will take time, and copying will appear to have stopped. Wait until data is processed. If you are copying a document with a large printing area (with small margins) or are copying multiple sets, copying may stop to allow the ink time to dry.

▶ PC Problems Installing And Uninstalling Software

Cause	Action
Other applications are open.	Close all applications including anti-virus software, and reinstall the software.
Windows The computer has an old version of the software installed. (Canon MultiPASS is registered as a startup item in the Start menu program.)	Uninstall the old version of the software following the instructions in the manual of that version, and reinstall the new version.

- **Uninstallation of the MP Drivers takes too long (Windows XP).**

Cause	Action
Windows Other applications, including anti-virus software, are running in the background.	Close any open applications (including anti-virus software) before uninstalling the software.

- **Uninstallation was completed, but the [Canon] folder remains in the [Start] menu.**

Cause	Action
Windows The ScanGearStarter was uninstalled prior to uninstalling the MP Navigator and MP Drivers.	Go to the [Start] menu, open [Taskbar and Start Menu Properties] and remove [Canon] from here.

● **Cannot use the software after upgrading to Windows XP.**

Cause	Action
Windows OS was upgraded to Windows XP from Windows 98/Me/2000, without uninstalling the software.	Uninstall the software and then reinstall it. (See page 110)

● **In [Device Manager], green mark [?] is displayed (Windows Me).**

Cause	Action
Windows Because you are not using a dedicated driver for the machine but a standard driver for the operating system of Windows Me, the green mark [?] is displayed in [Device Manager].	For the [Device Manager], it is common for the green mark [?] to display in Windows Me. Continue to use the machine as is.

▶ PC Problems Printing From Your Computer

Cause	Action
Nothing is displayed on the LCD.	See page 149.
Windows The background of the BJ Status Monitor picture is yellow or red.	Follow the instructions in the BJ Status Monitor. (See *Software Guide*, located on your Setup CD-ROM) If <Service error 5100> appears: Clear the paper jam (see page 143) or foreign object that is preventing the Print Head Holder from moving, then cancel printing from your computer and press [OK] on the machine.
Macintosh An error is displayed on the Printer Setup Utility in v.10.2 or earlier.	Follow the Printer Setup Utility message to resolve the problem.

Cause	Action
Windows "Application error" or "access violation" is displayed on the computer, and the application you are printing from is not responding to the operating system.	Refer to the documentation provided with the application software. You cannot print if your operating system is unsupported.
Not enough memory in the application.	If other applications are open, close them to increase the available memory. Refer to the application's manual to check the amount of memory required.
The page setting or print setting in the application is incorrect.	Correct the setting, then try to print again. For details, see *Software Guide*, located on your Setup CD-ROM.
The hard disk does not have enough available space.	Delete unnecessary files to increase the available disk space.
There is a problem with the printer driver.	Uninstall the printer driver and reinstall it. (See page 112)
The printer cable is too long.	Avoid using USB cables longer than 9 7/8 feet (3 m).
Density is set too high.	The printout may curl or smudge if density is set too high in the printer driver. Windows In the Properties dialogue box, on the [Main] tab, click [Manual] in [Colour Adjustment], then click [OK]. In the [Manual Colour Adjustment] dialogue box, reduce the density with the Intensity slider. Macintosh Select [Colour Options] from the [Print] screen pop-up menu and drag the [Intensity] slide bar to make the settings lower. (See *Software Guide*, located on your Setup CD-ROM)
When printing a specific document, meaningless characters and symbols are printed.	Edit the document and try printing again. If this does not work, there is a problem with the application software. Contact the application software manufacturer.
The appropriate print quality is not selected.	Windows In the Properties dialogue box, on the [Main] tab, set the [Print Quality] to [High]. Macintosh Select [Quality & Media] from the pop-up menu on the [Print] screen and then select [Detailed Setting]. Then drag the [Print Quality] slide bar to set to [Fine].

Cause	Action
Paper is printed on the wrong side.	You are using paper with a specific rear side. Load it the other way up in the paper source. Some types of paper, such as professional photo paper, can only be printed on one side.
You are printing outside the printable area.	Change the margin settings in the application to keep the document within the recommended printable area.
The [Media Type] setting is incorrect.	Windows In the Properties dialogue box, on the [Main] tab, set [Media Type] to the paper type to be printed. The print surface is smudged with some printing jobs despite being set correctly. Should this occur, on the [Maintenance] tab, click [Custom Settings] and place a check in [Prevent paper abrasion]. (See *Software Guide*, located on your Setup CD-ROM) Macintosh Select [Quality & Media] from the pop-up menu on the [Print] screen and then set the media to be printed in [Media Type]. Additionally, the print surface may become smudged with some printing jobs despite being set correctly. Should this occur, click on [Custom Settings], from the BJ Printer Utility pop-up menu and place a check in [Prevent paper abrasion]. (See *Software Guide*, located on your Setup CD-ROM)
The [Paper Source] setting is wrong.	Windows In the [Main] tab, on the Properties dialogue box, set [Paper Source] to [Paper Feed Switch]. You can also match these settings with the media set in paper source. (See *Software Guide*, located on your Setup CD-ROM) Macintosh Select [Quality & Media] from the [Print] dialogue box pop-up menu and then set [Paper Source] to [Paper Feed Switch]. You can also match these settings with the media set in paper source. (See *Software Guide*, located on your Setup CD-ROM)
Windows The messages displayed on the BJ Status Monitor and the LCD indicating that there is no ink are different.	If a message indicating that there is no ink is displayed in the BJ Status Monitor and the LCD during printing, pressing [OK] on the machine or cancelling the job to clear the error display will cause the BJ Status Monitor display to change to [The following ink tanks are running low.] and printing can be temporarily continued from the computer. However, the LCD display continues to indicate that there is no ink. Replace the ink tank.

Cause	Action
When perform automatic duplex printing, reduce copying is not selected.	When performing automatic duplex printing, the top printable area of the page is reduced by 1/8 in. (3mm) in length. Therefore, the printing may cut off at the bottom part. Windows In the [Main] tab, on the Properties dialogue box, select [Duplex Printing]. Click [Print Area Setup] and set this to [Use reduced printing]. Macintosh Select [Duplex Printing & Margin] from the [Print] dialogue box pop-up menu. Place a check in [Automatic Duplex Printing], and set [Print Area] to [Use reduced printing].
A cause other than the above is suspected.	Restart the computer.

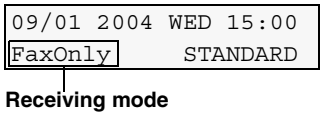
PC Cannot Print To A Shared Printer

Cause	Action
The server (the computer to which the machine is connected) is not turned ON.	Turn ON the server.
The server is not set up for printer sharing.	Set up the server for printer sharing. (See *Software Guide*, located on your Setup CD-ROM)
The server is not set up to allow your system access to the shared printer.	Set up the server to allow your system access to the shared printer.

▶ FAX Problems Receiving Faxes

Cannot Receive A Fax, Cannot Print A Fax

Cause	Action
Nothing is displayed on the LCD.	See page 149.
The Alarm Lamp is flashing.	When the Alarm Lamp is flashing, see page 167.
A telephone (or other external device such as an answering machine or computer modem) is connected to the L jack.	Reconnect to the ☎ jack. (See *Easy Setup Instructions)*

Cause	Action
In manual receive mode, the handset was replaced without pressing [Colour] or [Black], or dialling the remote receiving ID number.	If you replace the handset without doing either of these things, the call will disconnect. Press [Colour] or [Black], or dial the remote receiving ID number before replacing the handset.
You did not follow the procedure for that receive mode correctly.	Check the receive mode displayed on the bottom left of the LCD and follow the procedure for that receive mode. (See page 101.) 
The machine's memory is full.	Either print or delete documents in memory (see page 94) to free up memory. Then ask the sender to resend the fax.
There was an error during reception.	• Check the LCD for an error message. (See page 168.) • Print the ACTIVITY REPORT and check for an error. (See page 84.)
The telephone line is not correctly connected.	Check that the telephone line is correctly connected. (See *Easy Setup Instructions)*

Cannot Receive Faxes Automatically

Cause	Action
Nothing is displayed on the LCD.	See page 149.
The receive mode displayed on the bottom left of the LCD is not <FaxOnly>, <DRPD>*1, <NET SW.>*2, <AnsMode>, or <FaxTel>.	If <Manual> is displayed, you cannot receive faxes unless you pick up the handset and either press [Colour] or [Black], or dial the remote receiving ID. If you want to receive faxes automatically, which means not having to do anything when you are sent a fax, set the receive mode to <FAX ONLY MODE>, <DRPD>*1, <NET SWITCH>*2, <ANS.MACHINE MODE>, or <FAX/TEL AUTO SW>. (See page 101.) If set to <ANS.MACHINE MODE>, connect an answering machine to the machine (see *Easy Setup Instructions*) and check that a message plays when the answering machine answers.
A paper size other than A4, LTR or LGL*3 is loaded.	If a paper size other than A4, LTR or LGL*3 is loaded in the configured paper source, incoming faxes are not printed and are stored in memory. Change the paper in the configured paper source to A4, LTR or LGL*3 size, then press [OK] on the machine. Load legal-size*3 paper in the Auto Sheet Feeder.

*1 This setting is only available in US and Canada.

*2 This setting is only available in Australia and New Zealand.

*3 LGL may not be available depending on the country of purchase.

Machine Does Not Switch Automatically Between Voice And Fax Calls

Cause	Action
The receive mode displayed on the bottom left of the LCD is not <DRPD>*1, <NET SW.>*2, <AnsMode> or <FaxTel>.	There will be no automatic switching between voice and fax calls unless the receive mode is set to <DRPD>*1, <NET SWITCH>*2, <ANS.MACHINE MODE> or <FAX/TEL AUTO SW>. If set to <ANS.MACHINE MODE>, connect an answering machine to the machine (see *Easy Setup Instructions*) and check that a message plays when the answering machine answers.
The sender's fax machine is unable to send a CNG signal (the signal which indicates that the call is a fax call).	Some fax machines are not able to send CNG signals. If so, receive the fax manually. (See page 101.)

*1 This setting is only available in US and Canada.

*2 This setting is only available in Australia and New Zealand.

