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You can read the recommendations in the user guide, the technical guide or the installation guide for CANON PIXMA MP240. You'll find the answers to all your questions on the CANON PIXMA MP240 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual CANON PIXMA MP240**  
**User guide CANON PIXMA MP240**  
**Operating instructions CANON PIXMA MP240**  
**Instructions for use CANON PIXMA MP240**  
**Instruction manual CANON PIXMA MP240**



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**Manual abstract:**

(10) Card Slot Cover (MP260 series) Open to insert a memory card. See Inserting the Memory Card. Rear View (11) USB Port Plug in the USB cable to connect the machine with a computer. Caution Do not touch the metal casing. Important Do not plug in or unplug the USB cable while the machine is printing from or scanning originals to the computer, or the computer is in the sleep mode or standby mode. (12) Power Cord Connector Plug in the supplied power cord. Inside View Main Components Page 6 of 623 pages (13) Ink Cartridge Locking Covers Locks the FINE Cartridges into place. (14) Scanning Unit (Cover) Scans originals. Open it to replace the FINE Cartridges or remove jammed paper inside the machine. When opening the Scanning Unit (Cover), lift it with the Document Cover closed.

(15) Access lamp (MP260 series) Lights or flashes to indicate the memory card status. See Inserting the Memory Card. (16) Card Slot (MP260 series) Insert a memory card. See Inserting the Memory Card. (17) Scanning Unit Support Holds the Scanning Unit (Cover) being opened.

(18) FINE Cartridge Holder Install the FINE Cartridges. The Color FINE Cartridge should be installed into the left slot and the Black FINE Cartridge should be installed into the right slot. (19) FINE Cartridges (Ink Cartridges) A replaceable cartridge that is integrated with Print Head and ink tank. Note For details on installing the FINE Cartridges, refer to the printed manual: Getting Started. Important The area (A) indicated in the figure below may be splattered with ink.

It does not affect the performance of the machine. Do not touch the area (A). The machine may not print properly if you touch it. Main Components Page 7 of 623 pages Operation Panel (1) ON button / Power lamp Turns the power on or off. @@- Power lamp Off: The power is off. - Power lamp lit green: The machine is ready to print. @@@@- Power lamp flashes green once and Alarm lamp flashes orange once alternately: An error that requires contacting your Canon service representative may have occurred. For details, refer to the " Troubleshooting " in the on-screen manual: Advanced Guide. Important Disconnecting the power plug When disconnecting the power plug after turning off the power, be sure to confirm that the Power lamp is not lit. If the power plug is disconnected from the wall outlet while the Power lamp is lit or flashing, the machine may become unable to print since the Print Head is not protected.

(2) LED (Light Emitting Diode) Displays the number of copies, Maintenance menu code, or operational status such as an error code. (3) [+] button Specifies the number of copies. Main Components (4) Ink lamps Lights or flashes orange when ink runs out, etc. The lamp on the left indicates the Color FINE Cartridge status and the lamp on the right indicates the Black FINE Cartridge status. Page 8 of 623 pages (5) Paper button Switches the page size and media type. (6) Photo Index Sheet button (MP260 series) Prints the Photo Index Sheet or starts scanning the Photo Index Sheet to print selected photos on the memory card. (7) SCAN button Starts scanning an original to save it on the memory card (MP260 series) or the computer. (8) Stop/Reset button Cancels operations. You can also press this button to cancel operation when a print job is in progress. (9) Color button\* Starts color copying.

You can also press this button to finalize your selection for the menu or setting item. (10) Black button\* Starts black & white copying. You can also press this button to finalize your selection for the menu or setting item. (11) Fit to Page button / Fit to Page lamp Enables the Fit-to-Page copy function. You can copy an original automatically enlarged or reduced to fit the selected page size.

When the Fit-to-Page copy function is disabled, you can make copies in the same size as an original. (12) (Maintenance) button Accesses the Maintenance menu. (13) Paper lamp Lights to indicate the selected page size and media type. (14) Alarm lamp Lights or flashes orange when an error, such as paper-out or ink-out, occurs. \* In the software applications or manuals, the Black and Color buttons are collectively called the " Start" or "OK" button.

Page top LED Display and Basic Operations Advanced Guide Contents > Overview of the Machine > LED Display and Basic Operations Page 9 of 623 pages Troubleshooting LED Display and Basic Operations You can use the machine to make copies or print out without a computer. This section describes the LED display and basic operations on the Operation Panel. The number 1 appears on the LED normally when turning on the power. The LED display indicates the machine status as follows. Machine Status While copying While printing, scanning, or performing maintenance operations LED Display Number of copies (flashing) (flashing in order) When an error occurs E and number appear alternately. For details on the error codes, refer to the " Troubleshooting " in the on -screen manual: Advanced Guide. P and number appear alternately. An error that requires contacting your Canon service representative may have occurred. For details, refer to the " Troubleshooting " in the on-screen manual: Advanced Guide. While the Scanning Unit (Cover) is open (flashing) Note When a PictBridge compliant device such as a digital camera is connected to the machine, C appears on the LED (MP240 series).

Number of Copies When copying starts, the specified number of copies appears on the LED. While copying is in progress, the number on the LED is flashing and reduced by one to indicate the remaining number of copies to be made. Each time you press the [ +] button, the number on the LED increases by one.

When F appears, the number of copies is set to "20". Press the [ +] button again to return to "1". LED Display and Basic Operations Page 10 of 623 pages Maintenance Codes To perform maintenance of the machine, press the (Maintenance) button repeatedly until the desired code appears on the LED, and then press the Black or Color button. Maintenance Code Operation Prints the nozzle check pattern. See Printing the Nozzle Check Pattern Cleans the Print Head.

Cleaning the Print Head Cleans the Print Head deeply. Cleaning the Print Head Deeply Prints the print head alignment sheet.

Scans the print head alignment sheet. Aligning the Print Head Aligning the Print Head Prints the current head position adjustment values. Cleans the Paper Feed Roller. Aligning the Print Head Cleaning the Paper Feed Roller Cleans the inside of the machine. Cleaning the Inside of the Machine (Bottom Plate Cleaning) Switches the size of paper loaded in the Rear Tray between A4 and 8.

5" x 11" (Letter). (This setting is used for making copies.) Sets the machine to prevent paper abrasion.



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Switching the Page Size between A4 or 8.5" x 11" (Letter) Refer to the "Paper is Smudged/Printed Surface is Scratched" in the "Troubleshooting " of the onscreen manual: Advanced Guide.