Quality Of Received Fax Is Poor

Cause	Action
<ECM RX> is set to <OFF>.	Set <ECM RX> to <ON>. (See page 181.)
The sender's fax machine is dirty.	The image quality of the fax is mainly determined by the sender's fax machine. Contact the sender and check whether the scanning area of his/her fax machine is dirty.

Cannot Receive A Fax Using Error Correction Mode (ECM) Method

Cause	Action
<ECM RX> is set to <OFF>.	Set <ECM RX> to <ON>. (See page 181.)
The sender's fax machine is not ECM-compatible.	If the sender's fax machine is not ECM-compatible, the fax will be received in the standard mode without error correction.

Repeated Errors Occur When You Receive A Fax

Cause	Action
The reception start speed <RX START SPEED> is set to 33600bps.	Reduce the reception start speed. (See page 182.) If there is a bad line or connection, reducing the reception start speed may correct the error.
The sender's fax machine is not operating normally.	Contact the sender and check whether his/her fax machine is operating normally.

▶ FAX Problems Sending Faxes

Cannot Send A Fax

Cause	Action
Nothing is displayed on the LCD.	See page 149.
The Alarm Lamp is flashing.	An error has occurred. See page 167.
The In Use/Memory Lamp is flashing.	• Reconnect the telephone line (modular jack cable). (See *Easy Setup Instructions*) • Another document is being sent from memory. Wait until the other document finishes being sent.
The telephone line is connected to the jack.	Reconnect to the jack. (See *Easy Setup Instructions*) If you still cannot send a fax, there is a problem with the telephone line. Contact your telephone company.
The telephone line type is not set correctly.	You can still receive faxes even if the telephone line type is not set correctly. If you can receive but cannot send, check the telephone line type setting. (See page 70.)
The fax number is not correctly registered in a speed dial.	Make sure that the fax number is correctly registered when speed dialling. (See page 73)
The dialled number is wrong.	Check the number and try dialling again.
There was an error during transmission.	• Check the LCD for an error message. (See page 168.) • Print the ACTIVITY REPORT and check for an error. (See page 84.)
The recipient's fax machine is not G3-compatible.	Check that the recipient's fax machine is G3-compatible. If not, you will be unable to send faxes.
You are using an ADSL modem.	The telephone line type might not have been detected properly during automatic configuration. Configure it manually.
Cannot hear the dial tone.	There is a problem with your telephone line. Contact your telephone line provider.
The document is not loaded properly.	Remove the document then reload it on the Platen Glass or ADF. (See page 21)
The destination is displayed on the LCD.	Another document is being sent from memory. Wait until the other document finishes being sent.

Cannot Send A Fax Clearly

Cause	Action
The document is not loaded correctly, or the Platen Glass or the inner side of the Document Cover is dirty.	• Remove the document, then reload it on the Platen Glass or in the ADF. (See page 21.) • Try making a copy. If you can make a clean copy, it is probably that the recipient's fax machine is the source of the problem. Contact the recipient to confirm. If you are unable to make a clean copy, clean the machine. (See page 135.)
The image quality displayed on the LCD is not suitable for the document.	Set an image quality suitable for the document. (See page 88.)
The scan contrast is not suitable for the document.	Set the scan contrast suitable for the document. (See page 89.)
The document is not loaded with the side to be scanned face down.	When loading the document on the Platen Glass, the side to be scanned should be face down. When loading in the ADF, the side to be scanned should be face up.
The scanned area does not cover the entire document.	Place the document about 1/16 in. (1 mm) away from the inner edge, and about 1/8 in. (2 mm) away from the left edge of the Platen Glass.
You are scanning thick (max. 3/4 in./20 mm) or curled documents.	Press on the Document Cover with your hand when scanning.

Cannot Send A Fax Using Error Correction Mode (ECM) Method

Cause	Action
<ECM TX> is set to <OFF>.	Set <ECM TX> to <ON>. (See page 181.)
The recipient's fax machine is not ECM-compatible.	If the recipient's fax machine is not ECM-compatible, the fax will be sent in the standard mode without error correction.

Repeated Errors Occur When You Send A Fax

Cause	Action
The transmission start speed <TX START SPEED> is set to 33600bps.	Reduce the transmission start speed. (See page 181.) If there is a bad line or connection, reducing the transmission start speed may correct the error.

▶ FAX Telephone Problems

Cannot Dial

Cause	Action
Nothing is displayed on the LCD.	See page 149.

Cause	Action
The telephone line is not correctly connected.	Check that the telephone line is correctly connected. (See *Easy Setup Instructions*)
The telephone line type is not set correctly.	Make sure the machine is set for the correct telephone line type. (See page 70.)

Telephone Disconnects During A Call

Cause	Action
The power cord, the telephone line, or a telephone (or other external device such as an answering machine or a computer modem) is not securely connected.	If the machine is connected to a table tap, OA tap or extension cord, make sure they are connected correctly and, if there is a power switch, that it is ON. And also, check that the telephone line or a telephone (or other external device such as an answering machine or computer modem) is connected securely.

▶ PC Problems Scanning

Cause	Action
The USB hub or repeater is defective.	If you can scan documents successfully after connecting the USB cable directly to the computer, the USB hub or repeater may be broken. Replace if necessary.
[Select Image Source] or [Select Document Type] is not set correctly with ScanGear MP. Windows [Paper source] is not set correctly with WIA driver.	Specify whether the document is loaded on the Platen Glass or in the ADF.
After installing the MP Drivers, you installed a TWAIN-compliant application.	After installing the software on the machine, if you install a TWAIN-compliant application, the TWAIN system files may not be correctly overwritten, and thus images may not be scanned. Uninstall the software from the machine, then reinstall it. (See page 110.)

Cause	Action
Windows The machine is not recognised in the [Scanners and Cameras] window of [Control Panel].	Follow this procedure to check whether the machine icon is present in [Scanners and Cameras] of [Control Panel]: 1. Confirm that the USB cable is connected, and start the computer. 2. Click [Start] on the taskbar, point to [Settings], then click [Control Panel]. (Windows XP: Click [Start] on the taskbar, then [Control Panel].) 3.Double-click [Scanners and Cameras]. (Windows XP: In the [Control Panel] window, click [Printers and Other Hardware], then [Scanners and Cameras].) 4.In the [Scanners and Cameras] window, if [Canon MP780/750] (Windows XP: [WIA Canon MP780] or [WIA Canon MP750]) is present, the machine is recognized. If not, uninstall the software and reinstall it. (See page 110.)
Memory is insufficient.	Close other open applications and try again.
The hard disk does not have enough available memory.	Check that the hard disk has enough available memory, in particular when scanning large documents at a high resolution. For example, an A4-size document scanned at 600 dpi, colour requires a minimum of 300 MB of memory. If you do not have enough available memory, scan the document at a lower resolution.
The resolution is low.	If the image looks grainy, increase the scan resolution. (See *Software Guide*, located on your Setup CD-ROM.)
The image is not displayed at 100% magnification in the application.	Display the image at 100% magnification. Some applications do not display an image well smaller.
There is moire when you scan printed material.	In ScanGear MP, click [Descreen]. (See *Software Guide*, located on your Setup CD-ROM.)
The monitor display colors are set too low.	Windows In [Display Properties], set the display colors to [Medium (16 bit)], [Highest (32 bit)] or higher. Macintosh Open [System Preferences] in the apple menu and click [Displays]. Click [Display] in the open screen and then set [Colors] to [Thousands] or higher.
The scanning area is not specified.	In ScanGear MP, click [Multi-Scan] to automatically specify the scan area. If there are white margins around documents such as photographs, or if you want to trim a document (i.e. you want to scan only one part of a document), specify the area of the scan manually. (See *Software Guide*, located on your Setup CD-ROM.)
The document is caught in the ADF.	Pressing [OK] on the machine ejects the document.

Cause	Action
The scanned area does not cover the entire document.	Place the document about 1/16 in. (1 mm) away from the inner edge, and about 1/8 in. (2 mm) away from the left edge of the Platen Glass.
The colour tone displayed in the preview screen differs from that of the original.	Perform calibration to scan the image with the correct colour tone. (See *Software Guide*, located on your Setup CD-ROM.)
Cannot scan using MP Navigator.	The ScanGearStarter (Windows) or the ScanGear Starter 1.0E (Macintosh) may be deleted. In this case, reinstall and overwrite the MP Drivers with [Custom Install].
A cause other than the above is suspected.	Restart the computer.

Cannot Scan Correctly With Multi-Scan

Cause	Action
The position or orientation of the documents is incorrect.	Place the documents so that the position and orientation of the documents meet the following requirements. • There should be a gap of at least 3/8 in. (1 cm) between the edge of the Platen Glass and documents. • There should be a gap of at least 3/8 in. (1 cm) between the edges of the documents. • There should be no more than 10 documents. • The documents should be straight (any tilting should be kept within 10 degrees).
The Platen Glass or inner side of the Document Cover is dirty.	Clean the Platen Glass or inner side of the Document Cover. (See page 136)
You are using an application that cannot scan multiple images successively.	Check the application's manual or contact the application software manufacturer.
You are scanning thick (max. 3/4 in./20 mm) or curled documents.	Press on the Document Cover with your hand when scanning.
You are scanning a document whose long side is four or more times longer than the short side.	You cannot use Multi-Scan if the long side of the document is four or more times longer than the short side. Scan each document separately.

Scanned Image Is Displayed Large (Small) On The Computer Screen

Cause	Action
The image is displayed large (small) in the application.	Enlarge or reduce the image display in the application. Note if you open the image in Paint or Imaging, it might be displayed larger without being able to reduce it.

Cause	Action
The resolution is too high or too low.	The image will be large if resolution is high. It will be small if resolution is low. Set the resolution as necessary. (See *Software Guide*, located on your Setup CD-ROM.)

▶ PC When The Message Is Displayed On The Screen

When An Error Is Displayed Regarding Auto Duplex Printing

Cause	Action
The correct size media is not set.	Press [OK] on the machine after setting the correct media size.
The correct media size is not selected in the printer driver	Check the application media size. Next, check the [Page Size] settings in the printer driver [Page Setup] tab (Windows) or the [Page Setup] dialogue box (Macintosh), then set the media to be printed as the same size.