Setting the Read/Write Attribute of the Card Slot Selects the read/write attribute of the Card Slot (MP260 series). Prints the Language Selection Sheet for the Photo Index Sheet (MP260 series). Setting the Language for the Photo Index Sheet Scans the Language Selection Sheet for the Photo Index Sheet (MP260 series). Setting the Language for the Photo Index Sheet Error Codes When an error occurs, E and number appear alternately on the LED to indicate the error code. Error Code E + 1-digit number LED Display (flashing in order) E + 2-digit number (flashing in order) Note For details on the error codes, refer to the " Troubleshooting " in the on-screen manual: Advanced Guide. If an error code with P appears, an error that requires contacting your Canon service representative may have occurred. For details, refer to the " Troubleshooting " in the on-screen manual: Advanced Guide. LED Display and Basic Operations Page 11 of 623 pages Page top Printing from a Memory Card (MP260 series) Advanced Guide Contents > Printing from a Memory Card (MP260 series) Page 12 of 623 pages Troubleshooting Printing from a Memory Card (MP260 series) You can print thumbnails of photos saved on the memory card on A4 or Letter-sized paper and select photos to print. Printing Photos Saved on the Memory Card Inserting the Memory Card Before Inserting the Memory Card Inserting the Memory Card Removing the Memory Card Setting the Read/Write Attribute of the Card Slot Setting the Language for the Photo Index Sheet Page top Printing Photos Saved on the Memory Card Advanced Guide Contents > Printing from a Memory Card (MP260 series) > Printing Photos Saved on the Memory Card Page 13 of 623 pages Troubleshooting Printing Photos Saved on the Memory Card the settings will be disregarded. (7) Be sure not to stain the bar-code.

\* If the bar-code gets stained or wrinkled, the Photo Index Sheet may not be scanned properly. Printing Photos Saved on the Memory Card Important Be sure to fill in a circle for every setting item except options. If there are two or more Photo Index Sheets, fill in all the sheets. If the filled circles on the Photo Index Sheet are not dark enough, the machine may not scan the settings. Page 16 of 623 pages 4. Scan the Photo Index Sheet, and print photos. (1) Load paper. See Loading Paper. Make sure that the page size and media type of the loaded paper match those specified on the Photo Index Sheet. (2) Place the Photo Index Sheet on the Platen Glass.

Place the Photo Index Sheet with the filled-in side FACING DOWN and align the sheet with the alignment mark as shown below. Then close the Document Cover gently. (3) Press the Photo Index Sheet button. The Photo Index Sheet is scanned and the specified photos will be printed. Important Do not open the Document Cover or move the loaded Photo Index Sheet until scanning is completed.

Be careful not to get the Photo Index Sheet dirty. If the Photo Index Sheet is stained or wrinkled, it may not be scanned properly. If the error code "E, 3, 2" or "E, 3, 3" appears on the LED, confirm the following. - The Platen Glass and the Photo Index Sheet are not dirty. - The Photo Index Sheet is placed in the correct position with the filled-in side facing down.

- You have filled in all the necessary circles on the sheet. - Only one option is selected for items that do not accept two or more selections. - The filled circles are dark enough. For details, refer to the " Troubleshooting " in the on-screen manual: Advanced Guide. If you selected to print according to the DPOF settings but there is no DPOF information on the memory card, the error code "E, 3, 4" will appear on the LED. For details, refer to the " Troubleshooting " in the on-screen manual: Advanced Guide. Do not remove the memory card until printing is completed. Note To cancel printing, press the Stop/Reset button. To continue to print photos using subsequent Photo Index Sheets, repeat the procedure from step 3. If the memory card has been removed and then reinserted before printing photos with the Photo Index Sheet, it may take some time before printing starts.

To remove the memory card after printing is completed, see Removing the Memory Card. Printing Photos Saved on the Memory Card Page 17 of 623 pages Page top Inserting the Memory Card Advanced Guide Contents > Printing from a Memory Card (MP260 series) > Inserting the Memory Card Page 18 of 623 pages Troubleshooting Inserting the Memory Card Before Inserting the Memory Card The following types of memory cards and image data are compatible with the machine. Important If you took and saved photos on a type of memory card that is not guaranteed operation to be used on your digital camera, the image data may be unreadable on the machine or damaged. For information on memory cards that your digital camera guarantees operation, refer to the instruction manual supplied with your digital camera must perform the "safe removal" operation on your computer before physically removing the memory card from the machine. - In Windows, right-click the removable disk icon and click Eject. If Eject does not appear on the screen, make sure that the Access lamp is not flashing, and then remove the memory card. - In Macintosh, drag (Mount drive) into the Trash. 1. 2. Open the Card Slot Cover.

Make sure that the Access lamp is lit, and remove the memory card. Hold the part of the memory card that is sticking out and remove it from the machine straightforward. Caution Do not remove the memory card while the Access lamp is flashing. The Access lamp flashes while the machine is reading or writing data from/to the memory card. If you remove the memory card or turn off the power while the Access lamp is flashing, the data saved on the memory card can be damaged.

3. Close the Card Slot Cover. Inserting the Memory Card Page 21 of 623 pages Setting the Read/Write Attribute of the Card Slot 1. Press the (Maintenance) button repeatedly until c appears. 2.

Set the read/write attribute. To select the "Not writable from PC" mode Press the Color button. To select the "Writable from PC" mode Press the Black button. Note Remove a memory card from the Card Slot of the machine before setting the read/write attribute. You cannot set the read/write attribute when a memory card is inserted. When the read/write attribute is set to the "Writable from PC" mode, you cannot print photos on a memory card with the Photo Index Sheet. Page top Setting the Language for the Photo Index Sheet Advanced Guide Page 22 of 623 pages Troubleshooting Contents > Printing from a Memory Card (MP260 series) > Setting the Language for the Photo Index Sheet Setting the Language for the Photo Index Sheet You can select a language for the Photo Index Sheet that is used to print photos saved on a memory card.



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Note Depending on the country or region of purchase, the Language Selection Sheet will be printed when you press the Photo Index Sheet button if the language for the Photo Index Sheet has not been selected. In this case, follow the procedures from step 4 onwards. You need to prepare: A4 or Letter-sized plain paper and a memory card on which photos are saved 1.

Make sure that the power is turned on, and load two or more sheets of A4 or Lettersized plain paper in the Rear Tray. 2. 3. Open the Paper Output Tray gently, and open the Output Tray Extension. Print the Language Selection Sheet. (1) Make sure that the memory card is inserted. Note Do not remove the memory card until all the operations are completed. (2) Press the (Maintenance) button repeatedly until h appears. (3) Press the Black or Color button. The Language Selection Sheet will be printed.

4. Fill in the circle of a desired language used to print the Photo Index Sheet. Fill in the circle with a dark pencil or a black ink pen to select a language. Good Bad (A) Check mark (B) Line only (C) Too light Setting the Language for the Photo Index Sheet Page 23 of 623 pages Important If the filled circle is not dark enough, the machine may not be able to scan the setting. 5.

Scan the Language Selection Sheet to set the language. (1) Place the Language Selection Sheet on the Platen Glass. Place the Language Selection Sheet with the filled-in side FACING DOWN on the Platen Glass and align the upper corner of the sheet with the alignment mark as shown below. Then close the Document Cover gently. (2) Press the Photo Index Sheet button.

The language used to print the Photo Index Sheet will be set, and the Photo Index Sheet(s) will be printed in the selected language. To print photos on the memory card, follow the procedures from step 3 onwards in Printing Photos Saved on the Memory Card . Important Do not open the Document Cover or move the loaded Language Selection Sheet until scanning is completed. Be careful not to get the Language Selection Sheet dirty. If the Language Selection Sheet is stained or wrinkled, it may not be scanned properly. If the error code "E, 5, 2" or "E, 5, 3" appears on the LED, confirm the following. - The Platen Glass and the Language Selection Sheet are not dirty. - The Language Selection Sheet is placed in the correct position with the filled-in side facing down. - The filled circle is dark enough. - Only one circle is selected.

Setting the Language for the Photo Index Sheet For details, refer to the " Troubleshooting " in the on-screen manual: Advanced Guide. If the Photo Index Sheet is not printed in the selected language, be sure to place the Language Selection Sheet on the Platen Glass correctly and press the Photo Index Sheet button to scan it again. Page 24 of 623 pages Note If you only want to set the language, press the appears, and press the Black or Color button.

(Maintenance) button repeatedly until n Page top Copying Advanced Guide Contents > Copying Page 25 of 623 pages Troubleshooting Copying You can make enlarged or reduced copies to fit the page size, and borderless copies of photos, besides standard copies. Copying Documents Switching the Page Size between A4 or 8.5" x 11" (Letter) Copying Photos Fit-to-Page Copying Page top Copying Documents Advanced Guide Contents > Copying > Copying Documents Page 26 of 623 pages Troubleshooting Copying Documents This section describes the basic operation to copy documents. For the operation, see the notes and operation procedure described in the reference page. You need to prepare: Originals to copy. See Originals You Can Load . Paper for printing.

See Media Types You Can Use . 1. Prepare for copying. (1) Turn on the power. See Operation Panel.

Copying Documents (2) Load paper. See Loading Paper. Page 27 of 623 pages (3) Open the Paper Output Tray gently, and open the Output Tray Extension. (4) Load an original on the Platen Glass. Load the original with the side to copy facing down and align it with the alignment mark as shown below.

See Loading Originals to Copy or Scan . 2. Start copying. (1) Press the [ + ] button repeatedly to specify the number of copies (max. 20 copies). To make 1 to 9 copies or 20 copies Display the desired number of copies on the LED. Each time you press the [ + ] button, the number on the LED increases by one. When F appears, the number of copies is set to "20". Press the [ + ] button again to return to "1". To make 10 to 19 copies (1) Display F on the LED.

(2) Load only the desired number of sheets to copy in the Rear Tray. (2) Press the Paper button repeatedly to specify the page size and media type. The Paper lamp indicates the selected page size and media type. A4 or 8.5" x 11" Plain Paper / A4 or 8.5" x 11" Photo Paper / 4" x 6" Photo Paper Note You can switch the size of paper loaded in the Rear Tray between A4 and 8.5" x 11" (Letter) regardless of the size indicated on the Operation Panel. See Switching the Page Size between A4 or 8.5" x 11" (Letter) . When the Fit-to-Page copy function is enabled, you can copy an original in the size automatically enlarged or reduced to fit the selected page size.

In this case, the original is copied with borders on the plain paper and without borders on the photo paper. Cancel the Fit-to-Page copy function to copy an original in the same size. See Fit-to-Page Copying. (3) Press the Color button for color copying, or the Black button for black & white copying. The machine starts copying.

While copying is in progress, the number on the LED is flashing and reduced by one to indicate the Copying Documents remaining number of copies to be made. Page 28 of 623 pages To make 10 to 19 copies The paper-out error will occur ("E, 2" appears on the LED) when all of the loaded paper has been used to print. Press the Stop/Reset button to release the error. Note You can set the print quality to "Fast" only when A4 or Letter-sized plain paper is selected for the page size and media type. To set the print quality to "Fast" (1) Press and hold down the Color or Black button for 2 or more seconds.

The LED flashes once. \* When you press the Color or Black button for less than 2 seconds, the machine starts copying in the print quality "Standard". (2) Release the button. The machine starts copying. When the print quality is set to "Fast", print speed is given priority over quality. To give priority to quality, copy in the print quality "Standard". Important Do not open the Document Cover or move the loaded original until copying is completed. Note To cancel copying, press the Stop/Reset button. Switching the Page Size between A4 or 8.5" x 11" (Letter) You can switch the size of paper loaded in the Rear Tray between A4 and 8.



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5" x 11" (Letter). This setting is useful if you usually load Letter-sized paper in the Rear Tray regardless of the page size indication "A4" on the Operation Panel, and vice versa. 1. Press the (Maintenance) button repeatedly until d appears. 2. Press the Black button to select A4, or the Color button to select 8.5" x 11" (Letter). Note When you switch the page size to A4 or 8.5" x 11" (Letter), load paper of the selected size regardless of the size indicated on the Operation Panel. - When the page size is set to A4: A4 Plain Paper / A4 Photo Paper - When the page size is set to 8.

5" x 11" (Letter): 8.5" x 11" Plain Paper / 8.5" x 11" Photo Paper Page top Copying Photos Advanced Guide Contents > Copying > Copying Photos Page 29 of 623 pages Troubleshooting Copying Photos This section describes the basic operation to copy photos. You need to prepare: Printed photos. Paper for printing.

See Media Types You Can Use . 1. Prepare for copying a photo. (1) Turn on the power. See Operation Panel.

(2) Load paper. See Loading Paper. (3) Open the Paper Output Tray gently, and open the Output Tray Extension. (4) Load a photo on the Platen Glass. See Loading Originals to Copy or Scan . 2. Start copying. (1) Press the [+] button repeatedly to specify the number of copies. See Start copying..

(2) Press the Paper button repeatedly to specify the page size and media type. The Paper lamp indicates the selected page size and media type. A4 or 8.5" x 11" Photo Paper / 4" x 6" Photo Paper Note You can switch the size of paper loaded in the Rear Tray between A4 and 8.5" x 11" (Letter) regardless of the size indicated on the Operation Panel. See Switching the Page Size between A4 or 8.5" x 11" (Letter) . When the Fit-to-Page copy function is enabled, you can copy an original in the size automatically enlarged or reduced to fit the selected page size. In this case, the original is copied with borders on the plain paper and without borders on the photo paper. Cancel the Fit-to-Page copy function to copy an original in the same size.

See Fit-to-Page Copying. (3) Press the Color button for color copying, or the Black button for black & white Copying Photos copying. The machine starts copying. Page 30 of 623 pages Important Do not open the Document Cover or move the loaded photo until copying is completed. Note To cancel copying, press the Stop/Reset button.

Page top Fit-to-Page Copying Advanced Guide Contents > Copying > Fit-to-Page Copying Page 31 of 623 pages Troubleshooting Fit-to-Page Copying The Fit-to-Page copy function enables you to copy originals automatically enlarged or reduced to fit the selected page size. 1. Prepare for copying. See Prepare for copying. .