Macintosh

Error No.: 300 Is Displayed

Cause	Action
The machine is not ready	Ensure that the machine is on and that a message is displayed on the LCD. If nothing is displayed on the LCD, press the [ON/OFF] button to turn on the machine. While the error lamp is flashing, the machine is initialising. Wait until the lamp stops flashing. When the error lamp is flashing, an error has occurred with the machine. See page 167.
The machine and your computer are not correctly connected	Ensure that the cable connecting the machine with your computer is secure. • When using an intermediary device or buffer such as a USB hub, remove it and connect the machine directly to your computer before you try to print again. If you can still not print normally consult the local dealer of the intermediary device or buffer. • Something may also be wrong with the cable. Connect a different cable and try printing again.

Cause	Action
The name of the printer you are using is not displayed on the printer list of the printer centre	1.Double-click the hard disk icon of the MP driver, then the [Applications] folder. 2.Double-click [Printer Setup Utility] in the [Utilities] folder. When using anything other than Mac OS X v.10.3, double-click on the [Print centre] icon in the [Utilities] folder. 3.Ensure that [MP780/750] is displayed on the printer list. If it is not displayed, follow the operations in *Easy Setup Instructions* and re-install the MP driver. If you follow all of the operations above and the problem is still not solved, remove unnecessary functions or control panel settings and try printing again.

Macintosh

Error No.: 1001 Is Displayed

Cause	Action
Inner Cover 1 not in place	Ensure that the Inner Cover 1 supplied with the machine is in place. Correctly attach the CD-R Tray or load CD-R/DVD-R, and press [OK] on the machine.

Macintosh

Error No.: 1002 Is Displayed

Cause	Action
CD-R/DVD-R not placed on the Inner Cover 1	Ensure that the Inner Cover 1 supplied with the machine is in place. Correctly place the CD-R/DVD-R on the Inner Cover 1, and attach the Inner Cover 1 again, and then press [OK] on the machine.
CD-R/DVD-R not recognised correctly	Some CD-Rs/DVD-Rs are not recognised correctly. When this occurs, click [Detects a printable disc on the CD-R tray] in [Custom Settings] in the BJ Printer Utility, remove the check and print. When the printing is complete, click to place a check in [Defects a printable disc on the CD-R tray]. If the check box is cleared, printing may start without the CD-R/DVD-R loaded. Selecting the check box prevents the Inner Cover 1 from getting dirty.

Macintosh

Error No.: 1700 Is Displayed

Cause	Action
The waste ink absorber* is nearly full	Press [Stop/Reset] to release the error. You can still print for a short period, but when it becomes full you will no longer be able to print. Contact a Canon service representative as soon as possible.

* The ink used in cleaning is absorbed by the waste ink absorber inside of the machine. When this error occurs, you must replace the waste ink absorber or have the machine serviced.

Macintosh

Error No.: 1851 Is Displayed

Cause	Action
You open Inner Cover 1 during normal printing.	Press [OK] on the machine after you close the Inner Cover 1.

Macintosh

Error No.: 1856 Is Displayed

Cause	Action
Inner Cover 1 is open when printing.	Press [OK] on the machine and try printing again, after you close the Inner Cover 1.

Macintosh

Error No.: 2001 Is Displayed

Cause	Action
A certain amount of time passes with no response from a digital camera, or a digital camera or digital video camcorder that is not compatible with this machine is connected	Press [OK] on the machine after removing the connecting cable and try to reconnect the cable. If the error is still unresolved, the digital camera or digital video camcorder may not be compatible with this machine. Use a digital camera or digital video camcorder that is compatible with this machine.

Macintosh

Error No.: 2500 Is Displayed

Cause	Action
Automatic print head alignment failed	Align the print head manually. (See page 132) If you follow all of the operations above and the problem is still not solved, remove unnecessary functions or control panel settings and try printing again.

▶ If The Nozzle Check Pattern Is Not Printed Correctly

See page 127.

▶ Problems Aligning The Print Head Position Automatically

Cause	Action
Paper other than A4- or letter-size is loaded.	Load A4- or letter-size paper.
Paper is not loaded in the Auto Sheet Feeder.	Load paper in the Auto Sheet Feeder. (See page 28.)
Ink is run out.	Replace the ink tank. (See page 123.)
The ink tanks are not installed correctly.	Lift the Scanning Unit and check that the ink tanks are securely inserted. Also, check that the ink tanks are inserted in the correct slots. (See page 123)
The nozzle is clogged.	Print a nozzle check pattern and check the print head. (See page 128.)
The output slot is exposed to intense light.	Adjust the output slot to avoid intense light.
A cause other than the above is suspected.	Align the print head position manually. (See page 132.)

▶ When The Alarm Lamp Flashes

If a paper jam occurs while printing, the Alarm Lamp flashes. Check the cause of the error below and take corrective actions.

- **If a message appears:**

1 Check the message appearing on the LCD.

2 Follow the instructions and correct the error.

For LCD messages, see page 168.

3 Press [OK] to resume operation.

The Alarm Lamp will stop flashing.

If the error remains, turn OFF the machine and disconnect the power cord. Wait at least 15 seconds then reconnect the power cord and turn ON the machine.

- **If a message does not appear (when a paper jam has not occurred):**

1 Turn OFF the machine and disconnect the power cord.

2 Wait at least five seconds, reconnect the power cord and turn the power ON.

If the problem has been resolved, the Alarm Lamp will stop flashing.

- **If the Alarm Lamp still flashes even after you have turned the power ON again:**

Contact your local authorised Canon dealer or the Canon help line.

▶ LCD Messages

Below is a list of messages that are displayed on the LCD when a problem occurs. Check the cause of the error and take corrective actions according to the list.

Message	Cause	Action	Details
FAX AUTO REDIAL	The machine is waiting to redial the recipient's number because the line was busy or the recipient did not answer when you tried to send a document.	Wait for the machine to automatically redial the number. If you want to cancel automatic redialling, wait until the machine starts dialling the number, press [Stop/Reset], then follow the instructions on the LCD. You can also delete the document from memory.	page 94, page 181

Message	Cause	Action	Details
FAX BUSY/NO SIGNAL	The telephone number you dialled is busy.	Try dialling again after waiting for a moment.	page 94
	The fax number dialled was incorrect.	Check the fax number and dial again.	—
	The recipient's fax machine is not working.	Contact the recipient and have them check their fax machine.	—
	The recipient is not using a G3 machine.	Contact the recipient and ask them to send or receive the document using a G3 machine.	—
	The touch tone/rotary pulse setting on your machine is incorrect.	Set your machine to the setting that matches your telephone line.	page 70
	The receiving fax machine did not answer within 55 seconds (after all automatic redialling attempts).	Contact the recipient and have them check their fax machine. For an overseas call, add pauses to the registered number.	—
CARTRIDGE JAMMED PRESS [OK]	The Print Head Holder cannot move. This is normally due to a paper jam.	Clear the paper jam or whatever is obstructing the Print Head Holder and then press [OK]. Do not attempt to move the Print Head Holder manually.	page 143
CANNOT SCAN FROM ADF	The document is loaded in the ADF when applying the preset copy ratio.	Load the document on the Platen Glass when copying with the preset copy ratio.	—
CD-R TRAY JAM	The CD-R/DVD-R is not placed correctly on the CD-R tray.	Pull out the CD-R tray and place the CD-R/DVD-R correctly.	page 55
CD-R TRAY IS NOT SET	The CD-R tray is not set.	Insert the CD-R tray.	page 55
CHANGE PAPER TO	The paper size setting is set to a size other than A4, letter or legal.	Set the paper size setting to A4, letter or legal and load paper of the same size.	page 27
CHECK DOCUMENT	The Feeder Cover may not be closed properly.	Close the Feeder Cover properly.	page 147
	The document is not loaded properly in the ADF, or there may be a document jam.	Remove the document from the ADF and reload it. Clear the document jam if necessary.	page 22 page 147
CHECK PAPER SIZE PRESS [OK]	The size of the paper in the Auto Sheet Feeder or Cassette and that specified in the paper size setting are different.	Load the correct paper size or change the paper size setting. Then press [OK].	page 27

Message	Cause	Action	Details
CHECK PRINTER	For some reason, the machine cannot operate.	Turn OFF the machine, then ON. If the problem is not resolved, contact the Canon Customer Care Centre.	—
CHECK PRINTER (PRESS [OK])	There may be an obstruction that is not allowing the Print Head Holder mechanism to move.	Check for any obstruction (paper clip, small object, etc.). Check also for a paper jam and clear the jam if necessary. Then press [OK] and start again. If the message does not clear after pressing [OK], contact the Canon Customer Care Centre.	page 143
	The waste ink tank* (which holds the ink used for print head cleaning) is nearly full.	Contact the Canon Customer Care Centre to have the waste ink tank replaced immediately.	—
CLEAR PAPER JAM PRESS [OK]	There is a paper jam.	Clear the paper jam and reload paper in the Auto Sheet Feeder or Cassette. Press [OK].	page 143
COVER OPEN	You opened the Scanning Unit during an operation.	Return the Scanning Unit to its original position.	—
DATA IN MEMORY CANNOT TURN OFF	You are unable to turn OFF the machine with [ON/OFF] when documents are saved in memory.	The machine is performing an operation. Wait until the operation has finished, then turn OFF the machine.	—
DOCUMENT TOO LONG	The document is longer than 3 3/8 ft. (1 m).	Reduce the length of the document to within 3 3/8 ft. (1 metre), and then re-send it.	—
	There is a document jam in the ADF.	Clear the document jam and reload the document in the ADF.	page 147
DUPLEXING ERROR	The size of the loaded paper may not be applicable for two-sided copying.	Press [OK] to eject the paper remaining in the unit, then load the applicable paper.	—
DUPLEX UNIT JAM	The Duplexing Transport Unit is jammed.	Clear the paper jam. Then load paper in the Auto Sheet Feeder or the Cassette.	page 145
FAX ECM RX	The machine is receiving a fax using Error Correction Mode (ECM).	ECM receptions may take longer than normal receptions. Set <ECM RX> to <OFF> if you need to receive quickly, or if you know your local lines are in good condition.	page 181