2. 3. Press the [+] button repeatedly to specify the number of copies. Press the Paper button repeatedly to select the page size and media type. Note When the plain paper is selected for the media type, the original is copied with borders. When the photo paper is selected for the media type, the original is copied without borders and fills the entire page. 4. Press the Fit to Page button. The Fit to Page lamp lights up and the Fit-to-Page copy function is enabled. The original is copied in the size automatically enlarged or reduced to fit the selected page size.

Note Press the Fit to Page button again to cancel the Fit-to-Page copy function and copy the original in the same size. 5. Press the Color button for color copying, or the Black button for black & white copying. The machine starts Fit-to-Page copying. Important Do not open the Document Cover or move the loaded original until copying is completed. Note You can set the print quality to "Fast" only when A4 or Letter-sized plain paper is selected for the page size and media type. See To set the print quality to "Fast" . To cancel copying, press the Stop/Reset button. Fit-to-Page Copying Page 32 of 623 pages Page top Scanning Advanced Guide Contents > Scanning Page 33 of 623 pages Troubleshooting Scanning You can send scanned data to your computer, edit or process them with the supplied software application, then save them. You can also save scanned data on a memory card inserted into the machine (MP260 series).

Saving Scanned Data Saving Scanned Data on the Memory Card (MP260 series) Saving Scanned Data on the Computer Page top Saving Scanned Data Advanced Guide Contents > Scanning > Saving Scanned Data Page 34 of 623 pages Troubleshooting Saving Scanned Data This section describes the operation to scan originals and save them on the memory card in PDF format (MP260 series) or save them on the computer using the Operation Panel on the machine. For the operation on scanning from the computer, refer to the on-screen manual: Advanced Guide . You can find the detailed procedures to scan images or print scanned images with various settings, such as image correction. Important We recommend that you make a backup of the data on the memory card regularly and save it on other storage media, in case of accidental loss. Please note that Canon shall not be liable for any damage or loss of the data for any reason whatsoever, even within the warranty period of the machine.

Saving Scanned Data on the Memory Card (MP260 series) 1. Prepare for scanning. (1) Turn on the power. See Operation Panel. (2) Insert a memory card into the Card Slot.

For the types of memory cards you can use and locations to insert them, see Inserting the Memory Card. Note When the read/write attribute of the Card Slot is set to the "Writable from PC" mode, you cannot save scanned data on a memory card. Set the read/write attribute to the "Not writable from PC" mode. See Setting the Read/Write Attribute of the Card Slot . 2. Load an original on the Platen Glass. See Loading Originals to Copy or Scan . Note The size of original that can be scanned is either A4 or 8.5" x 11" (Letter) depending on the country or region of purchase. 3.

Press and hold down the SCAN button for 2 or more seconds to start scanning. The LED flashes once. The scanned data will be saved on the memory card in PDF format. Important Do not open the Document Cover or move the loaded original until scanning is completed. Do not remove the memory card or turn off the power while the machine is operating. The scanned data will be saved in the folder "CANON\_SC" on the memory card. You cannot print the saved data using the Operation Panel on the machine. Note If you press the SCAN button for less than 2 seconds, the scanned data will be saved on the computer. You can correct/enhance or print image data saved on the memory card, using MP Navigator EX supplied with your machine. For details, refer to the on-screen manual: Advanced Guide.



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To remove the memory card after scanning is completed, see *Removing the Memory Card. Saving Scanned Data Page 35 of 623 pages Saving Scanned Data on the Computer Before scanning originals, confirm the following. Are the necessary software applications (MP Drivers and MP Navigator EX) installed? If the software applications are not installed, refer to the printed manual: Getting Started . Does the original to be scanned meet the requirements for an original to be set on the Platen Glass? For details, see Loading Originals to Copy or Scan . Is the machine connected to a computer correctly? Confirm that the connection between the machine and the computer is physically secure.*

*Important Do not plug in or unplug the USB cable while the machine is scanning originals, or the computer is in the sleep mode or standby mode. 1. (Macintosh only) Prepare your computer before scanning. Important Make sure that MP Navigator EX is installed and that the computer is connected to the machine before starting up Image Capture. When you are using Mac OS X v.*

*10.3.9, follow the procedure below to set MP Navigator EX as the starting software application in Image Capture under Applications. This operation is not necessary for Mac OS X v.10.4.x or later. When you are using Mac OS X v.10.3.*

*9 Select Applications on the Go menu, and double-click the Image Capture icon. Click Options at lower left of the scanner window, select MP Navigator EX 2 in Application to launch when scanner button is pressed, and click OK. To quit Image Capture, select Quit Image Capture on the Image Capture menu. Important If Options does not appear, select Preferences on the Image Capture menu, click Scanner, and click Use TWAIN software whenever possible to clear the option. Then quit Image Capture and restart it. 2. Prepare for scanning. (1) Turn on the power. See Operation Panel. (2) Load an original on the Platen Glass.*

*See Loading Originals to Copy or Scan . 3. Press the SCAN button to start scanning. MP Navigator EX will start up. Important Do not open the Document Cover or move the loaded original until scanning is completed.*

*If the position or size of an original is not scanned correctly depending on the type of original, refer to the on-screen manual: Advanced Guide and change the MP Navigator EX Document Type and Document Size settings to match the original being scanned. Note When you are using Windows Vista operating system, the program selection screen may appear after performing step 3. In this case, select MP Navigator EX Ver2.0 and click OK. You can set MP Navigator EX to launch whenever performing step 3.*

*For details, refer to the on-screen manual: Advanced Guide. When you are using Windows XP, the program selection screen may appear after performing step 3 for the first time. In this case, specify MP Navigator EX Ver2.0 as the application Saving Scanned Data software to use, select Always use this program for this action, then click OK. From the next time, MP Navigator EX will be automatically started. Page 36 of 623 pages Page top Printing from Your Computer Advanced Guide Contents > Printing from Your Computer Page 37 of 623 pages Troubleshooting Printing from Your Computer This section describes how to print documents or photos with a computer. You can easily print photos taken with your digital camera by using Easy-PhotoPrint EX supplied with your machine. Printing Photos (Easy-PhotoPrint EX) Using Various Functions of Easy-PhotoPrint EX Printing Documents (Windows) Printing Documents (Macintosh) For Mac OS X v.10.5.*

*x For Mac OS X v.10.4.x or Mac OS X v.10.3.9 Page top Printing Photos (Easy-PhotoPrint EX) Advanced Guide Contents > Printing from Your Computer > Printing Photos (Easy-PhotoPrint EX) Page 38 of 623 pages Troubleshooting Printing Photos (Easy-PhotoPrint EX) Print image data saved on your computer by using Easy-PhotoPrint EX supplied with your machine. This section describes the procedure, using print setting for borderless photo print on 4" x 6" / 10 x 15 cm photo paper as a sample. For details on Easy-PhotoPrint EX, refer to the on-screen manual: Advanced Guide . Note The screens used in this section are for printing with Windows.*

*The operations are also the same for printing with Macintosh. Install Easy-PhotoPrint EX from the Setup CD-ROM when it has not been installed or has been uninstalled. To install Easy-PhotoPrint EX, select Easy-PhotoPrint EX in Custom Install. 1. Prepare for printing.*

*(1) Make sure that the machine is turned on. See Operation Panel. (2) Load paper. See Loading Paper. Here we load 4" x 6" / 10 x 15 cm photo paper in the Rear Tray.*

*2. 3. Open the Paper Output Tray gently, and open the Output Tray Extension. Start Easy-PhotoPrint EX, and select Photo Print. (1) Start Easy-PhotoPrint EX. Double-click (Easy-PhotoPrint EX) on the desktop. Click Here: Easy-PhotoPrint EX Printing Photos (Easy-PhotoPrint EX) Page 39 of 623 pages Select the Go menu, Applications, Canon Utilities, Easy-PhotoPrint EX, then double-click EasyPhotoPrint EX. Note To start Easy-PhotoPrint EX from Solution Menu, double-click (Solution Menu) on the desktop and click (Print photos or albums, etc.). See To Start Solution Menu.*

*To start Easy-PhotoPrint EX from the Start menu, select All Programs (Programs in Windows 2000), Canon Utilities, Easy-PhotoPrint EX, then Easy-PhotoPrint EX. To start Easy-PhotoPrint EX from Solution Menu, click (Solution Menu) in the Dock and click (Print photos or albums, etc.). See To Start Solution Menu. (2) Click Photo Print. Note You can select Album, Calendar, Stickers, etc., besides Photo Print. See Using Various Functions of Easy-PhotoPrint EX . 4. Select a photo to print.*

*(1) Select the folder in which images are saved. (2) Click the image to print. The number of copies appears as "1", and the image you selected appears in the selected image area (A). You can select two or more images at the same time. Note To print two or more copies, click (Up arrow) to change the number of copies.*

*To cancel the selection, click the image to cancel in the selected image area and click (Delete Imported Image). You can also use (Down arrow) to change the number of copies to zero. You can also correct or enhance the selected image. See Using Various Functions of Easy-PhotoPrint EX . (3) Click Select Paper.*

*5. Select the loaded paper. Printing Photos (Easy-PhotoPrint EX) Page 40 of 623 pages (1) Make sure that your machine's name is selected in Printer. (2) Select the loaded paper in Paper Size and Media Type. Here we select 4"x6" 10x15cm in Paper Size and the type of loaded photo paper in Media Type. Note If you select the wrong media type, the machine may not print with the proper print quality. (3) Click Layout/Print. 6. Select a layout and start printing. (1) Select the layout of the photo.*

*Here we select Borderless [full].*



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The preview appears in the selected layout for confirmation of the required print result. Note You can change the direction of photo or crop a part of photo (trimming) to print. For details on the operation, refer to the on-screen manual: Advanced Guide. (2) Click Print. Note To cancel a print job in progress, press the Stop/Reset button on the machine or click Cancel Printing on the printer status monitor. To display the printer status monitor, click Canon XXX Printer (where "XXX" is your machine's name) on the taskbar. Click the printer icon in the Dock to display the list of print jobs in progress. To cancel a print job in progress, select the desired job in the Name list and click Delete. Page top Using Various Functions of Easy-PhotoPrint EX Advanced Guide Page 41 of 623 pages Troubleshooting Contents > Printing from Your Computer > Printing Photos (Easy-PhotoPrint EX) > Using Various Functions of EasyPhotoPrint EX Using Various Functions of Easy-PhotoPrint EX This section describes a few of the useful functions of Easy-PhotoPrint EX.

For details on the operation, refer to the on-screen manual: Advanced Guide. . Creating Your Own Prints You can create an album or calendar using your photos. Album Calendar Stickers Layout Print Correcting Images You can use Red-Eye Correction, Face Sharpener, Digital Face Smoothing, Brightness, Contrast, etc. to adjust, correct, or enhance images automatically or manually. Sample of the correction Brightness Page top Printing Documents (Windows) Advanced Guide Contents > Printing from Your Computer > Printing Documents (Windows) Page 42 of 623 pages Troubleshooting Printing Documents (Windows) Note Operations may vary depending on your software application.

For details on the operation, refer to the instruction manual of your application. The screens used in this section are for printing with Windows Vista Ultimate Edition (hereafter referred to as "Windows Vista"). 1. Make sure that the machine is turned on. See Operation Panel.

2. Load paper. See Loading Paper. 3. 4. 5. Open the Paper Output Tray gently, and open the Output Tray Extension. Create (or open) a document to print using an appropriate software application. Open the printer properties dialog box. (1) Select Print on the File menu or the command bar in your software application.

The Print dialog box appears. (2) Make sure that your machine's name is selected. Note If another printer's name is selected, click and select your machine's name. (3) Click Preferences (or Properties). 6. Specify the required print settings. Printing Documents (Windows) Page 43 of 623 pages (1) Select the media type of the loaded paper in Media Type. Note If you select the wrong media type, the machine may not print with the proper print quality. (2) Specify the print quality, etc. in Print Quality and Color/Intensity as required.

Note For details on the print settings, refer to the on-screen manual: Advanced Guide. (3) Click OK. Note To confirm the page size, click the Page Setup tab. If the setting does not match the document's page size already set in the software application, you need to reset the page size, or otherwise use Scaled Printing or Fit-to-Page Printing. For details, refer to the on-screen manual: Advanced Guide.

For details on the printer driver functions, click Help or Instructions to view the online help or the on-screen manual: Advanced Guide. The Instructions button appears on the Main and Maintenance sheets if the on-screen manual is installed on your computer. To display the preview to confirm the print result, select the Preview before printing check box on the Main sheet. Some software applications may not have a preview function. 7.

Start printing. Click Print (or OK) to start printing. Note The message on how to load envelopes will appear when printing on them. This message will not appear next time if you select the Do not show this message again. check box. To cancel a print job in progress, press the Stop/Reset button on the machine or click Cancel Printing on the printer status monitor. To display the printer status monitor, click Canon XXX Printer (where "XXX" is your machine's name) on the taskbar. If printed ruled lines are misaligned or print results are unsatisfactory, adjust the print head Printing Documents (Windows) position. See Aligning the Print Head. Page 44 of 623 pages Page top Printing Documents (Macintosh) Advanced Guide Contents > Printing from Your Computer > Printing Documents (Macintosh) Page 45 of 623 pages Troubleshooting Printing Documents (Macintosh) Note Operations may vary depending on your software application.

For details on the operation, refer to the instruction manual of your application. For Mac OS X v.10.5.x 1. Make sure that the machine is turned on. See Operation Panel. 2. Load paper. See Loading Paper.

3. 4. 5. Open the Paper Output Tray gently, and open the Output Tray Extension. Create (or open) a document to print using an appropriate software application.

Open the Print dialog box. Select Print on the File menu in your software application. The Print dialog box appears. Note If the dialog box below appears, click (Down arrow). 6.