Message	Cause	Action	Details
FAX ECM TX	The machine is sending a fax using Error Correction Mode (ECM).	ECM transmissions may take longer than normal transmissions. Set <ECM TX> to <OFF> if you need to transmit quickly, or if you know your local lines are in good condition.	page 181
FAX HANG UP PHONE	The handset is not placed in the handset cradle correctly.	Replace the handset correctly.	—
HEAD ALIGN FAILED	The automatic print head alignment failed.	Press [OK], then align the print head manually.	page 132
INK EMPTY	The ink tank is empty.	Replace the ink tank.	page 124
INNER COVER 1 OPEN	The Inner Cover 1 is open.	Close the Inner Cover 1.	page 66
INVALID KEY/ SETTING	An invalid button was pressed or an invalid setting was selected.	Check the button you want to press or the setting you want to enter.	—
LOAD PAPER (PLEASE LOAD PAPER AND PRESS [OK] or [START])	The Auto Sheet Feeder or Cassette is empty.	Load paper in the Auto Sheet Feeder or Cassette. Make sure the stack is below the paper limit mark. Press [OK], or press [Colour] or [Black].	page 28, page 31
MACHINE IN USE CANNOT TURN OFF	You are unable to turn OFF the machine with [ON/OFF] because the machine is performing an operation.	The machine is performing an operation. Wait until the operation has finished, then turn OFF the machine.	—
MEMORY FULL	The machine's memory is full because you tried to copy too many pages at once or a very detailed document.	Divide the document and copy each part separately.	—
	FAX The machine's memory is full because it has received too many documents, or a very long or detailed document.	Contact the sender and have him/her divide and resend them.	—
FAX NO ANSWER	The recipient's fax machine does not answer.	Check the number. Try dialling again after waiting for a moment.	—
NO CD-R IS SET	There is no CD-R/DVD-R set on the CD-R tray.	Pull out the CD-R tray and place the CD-R/DVD-R on it. Then insert the CD-R tray again.	page 55
FAX NO RX PAPER	The other party's fax machine is out of paper or its memory is full.	Contact the other party and have them load paper in their fax machine or free up space in their fax machine's memory.	—

Message	Cause	Action	Details
FAX NO TEL #	The One-Touch Speed Dial Key or coded speed dialling code you entered has not been registered.	Register the One-Touch Speed Dial Key or coded speed dialling code.	page 73, page 75
FAX NOT AVAILABLE	In manual sending, you entered a speed dialling number that is assigned to a group.	Use regular dialling, or enter a One-Touch Speed Dial Key or coded speed dialling code that only has one fax/telephone number registered.	page 73
PRESS [BLACK START]	[Colour] is pressed.	Press [Black].	—
PRESS [COLOR START]	[Black] is pressed.	Press [Colour].	—
PUT IN CARTRIDGE	There is no print head installed in the machine.	Install the print head.	*Easy Setup Instructions*
FAX RECEIVED IN MEMORY	The machine received the fax in memory because paper or ink has run out, or a paper jam occurred.	Load paper in the Auto Sheet Feeder or Cassette, replace the ink tank, or clear the paper jam.	page 28
SET DOCUMENT ON ADF	The document is not loaded in the ADF when applying the collation function.	Load the document in the ADF, then press [Colour] or [Black].	—
FAX TRY AGAIN IN B&W	The recipient's fax machine is not colour-compatible.	Press [Black] to resend the faxes.	—
FAX TX nnnn SCANNING nnn MEMORY FULL PLEASE WAIT	The machine is sending a document and its memory is full.	The machine continues to send the document as memory becomes available.	—
FAX TX/RX CANCELLED	You pressed [Stop/Reset] to cancel the transmission.	If required, try sending or receiving again.	—
FAX TX/RX NO. nnnn	When the machine sends or receives a fax, it assigns a unique identification number (nnnn).	Write the number down if you will need it later.	—
WAIT COOLING	During printing, the print head may have become too hot.	Allow the machine to cool down. The machine will resume printing when it has cooled down.	—

Message	Cause	Action	Details
WASTE INK NEAR FULL	The waste ink tank* (which holds the ink used for print head cleaning) is nearly full.	Press [Stop/Reset] to release the error. You can still print for a short period, but when it becomes full you will no longer be able to print. Contact the Canon Customer Care Centre.	—
WRONG CARTRIDGE	The print head is not installed correctly.	Install the print head. If the message remains on the LCD, the print head may be defective. Contact the Canon Customer Care Centre.	*Easy Setup Instructions*

* Ink used to clean the print head is absorbed by the waste ink tank. When this message is displayed, the waste ink tank needs to be replaced, or the machine requires maintenance.

▶ Cannot Print Properly From The Digital Camera

The following are the possible errors that may occur when printing directly from a digital still camera or digital video camcorder*, and the countermeasures to eliminate them.

* Hereafter, the digital still camera and digital video camcorder are collectively called a digital camera or camera.

- "PictBridge" or Canon "Bubble Jet Direct" compatible digital cameras can be connected to your machine for direct printing.
- This section describes errors that are indicated on Canon-brand PictBridge- or Bubble Jet Direct-compatible cameras. The error messages and operations may vary depending on the camera you are using. For errors on non-Canon PictBridge-compatible cameras, check the error message on the machine for the cause of the error and take the appropriate action.
- A communication time out occurs if printing takes a long time or if it takes too much time to send data. This may stop printing. In such a case, disconnect the cable between the machine and the camera, press [Stop/Reset] on the machine, and reconnect the cable between the machine and the camera. Then, turn the camera on, if it does not automatically turn on. If the problem is still unresolved, select some other photo and check if it can be printed or not.
- The print head nozzles may be clogged if printing becomes faint or colors are incorrect. See page 127.
- When paper curls or the print surface is smudged, check that proper paper is used. If the print surface on proper paper is smudged, configure the settings to avoid smudge. (See page 135.)
- For the errors indicated on the camera and their solution, also refer to the user's manual of the camera. For other troubles on the digital camera, contact the manufacturer.

Error Message On Camera	Cause	Action
Printer in use	A print job from another source (e.g., the computer), is in progress.	Wait until printing finishes.

Error Message On Camera	Cause	Action
Printer warming up	The machine is warming up for printing.	If the machine is warming up, wait until it finishes.
No paper	There is no paper loaded in the Auto Sheet Feeder or Cassette.	Load more paper in the machine, or select a different paper source (Auto Sheet Feeder or Cassette) under [Feed Switch] then select [Continue]*1 on the camera's error display. If the Paper Output Tray is closed, open it. Printing will restart. If the Inner Cover 1 is open, close them.
Paper jam	Paper is jammed.	Select [Cancel] on the camera error display to pause printing. Remove the jammed paper, reset the paper, press [OK] then try printing again.
Printer Cover open	The Scanning Unit is raised.	Replace the Scanning Unit to its original position.
No print head	The print head is not installed, or it is defective.	Follow the directions given in the *Easy Setup Instructions* to install the print head. If the print head is already installed, remove it, make sure the electrical contacts are not dirty, then replace it. If this does not clear the error, the print head might be damaged. Contact the service centre.
Waste tank full	The waste ink tank (waste ink absorber) is nearly full.	Selecting [Continue]*1 on the camera's error display will resume printing. Printing will still be possible for a while, but you will be unable to print when the waste ink tank becomes full. Contact your service centre as soon as possible.
Ink is low	Ink is running low.	It will be soon time to replace the ink tank, so prepare one in advance. Selecting [Continue]*1 on the camera's error display will resume printing.
Ink tank is empty	There is no ink left in the ink tank.	Replace the ink tank. (See page 124). Replacing the ink tank then closing the Scanning Unit will resume printing. Selecting [Continue]*1 on the camera's error display will resume printing with no ink. Replace the ink tank with a new one as soon as possible after printing has finished. Continuing to print with no ink may damage the machine.

Error Message On Camera	Cause	Action
Printer error	An error that requires the attention of service personnel might have occurred.	Select [Stop] on the camera error display to pause printing. Disconnect the cable that connects the digital camera, turn OFF the machine, then disconnect the machine's power cord. Wait a while before turning the machine back ON, then reconnect the digital camera. If this does not resolve the problem, contact your supplier or service centre.

*1 To resume printing, you can press [OK] on the machine instead of selecting [Continue].

Chapter

14 Appendix

This section describes how to change the machine settings, and provides a description of each setting item.

▶ How To Change Settings And Explanation Of Their Content

Before changing any settings, you can print the USER'S DATA LIST to check the current settings of your machine. For details, see page 85.

▶ Accessing The Machine Settings

Follow this procedure to change the settings of each mode:

1 Refer to the function lists on the following pages to find the setting you want to change.

2 If there is a reference for the setting (1), refer to that page for more details. If not, confirm the mode (2) and menu (3) at the top of the list where the setting and the description of the setting are located.

Example

■ MODE: [COPY] (2)

«Menu: 1. SPECIAL COPY» (3)

(1)

Name	Description	Settings	Details
BORDERLESS COPY	Copies without any borders.	—	detail1
IMAGE REPEAT	Prints multiple copies of an image on a single sheet.	—	detail1
AUTO	Automatically selects the number of repetitions.	—	
MANUAL	Manually selects the number of repetitions.	—	
VERTICAL	Selects the number of vertical repetitions.	1/2/3/4	
HORIZONTAL	Selects the number of horizontal repetitions.	1/2/3/4	

How to read the lists on the following.

3 Press [COPY], [FAX] [FAX] or [SCAN], depending on the setting you want to change.

4 Press [Menu] repeatedly to select the menu (3) with the setting you want to change.

5 Scroll through and register settings by the following operations.

- Use [◀] or [▶] to scroll through settings.
- To register a setting or access sub-settings, press [OK].
  To further access sub-settings, repeat this operation.
- If you select the wrong setting, press [Stop/Reset] and repeat the procedure from step 3.

6 When you have finished, press [Stop/Reset], if necessary.

▶ Settings

To find the setting you want to change, see the following menu lists.

The settings changed using [Menu] are not returned automatically to the settings you set previously. Change to the previous settings again if necessary.

MODE: [COPY]
Menu: 1. SPECIAL COPY

Name	Description	Settings	Details
BORDERLESS COPY	Copies without any borders.	—	page 45
IMAGE REPEAT	Prints multiple copies of an image on a single sheet.	—	page 46
AUTO	Automatically selects the number of repetitions.	—	
MANUAL	Manually selects the number of repetitions.	—	
VERTICAL	Selects the number of vertical repetitions.	1/2/3/4	
HORIZONTAL	Selects the number of horizontal repetitions.	1/2/3/4	

MODE: [FAX] [FAX]
Menu: 1. FAX SETTINGS

* This setting is only available in some countries.

Name	Description	Settings	Details
RECEIVE MODE	—	—	—
FAX/TEL AUTO SW	Selects <FAX/TEL AUTO SW> receive mode.	—	page 102
FAX ONLY MODE	Selects <FAX ONLY MODE> receive mode.	—	page 101
DRPD*	Selects <DRPD> receive mode.	—	page 103

Name	Description	Settings	Details
NET SWITCH*	Selects <NET SWITCH> receive mode.	—	page 103
MANUAL MODE	Selects <MANUAL MODE> receive mode.	—	page 101
ANS.MACHINE MODE	Selects <ANS.MACHINE MODE> receive mode.	—	page 102
MEMORY REFERENCE	—	—	—
DOC.MEMORY LIST	Prints the DOC. MEMORY LIST.	—	page 94
PRINT DOCUMENT	Selects a document stored in memory and prints it.	—	page 95
PRINT 1ST PAGE ONLY?	Selects pages to be printed. <YES> prints only the first page of the document. <NO> prints all the pages of the document.	YES NO	
DELETE DOCUMENT	Deletes a document in memory.	—	page 95
ALL PRINTED DOCS.	Deletes all the printed documents stored in memory.		
1 DOCUMENT	Deletes a single document stored in memory.		
REPORTS/LISTS	—	—	—
ACTIVITY REPORT	Prints the ACTIVITY REPORT.	—	page 84
SPEED DIAL LIST	Prints the SPEED DIAL LIST.	—	page 79
1-TOUCH LIST	Prints the 1 TOUCH LIST.	—	
SORTED OUTPUT	Selects the order of the destinations in the list. <YES> prints the list with the destination names in alphabetical order. <NO> prints the list with the numerical order (01-08) in the directory.	YES NO	
CODED DIAL LIST	Prints the CODED DIAL LIST.	—	
SORTED OUTPUT	Selects the order of the destinations in the list. <YES> prints the list with the destination names in alphabetical order. <NO> prints the list with the numerical order (00-99) in the directory.	YES NO	
GROUP DIAL LIST	Prints the GROUP DIAL LIST.		
USER DATA LIST	Prints the USER'S DATA LIST.	—	page 85
DOC.MEMORY LIST	Prints the DOC. MEMORY LIST.	—	page 94

Name	Description	Settings	Details
TEL# REGISTRATION	—	—	—
1-TOUCH SPD DIAL	Registers one-touch speed dialling.	01-08, ∗00-∗99	page 73
CODED SPEED DIAL	Registers coded speed dialling.	00-99	page 75
GROUP DIAL	Registers group dialling.	01-08	page 77
TEL NUMBER ENTRY	Registers a fax/telephone number for speed dialling.	—	
NAME	Registers a name for a fax/telephone number registered in the speed dialling.	—	
USER SETTINGS	—	—	—
DATE/TIME SETTING	Sets the current date and time.	—	page 71
DATE SETUP	Selects the date format displayed on the LCD and printed on faxes you send.	YYYY MM/DD MM/DD/YYYY DD/MM YYYY	—
UNIT TEL NUMBER	Enters the fax/telephone number printed on faxes you send.	—	page 72
UNIT NAME	Enters the name printed on faxes you send.	—	page 72
TX TERMINAL ID	Prints sender information at the top of each fax you send. (The ON/OFF setting may be available depending on the county of purchase.)	—	—
TTI POSITION	Selects the position of the sender information (outside or inside the image area) when sending black & white faxes. (Automatically set inside the image area for colour faxes.)	OUTSIDE IMAGE INSIDE IMAGE	
TEL NUMBER MARK	Selects the mark to appear before the fax/ telephone number printed on faxes you send.	FAX TEL	
OFFHOOK ALARM	Enables/disables the alarm that alerts you if the handset of the telephone connected to the machine is not hung up properly.	ON OFF	—
VOLUME CONTROL	Sets the CALLING VOLUME and LINE MONITOR VOL.	—	—
CALLING VOLUME	When the machine is set to ring, selects the ring volume.	1/2/3	
LINE MONITOR VOL.	Selects the line monitor volume while dialing.	0/1/2/3	
RX CALL LEVEL	Selects the ring type for incoming call.	HIGH STANDARD	—
TEL LINE TYPE	Selects the telephone line type setting for your machine.	TOUCH TONE ROTARY PULSE	page 70

Name	Description	Settings	Details
ACTIVITY REPORT	Enables/disables automatic printing of an ACTIVITY REPORT after every 20 transactions.	AUTO PRINT ON AUTO PRINT OFF	—
TX SETTINGS	—	—	—
ECM TX	Enables/disables Error Correction Mode (ECM) sending.	ON OFF	page 97
UN/LOCK PHONE*	Enables/disables restriction of the machine.	—	—
LOCK PHONE	Enables/disables restriction of the machine to send faxes.	OFF ON	
PASSWORD	Enters a password to restrict access to the <LOCK PHONE> setting.	0000-9999	
PAUSE TIME	Selects the pause length when you press [Redial/Pause].	1 to 15SEC (2SEC)	—
AUTO REDIAL	Enables/disables automatic redialling.	ON OFF	page 94
REDIAL TIMES	If you select <ON>, selects the number of rediallings.	1 to 10TIMES (2TIMES)	
REDIAL INTERVAL	If you select <ON>, selects the length of time between rediallings.	2 to 99MIN. (2MIN.)	
TX START SPEED	Selects the speed at which the machine starts transmitting.	14400bps 9600bps 7200bps 4800bps 2400bps 33600bps	—
COLOR DIRECT TX	When faxing in colour from the ADF, enables/disables automatic converting the image into black and white before sending if the destination fax device does not support colour.	ON OFF	—
TX REPORT	Enables/disables automatic printing of a transmission report after sending.	OUTPUT NO PRINT ERROR ONLY OUTPUT YES	—
REPORT WITH TX IMAGE	If you select <PRINT ERROR ONLY> or <OUTPUT YES>, enables/disables printing the first page of the fax under the report (black & white faxes only).	ON OFF	
RX SETTINGS	—	—	—
ECM RX	Enables/disables Error Correction Mode (ECM) during reception.	ON OFF	page 97

Name	Description	Settings	Details
FAX/TEL AUTO SW	If you select <FAX/TEL AUTO SW> as the receive mode, customises its settings.	—	—
RING START TIME	Selects the time the machine takes to check whether a call is a fax or voice call.	0 to 30SEC (8SEC)	
F/T RING TIME	Selects the ring length for voice calls.	10 to 45SEC (15SEC) 10 to 60SEC (22SEC)	
F/T SWITCH ACTION	Selects whether the machine switches to receive mode after the ring time has elapsed, or whether it disconnects the call.	RECEIVE DISCONNECT	
DRPD:SELECT FAX*	If you select <DRPD> as the receive mode, select the ring pattern for the machine.	NORMAL RING DOUBLE RING SHORT-SHORT-LONG SHORT-LONG-SHORT OTHER RING TYPE	page 103
INCOMING RING	If you select <FAX/TEL AUTO SW>, <DRPD> or <FAX ONLY MODE> as the receive mode, enables/disables ringing for fax calls. (A telephone must be connected to your machine for ringing to occur.)	ON OFF	—
RING COUNT	If you select <ON>, selects the number of rings for fax calls.	1 to 99TIMES (2TIMES)	
MAN/AUTO SWITCH	If you select <MANUAL MODE> as the receive mode, enables/disables the machine to switch to fax receive mode after ringing for a specified length of time.	ON OFF	—
F/T RING TIME	If you select <ON>, selects the length of time the machine rings before switching to fax receive mode.	5 to 99SEC (15SEC)	
REMOTE RX	Enables/disables remote receiving.	ON OFF	—
REMOTE RX ID	If you select <ON>, selects the remote receiving ID.	00 to 99 (25)	
RX REDUCTION	Enables/disables automatic reduction of faxes to fit the paper loaded.	ON OFF	—
SELECT REDUCE DIR	Selects the direction of the reduction.	VERTICAL ONLY HORIZ & VERTICAL	
RX START SPEED	Selects the speed at which the machine starts receiving.	14400bps 9600bps 7200bps 4800bps 2400bps 33600bps	—

Name	Description	Settings	Details
RX REPORT	Enables/disables automatic printing of a reception report after receiving.	OUTPUT NO PRINT ERROR ONLY OUTPUT YES	—

MODE: Any Mode
Menu: 3. MAINTENANCE

Name	Description	Settings	Details
NOZZLE CHECK	Prints the nozzle check pattern.	—	page 128
CLEANING	Performs normal print head cleaning.	—	page 130
HEAD REFRESHING	Performs deep print head cleaning.	—	page 130
ALIGN PRINT HEAD	Aligns the print head.	—	page 132
HORIZ. PATTERN PRINTING...	Prints the horizontal line patterns.	—	
CHANGE H VALUE	Aligns the print head when the pattern is not uniform.	A, B, C, D, E, F: -3 -> +7 G, H, I, J, K, L: -5 -> +5	
PRINT VERT. PATTERN?	Enables/disables printing a vertical pattern. Select <YES> to print a vertical pattern. Select <NO> to return to the previous LCD.	YES=(-) NO=(+)	
VERTICAL PATTERN PRINTING...	Prints the vertical line patterns.	—	
CHANGE V VALUE	Aligns the print head when the pattern is not uniform.	M: -3->+3 N: -3->+3	
AUTO HEAD ALIGN	Aligns the print head automatically.	—	page 130
ROLLER CLEANING	Cleans the roller.	—	page 139
BOTTOM CLEANING	Cleans the bottom plate.	—	page 140
CALIBRATION	Reduces the difference in the colour tone copied or scanned and the colour tone printed.	—	page 134

MODE: Any Mode
Menu: 4. SYSTEM SETTINGS

* This setting is only available in some countries.