Specify the required print settings. Printing Documents (Macintosh) Page 46 of 623 pages (1) Make sure that your machine's name is selected in Printer. (2) Select the page size of the loaded paper in Paper Size. (3) Select Quality & Media in the pop-up menu. (4) Select the media type of the loaded paper in Media Type. Note If you select the wrong media type, the machine may not print with the proper print quality. (5) Select the print quality in Print Quality. Note For details on the print quality, refer to the on-screen manual: Advanced Guide. Note (Question) on the Quality & Media, Color For details on the printer driver functions, click Options, Borderless Printing, or Margin screen to view the on-screen manual: Advanced Guide. If the on-screen manual is not installed, it does not appear even if (Question) is clicked.

The preview appears on the left of the dialog box to confirm the print result. Some software applications may not have a preview function. 7. Start printing. Click Print to start printing. Note Click the printer icon in the Dock to display the list of print jobs in progress. To cancel a print job in progress, select the desired job in the Name list and click Delete. To temporarily stop a job in progress, click Hold. To temporarily stop all the jobs in the list, click Pause Printer. If printed ruled lines are misaligned or print results are unsatisfactory, adjust the print head position.

See Aligning the Print Head. Printing Documents (Macintosh) Page 47 of 623 pages For Mac OS X v.10.4.x or Mac OS X v. 10.3.9 Note The screens used in this section are for printing in Mac OS X v.



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x. 1. Make sure that the machine is turned on. See Operation Panel. 2. Load paper. See Loading Paper. 3. 4. 5.

Open the Paper Output Tray gently, and open the Output Tray Extension. Create (or open) a document to print using an appropriate software application.

Specify the page size. (1) Select Page Setup on the File menu in your software application. The Page Setup dialog box appears. (2) Make sure that your machine's name is selected in Format for. (3) Select the page size of the loaded paper in Paper Size. (4) Click OK. 6. Specify the required print settings.

(1) Select Print on the File menu in your software application. The Print dialog box appears. (2) Make sure that your machine's name is selected in Printer.

(3) Select Quality & Media in the pop-up menu. (4) Select the media type of the loaded paper in Media Type.

Printing Documents (Macintosh) Note If you select the wrong media type, the machine may not print with the proper print quality. Page 48 of 623 pages (5) Select the print quality in Print Quality. Note For details on the print quality, refer to the on-screen manual: Advanced Guide. Note (Question) on the Quality & Media, Color For details on the printer driver functions, click Options, Special Effects, Borderless Printing, or Margin screen to view the on-screen manual: Advanced Guide. If the on-screen manual is not installed, it does not appear even if (Question) is clicked.

To display the preview to confirm the print result, click Preview. Some software applications may not have a preview function. 7. Start printing. Click Print to start printing. Note Click the printer icon in the Dock to display the list of print jobs in progress. To cancel a print job in progress, select the desired job in the Name list and click Delete. To temporarily stop a job in progress, click Hold. To temporarily stop all the jobs in the list, click Stop Jobs. If printed ruled lines are misaligned or print results are unsatisfactory, adjust the print head position.

See Aligning the Print Head. Page top Other Usages Advanced Guide Contents > Other Usages Page 49 of 623 pages Troubleshooting Other Usages This section describes the function to print photos from your digital camera connected with a USB cable (MP240 series) and the useful function to start supplied software applications. Printing Photos from a PictBridge Compliant Device (MP240 series) Solution Menu and My Printer Page top Printing Photos from a PictBridge Compliant Device (MP240 series) Advanced Guide Contents > Other Usages > Printing Photos from a PictBridge Compliant Device (MP240 series) Page 50 of 623 pages Troubleshooting Printing Photos from a PictBridge Compliant Device (MP240 series) Connecting the PictBridge compliant device to this machine with a USB cable that is recommended by the device's manufacturer, you can print saved images directly. For details on how to print saved images connecting with the PictBridge compliant device, refer to the onscreen manual: Advanced Guide . For details on the print settings on the PictBridge compliant device, refer to the instruction manual supplied with the device. Connectable devices: Any PictBridge compliant device can be connected to this machine regardless of the manufacturer or model as long as it is compliant with the PictBridge standard. Note PictBridge is the standard to print your photos directly without using a computer, connecting a device such as a digital still camera, digital camcorder, or camera-equipped mobile phone. (PictBridge) A device with this mark is PictBridge compliant. Printable image data format: This machine prints images taken with a DCF (Design rule for Camera File system) ver. 1.

0/2.0compatible digital camera (Exif ver. 2.2/2.21 compliant), as well as PNG files.

Page top Solution Menu and My Printer Advanced Guide Contents > Other Usages > Solution Menu and My Printer Page 51 of 623 pages Troubleshooting Solution Menu and My Printer Using Solution Menu or My Printer (Windows only), you can easily get the information on the machine or change the print settings by only clicking buttons on a screen. With Solution Menu, you can start the software applications supplied with the machine or display the operating instructions. It also provides you with the information on troubleshooting. With My Printer, you can display the printer properties dialog box of the printer driver. It also provides you with the information on how to take an action when you have trouble with the operation.

My Printer is not available in Macintosh. To Start Solution Menu Double-click (Solution Menu) on the desktop. Click Here: Solution Menu Click (Solution Menu) in the Dock. \* The screens below are for Windows Vista. Click the button of a function to use. After starting Solution Menu, click (Window size: small) on the title bar to reduce the window size. Note Install Solution Menu from the Setup CD-ROM when it has not been installed or has been uninstalled. To install Solution Menu, select Solution Menu in Custom Install. The buttons displayed on the screen may vary depending on the country or region of purchase. To start Solution Menu from the Start menu, select All Programs (Programs in Windows 2000), Canon Utilities, Solution Menu, then Solution Menu.

To start Solution Menu from the menu bar, select the Go menu, Applications, Canon Utilities, Solution Menu, then double-click Solution Menu. To Start My Printer Double-click (My Printer) on the desktop. Solution Menu and My Printer Page 52 of 623 pages Note You can also start My Printer from Solution Menu. Install My Printer from the Setup CD-ROM when it has not been installed or has been uninstalled. To install My Printer, select My Printer in Custom Install. To start My Printer from the Start menu, select All Programs (Programs in Windows 2000), Canon Utilities, My Printer, then My Printer. Page top Loading Paper / Originals Advanced Guide Contents > Loading Paper / Originals Page 53 of 623 pages Troubleshooting Loading Paper / Originals This section describes types of paper or originals you can load, how to load printing paper in the Rear Tray, and how to load originals to copy or scan. Loading Paper Media Types You Can Use Media Types You Cannot Use Loading Paper Loading Envelopes Loading Originals to Copy or Scan Originals You Can Load Loading Originals Page top Loading Paper Advanced Guide Contents > Loading Paper / Originals > Loading Paper Page 54 of 623 pages Troubleshooting Loading Paper Media Types You Can Use Choose paper suitable for printing, for the best print results. Canon provides you various types of paper to enhance the fun of printing, such as stickers as well as papers for photo or document. We recommend the use of Canon genuine paper for printing your important photos.