Name	Description	Settings	Details
QUIET PRINTING	Enables/disables quiet printing mode (reduces the noise when printing).	OFF ON	—

Name	Description	Settings	Details
EXTENSION AMOUNT	For borderless printing or copying, selects the amount of image that extends off the paper.	SMALL LARGE	—
AUDIBLE TONES	Selects the volume. (MP780 only)	—	—
KEYPAD VOLUME	Selects the beep volume when pressing the buttons on the Operation Panel.	0/1/2/3	
ALARM VOLUME	Selects the alarm volume.	0/1/2/3	
DISPLAY LANGUAGE*	Selects the language for LCD messages.	ENGLISH FRENCH SPANISH PORTUGUESE GERMAN ITALIAN DUTCH FINNISH NORWEGIAN SWEDISH DANISH SLOVENE CZECH HUNGARIAN RUSSIAN	—
COUNTRY SELECT*	Selects the country where you are using your machine.	UK GERMANY FRANCE ITALY SPAIN HOLLAND DENMARK NORWAY SWEDEN FINLAND AUSTRIA BELGIUM SWITZERLAND PORTUGAL IRELAND GREECE LUXEMBOURG HUNGARY CZECH RUSSIA SLOVENIA SOUTH AFRICA OTHERS	—

Name	Description	Settings	Details
SUMMER TIME	Enables/disables the summer time setting. If you select <ON>, you can select additional sub-settings.	ON OFF	page 80
START DATE/ TIME	Sets the date and time that summer time starts.	—	
END DATE/TIME	Sets the date and time that summer time ends.	—	
MONTH	Specify the month.	APRIL-MARCH	
WEEK	Specify the week.	FIRST WEEK-LAST WEEK	
DAY	Specify the day of the week.	SUNDAY-SATURDAY	
TIME	Specify the 24 hours.	—	
POWER SAVE TIMER	Sets the time until Power Save mode is enabled.	15 MINUTES 1 HOUR 4 HOURS 8 HOURS	page 135
TWO-SIDED COPY	Specify the binding margin for duplex (2-sided) copying.	REAR PG. SAME DIR ROTATE REAR PAGE	page 43
THICK PAPER	Only use this setting if the print surface becomes smudged. When set to [ON], the distance between the print head and the print surface widens to prevent smudging. Be sure to return this setting to [OFF] after printing since it may result in lower print quality.	OFF ON	—
AUTO FEED SWITCH	Enables/disables the auto continuous feed.	OFF ON	page 27

* When the [Prevent paper abrasion] checkbox is selected on the [Custom Settings] in the printer driver, the printer driver setting takes precedence.

▶ Settings For Paper Types

For Copying

Paper Type Displayed On LCD	Suitable Paper Types
PLAIN	Suitable for plain paper.
GLOSSY	Suitable for Glossy Photo Paper.
HIGH RES.	Suitable for High Resolution Paper.
TRANS.	Suitable for Transparencies.

Paper Type Displayed On LCD	Suitable Paper Types
PHOTO PRO	Suitable for Photo Paper Pro.
PHOTO PLUS	Suitable for Photo Paper Plus Glossy.
OTHER	Suitable when using photo paper other than that described above (such as Matte Photo Paper), or if you do not know the paper type.

In order to obtain optimal quality print results when copying photographs, use Canon-recommended Photo Paper Pro or Photo Paper Plus Glossy.

▶ Characteristics And Applications Of Paper

This section describes the characteristics and intended use of each paper applicable to this machine. Refer to this section and select the media most suitable for your purpose of printing.

Media Type	Size	Purpose	Guidelines And Restrictions
Plain paper	A4 (8 1/4 in. x 11 3/4 in./ 210 mm x 297 mm) Letter (8 1/2 in. x 11 in./ 215.9 mm x 279.4 mm) Legal (8 1/2 in. x 14 in./ 215.9 mm x 355.6 mm) B5 (7 1/8 in. x 10 1/8 in./ 182 mm x 257 mm) A5 (5 7/8 in. x 8 1/4 in./ 148 mm x 210 mm) Non-Standard Sizes (Auto Sheet Feeder) (Landscape: 2 1/8 in. (54 mm) - 8 1/2 in. (215.9 mm)) (Portrait: 3 3/8 in. (86 mm) - 22 in. (584.2 mm)) Non-Standard Sizes (Cassette) (Landscape: 3 1/2 in. (89 mm) - 8 1/2 in. (215.9 mm)) (Portrait: 4 in. (127 mm) - 11 3/4 in. (297 mm))	Printing from your computer/ photo printing/ copying/faxing	• 17 lb.-28 lb. (64 g/m²-105 g/m²) • The machine supports the paper sizes shown on the left in portrait orientation. • You can use regular copier paper, cotton bond paper, or typical letterhead. • Your machine does not require special ink jet paper. • FAX Use A4- or letter-size paper for receiving faxes.

Media Type	Size	Purpose	Guidelines And Restrictions
Envelopes	US Commercial No. 10 (9 1/2 in. x 4 1/8 in./ 241 mm x 105 mm) European DL (8 5/8 in. x 4 3/8 in./ 220 mm x 110 mm)	Printing from your computer	• You may be able to load other envelopes, but Canon cannot guarantee consistent performance on these. • Do not use the following types of envelopes since they may cause problems: –Envelopes with windows, holes, perforations, cutouts, double flaps, pressure seals, and peel-off sealing strips. –Envelopes made with embossed or treated surfaces. –Sealed envelopes. –Envelopes with letters enclosed. • Remove each envelope from the Paper Output Tray as soon as it is printed.
High Resolution Paper*[1]	A4 (8 1/4 in. x 11 3/4 in./ 210 mm x 297 mm) Letter (8 1/2 in. x 11 in./ 215.9 mm x 279.4 mm)	Printing from your computer/ photo printing/ copying	• This type of paper provides better colour reproduction than plain paper. • It is suitable for printing business documents that feature graphics and for photographs. • Load paper as follows: –In the Auto Sheet Feeder: Face up the whiter side. –In the Cassette: Face down the whiter side. • Remove the sheets from the Paper Output Tray before the count reaches 50. • If the paper curls, remove each sheet as it is delivered in the Paper Output Tray.

Media Type	Size	Purpose	Guidelines And Restrictions
Glossy Photo Paper*1	A4 (8 1/4 in. x 11 3/4 in./ 210 mm x 297 mm) Letter (8 1/2 in. x 11 in./ 215.9 mm x 279.4 mm) 4"x6" (4 in. x 6 in./ 101.6 mm x 152.4 mm)	Printing from your computer/ photo printing/ copying	• This media is thicker than High Resolution Paper and has a glossy surface to produce printouts close to photograph quality. • This paper is suitable for borderless printing. • Do not touch the printing surface until the ink has dried. • Load paper as follows: –In the Auto Sheet Feeder: Face up the whiter side. –In the Cassette: Face down the whiter side. • Remove the sheets from the Paper Output Tray before the count reaches 10. • Do not use the loading support sheet included with this paper. • If the ink takes a long time to dry, remove each sheet as soon as it is printed.
Matte Photo Paper*1	A4 (8 1/4 in. x 11 3/4 in./ 210 mm x 297 mm) Letter (8 1/2 in. x 11 in./ 215.9 mm x 279.4 mm)	Printing from your computer/ photo printing	• This is paper that is thick to suppress gloss. • This is matte water-resistant paper and provides superior colour reproduction. • It is suitable for a variety of printing purposes such as paper crafts, calendars and matte photographs. • By using borderless printing, you can print without any white borders. • Load paper as follows: –In the Auto Sheet Feeder: Face up the whiter side. –In the Cassette: Face down the whiter side. • Do not touch the printing surface until the ink has dried. • Remove each sheet as soon as it is printed.

Media Type	Size	Purpose	Guidelines And Restrictions
Photo Paper Plus Glossy*1	A4 (8 1/4 in. x 11 3/4 in./ 210 mm x 297 mm) Letter (8 1/2 in. x 11 in./ 215.9 mm x 279.4 mm) 4"x6" (4 in. x 6 in./ 101.6 mm x 152.4 mm) 5"x7" (5 in. x 7 in./ 127.0 mm x 177.8 mm)	Printing from your computer/ photo printing	• This is a thick paper with a glossy water-resistant coating and provides superior colour reproduction. • It is ideal for printing high-quality photographs. • By using borderless printing, you can print without any white borders. • Load paper as follows: –In the Auto Sheet Feeder: Face up the glossy side. –In the Cassette: Face down the glossy side. • Remove each sheet from the Paper Output Tray as soon as it is printed.
Photo Paper Plus Double Sided	A4 (8 1/4 in. x 11 3/4 in./ 210 mm x 297 mm) Letter (8 1/2 in. x 11 in./ 215.9 mm x 279.4 mm) 5"x7" (5 in. x 7 in./ 127.0 mm x 177.8 mm)	Printing from your computer/ photo printing	• This is a thick paper with a glossy water-resistant coating and provides superior colour reproduction. • It is ideal for printing high-quality photographs. • Both sides of paper can be printed. • Load one sheet at a time in the Auto Sheet Feeder when two-sided printing manually. • Load paper as follows: –In the Auto Sheet Feeder: Face up the glossy side. –In the Cassette: Face down the glossy side. • Remove each sheet from the Paper Output Tray as soon as it is printed.

Media Type	Size	Purpose	Guidelines And Restrictions
Photo Paper Plus Semi-Glossy	A4 (8 1/4 in. x 11 3/4 in./ 210 mm x 297 mm) Letter (8 1/2 in. x 11 in./ 215.9 mm x 279.4 mm) 5"x7" (5 in. x 7 in./ 127.0 mm x 177.8 mm)	Printing from your computer/ photo printing	• This is a thick paper with a glossy water-resistant coating and provides superior colour reproduction. • It is ideal for printing high-quality photographs. • Both sides of paper can be printed. • Load one sheet at a time in the Auto Sheet Feeder when two-sided printing manually. • Load paper as follows: –In the Auto Sheet Feeder: Face up the glossy side. –In the Cassette: Face down the glossy side. • Remove each sheet from the Paper Output Tray as soon as it is printed.
Photo Paper Pro*[1]	A4 (8 1/4 in. x 11 3/4 in./ 210 mm x 297 mm) Letter (8 1/2 in. x 11 in./ 215.9 mm x 279.4 mm) 4"x6" (4 in. x 6 in./ 101.6 mm x 152.4 mm)	Printing from your computer/ photo printing/ copying	• This is thick paper with a treated surface that enhances gloss and provides superior colour reproduction. • It is ideal for printing high-quality photographs. • By using borderless printing, you can print without any white borders. • For 4"x6" paper, by printing the image beyond the perforations, you can then trim the borders to produce a photograph without any white borders. • Do not trim the borders before printing. • Load paper as follows: –In the Auto Sheet Feeder: Face up the glossy side. –In the Cassette: Face down the glossy side. • For 4"x6" paper, remove the cards from the Paper Output Tray before the count reaches 20. • For A4- or letter-size paper, remove the sheets from the Paper Output Tray before the count reaches 10.