Media Types Commercially available papers Name of Paper <Model No.



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> \*1 Rear Tray Paper Load Limit Approx. 100 sheets 10 envelopes Paper Output Tray Load Limit Approx. 50 sheets Settings in Printer Driver: Media Type Plain Paper Plain Paper (Recycled paper)\*2 Envelopes \*3 \*5 Envelope Canon genuine papers Name of Paper < Model No.> \*1 Rear Tray Paper Load Limit Paper Output Tray Load Limit Settings in Printer Driver: Media Type For printing documents: Super White Paper <SW -201> Approx.

80 sheets Approx. 50 sheets Plain Paper For printing photos: Photo Paper Pro Platinum A4, Letter / 8.5" x 11", 5" x 7" / 13 x 18 cm, and 8" x 10" / 20 x 25 cm: <PT-101>\*4 \*5 Photo Paper Pro Platinum Photo Paper Pro II 10 sheets Photo Paper Pro II <PR- 4" x 6" / 10 x 15 cm: 20 sheets 201>\*4 Glossy Photo Paper "Everyday Use" <GPGlossy Photo Paper 501>\*4 Photo Paper Glossy <GP -502>\*4 Photo Paper Plus Glossy II <PP- 201> \*4 Glossy Photo Paper Photo Paper Plus Glossy II Photo Paper Plus Semi Photo Paper Plus Semigloss <SG-201> \*4 Matte Photo Paper <MP101> -gloss Matte Photo Paper For printing business documents: High Resolution Paper < HR-101N> \*3 80 sheets 50 sheets High Resolution Paper Loading Paper For creating your own prints: Page 55 of 623 pages T-Shirt Transfers <TR301>\*3 Photo Stickers <PS-101 >\*3 1 sheet \*5 T-Shirt Transfers 1 sheet Glossy Photo Paper \*1 Paper with a Model Number is Canon genuine paper. Refer to the instruction manual supplied with the paper for detailed information on the printable side and notes on handling paper. For information on the page sizes available for each Canon genuine paper, visit our website.

You may not be able to purchase some Canon genuine papers depending on the country or region of purchase. Paper is not sold in the US by Model Number.

Purchase paper by name. \*2 Proper feeding of paper may not be possible at the maximum capacity depending on the type of paper or environmental conditions (either very high or low temperature or humidity). In such cases, reduce the number of paper you load at a time to less than half (100% recycled paper can be used). \*3 Available only when printing from your computer. \*4 When loading paper in stacks, the print side may become marked as it is fed or paper may not feed properly. In this case, load one sheet at a time. \*5 We recommend that you remove the previously printed sheet from the Paper Output Tray before continuously printing to avoid blurs and discoloration. Important If you select "Photo Paper" on the Operation Panel when copying, use the following media types for the best print results.

- Glossy Photo Paper "Everyday Use" GP-501 - Photo Paper Glossy GP-502 - Photo Paper Plus Glossy II PP-201 - Photo Paper Plus Semi-gloss SG-201 Page Sizes You can use the following page sizes. In Macintosh, Choukei 3 and Choukei 4 are not available. Standard sizes: Letter (8.50 x 11.00 inches / 215.9

x 279.4 mm) Legal (8.50 x 14.00 inches / 215.9 x 355.

6 mm) A5 (5.83 x 8.27 inches / 148.0 x 210.0 mm) B5 (7.

17 x 10.12 inches / 182.0 x 257.0 mm) A4 (8.27 x 11.

69 inches / 210.0 x 297.0 mm) 4" x 6" (4.00 x 6.00 inches / 10 x 15 cm) 5" x 7" (5.00 x 7.00 inches / 13 x 18 cm) L (3.50 x 5.00 inches / 89.0 x 127.

0 mm) Hagaki (3.94 x 5.83 inches / 100.0 x 148.0 mm) Comm. Env. #10 (4.12 x 9.50 inches / 104.6 x 241.

3 mm) 4" x 8" (4.00 x 8.00 inches / 101.6 x 203.2 mm) 8" x 10" (8.

00 x 10.00 inches / 20 x 25 cm) 2L (5.00 x 7.01 inches / 127.0 x 178.

0 mm) Hagaki 2 (7.87 x 5.83 inches / 200.0 x 148.0 mm) DL Env. (4.33 x 8.66 inches / 110.0 x 220.0 mm) Choukei 3 (4.

72 x 9.25 inches / 120.0 x 235.0 mm) Choukei 4 (3.54 x 8.07 inches / 90.0 x 205.0 mm) Youkei 4 (4.13 x 9.25 inches / 105.

0 x 235.0 mm) Card (2.16 x 3.58 inches / 55.0 x 91.

0 mm) Youkei 6 (3.86 x 7.48 inches / 98.0 x 190.0 mm) Wide (4.

00 x 7.10 inches / 101.6 x 180.6 mm) Non-standard sizes: You can also specify a custom size within the following range. Loading Paper Minimum size:

Maximum size: 2.17 x 3.58 inches / 55.0 x 91.0 mm 8.5 x 26.

61 inches / 215.9 x 676.0 mm Page 56 of 623 pages Paper Weight 17 to 28 lb / 64 to 105 gsm (plain paper except for Canon genuine paper) Do not use heavier or lighter paper (except for Canon genuine paper), as it could jam in the machine. Notes on Storing Paper Take out only the necessary number of paper from the package, just before printing. To avoid curling, when you do not print, put unused paper back into the package and keep it on a level surface. And also, store it avoiding heat, humidity, and direct sunlight. Page top Media Types You Cannot Use Advanced Guide Contents > Loading Paper / Originals > Loading Paper > Media Types You cannot Use Page 57 of 623 pages Troubleshooting Media Types You Cannot Use Do not use the following types of paper. Using such paper will not only produce unsatisfactory results, but can also cause the machine to jam or malfunction. Folded, curled, or wrinkled paper Damp paper Paper that is too thin (weighing less than 17 lb / 64 gsm) Paper that is too thick (plain paper, except for Canon genuine paper, weighing more than 28 lb / 105 gsm) Paper thinner than a postcard, including plain paper or notepad paper cut to a small size (when printing on A5 or smaller sized paper) Picture postcards Postcards affixed with photos or stickers Envelopes with a double flap (or sticker flaps) Envelopes with pressure seals Envelopes with an embossed or treated surface Envelopes whose gummed flaps are already moistened and adhesive Any type of paper with holes Paper that is not rectangular Paper bound with staples or glue Paper with adhesives Paper decorated with glitter, etc. Page top Loading Paper Advanced Guide Contents > Loading Paper / Originals > Loading Paper > Loading Paper Page 58 of 623 pages Troubleshooting Loading Paper Important Always load paper in the portrait orientation (A).

Loading paper in the landscape orientation (B) can cause paper jams. If you cut plain paper into small size such as 4" x 6" / 10 x 15 cm, 4" X 8" / 101.6 x 203.2 mm, 5" x 7" / 13 x 18 cm, or 2.16" x 3.

58" / 55.0 x 91.0 mm (Card size) to perform trial print, it can cause paper jams. Note We recommend Canon genuine photo paper for printing photos. For details on the Canon genuine paper, see Media Types You Can Use .

You can use general copy paper. When printing on both sides, we recommend Canon's Super White Paper. For the page size and paper weight you can use for this machine, see Media Types You Can Use . 1. Flatten the four corners of paper before loading it. Note Align the edges of paper neatly before loading. Loading paper without aligning the edges may cause paper jams. If paper is curled, hold the curled corners and gently bend them in the opposite direction until the paper becomes completely flat.



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For details on how to flatten curled paper, refer to the "Troubleshooting" in the on-screen manual: Advanced Guide. 2.

Prepare for loading paper. Loading Paper Page 59 of 623 pages (1) Open the Paper Support, raise it, then tip it back. (2) Open the Paper Output Tray gently, and open the Output Tray Extension. 3. Load paper. (1) Slide the Paper Guides to open them, and load the paper in the center of the Rear Tray WITH THE PRINT SIDE FACING YOU. (2) Slide the Paper Guides to align them with both sides of the paper stack. Do not slide the Paper Guides too hard. The paper may not be fed properly. Note Do not load higher than the Load Limit Mark (A).

Loading Paper Page 60 of 623 pages The machine may make operating noise when feeding paper. Note After loading paper When printing with the Photo Index Sheet, make sure that the size and type of the loaded paper match those specified in Page size/Media type on the Photo Index Sheet. See Printing Photos Saved on the Memory Card . When copying without using a computer, select the size and type of the loaded paper on the Operation Panel. See Copying.

When printing with a computer, select the size and type of the loaded paper in Page Size (or Paper Size) and Media Type in the printer driver. See Printing Documents (Windows) or Printing Documents (Macintosh) . Page top Loading Envelopes Advanced Guide Contents > Loading Paper / Originals > Loading Paper > Loading Envelopes Page 61 of 623 pages Troubleshooting Loading Envelopes You can print on European DL and US Comm. Env. #10-sized envelopes.

The address is automatically rotated and printed according to the envelope's direction by specifying with the printer driver properly. Important You can only print on envelopes with the computer. You cannot use the following envelopes. - Envelopes with an embossed or treated surface - Envelopes with a double flap (or sticker flaps) - Envelopes with pressure seals - Envelopes whose gummed flaps are already moistened and adhesive Note In Windows, the message on how to load envelopes will appear when printing on them. This message will not appear next time if you select the Do not show this message again. check box. 1.

Prepare envelopes. Press down on all four corners and edges of the envelopes to flatten them. If the envelopes are curled, hold the opposite corners and gently twist them in the opposite direction.

If the corner of the envelope flap is folded, flatten it. Use a pen to press the leading edge in the inserting direction flat and sharpen the crease. The figures above show a side view of the leading edge of the envelope. Important The envelopes may jam in the machine if they are not flat or the edges are not aligned.

Make sure that no curl or puff exceeds 0.1 inches / 3 mm. 2. Load envelopes. Loading Envelopes Page 62 of 623 pages (A) Rear side (B) Address side (1) Open the Paper Support. (2) Open the Paper Output Tray gently, and open the Output Tray Extension.

(3) Slide the Paper Guides to open them, and load the envelopes in the center of the Rear Tray WITH THE ADDRESS SIDE FACING YOU. The folded flap of the envelope will be faced down on the left side. Up to 10 envelopes can be loaded at once. (4) Slide the Paper Guides to align them with both sides of the envelopes. Do not slide the Paper Guides too hard.

The envelopes may not be fed properly. 3. Specify the settings in the printer driver. (1) Select Envelope in Media Type. (2) Select the size for envelopes. Select DL Env. or Comm. Env. #10 in Page Size. Select DL Envelope or #10 Envelope in Paper Size. (3) Select Landscape in Orientation. Important If you do not specify Page Size (or Paper Size) or Orientation properly, the address will be printed upside down or will be turned to 90 degrees. Note The machine may make operating noise when feeding envelopes. In Windows, if the print result is upside down, select Rotate 180 degrees on the Page Setup sheet in the printer properties dialog box of the printer driver. Page top Loading Originals to Copy or Scan Advanced Guide Contents > Loading Paper / Originals > Loading Originals to Copy or Scan Page 63 of 623 pages Troubleshooting Loading Originals to Copy or Scan Originals You Can Load You can copy or scan the following originals.

Types of originals: Size (W x L): Photos or Texts (documents, books, magazines, etc.) Max. 8.5 x 11.7 inches / 216 x 297 mm Page top Loading Originals Advanced Guide Contents > Loading Paper / Originals > Loading Originals to Copy or Scan > Loading Originals Page 64 of 623 pages Troubleshooting Loading Originals Load originals to copy or scan on the Platen Glass. Important After loading the original, be sure to close the Document Cover before starting to copy or scan. When scanning from a computer using a software application, you need to load originals in a different way. For details, refer to the on-screen manual: Advanced Guide. Note Make sure any glue, ink, correction fluid, or the like on the original is completely dry before loading it. 1.

Load an original on the Platen Glass. (1) Open the Document Cover. (2) Load an original with the side to copy or scan FACING DOWN on the Platen Glass. Align the corner of the original with the alignment mark . Important Do not place any objects weighing more than 4.

4 lb / 2.0 kg on the Platen Glass. Do not press or put weight on the original with pressure exceeding 4.4 lb / 2.0 kg.

Doing so may cause the scanner to malfunction or the Platen Glass to break. The machine cannot scan the shaded area (A) (0.04 inches / 1 mm from the edges of the Platen Glass). 2. Close the Document Cover gently. Loading Originals Page 65 of 623 pages Page top Routine Maintenance Advanced Guide Contents > Routine Maintenance Page 66 of 623 pages Troubleshooting Routine Maintenance This section describes how to replace FINE Cartridges when they run out of ink, to clean the machine when the print result is faint, or to take an action when paper does not feed properly. When Printing Becomes Faint or Colors Are Incorrect Printing the Nozzle Check Pattern Examining the Nozzle Check Pattern Cleaning the Print Head Cleaning the Print Head Deeply Aligning the Print Head Replacing a FINE Cartridge Checking the Ink Status Replacing Procedure Cleaning the Machine Cleaning the Paper Feed Roller Cleaning the Inside of the Machine (Bottom Plate Cleaning) Cleaning the Protrusions inside the Machine Page top When Printing Becomes Faint or Colors

Are Incorrect Advanced Guide Contents > Routine Maintenance > When Printing Becomes Faint or Colors Are Incorrect Page 67 of 623 pages Troubleshooting When Printing Becomes Faint or Colors Are Incorrect If print results are blurred or colors are not printed correctly, the print head nozzles (FINE Cartridges) are probably clogged. Follow the procedure below to print the nozzle check pattern, check the print head nozzle condition, then clean the Print Head.



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