Media Type	Size	Purpose	Guidelines And Restrictions
Transparencies*1	A4 (8 1/4 in. x 11 3/4 in./ 210 mm x 297 mm) Letter (8 1/2 in. x 11 in./ 215.9 mm x 279.4 mm)	Printing from your computer/ copying	• This film is ideal for printing presentation material for use with overhead projectors. • Load one sheet of plain paper as the last sheet in the stack. • Although you can print on either side of the transparencies, best results can be obtained by printing on the side towards which it curls when held by the edge. • Remove each sheet from the Paper Output Tray as soon as it is printed. • Do not touch the printed surface or stack the transparencies until the ink has dried. • If you are storing the transparencies for a long period of time, cover the printed sides with plain paper before storing.
T-Shirt Transfers*1		Printing from your computer/ copying	• This paper is used to produce iron-on transfers. • Load paper as follows: –In the Auto Sheet Feeder: Face up the side without green lines. –In the Cassette: Face up the side with green lines. • If the T-shirt transfer is curled, flatten it by curling it in the opposite direction. • The T-shirt transfer should be used as soon as it is printed. • Refer to the supplied manuals for details on how to use this paper. • When copying, set the paper type to <HIGH RES.>, and the image quality to <FINE (PHOTO)>.

*1 Indicates Canon specialty media.

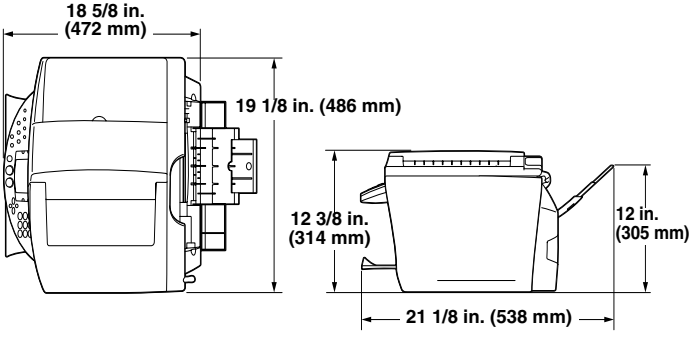
*2 For borderless printing.

Some of the paper types cannot be used depending on the country of purchase.

▶ Specifications

General Specifications

Power source	110-127 V, 50/60 Hz (100 V regions) 200-240 V, 50/60 Hz (200 V regions)
Power consumption	100 V regions • MP780 Maximum: Approx. 49.5 W Standby: Approx. 17.1 W • MP750 Maximum: Approx. 44.3 W Standby: Approx. 13.5 W 200 V regions • MP780 Maximum: Approx. 52.0 W Standby: Approx. 18.0 W • MP750 Maximum: Approx. 46.2 W Standby: Approx. 16.2 W
Weight (Components attached)	MP780: 30.58 lb./13.9 kg MP750: 30.14 lb./13.7 kg
Dimensions	• 19 1/8 in. (W) x 18 5/8 in. (D) x 12 3/8 in. (H) (486 mm (W) x 472 mm (D) x 314 mm (H)) * With the Paper Support and the Paper Output Tray closed • 19 1/8 in. (W) x 21 1/8 in. (D) x 12 3/8 in. (H) (486 mm (W) x 538 mm (D) x 314 mm (H)) * With the Paper Support, the Paper Output Tray, and both extensions opened



Environmental conditions	• Temperature: 41ºF–90ºF (5ºC–32.5ºC) • Humidity: 10%–90%
Liquid Crystal Display (LCD)	20 x 2
Display languages	ENGLISH, FRENCH, SPANISH, PORTUGUESE GERMAN, ITALIAN, DUTCH, FINNISH, PORTUGUESE, NORWEGIAN, SWEDISH, DANISH, SLOVENE, CZECH, HUNGARIAN, RUSSIAN

Auto Sheet Feeder capacity

- Plain paper: approx. 150 sheets (17 lb. or 64 g/m²) or 1/2 in. (13 mm) thick paper stack

* For other paper types, see page 25.

Cassette capacity

- Plain paper: approx. 150 sheets (17 lb. or 64 g/m²) or 1/2 in. (13 mm) thick paper stack

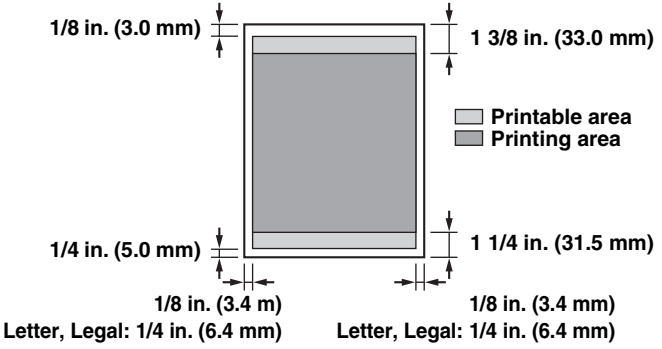
* For other paper types, see page 25.

Printable areas

Note on printing area illustrations:
Printing area: Canon recommends that you print within (dark shade) this area.
Printable area: The area where it is possible to print. (light shade)
However, printing in this area can adversely affect print quality or paper feed precision.

• Paper printable areas:

A4 size: 8.0 in. x 11 3/8 in. (203. 2 mm x 289 mm)
Letter size: 8.0 in. x 10 3/4 in. (203.2 mm x 271.4 mm)
4"x6" size: 3 3/4 in. x 5 3/4 in. (94.8 mm x 144.4 mm)
5"x7" size: 4 3/4 in. x 6 3/4 in. (120.2 mm x 169.8 mm)
B5 size: 6 7/8 in. x 9 7/8 in. (175.2 mm x 249 mm)
A5 size: 5 5/8 in. x 8 in. (141.2 mm x 202 mm)
Legal size: 8 in. x 13 3/4 in. (203.2 mm x 347.6 mm)
Credit card size: 1 7/8 in. x 3 in. (47.2 mm x 78.0 mm)

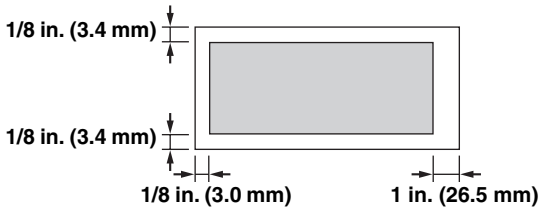


- Borderless printing enables you to make prints with no margins. However, it may result in a decrease in print quality of the top and bottom paper edges.
- In two-sided copy, printable area of the paper surface comes to be narrower than usual by 1/8 in. (2.0 mm).

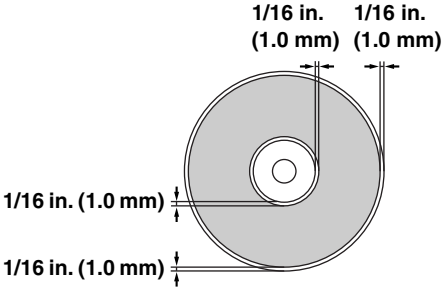
• Photo Paper Pro printable area:

Photo Paper Pro: 4 3/8 in. x 6 3/8 in. (109.6 mm x 160.4 mm)

• **Envelope printable areas:**
US COM 10: 8 3/8 in. x 3 7/8 in. (211.5 mm x 98.2 mm)
European DL: 7 1/2 in. x 4 1/8 in. (190.5 mm x 103.2 mm)



• **Printable area on CD-R 4 3/4 in./3 1/8 in. (120 mm/80 mm):**
4 3/4 in./3 1/8 in. (120 mm/80 mm): at least 1/16 in. (1.0 mm) from the internal diametre and within 1/16 in. (1.0 mm) from the external diametre
* Not available in the USA



▶ System Requirements

See page 107.

Ink Specifications

Ink tank colors/capacity

- Black (BCI-3eBK) approx. 740*, approx. 1500**
- Black (BCI-6BK) approx. 2000**
- Cyan (BCI-6C) approx. 550**
- Magenta (BCI-6M) approx. 430**
- Yellow (BCI-6Y) approx. 360**

* 1500 characters per page, normal text, at standard and plain paper mode with Windows XP printer driver.

** Based on printing the ISO JIS-SCID No. 5 pattern at standard and plain paper mode with Windows XP printer driver.

Copy Specifications

Copy speed	• Black & white: <FAST> mode approx. 25 pages/minute (letter size) • Colour: <FAST> mode approx. 17 pages/minute (letter size) (Based on BJ printer specific speed test pattern.)
No. of copies	• Maximum 99 copies
Density adjustment	• 9 levels
Zoom	• 25% to 400%

Fax Specifications

Applicable line	• Public Switched Telephone Network (PSTN)
Compatibility	• G3
Data compressing system	• MH, MR, MMR, JPEG
Modem type	• Fax modem
Modem speed	• 33600/14400/9600/7200/4800/2400 bps • Automatic fallback
Transmission speed	• Black & white: Approx. 3 seconds/page at 33.6 Kbps, ECM-MMR, transmitting from memory (Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode or Canon FAX Standard chart No1, standard mode. • Colour: Approx. 1 minute/page at 33.6 Kbps, ECM-JPEG, transmitting from memory (Based on Canon COLOR FAX TEST SHEET.)
Scanning image processing	• UHQ™ (Ultra High Quality) image enhancement • Halftones: 64 levels of grey • Density adjustment: 3 levels
Memory	• Transmission/reception: 250 pages (Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode.)
Fax scanning speed	• Approx. 6.3 seconds/page (Based on ITU-T No.1 chart for US specifications and Canon FAX Standard chart No.1 for others, both in standard mode.)
Fax resolution	• Black & white <STANDARD>: 203 pels/in. x 98 lines/in. (8 pels/mm x 3.85 lines/mm) • Black & white <FINE>, <PHOTO>: 203 pels/in. x 196 lines/in. (8 pels/mm x 7.70 lines/mm) • Colour: 200 x 200 dpi
Dialling	• Automatic dialling One-touch speed dialling (8 destinations) Coded speed dialling (100 destinations) • Regular dialling (with Numeric Keys) • Automatic redialling • Manual redialling (with [Redial/Pause]) • Sequential Broadcasting

Networking	• Automatic reception • Automatic fax/tel switchover • DRPD (Distinctive Ring Pattern Detection) • Remote reception by telephone (Default ID: 25) • Non-ring reception • ECM deactivation • ACTIVITY REPORT (after every 20 transactions) • Non-delivery report • TTI (Transmit Terminal Identification)

Telephone Specifications

Connection	Telephone/answering machine (CNG detecting signal)/data modem

Camera Direct Print (Canon “Bubble Jet Direct”)

Compatible Paper	Card #1 (Photo Paper Pro 4"x6"/101.6 x 152.4 mm), Card #2 (Photo Paper Plus Glossy, Photo Paper Plus Semi-gloss, or Glossy Photo Paper 4"x6"/101.6 x 152.4 mm), Card #3 (Photo Paper Plus Glossy 5"x7"/127.0 x 177.8 mm), LTR (Photo Paper Pro, Photo Paper Plus Glossy, Photo Paper Plus Semi-gloss, or Glossy Photo Paper Letter size) A4 (Photo Paper Pro, Photo Paper Plus Glossy, Photo Paper Plus Semi-gloss, or Glossy Photo Paper A4 size)
Layout Print	Standard: Borderless/with border, Index Print: 15-80 images (Depending on the size of print media)
Print Quality	Standard
Effect	Effect ExifPrint compatible
DPOF Version	Ver. 1.00 compatible (Index print, number of copies, select images, print special characters (date/image no.))

Camera Direct Print (PictBridge)

Paper size	Default (Photo Paper Plus Glossy 10 x 15 cm/4"x6"), 10 x 15 cm/4"x6" (Photo Paper Plus Glossy, Photo Paper Pro, Photo Paper Plus Semi-gloss, Glossy Photo Paper), 13 x 18 cm/5"x7" (Photo Paper Plus Glossy)*, A4/8.5" x 11" (Photo Paper Plus Glossy A4/Letter, Photo Paper Pro A4/Letter, Photo Paper Plus Semi-gloss A4/Letter, Glossy Photo Paper A4/Letter) * If using a Canon PictBridge-compatible camera, you can select it.
Paper type	Default (Photo Paper Plus Glossy), Photo (Photo Paper Plus Glossy), Fast (Photo Paper Pro)

Layout	Default (Borderless), Borderless, Bordered, 2-up/4-up/9-up/16-up* * When 4"x6" is selected from “Paper size”, these options may be available in “Layout”.
Trimming	Off (No trimming)
Image optimise	Default (On: ExifPrint), “VIVID”*, “NR” (Noise Reduction)*, “VIVID+NR”* * If using a Canon PictBridge-compatible camera, you can select it.
Date print	Default (Off: No printing)

Print Specifications

Printing method	Bubble jet on-demand
Paper handling	• Automatic feed
Paper weight and max. load capacity	• Plain paper: approx. 150 sheets (17 lb. or 64 g/m^2) or 1/2 in. (13 mm) thick paper stack * For other paper types, see page 25.
Recommended paper	See page 25.
Print speed	• Black & white: Fast: 25 pages/minute* Standard: 15 pages/minute • Colour: Fast: 17 pages/minute* Standard: 11 pages/minute (Based on Canon standard pattern.)
Maximum print width	8 in. (203.2 mm) (for Borderless Printing: 8.5 in. (215.9mm))
Resolution	4800 (horizontal) dpi x 1200 (vertical) dpi**

Scan Specifications

Compatibility	TWAIN/WIA (Windows XP)
Effective scanning width	8 1/2 in. (214 mm)
Scanning resolution	• 2400 dpi x 4800 dpi optical • 9600 x 9600 dpi enhanced
Scanning image processing	• Halftones: 256 levels of grey • Colour: 16,777,216 colors

* PPM print speed based on highest speed printer driver setting. 4"x6" photo print speed based on default printer driver mode using Canon Photo Paper Pro. Print speeds will vary depending on system configuration, software, document complexity, print mode and page coverage.

** Resolution may vary based on printer driver setting. Ink droplets can be placed with a minimum pitch of 1/4800 inch.

Specifications subject to change without notice.

Index

Numerics

◀ (–) and ▶ (+) keys 18
2 on 1 button 19
2 on 1 copying 40

A

ACTIVITY REPORT 84
  printing 85
ADF (Automatic Document Feeder) 15
Alarm Lamp 18
  when flashing 168
Auto Sheet Feeder 16
Automatic redialling 94

B

Black button 19
Borderless
  copying 45
Bubble Jet Direct 49

C

Calibration 134
Cassette 16
CD-R/DVD-R
  printing 58
  tray 55
Coded Dial 19
CODED SPEED DIAL LIST 84
Collate button 18
Colour button 19
Components 15
COPY button 18
Copying
  borderless copying 45
  printable areas 193
  procedure 35
  reducing/enlarging a copy 38
  repeating an image on a page 46
  setting the paper size and type 36
  specifications 194

D

Date
  entering 71
Density
Direct Print Port (for digital camera) 16
Document
  requirements 21
Document Cover 16
  cleaning 136
Document Guides 16
DOCUMENT MEMORY LIST 84
Document Output Slot 16
Document Tray 16
Duplexing Transport Unit 17

E

Electronic manuals 6
Enlarge/Reduce button 18
Enlarging a copy
  custom copy ratios 39
  image to fit the page automatically 39
  preset copy ratios 38
Entry 82
Exposure
  adjusting for copying 38
Exterior
  cleaning 139
External Device Jack 17

F

Fax
  cancelling receiving 105
  memory receiving 105
  receiving 99
  sending 87
  sending from your computer 92
  sending from your machine 89
  specifications 194
FAX button 18
Fax/telephone number
  registering 72
Feed Switch button 18
Feeder Cover 15

H

Hook button 19

I

Image quality
  adjusting for copying 37
  adjusting for faxing 88
Image repeat copying 46
In Use/Memory Lamp 18
Ink tank

compatible 124
replacing 124
specifications 194
when to replace 123
Inner Cover 1 17
Inner Cover 2 17
L
LCD (Liquid Crystal Display) 19
LCD messages
AUTO REDIAL 169
BUSY/NO SIGNAL 169
CARTRIDGE JAMMED 169
CHECK DOCUMENT 170
CHECK PAPER SIZE PRESS [OK] 170
CHECK PRINTER 170
CHECK PRINTER (PRESS [OK]) 170
CLEAR PAPER JAM PRESS [OK] 170
COVER OPEN 170
DATA IN MEMORY CANNOT TURN OFF 170
ECM RX 171
ECM TX 171
HANG UP PHONE 171
INNER COVER 1 OPEN 171
INVALID KEY/SETTING 171
LOAD PAPER (PLEASE LOAD PAPER AND PRESS [OK] or [START]) 171
MACHINE IN USE CANNOT TURN OFF 171
MEMORY FULL 171
NO ANSWER 171
NO RX PAPER 172
NO TEL # 172
PRESS [BLACK] 172
PRESS [COLOR] 172
PUT IN CARTRIDGE 172
RECEIVED IN MEMORY 172
TRY AGAIN IN B&W 172
TX nnnn SCANNING P. nnn MEMORY FULL PLEASE WAIT 172
TX/RX CANCELLED 172
TX/RX NO. nnnn 173
WAIT COOLING 173
WASTE INK NEAR FULL 173
WRONG CARTRIDGE 173
Letters
entering 82
Loading
envelopes 29, 32
paper 28, 31
M
Machine
cleaning 135
Maintenance
cleaning your machine 135
print head 127
Manual
redialling 94
sending 90
Memory
checking a document's details in 96
deleting a document in 95
stored in 94
Menu button 18
MP Drivers
installing 107
uninstalling 112
MP Navigator 110
installing 107
uninstalling 111
N
Name
registering 72
Nozzle check pattern
confirming 129
printing 128
Numbers
entering 82
Numeric Keys 18
O
OK button 18
ON/OFF button 18
One-Touch Speed Dial Key 18
ONE-TOUCH SPEED DIAL LIST 84
Online help 7
Open Button 16
Operation Panel 16, 17
P
Paper
for fax receiving 100
loading 28
Paper jams, clearing 143, 147
Paper Output Tray 16
Paper Select 27
Paper Support 16
Photo application guide 7
PHOTO button 18
PictBridge 49
Platen Glass 16
cleaning 136
Power Connector 17
Power Save timer
setting 135
Print head
cleaning 130

maintenance flow 127
Print Head Holder 17
Print media
characteristics and applications 186
guidelines 26
recommended 25
Print settings
changing manually 119
changing with Print Advisor 119
Printing
before printing 115
cancelling 118
changing print settings 118
documents 116
specifications 196
Problems
installing/uninstalling software 152
jammed paper 143
nothing displays on the LCD 149
outputting 149
power disconnects unexpectedly 149
printing from a computer 153
receiving faxes 156
scanning 161
sending faxes 159
telephone 160
R
Rear Cover 17
Receive mode 101
setting 104
Redial/Pause button 19
Redialling 94
automatic 94
manual 94
Reducing a copy
custom copy ratios 39
image to fit the page automatically 39
preset copy ratios 38
Registering
sender information 70
Roller
cleaning 139
RX (Reception) REPORT 84
printing 86
S
Safety Information 8
SCAN button 18
Scan contrast
adjusting 89
Scanning
specifications 197
Scanning Unit 17
Scanning Unit Lever 16
Sender information
registering 70
Sending methods 89
Settings
accessing 177
lists 178
Software
components 109
displaying guides stored 6
guide 6
installing 107
system requirements 107
uninstalling, reinstalling 110
Special dialling 97
sending/receiving using ECM 97
switchboard 97
switching temporarily to tone dialling 97
Specifications 191
Stop/Reset button 19
Symbols
entering 82
T
Telephone
line type setting 70
specifications 195
Telephone Line Jack 17
Time
entering 71
Tone button 18
Tone dialling
temporarily 97
Two-Sided button 19
TX (Transmission) REPORT 84
printing 86
U
USB Connector (for computer) 17
USER'S DATA LIST 84
printing 85
Users
in Canada 13
Utility software 7